



Stanton under Bardon Parish Council

**Minutes of Stanton under Bardon Parish Council meeting held on Wednesday 5<sup>th</sup> April 2023 starting at 7pm at Stanton Under Bardon Village Hall, St John Cole Crescent, Stanton Under Bardon, LE67 9AE**

**Parish Councillors Present:** Cllr Ramsay (Vice Chair) Cllr Geary and Cllr Johnston

**In Attendance:** 4 Members of the public, Borough Councillor Lay, Parish Clerk

119/2022-23	<p><b>PUBLIC PARTICIPATION</b></p> <p>A member of the public asked why public participation had moved to the top of the agenda. It was explained that the public participation session is not part of the Council meeting but instead members of the public are welcome to query or ask questions to items on the agenda as per Standing Order 3f before the Parish Council meeting starts.</p> <p>A member of the public commented on a typo on the agenda, specifically the numbering of the agenda items listed.</p> <p>A member of the public commented on how minutes and the agendas were now published on the Council's website. It was explained that since the website is new, there are some changes with how things are presented, but Council asked the Clerk to see how minutes and agendas can be presented in future.</p> <p>A member of the public asked why the Council logo had changed as the other logo has 6 items meaningful to the village. Council agreed that this could be considered as a future agenda item.</p> <p>A member of the public commented that the Council had agreed for the previous clerk to attend a 3 year training course and asked whether this was still something the Council were paying for. The Chair confirmed that the Council were not paying for training but at the time it was relevant, highlighting the point that training encourages personal development and upskilling.</p>
120/2022-23	<p><b>TO RECEIVE APOLOGIES FOR ABSENCE</b></p> <p>Apologies were received by Cllr Briggs due to family illness.</p>
121/2022-23	<p><b>TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS TO ANY MATTER ON THE AGENDA AND TO CONSIDER DISPENSATIONS</b></p> <p>None received</p>

122/2022-23	<p><b>TO CONFIRM PREVIOUS MINUTES OF PARISH COUNCIL MEETING HELD ON 1<sup>ST</sup> MARCH 2023</b> Proposed by Cllr Johnston, seconded by Cllr Geary.</p> <p>The Council agreed to adopt the draft minutes from the Parish Council Meeting held on 1<sup>st</sup> March are a true and accurate record.</p>
123/2022-23	<p><b>BOROUGH AND COUNTY COUNCILLOR REPORTS</b> The Council received a verbal report from Borough Councillor Lay.</p> <p>Councillor Lay announced that he has come to the end of the journey as Borough Councillor and that during his 28 year career he has seen many positive changes across his ward, including in Stanton under Bardon. He commented that it was a lovely village to represent and has always been made very welcome, highlighting the good relationship he has made with the Parish Council. Lots of positive outcomes including the creation of the village hall. He commented that it had been a privilege to represent the community of Stanton under Bardon and wishes everyone all of the best for the future.</p> <p>Cllr Geary thanked Cllr Lay for all of his work for the village. Cllr Ramsay also thanked him for his work and how his wealth of knowledge and experience will be greatly missed.</p>
124/2022-23	<p><b>RESIGNATION LETTER FROM CLLR BRIGGS</b> The Council noted the resignation letter from Cllr Briggs. Cllr Ramsay commented how saddened he was as she is a wealth of knowledge for all things relating to the Parish Council. Cllr Geary commented that he saw Cllr Briggs as a powerhouse and force of change for the village.</p>
125/2022-23	<p><b>CLERKS REPORT</b> The Council noted the Clerks Report for March 2023.</p>
126/2022-23	<p><b>OUTSOURCING PAYROLL SERVICES</b> Three quotes to outsource the Clerk's payroll were presented to Council:</p> <p>Quote 1 - £12 + VAT per month Quote 2 – £30 per month Quote 3 - £10 per month</p> <p>The Council agreed to outsource its payroll services and to accept Quote 3.</p>
127/2022-23	<p><b>REPAIR OF FIRE DOOR AT VILLAGE HALL</b> Three quotes to fix or replace the fire door at Stanton under Bardon Village Hall were presented to Council:</p> <p>Quote 1 – £4607 Quote 2 – £4349 Quote 3 - £533.40 Quote 4 - £2871</p>

	The Council agreed to fix the fire door and to accept Quote 3.
128/2022-23	<p><b>GROUNDS MAINTENANCE REPAIR WORKS</b></p> <p>The Council discussed the tender document and agreed to request quotations to undertake various grounds maintenance work across the Parish. It was agreed that all of the material from the pump track should be deposited at the bottom of the recreational ground. Quotations will be presented to Council at a future Council meeting.</p>
129/2022-23	<p><b>PURCHASE OF MOBILE PHONE CONTRACT FOR CLERK</b></p> <p>The Council discussed the importance of the Clerk having access to a mobile phone and agreed to consider quotes at a future Council meeting.</p>
130/2022-23	<p><b>REGISTRATION TO THE INFORMATION COMMISSIONERS OFFICE</b></p> <p>The Council agreed to register Stanton under Bardon Parish Council with the Information Commissioners Office at a cost of £35 per year via Direct Debit.</p>
131/2022-23	<p><b>ADOPTION OF COUNCIL POLICIES</b></p> <p>The Council agreed to defer adopting the following policies to a future Parish Council meeting:</p> <ul style="list-style-type: none"> <li>Draft health and safety policy</li> <li>Draft data protection policy</li> <li>Draft data breach policy</li> <li>Draft privacy notice for the general public and residents</li> <li>Draft privacy notice for staff and Councillors</li> <li>Draft model publication scheme</li> <li>Draft subject access request policy and associated request form</li> <li>Draft dispensation procedure and request form</li> <li>Draft terms of reference for the internal audit</li> </ul>
132/2022-23	<p><b>FINANCE</b></p> <p>The Council noted the bank statements for February – March 2023</p>
133/2022-23	The Council noted bank reconciliations for financial year 2022-2023
134/2022-23	The Council agreed to approve the draft payment list for April 2023
135/2022-23	<p><b>PLANNING</b></p> <p><b>23/00197/FUL</b> – The Council agreed to support this application, highlighting that there is significant need for a convenience shop in the village, especially for those finding it difficult to purchase daily consumables. The Council also welcomed the larger shop layout.</p>
136/2022-23	<b>23/00227/HOU</b> – No Comment

137/2022-23

**TO NOTE ANY OTHER BUSINESS**

The Council noted that the May Parish Council meeting to be changed to 17<sup>th</sup> May.

The Council wanted to ensure that grass cutting was undertaken in a timely fashion in the run up to the Coronation event on 7<sup>th</sup> May and asked the Clerk to liaise with contractors for it to be cut.

The Council wanted to understand more about what drives the timing of the recreation area and how many times it is cut each year.

Meeting closed at 20:04

Signed by

Chair .....

Date .....