

March 2020 Minutes

Minutes from the meeting of the Parish Council on Thursday 19th March 2020.
Held at the Bardney Methodist Church, Church Lane, Bardney, Lincoln

Councillors Present:

Cllr Webb - Chair Anna Lawson -
Cllr Cluett Clerk and RFO
Cllr Bradbury Pauline Fry - Administrative Assistant
Cllr Clee
Cllr Waddington
Cllr Darby - Vice Chair
Cllr Newlove
Cllr Shaw
Cllr Corbould

Public session of the meeting commenced at 7.00pm

No members of the public attended the meeting

No requests had been received by the Clerk for permission to record, video or take photos of the Council meeting, therefore the only recording which would take place was the one undertaken by the Parish Council themselves.

The meeting commenced at 7.05pm

149-2019/20 Apologies for Absence. To receive and accept apologies, where valid reasons for absence have been given to the Clerk prior to the meeting.

Cllr Speed

150-2019/20 To receive declarations of interest under the Localism Act 2011 - being any pecuniary interest in agenda items not previously recorded on Member's Register of Interests.

Cllr Newlove - planning matter

151-2019/20 To receive and consider any dispensation requests on agenda items and decide whether they are to be granted.

None

152-2019/20 To approve as a correct record the notes of the meeting held on 20th February 2020 To authorise the Chair to sign the official minutes.

PROPOSED by Cllr Bradbury, **SECONDED** by Cllr Clee, carried **UNANIMOUSLY**

153-2019/20 To receive and consider a report from the Chairman of the Council

This item was deferred to later in the meeting

154-2019/20 To receive and consider a report for the Clerk to the Council on any outstanding matters and correspondence since the meeting of 20th February 2020.

This item was deferred to later in the meeting.

155-2019/20 Financial matters

- Bank Reconciliation for February 2020 as at 29.02.20

Balance as at 01.02.20 £51720.65

Income

Handyman	187.83	
Cemetery	600.00	
Allotments	239.50	
Salary	1289.63	
VAT return	2080.24	
Total income		£4397.20

Expenditure

Admin	387.73
Salaries	5232.69
Handyman	425.23
Cemetery	3232.22
Grant S137	144.00
Allotment	224.40

Total expenditure £9646.27

Balance as at 29.02.20 £46471.58

PROPOSED by Cllr Darby, **SECONDED** by Cllr Corbould, carried **UNANIMOUSLY**

- To ratify payments of accounts, salaries, BACS payments & payments already made.

Payment Ratification March 2020												
					value	VAT	ExVAT	% of budget*				
B/P		Wages and NI	March	Salaries	5232.69	0.00	5232.69					
Total Office/Salaries										130% of budget		
PO20631		HCI Data	Domain	Admin	90.00	15.00	75.00					
PO20633		Methodist Hall	Hire	Admin	14.00	0.00	14.00					
PO20635		E-Quip	Mobile renovation	Admin	63.92	10.49	53.43					
PO20638		Keir	Rent	Admin	300.00	0.00	300.00					
Total Admin					467.92			102% of budget				
PO20637		Fuelcard	Paint	Handyman	11.88	1.98	9.90					
Total Handyman					11.88		9.90	97% of budget				

PO20636	E-Quip	Fencing	Allotments	68.02	13.60	81.62				
PO20632	GG & G Cannon	Digger	Allotments	244.00	3.62	240.38				
Total Community project				335.78			9% of budget			
PO20639	TGM	Grasscutting	Grasscutting	1322.06	220.34	1101.72				
Total Grasscutting				1322.06			13% of budget*			
^ cost to be offset by outsourcing staff YTD £4k										
* 20/21 budget										

PROPOSED by Cllr Waddington, **SECONDED** by Cllr Darby, carried **UNANIMOUSLY**

1. To approve asset register

ASSET REGISTER AS AT 31st DECEMBER 2019			
IEP = In equal proportions NB - Figures rounded to nearest £			
		Insurance purpose *	Fixed purpose
ITEM		Value £	
BUILDINGS			
Lychgate Entrance building		24333	1
Steel ex Shipping Container		765	944
Mobile Office		2400	2400
Total		27498	3345
Land			
Allotment and farming land Horncastle Rd approx 15 acres			1
			1
STREET FURNITURE			
Stainless steel seating x 3 IEP		1695	2871
Flagpole & 2 flags		250	423
Bus shelter		5239	4306
Village signs x 4 (IEP)		4133	7000
Metal notice boards x 2 (IEP) Bardney/Southrey		792	1342
Metal notice board (Stainfield)		424	719
Wooden notice board (Aply)		295	500
Lifebouy/housing/ropes		222	376
Southery bus shelter		7019	6000
Commemorative benches		1679	2075
Speed detector - highways		1868	2846
Total		23616	2845
MEMORIALS			
Bardney War Memorial		13850	1

IX Squadron Memorial		2463	1
Stainfield War Memorial		2463	1
Total		18776	3
OFFICE CONTENTS/EQUIPMENT			
Furniture	See Note 1	1238	1832
Computer equipment	See Note 2	1271	1652
Computer software	See Note 3	645	4394
All other contents/equip	See Note 4	322	1323
Total		3476	9201
FENCES/GATES			
Wooden fencing/gates for cemetery		3540	5396
2 metal gates for cemetery lych gate		502	765
2 metal gates for allotments		1586	2417
Total		5628	8578
MISC			
Painting and frame		1181	2000
Photographic print & display case		522	884
Negative and further print		119	202
Bardney pictorial maps x 2 IEP		319	540
24v 100ft Ufolite Colour Loom Xmas tree lights		80	135
Illuminated Xmas Tree Star		162	275
240V-24V Transformer for xmas lights		64	109
Sand bins x 3 IEP (at Bardney/Southrey/Stainfield V.Halls		220	372
Total		2667	4517
HANDYMAN EQUIPMENT			
Ride on Mower		1604	3749
Push Mower		131	327
Combi Trimmer & Accessories		1250	693
Trailer		605	1250
Tools		295	500
All other equip/parts etc		295	500
Furniture in container		295	500
Leaf blower		450	450
Total		4925	7969
CEMETERY			
3 x plaques in Lychgate		639	1001
Total		639	1001
TOTALS			
		87225	6307

* This figure allows for depreciation of equipment plus increase in rebuild cost of buildings				
Original costs stated on asset Register				
Notes to list of assets				
Practitioners Guide "states that assets should be recorded at their original cost and no adjustment is required until disposal.	their original cost and no adjustment is required until disposal.			
Where the original cost is not known a proxy such as insurance value may be used, but this value should remain constant throughout the period of ownership and not revised to reflect current values^.				
Community Assets do not have a market value due to their nature or legal status as they cannot be sold.				
Such assets are included at their historical cost or given a nominal value of £1				
^ . For accounting purposes BGPC have chosen to show all values in this document				
Original cost - see Asset Register				
Fixed Asset Details show values based upon depreciation and rebuild cost - inline with standard accounting practices.				

PROPOSED by Cllr Darby, **SECONDED by** Cllr Clee, carried **UNANIMOUSLY**

156-2029/20 Planning Matters To note any approved applications received and to consider any planning applications and decide any comments that the Council wishes to make.

APPLICATION REFERENCE NO: 140647

PROPOSAL: Planning application for a proposed car park.

LOCATION: The Goods Shed Station Road Bardney Lincoln LN3 5UF

APPLICATION TYPE: Full Planning Application

APPLICATION CATEGORY: Minor - all others

Council has no objections

APPLICATION REFERENCE NO: 140454

PROPOSAL: Planning application to erect cabin to be used as a nail salon.

LOCATION: 24 Hancock Drive Bardney Lincoln LN3 5SR

APPLICATION TYPE: Full Planning Application

APPLICATION CATEGORY: Change of Use

Council has no objections

APPLICATION REFERENCE NO: 140702

PROPOSAL: Planning application for internal alterations to form links to proposed two storey rear extension.

LOCATION: Abbey Lodge 5 Carron Close Bardney Lincoln LN3 5XB

APPLICATION TYPE: Householder Application

APPLICATION CATEGORY: Householder Development

Council has no objections

APPLICATION REFERENCE NO: 140664

PROPOSAL: Notice of intention to install 1.9m wooden pole under regulations 5 of the Electronic Communications Code (conditions and restriction) (Amendment) Regulation 2017 - reference JSX867SL

Council has no objections

157-2019/20 Co-option To consider application to join Bardney Group Parish Council

Deferred as person did not attend meeting

158-2019/20 Bardney Cemetery Improvement Group To update on meeting with BCIG

Meeting held between Bardney Cemetery Improvement Group and BGPC. The work that the improvement group carries out in the cemetery is to continue as long as BCIG have permission from BGPC and families.

159-2019/20 Handyman Service Level Agreement To consider adopting agreement with Wragby Parish Council.

Wragby have requested a reduction in the hours that the handyman works for them.

PROPOSED by Cllr Darby, **SECONDED by** Cllr Corbould, carried **UNANIMOUSLY**

160-2019/20 Quotes for grass cutting equipment. To consider quote for grass cutting equipment.

The Clerk gave information regarding the reasoning behind buying or hiring grass cutting equipment.

Councillors discussed the merits of hiring or buying equipment. The equipment could be hired out to other Councils.

PROPOSAL To hire a tractor for a one year period

PROPOSED by Cllr Webb, **SECONDED by** Cllr Bradbury, carried **UNANIMOUSLY**

PROPOSAL To purchase grass cutting equipment from Company A to fit hired tractor, this equipment cannot be hired.

PROPOSED by Cllr Webb, **SECONDED by** Cllr Darby, carried **UNANIMOUSLY**

161-2019/20 Limewoods Magazine To elect a new editor for the magazine.

Cllr Clee has requested, that due to family commitments, another Councillor take over the editing of the magazine. Cllr Cluett agreed to take on this role.

PROPOSED by Cllr Cluett, **SECONDED by** Cllr Shaw, **ABSTENTION** Cllr Newlove, the remainder of the Councillors agreed with the proposal.

162-2019/20 Happy to Chat sign.

In view of the present situation this item has been deferred.

163-2019/20 Marquee To consider purchasing a gazebo for use on the Community Land and for hiring out to local organisations.

In view of the present situation this item has been deferred.

164-2019/20 Willow Walk To consider creating a Willow Walk on land prone to being wet, as part of the Woodland Walk.

The bottom corner of the field is quite wet and does not dry out very often. A willow walk would be good use for this area. The project would come within the amount agreed by Council for the Community Land.

PROPOSED by Cllr Cluett, **SECONDED** by Cllr Darby, Cllr Newlove voted against this proposal. The remainder of the Councillors voted in favour.

165-2019/20 VE Day Celebrations To consider whether to undertake acknowledgment of the event.

In view of the current situation the Council would not be organising an event to mark VE day.

153-2019/20 To receive and consider a report from the Chairman of the Council

A discussion was held on the benefits of belonging to NALC/LALC.

Coronavirus

Discussion held on how the Parish Council could support the Parish at this time.

Councillors agreed to use Grant money from 2019/20 and 2021 allocation to support the Church in organising and administering support for parishioners.

BGPC would use the Parish magazine and the Parish website to support and promote 'Clean Hands, Open Heart' initiative.

PROPOSAL To suspend standing orders

PROPOSED by Cllr Webb, **SECONDED** by Cllr Darby, carried **UNANIMOUSLY**

154-2019/20 To receive and consider a report for the Clerk to the Council on any outstanding matters and correspondence since the meeting of 20th February 2020.

GENERAL UPDATES

Emails

Councillors need to ensure that their email system is working and we shall only email to the Cllr email addresses for GDPR purposes.

Tree Planting

Wragby YFC to plant the trees the weekend of 28/29th limited numbers of people available to do it however needs to be done.

Grant Funding

Met with WLDC Grant funding available towards the Community land. Application to be submitted next week.

Community Land/Allotment Car Park

Re: Changing the siting of a fence to create a grass car park at the allotments. Cllr Cluett spoke to John about the costings of the project and he informed me that it could be done properly for £650 (Including moving the gates, and erecting a permanent fence on two sides). Part of this cost is already covered by the project proposal submitted in September 2019 and approved by council. In real terms additional cost circa £300. It is a very cheap solution to provide an attractive parking area for the allotments, community orchard and woodland walk. This information can be provided to council in the April meeting.

Support for Communities during COVID 19

It is noted that the Lincolnshire Resilience Forum (LRF) Communities and Volunteer Coordination Cell within the County Emergency Centre, will be operational from **8am to 4pm** Tuesday 17th March 2020 until further notice and it will active Monday to Friday.

Currently the cell has been tasked by the LRF to gather information about local activity **only** and it advises communities **not** to mobilise, task or deploy any organisation, community group or individual within the parish.

Cllr meetings

Cllr Darby	Bardney Manor Farm Residents Association
Cllr Cluett	Wragby Young Farmers
Cllr Speed	Bardney Cemetery Improvement Group
Cllrs Speed & Cluett	WLDC Grant Advisor

Decision to suspend Standing Order to consider implementing Emergency Procedures.

Councillors to agree with a show of hands and voting recorded. Formal ratification provided at next meeting. The Prime Ministers recommendations came too late to amend the Agenda and hence only option in the current climate.

Suspension of Standing Orders / Financial Regulations

It is proposed that the Parish Council gives delegated authority to the Clerk (in consultation with the Chairman/Vice Chairman of the all committees suspend Standing Order or Financial Regulation as necessary to ensure the smooth running and operation (wherever possible) of the Parish Council for a period of **no longer than 4 months** (or as circumstances dictate), with the Parish Clerk / Deputy Clerk to compile and maintain a list of such suspensions and reasons which will be to be presented to a future full council meeting for scrutiny.

Safety Statement - Meetings and BUSINESS CONTINUITY

It is proposed that the Parish Council recognises and agrees that no business, meeting, service provision or service delivery of the Authority is of any importance **above that** of public and personal safety. As such all scheduled public meetings will be cancelled for an **initial 4 month period** (or as circumstances dictate).

Community Resilience budget

It is proposed that the Parish Council establishes a 'Community Resilience' budget head with the agreed sum to be used from within general reserves with the aims of assisting vulnerable groups within the parish as necessary. It was noted that the Clerk has spoken to the Church who are liaising with the School, Co-op and other shops to provide a food bank and voucher scheme to assist those most in need during this challenging period.

Attendance of events by elected Members / Staff

It is proposed that the attendance by elected Members and members of staff of the Parish Council at appointed outside bodies, training courses or on relevant Town Council business be subject to **a)** cancellation by the lead body, organisation or group; **b)** self-preservation or **c)** legislation.

It was noted that where possible and when non-attendance through personal or corporate choice was decided, apologies should be submitted by individual(s).

Authority to Deputy Clerk

It is proposed that where, in any Standing Order or Financial Regulation of the Parish Council where delegated authority is already given to the Clerk & Deputy Clerk, such authority be also be delegated to the Deputy Clerk for a period of **no longer than 4 months** (or as circumstances dictate).

Suspension of Standing Orders / Financial Regulations

It is proposed that the Parish Council gives delegated authority to the Clerk (in consultation with the Chairman/Vice Chairman of the all committees suspend Standing Order or Financial Regulation as necessary to ensure the smooth running and operation (wherever possible) of the Parish Council for a period of **no longer than 4 months** (or as circumstances dictate), with the Parish Clerk / Deputy Clerk to compile and maintain a list of such suspensions and reasons which will be to be presented to a future full council meeting for scrutiny.

Additional Delegated Authority - Staff members

That the Parish Council gives additional **delegated authority** for a period of **no longer than 4 months** (notwithstanding relative Government legislation or medical/relevant body advice or best/safe practice)) to the Clerk and/or the Deputy Clerk, in consultation with the Chairman / Vice Chairman to:

- i) undertake day to day duties (wherever possible and within legal constraints and with the best intentions of public safety and to promote infection control) in order to minimise disruption to service provision and ensure business continuity;
- ii) undertake any additional duties necessary (wherever possible within legal constraints and with the best intentions of public safety and to promote infection control) in order to minimise disruption to service provision and ensure business continuity;
- iii) undertake decisive actions (within legal constraints and with the best intentions of public safety and to promote infection control) in respect of cancelling any meetings of the Parish Council, its committees or working groups.
- iv) To undertake decisive actions (within legal constraints and with the best intentions of public safety and to promote infection control) in relation to the Cemetery, Allotments,

Community Land, Village Green, Closed Churchyard, The Mound and The Pinfold.

Annual Council Meeting / Annual Parish Meeting

It is proposed that as the cancellation of meetings has a direct impact on the Annual Meeting of the Parish Council (scheduled for 21st May 2020), the roles of Chairman and Vice Chair and the existing committee structures (including the chairmanship of such) will remain the same until a suitable and safe public meeting is called and held.

Where any cancellation of meetings has a direct impact on the holding of the Electors Meeting, the Parish Council will hold such meeting at a future date.

It is noted that whilst the above decisions are **contrary to existing legislation** (as of 16th March 2020) the Parish Council has made these decisions in order to place public safety at the forefront.

Orders for Payment

It is proposed that the Clerk along with those elected Members with delegated responsibility for the authorising and signing of payments put measures in place with robust transparency processes to ensure effective business continuation and to minimise impact on local service delivery and local business with ratification by the Parish Council to be made at the earliest and safest opportunity.

Planning Matter

It is proposed that the Parish Council authorises the Planning Committee to deal with planning applications via email and gives delegated power to the Clerk & WLDC to collate responses and submit to WLDC (on a majority basis).

Budgetary Control and Authority to Spend

It is proposed to authorise an increase in the spending limit to the Clerk in consultation with the Chairman / Vice Chairman below £1,000 to any amount below £ 5,000 in respect of any emergency or Health & Safety matter.

Staffing Matters - Annual Appraisals

It is proposed that whilst there is time limited recognition that annual staffing reviews and potential remuneration is necessary, following discussion and written receipt of staff agreement it was approved that annual staffing reviews be delayed.

Policy Updates

It is proposed that delegation is afforded to the Clerk to update policy documentation where revision dates are the only necessary updates and such updates to be ratified by the Parish Council at a future meeting. Where any legislative changes are necessary, the Clerk will update relevant documentation and implement any necessary changes.

Advice to Community Groups

It is proposed to offer impartial, practical advice to community groups and organisations in respect of their responsibilities to take decisive actions (with the best intentions of public safety and to promote infection control) in respect of cancelling events, meetings and gatherings;

166-2019/20 To approve date and time of next meeting

In view of the situation future meetings have been suspended.

Meeting finished 8.25pm