

BARNWELL PARISH COUNCIL

Minutes of the Meeting held on Tuesday 18th May 2021 at The Village Hall Barnwell at 7.30pm

Present: Councillors D Brown (Chair), J De Bock, C Forrest, H Hanlon, C Soans, G Wise

In attendance: Mrs N Phillips (Clerk), NNC Councillor W Brackenbury, T Herring

21/05/085	Signing of Councillors Acceptance of Office Signed and returned to the Clerk
21/05/086	To elect the Chair Resolved: Councillor Brown agreed to stand for a year. All in favour. Councillor Brown signed the Declaration of Acceptance
21/05/087	To elect the Vice Chair Resolved: Councillor Soans agreed to stand for a year. All in favour.
21/05/088	To receive and approve apologies for absence None
21/05/089	Public participation session None
21/05/090	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None
21/05/091	To receive and approve for signature the minutes of the meeting held on Tuesday 15th March 2021. Resolved: Signed by the Chairman as a correct record.
21/05/092	To note any matters arising from the minutes not included on this agenda for report only Clerk actioned all points concerning the vehicles driving over the kerb on The Green but had received no response. Litter Pick went well with a good turnout. Promised flood remedial work not as yet carried out – one resident unhappy with part of the solution but BWPC has no power to change the plans. Cllr Brackenbury will investigate the possibility of flood warning signage. Cllr Brown requested to meet with the verge mowing team (Turneys) as there was Some confusion over a couple of areas that should or should not have been mown – this is more important now that wolverines have been filmed in the brook. The volunteer mowing of The Green had been unable to be carried out due to the mower needing repairs – Clerk has asked Turneys if they could carry out one mow of The Green when they next mow the verges and they have kindly agreed to include this on this occasion. Noticeboard lock needs attention – Cllr Hanlon to contact local carpenter Due to the amount of complaints made to Cllrs, including some at inappropriate times, anyone wishing to raise an issue or make a complaint will be directed to

	forwarding them to the Clerk who in consultation with the relevant Cllr and/or the entire PC will make any responses needed. Clerk to draw up a protocol.
21/05/093	To receive and approve for signature the minutes of the meeting held on Monday 22nd March 2021. Resolved: Signed by the Chairman as a correct record.
21/05/094	To note any matters arising from the minutes not included on this agenda for report only None
21/05/095	To receive and approve for signature the minutes of the meeting held on Tuesday 27th April 2021. Resolved: Signed by the Chairman as a correct record.
21/05/096	To note any matters arising from the minutes not included on this agenda for report only None
21/05/097	In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council only in such circumstances where no Cllr is available to consult with, and where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place Resolved: All in favour
21/05/098	To make note of the findings of the Internal Audit No issues picked up Resolved: No action needed
21/05/099	To receive and approve Section 1 - Annual Governance Statement – Annual Governance & Accountability return 20/21 Part 2. Resolved: Annual Governance Statement received and approved
21/05/100	To receive and approve Section 2 - Accounting Statements Statement – Annual Governance & Accountability return 20/21 Part 2. Resolved: Accounting Statement received and approved
21/05/100 (a)	To resolve to declare BWPC exempt from external audit for the year ending 31.03.2021 Resolved: BWPC declared exempt from external audit for the year ending 31.03.2021 due to the higher of gross income or expenditure being less than £25,000
21/05/101	To receive and approve Finance Regulations, Standing Orders, and Code of Conduct Resolved: To approve the above documentation.
21/05/102	To receive and approve the Complaints Procedure, Equal Opportunities Policy, Councillor Co-option Criteria, Training Statement of Intent, and Training Plan for Councillors Resolved: To approve the above documentation.

21/05/103	To receive and approve the Document Retention Policy, Data Protection Policy, Subject Access Request Procedures, Data Breach Policy, Data Map, General Privacy Notice and Councillor/Staff Privacy Notice Resolved: To approve all of the above documentation.																														
21/05/104	To receive and approve the Health & Safety Policy, Loan Working Policy, Staff Appraisal Policy and Procedures, Expenses Policy, Sickness and Absence Policy, Grievance and Disciplinary Policy, Members Allowances Policy Resolved: To approve all of the above documentation.																														
20/05/105	To receive and approve the Assets Register Resolved: To receive and approve the Assets Register.																														
20/05/106	To receive and approve the Financial Risk Assessments, and General Risk Assessments. Resolved: Financial Risk Assessment and General Risk Assessments received and approved.																														
20/05/107	To note the results of the Insurance Review Resolved: Review carried out and no changes to policy needed – year 2 or a 3 year LTA with BHIB																														
21/05/108	To review Councillor's, and others, roles and responsibilities Resolved: Flood Warden & Mowing – Cll Brown, Trees – Cllr Forrest, Internal Finance Controls & noticeboard – Cllr de Bock, Highways & Street lighting – Cllr Wise, Oundle Area Council Meetings, Rural Forum & JAG – Cllr Hanlon, Police Liaison rep – Cllr Wise, Public Rights of Way & Recreation Field – Cllr Soans, Children's Play area & Traffic calming measures– Cllr Hanlon. Cllrs Hanlon and Forrest noted as Trustees for Parson Latham, and Cllr de Bock will act as BWPC rep for The Friends of Barnwell Country Park if this role is still required.																														
21/05/109	To appoint the Internal Auditor for the year 2021/2022 Resolved: To continue to use NCALC auditors																														
21/05/110	To review the bank mandate Currently Cllr Brown and Cllr Hanlon and the Clerk are on the mandate Resolved: To resolve 4 th signatory at the July meeting																														
21/05/111	To receive and approve the Balance of Account/Bank Reconciliation Resolved: Balance of accounts and the bank reconciliation approved																														
21/05/112	To examine and approve the bank statements Bank balance stands at £44282.92 at April 29th 2021 Resolved: Bank statements approved. Precept for year received, Clerk to circulate list of funds earmarked for projects.																														
21/05/113	To approve and authorise payments of the following invoices plus any others arising between the circulation of this agenda and the meeting (items marked * paid prior to meeting). <table border="1" data-bbox="300 1848 1484 2094"> <thead> <tr> <th>Cheque</th> <th>Payee</th> <th>Amount With VAT</th> <th>Amount net of VAT</th> <th>Details</th> <th>Power to pay</th> </tr> </thead> <tbody> <tr> <td>100676</td> <td>Carter Jonas*</td> <td>£300.00</td> <td>£300.00</td> <td>Recreational/Cricket Field Rent (PDBF)</td> <td>LGA 1972 S124</td> </tr> <tr> <td>100677</td> <td>NCALC</td> <td>£464.97</td> <td>£464.97</td> <td>Membership & Audit - 2021 - 2022</td> <td>LGA 1972 s143 + 111</td> </tr> <tr> <td>100678</td> <td>H Grant*</td> <td>£33.00</td> <td>£33.00</td> <td>WP IIT grant Art Walk</td> <td>LGA 1972 S139</td> </tr> <tr> <td>100679</td> <td>E.on*</td> <td>£88.16</td> <td>£83.96</td> <td>Streetlighting 01.01.2021 -</td> <td>PCA 1957 s3</td> </tr> </tbody> </table>	Cheque	Payee	Amount With VAT	Amount net of VAT	Details	Power to pay	100676	Carter Jonas*	£300.00	£300.00	Recreational/Cricket Field Rent (PDBF)	LGA 1972 S124	100677	NCALC	£464.97	£464.97	Membership & Audit - 2021 - 2022	LGA 1972 s143 + 111	100678	H Grant*	£33.00	£33.00	WP IIT grant Art Walk	LGA 1972 S139	100679	E.on*	£88.16	£83.96	Streetlighting 01.01.2021 -	PCA 1957 s3
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	100680	C Soans*	£118.50	£98.75	Reimbursement for wildflower seed	LGA 1972 S124
	100681	BHIB	£363.06	£363.06	Insurance yr 2 of 3 yr LTA	LGA 1972 S111
	100682	N A Phillips	£37.69	£37.69	Mar/Apr expenses	LGA 1972 S111
	100682	N A Phillips	£14.39	£11.99	ZOOM subscription Apr/May	LGA 1972 S111
	100683	N A Phillips	£221.60	£221.60	May Salary	LGA 1972 S112
	100684	N A Phillips	£221.60	£221.60	June Salary	LGA 1972 S112
	Resolved: All payments approved. Cheques signed by Cllrs Hanlon and Brown					
21/05/114	To consider and resolve the Council's response to planning application received. NE/21/00437/FUL - Demolition and replacement of an agricultural machinery storage building at North Lodge Farm Thurning Road Barnwell PE8 5RJ Resolved: No objections – Clerk to inform NNC					
21/03/056	To note planning decisions made by ENC. NE/21/00110/FUL - Demolition of existing attached garden-room and provision of new garden-room. Demolition of existing store building and provision of new 2 storey extension to existing house; minor alterations to existing house elevations, including replacement of existing windows and provision of new render to existing brickwork, relocation of existing main entrance and provision of new porch; and addition of solar panels. at 29 Main Street Barnwell PE8 5PX - permitted					
21/05/116	To receive an update from Cllr Brown on work to the village trees. Resolved: Work to tree at Recreation Field carried out – invoice not yet received					
21/05/117	To receive a report from Cllr Wise on issues concerning highways One blocked drain reported, work to previously reported potholes not yet carried out. Resolved: Cllr Wise to chase up work to surface of the ford.					
21/05/118	To receive a report from Cllr Soans on issues concerning public rights of way Resolved: No issues to report – no action needed					
21/05/119	To receive a report on the children's playground and to decide what action if any to be taken Order placed for work to matting which is due to be carried out next month. Weekly checks carried out by Cllr Brown. Resolved: Cllr Brown to continue with checks					
21/05/120	To resolve to ask the community group if we can use their money (earmarked for the village green seat) to install a seat at the recreation ground. Resolved: Clerk to write to the Chair of The Community Group requesting funding for a bench at The Recreation Field as no funding is currently needed for the Village Green seat. Cllr Soans to research suitable seats and costings. Thought to be given to the best location for a seat.					
21/05/121	To evaluate the ideas for installing play equipment at the recreation ground Cllr Brown circulated prior to the meeting some ideas for suitable equipment. T herring volunteered to research grants if needed. Clls Soans and de Bock gave an update on the wildflower area which they hope to finish off in the Autumn. This project has been paid for with £100 grant from Cllr Shacklock's ENC Members Empowerment Fund and two donations in kind. Resolved: Cllr Soans and de Bock to research suitable trim trail/exercise equipment, Cllr Brown to research costings for a half pipe and other items. Clerk to circulate playground reserves figure.					

