

BARNWELL PARISH COUNCIL

Minutes of the Meeting held on Tuesday 16th May 2023 at The Village Hall Barnwell at 7.30pm

Present: Councillors D Brown (Chair), C Soans (Vice Chair), J De Bock, C Forrest, G Wise, T Herring, L Mailey,

In attendance: Mrs N Phillips (Clerk), Ward Cllr G Shacklock

23/05/615	<p>To elect the Chair</p> <p>Resolved: Councillor Brown elected and signed the Declaration of Acceptance</p>
23/05/616	<p>To elect the Vice Chair</p> <p>Resolved: Councillor Soans elected as Vice Chair and signed the Declaration of Acceptance</p>
23/05/617	<p>To receive and approve apologies for absence</p> <p>None</p>
23/05/618	<p>Public participation session</p> <p>None</p>
23/05/619	<p>To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.</p> <p>None</p>
23/05/620	<p>To receive and approve for signature the minutes of the meeting held on Tuesday 21st March 2023</p> <p>Resolved: Signed by the Chairman as a correct record.</p>
23/05/621	<p>To note any matters arising from the minutes not included on this agenda for report only</p> <p>None</p>
23/05/622	<p>To make note of the findings of the Internal Audit</p> <p>Recommendation that the budget and any amendments be published on the website – no other issues</p> <p>Resolved: No action needed</p>
23/05/623	<p>To receive and approve Section 1 - Annual Governance Statement – Annual Governance & Accountability return 22/23 Part 2.</p> <p>Resolved: Annual Governance Statement received and approved</p>
23/05/624	<p>To receive and approve Section 2 - Accounting Statements Statement – Annual Governance & Accountability return 22/23 Part 2.</p> <p>Resolved: Accounting Statement received and approved</p>
23/05/625	<p>To confirm the dates for display of the notice of public rights and for inspection of documents relating to the financial year 2022/23</p> <p>Resolved: Notice to be displayed from 17.05.23.with inspection from 05.06.23 – 14.07.23</p>
23/05/626	<p>To appoint the Internal Auditor for the year 2023/24</p> <p>Resolved: To Northamptonshire CALC appointed to carry out the Internal Audit</p>

23/05/627	<p>To receive and approve Finance Regulations, Standing Orders, Code of Conduct, Scheme of Delegation, Member's Allowances Policy,</p> <p>Resolved: To approve all of the above documentation.</p>
23/05/628	<p>To receive and approve Complaints Procedure, Equal Opportunities Policy, Councillor Co-option Criteria, Training Statement of Intent, Training Plan for Councillors,</p> <p>Resolved: To approve all of the above documentation.</p>
23/05/629	<p>To receive and approve Records Retention Policy, Data Protection Policy, Subject Access Request Procedures, Data Breach Policy, Data Map, Publications Scheme, General Privacy Notice and Councillor/Staff Privacy Notice,</p> <p>Resolved: To approve all of the above documentation.</p>
23/05/630	<p>To receive and approve Health & Safety Policy, Safeguarding Policy, Lone Working Policy, Staff Appraisal Policy and Procedures, Expenses Policy, Sickness and Absence Policy, Grievance and Disciplinary Policy, Dignity at Work Policy, Officer/Councillor Protocol</p> <p>Resolved: To approve all of the above documentation.</p>
23/05/631	<p>To receive and approve Environmental Policy, Social media Policy, Website Accessibility Statement, Website Management Policy, Memorial Tree and Bench Policy, Equipment Inspection Policy</p> <p>Resolved: To approve all of the above documentation.</p>
23/05/632	<p>To receive and approve Risk Management Policy Statement, Financial Risk Assessments, Risk Register, and all other Risk Assessments</p> <p>Resolved: To approve all of the above documentation.</p>
23/05/633	<p>To receive and approve the Assets Register</p> <p>Resolved: To receive and approve the Assets Register.</p>
23/05/634	<p>To note the Insurance Review</p> <p>Resolved: Review carried out and no changes to policy needed – year 1 of a year LTA with BHIB agreed</p>
23/05/635	<p>To note the £6184.35 outstanding balance of PWLB streetlighting loan</p> <p>Resolved: Outstanding balance noted</p>
23/05/636	<p>To allocate Councillors' roles and responsibilities</p> <p>Resolved: Flood Warden & Mowing – Cllr Brown, Trees – Cllr Forrest, Community Orchard Liaison, Internal Finance Controls & noticeboard – Cllr de Bock, Highways & Street lighting – Cllr Wise, Police Liaison rep and NHW rep – Cllr Herring, Monthly Facebook newsletter – Cllr Herring, Funding and grants – Cllr Herring, Public Rights of Way, Litter & Recreation Field – Cllr Soans, Children's Play area & VSI/Traffic calming measures– Cllr Mailey. Cllr Forrest, Mrs H Hanlon, and Mr R Marriott noted as Trustees for Parson Latham,</p>
23/05/637	<p>To review the bank mandate, and to note the direct debits</p> <p>Cllrs Brown, De Bock, Herring plus the Clerk are on the mandate. Direct debits to HMRC (Clerk's tax), PWLB, N Power, and ICO,</p> <p>Resolved: No change needed</p>

23/05/638	<p>To review the environmental action list, and the list of aims and objectives for this year</p> <p>Reviewed – see attached</p>																																																																																																												
23/05/639	<p>To receive and approve the Balance of Account/Bank Reconciliation</p> <p>Resolved: Balance of accounts and the bank reconciliation approved</p>																																																																																																												
23/05/640	<p>To examine and approve the bank statements</p> <p>Bank balance of £26973.73 at April 28th 2023</p> <p>Resolved: Bank statements approved. Precept for year received</p>																																																																																																												
23/05/641	<p>To note the Clerk's incremental increase to salary</p> <p>Resolved: Noted</p>																																																																																																												
23/05/642	<p>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).</p> <table border="1" data-bbox="320 759 1497 1854"> <thead> <tr> <th>Cheque</th> <th>Payee</th> <th>Amount With VAT</th> <th>VAT</th> <th>Details</th> <th>Power to pay</th> </tr> </thead> <tbody> <tr> <td>BAC1</td> <td>PDBF</td> <td>£300.00</td> <td>£0.00</td> <td>Recreational/Cricket Field Rent</td> <td>LGA 1972 s 124</td> </tr> <tr> <td>DD1</td> <td>NPower</td> <td>£94.09</td> <td>£4.48</td> <td>Streetlighting (unmetered supply) 01.01.2023 - 31.03.2023</td> <td>PCA 1957 s3</td> </tr> <tr> <td>BAC2</td> <td>Turney Landscapes Ltd</td> <td>£239.33</td> <td>£39.89</td> <td>Urban highway grass mowing - Mar 29th (S136) 1/7 (inv 22188)</td> <td>H'ways 1980 s96</td> </tr> <tr> <td>100788</td> <td>N A Phillips</td> <td>£2.35</td> <td>£0.00</td> <td>Reimbursement for Litter Pick postage</td> <td>LGA 1972 s111</td> </tr> <tr> <td>100786</td> <td>N A Phillips</td> <td>£321.00</td> <td>£0.00</td> <td>April Salary less £9.60 tax repayment</td> <td>LGA 1972 s112</td> </tr> <tr> <td>DD2</td> <td>HMRC</td> <td>£1.00</td> <td>£0.00</td> <td>Clerk's tax</td> <td>LGA 1972 s112</td> </tr> <tr> <td>100788</td> <td>N A Phillips</td> <td>£2.29</td> <td>£0.38</td> <td>Reimbursement for plastic storage pouch</td> <td>LGA 1972 s111</td> </tr> <tr> <td>100789</td> <td>NCALC</td> <td>£550.85</td> <td>£43.40</td> <td>Membership & Audit - 01.04.2023 - 31.03.2024</td> <td>LGA 1972 s143</td> </tr> <tr> <td>100788</td> <td>N A Phillips</td> <td>£25.54</td> <td>£0.00</td> <td>April expenses + March carried over</td> <td>LGA 1972 s111</td> </tr> <tr> <td>100790</td> <td>BHIB</td> <td>£383.79</td> <td>£0.00</td> <td>Insurance yr 3 of 3 yr LTA</td> <td>LGA 1972 s111</td> </tr> <tr> <td>100791</td> <td>J de Bock-vereecken</td> <td>£280.47</td> <td></td> <td>Reimbursement for Community orchard irrigation system</td> <td>PHA 1875 s164</td> </tr> <tr> <td>100792</td> <td>N A Phillips</td> <td>£330.40</td> <td>£0.00</td> <td>May Salary</td> <td>LGA 1972 s112</td> </tr> <tr> <td>DD3</td> <td>HMRC</td> <td>£1.20</td> <td>£0.00</td> <td>Clerk's tax</td> <td>LGA 1972 s112</td> </tr> <tr> <td>100793</td> <td>N A Phillips</td> <td>£TBC</td> <td>£0.00</td> <td>June Salary</td> <td>LGA 1972 s112</td> </tr> <tr> <td>BAC 3</td> <td>Turney Landscapes Ltd</td> <td>£239.33</td> <td>£39.89</td> <td>Urban highway grass mowing – date TBC (S136) 2/7 (inv TBC)</td> <td>H'ways 1980 s96</td> </tr> <tr> <td>100794</td> <td>I E Croft</td> <td>£200.00</td> <td>£0.00</td> <td>Reimbursement towards cost of mowing The Green</td> <td>H'ways 1980 s96</td> </tr> <tr> <td>100795</td> <td>D Brown</td> <td>£176.26</td> <td>£176.26</td> <td>Reimbursement for Coronation celebration expenses</td> <td>LGA 1972 s145</td> </tr> </tbody> </table> <p>Resolved: All payments approved. Cheques signed by Cllrs Hanlon and Brown</p>	Cheque	Payee	Amount With VAT	VAT	Details	Power to pay	BAC1	PDBF	£300.00	£0.00	Recreational/Cricket Field Rent	LGA 1972 s 124	DD1	NPower	£94.09	£4.48	Streetlighting (unmetered supply) 01.01.2023 - 31.03.2023	PCA 1957 s3	BAC2	Turney Landscapes Ltd	£239.33	£39.89	Urban highway grass mowing - Mar 29th (S136) 1/7 (inv 22188)	H'ways 1980 s96	100788	N A Phillips	£2.35	£0.00	Reimbursement for Litter Pick postage	LGA 1972 s111	100786	N A Phillips	£321.00	£0.00	April Salary less £9.60 tax repayment	LGA 1972 s112	DD2	HMRC	£1.00	£0.00	Clerk's tax	LGA 1972 s112	100788	N A Phillips	£2.29	£0.38	Reimbursement for plastic storage pouch	LGA 1972 s111	100789	NCALC	£550.85	£43.40	Membership & Audit - 01.04.2023 - 31.03.2024	LGA 1972 s143	100788	N A Phillips	£25.54	£0.00	April expenses + March carried over	LGA 1972 s111	100790	BHIB	£383.79	£0.00	Insurance yr 3 of 3 yr LTA	LGA 1972 s111	100791	J de Bock-vereecken	£280.47		Reimbursement for Community orchard irrigation system	PHA 1875 s164	100792	N A Phillips	£330.40	£0.00	May Salary	LGA 1972 s112	DD3	HMRC	£1.20	£0.00	Clerk's tax	LGA 1972 s112	100793	N A Phillips	£TBC	£0.00	June Salary	LGA 1972 s112	BAC 3	Turney Landscapes Ltd	£239.33	£39.89	Urban highway grass mowing – date TBC (S136) 2/7 (inv TBC)	H'ways 1980 s96	100794	I E Croft	£200.00	£0.00	Reimbursement towards cost of mowing The Green	H'ways 1980 s96	100795	D Brown	£176.26	£176.26	Reimbursement for Coronation celebration expenses	LGA 1972 s145
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23/05/643	<p>To consider and resolve the council's response to planning applications listed below plus any other planning applications advised by North Northamptonshire Council and available on its website between the circulation of this agenda and the meeting to which it pertains.</p>																																																																																																												

	<p>NE/23/00414/TCA: T1 - Portuguese laurel, reduce by 1.2m to previously reduced dimensions. at 53A Main Street Barnwell PE8 5PS</p> <p>Resolved: No objections – Clerk to inform NNC</p>
23/05/644	<p>To note planning decisions made by NNC.</p> <p>Appeal Ref: APP/M2840/D/22/3306328: Craigmarr, Main Street, Barnwell, PE8 5PU - permitted</p>
23/05/645	<p>To decide note the assets inspection and to decide what action is required for maintenance and to rectify faults highlighted</p> <p>Resolved: Inspection to be carried by by Cllr Soans and results discussed at the July meeting. Reports of one streetlight remaining on received – Clerk to contact installer to see if still under guarantee. Consideration to be given to taking out a streetlighting maintenance contract in the next financial year. Cllr Brown approved to purchase linseed oil etc. for tree seat upto £50</p>
23/05/646	<p>To receive a report from Cllr Wise on the possible community housing</p> <p>Resolved: Nothing to report</p>
23/05/647	<p>To receive a report from Cllr Wise on issues concerning highways</p> <p>Resolved: Nothing other than potholes to report</p>
23/05/648	<p>To receive a report from Cllr Herring – Police Liaison representative & Neighbourhood Watch</p> <p>Resolved: Appears to be an increase in rural crime in wider area.</p>
23/05/649	<p>To receive a report from Cllr Soans on issues concerning public rights of way</p> <p>Resolved: Nothing to report</p>
23/05/650	<p>To note the results of the weekly safety checks at the children’s playground, and Recreation Field and to resolve what action to be taken</p> <p>No issues to report other than surface erosion in gateways and some flooding during wet weather at the Recreation Field.</p> <p>Resolved: Cllr Mailey to handover inspection folder to Cllr Soans who will carry out inspections up until the July meeting. Cllr Mailey to speak to pub landlord about reinstating the surface at the playarea, and Cllr Soans to research possible solutions for Recreation Field</p>
23/05/651	<p>To receive an update on the visual speed indicator signs</p> <p>One on Hemington Road working but issues with the data collection and retrieval. Quotes received for installation of power to two locations.</p> <p>Resolved: Cllr Mailey to liaise with supplier re data issues, Clerk to arrange for the original VSIs to be looked at to see if suitable batteries can be sourced or adaption made so supplied batteries fit.</p>
23/05/652	<p>To receive an update on the installation of the traffic calming measures/village Gates</p> <p>Resolved: Clerk to obtain quotes for supply and installation in the event that County Highways are unable to carry this work out</p>
23/05/653	<p>To receive a report from Cllr Brown on issues around flooding and to resolve any action to be taken</p> <p>Resolved: Cllr Brown to continue to liaise with the Environment Agency and pursue offer to walk the length of the brook to discuss issues including further silt removal.</p>

