

BARDNEY GROUP PARISH COUNCIL
MINUTES
Full Council

21 May 2024 at Bardney Village Hall

Bardney Group Parish Council

Minutes of the Annual Meeting of Bardney Group Parish Council held at Bardney Village Hall on Tuesday 21 May 2024.

Present: Chair: Keith Laughton

Councillors: Frank Bates, Mary Corbould, Robin Darby, Ian Fleetwood, Julie Hill, Ruth Lane, Brian Linton, Barry Newlove, Deborah O'Sullivan, John Papworth and Barry Percival

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

8 members of the public were in attendance.

Cllr Fleetwood declared the meeting open at 7:00pm and due to him missing the Annual Parish Meeting he gave a brief update on the last 12 months with him as Chair.

1-24/25. Election of Council Chair.

To elect the Chair of the Council for the forthcoming civic year 2024-2025

Cllr Lane proposed Cllr Laughton to act as Chair for the forthcoming civic year 2024-2025. Cllr Hill seconded the proposal.

There were no other nominations.

Action: The Council **RESOLVED** to approve Cllr Laughton to act as Chair for the coming civic year by a vote of 12 for and 1 abstention. Cllr Laughton took the Chair, thanked everyone for their support and completed the Declaration of Acceptance of Office of Chair.

2-24/25. To receive apologies for absence and reasons given, i.a.w. Local Government Act 1972, Sch 12, para 40.

Cllr Hutchinson and Cllr Wright were unable to attend and their reasons for absence were accepted.

Cllr L Newlove's absence was noted.

3-24/25. To receive declarations of interest and to consider dispensation applications in relation to Disclosable Pecuniary Interests.

None were declared at this time.

4-24/25. Election of a Vice-Chair.

Cllr Lane proposed Cllr Papworth to act as Vice-Chair for the forthcoming civic year 2024-2025. Cllr Hill seconded the proposal.

There were no other nominations.

Action: The Council **RESOLVED** to approve Cllr Papworth to act as Vice-Chair for the coming civic year by a vote of 12 for and 1 abstention.

5-24/25. Public Participation Item.

Session limited to 15 minutes when members of the public may address the Council on current issues or items that may become future agenda items.

MOP 1 - queried the cost to cut the St. Oswald's field given at the last meeting and did that include any cross charge from the cutting of the field at Southrey? The Clerk and the Chair were unaware of any monies being given to the Parish Council from Southrey and they would investigate the matter with Southrey.

MOP 2 - queried whether any vote was ever recorded to change the use of St' Oswald's field.

MOP 1 - took offence at the accusation by MOP 2.

MOP 1 - queried why Council held such large Reserves and the answer given being to offset costs for possible exhumation. After his own investigation he believed that all costs would be covered by the authority requesting the exhumation.

6-24/25. Notes of the ordinary meeting held on Tuesday 16 April 2024 to be approved as Minutes.

Action: The Council **RESOLVED** to approve the notes of the ordinary meeting of the Bardney Group Parish Council held on Tuesday 16 April 2024 as Minutes.

Proposed by Cllr Percival, seconded by Cllr Lane and approved by a vote of 9 for and 3 abstentions.

7-24/25. 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 delivered the agreed 6 surplus IT tablets to the School and a letter of thanks had already been received.

Cllr Papworth volunteered to deliver the remaining 5 IT tablets to 1st Bardney Scout Group.

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

A meeting was still to be arranged. The Chair asked Cllr Fleetwood to report back on that meeting at the June meeting.

8-24/25. Committee Membership for the coming year.

a. Consider Councillors to act as Members of the Allotment Committee.

Action: The Council **RESOLVED** to approve Cllrs Papworth, Wright and Percival to act as Members of the Allotment Committee.

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

b. Consider Councillors to act as Members of the Cemetery Committee.

Action: The Council **RESOLVED** to approve Cllrs Papworth, Fleetwood, Linton, Hutchinson and Hill to act as Members of the Cemetery Committee.

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

c. Consider Councillors to act as Members of the Personnel and Review Committee.

Action: The Council **RESOLVED** to approve Cllrs Lane, Wright, Hutchinson, Darby and O’Sullivan as Members of the Personnel and Review Committee.

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

d. Consider Councillors to act as Members of the Policy and Procedures Committee.

Action: The Council **RESOLVED** to approve Cllrs Laughton, Lane, Hutchinson and Percival to act as Members of the Policy and Procedures Committee.

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

e. Consider Councillors to act as Members of a new Finance Committee.

Action: The Council **RESOLVED** to consider the introduction of a new Finance Committee subject to seeing Terms of Reference for the Committee.

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

f. Consider Councillors to act as Members of a new Health & Safety Committee.

Action: The Council **RESOLVED** to consider the introduction of a new Health & Safety Committee subject to seeing Terms of Reference for the Committee.

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

9-24/25. To consider Council representatives on the following external Committees.

a. Bardney Village Hall.

Action: The Council **RESOLVED** to approve Cllr Papworth to act as Council representative on Bardney Village Hall Committee.

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

b. Peter Hancock Trust.

Action: The Council **RESOLVED** to approve Cllr Lane to act as Council representative on the Peter Hancock Trust.

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

10-24/25. Consider the adoption of the following;

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

Action: The Council **RESOLVED** to approve the amended Standing Order with paras 19, b & c removed.

Proposed by Cllr O’Sullivan, seconded by Cllr Percival and approved by a vote of 11 for and 1 against.

b. Financial Regulations May 2024.

A new version of Financial Regulations has just been released by NALC as of 03-May-2024 so Council had had little time to review the document.

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

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

11-24/25. Financial Matters.

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

BT Group PLC	£	37.02
FuelCard Services Inv 9007250907 / 9007285679 / 9007400582	£	120.26
SAGE	£	9.60
	£	166.88

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

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

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

LALC - Inv 14774 & Inv 14872	£	3,383.36
Wave Water (13497291)	£	19.23
Charles H Hill (Inv 176588)	£	201.29
Tudor Ground Maintenance (Inv-0699)	£	1,224.28
Easy PC (Inv-764)	£	120.00
Equip (Inv x Equip invoices x 2 826249 / 828240)	£	152.63
Newton Newton Flags & Banners Ltd (Inv 24-548)	£	28.80
HCI Data Ltd (Inv WEB16766)	£	160.86
GG & G Cannon (Inv 1210 - tractor)	£	156.00
Salary (HMRC/Pensions etc)	£	1,788.18
	£	7,234.63

Action: The Council **RESOLVED** to approve payments on the May schedule.

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

c. To consider and approve the bank reconciliations to 31 March 2024 and 30 April 2024.

Action: The Council **RESOLVED** to approve the bank reconciliations for 31 March 2024 and 30 April 2024 with the current monies held at the end of April 2024 as £122,423.58.

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

d. Receive an update on the AGAR.

After the last meeting the Clerk contacted LALC with regards to their appointing an Internal Auditor. The Clerk received comms from LALC date 23 January 2024, showing they had sent their ToCs and payment schedule over but had not received anything back requesting their services. LALC believed Council had gone elsewhere for this

service.

The Clerk has subsequently asked that LALC provide an AI. All the AI are themselves Clerks, with their own Councils to complete an AGAR for, so it took a while to find one able to offer the time. Council have been given the name of an AI and the Clerk is awaiting contact from them in the near future.

e. Consider the costs to have the Thule trailer repaired, as used by the handyman.

The Clerk and Cllr Lane had tried to obtain at least two other quotes with no success. It was felt that the cost

Action: The Council **RESOLVED** to approve the quote to repair the Thule trailer, to cost no more than £400.00 (ex-VAT).

Proposed by Cllr Lane, seconded by Cllr Darby and approved by a vote of 10 for and 2 against.

f. Consider the purchase of new office equipment to include; additional monitor, desk chair, wall mounted post box, and sundry stationary items.

Action: The Council **RESOLVED** to approve the suggested items at a cost of no more than £550.00 (ex-VAT).

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

12-24/25. Committee Reports and further actions required.

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

Cllr Papworth that whilst it was felt that all allotments holders had been sent an invoice and a number of payments had been received, he would need time to go through the bank data to confirm payments.

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

Cllr Darby again raised a query on when a report from the previous two Cemetery Committee meetings would be presented to Council as works had been carried out but no report on these actions had been received.

The Chair asked Cllr Papworth to arrange a further Committee meeting and to bring a report back to Council at the next meeting.

Cllr Papworth did report that he, Cllr Fleetwood, Cllr Hutchinson and the Clerk had undergone Cemetery training from a representative of the Institute of Cemetery & Crematorium Management.

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

Cllr Lane would submit her report during the Closed Session as it relates to the appoint of the new Clerk.

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

Cllr Laughton had conducted a review of all available policies and once a new Clerk was in place he would look to bring them to the Committee to review and up to date.

13-24/25. Ward Reports. Receive reports from Councillor Members.

Cllr B Newlove – a concern over a white van parked on Station Road, which appeared abandoned, due to flat tyres and collision damage. The Clerk would investigate.

Cllr Hill (Southrey) – concerns raised to her over a planned event at the Village Hall. As this was Southrey Village Hall land, it was on them to have the necessary licences and insurances in place.

There was also an issue with some buses not turning round in the correct place, but that was a matter for the individual to report to the company involved.

Cllr Corbould – reported that following the passing of ex-Cllr Michael Rogers, she had contacted the twinning group of La Bazoge who had sent a tribute (plants) to his widow, in gratitude for all his hard work in the twinning endeavour. All though not active at present the La Bazoge Committee were still keen to continue with the venture, but she needed help as she could not be a committee of 1. It was suggested a new appeal on Bardney Noticeboard Facebook page be considered.

Cllr Fleetwood (Stainfield) – following the recent open Church weekend and the village Hall is now ready to be hired out again following flood repair damage.

14-24/25. Planning Matters.

a. Ref No. – **148264**. Planning application to erect 1no. bungalow at land rear of 101 Station Road Bardney, LN3 5UF.

There were no comments or objections on this planning application from the Parish Council.

b. Ref No. – **148199**. Listed building consent for replacement door at Kingthorpe House, New Apley Lane, Kingthorpe, Market Rasen, LN8 5JF.

There were no comments or objections on this planning application from the Parish Council.

15-24/25. St. Oswald's Field.

a. Receive an update on the designated use of the allotment area and St. Oswald's Field.

The Chair had carried out some significant investigation and had found an application and decision (Feb-2019) to change the use of some of the allotment area to Community Land was approximately half of what was originally designated allotment area. This does not take in to account the whole area of the field.

Having checked with Land Registry, it does not appear to be registered with them which will require further enquiry.

In April 2017, the Parish Council sent out several letter to various solicitors in the surrounding area to see if they held any land documents but had so far the Chair had not found any replies.

The Chair suspended Standing Orders at 8:28 pm to allow an ex-Cllr to speak on this matter. A previous Clerk had found some deeds, in paper form at Lincolnshire archive and had retrieved these and could still be available in one of the many storage areas. These areas would be search in the near future.

The meeting was re-opened at 8:35 pm.

16-24/25. Consider a course of action for the D-Day 80th Anniversary Lamp.

Council had purchased Lamp of Peace and a flag.

The flag was to be raised on Thursday 06 June 2024 at 09:00 am and could be left flying for one week. The Lamp of Peace, once a suitable alternative 'flame' had been sourced, the Lamp would be placed in the Church for one week also.

Suitable bunting would be sourced and arranged around the Village Green and the new speaker system could be offered to the Church for any planned outside service.

Action: The Council **RESOLVED** to approve the raising of the flag, the displaying of the Lamp and the bunting. Proposed by Cllr Lane, seconded by Cllr Fleetwood and approved unanimously.

17-24/25. Consider a plan for village Christmas Events/light switch on.

Cllr Lane offered to lead a working group to include Cllr Hill and Cllr O'Sullivan, to meet with other local groups to discuss plans for the village Christmas Events/light switch on.

Action: The Council **RESOLVED** to approve the setting up of a Christmas event working group to include Cllr Lane, Cllr Hill and Cllr O'Sullivan.

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

18-24/25. 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 recommendations from the Personnel and Review Committee with regard to staffing matters.

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 Linton, seconded by Cllr Fleetwood and approved unanimously.

This part of the meeting closed 8:45 pm.

The meeting continued in the absence of press and public at 8:45 pm.

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a. Consider the recommendations from the Personnel and Review Committee with regard to staffing matters.

The merits of all the applicants had been thoroughly discussed at the meeting and two were selected for interview. Interviews were conducted 09-May-2024.

Action: The Council **RESOLVED** to approve the appointment of Mr Eddie Findlay to act as Clerk/RFO for Bardney Group Parish Council.

A start date of 01-Jun-2024 was agreed.

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

The meeting closed at 8:55 pm

Signature: Original signed

Printed Name: Cllr Keith Laughton

Date: 18 June 2024