

# **BARNBY IN THE WILLOWS PARISH COUNCIL**

## **MINUTES FROM THE PARISH COUNCIL MEETING 9<sup>th</sup> MARCH 2023 at 7:00pm.**

Attendees: Cllr Graham Bett (Chair), Cllr Jackie Parker, Cllr Ben Powell, Cllr Carol Speakman, Cllr Richard Cowley, Cllr Carina Jukes, Helen Cowlan (Clerk)

Public: 2 members of the public.

### **1. Apologies for absence**

Cllr Betty Brooks (and Cllr Lee), due to prior commitments. Cllr Darby has offered alternative dates for future meetings.

### **2. Declarations of interest**

Cllr Cowley declared an interest in item 15d due to it being his planning application and would not participate in the item unless answers were needed if questions raised.

At this point a minute's silence was observed to remember Barbara Hill, who has recently died, and to recognise her service to the village including 45 years on the Parish Council.

### **3. Contributions from the public, District and County Councillors**

- *Newsletter* – a paper copy of the newsletter was circulated (to be followed up by emailed copy) with a request for comment by Sunday evening to enable amendments to be made – the Church and The Willow Tree are also making contributions to this edition. The possibility of using the newsletter for local business to advertise was discussed – it was suggested that advertisers could pay the Parish Council, and that Mr Stanton could advise of / be paid for additional costs incurred, with any difference being kept for Parish Council funds.
- *Community Funding* – it was acknowledged that NSDC Community Finding could be a future option as a source of income for projects (including maintenance).

### **4. Approval of minutes**

The minutes of the ordinary Parish Council meeting held on 16<sup>th</sup> January 2023 were approved as being a true record of the meeting - proposed Cllr Speakman, seconded Cllr Parker.

### **5. Matters arising from the minutes**

- *Website* – a new domain name has been purchased and is being allocated to the new website as the last step for being 'live' – details to be communicated.
- *Noticeboard* – Cllr Bett and Mr Parker will organise the installation of the new noticeboard.
- *Hob* – a new induction hob has been purchased, and works have started to install it. Cllr Bett provided the Clerk with the invoice for £336inc VAT, for payment – payment unanimously agreed. Quotes for electrical works for the installation were reviewed and unanimously agreed – Cllr Bett to arrange / confirm dates with contractor.
- *Road surfacing* – Cllr Speakman has raised concerns with NCC about the quality of repairs in some areas of the village, including some areas that had been missed – NCC Highways Team to review.

### **6. Finance**

a) Payments made since last meeting (Jan):

Parish Council -

Noticeboard (second / final instalment) £453.00

Village Hall –

Water Plus (supply) £ 20.05

Wave (waste water) £48.32

PPLPRS £337.69 – runs for calendar (rather than financial) year - payment comprises backdated for 2022-23, and for 2023-24 based on current plans (will be reviewed and adjusted next January).

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- b) Payments upcoming:  
Fire Alarm Service / PAT £360.00 – invoice chased  
NALC subscription (annual) £91.48  
Caretaker salary – previously agreed  
Heater servicing – awaiting quotes but expected to be approx. £222 based on last year  
Hob £336 inc VAT – agreed for payment as per item 5.

Payments were unanimously agreed – proposed Cllr Jukes, seconded Cllr Powell.

- c) Income received:  
Hire £56 (inc outstanding payment due)  
Donation £80  
Quiz Night £120  
VAT reclaim £126.08  
Ladies lunch will be £100.00
- d) Banking update:  
An application has been made for a deposit card which will enable monies to be paid in at Newark branch and / or Post Office. Due to upcoming elections, banking signatories (and financial regulations) will be updated once members are confirmed. The Clerk is responsible for online transactions, and holds cheque / paying in books which will be completed in line with current guidelines.
- e) Internal Audit  
The internal audit process ensures that finances are accurately held and processed, and that procedures are followed. Available options were reviewed and, in line with previous years, it was unanimously agreed that financial checks be completed – it was unanimously agreed that the same auditor as last year be used at a cost of £60.

### 7. Village Committee Report

An overview of events (held and proposed) was given, and Cllr Bett confirmed that there should be two representatives from the Parish Council on the Committee (plus the Clerk) – to be reviewed at the next meeting, after the elections.

### 8. Village Committee Constitution

This has been updated in line with previously agreed points, and will be formally signed off at an upcoming Parish Council meeting (as part of a review of all formal documents, including changes that may need to be made as a result of licensing changes, see item 9), although both the Parish Council and Committee have previously demonstrated acknowledgment of responsibilities for decision making and financial matters (documented in previous minutes).

### 9. Licensing

A meeting has been held with NSDC who gave an overview of requirements and made suggestions about how to move forward with reviewing the premises and alcohol licenses. A number of options were reviewed and the key points for agreement were:

- *Premises license* – increasing the hours and days would give more flexibility for events, but would not always be used. As part of the consultation process, consideration must be given to residents, especially those living closest to the Hall, to ensure that disruption is not created unnecessarily. It was agreed that information would be included in the newsletter, but that residents should be encouraged to speak to Councillors / the Clerk with any questions or concerns. It was proposed that the license run from 11am to 11pm each day, and flexibility be given for seasonal events (e.g. New Year).
- *Alcohol license* – it was proposed that notice to disapply be approved so that the alcohol license would be held by a (constituted) group of people (i.e. The Parish Council and Committee) rather than one person, with wording clearly stating who would be included i.e. a member of the Committee being someone who had been voted on to the Committee with Parish Council approval – consideration needs to be given to specifically excluding Cllr

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Powell who is not permitted to hold a license as part of the terms of their employment. There will be strict guidelines to follow, for which training will be held e.g. proof of age/ID, declining to serve, ensuring new members are trained. It was proposed that an on and off license be applied for to give flexibility for selling alcohol for consumption off site (again, in a responsible manner).

Proposals were unanimously agreed, and it was acknowledged that events in the immediate future would require Temporary Events Notices in any case, due to them being on The Green. Next steps will be to complete application documents, and to review additional documents that need to be amended / created as guided by NSDC e.g. record keeping, terms of hire – a strict and formal consultation process will be followed as is required. **ACTION – Cllr Bett to review with Clerk to agree next steps and responsibilities to ensure it is all completed thoroughly and accurately. Additionally, the Clerk will seek clarification from NSDC about when hygiene certificates are needed, and update hire agreements to incorporate advice about responsibilities.**

### 10. Litter

Formal thanks were given for residents who completed the recent litter pick. Overflowing bins (dog fouling and also Long Lane) have been reported and emptied. **Action – Clerk to liaise with Cllr Speakman to chase response to concerns raised about sign posts (top of Long Lane and 30mph sign).**

### 11. Tree

A replacement tree had been bought, and is in memory of Keith and Joyce. Unfortunately, the free trees were not large enough to be suitable so a new one has been bought (the Parish Council unanimously agreed reimbursement to cover the cost). Mr Appleby has kindly agreed to monitor it and look after it. **Action - Cllr Speakman will arrange for a plaque to be made.**

Additionally, needs for maintenance were noted – some fencing in that area is rotting and will need to be reviewed for repair / replacement in the future; the door of the phone box is in need of attention (Cllr Bett to review).

### 12. Elections

An overview of the process and deadlines were given, with the Clerk being able to provide information about elector numbers from the electoral role upon request. A reminder was given that May's meeting(s) will comprise the Annual Parish, Annual Parish Council and normal Parish Council meetings – there will be additional paperwork to complete based upon election outcomes.

### 13. Coronation Grant Award Scheme

A grant from NSDC for £150 towards Coronation celebrations is available to apply for to cover costs (for which receipts must be retained). It was unanimously agreed that the Clerk apply for the grant (and any additional donations towards costs be reviewed after a decision has been given). **Action – Clerk to process application.**

### 14. Maintenance

The toilet window is in poor condition and the glass at risk of falling out. **Action - Cllrs Bett and Cowley will review and collate quotes for repairs as needed.**

### 15. Planning matters

- a) 22/02302/HOUSE – Manor Farm, Long Lane – *Change of use of two agricultural outbuildings (to storage and distribution).* **Outcome – permission refused (info only).**
- b) 22/02325/HOUSE – Conifers, Back Lane – *removal of existing garage flat roof and replacement with new pitched roof.* **Outcome – permission granted (info only).**
- c) 23/00058/FULM – Chestnut Lodge, Barnby Road – *proposed change of use to residential caravan site for gypsy/travellers (19 pitches), construction of one new dwelling and an amenities building and new access of Barnby Road.*

The proposals were reviewed and discussed, including revisiting previous comments, reviewing concerns that have been raised by residents, and confirming that Balderton and Coddington Parish Councils have been contacted for comment and support. **Outcome – object to**

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**proposals (unanimously agreed) – Clerk to draft response and circulate for approval before submitting.**

- d) 23/00258/LDCE – School House, Back Lane – *Lawful Development certificate for existing car port and shed*. Cllr Cowley did not participate in the discussion other than outlining the reason for the submission at the start of this section. Proposals were reviewed and discussed. **Outcome – Clerk to submit response of no objection to proposals.**

- e) Travellers Site at Beckingham (appeal) – *no update at the time of compiling agenda.*

## 16. Correspondence

- a) NALC Updates on VAT (sports) and procurement limits – overview given of changes (info only)
  - b) NALC Pre-Election Period guidance – reviewed requirements (prev. known as ‘purdah’)
  - c) NSDC Planning – copy of training available on permitted development rights
  - d) Newark Community First Aid – volunteers needed (contact NCFA directly)
  - e) NALC Updates – updates summarised including for meetings dates and council email addresses
  - f) NCC Highways – overview given of works in Balderton from 20<sup>th</sup> March
  - g) Police & Crime Commissioner Update – new newsletter available
- All emails / correspondence have been, or will be, circulated as required.

## 17. Date of the next Parish Council Meeting

Wednesday 17<sup>th</sup> May 2023 at 7pm – Annual Parish Meeting, followed by Annual Parish Council Meeting and Ordinary Parish Council Meeting.

Meeting ended 21.45.

..... Signed by Chair

..... Date

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