

BARNWELL PARISH COUNCIL

Minutes of the Meeting held on Tuesday 20th May 2025 at The Village Hall Barnwell at 7.30pm

Present: Councillors D Brown, C Soans, J De Bock, J Forrest, T Herring, L Mailey,

In attendance: Mrs N Phillips (Clerk), 3 x members of public

25/05/115	To elect the Chair Resolved: Cllr T Herring elected as Chair – declaration to be signed
25/05/116	To receive councillors' Declarations of Office and, for any not received, determine when they shall be received Declarations of Office received from all present – with others to be signed at the earliest opportunity.
25/05/117	To elect the Vice Chair Resolved: Cllr C Soans elected as Vice-Chair – declaration signed – Cllr Soans then chaired the meeting in the absence of the Chair, and thanked Cllr D Brown for all his years as Chair.
25/05/118	To receive and approve apologies for absence. Apologies received from Cllr T herring, and accepted.
25/05/119	Public participation session None
25/05/120	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None
25/05/121	To fill by co-option the vacancies due to insufficient candidates standing for election Resolved: To co-opt Rachel Dunn -proposed by D Brown, seconded by Joh Forrest.
25/05/122	To receive and approve for signature the minutes of the meeting held on Tuesday 18th March 2025 Resolved: Signed by the Vice Chair as a correct record.
25/05/123	To note any matters arising from the minutes not included on this agenda for report only Village clock – request to move date of any grant made to coincide with when the servicing is carried out currently around November – to be discussed at the July meeting. Election Reserves – request to revisit reserves and allocate excess to other areas – to be discussed at the July meeting.
25/05/124	To make note of the findings of the Internal Audit Resolved: No issues raised.
25/05/125	To receive and approve Section 1 - Annual Governance Statement – Annual Governance & Accountability return 24/25 Resolved: Annual Governance Statement received and approved
25/05/126	To receive and approve Section 2 - Accounting Statements Statement – Annual Governance & Accountability return 24/25

	Resolved: Accounting Statement received and approved
25/05/127	To resolve to declare BWPC exempt from external audit for the year ending 31.03.2025 Resolved: BWPC declared exempt from external audit
25/05/128	To confirm the dates for display of the notice of public rights and for inspection of documents relating to the financial year 2024/25 Resolved: Dates confirmed as Tuesday June 3 rd – Monday July 14 th . Notice to be displayed from Monday June 2 nd
25/05/129	To appoint the Internal Auditor for the year 2025/26 Resolved: To Northamptonshire CALC appointed to carry out the Internal Audit
25/05/130	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 the new Financial Regulations, and Standing orders now in place
25/05/131	To receive and approve Complaints Procedure, Equal Opportunities Policy, Councillor Co-option Criteria, Training Statement of Intent, Training Plan for Councillors, Resolved: To approve the above documentation.
25/05/132	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, Resolved: To approve the above documentation
25/05/133	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, Prevention of Sexual harassment Policy Resolved: To approve the above documentation.
25/05/134	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, Small Grants Policy and Planning Preapplication Policy Resolved: To approve the above documentation
25/05/135	To receive and approve Risk Management Policy Statement, Financial Risk Assessments, Risk Register, and all other Risk Assessments Resolved: To approve the above documentation.
25/05/136	To receive and approve the Assets Register Resolved: To receive and approve the Assets Register.
25/05/137	To note the Insurance Review Resolved: Review carried out – to stay with Clear Council for this year.
25/05/138	To note the £4200.00 balance of PWLB streetlighting loan Resolved: Balance noted
25/05139	To allocate Councillors' roles and responsibilities Resolved: Flood Warden, Mowing and Assets Inspection – Cllr Brown,

	<p>Trees – Cllr Forrest, Community Orchard Liaison, Internal Finance Controls & noticeboard – Cllr de Bock, Highways & Street lighting – to be decided at the July meeting 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>																																																																														
25/05/140	<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>																																																																														
25/05/141	<p>To receive and approve the Balance of Account/Bank Reconciliation</p> <p>Resolved: Balance of accounts and the bank reconciliation approved</p>																																																																														
25/05/142	<p>To examine and approve the bank statements</p> <p>Bank balance of £41853.99 at April 30th 2025</p> <p>Resolved: Bank statements approved.</p>																																																																														
25/05/143	<p>To note the Clerk’s incremental increase to salary</p> <p>Resolved: Noted</p>																																																																														
25/05/144	<p>To discuss and resolve a payment to reimburse the volunteer who mows the Green for expenses</p> <p>Resolved: £225 towards expenses</p>																																																																														
25/05/145	<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="316 1272 1497 1736"> <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>BAC 1</td> <td>NCALC</td> <td>£603.35</td> <td>£48.60</td> <td>Membership & Audit - 01.04.2025 - 31.03.2026</td> <td>LGA 1972 s111</td> </tr> <tr> <td>BAC 2</td> <td>NCALC</td> <td>£20.00</td> <td>£3.33</td> <td>Intro to AI</td> <td>LGA 1972 s111</td> </tr> <tr> <td>100845</td> <td>N A Phillips</td> <td>£300.08</td> <td>£58.40</td> <td>April Salary</td> <td>LGA 1972 s112</td> </tr> <tr> <td>DD1</td> <td>HMRC</td> <td>£74.80</td> <td>£0.00</td> <td>Clerk’s April tax</td> <td>LGA 1972 s112</td> </tr> <tr> <td>DD2</td> <td>NPower</td> <td>£TBC</td> <td>£TBC</td> <td>Streetlighting 01.2025 - 03.2025</td> <td>PCA 1957 s3</td> </tr> <tr> <td>100822</td> <td>N A Phillips</td> <td>£24.94</td> <td>£0.00</td> <td>April expenses</td> <td>LGA 1972 s111</td> </tr> <tr> <td>BAC 3</td> <td>Clear Council</td> <td>£568.66</td> <td>£568.66</td> <td>Insurance</td> <td>LGA 1972 s111</td> </tr> <tr> <td>100823</td> <td>N A Phillips</td> <td>£299.88</td> <td>£0.00</td> <td>May Salary</td> <td>LGA 1972 s112</td> </tr> <tr> <td>DD1</td> <td>HMRC</td> <td>£75.00</td> <td>£0.00</td> <td>Clerk’s May tax</td> <td>LGA 1972 s112</td> </tr> <tr> <td>100848</td> <td>N A Phillips</td> <td>£TBC</td> <td>£TBC</td> <td>June Salary</td> <td>LGA 1972 s112</td> </tr> <tr> <td>DD1</td> <td>HMRC</td> <td>£TBC</td> <td>£TBC</td> <td>Clerk’s June tax</td> <td>LGA 1972 s112</td> </tr> <tr> <td>DD3</td> <td>PWLB</td> <td>£547.56</td> <td>£0.00</td> <td>Streetlighting loan installment 11</td> <td>PCA 1957 s3</td> </tr> </tbody> </table> <p>Resolved: All payments approved. Cheques signed by Cllrs DeBock and Brown, bank transfers authorised by Cllr Brown</p>	Payment	Payee	With VAT	VAT	Details	Power to pay	BAC 1	NCALC	£603.35	£48.60	Membership & Audit - 01.04.2025 - 31.03.2026	LGA 1972 s111	BAC 2	NCALC	£20.00	£3.33	Intro to AI	LGA 1972 s111	100845	N A Phillips	£300.08	£58.40	April Salary	LGA 1972 s112	DD1	HMRC	£74.80	£0.00	Clerk’s April tax	LGA 1972 s112	DD2	NPower	£TBC	£TBC	Streetlighting 01.2025 - 03.2025	PCA 1957 s3	100822	N A Phillips	£24.94	£0.00	April expenses	LGA 1972 s111	BAC 3	Clear Council	£568.66	£568.66	Insurance	LGA 1972 s111	100823	N A Phillips	£299.88	£0.00	May Salary	LGA 1972 s112	DD1	HMRC	£75.00	£0.00	Clerk’s May tax	LGA 1972 s112	100848	N A Phillips	£TBC	£TBC	June Salary	LGA 1972 s112	DD1	HMRC	£TBC	£TBC	Clerk’s June tax	LGA 1972 s112	DD3	PWLB	£547.56	£0.00	Streetlighting loan installment 11	PCA 1957 s3
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25/05/146	<p>To note the result of the bi-monthly budget review and apply virements as necessary</p> <p>Resolved: No action necessary</p>																																																																														
25/05/147	<p>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</p>																																																																														

	Resolved: Agreed
25/05/148	<p>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 Business Debit Card, to allow Barclays to accept and act on the instructions from any one nominated cardholder.</p> <p>Resolved: Agreed</p>
25/05/149	<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: Agreed</p>
25/05/150	<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>None received.</p>
25/05/151	<p>To note BWPC's response to planning applications received between meetings</p> <p>NE/25/00335/TCA: Tree Work in Conservation Area. T2; Pear (Willow Leafed) - remove. Four Corners Church Lane Barnwell – no objections submitted</p>
25/05/152	<p>To determine what action the PC should take regarding the proposed warehousing at Castle Manor Farm between Thrapston and Titchmarsh</p> <p>Resolved: To register as an interested party to permit representation to be made at the hearing. Cllr Brown to work on proposed submission.</p>
25/05/153	<p>To note planning decisions made by NNC.</p> <p>None received</p>
25/05/154	<p>To note any issues concerning highways</p> <p>Resolved: To look at village footbridges and report any defects via FixMyStreet, and to consider organising a workparty to clean where possible. To discuss further at the July meeting.</p>
25/05/155	<p>To note any Police Liaison representative & Neighbourhood Watch issues</p> <p>Resolved: PLR contact details requested by PCSO T Butter – to be provided. To obtain crime stats and reports if possible.</p>
25/05/156	<p>To note any issues concerning public rights of way</p> <p>Resolved: To contact NCALC re Parish Path Warden's training – Clerk will attend Public Rights of Way training.</p>
25/05/157	<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>Resolved: Cllr Herring to handover inspection folder to Cllr Mailey who will carry out inspections up until the July meeting. Cllr Mailey to draw up rota for inspections for the next year. Cllr Mailey to look at rotating beam and obtain video of possible defect to send to Kompan. Cllr Soans removed unauthorised item that had been attached to the outdoor gym equipment, but no one has claimed it.</p>
25/05/158	<p>To note any other issues concerning the childrens playground, and Recreation Field and to resolve what action to be taken</p> <p>Resolved: New mowing regime at Recreation Field working well with timing of annual cut of the whole area to be decided, hedge cutting carried out. A standing item re mowing to be added to future agendas, covering the field plus verges.</p>

25/05/159	<p>To receive an update on the visual speed indicator signs and other traffic calming measures</p> <p>Resolved: Grant application submitted 19.05.2025. Clerk to check receipt and likely time scale for decision.</p>
25/05/160	<p>To note any issues around flooding and to resolve any action to be taken</p> <p>Resolved: Clogged drains – all encouraged to report via FixMyStreet. Some possible grant funding for flood relieve including flood survey may be available from NNC – Clerk to forward contact details to Cllr Herring.</p>
25/05/161	<p>To note any issues concerning the village trees.</p> <p>Possible sighting of Lime Hawk Moth. Cracked willow still causing concern. Queen’s Jubilee tree not looking well and may need replacing.</p>
25/05/162	<p>To note any issues concerning the Community Orchard</p> <p>Thanks to Cllr J Forrest for taking on the mowing of the orchard – some irrigation may be needed if no rain in next week or so.</p>
25/05/63	<p>To receive feedback from the Annual Litter Pick</p> <p>Resolved: Went well with around 25 volunteers – 20 bags of waste collected. Litter picking items donated by Ibstock very much appreciate. Some litter bins in the village have not been emptied, the one on the Recreation Field has been reported to NNC but What3Words location needed for others. Clerk to circulate link to reporting page of NNC website so problems can be reported directly. Additional bin for Castle View applied for.</p>
25/05/164	<p>To note any progress on obtaining Asset of Community Value status for the village shop and the pub</p> <p>Resolved: Although having stood down as a Cllr, G Wise will continue to research and progress the ACVs. Thanks for this expressed.</p>
25/05/165	<p>To discuss the communications received from Lee Barron MP re mobile connectivity issues at Barnwell</p> <p>Resolved: To construct a ‘reality’ map showing which networks receive a signal in the Barnwell area, Cllr Brown to met with L Barron to discuss this issue further. Clerk to contact L Barron supporting his idea for a petition for the appointment of a Digital Champion.</p>
25/05/165 (a)	<p>Correspondence:</p> <p>Invitation to Oundle Town Council Annual meeting, Cllr Brown to attend and see if there is scope for co-operation on reinstating the footpath between Barnwell and Oundle and upgrading it to a cycleway.</p>
25/05/166	<p>To confirm the dates of the 2025/2026 meetings as: July 15th, Sept 16th, Nov 18th, Jan 20th, Mar 17th, May 19th</p> <p>Resolved: Meeting dates confirmed</p>
25/05/167	<p>To confirm date of the next meeting of the Parish Council as 15th July 2025</p> <p>Resolved: July 15th confirmed as the next scheduled meeting starting at 7.00pm</p>
25/05/168	<p>To close the meeting</p> <p>The meeting closed at 20.50pm</p>

Signed:

Dated: