Bardney Group Parish Council

Minutes – 21 January 2025

Bardney Group Parish Council

Minutes of an ordinary meeting of Bardney Group Parish Council held in the Village Hall, Silver Street, Bardney on Tuesday 21 January 2025.

Present: Chair Cllr Keith Laughton

Councillors: Cllr Frank Bates, Cllr Kirstie Clarke, Cllr Samantha Cook, Cllr Robin Darby, Cllr Ian Fleetwood, Cllr Brian Lintin, Cllr Liz McTernan, Cllr Barry Newlove, Cllr Deborah O'Sullivan, Cllr John Papworth and Cllr Barry Percival.

Also present: Eddie Findlay (Clerk/RFO) to the Parish Council

12 members of the public were in attendance.

At 7:00 pm the Chair welcomed everybody and declared the meeting open.

152-24/25. Apologies for Absence.
To receive and accept apologies, where valid reasons for absence have been given to the Clerk prior to the meeting, in accordance with LGA 1972, Sch 12, para 40.
Cllr Corbould, Cllr Lane, and Cllr White were unable to attend and their reasons were made know to the Council.
Action: The Council **RESOLVED** to approve the reasons for absence from Cllr Corbould, Cllr Lane and Cllr White.
Proposed by Cllr Fleetwood, seconded by Cllr Lintin and approved unanimously.

153-24/25. Declarations of Interest.
To receive declarations of interest and to consider dispensation applications in relation to Disclosable Pecuniary Interests.
Cllr Percival and Cllr Darby declared an interest in minute ref: 161-24/25.g. page 58-2024/2025 as they were both involved with a Grant Application organisation.
Cllr Fleetwood declared an interest in minute ref: 164-24/25.a. page 60-2024/2025 due to his position as a District Councillor, on the Planning Committee.

Cllr Lintin declared an interest in minute ref: 164-24/25.a. page 60-2024/2025 due to his property being attached to the area in question.

Cllr Newlove and Cllr Clark declared an interest in minute ref: 167-24/25 page 60-2024/2025 due to living within area to be discussed.

154-24/25. Public Forum.
A 10 minute public forum when members of the public may address the Council on current issues or items that may become future agenda items.

MOP 1 – wished to express thanks to the Parish Council for facilitating the Christmas Market, which they believed was a huge success and enjoyed by everyone who attended. The Chair thanked the MOP on behalf of the Parish Council and the other organisations that assisted.

MOP 2 – queried the equity held at the end of the last financial year as 'reserves' and if Council set a similar budget this year, they could possibly double those reserves. How does Council hope to justify such reserves. The Chair responded that the budget would be discussed later in the meeting and reserves held would be voted to be set aside for specific projects.

MOP 3 – raised a concern over the potential impact on the current village infrastructure with regard to Doctors, schools, policing and sewerage etc. The matter would be discussed by Council at minute ref: 164-24/25.a.

155-24/25. Consider the explanation from the Clerk on an error under minute ref: 93.c.ii. page 34-2024/2025, 17 September 2024.

At the meeting held on 19 November 2024, Cllr Lane asked why the 15 October 2024 notes showed that Cllr White had been approved again as a P&R Committee Member when he had already been appointed at a previous meeting, 17 September 2024, as she recalled that Cllrs, Percival, Clarke and White were appointed to the Personnel and Review Committee.

The Clerk reported that when writing up the minutes he had read the incorrect line in his notes so annotated Minute ref: 93.c.ii. page 34-2024/2025, 17 September 2024 as ii. New Councillors wished for a little time before volunteering to act on a Committee.

The notes were then presented to Council at the 15 October 2024 meeting and approved as Minutes under minute ref: 102-24/25, page 37-2024/2025. Once Minutes have been approved, they cannot be changed.

Action: The Council **RESOLVED** to approve the explanation and that Minute ref: 93.c.ii. page 34-2024/2025 should have shown Cllrs, Percival, Clarke and White as being appointed to the Personnel and Review Committee.

Proposed by Cllr Laughton, seconded by Cllr Clark and approved unanimously.

156-24/25. Notes of the Ordinary Meeting of the Parish Council held on Tuesday 15 October 2024 and 19 November 2024 to be approved as Minutes.

Action: The Council **RESOLVED** to approve notes of the Ordinary Meetings of the Parish Council held on Tuesday 15 October 2024 and 19 November 2024 as Minutes.

Proposed by Cllr Fleetwood, seconded by Cllr Lintin and approved unanimously.

157-24/25 Receive updates from Councillors/Clerk with regard to ongoing items from previous meetings.

a. Minute ref: 93-24/25.f.ii. – Potential sale of portacabin update.

Action: The Council **RESOLVED** to defer the item.

Proposed by Cllr Fleetwood, seconded by Cllr Clark and approved unanimously.

b. Minute ref: 112-24/25, page 40-2024/2025. Cycle rack.

The Clerk had emailed Customer Services Highways asking for the form but Highways and logged it as a Fix My Street # 4200145 “Other Road Surface Issue Problem”. Hastened 17-Jan-2025 and WLDC informed of delay in siting the cycle rack. Ongoing.

158-24/25. Receive reports from District and County Councillors.

As County Councillor, Cllr Fleetwood reported Mayoral and County Council Election were due to be held 01-May-2025.

Central Government had released a White Paper, which included a Local Government review which could see the dissolution of both District and County Councils. All these would be replaced with just two huge Unitary Councils looking after approximately 500,000 residents in each. West Lindsey Council have managed their finances and do not have any funding deficit and the concern is, the amalgamation of the Councils would see those funds subsumed into the larger authority and possibly not spent in the area that actually raised those funds.

159-24/25. Receive a report from the Clerk with regard to Correspondence received and other matters.

- The Clerk had received confirmation that the proposed stopping up of part of the public highway at Park Gate Cottages, Main Road, Stainfield had been authorised and the area of land which was shown edged red on the drawing enclosed with the original letter is no longer public highway. There are therefore now no public rights of way across this land.

- The Clerk and the Handyman attended Working at Height Training, at Potterhanworth Pavilion, on Monday 13-Jan-2025. Following on from that meeting which also covered Manual Handling and Working in Confined Spaces, a number of workplace matters were raised.

160-24/25. Chair’s Report.

Firstly, replying to the member for the public, the Chair also wished to thank those Councillors involved in also those members of the community, who came together to put produce such a successful event. A meeting had already been held for a similar event in 2025.

The Chair reminded Councillors that Council had now moved over to the new email provider, Stack Mail. If anybody had not yet logged in please contact the Clerk via other means for assistance.

The Chair reminded the meeting that the Clerk was due to start his Certificate in Local Council Administration (CiLCA) and this would dilute the time he is available due to ongoing training. This burden was being shared with his other Council but it will still impact on his availability for Bardney.

161-24/25. Financial Matters.

a. To consider and approve payments made since the last meeting.

BT Group PLC (25/11/2024)		DD	£	37.02
FuelCard Services Inv 9008545686		DD	£	40.81
Bank Service Charge		DD	£	9.75
LCC Speedwatch SID posts (Inv 2004392350)		EB-0099	£	400.00
Salaries, HMRC and Pensions	EB-0100, EB-0101, EB-0104 and DD		£	4,603.39
A E Findlay (Clerk Expenses)		EB-0102	£	18.18
John Major (Handyman Expenses)		EB-0103	£	68.90
Blossom Bookkeeping Ltd (inv 1567)		EB-0105	£	19.00
Charles H Hill Ltd Inv-181609		EB-0106	£	20.49
Viking - Invs-5082914 and 5088533		EB-0107	£	174.07
Pestotek (Invs 14005 & 14018)		EB-0108	£	322.80
Dave Skells Traffic Management (Inv DSTM 0945)		EB-0109	£	798.00
HCI Data (Invs WEB17361 and WEB17462)		EB-0110	£	82.44
Bardney Methodist Hall (Inv 2303 & 2304) Christmas Market Mtgs		EB-0111	£	94.50
Councillor Expenses Cllr Laughton Santa sweets		EB-0112	£	50.63

E-Quip (Inv-850906)	EB-0113	£	175.37
St Johns Ambulance (Inv-SP24009126)	EB-0114	£	137.28
Donna's Nook Animal Rescue (Christmas Market donation)	EB-0115	£	256.24
Bardney Group of Parishes (Food Bank) (Christmas Market donation)	EB-0116	£	256.24
Bardney Village Hall rent 3 months Oct-Dec	EB-0117	£	900.00
Viking - Inv-5214848	EB-0118	£	83.78
Blossom Bookkeeping Ltd (Inv 1600)	EB-0119	£	19.00
Greenstripe Innovations Inv-192977	EB-0120	£	88.00
BT Group PLC (23/12/2024)	DD	£	37.02
FuelCard Account 106922 Invoice 9008718579	DD	£	31.31
Bank Service Charge	DD	£	9.15
Bank Service Charge - Manual Handling Charge	DD	£	0.30
FuelCard Account 106922 Invoice 9008869246	DD	£	41.46
		£	8,775.13

Cllr Darby queried the fact that Council had paid out money (donations) to two organisation and didn't believe that that had been agreed by Council. It was explained that these payments were at no cost to the Council (no Precept money used) as the money was from donations received from local businesses, and money raised by a raffle. These monies had been held in the Council bank account and once expenses (St. John's Ambulance and Santa Sweets) had been paid out, the remainder was divided equally between two local charities. The Chair and Clerk would contact the Internal Auditor to explain and seek guidance.
Action: The Council **RESOLVED** to approve the payments listed.
Proposed by Cllr Papworth, seconded by Cllr O'Sullivan and approved by a vote of 10 for and 2 against.

* Post meeting note: The Clerk and Chair had contact LALC and the Internal Auditor for guidance.

Working Groups cannot make decisions on behalf of the council. Decision making powers can only be delegated to a properly constituted committee. Any recommendations from the working group, should have been passed back to full council for a resolution. LALC would propose that in future an Events Committee or similar, with delegated powers and terms of reference, be constituted to prevent this happening again.

Cllr Laughton re-iterated that no Precept monies was spent out to cover St. Johns Ambulance, Santa sweets and Charitable donations, these were all covered by donations from local businesses and raffle tickets being sold.

b. To consider and approve payments on the September schedule.

Salaries, HMRC and Pensions	EB-0121, EB-0122, EB-0125 & DD		£	3,843.58
A E Findlay (Clerk expenses)		EB-0123	£	45.00
John Major (Handyman Expenses)		EB-0124	£	53.60
Greenstripe Innovations Inv-192888		EB-0126	£	55.64
Charles H Hill (Inv-182175)		EB-0127	£	234.74
Wave (14514078 - Cemetery)		EB-0128	£	18.51
E-Quip (Inv-852378)		EB-0129	£	65.07
Cllr Fleetwood (Expenses Microsoft Office & Anti-Virus)		EB-0130	£	224.46
			£	4,540.60

Action: The Council **RESOLVED** to approve the payments listed.
Proposed by Cllr O'Sullivan, seconded by Cllr Cook and approved by a vote of 11 for and 1 abstention.

c. To consider and approve the bank reconciliation for November & December 2024.
The Clerk reported that the bank balances at the end of December 2024 were;

Current Account ******04	£	7,791.21
Savings Account ******02	£	71,702.58
	£	79,493.79
Unpresented payments	-£	0.00
	£	79,493.79

Action: The Council **RESOLVED** to approve the bank reconciliation.
Proposed by Cllr Lintin, seconded by Cllr O'Sullivan and approved unanimously.

d. Consider the ongoing payments for Microsoft 365, anti-virus software and Google Drive.
Action: The Council **RESOLVED** to approve ongoing payments for Microsoft 365, anti-virus software and Google Drive at cost of no more than £300.00for the year.
Proposed by Cllr O'Sullivan, seconded by Cllr Lintin and approved unanimously.

e. Consider the cost for 2025-2026 LALC Membership and the Annual Training Scheme.
Action: The Council **RESOLVED** to approve paying the membership fees/subscription for 2025/2026 with

LALC, at a cost of £524.08 and £192.00 (inc VAT).
Proposed by Cllr Papworth, seconded by Cllr Cook and approved unanimously.

f. Consider the quote to cut back the hedges around St. Oswald's field.
Action: The Council **RESOLVED** to approve the quote of £360.00.
Proposed by Cllr Darby, seconded by Cllr Bates and approved unanimously.

g. Consider the Grant applications received by 31-Dec-2024.
Action: The Council **RESOLVED** to approve a grant of £500.00 to Bardney Bowls Club.
Proposed by Cllr Fleetwood, seconded by Cllr O'Sullivan and approved by a vote of 8 for, 2 against and 2 abstentions.

162-24/25. Committee Reports and further actions required.

a. Allotment Committee.
i. Receive a report on behalf of the Allotment Committee.
Cllr Papworth reported that a request had been received to consider extending the water pipe. The matter could be considered at the next meeting once prices had been obtained.

b. Cemetery Committee.
i. Receive a report on behalf of the Cemetery Committee.
Cllr Papworth informed the meeting that a Memorial Mason would be attend the Cemetery on Saturday to carry out some minor repair work to a few headstones on behalf of the Cemetery Improvement Group, at no cost to the Parish Council
The Cemetery Improvement Group had requested use of one of the Lych Gate storage areas for a bags of chippings as it was more cost effective to buy a number of bags at the same time rather than in ones and twos.
Action: The Council **RESOLVED** to approve the Cemetery Improvement Group's request. Cllr Papworth would facilitate access.
Proposed by Cllr Papworth, seconded by Cllr Newlove and approved unanimously.

c. Personnel and Review Committee.
i. Receive a report on behalf of the Personnel and Review Committee, including the notes of the meeting held on Tuesday 03 December 2024 and a precis on Line Management responsibilities as per draft Minute ref: 142-24/25 page 51-2024/2025 P&R.
The Chair was not present.
Action: The Council **RESOLVED** to defer the matter until the next meeting.
Proposed by Cllr Fleetwood, seconded by Cllr Bates and approved unanimously.

D. Policy and Procedures Committee.
i. Receive a report on behalf of the Policy and Procedures Committee.
No meeting had been held or planned.

e. Finance Committee.
i. Receive a report on behalf of the Finance Committee, including the notes of the meeting held on Tuesday 14-Jan-2025.
The Committee Chair, Cllr Laughton précised the notes and advised on those items listed below that required a Council resolution.

ii. Consider the proposed recommendations to allocate sums of monies to ring-fenced projects at FY ending 31-Mar-2025.
The informed the meeting that with the expected income and expenditure consider, the Council would have around £60,000.00 to carry forward to the next FY. He was mindful that Council had no "ring-fenced" reserves marked for future projects. The Committee had considered a number of projects, and these were presented for Council consideration.
Action: The Council **RESOLVED** to approve the following amounts be "ring-fenced" from the monies reaming at the end of FY 2024-2025, leaving approximately £33,000.00 as general reserves, which was in line

with best practice amounts of 3-6 months of precept.

RF – Flags/Flagpole replacement	£	300.00
RF – Cemetery concrete plinths for Part IV	£	5,000.00
RF – Flood resilience (Sand/sandbags)	£	1,000.00
RF – Bus shelters maintenance	£	500.00
RF – Notice refurbishment/replacement	£	500.00
RF – Bardney Group events	£	1,500.00
RF – St. Oswald's development (including ragwort removal)	£	5,000.00
	£	13,800.00

Along with £4,600.00 for possible election costs, £3,000.00 for Cemetery Lytch Gate upkeep and £5,368.00 Community Infrastructure Levy funds, totalling £26,768.00 as allocated reserves (ring-fenced).
Proposed by Cllr Newlove, seconded by Cllr O'Sullivan and agreed unanimously.

iii. Consider the proposed budget for FY 2025-2026 and the Precept demand.
The Chair reflected that as a Parish Council, they were not exempt from the % increase in Employer National Insurance contributions, from 3% to 15%, which had had a significant impact on the budget.

Proposed Expenditure for FY 2025-2026	£	94,310.00
Proposed Income for FY 2025-2026	£	7,650.00
Precept from WLDC	£	86,660.00

Action: The Council **RESOLVED** to approve the expenditure and income as set out on the Budget Sheet, requiring a Precept of £86,660.00 (3.55% increase) from West Lindsey District Council.
Proposed by Cllr Newlove, seconded by Cllr Percival and approved unanimously.

f. Health and Safety Committee.
i. Receive a report on behalf of the Health and Safety Committee.
No meeting had been held or planned.

163-24/25. Ward Reports. Receive reports from Councillor Members.

Cllr Bates raised the ongoing flooding issues down Abbey Road. This matter had been ongoing with LCC Highways about who had responsibility, Highways, Farmers/Landowners. Further investigation required.

Cllr Percival reported that despite the night's drawing out, people not clearing up after their dog was still a major concern for many residents.

Cllr Linton was thankful that after many years, the road sweeper had finally visited Bardney.

Cllr Fleetwood reported that despite the recent bad weather, Stainfield had remained safe, with no reported flooding.

Cllr Cook reported that the ongoing dog fouling issue on Church Lane was now being highlighted by yellow paint.

Cllr Papworth mentioned that as the Rogers Shield was now full, Marlene Rogers had offered to purchase a

new one, in her husbands' memory. She had suggested that it revert back to be awarded at the Christmas light switch on.

Cllr Newlove raised a concern that the recently installed parcel collection unit, and the clothes collection unit, these could be seen as blocking the public footway. The Clerk was asked to investigate.

Cllr Clarke was trying to obtain a n A3 print out of the Southrey bus timetable as this had been requested by a number of Southrey residents. Cllr Fleetwood offered to assist.

164-24/25. Planning Matters.
a. WL/2025/00026 - Outline Planning Application for the erection of up to 54no. dwellings with all matters reserved on land to the North of Abbey Road and Wragby Road.
Concerns from the members of the public were taken into consideration and it was suggested an extra-ordinary meeting be called to allow for additional time to be set aside for public comments and Council discussion.
Action: The Council **RESOLVED** to call an extra-ordinary meeting on Tuesday 04-Feb-2025, at 7:00 pm in the Village Hall.
Proposed by Cllr Newlove, seconded by Cllr Clarke and approved unanimously.

165-24/25. Council Meeting Dates.

a. Consider the proposed dates for full Council meetings.

A list of dates for Ordinary Parish Council meetings had been circulated, showing meetings planned for the third Tuesday of each month, excluding December. The meeting planned for Tuesday

20-May-2025 would also be the Annual Meeting of the Parish Council, the start of the civic year.

Action: The Council **RESOLVED** to approve the circulated list of the third Thursday of each month, except December 2025.

Proposed by Cllr Papworth, seconded by Cllr Cook and approved unanimously.

b. Consider a date for the Annual Parish Meeting (Electors Meeting).
Action: The Council **RESOLVED** to approve Tuesday 06 May 2025 as the date for the Annual Parish Meeting (Electors Meeting)
Proposed by Cllr Laughton, seconded by Cllr O'Sullivan and approved unanimously.

166-24/25. VE Day Anniversary.
a. Consider potential events.
The Clerk had pre-booked the Village Hall, from 1:00pm, on Saturday 10-May-2025 should it be required for events.
The Clerk offered to contact the St. Lawrence Church and the local Armed Forces Veterans Breakfast Club to see what if anything was being organised by those two groups. The Clerk would report back at the next meeting.

b. Consider the purchase of a Commemorative VE Day 80 Flag.
Action: The Council **RESOLVED** to approve the purchase of a 5' x 3' VE Day 80 flag from Newton Newton Flags Ltd, as a cost of £24.00.
Proposed by Cllr Fleetwood, seconded by Cllr Cook and approved unanimously.

167-24/25. Consider a course of action with regards to parking and accidents along Station Road.

Cllr Newlove raised a long standing concerning over the number of car accidents and incidents of speeding he had witnessed over many years along Station Road. He wished for the Council to be proactive, rather than reactive before there was a major, potentially fatal collision.

He also made an observation that at the entrance to the Sustran Cycle Path, the footpath writing advising LOOK BOTH WAYS had eroded away over the years. The Clerk would raise the matter on Fix My Street. The cutting back of the overgrown hedge at the entrance had allowed space for a couple of vehicles to park in that space, reducing visibility. Vehicles should be stopped from parking here.

Cllr Clarke, who also lived in the vicinity for many years, spoke that she was only aware of one serious

accident in recent years. Cllr Clarke also stated that the recent meeting, arranged by a Cllr Newlove, as a local resident, for near neighbours had only been attended by less than 10% of those invited.

The Clerk had contacted the Lincolnshire Road Safety Partnership for any information on reported accidents along the length of Station Road, over the last 5 years.

Lincolnshire Road Safety Partnership (LRSP) responded that they only get information from the Police in terms of those collisions that result in an Injury of some sort – either Fatal, Serious or Slight.

They do not have information on Damage Only type incidents, for the simple reason that many are not reported to the Police. Drivers often just exchange details and drive on.

In the last 5 years, there has been only one, being June 2023, near to Church Lane when a vehicle collided with a parked car which resulted in a Slight Injury to the driver.

It was hoped by LRSP that the speed sign now installed on Station Road would be seen as having a positive impact on vehicles speeding.

The matter of the introduction of parking restrictions, such as double yellow lines, may ease one problem but move it further along. It was also suggested that local residents that park on the road would simply object to any proposal.

The Chair highlighted the comment from LRSP that stated parked vehicles can often act as natural traffic calming and to remove it may result in an increase in through traffic speed. The process also requires consultation, and it would be likely that the residents and/or business owners would object to removing parking.

Other Councillors highlighted that other areas of the village, also suffered from speeding and similar incidents and as such Station Road was not alone in having these issues and Bardney Group Parish Council.

168-24/25. To resolve to move into closed session in accordance with the public bodies (admission to meetings) act 1960 due to the confidential nature of the business to be discussed in relation to the following matters:

a. Clerk contract matters – TOIL and consider a cap, as per draft Minute ref: 143-24/25.a. page 52-2024/2025 P&R.

b. Clerk and Handyman leave for coming year, as per draft Minute ref: 143-24/25.b. page 52-2024/2025 P&R.

Action: The Council **RESOLVED** to go into Closed Session in accordance with the Public Bodies (Admissions to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972.

Proposed by Cllr Laughton, seconded by Cllr Lintin and approved unanimously.

This part of the meeting closed 8:45 pm.

The meeting continued in the absence of press and public at 8:45 pm.

Confidential Minutes

a. Clerk contract matters – TOIL and consider a cap, as per draft Minute ref: 143-24/25.a. page 52-2024/2025 P&R.

b. Clerk and Handyman leave for coming year, as per draft Minute ref: 143-24/25.b. page 52-2024/2025 P&R.

Action: The Council **RESOLVED** that due to the absence of the Personnel and Review Committee Chair, these two items be deferred.

Proposed by Cllr Laughton, seconded by Cllr Fleetwood and approved unanimously.

The meeting closed at 8:53 pm.

Signature: Original Signed

Printed Name: Cllr Keith Laughton

Date: 18 February 2025

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