

BARDNEY GROUP PARISH COUNCIL

MINUTES

Full Council

17 September 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 17 September 2024.

Present: Chair Cllr Ruth Lane

Councillors: Cllr Frank Bates, Cllr Mary Corbould, Cllr Robin Darby, Cllr Ian Fleetwood, Cllr Barry Newlove, Cllr Deborah O'Sullivan and Cllr Barry Percival and after minute ref: 92-24/25 Cllr Kirstie Clarke and Cllr Stephen White.

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

12 members of the public were in attendance.

At 7:00 pm, with no Chair or vice-Chair available, the Clerk asked for nominations for a Chair to be elected for the meeting.

Cllr Fleetwood, nominated Cllr Lane, which was seconded by Cllr Percival.

Cllr Newlove nominated Cllr Fleetwood. Cllr Fleetwood asked Cllr Lane if she was willing to undertake the role for the evening, which she said she was. Cllr Fleetwood then declined Cllr Newlove's nomination.

Cllr Lane was happy to Chair the meeting and the Council voted unanimously to approve Cllr Lane to act as Chair for the meeting. Cllr Lane took the Chair.

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

She reminded all present that the meeting would be recorded and asked everyone to switch mobile devices to silent.

Public Forum

MOP 1 – asked about the provision of litter bins across the whole of the Chestnuts development. The development was now in the third phase of development and no thought appears to have been given to the disposal of litter or dog waste. Cllr Fleetwood, in his capacity as a District Councillor answered that WLDC were responsible for the installation of new litter bins. Cllr Darby asked if the developers were still not responsible as it was thought the area had not been adopted by WLDC. MOP was advised to check with developer and the Council would investigate with WLDC.

MOP 2 – asked when Council would carry out maintenance on St Oswald's field as they felt it should be cut as "we are paying for that". It was reported that the field would be having a full cut in the next couple of weeks. * Post meeting note; minute ref: 62-24/25.b. page 22-2024-2025, Action: The Council RESOLVED to approve keeping St. Oswald's Field as a public open space, with walkways cut through it, rather than regularly fully cutting the entire field. Full cuts at relevant times of year, managing the ragwort when possible. Proposed by Cllr Darby, seconded by Cllr O'Sullivan and approved unanimously / by a vote of 9 for, 2 against and 1 abstention.

MOP 3 – asked if the two footpaths, one between Queens Street and Wragby Road, the other between Wragby Road and Harvey Kent Gardens. * Post meeting note, Cllr Papworth attended to this matter himself.

MOP 4 – queried a statement from Cllr Fleetwood the previous year about the poor financial standing that the Council had 'inherited' after May 2023. It was his belief that the financial standing had gone from 'bad to worse'. Would Council be having another full governance review to see how it had got worse over the last 16 months? Cllr Lane was unable to answer and the MOP was happy to wait for a written response from the Chair, once he was again available and gave his address for correspondence.

At 7:11 pm the Chair declared the meeting open.

85-24/25. 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 Laughton, Cllr Lintin, Cllr Wright and Cllr Papworth were unable to attend and their reasons were made known to the Council.

Action: The Council **RESOLVED** to approve the reasons for absence from Cllr Laughton, Cllr Wright and Cllr Papworth.

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

Cllr Lintin's absence was noted.

86-24/25. 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.

87-24/25. Notes of the Ordinary Meeting of the Parish Council held on Tuesday 16 July 2024, to be approved as Minutes.

Action: The Council **RESOLVED** to approve the notes of the ordinary meeting of the Parish Council held on Tuesday 16 July 2024 as Minutes and a true record of the meeting with the addition of 'working group' included in minute ref: 63-24/25, page 22-2024/2025.

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

88-24/25. 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.

Due to errors being found in the Model version sent out May 2024, these had been withdrawn subject to review and re-issue. LALC had confirmed that the Financial Regulations had yet to be re-published.

89-24/25. Receive reports from District and County Councillors.

Speaking in his position as District Councillor, Cllr Fleetwood reported that West Lindsey District Council could experience some financial constraints due to a potential £1M budgetary shortfall.

As County Councillor, he further reported that LCC had tabled a motion to write to the Prime Minister asking him to re-consider the means testing of the Winter Fuel Allowance and the new Southern By-Pass was on hold awaiting the outcome of a financial review by the new Government.

90-24/25. Chair's Report.

The Chair reported Council had received confirmation of the road closure for Remembrance Service, still waiting for confirmation for Church Lane closure for the Christmas Market.

After teething problems, the village hall Wi-Fi is now fully operational in the Parish Office.

Unity Bank have finally processed 3 additional signatories on our account which should now ensure we can authorise payments quicker.

With the help of Cllr Fleetwood, we are downloading information from the 4 Speed Indicator Devices this will be put on the BGPC website.

91-24/25. Financial Matters.

