

BARNWELL PARISH COUNCIL

Minutes of the Meeting held on Tuesday 21st May 2024 at The Village Hall Barnwell at 7.30pm

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

In attendance: Mrs N Phillips (Clerk),

24/05/872	To elect the Chair Resolved: Cllr D Brown elected as Chair – declaration signed
24/05/873	To elect the Vice Chair Resolved: Cllr T Herring elected as Vice-Chair – declaration signed
24/05/874	To receive and approve apologies for absence. Cllr C Soans and Unitary Cllr G Shacklock
24/05/875	Public participation session None
24/05/876	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None
24/05/877	To receive and approve for signature the minutes of the meeting held on Tuesday 12th March 2024 Resolved: Signed by the Chairman as a correct record.
24/05/878	To note any matters arising from the minutes not included on this agenda for report only Grit bin still needs emptying, church clock servicing invoice to be paid directly in future, drain money not spent as problem may have been resolved.
24/05/879	To make note of the findings of the Internal Audit Resolved: Need to apply for a Credit or Debit card.
24/05/880	To receive and approve Section 1 - Annual Governance Statement – Annual Governance & Accountability return 23/24 Resolved: Annual Governance Statement received and approved
24/05/881	To receive and approve Section 2 - Accounting Statements Statement – Annual Governance & Accountability return 23/24 Resolved: Accounting Statement received and approved – BWPC declared exempt from external audit
24/05/882	To confirm the dates for display of the notice of public rights and for inspection of documents relating to the financial year 2023/24 Resolved: Dates set as 03.06.24 – 12.07.24, notice to be displayed from May 31 st
24/05/883	To appoint the Internal Auditor for the year 2024/25 Resolved: To Northamptonshire CALC appointed to carry out the Internal Audit
24/05/884	To receive and approve Finance Regulations, Standing Orders, Code of Conduct, Scheme of Delegation, Member's Allowances Policy, Resolved: To approve all of the above documentation with Item 1.7 of the Scheme of Delegation being amended to £100.

24/05/885	<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 the above documentation with the Cllr Training Plan being amended so that training is highly recommended, but not compulsory, for new Cllrs and new Chairs.</p>
24/05/886	<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 the above documentation</p>
24/05/887	<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 the above documentation.</p>
24/05/888	<p>To receive and approve Biodiversity Policy, 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 with the Equipment Inspection Policy Item 5 being amended to include the climbing wall and football posts</p>
24/05/889	<p>To receive and approve Risk Management Policy Statement, Financial Risk Assessments, Risk Register, and all other Risk Assessments</p> <p>Resolved: To approve the above documentation with the Financial Risk Assessment being update to cover on-line payments/bank transfers.</p>
	In addition the Small Grants Policy and the Planning Preapplication Policy were also reviewed and approved.
	Meeting suspended at 7.50pm to permit late-comer to the Annual Parish Meeting to address the Council – meeting resumed at 8.10pm
24/05/890	<p>To receive and approve the Assets Register</p> <p>Resolved: To receive and approve the Assets Register.</p>
24/05/891	<p>To note the Insurance Review</p> <p>Resolved: Review carried out and no changes to policy needed</p>
24/05/892	<p>To note the £5201.49 outstanding balance of PWLB streetlighting loan</p> <p>Resolved: Outstanding balance noted</p>
24/05/893	<p>To allocate Councillors' roles and responsibilities</p> <p>Resolved: Flood Warden, Mowing and Assets Inspection – 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>
24/05/894	To remind members to review their Declarations of Interest and update as

	needed Resolved: Members reminded to check and update is necessary.																																																																														
24/05/895	To review the bank mandate, and to note the direct debits Cllrs Brown, De Bock, Herring plus the Clerk are on the mandate. Direct debits to HMRC (Clerk's tax), PWLB, N Power, and ICO, Resolved: No change needed																																																																														
24/05/896	To receive and approve the Balance of Account/Bank Reconciliation Resolved: Balance of accounts and the bank reconciliation approved																																																																														
24/05/897	To examine and approve the bank statements Bank balance of £37039.62 at April 30 th 2024 Resolved: Bank statements approved. Precept for year received																																																																														
24/05/898	To note the Clerk's incremental increase to salary Resolved: Noted																																																																														
24/05/899	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"><thead><tr><th>Payment</th><th>Payee</th><th>With VAT</th><th>VAT</th><th>Details</th><th>Power to pay</th></tr></thead><tbody><tr><td>DD1</td><td>NPower</td><td>£222.08</td><td>£10.58</td><td>Streetlighting (unmetered supply) 01.01.2023 - 31.03.2023</td><td>PCA 1957 s3</td></tr><tr><td>BAC 1</td><td>Finding Fitness Ltd</td><td>£7,860.00</td><td>£1310.00</td><td>Supply/installation Monkey Challenge Climbing Wall</td><td>LGA 1972 s124</td></tr><tr><td>BAC 2</td><td>NCALC</td><td>£657.14</td><td>£58.40</td><td>Membership & Audit - 01.04.2024 - 31.03.2025</td><td>LGA 1972 s111 + s143</td></tr><tr><td>100821</td><td>N A Phillips</td><td>£359.10</td><td>£0.00</td><td>April Salary</td><td>LGA 1972 s112</td></tr><tr><td>100822</td><td>N A Phillips</td><td>£29.58</td><td>£0.00</td><td>April expenses + March carried over</td><td>LGA 1972 s111</td></tr><tr><td>BAC 3</td><td>Clear Council</td><td>£426.49</td><td>£0.00</td><td>Insurance yr 2 of 3 yr LTA</td><td>LGA 1972 s111</td></tr><tr><td>BAC 4</td><td>Turney Landscapes Ltd</td><td>£263.26</td><td>£43.88</td><td>Urban highway grass mowing -April 2nd 24 (\$136) 1/7</td><td>H'ways 1980 s96</td></tr><tr><td>100823</td><td>N A Phillips</td><td>£362.26</td><td>£0.00</td><td>May Salary</td><td>LGA 1972 s112</td></tr><tr><td>BAC 5</td><td>Turney Landscapes Ltd</td><td>£263.26</td><td>£43.88</td><td>Urban highway grass mowing - May (\$136) 2/7</td><td>H'ways 1980 s96</td></tr><tr><td>100824</td><td>N A Phillips</td><td>£360.68</td><td>£0.00</td><td>June Salary</td><td>LGA 1972 s112</td></tr><tr><td>DD2</td><td>ICO</td><td>£35.00</td><td>£0.00</td><td>Data Protection Registration</td><td>LGA 1972 s111</td></tr><tr><td>DD3</td><td>PWLB</td><td>£547.56</td><td>£0.00</td><td>Streetlighting loan installment 9</td><td>PCA 1957 s3</td></tr></tbody></table> Resolved: All payments approved. Cheques signed by Cllrs DeBock and Brown, bank transfers authorised by Cllr Brown	Payment	Payee	With VAT	VAT	Details	Power to pay	DD1	NPower	£222.08	£10.58	Streetlighting (unmetered supply) 01.01.2023 - 31.03.2023	PCA 1957 s3	BAC 1	Finding Fitness Ltd	£7,860.00	£1310.00	Supply/installation Monkey Challenge Climbing Wall	LGA 1972 s124	BAC 2	NCALC	£657.14	£58.40	Membership & Audit - 01.04.2024 - 31.03.2025	LGA 1972 s111 + s143	100821	N A Phillips	£359.10	£0.00	April Salary	LGA 1972 s112	100822	N A Phillips	£29.58	£0.00	April expenses + March carried over	LGA 1972 s111	BAC 3	Clear Council	£426.49	£0.00	Insurance yr 2 of 3 yr LTA	LGA 1972 s111	BAC 4	Turney Landscapes Ltd	£263.26	£43.88	Urban highway grass mowing -April 2nd 24 (\$136) 1/7	H'ways 1980 s96	100823	N A Phillips	£362.26	£0.00	May Salary	LGA 1972 s112	BAC 5	Turney Landscapes Ltd	£263.26	£43.88	Urban highway grass mowing - May (\$136) 2/7	H'ways 1980 s96	100824	N A Phillips	£360.68	£0.00	June Salary	LGA 1972 s112	DD2	ICO	£35.00	£0.00	Data Protection Registration	LGA 1972 s111	DD3	PWLB	£547.56	£0.00	Streetlighting loan installment 9	PCA 1957 s3
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24/05/900	To discuss and resolve ways to reduce the PCs expenses. Resolved: No discussion and no action to be taken																																																																														
24/05/901	To note the result of the bi-monthly budget review and apply virements as necessary Resolved: No action necessary																																																																														
24/05/902	To resolve that it is in this Council's best interest to apply for the Barclay's Business Debit Card service, and that this Council agrees to be bound by the Barclay's Debit Card terms and conditions Resolved: Deferred until new Model Financial Regulations in place																																																																														
24/05/903	To resolve that whilst the existing bank mandate provides for more than one person to issue instructions to the bank, in the case of the provision of a																																																																														

	<p>Business Debit Card, to allow Barclays to accept and act on the instructions from any one nominated cardholder.</p> <p>Resolved: Deferred until new Model Financial Regulations in place</p>
24/05/904	<p>To resolve that authorised persons identified in Section 3 of the Appointment of Bankers are authorised to apply for, nominate cardholders, and to accept the Business Debit Card terms contained in the Business Customer Agreement, on behalf of BWPC.</p> <p>Resolved: Deferred until new Model Financial Regulations in place</p>
24/05/905	<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/24/00119/FUL – proposed 2 bedroomed bungalow at The Spinneys Church Lane Barnwell PE8 5PG</p> <p>Resolved: The following comments to be submitted to NNC Planning – whilst the addition of the solar panels is welcomed the Parish Council's primary concerns have not been addressed and therefore BWPC's objections to this application remain.</p>
24/05/906	<p>To note BWPC's response to planning applications received between meetings</p> <p>None received</p>
24/05/907	<p>To note planning decisions made by NNC.</p> <p>None received</p>
24/05/908	<p>To receive a report from Cllr Wise on issues concerning highways</p> <p>Resolved: Report on attending Kier transportation meeting circulated before this meeting – no other issues to report. Cllr Forrest has reported state of road near to Montagu House, Cllr Brown to draft letter to NCC re issues in village.</p>
24/05/909	<p>To receive a report from Cllr Herring – Police Liaison representative & Neighbourhood Watch</p> <p>Resolved: No report</p>
24/05/910	<p>To receive a report from Cllr Soans on issues concerning public rights of way</p> <p>Resolved: No issues reported</p>
24/05/911	<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 other than removal of nettles to report</p> <p>Resolved: Cllr de Bock to handover inspection folder to Cllr Mailey who will carry out inspections up until the July meeting.</p>
24/05/912	<p>To receive an update on any other issues concerning the childrens playground, and Recreation Field and to resolve what action to be taken</p> <p>Resolved: Wildflower meadow looking good – seeding to be carried in next few weeks or the autumn. Gate fittings with contractor until they can be installed.</p>
24/05/913	<p>To receive an update from Cllr Mailey on the visual speed indicator signs and other traffic calming measures</p> <p>Adjustment needed to vehicle pick up zone but 31/32 mph average being recorded.</p> <p>Resolved: Cllr Mailey to continue to work on locations and funding for additional VSI signs.</p>
24/05/914	<p>To receive a report from Cllr Brown on issues around flooding and to resolve any action to be taken</p>

	Resolved: Meeting held with EA but no funding available for work. Cllr Brown to obtain quotes for de-siting of brook to see if possible for BWPC to fund.
24/05/915	<p>To receive an update from Cllr Forrest on issues concerning the village trees.</p> <p>Issues with tree C939 (the willow outside no. 23) reported twice on Fix my Street, Cllr Forrest informed twice that defects found have been fixed without any works being carried out. Job has now been removed from the list.</p> <p>Plan circulated of possible locations where additional trees could be planted circulated</p> <p>Resolved: Cllr Forrest to continue to lobby for work to tree C939 to be undertaken. Further work needed re locations for planting of additional trees but no additional trees needed at this time.</p>
24/05/916	<p>To receive an update from Cllr De Bock on the Community Orchard</p> <p>All but one tree doing well, some weeding needed, bench still to be installed</p> <p>Resolved: Bench to be installed at the earliest opportunity</p>
24/05/917	<p>To receive an update from Cllr Wise on the CommMini Bus scheme</p> <p>Resolved: Cllr Wise to contact company to see if this scheme will continue.</p>
24/05/918	<p>To note the receipt of a portrait photograph of King Charles III to be displayed in the Village Hall</p> <p>Resolved: Noted – Cllr Brown to liaise with Village Hall</p>
24/05/919	<p>To receive feedback from the Annual Litter Pick</p> <p>Resolved: Went well with around 25 volunteers – 20 bags of waste collected</p>
24/05/920	<p>To receive feedback on the application to the Rural England Prosperity Fund for a grant to further enhance facilities at the Recreation Field</p> <p>Resolved: No success yet but Cllr Herring to explore other options.</p>
24/05/921	<p>To resolve to adopt two streetlights situated in Well Lane</p> <p>Resolved: Streetlights are situated in Castle View – to be adopted.</p>
24/05/922	<p>To receive and adopt the Biodiversity Plan</p> <p>Resolved: Deferred due to absence of Cllr Soans</p>
24/05/923	<p>To review the environmental action list and the annual action list of aims and objectives for the year</p> <p>Resolved: Deferred due to lack of time to discuss.</p>
24/05/924	<p>To discuss a resident's request for bollards to be installed on the Green to prevent parking of vehicles</p> <p>Resolved: BWPC does not own or control the land, permission would need to be obtained from the landowners and from NNC if BWPC wished to do this. Resident to be informed that if they install their own bollards that liability lies with them if any issues arise and that the PC can not support any such action.</p>
24/05/925	<p>Correspondence:</p> <p>Request to support a bill to enhance safety around re-chargeable batteries – no action to be taken.</p> <p>To pay for fuel used by volunteer mower of The Green – due to current requirements of the insurers BWPC unable to meet this request. Clerk to liaise with insurers to see if additional cover can be obtained to cover mowing by volunteer using own equipment.</p>

24/05/926	To confirm the dates of the 2024/2025 meetings as: July 16th, Sept 17th, Nov 19th, Jan 21st, Mar 18th, May 20th Resolved: Meeting dates confirmed
24/05/927	To confirm date of the next meeting of the Parish Council as 16th July 2024 Resolved: July 16 th confirmed as the next scheduled meeting starting at 7.00pm
24/05/928	To close the meeting The meeting closed at 21.15 pm

Signed:

Dated: