

BARDNEY GROUP PARISH COUNCIL
MINUTES
Full Council

16 April 2024 at Bardney Village Hall

Bardney Group Parish Council

Minutes of a meeting of Bardney Group Parish Council held at Bardney Village Hall on Tuesday 16 April 2024.

Present: Chair: John Papworth (Vice-Chair)

Councillors: Frank Bates, Robin Darby, Julie Hill, Ken Hutchinson, Ruth Lane,
Keith Laughton, Barry Newlove, Deborah O'Sullivan and Barry Percival.

In attendance: Mr Eddie Findlay, Locum Clerk to Bardney Group Parish Council

8 members of the public were in attendance.

At 7:00 pm, in the absence of Cllr Ian Fleetwood, Cllr John Papworth took the Chair and welcomed everybody to the meeting.

A minute's silence in remembrance of Mr Michael Rogers was observed.

The Chair then asked for comments or questions from the members of the public present.

Members of the Public (MOP) Forum

MOP 1 – confirmed that the funeral for Michael Rogers would be on Tuesday 30Apr-2024, at the church, from 11:00am.

MOP 2 – asked what the “unforeseen circumstances were for cancelling the Annual Parish Meeting of Electors on 08-Apr-2024. Cllr Papworth explained that he had been asked to step in at the last minute and felt under prepared to fulfil the task, on that date.

MOP 1 – publicised that there would be a special 80th D-Day Anniversary Service at the Church on Sunday 02-Jun-2024, at 10:00am.

MOP 3 – asked that as he would be unable to ask questions later in the meeting, what the current costs where to maintain St. Oswald's field. Council hires in a tractor to pull the mower and that is £120 a hire, with it being required approximately 10 times per year. Then it took most of a day to cut so there was a day rate for the handyman which was around another £1,000.00 per year. He then asked about the proposed referendum and how much that might cost. Cllr Papworth had contacted WLDC and it was believed a formal poll would cost around £5,000.00, but Council would consider a more cost effective way to hold such a referendum. A discussion between ways of utilising the field followed with MOP 3 believing that the field should be used for public events to raise money to pay for the upkeep.

MOP 4 – pointed out that they couldn't see the point in having two fields and the Village Hall sport field could be used to hold events, complete with the pavilion being available.

MOP 5 – agreed with MOP 4.

MOP 6 – believes that grants could be available to Council which would help cover the cost of maintaining the area. Cllr Darby had investigated grants but the main one had closed. He was keeping an eye on when this would be available again.

The Chair declared the meeting open at 7:14 pm.

364-23/24. To receive apologies for absence and reasons given, i.a.w. Local Government Act 1972, Sch 12, para 40.

Cllr Corbould, Cllr Fleetwood, Cllr Linton, Cllr L Newlove and Cllr Wright were unable to attend, and their absences were noted.

365-23/24. To receive declarations of interest and to consider dispensation applications in relation to Disclosable Pecuniary Interests.

None declared at this time.

366-23/24. Consider and approve as Minutes, the following notes;

a. Notes of the extra-ordinary meeting of the Bardney Group Parish Council held on Tuesday 27 February 2024.

Action: The Council **RESOLVED** to approve the notes of the extra-ordinary meeting of the Bardney Group Parish Council held on Tuesday 27 February 2024 as Minutes.

Proposed by Cllr Darby, seconded by Cllr Lane and approved unanimously.

b. Notes of the ordinary meeting of the Bardney Group Parish Council held on Tuesday 19 March 2024.

Action: The Council **RESOLVED** to approve the notes of the ordinary meeting of the Bardney Group Parish Council held on Tuesday 19 March 2024 as Minutes.

Proposed by Cllr Lane, seconded by Cllr Percival and approved unanimously.

367-23/24. Receive updates from Cllrs with regard to items from the previous minutes.

a. Minute ref: 329-23/24 – distribution of surplus IT tablets.

Cllr Lane had spoken with the School and they would be more than happy to receive 6 of the surplus IT tablets and would take the others if the Scouts did not require them. Nobody had as yet approached the Scouts. The Clerk would seek out a contact and ask the Scouts.

b. Minute ref: 334-23/24 – Harvey Kent Gardens parking issues.

The Chair had yet to arrange a meeting with the School regarding this issue, due to Easter School holidays.

368-23/24. Report from the Chair.

Cllr Papworth read out a report from Cllr Fleetwood.

1. Regarding the Christmas lights issue. As previously explained, a grant was available from WLDC for £3,000 which the Council had identified should be spent on flags, lights and public address equipment. All items were purchased at no direct cost to the Parish Council using the WLDC Village Revenue Grant, however I appreciate that there was an agreed cap of £500 on Christmas lights, and I should have brought the extra expenditure back to Council for further consideration, for which I apologise.

2. Short Ferry Road is now open under a traffic management system.

3. The Village Hall Office is being decorated and it is expected to be moving to the new permanent Office imminently.

369-23/24. Report from the Clerk.

RAF Ensign at IX Sqn Memorial suffered irreparable damage during the recent high winds and a spare from the old office was handed over whilst a replacement was sought. Cllr Darby advised the Council that the Union Flag was usually only flown on specific civic days, the rest of the time, it was usually the Lincolnshire flag being flown. The Clerk would collect one for the portacabin and swap them over.

LALC Cemetery Trg – 30-Apr-2024 and 01-May-2024 09:15 to 12:30 via Teams for Clerk and Cllrs Fleetwood, Hutchinson and Papworth.

370-23/24. Financial Matters.

a. To consider and approve payments made since the last meeting.

Fuel Card Services 2 x Inv taken by DD	£	92.54
Tudor Grass Cutting Inv-0658	£	1,224.28
SAGE (Payroll)	£	9.60
	£	1,326.42

Action: The Council **RESOLVED** to approve the payments made since the last meeting.

Proposed by Cllr Laughton, seconded by Cllr Lane and approved unanimously.

b. To consider and approve payments on the April schedule.

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Npower 4 x outstanding invoices	£	34.92
LALC 4 x outstanding invoices	£	791.34
Wave Water (Account No. ****9948)	£	17.36
Tudor Ground Maintenance(inv-0676)	£	1,224.28
Salary (inc HMRC, Pensions)	£	1,706.23
Handyman expenses	£	89.15
Equip (2 x Invoices	£	104.47
	£	3,967.75

Action: The Council **RESOLVED** to approve payments on the April schedule.
Proposed by Cllr Lane, seconded by Cllr Percival and approved unanimously.

c. To consider and approve the bank reconciliation to 31 March 2024.
Due to lack of access and understanding of Easy PC software and bank access, the Clerk was unable to provide a bank reconciliation for March 2024.

Action: The Council **RESOLVED** to defer this matter until next month.
Proposed by Cllr Hutchinson, seconded by Cllr Lane and approved unanimously.

d. Receive a report on the Annual Governance and Accountability Report, Page 5 – Section 2 Accounting Statements, as prepared by RFO before being signed off.
From the Easy PC software, figures to complete the AGAR Section 2 Accounting Statements had been produced, however there was a discrepancy with the closing balance from FY2022/23 and the opening balance for FY2023/24 and the closing balance of the current year against the bank statements.
The Clerk had still not been informed on who the Internal Auditor was.

Action: The Council **RESOLVED** to defer this matter until the next meeting.
Proposed by Cllr Hutchinson, seconded by Cllr Lane and approved unanimously.

e. Consider the purchase of a D-Day 80th Anniversary commemoration flag.

Action: The Council **RESOLVED** to purchase a D-Day 80th Anniversary commemoration flag, to be flown from 09:00am on 6 June 2024, for a week.
Proposed by Cllr Newlove, seconded by Cllr Hutchinson and approved unanimously.

f. Consider engaging a Bookkeeping Company to handle salaries, HMRC and pension payments.
Due to the recent high turnover of staff, there had been a loss of knowledge and understanding of certain salary requirements with regard to HMRC and pension data. It was also considered “best practice” not to have these functions undertaken “in house”.

Action: The Council **RESOLVED** to approve engaging Blossom Bookkeeping Ltd to carry out these functions on a trial basis, of between 6 and 12 months.
Proposed by Cllr Papworth, seconded by Cllr Lane and approved unanimously.

g. Consider the costs to have the Thule trailer repaired, as used by the handyman.
There was some confusion of this item as the Chair thought the work had already been carried out. The Clerk would clarify the matter with the Handyman and report back at the next meeting.

371-23/24. Committee Reports.

a. Receive a report from the Chair of the Allotment Committee.
Cllr Papworth reported that bills had been distributed and payments were coming in. 4 new allotments had been let, with a couple more on the waiting list until such time as all current holders had responded.

b. Receive a report from the Chair of the Cemetery Committee.

Cllr Papworth, as Chair of this Committee had nothing really to report other than the hedge cutting was ongoing. Cllr Darby was expecting a full report on the past year's activities as nothing from previous meetings had been brought back to Council. Cllr Papworth felt there was little to report and would look to arrange another meeting and bring those back to Council.

i. Consider the proposed new charges for burial plots and administration, as per minute ref: 287-23/24.

There was again some confusion over this matter for which Cllr Papworth apologised and would look to arrange a new meeting in the near future.

c. Receive a report from the Chair of the Personnel and Review Committee.

Cllr Lane confirmed that 4 applications had been received for the vacant Clerk/RFO roles and would brief Council further in Closed Session, minute ref: 378-23/24.

d. Receive a report from the Chair of the Policy and Procedures Committee.

Cllr Laughton had nothing specific to report as Standing Orders and Financial Regulations were down as a later item.

372-23/24. Ward Reports.

Receive reports from Councillor Members.

Cllr Newlove – it was reported by Cllr Newlove that the parking on Station Road was becoming an issue, and someone needed to speak to LCC Highways. The Clerk would approach LCC Highways.

Cllr Hill – as Southrey Ward rep, Cllr Hill had been to speak to local residents and had arranged to go down a minimum of twice a month to speak to them and bring any issues back to full Council.

Cllr Laughton – he was awaiting confirmation of funds already held by the Village Hall Committee to better enable the investigation into grant funding streams that might be available to update the play area.

373-23/24. Planning Matters.

There were no current planning matters.

374-23/24. St. Oswald's Field.

a. Consider the cost of the site to the Parish Council.

After speaking with Handyman, he had stated that it was £120 to hire tractor, which was used up to 10 times per year to cut the field. Based on hours required, it would be a further £1,000 in salary.

b. Consider any potential income to be received for the site.

Previous rental income was around £1,200 per year.

Cllr Darby was still investigating grants that might be available through WLDC, which could offset the current maintenance costs. This was still ongoing.

It was felt that there was insufficient information available as to any covenants or restrictions on the area, as some believed it was to be left as an area to be used when the Cemetery required to be extended.

375-23/24. Consider the adoption of the following;

a. Standing Orders 2018 (England), updated April 2022.

Cllr Darby raised a query with regard to the reduction in time for the public forum.

Council did not take up Cllr Darby's proposal of keeping the public forum session at 15 minutes against the proposed wording of 10 minutes, with a 3 minute restriction on an individual speaking.

This one item was proposed, seconded and agreed by a majority.

Cllr Darby then raised other queries against such things as the introduction of Working Parties, "light touch", various thresholds for etc.

Action: The Council **RESOLVED** to defer the adoption of the proposed Standing Orders to allow for further discussion.

Proposed by Cllr Papworth, seconded by Cllr Darby and approved.

b. Financial Regulations (England) July 2019.

A few minor amendments to the circulated documents were discussed and accepted.

Action: The Council **RESOLVED** to approve the adoption of the proposed Financial Regulations (England) July 2019.

Proposed by Cllr Laughton, seconded by Cllr Lane and approved unanimously.

376-23/24. Consider a plan for village Christmas Events/light switch on.

As arrangements last year weren't considered until October/November, Cllr Laughton wanted to bring the matter to Council sooner, rather than later.

The Chair closed the meeting at 8:20 pm to allow the Vicar to speak, who informed the meeting that Carols on the Green were planned for Sunday 22 December 2024. This was felt to be too late for lights switch on etc.

The Chair re-opened the meeting at 8:22 pm.

Action: The Council **RESOLVED** to consider ideas and dates and bring them back to the next meeting.
Proposed by Cllr Laughton, seconded by Cllr Lane and approved unanimously.

377-23/24. Consider a new date for the Annual Parish Meeting.

Action: The Council **RESOLVED** to approve Tuesday 7 May 2024 as the new date for the Annual Parish Meeting.

Proposed by Cllr Percival, seconded by Cllr Laughton and approved unanimously.

378-23/24. To resolve to go into closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972 to discuss the following matters.

- a. Consider nominations/recipients for the Annual Award of The Rogers Shield and any other relevant awards.
- b. Consider additional hours that may be required to be undertaken by the Locum Clerk.
- c. Consider the applications received for the advertised post of Clerk/RFO.

Proposed by Cllr Laughton, seconded by Cllr Lane and approved unanimously.

This part of the meeting closed 8:24 pm.

The meeting continued in the absence of press and public at 8:25 pm.

Confidential Minutes

- a. Consider nominations/recipients for the Annual Award of The Rogers Shield and any other relevant awards. Nominations were presented, discussed and considered.

Action: The Council **RESOLVED** to approve the following;

The Rogers Shield
Cemetery Improvement Group

Community Champion Certificates
Armed Forces Veteran's Breakfast Club
Church Food Bank
Donna's Animal Rescue
Helen Waby (retiring post lady)
Mums and Toddlers Group
Open Door Food Bank
Richard Swallow

Proposed by Cllr Lane, seconded by Cllr Laughton and approved unanimously.

- b. Consider additional hours that may be required to be undertaken by the Locum Clerk.

Action: The Council **RESOLVED** to approve up to 15 hours per week for the Locum Clerk.

Proposed by Cllr Darby, seconded by Cllr Laughton and approved unanimously.

- c. Consider the applications received for the advertised post of Clerk/RFO.

Cllr Lane confirmed that 4 applications had been received.

Action: The Council **RESOLVED** to that a meeting of the P&R Committee would be convened to sift the applicants and invite those found suitable for interview.

Proposed by Cllr Lane, seconded by Cllr Laughton and approved unanimously.

The meeting closed at 8:50 pm

Signature: Original Signed

Printed Name: K Laughton

Date: 21 May 2024