

BARNBY IN THE WILLOWS PARISH COUNCIL

MINUTES FROM THE ANNUAL AND ORDINARY PARISH COUNCIL MEETINGS 10th MAY 2022 at 7:30pm (following straight on from Annual Parish Meeting).

Attendees: Cllr Janette Barlow, Cllr Jackie Parker, Cllr Carina Jukes, Cllr Carol Speakman, Cllr Graham Bett, Cllr Richard Cowley, Cllr Betty Brooks, Cllr John Lee, Helen Cowlan (Clerk)
Public: None

1. **Declarations of interest**

None.

2. **Election of Chair and Vice-Chair**

It was agreed that Cllr Janette Barlow would continue as Chair, and that Cllr Graham Bett would become Vice-Chair – proposed Cllr Jukes, seconded by Cllr Speakman.

3. **Contributions from the public, District and County Councillors**

Formal thanks were given to Cllr Lee for his donation of £40 towards the Jubilee celebrations.

Hollowdyke Lane – Cllr Lee advised that Fernwood Parish Council wish to re-open the road to more traffic in the future so suggested reviewing any planning amendments/applications, further updates to follow as received.

Grants and funding – Cllr Lee advised to contact him for information which he can either help with or redirect as needed, Cllr Darby may also be able to help.

Planning Committee – Cllr Lee is now on the District's Planning Committee.

Issues with dogs / fouling – A concern about dog mess along the private track leading to the sewage farm was raised by a member of the public. Cllr Lee advised that formal 'dogs on leads' areas can cover footpaths, and that details on how to formalise exclusions can be obtained from Allan Batty – such zones enable wardens to monitor and fine if needed.

Traveller sites – Cllr Lee advised that NSDC are lobbying for pitches to be evenly spread across the area (not just proportionately to a percentage of the population), that they are Council run, and that they should be subject to the same rules as Council housing. It is hoped that work will be done to improve existing legal sites, and to restrict sites on flood plains.

Cllr Debbie Darby sent the following update by email (received after the meeting):

"Firstly, I'd just like to clarify something from minutes of the last meeting. It states in item 6 that "...each Councillor can nominate three roads to be included as a priority in an improvement plan." I would like to clarify this. As your County Councillor each year, I can nominate 3 priority roads and pavements for re-surfacing or other schemes and suggest 3 major highway's improvements such as reduction in speed limits and pedestrian crossings. This is per division however. Since the last meeting, I have met with Shaun Brown, the District Manager for Newark and Sherwood at Via East Midlands. Nottinghamshire County Council are in charge of our highways and Via East Midlands carry out work their behalf.

I have raised a number of issues with Shaun and Jo Horton in Barnby-in-the-Willows including proposal for a speed limit extension to be extended further out of the village to include houses on Long Lane and the road from Long Lane junction to Barnby Academy

I have also reported a number of pot-holes and pavements that need fixing in the village. I will shortly be releasing a Highway's Survey to the 5000 homes in the Collingham Division including Barnby-in-the-Willows. Highways have confirmed that I am not restricted to just reporting 6 priorities and I will compile a dossier of resident's complaints. I hope to organise a walk-about in Barnby-in-the-Willows in due course with Highway's bosses at County Hall and Parish Councillors – to identify issues with the highways.

Further to this, my latest tranche of Councillor's Divisional Fund has become available. Any councillor can give any organisation or individual up to £1000 for the year to spend on projects that are beneficial to the local communities. If you have any ideas how Barnby-in-the-Willows can benefit from this funding then please get in touch".

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4. Approval of minutes

The minutes of previous meetings were approved as being true records of the meetings:
the Annual Parish Council meeting, held on 5th May 2021 – prop Cllr Jukes, sec Cllr Speakman.
the ordinary Parish Council meeting, held on 10th March 2022 – prop Cllr Parker, sec Cllr Speakman.

5. Matters arising from the minutes

Cattle market – no further updates are available about proposed site(s) being agreed.

Jubilee Tree – **Action - Clerk to enquire about getting a tree for the Green.**

Roads and pavements – Cllr Speakman submitted photographs and measurements for reported issues, which got better results as some have been filled. To be reviewed again at the end of May.

'Layby' bin – Clerk confirmed that the bin in the 'layby' at the top of Long Lane has been confirmed as the responsibility of NSDC and not the Parish Council.

Noticeboard – it was agreed not to include NCC logos unless they wished to fund the noticeboard, and that CIL funding could potentially be a source of funding if others were not forthcoming.

Road signs – Clerk confirmed that 'slow down for horses' signs have been put forward for inclusion within the budget for 2022-23, and it is hoped it will be successful (tbc). Cllr Lee suggested that a request for an interactive speed sign is made first, followed by a request for the traffic monitoring cables / tubes, when due during the Summer.

Beckingham planning – currently awaiting the outcome of the planning application for pitches for the Travelling Community at Beckingham.

Maintenance Plan – steps will be taken to work towards the Village Hall maintenance plan

Banking – a change of bank was delayed by offers being withdrawn, and timelines clashing with the financial end of year, but will be reviewed again and changes made as soon as feasible to do so.

6. Approval of formal documents

- i) Financial Regulations
- ii) Standing Orders
- iii) Asset Register – **Action – clarification to be gained in relation to nominal versus insured values.**
- iv) Risk assessment(s)
- v) GDPR and Accessibility documents
- vi) Equality, and Grievance & Disciplinary, processes

The above listed documents were approved by unanimous agreement – proposed Cllr Speakman, seconded Cllr Jukes.

7. Finance

- a) Annual approval of Accounts for the year ended 31 March 2022.
- b) Approval of Certificate of Exemption for the year ended 31 March 2022.
- c) Approval of the Annual Governance Statement for the year ended 31 March 2022.
- d) Approval of the Accounting Statements for the year ended 31 March 2022.
The above unaudited accounts and documents were reviewed and unanimously approved, subject to internal audit comments – proposed Cllr Bett, seconded Cllr Speakman.
- e) Internal Auditor – details of experience and costs of £50 were provided and the internal auditor formally approved (Carole Binks from Southwell) – proposed Cllr Parker, seconded Cllr Bett.
- f) Payments made since March's meeting:

Staff costs £373.18 – HMRC/PAYE and caretaker salary for 2021-22

Parish Council:

NALC Subscription £83.30

Mowing £16.45 & £17.71

Newsletter costs £36.99

Village Hall:

Grimes gas £123.00

Antibac (fabric) £2.98

SSE £78.57 & £31.97

Water Plus £19.23

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Vulcana £222.00

Goal nets £73.22

g) Upcoming payments:

Zurich Insurance approx. £729.90.

Second hand filing cabinets may be available at a cost of approx. £25-30 each via a contact of the Clerk.

All payments were unanimously approved – proposed Cllr Jukes, seconded Cllr Cowley.

h) Income received since March's meeting:

Precept part 1 - £1851.30

Hires £255

L&L Refund £21

Events £110.50

NSDC GRANT £150

i) VAT process – changes to the VAT process were reviewed and overview of recent training given by the Clerk. Cllr Bett advised that the new process of using new online software was straightforward and that the Council would not necessarily have to deregister if that had been a concern. **Action - It was requested that the Clerk bring further details of information gained from the training to the next meeting for review.**

j) Utility Suppliers – **Action – quotes to be compared with current deals and brought to a future meeting although it was considered that it may be advisable to stay with a well-established company.**

k) New hob – hob must not be used until reviewed / replaced. **Action – Clerk to obtain three quotes to replace the hob (details of known tradespeople to be provided by Cllrs Barlow and Cowley).**

8. Planning

- a. 22/00513/HOUSE – *the Lodge, Back Lane* – new dormers, roof windows and altered openings to rear elevation; window and door opening changes to front elevation; new roof windows to side elevation. STATUS – awaiting decision / outcome.

9. Village Committee Report

The Jubilee event will now be a free event as a result of conversations at a recent task meeting (which members of the public attended), although donations will be asked for. It was originally planned that the Jubilee event would be a 'paid for' / ticketed event in place of the summer party that has been held previously (to avoid having two big events too close together). It was clarified that fundraising events do need to take place and that with the current 50:50 split (between running costs and projects) this would mean that a minimum of £4000 would need to be raised each year. Cllr Barlow confirmed that the Parish Council would not be in a position to offer additional funding to the event, and thought would need to be given to how the donation of £200 would now be used. A resident has kindly offered to cover shortfalls if needed. There will be a raffle and a bar to raise funds, with two barrels of beer being donated. Residents will be able to bring their own food / picnic (rather than it being provided as part of the ticket as originally planned). In order to raise funds going forward, it is important for the Committee to stick to agreements made to charge for events. Cllr Parker advised that she and Mr Parker would be stepping down from the Committee after the Jubilee event.

Consideration will be given to applying for a permanent change to licensing terms to give more flexibility to events being held – this would be a one-off cost of approx. £100.00 and would have to be formally advertised / consulted on.

Formal thanks were given to Mr Parker for creating a risk assessment for the Jubilee event.

NSDC will be offering supplies of bin bags, overshoes, aprons, sanitisers and masks free of charge, and they should be delivered soon.

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10. Village Hall and Committee Constitutions

Historically there have been different versions of documents but they have been most recently noted to reflect the change in members / confirm quorum etc. As it is likely that a proposal will be made to dissolve the current Committee / set up a new one, the formal terms will be reviewed and agreed. It may be proposed that future fundraising has to meet Hall running costs first before projects are funded (rather than the current 50:50 split), and the events must be costed / ticketed. Consideration will be given to how existing project funds are allocated. **Action – Clerk to add items to next Parish Council meeting agenda.**

11. Correspondence

All correspondence has been circulated – nothing in need of further review.

12. Date of the next Parish Council Meeting - 14th July 2022 7pm

Meeting ended 21.05

.....Chair

.....Date

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