

BARNBY IN THE WILLOWS PARISH COUNCIL

MINUTES FROM THE PARISH COUNCIL MEETING ON 22nd JUNE 2023 at 7.00pm.

Attendees: Cllr Graham Bett, Cllr Jackie Parker, Cllr Neil Gribby, Cllr Keith Stanton, Cllr Carina Jukes, Cllr Derick Parker, Cllr Emma Oldham, Cllr John Lee, Helen Cowlan (Clerk)

Public: 2 members of the public were present.

1. Apologies for Absence

Apologies were received from Cllr Ben Powell, and County Cllr Debbie Darby, both of whom had prior commitments.

2. Declarations of interest

None.

3. Contributions from the public, District and County Councillors

Cllr Debbie Darby had emailed an update to the Clerk – key points were shared, and the email contents will be circulated with the minutes.

Chestnut Lodge – a number of points were reviewed and discussed. At the last Committee meeting the application was refused based upon the size of the property, rather than the overall proposals, and amended proposals have been submitted. As the Committee has new members (post-election) it is not known whether they will simply review the resubmission for the property, or whether they will go through all previous information (to ensure they are informed on the overall application historically) and make a decision based on other factors. Concerns were raised about process and policy not being followed or fully considered. It was suggested that Highways may struggle to submit objections now as they didn't previously. It is understood that the application will go to Committee due to being called in, and Cllr Oldham will be in attendance.

Village Walkabout – Cllrs Oldham and Darby recently did a walkabout in the village, and highlighted a number of issues to be considered / raised including the extension of the 30mph zone, traffic monitoring equipment (tubes) and blocked drains being reported. At the time of the visit, traffic was an issue although it was confirmed that the pub car park is available for use by customers which could help to keep roads clear.

Roman remains – Cllr Lee advised that Roman remains have been found in Coddington, details of which will be made available when possible.

Hollowdyke Lane – Cllr Lee advised that it is unlikely that proposals to (re)open the road will be pursued.

Grass / hedge cutting – cutting at the crossroads / Newark Road have been delayed by approx. four weeks.

Plants – a kind offer to supply plants for the pots outside the Village Hall was made – Cllr J Parker will liaise to ensure that they are planted and maintained.

Beckingham Appeal – no further information has been received about the appeal as yet.

Newsletter – Cllr kindly (re)confirmed his offer of support / sponsorship for the newsletter (starting with the most recent one). **ACTION – Clerk to send invoice(s) to Cllr Lee.**

4. Planning

a) 23/00963/FULM – Chestnut Lodge, Barnby Road – proposed change of use of land to form 19 caravan pitches and 1 new dwelling (resubmission) – **DECISION NEEDED by 30th June 2023.** Proposals were reviewed and discussed further, including a review of the public meeting held on 12th June) - points collated for submission to NSDC, along with a copy previous comments submitted, included:

- little change to new build property plans; lack of clarity about why the new building is needed when the manager is already living on site.
- pitch sized being too small in relation to recommended guidelines.
- lack of facilities for children on site and for local schooling (availability of places not quoted).

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- lack of information about what enforcement action would be available (prevention / management / consequences if agreed terms weren't met).
- details of integration into the community / area not explored / explained.
- adding conditions to ensure that if permission is granted, permitted development rights are removed from the site so that future development has to have permission first.
- insufficient acknowledgement of lack of infrastructure in Barnby which is the nearest settlement.

OUTCOME – the Parish Council unanimously voted against the proposals (6 votes).

ACTIONS - Clerk to draft comments and submit, along with comments for previous submissions, to ensure all points clearly stated; Cllr J Parker to lead / organise a leaflet drop to ensure all households are aware of proposals and how to share views and remind of petition (unanimously agreed).

b) 23/00694/HOUSE – Olgwenver, Back Lane – garage conversion to create additional living space – **OUTCOME permission granted (info only).**

5. Approval of minutes

The minutes of previous meeting(s) held on 17th May 2023 were approved as being a true record - prop Cllr Stanton, sec Cllr D Parker (unanimously agreed).

The minutes of the Annual Parish Meeting will be formally approved at the next meeting (May 2024) although there were no comments to note at this stage.

6. Matters arising from the minutes

Insurance – the policy will be checked to ensure that contents cover is correctly allocated, and the requirements for electrical checks are clarified and understood. **ACTION – Clerk to contact insurers and report back.**

Induction pans – if anyone has pans they no longer need they could be donated for Village Hall use. **ACTION – Cllr Stanton to include in next newsletter.**

Footpath – Cllr Jukes has been in contact with the local landowner who will review footpaths to see if areas can be cut back.

7. Approval of formal documents

The Village Committee Constitution was formally and unanimously approved, and it was agreed that the motion to review and approve the other formal documents be moved to the next meeting.

8. Finance

- a) Annual approval of Accounts for the year ended 31 March 2023 – proposed Cllr J Parker, seconded Cllr Jukes.
- b) Approval of Certificate of Exemption for the year ended 31 March 2023 – proposed Cllr D Parker, seconded Cllr Jukes.
- c) Approval of the Annual Governance Statement for the year ended 31 March 2023 – proposed Cllr Jukes, seconded Cllr Stanton.
- d) Approval of the Accounting Statements for the year ended 31 March 2023 – proposed Cllr D Parker, seconded Cllr J Parker.

The above unaudited accounts and documents were reviewed and unanimously approved, subject to internal audit comments which will be reviewed once received.

- e) Payments made since May's meeting (inc VAT):
Employee PAYE payments made from relevant accounts
Parish Council -
D. Parker – fencing (village green) £26.33
C. Speakman – memorial plaque £50.00
Zurich Insurance £762.45
Clerk - Printer Ink and Website subscription £35.17
Village Hall –
Vulcana (heater servicing) £180.00
- f) Upcoming payments:
ICO Subscription £35.00

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All payments were unanimously approved – proposed Cllr J Parker, seconded Cllr Jukes.

g) Income received since May's meeting:

Coronation event, VAT reclaim, hall hire.

ACTION – Clerk to send invoice to Willow Tree pub for £40 for advertising in the last newsletter.

h) Banking update

Historically, an additional bank account was set up for the Village Hall for the purpose of applying for a grant. It was agreed that this was no longer necessary and that the Village Hall account could be closed to save on monthly charges. It was agreed that accounting processes would still separate Parish Council and Village Hall monies. Proposed Cllr Stanton, seconded Cllr Gribby (unanimous). **ACTION – Clerk to review account with view to closing it down.**

9. Village Committee Report

An overview of recent and planned events was given – full details will be in the Committee meeting's minutes. Cllr Stanton proposed Karan Frances as a new Committee member, which was unanimously approved by the Parish Councillors (proposed Cllr Stanton, seconded Cllr Bett). Temporary Events notices have been applied for.

10. Risk Assessments

Cllr D Parker advised that three Risk Assessment templates have been created and can be adapted for each hire / event as needed: outside events, Village Hall events (Committee /hirer), and Bonfire Night. It was proposed that risk assessments are sent out with hire agreements so that the hirer acknowledges points raised – proposed Cllr D Parker, seconded Cllr Stanton (unanimous).

11. Licensing

Cllr Stanton advised that neighbours nearest the Hall seem to be satisfied with new Licensing proposals. Forms have been completed to "disapply" which means the license will be the responsibility of the whole group (PC and Committee). Although the application is to extend hours and days, it is expected that events / hire will continue as they previously have done – the new hours will provide flexibility and standardisation, bringing terms in line with other license holders. Seasonal variation will be built in to enable later hours for special occasions. The new proposals will ensure that alcohol can be sold from anywhere on the site, and for on or off premises consumption which will, again, provide flexibility and enable more effective stock management. Cllr Stanton has been liaising with NSDC to ensure all documents and forms have been submitted. Consideration towards safeguarding and prevention of noise / nuisance will be demonstrated, as well as creating processes for identifying risks, training and the logging of issues or incidents. Notice has to be given by posting in the Village and by placing an advert in the Newark Advertiser (for which NSDC will specify wording). Proposals were approved – proposed Cllr Stanton, seconded Cllr Jukes (unanimously supported by the whole Council).

12. Bees

A resident has raised concerns about bees which are nesting in the apex above the kitchen. Although, historically, this has been seasonal and there have not been any incidents, further investigation must take place to understand potential risks and agree possible options. **ACTION – Cllr D Parker to approach a local beekeeper for advice in the first instance.**

13. Land Proposal

An approach has been made to register interest in purchasing land at the back of the Village Hall. After discussing options, it was decided that this would not be desired at this time. The area is being reviewed for potential for improvements.

14. Food Hygiene Certification

Research has been done and established that everyone handling food should have a minimum of a Level 2 Food Hygiene qualification / certification which should be renewed every three years to ensure that insurance covers events. Two Committee members already have this so can supervise in the meantime – it was recommended that at least three people (and ideally everyone) have the qualification which can be done online at approx. £20+VAT and for which people would be reimbursed (upon presentation of receipts).

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Currently the Committee is registered as a food business - NSDC would be reluctant to permit being deregistered, despite events being neither regular nor complex, due to the strict guidelines around food handling – Cllr Stanton proposed that responsibility should sit at Parish Council rather than Committee level. It was noted that great care needs to be taken with food handling including not accepting donations if food is to be sold (to ensure that standards can be verified). **ACTION – research to be carried out into how other Parish Councils carry responsibilities.**

15. Councillor Responsibilities

A task sheet was circulated to all Councillors to review and be discussed further at the next meeting. Other items for consideration will be to review fencing, which is rotting, and the Village Hall sign which appears to have been removed.

16. Correspondence

No correspondence requiring action – general information / circulars have been forwarded. Councillors were reminded of the need to send in Register of Members Interest Forms if not already done.

17. Date of the next Parish Council Meeting – 20th July 2023 at 7pm

Meeting ended at 21.35

.....Chair

.....Date

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