23/05/654	<p>To receive an update from Cllr Forrest on issues concerning the village trees.</p> <p>Resolved: Cllr Forrest to make contact with NNC Tree officer to follow up on measures to protect trees from damage from grazing ponies, and to research obtaining Tree Protection Orders if no other measures succeed</p>
23/05/655	<p>To receive feedback on the Parish Council's involvement in the celebrations to mark the coronation of King Charles III and Queen Camilla</p> <p>Resolved: Costs of £176.26 to be paid to Cllr Brown to reimburse for expenses. All event deemed a great success</p>
23/05/656	<p>To receive an update from Cllr De Bock on the Community Orchard</p> <p>Some damage caused by rabbits and possible a muntjac deer</p> <p>Resolved: Cllr De Bock to be reimbursed for cost of the irrigation unit. Queen's Green Canopy plaque to be purchased, Cllr Brown to speak with Village Hall about siting a bench for a trial period with it to be relocated if it has a negative effect. Cllr Soans to research bench which will have the names of those who planted the trees recorded on the rear of the back rest. Some extra bark/mulch needed, Cllr DeBock to arrange.</p>
23/05/657	<p>To discuss issues concerning the Recreation Field including the extension to the wildflower meadow and the fencing</p> <p>Resolved: Clerk to request TG Marriott to carry out fencing work – contractor to liaise with Cllr Soans</p>
23/05/658	<p>To consider a request from residents for the installation of two additional litter bins at the bottom of the hill near the entrance to the Manor, and at Castle View</p> <p>Resolved: No action at this stage – to review if need escalates</p>
23/05/659	<p>Correspondence:</p> <p>STAUNCH fund-raising event – posters put up, resident's concerns over damaged fencing due to a RTA near Barnwell – damage reported to Highways , Huntingdonshire Local Plan invitation to participate in consultation – not felt necessary to participate as outside of BWPC areas.</p>
23/05/660	<p>To confirm the dates of the 2023/2024 meetings as: July 18th, Sept 19th, Nov 21st, Jan 16th, Mar 19th, May 21st.</p> <p>Resolved: Meeting dates confirmed</p>
23/05/661	<p>To confirm date of the next meeting of the Parish Council as 18th July 2023</p> <p>Resolved: July 18th confirmed as the next scheduled meeting with an extraordinary meeting to be held on May 23rd to receive a presentation from the developers of Friars Close Farm as to the future of the site.</p>
23/05/662	<p>To close the meeting</p> <p>The meeting closed at 10.00pm</p>

Signed:

Dated: