

BARLOW PARISH COUNCIL

MINUTES OF THE MEETING OF BARLOW PARISH COUNCIL HELD ON TUESDAY 1ST MAY 2018 AT THE VILLAGE HALL, BARLOW

- Present:** Councillors T. Crowley, D. Curtis, Mrs J. Hunter, J. Rushby, Mrs. J. Siddall.
Also in attendance: District Councillor Mrs. C. Huckerby and Clerk Mrs A. Jones.
- 01/18** Councillor Mrs J. Hunter was elected Chair and signed the Declaration of Acceptance of Office.
02/18 Councillor D. Curtis was elected Vice Chair and signed the Declaration of Acceptance of Office. Cllr. Curtis reminded members that he will be moving out of Barlow at some stage in the coming months but was happy to continue in the role until the move.
- 03/18** **Apologies for Absence**
Councillors Mrs J. Brougham, S. Woodhouse, County Councillor Foster and PC Sally Horner 2722 had sent apologies.
- 04/18** **Variations to the Order of Business**
Planning was brought forward on the agenda.
- 05/18** **Declaration of Members' Interests**
There were no declarations of Members' Interests for items on this agenda.
- 06/18** Cllr Rushby advised he has been appointed as Churchwarden and will need to update his Register of Disclosable Pecuniary and Other Interests. The Clerk will provide a new form.*(Done)*
- 07/18** There were no requests for dispensations for Members with DPI's.
- 08/18** **Public Participation/Report of the Police/District and County Councillors.**
- a) No members of the public were present.
b) There was no police report. The further vetting forms for volunteers on the Community Speed Watch Group had been sent on to PCSO Stefan Broadhead but no training dates agreed as yet (some of the volunteers are currently away on holiday.)
c) The District Cllr's report was covered under Planning.
d) The Chair read out the County Cllr's report, summarised below-
- 1) Traffic mitigation measures in Barlow. DCC Highways officers have informed Cllr Foster that following liaison with BPC they are proposing to install some double yellow lines within the centre of the village. (This has not yet been communicated by DCC to BPC and no date has been given).
2) Speeding issues. Cllr Foster is aware of the proposal to set up a Community Speed Watch Group and would be able to help with some of the funding required.
- 09/18** a) **Planning Applications for Consultation**
- i) NED 18/00307/AGD Planning Application for prior notification for agricultural building for the storage of Machinery, Fodder and Straw at Rumbling Farm Far Lane Barlow. Cllrs considered this application and had no objections,
ii) NED 18/00335/FL Proposal: Single storey residential extension to the rear at 78 Valley Road, Barlow. Cllrs considered this application and had no objections,
iii) NED 18/00411/AGD Application for prior notification of an agricultural building for the storage of hay and straw at Elmtree Farm Millcross Lane Barlow for Mr P Ibbotson. This application was received too late to be included on the public agenda so was carried over to the next meeting. However, Councillors indicated no objections to the application.

- b) **Planning Decisions to be noted.**
 i) NED18/00229/AMEND Non-material amendment to planning application 15/00893/FLH to add a velux window, first floor window, change the approved cladding and alter window surround material at 47 Valley Road Barlow Dronfield S18 7SL APPROVED - 28 March 2018. NOTED.
 ii) NED18/00267/AGD Application for agricultural barn (revised scheme 18/00083/AGD) at Wilday Green Farm Wilday Green Lane PRIOR APPROVAL NOT REQUIRED - 9 April 2018. NOTED

10/18

Minutes of the Previous Meeting

The minutes of the BPC meeting on 3rd April 2018 had been circulated.

RESOLVED: That the minutes of 3rd April 2018 were approved as a true record and signed by the Chair.

11/18

Matters Arising – none.