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

Fuel Card Services x 6	DD	£	222.42
HCI Data Ltd (Inv WEB17084)	EB-0045	£	51.60
Tudor Ground Maintenance (Inv-0787)	EB-0046	£	1,224.28
Blossom Bookkeeping Ltd (Inv 1330)	EB-0047	£	69.00

Salaries, HMRC, NEST	EB-0048, EB-0050 and DD	£	2,937.64
Clerk Expenses (milage, postage, defib pads etc)	EB-0049	£	129.54
Viking (Inv 4509317, 4520440 and 4526482)	EB-0051	£	198.79
Wave (Inv 13869557)	EB-0052	£	41.70
E-QUIP (838821 & 838962)	EB-0053	£	65.09
Les Waters (Inv 1510)	EB-0054	£	198.00
Bardney Village Hall & Playing Field (Office rent)	EB-0055	£	1,800.00
Rowett Insurance Broking Ltd (ride on mower)	EB-0056	£	139.78
		£	7,077.84

Action: The Council **RESOLVED** to approve the payments made since the last meeting. Proposed by Cllr Fleetwood, seconded by Cllr O’Sullivan and approved unanimously.

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

HCI Data Ltd (Inv WEB17084)	EB-0057	£	37.44
Tudor Ground Maintenance (Inv-0787)	EB-0058	£	1,224.28
Blossom Bookkeeping Ltd (inv 1330)	EB-0059	£	19.00
Salaries, HMRC and Pensions	EB-0060, EB-0061, EB-0064 & DD	£	3,495.08
E-QUIP (840857 & 841891)	EB-0062	£	39.29
Charles H Hill (Inv-179814)	EB-0063	£	18.18
John Major (Handyman Expenses)	EB-0065	£	74.70
Bardney grave digging (Inv-0025)	EB-0066	£	300.00
Clerk (expenses)	EB-0067	£	12.60
The National Allotment Society S3224A	EB-0068		66.00
		£	5,286.57

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

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

Current Account *****04	£	2,645.00
Savings Account *****02	£	98,505.66
	£	101,150.66
Unpresented payments	-£	1,184.80
	£	99,965.86

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

d. Consider the appointment of an Internal Auditor for FY 2024/2025.

Action: The Council **RESOLVED** to approve using LALC to provide an Internal Auditor for FY 2024/2025. Proposed by Cllr Fleetwood, seconded by Cllr Newlove and approved unanimously.

e. Consider a donation (using LGA 1972, s.137) to the Royal British Legion for a number of Poppy Wreaths to be laid at various village locations over Remembrance weekend

Action: The Council **RESOLVED** to request 5 qty of Type C and 1 qty Type L wreaths, from Royal British Legion, at a cost of £143.00, to be laid at;

1. Village Memorial.
2. Bardney Cemetery.
3. Southrey.
4. Stainfield.
5. Aply.
6. IX Sqn Memorial.

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

f. Consider a change of .gov.uk email provider.

The Clerk highlighted issues with server security and being unable to receive emails from certain unity authorities through the current email provider, coupled with the costs for the provision of .gov.uk email addresses.

Action: The Council **RESOLVED** to approve transferring to Cloud Next at a cost of no more than £60.00 per year for 25 email addresses.

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

92-24/25. Consider the co-option applications for the following;

The Chair suspended Standing Orders at 7:42 pm to allow the applicants in attendance a chance to address the Council. Proposed by Cllr Lane and seconded by Cllr Fleetwood and approved unanimously.

The Chair reinstated Standing Orders at 7:49 pm. Proposed by Cllr Lane and seconded by Cllr Fleetwood and approved unanimously.

a. 2 x Bardney Ward

Action: The Council **RESOLVED** to approve Elizabeth McTernan and Stephen White to act as Bardney Ward Councillors.

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

b. 1 x Southrey Ward.

Action: The Council **RESOLVED** to approve Kirstie Clarke to act as Southrey Ward Councillor.
Proposed by Cllr Lane, seconded by Cllr Fleetwood and approved unanimously.

93-24/25. Committee Reports and further actions required.

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

Cllr Papworth was not in attendance and no report had been received.

i. Consider new Committee Members for the Allotment Committee.

Action: The Council **RESOLVED** to approve Cllr Bates be added as a new Allotment Committee Member.
Proposed by Cllr Percival, seconded by Cllr Lane and approved unanimously.

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

i. Receive the notes from the Cemetery Committee Meeting held on Tuesday 06 August 2024.

Cllr Papworth was not in attendance, so this was deferred until the next meeting.

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

Cllr Papworth was not in attendance, so this was deferred until the next meeting.

iii. Consider new Committee Members for the Cemetery Committee.

New Councillors wished for a little time before volunteering to act on a Committee.

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

i. Receive the notes from the Committee meeting held on Tuesday 20 August 2024.

The notes of the Committee held on Tuesday 20 August had been circulated to all Councillors. Those items requiring Council discussion and resolution would be covered in Closed Session.

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

New Councillors wished for a little time before volunteering to act on a Committee.

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

i. Consider new Committee Members for the Policy and Procedures Committee.

New Councillors wished for a little time before volunteering to act on a Committee.

e. Receive a report from the Chair of the Finance Committee.

Next meeting planned for 29/10 to discuss Budget and Financial Regs if received from NALC.

i. Consider new Committee Members for the Finance Committee.

New Councillors wished for a little time before volunteering to act on a Committee.

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

i. Receive the notes from the Health and Safety Committee Meeting held on Tuesday 27 August 2024.

The notes of the Committee held on Tuesday 27 August had been circulated to all Councillors. It was highlighted that all the current Risk Assessments would require reviewing. The Grounds Maintenance contractor was to be asked for update RA for the work they carry out in the Cemetery.

ii. Consider the recommendation from the Committee to re-purpose the old office portacabin as a rest-room/store room.

There were two proposals, one to keep the portacabin and one to sell the portacabin.

Action: The Council **RESOLVED** to continue to seek to sell the portacabin at this time.

Proposed by Cllr Lane, seconded by Cllr Newlove and approved by a vote of 6 for, 2 against and 2 abstentions.

iii. Consider new Committee Members for the Health and Safety Committee.

New Councillors wished for a little time before volunteering to act on a Committee.

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94-24/25. Ward Reports. Receive reports from Council Members.

Cllr Darby asked when the Hearing Loop, supplied by the Council for use in the Village Hall would be available.

The Clerk would query it with the Village Hall.

Cllr Fleetwood reported that a tree near the old railway bridge had been removed.

No other reports were given.

95-24/25. Planning Matters.

No planning applications notified.

96-24/25. Confirm Remembrance Day planning.

The Clerk reported that the Road Closure application had been approved and the Poppy Wreaths would be

ordered in the next few days. The Advance Notice of Road Closures had been checked and just needed the date amending. The Clerk then asked what else was required from the Parish Council.

It was stated that the road closure points were manned by Parish Councillor volunteers, and these would again be required for Sunday 10 November 2024.

This item would be on the next agenda.

97-24/25. Receive a report regarding a plan for village Christmas Events/light switch on.

Cllr Lane reported that at present, there were 15 stall holders who had requested to attend, plus two food stalls. The Church would be having a Tombola and would be serving teas/coffees from their new kitchen servery area and could accommodate two to three stalls in the Church.

The Tree would be blessed prior to the lights switch on. The Scouts would be in the Church and a Rock Choir would perform.

The Old Angel could accommodate a number of stalls in their car park, under the awning and they would be serving festive drinks throughout the event.

A Children's Fancy Dress competition would take place in the Methodist Hall and judging would be from 2:00pm, followed by a parade down to the Green for Carols and winners would be announced on The Green.

Sponsorship had been agreed from Coates, Omex and British Sugar and were awaiting confirmation from Co-Op.

98-24/25. Consider a new Trustee Member for the Peter Handcock Charity.

Cllr Corbould, as Secretary of the Peter Handcock Charity highlighted that Bardney Group Parish Council were requested to have two Councillors to act as Trustee Members. Cllr Lane was already in post. Cllr Fleetwood volunteered.

Action: The Council **RESOLVED** to approve Cllr Fleetwood to act as the second Trustee Member.

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

99-24/25. 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 changes to the Cemetery Terms and Conditions in light of Grave Digger information.
- b. Clerk contract matters – probationary period.
- c. Clerk contract matters – CiLCA.
- d. Clerk contract matters – additional hours.

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 Lane, seconded by Cllr Fleetwood and approved unanimously.

This part of the meeting closed 8:20 pm.

The meeting continued in the absence of press and public at 8:22 pm.

Confidential Minutes

- a. Consider changes to the Cemetery Terms and Conditions in light of Grave Digger information.

Action: The Council **RESOLVED** to approve amending the Cemetery Terms and Conditions to allow the use of the mini digger, where practicable and space allowed.

Proposed by Cllr Fleetwood, seconded by Cllr Darby and approved by a vote of 9 for and 1 against.

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- b. Clerk contract matters – probationary period.

Action: The Council **RESOLVED** to approve extending the Clerk's probationary period to allow for additional training in the Google Drive application.

Proposed by Cllr Lane, seconded by Cllr Clarke and approved by a vote of 8 for and 2 against.

- c. Clerk contract matters – CiLCA.

Action: Following advice and guidance from the Lincolnshire Association of Local Councils the Council **RESOLVED** to amend the Clerk's contract with regard to the completion of the Certificate of Local Council Administration (CiLCA) with a completion date now being January 2027.

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

- d. Clerk contract matters – additional hours.

Action: The Council **RESOLVED** to approve the proposed increase of 4 hours, from 16 hours per week, to 20 hours per week.

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

* Post meeting note - on advice from Payroll Manager, additional hours to start, week commencing 30-Sep-2024.

The meeting closed at 8:45 pm.

Signature:

Printed Name:

Date: 15 October 2024