

BARNACK PARISH COUNCIL MEETING

DRAFT MINUTES FOR APPROVAL AT NEXT MEETING

Minutes of the Annual Parish Meeting of Barnack Parish Council held in
The Village Hall, Barnack, on Monday 8th May at 8.00pm.

- 1) **ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR THE COUNCIL YEAR 2017-18.** *CHAIR - Harry Brassey was proposed by Ivor Crowson, seconded by David Laycock and duly elected. VICE-CHAIR - Margaret Palmer was proposed by Martin Bloom, seconded by Ivor Crowson and duly elected.*
- 2) **DECLARATION OF ACCEPTANCE OF OFFICE BY CHAIRMAN.** *Declaration signed by Harry Brassey.*
- 3) **ATTENDANCE**
 - a) To record those present. *Chair: Harry Brassey, Vice-Chair: Margaret Palmer, Councillors: Ivor Crowson, David Laycock, Sophie Moore, Martin Bloom and three residents.*
 - b) To record apologies for absences. *Phil Broughton and Ward Councillor David Over.*
- 4) **DECLARATIONS OF INTEREST AND DISPENSATIONS – None.**
 - a) To receive Declarations of Interest from Councillors in items on the Agenda.
 - b) To receive written requests for Dispensations for Disclosable Pecuniary Interests.
 - c) To grant any requests for Dispensation as appropriate.
- 5) **TO CONFIRM MEETING MINUTES OF 10TH APRIL 2017 – Approved.**
- 6) **MATTERS ARISING.** *The PC will request that the Church contact PCC Social Services to ensure the gentleman who has returned to sleeping in the churchyard gets support finding more permanent shelter. Action – David Laycock.*
- 7) **TO ADOPT REGULATORY DOCUMENTS FOR 2017-18:** Standing Orders, Code of Conduct, Financial Regulations, Asset Register, Complaints Procedure, Press & Media Policy, Freedom of Information, Health & Safety, Internet & Email, Data Protection, Councillor Responsibilities and Risk Assessment. *Agreed.*
- 8) **APPOINTMENT OF COUNCIL REPRESENTATIVES FOR:**
Barnack Ward Group – *Harry Brassey, Margaret Palmer.*
Parish Council Liaison – *Margaret Palmer (Harry Brassey in reserve).*
Cemetery – *Harry Brassey, David Laycock and resident representative Brian Palmer.*
Environment – *Margaret Palmer.*
Financial Overview – *Margaret Palmer.*
Planning – *Margaret Palmer and Ivor Crowson (Harry Brassey in reserve).*
The Parish Clerk is the appointed Responsible Financial Officer (RFO) for the Parish Council.
- 9) **APPOINTMENT OF WORKING GROUP REPRESENTATIVES:**
Traffic Calming - *Harry Brassey, Margaret Palmer, Martin Bloom, Ivor Crowson, Susie Caney, Eddie Barker, Robert Hughes, Holly Hamill, Gareth Lane and Jessie Goodacre.*
Recreational Facilities – *Harry Brassey, Martin Bloom, Sophie Moore and Ivor Crowson.*
Human Resources – *Phil Broughton, Ivor Crowson and Martin Bloom.*
Communication – *Phil Broughton and Susie Caney.*
- 10) **OPEN FORUM (for the Clerk to address issues raised by Residents.)**
 - Pot Holes – *Pot holes on Walcot Road need reporting to PCC. Action – Clerk.*
 - Uffington Road – *The road is in a poor state of repair with pot holes along the edges and in the centre of the road before the train crossing. The PC will chase up Highways to inspect the road. Action – Clerk.*
 - Format of Annual Meeting – *It was suggested that at future Village meetings all those raising questions must state their name first.*

11) OUTSTANDING ITEMS

- a) Post Box and Telephone Box. *Matt Fovargue of Royal Mail is now overseeing the installation of the new post box. He is waiting for a date from the engineering department and assures the PC that he will be in touch with a date.*
- b) Footpaths, Verges & Road Signs. *Ward Councillor David Over has been chasing up PCC to tidy up the footpaths. The PC will ask Amey again to spray the edges of the footpath to Pilsgate. **Action** – Clerk.*
- c) Bus Shelters. *PCC's Conservation Officer has confirmed that planning will not be needed to place a bus shelter in front of the wall. The PC will measure the height to ensure the shelter is below the height of the wall. **Action** – Harry Brassey and Clerk.*
- d) School Field Signs. *There is a concern over the lack of progress, particularly now we are coming into Summer. The PC will write to the School and ask for an update. **Action** – Clerk.*
- e) Church Wall – *The PC need to submit the quote for works and method statement to Josh Jackson to enable the Church to seek permission from the Archdeacon for the repair work to be carried out. **Action** – Clerk.*

12) CORRESPONDENCE

- a) Peterborough Telegraph. *A journalist contacted the PC for a quote for his piece on the recent Gladman Appeal, however the story was written before a quote was given.*

13) PLANNING

- a) 17/00215/OUT, 34 Uffington Road – New three bed detached house in garden. **Permitted.**
- b) 17/00431/CLP, Land to the west of Uffington Road – Installation of a Caravan Ancillary to the agricultural use of the land. **Awaiting Decision.**
- c) 17/00449/HHFUL, 7 Allerton Close – Construction of single storey front extension, two storey side and rear and single story rear extensions. **Awaiting Decision.**
- d) 17/00639/HHFUL, Everdon, Pudding Bag Lane – Side and front extension. *No objections.*
- e) 17/00605/HHFUL, The Bungalow – Ground floor rear extension and alterations. *No objections.*
- f) 17/00718/HHFUL, 24 Orchard Road – Single storey rear extension. *No objections.*
- g) Gladman Update – *Margaret Palmer wrote an update on the outcome of the Inquiry. The PC approved the article for publication in the Parish News and on the website and social media, but suggested it include a link to the Inspection Report. **Action** – Margaret Palmer and Clerk.*

14) BURIAL GROUNDS

- a) Memorial, Pargeter. *Approved.*
- b) Mowing contract. *It was confirmed that the Elwoods would be paid for the extra time and labour it would take if they were required to clear the grass cuttings after the first two Spring cuts.*

15) FINANCIAL

- a) To approve reports:
 - i) Monthly Finances, April 2017. *Approved.*
 - ii) Annual Return and Governance Statement for year 2016/17. *Approved.*
 - 1) Council to review findings of effectiveness of internal systems.
 - 2) Approve Annual Governance Statement.
 - 3) Approve Annual Return.
- b) To note monies received. *Noted.*
 - i) £11,092.88, PCC, First instalment of Parish Precept.
 - ii) £1,100.00, Cemetery Income.
- c) To approve payment of the following outstanding accounts. *Approved.*
 - i) £256.17, Clerk's pay and expenses for April 2017.
 - ii) £288.10, CAPALC Membership Fees 2017/18.
 - iii) £52.27, 10th Edition Local Council Administration Textbook.
 - iv) £27.56, Nest, Employer & Employee Pension Monthly Contributions Schedule 2017/18.
 - v) £315.00, Elwoods, Mowing contract.
 - vi) £120.00, Geoff Steels Fabrications, Cemetery finial replacements.
- d) Clerk Salary Review. *It was agreed that effective from 1st April the Clerk's salary will increase from point 23 to point 25 of the NALC pay scale.*

16) REPORTS

- a) Ward Group. *Barnack PC hosted the annual Ward Group Social evening which was attended by representatives from Helpston, Bainton, Ashton and Ufford.*
- b) Traffic Calming. *A meeting is scheduled for 11th May.*
- c) Communications. *The number of followers on social media continue to grow steadily. A turn-out of 73 to the Annual Village Meeting may be an indicator of improved communication.*
- d) Biodiversity & Green Infrastructure Strategy. *The Strategy is not out yet.*
- e) Police, Rural Crime Update for April. *There was a theft of a mobile phone from a jacket on the back of a chair in The Millstone. It was noted that the recent theft of a car from Bainton Road was not listed in the crime update – this will be raised with the local Police contact. **Action** – Clerk.*

17) VILLAGE MATTERS (for the Clerk to address issues raised by Councillors.)

- Cemetery Trees – *At the Annual Village Meeting Rev Dave Maylor raised the issue of low tree branches along the cemetery path knocking wreaths from the tops of coffins as they are being carried. The PC will organise for the branches to be trimmed back. **Action** – Clerk.*
- Pilsgate Path Bins – *The bin at the bottom of Pilsgate Path is full. The PC have taken on responsibility for emptying the bins. **Action** – Harry Brassey and Margaret Palmer.*
- Pavement Weeds – *The PC will ask Amey to spray the edges of the footpaths as they are looking untidy with weeds growing along the edges. **Action** – Clerk.*
- Potholes on Uffington Road – *These have been reported to PCC Highways, but will be chased up. **Action** – Clerk.*
- War Memorial Bollards – *The bollards have recently been knocked over again and the kerb damaged. The whole junction and memorial green needs to be redesigned. The latest damage has been reported to PCC Highways, but the PC will suggest a long-term approach. **Action** – Clerk & Traffic Calming Working Group.*

18) OPEN FORUM (for the Clerk to address issues raised by Residents.)

- Recreational Play Area or MUGA on new development. *Once the land has been purchased and detailed plans are being drawn up, the PC will liaise with PCC and the developers to put forward the wishes of the residents.*

19) OTHER ITEMS

- a) Bulk Waste Collection, cost and location. *The date has been confirmed with PCC and a flyer will be posted to all households in Barnack and Pilsgate explaining the details. Residents will have to bring proof of address to the collection point and trailers/vans will not be permitted.*
- b) Barnack Fun Run. *The Fun Run will take place at 2pm on Saturday 13th May.*
- c) Shop/ATM Update. *No update.*
- d) Neighbourhood Plan. *This item will be carried over to the next Parish Council Meeting. The PC will discuss Margaret Palmer's paper highlighting the pros and cons of a Neighbourhood Plan. In the meantime, Margaret will speak to Gemma Wildman at PCC to find out her thoughts. **Action** – Margaret Palmer.*
- e) Parish Boundaries. *The PC will look into Parish boundaries. **Action** – Clerk.*
- f) Litter Pick. *The PC would like to thank the residents that volunteered part of their Saturday morning to take part in the recent Litter Pick. A dozen large bags of rubbish were cleared from Barnack and Pilsgate. It was suggested that this could become an annual event.*
- g) Bonfire Night. *Martin Bloom raised a request from a resident to look into hosting a community Bonfire Night. It was suggested that ideas, along with pros and cons, could be put forward at the next PC meeting. **Action** – Martin Bloom.*

19) HEALTH & SAFETY

20) DATE AND TIME OF NEXT MEETING - Monday 12th June 2017 at 7.00pm.

21) MEETING CLOSED AT 10.00pm



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Barnack and Pilsgate
Village Community



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