

## BARNWELL PARISH COUNCIL

### Minutes of the Meeting held on Thursday 19th July 2016 in The Village Hall Barnwell at 8.00pm

**Present:** Councillors H Hanlon (Chair), D Brown, C Soans, G Wise, G Shacklock (Parish & District Councillor), Mrs N Phillips (Clerk).

<b>16/07/1427</b>	<p><b>To receive and approve apologies for absence</b> Cllr P Holden and N Bould submitted apologies (away from home).</p> <p><b>Resolved:</b> That Cllr P Holden and N Bould's absence be approved.</p>																
<b>16/07/1428</b>	<p><b>To receive and approve for signature the minutes of the meeting held on Thursday 17<sup>th</sup> May 2016</b></p> <p><b>Resolved:</b> That the minutes be signed by the Chairman as a correct record of the meeting</p>																
<b>16/07/1429</b>	<p><b>To note any matters arising from the minutes not included on this agenda for report only</b></p> <p>No matters arising</p>																
<b>16/07/1430</b>	<p><b>To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.</b></p> <p>None received</p>																
<b>16/07/1431</b>	<p><b>Public participation session</b></p> <p>None</p>																
<b>16/07/1432</b>	<p><b>To elect a Vice Chairman</b></p> <p><b>Resolved:</b> Cllr Holden having indicated his willingness to be re-appointed was duly elected</p>																
<b>16/07/1433</b>	<p><b>To receive a report on local police issues</b></p> <p>No report received.</p>																
<b>16/07/1434</b>	<p><b>To receive a report on the internal audit feedback</b></p> <p>The Clerk reported that no major issues had been identified but as no evidence could be found of internal financial monitoring taking place the Council needed to appoint from its members an Internal Financial Controller. <b>(Agenda Item 16.07/1439)</b>. All minor issues raised had either been or would be addressed over the coming weeks</p>																
<b>16/07/1435</b>	<p><b>To consider and approve a contribution to the costs of the Queen's Birthday Party</b></p> <p>A request had been received from the Jubilee Jollies for a contribution towards the costs for the village party in honour of HM Queen Elizabeth's 90<sup>th</sup> birthday.</p> <p><b>Resolved:</b> A grant to be made of £150 under LGV Act 1972 S137</p>																
<b>16/07/1436</b>	<p><b>To approve and authorise payment of the following invoices</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Cheque</th> <th style="width: 25%;">Payee</th> <th style="width: 45%;">Item</th> <th style="width: 15%;">Amount</th> </tr> </thead> <tbody> <tr> <td>100392</td> <td>N A Phillips</td> <td>May expenses</td> <td>£44.87</td> </tr> <tr> <td>100393</td> <td>N A Phillips</td> <td>May salary</td> <td>£167.48</td> </tr> <tr> <td>100394</td> <td>Turney Landscapes Ltd</td> <td>Grass mowing</td> <td>£176.40</td> </tr> </tbody> </table>	Cheque	Payee	Item	Amount	100392	N A Phillips	May expenses	£44.87	100393	N A Phillips	May salary	£167.48	100394	Turney Landscapes Ltd	Grass mowing	£176.40
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	100395	Ncalc	Training	£17.00
	100396	VSH Law	Lease registration (Recreational Field)	£340.00
	100397	Turney Landscapes Ltd	Grass mowing	£176.40
	100398	N A Phillips	June expenses	£36.64
	100399	N A Phillips	June salary	£165.10
	100400	E.on	Unmetered supply 01.04.16 – 30.06.16	£211.80
	100401	E.on	Maintenance 01.04.16 – 30.06.16	£99.08
	<b>Resolved:</b> All payments authorised			
<b>16/07/1437</b>	<b>To receive and approve the Balance of Accounts</b>			
	The Clerk presented the Balance of Accounts.			
	<b>Resolved:</b> To approve the Balance of Accounts			
<b>16/07/1438</b>	<b>To examine and approve the Bank Statements</b>			
	Cllr Hanlon examined the Bank Statements			
	<b>Resolved:</b> To approve the Bank Statements			
<b>16/07/1439</b>	<b>To appoint an Internal Financial Controller</b>			
	It was felt that Cllr Holden would be the best person to take on this role but the council felt in unfair to appoint him in his absence			
	<b>Resolved:</b> To bring item back to the September meeting for consideration.			
<b>16/07/1440</b>	<b>To review and resolve the clerk's hours of employment, and salary increase in line with national set standards</b>			
	The National Salary award for local council clerks has now set the pay rate for SCP16 at £8.924 per hour – to take effect from April 1 <sup>st</sup> 2016.			
	<b>Resolved:</b> To accept the new pay scale.			
	The Clerk had asked for consideration to be given to finding a way to compensate her for the additional hours worked over the past months ( <b>see Agenda Item 16/05/1413.04</b> ).			
	<b>Resolved:</b> To pay for all hours worked but to ask the Clerk to consult with Cllr Hanlon before any extra hours are worked.			
<b>16/07/1441</b>	<b>To receive a report on matters concerning the Recreational/Cricket Field and to resolve what action, if any, to be taken.</b>			
	The Clerk reported that she had hear back from VSH Law that the work on registering the lease with the Land Registry had now been completed and that VSH could store the documents for free in their strong room but would charge a fee when the council wished to retrieve them.			
	<b>Resolved:</b> The Clerk to keep the documents in her files as well as keep an electronic version.			
	The Clerk had been in contact with the Barnwell Cricket Club who had agreed to contribute £250 towards the additional costs incurred by mowing to cricket field standards( <b>see Agenda Item 22/03/1393</b> ), although the payment has not yet been received.			
	<b>Resolved:</b> The Clerk to contact the Cricket Club to ask for payment to be made by September 2016.			