21/05/122	<p>To receive a report from Cllr Hanlon on the Neighbourhood Plan.</p> <p>Documents at printers but should be ready in about a week, two weeks allowed for distribution for consultation. Comments to be returned electronically to the Clerk or left in the collection box places on the old BT kiosk. Clerk to send electronic version to all stakeholders</p> <p>Resolved: Volunteers to distribute printed documents to be found, checklist of all addresses to be obtained, list of stake holders to be compiled, Cllr Hanlon to check inclusion of some stakeholders on list sent by consultant.</p>
21/05/123	<p>To receive a report on the visual speed indicator signs and other traffic calming measures and to resolve what action, including calling in a repair company to fix the speed signs, to take.</p> <p>No progress with installation of village gates despite correspondence with Highways. Problem with Well Lane VSI identified and measures to be put in place to ensure no repeat, Armston Rd VSI to be checked for similar problem and if unable to rectify to be returned to supplier for repair or replacement. Ex Cllr Bould has volunteered to continue work to solve the issues with this equipment.</p> <p>Resolved: Clerk to contact S Barnwell at NNC, Cllr Hanlon to liaise with ex Cllr Bould on situation with VSI.</p>
21/05/124	<p>To resolve the response to the Government consultation on remote meetings</p> <p>Resolved: Clerk to forward on BWPC response to relevant body</p>
21/05/125	<p>To receive and discuss a proposal by Cllr Wise for the provision of elders housing</p> <p>Cllr Wise circulate a paper on this proposal prior to the meeting (copy attached).</p> <p>Resolved: All in favour of Cllr Wise researching this further in the name of BWPC</p>
21/05/126	<p>Correspondence:</p> <p>None as all circulated and dealt with prior to meeting</p>
21/05/127	<p>To set meeting dates for the year 2021/2022: July 20th, Sept 21st, Nov 16th, Jan 18th, Mar 15th, May 17th.</p> <p>Resolved: Meeting dates confirmed</p>
21/05/128	<p>To confirm date of the next meeting of the Parish Council as 20th July 2021</p> <p>Resolved: Meeting date confirmed</p>
21/05/129	<p>To close the meeting</p> <p>The meeting closed at 9.30 pm</p>

Signed:

Dated: