

**BARDNEY GROUP PARISH COUNCIL**  
**MINUTES**  
**Full Council**

18 June 2024 at the Village Hall, Silver Street, Bardney

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**Bardney Group Parish Council**

**Minutes of an ordinary meeting of Bardney Group Parish Council held in the Village Hall, Silver Street, Bardney on Tuesday 18 June 2024.**

Present: Chair Cllr Keith Laughton

Councillors: Cllr Frank Bates, Cllr Mary Corbould, Cllr Robin Darby, Cllr Ian Fleetwood, Cllr Julie Hill, Cllr Ken Hutchinson, Cllr Ruth Lane, Cllr Brian Linton, Cllr Deborah O’Sullivan, Cllr John Papworth (vice-Chair) and Cllr Sam Wright.

Also present: Eddie Findlay (Clerk/RFO) to the Parish Council

8 members of the public were in attendance.

At 7:00 pm prior to inviting members of the public to speak the Chair members of the public to direct questions to the Chair and to act with civility and respect towards others at the meeting.

**Public Forum**

**MOP 1** – raised a query on the new office and accessibility. Opening hours need to be displayed and they felt that a full and open discussion should be undertaken with parishioners on when the office would be open.

**MOP 2** – still awaiting responses from matters raised at the Annual Parish Meeting. This would be investigated.

**MOP 3** – asked for an update on any response from the Monitoring Officer with regard to the possible breach of Financial Regulations.

**MOP 3** – asked Council to consider approaching Cherry Willingham with regard to their thoughts on Cherry Fields, which is a similar project to St. Oswald’s Park.

**MOP 3** – asked under what authority the Chair of the Annual Parish Meeting stopped people asking questions about St. Oswald’s Field as he thought that would be unconstitutional. The Chair would investigate the matter. MOP 3 sought an assurance that the matter would not be allowed to happen again. This was given by the Chair.

**MOP 4** – thanked the Council for the recent installation of the Speed Indicator at Wragby Road.

**MOP 1** – on a similar point, in their opinion, the one on Station Road was facing in the wrong direction. They believed that over 78% of vehicles were speeding going out of the village. Lincolnshire Road Safety Partnership had suggested and approved the locations. The Clerk would be meeting with someone from LCC Highways and raise the matter with them.

At 7:10 pm the Chair declared the meeting open.

**25-24/25. Apologies for Absence.**

To receive and accept apologies, where valid reasons for absence have been given to the Clerk prior to the meeting, in accordance with LGA 1972, Sch 12, para 40.

Cllr B Newlove and Cllr B Percival were unable to attend, and their reasons were made know to the Council.

**Action:** The Council **RESOLVED** to approve the reasons for absence from Cllr B Newlove and Cllr B Percival. Proposed by Cllr Wright, seconded by Cllr Hill and approved unanimously.

Cllr L Newlove’s absences was noted.

**26-24/25. Declarations of Interest.**

To receive declarations of interest and to consider dispensation applications in relation to Disclosable Pecuniary Interests.

None declared at this time.

**27-24/25. Notes of the Annual Meeting of the Parish Council held on Tuesday 21 May 2024, to be approved as Minutes.**

**Action:** The Council **RESOLVED** to approve the Annual Meeting of the Parish Council held on Tuesday 21 May 2024 as Minutes and a true record of the meeting.

Proposed by Cllr Lane, seconded by Cllr O’Sullivan and approved unanimously.

**28-24/25. Receive updates from Councillors/Clerk with regard to ongoing items from previous meetings.**

a. Minute ref: 329-23/24 – distribution of remaining surplus IT tablets to the Scouts.  
Cllr Papworth had delivered the remaining IT tablets to the Scouts and a letter of thanks had been received.

b. Minute ref: 334-23/24 – Harvey Kent Gardens parking issues.  
Cllr Fleetwood had visited the school and discussed the matter. It was suggested that the school newsletter be used to encourage parents/carers to park responsibly and with respect to residents.

c. Minute ref: 11-24/25 – new office equipment.  
The Clerk reported that all the suggested purchases had been received, bar the additional screen and the external post box. The Clerk had purchased a cable adapter, to convert the old DIN plug to a HDMI connector so the old screen could be used with the new laptop. The Clerk was still trying to source a new external post box for the Village Hall. The Village Hall internet had been accessed but was only a very weak and intermittent signal. The Village Hall Committee are investigating the use/purchase of a suitable WiFi range extender.

d. Minute ref: 16-24/25 – D-Day 80th Anniversary.  
On Thursday 06 June 2024, the Clerk, accompanied by the Chair and vice-Chair, raised the D-Day 80th Anniversary Flag on the green at 09:00am. A number of members of the public were present. The Chair and Clerk delivered the Lamp of Peace to the Church.  
The flag was lowered one week later at 09:00am.  
It was suggested a list of civic flag days be investigated for future events.

**29-24/25. Chair’s Report.**

The Chair reported that he and Cllr Lane had attended Chair and Clerk Training through LALC.

**30-24/25. Consider the adoption of the latest version of Financial Regulations (May 2024) as issued by NALC 03-May-2024.**

The latest version of Financial Regulations had not been amended for review for Council.

**Action:** The Council **RESOLVED** to defer the item to the next meeting.

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

**31-24/25. Financial Matters.**

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

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

|   |    |   |        |
|---|----|---|--------|
| BT Group PLC (23/05/2024)                     | DD | £ | 37.02  |
| FuelCard Services Inv 9007477160 & 9007440393 | DD | £ | 95.63  |
| ICO (Annual Fee)                              | DD | £ | 35.00  |
| NEST  | DD | £ | 80.62  |
| SAGE (Payroll)                                | DD | £ | 9.60   |
|   |    | £ | 257.87 |

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

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

|  |                       |   |            |
|--|-----------------------|---|------------|
| Charles H Hill (Inv 177379)                          | EB-0018               | £ | 170.33     |
| Nic Barker Ltd (Burial Services)                     | EB-0019               | £ | 300.00     |
| Viking UK (Inv 4266173 & 4266174)                    | EB-0020               | £ | 322.14     |
| Tudor Ground Maintenance (Inv-0731)                  | EB-0021               | £ | 1,224.28   |
| LALC x 2 (Inv 14910 & 14950)                         | EB-0022               | £ | 961.60     |
| GG & G Cannon (Inv 1215 - tractor)                   | EB-0023               | £ | 156.00     |
| HCI Data Ltd (Inv WEB16768)                          | EB-0024               | £ | 48.84      |
| Salaries and expenses, HMRC & Pensions               | EB-0025, EB-0026 & DD |   | £ 1,798.48 |
| Ansvar Insurance                                     | EB-0027               | £ | 1,980.38   |
| Wragby Parish Council (repayment due to their error) | EB-0028               | £ | 270.00     |
| Rogers Shield Engraving                              | EB-0029               | £ | 14.50      |
| Les Waters (Trailer repair Inv-1501)                 | EB-0030               | £ | 432.00     |
| Equip (Inv 831572)                                   | EB-0031               | £ | 53.39      |
|  |                       | £ | 7,731.94   |
|  |                       |   |            |

**Action:** The Council **RESOLVED** to approve the payments listed on the June schedule. Proposed by Cllr Darby, seconded by Cllr Corbould and approved unanimously.

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c. To consider and approve the bank reconciliation for 31 May 2024. The Clerk reported that the bank balance at the end of May 2024 were;

|                         |    |            |
|-------------------------|----|------------|
| Current Account *****04 | £  | 7,867.58   |
| Savings Account *****02 | £  | 107,813.49 |
|                         | £  | 115,681.07 |
| Unpresented payments    | -£ | 387.60     |
|                         | £  | 115,293.47 |

**Action:** The Council **RESOLVED** to approve the bank reconciliation.

Proposed by Cllr Fleetwood, seconded by Cllr Hill and approved unanimously.

d. Consider the Internal Auditor Report in relation to the Annual Governance and Accountability Return 2023/24 Form 3, page 3.

The Internal Auditor report had been circulated upon receipt so it was summarised by the Chair.

**Action:** The Council **RESOLVED** to accept the report and the various Committees would look to implement the suggested actions.

Proposed by Cllr Fleetwood, seconded by Cllr O’Sullivan and approved unanimously.

e. Confirm acknowledgement of Section 1, the Annual Governance Statements, in relation to the Annual Governance and Accountability Return 2023/24 Form 3, page 4.

The Council answered ‘NO’ to Assertions 1., 2., 3., 6., 7. and 8. and suggested explanations were to be included in the Annual Return.

**Action:** The Council **RESOLVED** to approve the assertions given.

Proposed by Cllr O’Sullivan, seconded by Cllr Lane and approved unanimously.

f. Consider the of Accounting Statements, Section 2, in relation to the Annual Governance and Accountability Return 2023/24 Form 3, page 5.

Due to the discovery of a petty cash amount of £73.00, the figures at 3., 7. and 8. had had to be re-stated. Petty cash was no longer used by Bardney Group Parish Council.

|  | 31-Mar-2023 |        | 31-Mar-2024 |        |
|--|-------------|--------|-------------|--------|
| Balances brought forward                   | £           | 30,619 | £           | 21,561 |
| (+) Precept                                | £           | 72,475 | £           | 79,000 |
| (+) Total other receipts RE-STATED         | £           | 26,751 | £           | 37,529 |
| (-) Staff costs                            | £           | 55,477 | £           | 39,394 |
| (-) Loan interest                          | £           | 0      | £           | 0      |
| (-) All other payments                     | £           | 52,087 | £           | 55,374 |
| (=) Balances carried forward RE-STATED     | £           | 21,561 | £           | 43,322 |
| Total Value of cash RE-STATED              | £           | 21,561 | £           | 43,322 |
| Total fixed assets & long-term investments | £           | 85,758 | £           | 97,483 |
| Total borrowings                           | £           | 0      | £           | 0      |

**Action:** The Council **RESOLVED** to approve the re-stated closing figures for 2022/2023 and the closing figures for 2023/2024.

Proposed by Cllr Fleetwood, seconded by Cllr Corbould and approved unanimously.

g. Consider additional bank signatories be added to the Unity Trust mandate.

Action: The Council **RESOLVED** to approve that Cllr Laughton, Cllr O’Sullivan and the Clerk be added to the Unity Trust Bank mandate.

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

h. Consider setting up a bank Standing Order for Staff Salaries.

Action: The Council **RESOLVED** to set up the relevant Standing Orders with the bank for Staff salaries and to be reviewed in line with Financial Regulations.

Proposed by Cllr O’Sullivan, seconded by Cllr Lane and approved unanimously.

**32-24/25. Committee Reports and further actions required.**

a. Receive a report from the Chair of the Allotment Committee.

Some allotments were being worked but no payment received, and the Committee Chair (Cllr Papworth) was endeavouring to contact people for payment.

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

i. Present the notes from the Committee meeting held on Thursday 06-Jun-2024.

The notes on the meeting had been circulated and the Committee Chair (Cllr Papworth) gave a report on a number of the outstanding matters.

Concerns were raised with regard to no reference to a budget, on how much had been spent. The budget for FY 2024/2025, against previous years budgets.

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ii. Consider the recommendation from the Cemetery Committee with regard to an increase of Burial Fees etc.

The recommendations were;

Burial plot increase from £300.00 to £350.00.

Cremation plot increase from £200.00 to £250.00.

ERB to increase from £580.00 to £600.00.

ERB cremation £365.00 increase to £385.00.

Memorial administration permits etc, it was recommended a £10 increase.

**Action:** The Council **RESOLVED** to approve the increases as recommended by the Cemetery Committee to start with immediate effect 19-Jun-2024.

Proposed by Cllr O'Sullivan, seconded by Cllr Lane and approved by a vote of 10 for, 1 against and 1 abstention.

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

The Chair of the Personnel and Review Committee would update Council during the Closed Session as it related to staff contracts.

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

No meeting had been carried out so nothing to report.

e. Consider the draft Terms of Reference for the proposed Finance Committee.

**Action:** The Council **RESOLVED** to approve the draft Terms of Reference for the proposed Finance Committee and for it to be stood up with the following members; The Chair, Cllr Darby, Cllr Hutchinson, Cllr Lane, Cllr O'Sullivan and the Clerk/RFO.

Proposed by Cllr Fleetwood, seconded by Cllr Wright and approved by a vote of 11 for and 1 against.

f. Consider the draft Terms of Reference for the proposed Health and Safety Committee.

The Clerk would investigate to see what training might be available from either LALC, or another external source.

**Action:** The Council **RESOLVED** to approve the draft Terms of Reference for the proposed Health and Safety Committee and for it to be stood up with the following members; Cllr Darby, Cllr Bates and one vacancy at present.

Proposed by Cllr Darby, seconded by Cllr Lane and approved by a vote of 11 for and 1 against.

**33-24/25. Ward Reports.** Receive reports from Council Members.

Cllr Corbould reported that following a Facebook post, other people had expressed an interest in being involved with reigniting the twinning links with La Bazoge.

Cllr Fleetwood informed the meeting that a case of fly-tipping had been dealt with and removed by the person responsible as contact details had been found in the dumped rubbish.

Cllr Linton asked about possibly getting the hedge trimmed at the vacant cottage on the corner of Silver and Horncastle Road. The matter would be investigated.

Cllr Darby asked whether the portacabin on St. Oswald's Park was up for sale as he had been asked for more information. The Chair confirmed that no decision had made by Council and asked that the item be placed on the next agenda for discussion.

**34-24/25. Planning Matters.**

a. Ref No. - **WL/2024/00355**. Application for approval of reserved matters to erect 6no. dwellings, considering appearance, landscaping and scale following outline planning permission 146199 granted 10 July 2023.

No objections and the Clerk was asked to resubmit the previously suggested street name of Ted Hudson Way to West Lindsey District Council.

b. Ref No. – **WL/2024/00368**. Planning application for the extension to existing annex & erect detached carport. Location: 11 Lea Grove, BARDNEY.

No comments or objections from the Parish Council.

c. Ref No. – **WL/2024/00400**. Planning application to remove existing offshoots and erect single storey extension including other alterations & upgrading of outbuildings. Location: 9 Abbey Road, BARDNEY.

No comments or objections from the Parish Council.

d. Ref No. – **WL/2024/00403**. Planning application to erect two storey rear extension and replace existing flat roof with pitched roof. Location: 1 Youngwood, BARDNEY.

No comments or objections from the Parish Council.

**35-24/25. St. Oswald's Field.** Receive an update on designated use of allotment area and St. Oswald's field. Further investigation had been carried out by the Chair which confirmed it was not 'common land', a change of use had been applied for in year 2000, to Cemetery from allotments and no other

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planning history on file. A proposal to put some allotment land up for development was never followed through in 2001.

Hopefully a final trawl of the archives would yield further information.

**36-24/25. Consider a response to the LCC Highways letter, dated 30-May-2024 and the proposed road closure at Stainfield.**

**Action:** The Council **RESOLVED** to approve the suggested stopping up order as proposed by LCC Highways. Proposed by Cllr Fleetwood, seconded by Cllr Wright and approved unanimously.

**37-24/25. Receive a report regarding a plan for village Christmas Events/light switch on.**

A gathering was undertaken and invites sent out to each Councillor and local groups and organisations. The following have been suggested and provisionally agreed.

Light switch 01-Dec-2024

Road closure for Church Lane

Fancy dress

Market on The Green (food stalls etc.)

Church open for teas and coffees

Santa

Further information, with proposals requiring resolutions would be put forward to the next meeting.

**38-24/25. 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 the proposed contract with regard to the new Clerk.

b. Consider the recommendation from the Cemetery Committee (minute ref: 24-24/25) for an additional exclusive rights of burial be granted to a family.

**Action:** The Council **RESOLVED** 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.

Proposed by Cllr Fleetwood, seconded by Cllr Linton and approved unanimously.

This part of the meeting closed 8:50 pm.

The meeting continued in the absence of press and public at 8:50 pm.

Cllr Darby proposed that Standing Orders be suspended with regard to meeting length to allow for the conclusion of the two remaining items. Seconded by Cllr Laughton and approved unanimously.

### **Confidential Minutes**

a. Consider the proposed contract with regard to the new Clerk.

**Action:** The Council **RESOLVED** to defer the matter until after a Personnel and Review Committee meeting, now planned for Tuesday 09-Jul-2024, to discuss working hours and office opening days, including core office opening times.

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

b. Consider the recommendation from the Cemetery Committee (minute ref: 24-24/25) for an additional

exclusive rights of burial be granted to a family.

**Action:** The Council **RESOLVED** to approve the granting of an additional exclusive rights of burial to a family, at no extra charge.

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

The meeting closed at 9:20 pm.

Signature: Original signed

Printed Name: Cllr Keith Laughton

Date: 16 July 2024

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