	<p>An invoice has been received for the rent for the Recreational/Cricket Field but there appeared to be some discrepancy in the total amount.</p> <p><b>Resolved:</b> The Clerk to contact the Landlord's agents to seek clarification before payment is made.</p>
16/07/1442	<p><b>To receive a report on the Housekeeping Walk of June 7<sup>th</sup> 2016 and to discuss and to resolve what action, if any, to be taken. (Report attached)</b></p> <p>Cllr Wise in his role as Street Doctor contact has reported the majority of highways issues to NCC, Cllr Brown offered to obtain a quote for repairs to the seat, Cllr Brown will contact NCC re completion of the work on the trees, Cllr Brown also offered to clear the footpath opposite the Recreational/Cricket Field, Cllr Hanlon offered to find any identifying reference on the phone box so the Clerk can then contact BT to arrange replacement of the broken handset.</p> <p><b>Resolved:</b> The above items to be undertaken on behalf of the council as soon as is practicable.</p>
16/07/1443	<p><b>To receive a report on the Gypsy Lane meeting with NCC ROW Officer of June 7<sup>th</sup> 2016 and to discuss and to resolve what action, if any, to be taken (see Agenda Item 16/05/1423)</b></p> <p>Cllr Soans reported that ROW Officer K Angel had no information as to who had original installed the gates or locked them, and although they are no longer locked recommended keeping them shut to deter fly-tipping and other unwanted use.</p> <p><b>Resolved:</b> The council monitor the situation and report any locks to NCC for removal, and any fly-tipping etc. to the relevant authorities.</p>
16/07/1444	<p><b>To receive a report from the Clerk on provision of dog waste bins and to resolve what action, if any, to be taken.</b></p> <p>The Clerk had obtained costings for provision, installation and emptying of dog waste bins. Council, after discussion, felt that as responsible dog owners would clear up and take their waste home whilst irresponsible owners may not use bins even if provided, the Council's resources might be better spent on providing additional litter bins.</p> <p><b>Resolved:</b> The Clerk to obtains details and costs for additional litter bins and the item to be on the September Agenda for further discussion.</p>
16/07/1445	<p><b>To consider a request from the Clerk to attend Data Protection and Freedom of Information training, and to resolve if there is a need for this training.</b></p> <p>After discussion Councillors felt there was no need for this training as some members already had some experience of this.</p> <p><b>Resolved:</b> No need to send Clerk on this training</p>
16/07/1446	<p><b>To receive a report on planning application procedures from District Councillor G Shacklock</b></p>
16/07/1447	<p><b>To review and resolve the council's practise on considering planning applications</b></p> <p>It was decided to consider these two items together. District Councillor Shacklock reported on his role within ENC Planning and urged the council to speak with him if there were planning issues they were not happy with.</p> <p>Cllr Shacklock also raised the question of voting procedures concerning members</p>

	<p>who neither objected to, or voiced support for a planning application.</p> <p><b>Resolved:</b> To note only those votes cast</p>
16/07/1448	<p><b>To consider and resolve the Council's response to planning application 16/01307/FUL and 16/01307/LBC – repositioning of entrance gates at 9 Main Street (resubmission of 16/00167)</b></p> <p><b>Resolved:</b> No objections</p>
16/07/1449	<p><b>To receive a report on the County Traveller Unit from District Councillor Shacklock, and to discuss and resolve what action, if any, to be taken.</b></p> <p>Cllr Shacklock informed the meeting of the role of the CTU throughout the county even though ENC is the only district authority that does not contribute to the cost. Cllr Shacklock pointed out how the unit had helped with the recent traveller encampment at Achurch and ask the council to consider if they would write in support of ENC supporting the unit.</p> <p><b>Resolved:</b> The Clerk to write to ENC asking ENC to consider supporting the CTU.</p>
16/07/1450	<p><b>To receive a report on licensing procedures from District Councillor Shacklock, and to discuss and resolve what action, if any, to be taken.</b></p> <p>Cllr Shacklock informed the meeting of his role at ENC with licensing procedures explaining the items that need to be taken into account when considering or objecting to a licensing application.</p> <p><b>Resolved:</b> No action needed</p>
16/07/1451	<p><b>To receive an update on the installation of the defibrillator, and to discuss and resolve what action, in any, to be taken.</b></p> <p>Cllr Bould being absent Cllr Shacklock was only able to give a rough outline of progress. The Clerk asked whether the Council would be taking responsibility for ongoing maintenance costs.</p> <p><b>Resolved:</b> To put on Agenda for September meeting</p>
16/07/1452	<p><b>To receive an update on the situation concerning the Post Office/Shop, and pass a resolution on any action to be taken</b></p> <p>Concern has been expressed over the future of the Post Office (<b>see Agenda items 17/11/1356 and 19/01/1375</b>) but as no notification of closure had been received no action could be taken.</p> <p><b>Resolved:</b> No action needed</p>
178.33	<p><b>To confirm the date of the next Council meeting as 20<sup>th</sup> September 2016</b></p> <p><b>Resolved:</b> Meeting date confirmed</p>
178.34	<p><b>To close the meeting</b></p> <p>The meeting closed at 9.45 pm</p>

Signed:

Dated: