

# BARNBY IN THE WILLOWS PARISH COUNCIL

## MINUTES FROM THE PARISH COUNCIL MEETING 16<sup>th</sup> NOVEMBER at 7:00pm.

Attendees: Cllr Janette Barlow, Cllr Jackie Parker, Cllr Powell, Cllr Carol Speakman, Helen Cowlan (Clerk)  
Public: none.

### 1. Apologies for absence

Cllr Betty Brooks sent apologies.

### 2. Declarations of interest

Cllr Parker declared an interest in item 19.

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

- a) The Clerk advised that the Caretaker had highlighted concerns with regard to mould and damp caused by external guttering problems. The guttering has been cleared which should help, and Cllr Barlow confirmed efforts are being made to contact builders to provide quotes.
- b) Western Power have been carrying out works but some areas of the sports field have been churned up as a result, this will be monitored.
- c) It has been identified that not all houses in the village are within the 30mph zone. Action – Clerk to find out if / how the 30mph restriction can be extended to include all houses.

### 4. Approval of minutes

The minutes of the Parish Council meeting held on 9<sup>th</sup> September 2021 were approved as being a true record of the meeting - proposed Cllr Speakman, seconded Cllr Powell. The Clerk apologised for omitting the item for Caretaker duties being included on the agenda – it was agreed to discuss under item 12.

### 5. Matters arising from the minutes

- *Website* – it is hoped that the basic website will be ready to review in January and it was agreed that information can be copied over from the current website initially, and then reviewed / amended if needed. Any photos of the village can be sent to the Clerk to include.
- *Speedwatch Scheme* – NSDC have confirmed that training and hire of speed guns can be provided free of charge. **Action – names of those interested in being part of the Scheme should be sent to the Clerk for the Scheme to be set up.**
- *First Aid training* – interest has been registered with Newark Community First Aid who will be able to provide this (a small donation requested). **Action – Clerk to follow up in the New Year subject to Covid levels.**
- *Layby at the top of Long Lane* – Highways have not yet confirmed ownership, so will be chased up in the New Year.
- *Village Committee Constitution* – the decision was made to move this to a future meeting due to the amount on this agenda, and will be reviewed ahead of regular events being organised again.
- *Shed* – Cllr Bett will review the contents of the shed to see what can be removed to make more space.

### 6. Actions list

Clerk to create a new list in the New Year to ensure all outstanding actions have been captured.

### 7. Finance

- a) Payments made since last meeting (Sept):

#### Parish Council:

Mower fuel £15.08

Newsletter £50.40 (approved Sept)

Grass weed and feed £22.99

Sand (goal posts) £3.99

#### Village Hall:

Oil for front door £23.95

Bulb for front light £3.89

Chubb – fire equipment servicing £65.52

Water Plus £18.98

Parish Clerk: Mrs Helen Cowlan Tel: 07905 787086  
E-mail: [parishclerk@barnbyinthewillows.com](mailto:parishclerk@barnbyinthewillows.com)

# BARNBY IN THE WILLOWS PARISH COUNCIL

- b) Payments upcoming:  
CHT (defibrillator) – estimated £155 – renewal of fixed price servicing package due  
Memorial tree £12.00 for Tom Maguire (Cllr Barlow to provide receipt)  
Cllr Barlow read out an email of thanks for the memorial tree, and it was suggested that plaques could also be purchased.  
**All payments were unanimously agreed – proposed Cllr Jukes, seconded Cllr Parker.**
- c) Income received:  
Main income has been through last instalment of the precept of £1818.00, and receipt of payments for the Hall being hired twice (total £100). It is likely that a refund will be due from SSE, as well as there being a small VAT reclaim.
- d) Summary of Finances:  
Current bank balances were provided.
- e) Banking:  
As HSBC have reviewed their policies and decided to charge for accounts the Parish Council holds with them, the Clerk has researched other options. The Clerk provided an overview of other banks / accounts reviewed (all of which had charges of varying types) and it was unanimously agreed that The Co-Op would be the best option due to having an introductory period, and fees being lower even at the end (although they would be reviewed again at that point. **ACTION – Clerk to contact the Co-Op to set up accounts with them to mirror the current format if possible.**
8. **Planning matters**  
There were no new applications to review. Information in the media communicated that the proposals for the warehousing / distribution centre on the A17 (near Know How) have been refused.
9. **Training Courses**  
More online training courses are being released by NALC covering a range of topics including New Councillor Training and various financial topic sessions. Clerk to circulate as they are shared.
10. **Risk Assessments**  
Derick Parker created a Risk Assessment for the Live & Local event that will also be useful to use for many events / hires. The Assessment covers approaches to be taken based on a high-risk scenario including spacing, cleaning, use of masks etc. This will be reviewed ahead of each event and adjusted in line with Government guidelines as required. The Clerk shared the report and it was unanimously agreed that the Risk Assessment be adopted. The Clerk gave formal thanks to Mr Parker for his work and help on this.
11. **Village Committee Report**
- *Wreathmaking* - Cllr Barlow advised that there were currently 13 bookings for the session, but that help would be needed for getting the greenery required for the wreaths. Cllr Barlow was awaiting confirmation from Yvette about pricing. Feedback had been received that people may prefer soup and sandwiches, rather than canapés and prosecco – Cllr Barlow said it would be given consideration although it may not be possible to change now the event had been advertised.
  - *Live and Local Event* – Folk singer Kelly Oliver will perform at the event on 26<sup>th</sup> February and tickets will be £12.00.
  - *Social evenings* – a discussion had been held about the possibility of running a bar to encourage people to come together, and also raise funds. Proposals were Fridays 5.30-7/7.30pm. Consideration would need to be given to altering the events licence (which currently only permits the sale of alcohol from 7pm), and where / how the alcohol stock would be stored. It was not known if the licence could be amended as a 'one off', or if there would need a temporary licence (or even a permanent change in the future). Although the pub is currently closed, it is not known when it will reopen so care would need to be taken with dates. It was suggested, and agreed, that a trial run could take place to assess interest and then decide from there.  
**Action – Clerk to contact NSDC to find out options and costs for licence.**
  - *Queen's Jubilee* – initial thoughts were to do something for the children on the Friday and have the main event on the Saturday (4<sup>th</sup> June) with the Blighty Belles playing two sets in the afternoon, and Identity Crisis playing early evening. The cost of a marquee and one toilet would be approx. £1100 (for the whole weekend). It was suggested that ticket prices be £10 for adults, £2.50 for children and free for under 4's. Tickets would include food / BBQ. 110 tickets would need to be sold to break even. The sports field would be used for the main event with The Green as an overspill / quiet area. The event would be promoted, and

Parish Clerk: Mrs Helen Cowlan Tel: 07905 787086  
E-mail: [parishclerk@barnbyinthewillows.com](mailto:parishclerk@barnbyinthewillows.com)

# BARNBY IN THE WILLOWS PARISH COUNCIL

tickets sold, by using flyers and door-knocking. The proposals were approved – proposed Cllr Speakman, seconded Cllr Powell.

- **Marquee** – it was felt that purchasing a marquee to use for future events would provide more options and flexibility e.g. using car parking space and for events in the village, when weather is bad. Three examples were shared and reviewed with one chosen as being better value, and more compact for easier storage. There would be the potential to charge for hire with the Hall. The Committee suggested the cost be shared 50;50 between the Committee and Parish Council (£257), with the Parish Council being able to reclaim VAT. It was agreed that the purchase be approved. **Action – Clerk to liaise with Derick Parker for payment and delivery.**
- **Quiz night** – consideration is being given to a Quiz Night in February / March – details to be confirmed.

## 12. **5 Year Maintenance Plan for Village Hall**

Cllr Speakman proposed that although the budget won't allow for immediate change, a maintenance plan could help to give focus and direction when funds can be allocated. This could include an annual care plan especially for structural elements, guttering etc. As examples, repairing internal damp and repointing exterior walls could be in need of immediate attention, and improving / replacing windows could be intermediate. Focus could be given to one project a year.

Consideration would need to be given to building regulations / restrictions for windows. It was suggested that an additional layer of glass could be placed on the inside for additional insulation. **Action – Clerk to contact Conservation Officer to understand restrictions and see if there are any recommendations for companies to complete works; Clerk to research grant opportunities including LIS process / match-funding.**

It was also suggested that an 'aide memoire' be created to help to ensure that there is a clear list of what needs to be done, when and how often. This would also help to ensure issues are reported and dealt with promptly. It would be helpful to gain input and thoughts from the Caretaker who currently does many tasks – the 'aide memoir' would help to share the workload if ever needed. **Action – Cllr Speakman to draft this.**

**Action – Clerk to request Caretaker completes a cobweb sweep as soon as possible.**

## 13. **Dog Fouling**

Issues have been identified on Back Lane, the Green, and on footpaths. The Clerk can report if details are passed on.

## 14. **Hall Cleaning**

As well as ensuring that taps were run, and toilets flushed, it was agreed that the fridge / freezer should be checked as items have previously stored that weren't expected. A new bulb is needed for the back door.

## 15. **Lamp post poppies**

Cllr Barlow suggested that poppies be bought for next year's Remembrance. **Action – Clerk to contact Royal British Legion for costs,**

## 16. **Councillor Safety**

In light of recent events, Councillors were encouraged to be mindful of reporting any concerns which may arise. It was not felt that any actions were needed at the moment.

## 17. **Correspondence**

*NCC Planning Application Validation Consultation* – no action required.

## 18. **Vacancy**

Two applications were received and Cllr Barlow read each out to the Parish Council. After much discussion and debate, the majority vote was to co-opt Richard Cowley on to the Parish Council to fill the vacancy. Cllr Barlow wished to formally thank both applicants for their interest in supporting the community and Parish Council.

**Action – Clerk to draft a letter to each applicant with the decision for Cllr Barlow to review and pass on.**

## 19. **Date of the next Parish Council Meeting–**

Thursday 13<sup>th</sup> January 2022 at 7pm.

Additional points: Cllr Powell gave his apologies for January's meeting due to prior commitments. Claire Powell has now taken over the village Facebook page if anyone wishes to share information / pass on updates.

Meeting ended 21.20.

Parish Clerk: Mrs Helen Cowlan Tel: 07905 787086  
E-mail: [parishclerk@barnbyinthewillows.com](mailto:parishclerk@barnbyinthewillows.com)