Bardney Group Parish Council

Minutes – 18 March 2025

Minutes of an ordinary meeting of Bardney Group Parish Council held in the Village Hall, Silver Street, Bardney on Tuesday 18 March 2025.		
Present:	Chair	Cllr John Papworth
Councillors:		Cllr Frank Bates, Cllr Kirstie Clarke, Cllr Samantha Cook, Cllr Mary Corbould, Cllr Robin Darby, Cllr Ruth Lane, Cllr Brian Lintin, Cllr Liz McTernan, Cllr Deborah O'Sullivan and Cllr Barry Percival.
Also present:		Eddie Findlay (Clerk/RFO) to the Parish Council
3 members of the public were in attendance.		
At 7:00 pm with the absence of Cllr Laughton, the Vice Chair, Cllr John Papworth welcomed everybody and declared the meeting open.		

193-24/25	**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 Papworth informed the meeting that Stephen Wright had stepped down as Parish Councillor. WLDC had been informed, and the Clerk had posted the required Notice of Vacancy in the Noticeboard. Cllr Laughton and Cllr Fleetwood were unable to attend, and their reasons were made know to the Council. **Action**: Council **RESOLVED** to approve the reasons for absence from Cllr Laughton and Cllr Fleetwood. Proposed by Cllr Lane, seconded by Cllr Brian Lintin and approved unanimously. Cllr Barry Newlove's absence was noted.
194-24/25	**Declarations of Interest.** To receive declarations of interest and to consider dispensation applications in relation to Disclosable Pecuniary Interests. None declared at this time.
195-24/25	**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 inform the meeting that the Church clock was not working correctly and steps were being taken to arrange a repair. The sale of The Rectory had reached contract exchange stage with sale to be completed 21-Mar-2025. The Church would be holding a VE Day Service on Sunday 11-May-2025. Air Cdr Nick Hay's ashes are to be interred in Bardney Church Yard.

	There was a request to hold a St. Oswald's Service on The Green on Sunday 03-Aug-2025. The request would be on the next agenda.		

196-24/25	**Due to the Clerk leaving, the notes from the following meetings are to be considered for approval as Minutes.** a. 06 August 2024, Cemetery Committee Meeting. b. 27 August 2024, Health and Safety Committee Meeting. c. 14 January 2025, Finance Committee Meeting. d. 03 February 2025, P&R Committee Meeting. e. 04 February 2025, Extra-Ordinary Full Council Meeting. f. 18 February 2025, Ordinary Full Council Meeting. **Action**: Council **RESOLVED** to approve the notes of the listed meetings as minutes and a true record of those meetings. Proposed by Cllr Percival, seconded by Cllr O'Sullivan and approved by a vote of 8 for and 3 abstentions.	
197-24/25	**Receive updates from Councillors/Clerk with regard to ongoing items from previous meetings**. a. Minute ref: 112-24/25. Cycle rack, previously purchased using the Large Village Retail Grant scheme – CG 23 24 162. Due to LCC Highways concerns about the proposed location of the cycle rack, the Clerk, accompanied by Cllr Papworth, met with a Highways representative on Thursday 06-Mar-2025. Upon seeing the site, Highways approved the location, with a few points to be considered. The Clerk had circulated photographs showing the location and the cycle rack had to be installed in line with e manufacturers guidance and as per the CONSENT FOR THE INSTALLATION OF A COMMUNITY ASSET IN THE HIGHWAY, which states; 8. If the installation of the asset requires excavation and/or if traffic management is required, any contractors you employ to carry out the works must use operatives and supervisors trained and accredited under the New Roads and Street Works Act 1991. A copy of their certificates must be available for inspection by the Highways and Transportation representative upon request. 9. If the installation of the asset requires excavation and/or traffic management, all works are to be signed and guarded in accordance with the relevant guidance / legislation (e.g. Code of Practice for Safety at Streetworks and Roadworks or Chapter 8). LCC Highways have suggested between the benches so as not to disturb sight lines of people sitting on the benches, requiring a 100mm deep concrete base, from the pavement edge, with the cycle rack positioned 2m from the pavement. A suitably qualified contractor would need to be engaged. b. Hearing Loop. It was hoped that the hearing loop would be finally installed by today, but the Clerk had heard from the Village Hall a little	

