

BARDNEY GROUP PARISH COUNCIL
MINUTES
Full Council

15 October 2024 at the Village Hall, Silver Street, Bardney

Bardney Group Parish Council

Minutes of an ordinary meeting of Bardney Group Parish Council held in the Village Hall, Silver Street, Bardney on Tuesday 15 October 2024.

Present: Chair Cllr John Papworth

Councillors: Cllr Frank Bates, Cllr Kirstie Clarke, Cllr Mary Corbould, Cllr Robin Darby, Cllr Ian Fleetwood, Cllr Liz McTernan, Cllr Stephen White and Cllr Sam Cook (was Wright).

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

2 members of the public were in attendance.

The Chair was unavailable and as such at 7:00 pm, the vice-Chair took the Chair.

MOP 1 – asked if the new address for the Parish Office had been relayed to the Post Office as they had witnessed a Royal mail trying to deliver post to the old Parish Office portacabin. A sign was displayed at the old building and companies were being advised when post was received.

The Clerk read out a letter from an MOP unable to attend who wished to query the reasoning behind the Council considering the sale of the old portacabin rather than re-purposing it for use by other groups within the community.

* Post meeting note; the Chair respond by letter to the query stating that the portacabin had been assessed as unfit for purpose as a Parish Office and its position in St Oswald's Park meant it did not comply with the Equality Act 2010 which says "It requires that provisions made to overcome the discriminatory effects of any physical features of a building the place disabled people at substantial disadvantage."

At 7:05 pm the Chair declared the meeting open.

100-24/25. 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 Lane, Cllr Laughton, Cllr Lintin, Cllr Newlove and Cllr O'Sullivan 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 Lane, Cllr Laughton, Cllr Lintin, Cllr Newlove and Cllr O'Sullivan.

Proposed by Cllr Wright, seconded by Cllr Clarke and approved unanimously.

Cllr Percival's absence was noted.

101-24/25. Declarations of Interest.

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

None were declared at this time.

102-24/25. Notes of the Ordinary Meeting of the Parish Council held on Tuesday 17 September 2024, to be approved as Minutes.

Cllr Fleetwood wished it recorded that he declined to stand as Chair for the last meeting despite being nominated by Cllr Newlove as he had already nominated Cllr Lane. A discussion followed on the possibility of Bardney Group Parish Council undertaking work that should be the responsibility of other organisations and how this could lead to the Parish Council adopting these areas, as raised in MOP3 query of the previous meeting. Cllr Papworth reported that he himself, as a resident, had cut back the overgrown vegetation, rather than the Parish Council operative.

The minutes were amended to reflect this.

Action: The Council **RESOLVED** to approve the notes of the ordinary meeting of the Parish Council held on Tuesday 17 September 2024 as Minutes and a true record of the meeting.
Proposed by Cllr Fleetwood, seconded by Cllr Cook and approved unanimously / by a vote of 8 for and 1 against.

Page 37-2024/2025

103-24/25. Receive updates from Councillors/Clerk with regard to ongoing items from previous meetings.

a. Minute ref: 30-24/25, page 10-2024/2025. Financial Regulations.

The Clerk had been sent an interim package of amendments from LALC for the May 2024 Financial Regulations, which could be incorporated to allow them to be used. These would be reviewed at the next Finance Committee meeting, planned for 29-Oct-2024.

104-24/25. Receive reports from District and County Councillors.

Speaking in his position as District Councillor, Cllr Fleetwood reported that WLDC were busy preparing for the 50th Anniversary of the inception of the Council.

As County Councillor, Cllr Fleetwood that the Environment Agency, as part of Flood Awareness, were promoting the use of the Flood Warning app. and measures that can be implemented by individuals.

Cllr Darby asked that a briefing on an Emergency Plan be added to the next agenda, on behalf of LCC. Cllr Fleetwood explained that it was for each individual Council prepare an Emergency Plan if it was thought necessary. Cllr Darby then asked where Bardney Group Parish Council sat within West Lindsey District Council's Emergency Plan.

Cllr Papworth recalled asking for a visit last year but had been told that as Bardney did not flood, nobody would attend.

Cllr Clarke had recently attended new Councillor training and Emergency Boxes containing wind-up torches, radio's, Hi-Viz etc. She would approach LALC for further information.

* Post meeting note - Cllr Darby agreed to attend a Community Emergency Planning Induction Evening on Monday 28 October 2024 at the County Emergency Centre in Lincoln, LN5 8EL.

105-24/25. Chair's Report.

The Chair, Cllr Laughton, had sent in a report which covered new email provider and Councillors to provide alternative contact details to the Clerk.

106-24/25. Financial Matters.

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

A E Findlay (Clerk repayment of RBL Poppy Wreaths)	EB-0069	£	139.79
HMRC (PAYE / NI) 475PB001640572413 (overdue)	EB-0070	£	2,426.43
FuelCard Services Inv 9008154884	DD	£	41.28
FuelCard Services Inv 9008241171	DD	£	49.42
BT Group PLC (23/09/2024)	DD	£	37.02
FuelCard Services Inv 9008290629	DD	£	42.96
		£	2,736.9

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

Proposed by Cllr Fleetwood, seconded by Cllr Cook and approved by a vote of 8 for and 1 abstention.

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

HCI Data Ltd (Inv WEB17084)	EB-0071	£	43.20

Tudor Ground Maintenance (Inv-0827)	EB-0072	£	1,224.28
Blossom Bookkeeping Ltd (inv 1452)	EB-0073	£	19.00
Salaries, HMRC and Pensions	EB-0074, EB-0075 & DD		£ 4,039.18
John Major (Handyman Expenses)	EB-0076	£	49.95
A E Findlay (Clerk expenses)	EB-0077	£	12.60
LALC - Burials Training (Inv-14824)	EB-0078	£	288.00
npower IN 11630955	EB-0079	£	8.96
Charles H Hill (Inv-180433)	EB-0080	£	22.04
E-QUIP (842323 & 843486)	EB-0081	£	73.48
Wave (14136807)	EB-0082	£	18.51
Bardney Village Hall & Playing Field	EB-0083	£	900.00
Cloud Next Inv 229697	EB-0084	£	59.98
		£	6,759.18

Action: The Council **RESOLVED** to approve the payments listed on the September schedule.
Proposed by Cllr Fleetwood, seconded by Cllr Clarke and approved by a vote of 8 for and 1 abstention.

c. To consider and approve the bank reconciliation for 30 September 2024.
The Clerk reported that the bank balances at the end of September 2024 were;

Current Account *****04	£	4,625.50
Savings Account *****02	£	89,168.11
	£	93,793.61
Unpresented payments	-£	0.00
	£	93,793.61

Action: The Council **RESOLVED** to approve the bank reconciliation.
Proposed by Cllr Fleetwood seconded by Cllr Cook and approved unanimously.

d. Receive a report on the Conclusion of Audit.
The External Auditor, PKF Littlejohn had completed their actions and had issued the Notice of Conclusion of Audit.
They commented as follows; "The AGAR was not accurately completed before submission for review: Section 2,

Box 6 for the prior year is incorrect due to a transposition error and should read £52,807. Rather than £52,087. This was a figure from the previous year's AGAR and bore no relevance to the figures assessed for AGAR 2023/2024.

PKF Littlejohn went on to say that other matters not affecting their opinion which they wished to draw Council's attention to.

"The smaller authority has confirmed that it has not complied with the governance Assertion(s) in Section 1, Boxes 1, 2, 3, 6, 7, and 8 it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the internal auditor's responses to Internal Control Objectives B, D, H and I."

As stated PKF Littlejohn accepted the explanations on non-compliance and Council were continuing to work on addressing all of these points.

Cllr Darby asked if the removal of him as a bank signatory had been commented on by PKF Littlejohn. Nothing had been received from the External Auditor but the Clerk would investigate.

Action: The Council **RESOLVED** to accept the report.

Proposed by Cllr Cook, seconded by Cllr White and approved 8 for and 1 against.

e. Consider whether to purchase a new Husqvarna 525LK HA200 Hedge Trimmer attachment, or to repair.

Action: The Council **RESOLVED** to approve the purchase of a new Husqvarna 525LK HA200 Hedge Trimmer attachment from Greenstripe Innovations Limited, at Market Rasen at a cost of no more than £365.00 (inc VAT). Proposed by Cllr Darby, seconded by Cllr Fleetwood and approved by a vote of 8 for and 1 abstention.

f. Consider the cost for Traffic Management Services for the Christmas Market.

Action: The Council **RESOLVED** to approve the use of D S Skells Traffic Management for the Christmas market to comply with LCC and Insurance provider recommendations.

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

g. Consider the cost to send the Clerk, and/or other members of the Health and Safety Committee to attend Health & Safety/Risk Assessments for Councils Training.

Action: The Council **RESOLVED** to approve both the Clerk and Cllr Bates attend the Health & Safety/Risk Assessments for Councils Training on Tuesday 29 October 2024 at Kirton in Lindsey.

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

h. To agree a small budget for the purchase of flowers for the Village Planters.

Action: The Council **RESOLVED** to approve the expenditure of £150.00.

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

107-24/25. Committee Reports and further actions required.

a. Allotment Committee.

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

There was now a small waiting list for allotments and the Committee Chair was still trying to clarify all current plot holders.

b. Cemetery Committee.

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

Nothing to report.

ii. Receive the notes from the Cemetery Committee Meeting held on Tuesday 06 August 2024. (Hard copy given to Councillors at last meeting).

The Committee Chair préciséd the notes from the Cemetery Committee Meeting held on Tuesday 06 August 2024 and no questions were raised.

iii. Consider the recommendations under Minute ref: 70-24/25, page 25-2024/2025 to amend the Cemetery Terms and Conditions.

Page 39-2024/2025

Action: The Council **RESOLVED** to approve the recommendations under Minute ref: 70-24/25, page 25-2024/2025 to amend the Cemetery Terms and Conditions.

1) No new purchases of Exclusive Rights of Burials in Parts I, II or III of the Cemetery.

2) Exclusive Rights of Burials in Parts I, II or III of the Cemetery would be honoured subject to rigorous check being carried out beforehand.

3) The Terms and Conditions to reflect that no double depth graves were permitted.

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

- iv. Consider new Committee Members for the Cemetery Committee.

Action: The Council **RESOLVED** to approve Cllr Clarke as a new Member of the Cemetery Committee.
Proposed by Cllr Fleetwood, seconded by Cllr Bates and approved unanimously.

- c. Personnel and Review Committee.

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

The Committee Chair and Vice-Chair were not in attendance and no report had been submitted.

- ii. Consider new Committee Members for the Personnel and Review Committee

Action: The Council **RESOLVED** to approve Cllr White as a new Member of the Personnel and Review Committee.

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

- d. Policy and Procedures Committee.

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

The Committee Chair was not in attendance and no report had been submitted.

- ii. Consider new Committee Members for the Policy and Procedures Committee.

Action: The Council **RESOLVED** to approve Cllr White as a new Member of the Policy and Procedures Committee.

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

- e. Finance Committee.

- i. Receive a report from the Chair of the Finance Committee.

The Committee Chair was not in attendance and no report had been submitted other than the next meeting was planned for 29-Oct-2024. Start time to be confirmed.

- ii. Consider new Committee Members for the Finance Committee.

Action: The Council RESOLVED to defer this matter as new Members volunteered.

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

- f. Health and Safety Committee.

- i. Receive a report from the Chair of the Health and Safety Committee.

Nothing to report.

- ii. Consider new Committee Members for the Health and Safety Committee.

Action: The Council **RESOLVED** to approve Cllr McTernan as a new Member of the Health and Safety Committee.

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

108-24/25. Ward Reports. Receive reports from Council Members.

Cllr Darby asked if the ragwort was considered such a problem, had it been reported to the relevant authority. It had not and Cllr Bates stated that it did not meet the concentration threshold.

Cllr Darby advised that he was still investigating grants that could be used on St. Oswald's field.

109-24/25. Planning Matters.

a. WL/2024/00819 – Planning Application for Demolition of outbuilding/store building. Replacement of dormer window. Replacement of windows and doors. Replacement/renovation of roof areas. Conversion of attached outbuilding to form home office, car port and garden store including associated works. Extension to driveway at Court House Farm, Apley Lane, Low Apley, LN8 5JH.

b. WL/2024/00820 – Listed Building Consent for Demolition of outbuilding/store building. Replacement of dormer window. Replacement of windows and doors. Replacement/renovation of roof areas. Conversion of attached outbuilding to form home office, car port and garden store including associated works. Extension to driveway Court House Farm, Apley Lane, Low Apley, LN8 5JH.

No comments or objections were received at the meeting.

110-24/25. Confirm Remembrance Day planning.

The Road Closure application had been approved and new numbers for the Advance Notice of Road Closures boards had been received, as had the 6 Poppy Wreaths.

Volunteers to lay wreaths were as follows;

1. Village Memorial Cllr Cook
2. Bardney Cemetery Cllr Darby (11-Nov-2024)
3. Southrey Cllr Clarke
4. Stainfield Cllr Corbould
5. Apply Cllr Corbould
6. IX Sqn Memorial Cllr Cook

No volunteers to manage the road closure points on Sunday 10 November 2024, between 10:45 and 11:15 came forward at this time.

* Post meeting note: Cllrs Bates, Lane, Lintin and Percival volunteered.

111-24/25. Receive a report regarding a plan for village Christmas Events/light switch on.

Next meeting planned for 22 October 2024.

112-24/25. Confirm location for the Cycle rack, previously purchased using the Large Village Retail Grant scheme - CG 23 24 162.

The Clerk confirmed the rack was in the container and Council need to confirm location and get it installed as soon as possible (completion date is February 2025) or WLDC may request the money be returned. Previous minutes from a meeting held 16 January 2024, minute ref: 265-23/24 New Cycle Rack position, state it was proposed, seconded and approved that “the rack be placed on the grass area where the crib was” and “Highways need to be informed of the proposal to ensure their agreement”.

Nothing further has been found in Minutes and no correspondence seen with LCC Highway as to suitability of location.

Action: The Council **RESOLVED** to approve the same location subject to LCC Highways approval. Proposed by Cllr Fleetwood, seconded by Cllr Papworth and approved unanimously.

The meeting closed at 8:30 pm.

Signature: Original Signed

Printed Name: Cllr Keith Laughton

Date: 21 January 2025

Page 41-2024/2025

Page intentionally
left blank

Page 42-2024/2025