

BARNACK PARISH COUNCIL

Councillors	Tel	Email	Representing the Council			
Chairman Harry Brassey	01780 740115	hcb@manorfarm.co.uk	Barnack Ward Group	MUGA	Traffic Calming	Parish Council Liaison
Vice Chairman Margaret Palmer	01780 740988	bmpalmer@aol.com	Financial Overview.	Environ- ment	Traffic Calming	
Eddie Barker	01780 740427		Speed Watch	Police	Traffic Calming	
Martin Bloom	01780 740966	martin.bloom@hegarty.co.uk	Human Resources	MUGA		
Phil Broughton	01780 740379	pkbroughton@gmail.com	Human Resources			
Ivor Crowson	01780 740430	nicholascrowson@hotmail.com	Human Resources	MUGA	Traffic Calming	
David Laycock	01780 740267	david.laycock@hotmail.co.uk	Cemetery			
Clerk Robin Morrison	07944 054546	barnackparishcouncil@outlook.com				

Minutes of a Meeting of Barnack Parish Council held in
The Village Hall, Barnack, on Monday 8 September 2014 at 7.30 pm.

Draft Minutes for Approval at the next meeting

A		Attendance.
	1	To record those present: <i>Chairman, Harry Brassey & Vice-Chairman, Margaret Palmer Councillors: Eddie Barker, Martin Bloom, Phil Broughton, Ivor Crowson Ward Councillor, David Over & 2 Residents.</i>
	2	To record apologies for absence. <i>David Laycock.</i>
B		Declarations of Interest and Dispensations.
	1	To receive Declarations of Interest from Councillors on items on the Agenda. <i>Margaret Palmer, item L4.</i>
	2	To receive requests for Dispensations of Disclosable Pecuniary Interests. <i>None.</i>
	3	To grant any requests for Dispensations as appropriate. <i>None.</i>
C		To confirm Meeting Minutes of 11 August 2014. <i>Agreed and signed by the Chairman.</i>

D		Matters Arising.
	1	Local Government Boundary Commission. <i>As Ward Councillor's report.</i>
	2	Community Orchard. <i>Peterborough Environment City Trust has offered us free fruit trees. We will approach Burghley again to try to reach agreement over a site.</i>
E		Visitor Reports
	1	Police Report. <i>None received.</i>
	2	Website improvement: Chadwick Design. <i>Discussion on options. It was agreed to set up a working group to decide upon features required for the Council website. The Working Group would be composed of all Councillors and the Clerk. It was agreed that Phil Broughton, Harry Brassey, Martin Bloom and the Clerk would create a discussion agenda.</i>
	3	Ward Councillor's report. <i>Boundary Commission has recommended a new very large ward covering the City's northern parishes. City Councillors representing these parishes have agreed to represent the case against the Commission's recommendations. Nationally the Commission only agrees to three councillor wards. However, Nottingham recently, has been allowed to have a one councillor ward. It is suggested that all interested residents go to the City Council website and make individual comments as these carry the most weight.</i> <i>Railway crossings changes: The Network Rail proposed scheme would lead to an increase in traffic travelling through Barnack by approximately 50%. Additional housing at Helpston as a consequence of the railway being bridged would in turn, lead to even more traffic using Barnack's roads.</i> <i>Broadband: Gigaclear and BT are presently vying to supply an improved service.</i> <i>Police: I am now a member of the police authority. A recent visit to the 101 operations centre, revealed that it was well equipped but short of staff.</i> <i>Having been Mayor of Peterborough for about 3 months, it is a busy life. An example of the Mayor's diary for just one day: Thursday this week consists of, a pre-diary meeting, followed by a diary meeting, a visit to RAF Wittering, a visit by local students to the Mayor's Parlour, attendance at Kings School Speech Day, a visit to Peterborough Cathedral and then a visit to an environmental centre!</i>
F		Open Forum – for the Clerk to address issues raised by Residents. <i>None.</i>
G		Correspondence - as listed. <i>Noted.</i>
H		Planning.
	1	14/01159/HHFUL, Southcroft, Main Street, building extension. <i>No comments.</i>
	2	14/01339/CTR, Pond House, Main Street, tree works. <i>Permitted. Noted.</i>
I		Burial Grounds.
	1	Maintenance. <i>Items needing attention and to be actioned by the Clerk.</i> <i>Front Gate. Yew tree (and foreign growth within) needs trimming and gravel needs levelling to allow full opening.</i> <i>Holly tree to the right hand side is obscuring graves and needs trimming.</i> <i>Corrugated iron sheet at side of stone shed needs removing.</i> <i>Stone corner posts on front wall encroached by ivy which needs cutting back.</i> <i>Tap boxes need to be renewed, with water pipes secured and lagged.</i>

		<i>Beech whips in tubes need planting to complete hedging. Action - Harry Brassey.</i>
	a	Mowing contract. <i>Approved by the Council.</i>
	b	Contractor Risk Assessment. <i>Action – Harry Brassey.</i>
2		Burials. <i>Noted.</i>
	a	Kathleen Swann, 29/08/14.
	b	Cyril Tomblin, 29/08/14.
3		Management. <i>Noted.</i>
	a	Margaret Burbidge, family plot renovation.
	b	Harris family, selection of plot(s)
	c	Patrick Smith, memorial.
J		Financial.
	1	To approve reports. <i>Agreed.</i>
	a	Finances for August 2014. <i>Approved.</i>
	b	Banking. <i>Report on banking requirements and the need to change to the Unity Trust Bank. It was agreed to apply for an account. Action – Clerk.</i>
	c	External Audit for 2013-14. <i>Report noted.</i>
	2	To note monies received. <i>Noted.</i>
	a	£706.97, Peterborough City Council, Burial Grounds Capital Grant.
	b	£175.00, Margaret Burbidge, work on Cemetery family plot.
	c	£262.50, R.J. Scholes, Kathleen Swann interment fee.
	3	To approve payment of the following outstanding accounts. <i>Agreed.</i>
	a	£577.86, Robin Morrison: Clerks salary and expenses for August 2014.
	b	£111.80, Hmrc: Clerk's tax for August 2014.
	c	£234.00, Scribe 2000 Ltd: Annual Accounts Software Licence (shared between Barnack, Ufford and Bainton & Ashton – 50%, 25%, 25%)
	d	£16.47, Anglian Water: Cemetery water bill for 25/04/14-28/07/14. Already paid.
	e	£1,225.00, Elwood Brothers: Maintenance for June and July – Churchyard 4 cuts at £140.00 = £560.00. Cemetery 3 cuts at £140.00 = £420. War Memorial 3 cuts at £15.00 = £45.00. Cemetery wild flower meadow, cut and remove £60.00. Cemetery hedge, trim and remove £140.00. Total £1,225.00. Already Paid.
	f	£59.99, Microsoft Office software, (shared between Barnack, Ufford and Bainton & Ashton – 50%, 25%, 25%)
	g	£360.00, PKF Littlejohn: External Audit 2013-14.

K		Reports from Meetings attended.
	1	Ward Group. <i>None</i> (next meeting 15/09/14)
	2	Parish Council Liaison. <i>None</i> (next meeting 24/09/14)
	3	Hills & Holes Committee. (next meeting 11/09/14)
	4	Police Panel. <i>None</i> .
	5	Muga. <i>None</i> .
	6	Traffic Calming. <i>None</i> .
	7	Other meetings not listed. <i>None</i> .
L		Other Items.
	1	New legislation: Changes to Council documents and practices. <i>Report by Margaret Palmer: recommendations for Standing Orders and financial procedures.</i> <i>Standing orders. The NALC model Standing Orders were adopted by the Council.</i> <i>Financial Regulations. The NALC model Financial Regulations were adopted by the Council.</i> <i>See Addendum for details of the decisions made to enable the Parish Council to comply with the new legislation.</i> <i>It was agreed set up a financial working group consisting of Harry Brassey, Margaret Palmer, Martin Bloom, Eddie Barker and the Clerk.</i>
	2	Website overhaul. <i>As item E 2 above.</i>
	3	Clerk's Training. <i>It was agreed that the Clerk should attend the one day, Cemetery Management Course delivered by the Institute of Cemetery Management at Lutterworth on 08/10/14.</i>
	4	British Legion funding appeal. <i>It was agreed to make a £420 contribution.</i>
	5	Notice Boards. <i>It was noted that the renovation work was largely complete.</i>
M		Village Matters – For the Clerk to address issues raised by Councillors. <i>School crossing needed, road dangerous with vehicles ignoring 20mph signs.</i> <i>Hedge on Pilsgate path needs trimming.</i> <i>Culvert on Pilsgate path almost blocked.</i> <i>Graffiti on 30mph sign on Uffington Road.</i> <i>Dog poo bins needed at all entrances to Hills and Holes.</i>
N		Date and time of next meeting – Monday 13 October at 7.30pm.
O		Meeting closed at. 10.18pm.

Addendum: New financial regulations

In order to comply with recent changes in the legislation, the following measures were agreed:

1. A Financial Working Group will be formed to produce budgets and financial risk assessments, and carry out annual reviews of our financial procedures, investment policy and charges (e.g. for the cemetery).
2. At least four Councillors will be authorised to sign cheques and make internet payments. Two Councillors will authorise each payment. The Clerk will not continue to have the power to make payments.
3. Arrangements will be made for all Councillors to have internet access to the financial records.
4. Because Barclays Bank does not provide the facilities we need in order to comply with the new regulations, we will set up accounts with the Unity Trust Bank. However, we will leave a substantial sum in a saver account with Barclays Bank, as its interest rates are higher. [Transfer of money from this account will require two councillor signatures.]
5. Financial limits are set as follows:
 - a) The Clerk is authorised to make transfers between the Council's Unity Trust accounts of up to £5,000.00.
 - b) For any contract for supply of goods or materials or the execution of works worth over £100,000.00, a full tendering process will be undertaken.
 - c) For any contract worth between £1,000.00 and £100,000.00, three quotations (priced descriptions) will be obtained.
 - d) For any contract worth between £100.00 and £999.99, we will strive to obtain three estimates.
 - e) For any contract or purchase of goods worth less than £100.00, an estimate will not be required [although we will ensure as far as reasonable and practicable that the best available terms are obtained].