12/18

There was no confidential business

13/18

Clerk's Report/Correspondence

- .1 Brian Allcock's resignation had created a Casual Vacancy. Casual Vacancy legal notices had been posted and the deadline for members of the electorate to call for an election to fill the vacancy is Friday 11th May 2018. NEDDC will advise the Clerk immediately after the deadline if the conditions have been satisfied and whether the vacancy is to be filled by election or co-option.
 On behalf of BPC the Chair recorded thanks to Brian for his contribution to the village.
- .2 Due to family commitments the Clerk has had to resign her position. Notice of the vacancy has been circulated via DALC and the Parish Magazine. Applicants are to contact the Chair. There have been a number of enquiries and it is intended to hold interviews as early as possible after the closing date. Cllrs Curtis, Hunter and Rushby were delegated to be the interview panel and decide on a replacement. They will arrange a date for interviews. Councillors agreed that a handover period would be required and that consequently there would be an overlap of Clerk's salaries for this period.
 On behalf of BPC the Chair thanked the Clerk for her efforts, professionalism and efficiency over her eight months in the post and is confident that PC business is all in good shape for a smooth handover. BPC understands the difficult circumstances leading to the Clerk's resignation.
- .3 Consultation on the proposed changes to the library service. (email circulated 9th April 2018). This was noted.
- .4 LEADER funding potential for rural businesses. (email circulated 9th April 2018). This was noted.
- .5 Pre-School had requested to continue using the hall to open into school summer holiday – to 3rd August 2018.
 Councillors were happy to agree to this request. The Clerk will respond to Pre-School and confirm a separate pro rata invoice will be issued for the extra weeks. Pre-School will be asked to confirm as early as possible after the 3rd August if it is their intention to repeat this in 2019 as there will be budget implications for heating and lighting etc. to take into account.

14/18

Financial Report

- .1 The Clerk presented the balances of the Reserve and Current Accounts with itemised transactions since the previous balances. The Financial Report is given at Appendix A and includes income and expenditure. This was received.
- .2 Accounts for Payment were approved as listed. It was noted that one cheque listed on the April report had been cancelled (in the wrong name) and another one issued on the May report to replace it.
- .3 The Clerk had presented the Annual Financial Report itemising every transaction of BPC over the financial year at the Annual Assembly meeting and the (as yet unaudited) accounts had been accepted by the council.

.4 Budget. The Clerk had re-arranged the draft budget for 2018/19 into fixed and variable expenditure and BPC accepted this as the working document for the purposes of establishing the funds available to prioritise and plan spending on Village Survey and other commitments. There was some discussion on what this process will be. A more detailed examination of options will be an agenda item for the June meeting.

.5 Internal Audit. The Clerk proposed that the Internal Audit be arranged to take place as a meeting between Brian Wood (the Internal Auditor), the outgoing Clerk and the new Clerk (yet to be recruited), to give continuity and to be able to answer any questions. This could potentially mean a meeting later in the month than the usual annual audit. The Clerk will write to Brian to explain the circumstances and establish latest possible date to meet the legal requirement of publishing the audited accounts over the specified period of weeks. This was agreed by the Council and noted that this would dictate the period of overlap of Clerk's salary costs.

15/18 a) Village Hall and Recreation Ground Issues

The inspection was carried out by Cllrs Hunter and Rushby at 9.30 am Saturday 28th April. The report was given at the meeting.

i) The store room had not been left in an acceptable order and the light had been left on. As far as the Clerk was aware the last known users had been the Karate group. The Clerk was asked to make them aware of the issue. (*Clerk's note: Subsequently established there was no Karate on the evening of Friday 27th April so last users were the school.*)

ii) Various litters had been left in the grounds and were disposed of.

iii) The back door to the pre-school store room still to be repaired/replaced. The Clerk had invited quotes but not yet received any. Cllrs suggested it could be boarded up pro-tem.

iv) Wheelchair is still to be disposed of – in hand. (now gifted to a resident for community use.)

v) The perimeter wall has been repaired (no invoice yet received) and the barriers can be removed.

vi) It was agreed that the store room floor could be painted with concrete paint to stop the traipsing of dust etc from the store room into the main hall.

vii) New curtain rails and hooks are required.

viii) The screws on the boat had been replaced.

ix) The grass had been part cut but the football pitch had not. Possibly abandoned because too wet?

x) The disabled toilet support bar had come off the wall. It was agreed this was not the most robust design, and for H&S reasons a replacement bar with a drop-down leg will be installed. Cllr Hunter was delegated to research and advise on options.

xi) The Clerk had completed forms to set up an account with electrical specialist suppliers Eyre and Elliston for replacement lamps for the hall. This will give BPC favourable terms.

xii) Cllr Woodhouse had bought and fitted a basketball net. This will be recompensed through the Clerk's expenses.

xiii) The considerable improvement in the overall cleanliness of the hall was noted.

xiv) The Clerk will hand the partly completed application form for Natural England to Cllr Hunter for completion.

xv) Several issues were discussed including getting rid of the old plastic chairs, moving the committee room to the back room and rearranging the store room. There were no decisions made at this time.

xvi) It was noted that Hall running costs have increased. It was agreed to hold a Village Hall Management Committee meeting in June. One of the items on the agenda would be an inflation linked increase to Hall Hire fees for regular users from July 2018. The Clerk will advise regular users of this, and that the regular users will be individually notified of their proposed increases prior to the meeting. A date for the meeting has yet to be agreed.

xvii) The weekly Play area inspection reports had been circulated to Councillors ahead of the meeting. Boat screws have been changed. No major issues.

xviii) Hall Inspection for next meeting will be carried out by Cllrs Rushby and Siddall.

16/18

DALC Circulars up to and including 06/2018 had been circulated.

17/18

Issues raised by Councillors

.1 GDPR (General Data Protection Regulation) comes into effect on 25th May 2018. It was agreed that the replacement Clerk would take on the role of Data Protection Officer. It was agreed that Barlow Parish Council will adopt the National Association of Local Councils guidelines on GDPR and will implement their recommended policies, practices and templates. GDPR to be a regular agenda item under the Clerk's Report heading, to facilitate ongoing monitoring.

.2 Cllr Rushby asked BPC to consider approving an 'unusual' horticultural display on the verge in front of The Peacock pub as part of the Open Gardens event. This was approved.

.3 It was approved that Green Bean be asked to include maintenance of the Village Green gardens and weed clearance at the base of the wall after the poppies have finished in his routine maintenance. Key date for the Village Green will be the Open Gardens on Sunday 1st July.

.4 It was agreed to ask if the Young Farmers would be interested in holding a litter pick, sponsored by BPC. Also, a future magazine item to invite residents to volunteer for a further litter pick.

18/18

Any Other Business

.1 Cllr Siddall asked if BPC could consider getting some lighter weight chairs for the hall because the W.I. found it difficult to lift and stack the current rather heavy chairs at their meetings. This was noted for future consideration.

.2 Cllr Siddall suggested that the deeds for the village green needed to be checked to establish if there are restrictions as to what kind of War Memorial could be installed.

.3 It was agreed that Councillors would arrange a session to go through the cupboards and filing cabinets to establish what paperwork is there and organise all BPC records and documents. The deeds should be among them and could be checked

.4 The Clerk gave Cllr Rushby literature on noticeboards to take to the Parochial Council meeting to help decide which noticeboard to purchase for the new joint Church and Parish Council noticeboard.

19/18

Date of Next Meeting – 7.30 pm, Monday 4th June 2018, Barlow Village Hall. Cllr Crowley gave apologies.

20/18

Items noted for the June 2018 agenda - as minuted above 09/18 a) iii Planning Application; 14/18.4 Budget; 17/18.1 GDPR. No additional items noted.

The meeting closed at 8.45 pm

Barlow Parish Council

May 18 Cheque Requests

	<u>Payee</u>	<u>Details</u>	<u>Amount</u>	<u>Vat Rec</u>	<u>Total</u>	<u>M.No.</u>
D/D	Plusnet	Broadband - Hall	£ 27.50	£ 5.50	£ 33.00	
D/D	E.on	Electric/Gas - Hall	£ 126.67	£ 6.33	£ 133.00	
2621	J Staley	Hall Deposit	£ 25.00	£ -	£ 25.00	
2622	J Garrett	Hall Deposit	£ 50.00	£ -	£ 50.00	
2623	T Hamilton	Hall Deposit	£ 25.00	£ -	£ 25.00	
2624	Alfred Dunhams	Refill 17 Grit Bins	£ 472.50	£ 94.50	£ 567.00	
2625	British Gas	25/01 to 01/05/18)	£ 686.98	£ 34.34	£ 721.32	
2626	DCS Cleaning	Cleaning the Hall May 2018	£ 444.75	£ 88.95	£ 533.70	
2627	Yorkshire Water	Sewerage Charge	£ 42.16	£ -	£ 42.16	
2628	S Woodhouse	Reimburse Wall Repair	£ 60.00	£ -	£ 60.00	
2629	J Jakins	Hall Deposit	£ 50.00	£ -	£ 50.00	
2630	A Dunn	Hall Deposit	£ 50.00	£ -	£ 50.00	
2631	L Daly	Hall Deposit	£ 50.00	£ -	£ 50.00	
2632	Miscellaneous	Payroll - May 2018	£ 381.49	£ -	£ 381.49	
2633	HMRC	Payroll - May 2018	£ 56.99	£ -	£ 56.99	
			<u>£2,549.04</u>	<u>£229.62</u>	<u>£2,778.66</u>	