	earlier that they now have all they need now to install it. Thursday evening is the next window of opportunity.	
198-24/25	**Receive a report from the Council Chair.** Cllr Papworth wanted to thank the Clerk for all he had done for the Council since he'd been here, as he was leaving at the end of the month and that comes from most of the Councillors.	
199-24/25	**Receive a report from the Clerk with regard to Correspondence received and other matters.** • Following extensive investigations and reviewing of the various allotment files, the Clerk had produced an up to date Tenancy Plan. The Clerk had approached the owners of some of the more overgrown plots and asked whether they wished to continue. Some confirmed they wished to keep them and vowed they would maintain it in accordance with the Tenancy Agreement and some wished to vacate their allotments. This makes five allotments available from the current stock, plus two additional plots towards the car park, in Column 4. 24 Invoices had been sent out and payment for 14 had been received so far. • LCC Highways had notified Council of a temporary traffic restriction, taking place on Queen Street, between 10/04/2025 - 14/04/2025, due to Telecoms Maintenance. • The Clerk had received a request from the Chair of Southrey Village Hall for the grass cutting of the playing field at Southrey to recommence. They said that this service had always been paid for by the village hall committee and runs from April until October with the grass being cut fortnightly in the summer and once a month the rest of the time. The Clerk could find no payments received for at least 12 months, hence the service was stopped at the decision of the Council. This request was only received yesterday so would need to be on the April agenda for formal discussion and decision. • From City of Lincoln Council, received 18-Mar-2025 – last month Government requested all Councils in two-tier areas across the country to submit a proposal for the future of local government across Greater Lincolnshire by 21 March 2025. City of Lincoln Council is one of these authorities. After undertaking a review of the options available to them, LCC is proposing a three unitary approach which, they believe, will provide the area with the strongest, local leadership with place identity. Their proposal to Government will be discussed at meetings of the Council and Executive on Thursday evening, prior to submission on Friday.	
200-24/25	**Receive reports from District and County Councillors.** Cllr Fleetwood was not present and had not submitted any District or County Council reports.	
201-24/25	**Financial Matters.**	
	a. To consider and approve payments made since the last meeting.	

BT Group PLC (25/02/2025)	DD	£	37.02

A E Findlay (Clerk expenses - Handyman platform)	EB-0144	£	84.99
Bank Service Charge	DD	£	9.15
FuelCard Account 106922 Invoice 9009145670	DD	£	32.24
		£	163.40

Action: The Council **RESOLVED** to approve the payments listed. Proposed by Cllr Lane, seconded by Cllr Clarke and approved unanimously.

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

Salaries, HMRC & Pensions	EB-0145, EB-0146, EB-0147 & DD	£	3,830.15
A E Findlay (Clerk expenses)	EB-0148	£	14.63
John Major (Handyman Expenses)	EB-0149	£	63.95
Blossom Bookkeeping Ltd (Inv-1734)	EB-0150	£	19.00
April salaries & HMRC, including Clerk final	EB-0151, EB-0152 & EB-0153	£	4,039.36
E-Quip (Inv-857121, 857816 & 857937)	EB-0154	£	166.53
Blue Blossom Landscapes (Inv-03-25-001)	EB-0155	£	510.12
		£	8,643.74

Action: The Council **RESOLVED** to approve the payments listed. Proposed by Cllr O'Sullivan, seconded by Cllr _____ and approved unanimously.

c. To consider and approve the bank reconciliation for February 2025.

The Clerk reported that the bank balances at the end of February 2025 were;

Current Account ******04	£	8,973.88
Savings Account ******02	£	64,702.58
	£	73,676.46
Unpresented payments	-£	0.00

		£	73,676.46

Action: The Council **RESOLVED** to approve the bank reconciliation.
Proposed by Cllr Cook, seconded by Cllr Percival and approved unanimously.

d. To note the Intermediate Internal Audit Report.

A number of Councillors had not read the reports.
Action: The Council **RESOLVED** to defer the item to the next meeting.
Proposed by Cllr Cook, seconded by Cllr Clarke and approved unanimously.

e. Consider the quote to clean out the ditch dividing the Playing Field from St. Oswald's.

Ownership of the ditch was to be investigated.
Action: The Council **RESOLVED** to defer the item to the next meeting.
Proposed by Cllr Clarke, seconded by Cllr Cook and approved by a vote of 10 for and 1 abstention.

202-24/25 **Committee Reports and further actions required.**

a. Allotment Committee.

i. Receive a report on behalf of the Allotment Committee.

No meeting had been held or planned. Nothing to report.

b. Cemetery Committee.

i. Receive a report on behalf of the Cemetery Committee.

No meeting had been held or planned. Nothing to report.

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.
ii. Receive a report on behalf of the Personnel and Review Committee notes of the meeting held on Monday 03 February 2025.

Due to the resignation of Cllr White and the Minutes of the meetings now having been approved these matters had now been covered.

d. Policy and Procedures Committee.

i. Receive a report on behalf of the Policy and Procedures Committee.

No meeting had been held or planned. Nothing to report.

e. Finance Committee.

	i. Receive a report on behalf of the Finance Committee. No meeting had been held or planned. Nothing to report.
	f. Health and Safety Committee i. Receive a report on behalf of the Health and Safety Committee. No meeting had been held or planned. Nothing to report.
203-24/25	**Committee Consolidation. Consider combining the following Committees;** a. Combine Allotment Committee with the Cemetery Committee. **Action**: Council **RESOLVED** to approve combining both the Allotment Committee with the Cemetery Committee, consisting of Cllrs Bates, Clarke, Fleetwood, Linton, Papworth and Percival. Proposed by Cllr Lintin, seconded by Cllr Bates and approved unanimously. b. Combine Finance Committee with Policy and Procedures Committee. **Action**: Council **RESOLVED** to approve combining both the Finance Committee with the Policy and Procedures Committee consisting of Cllrs Darby, Lane. Laughton, O'Sullivan and Percival. Proposed by Cllr O'Sullivan, seconded by Cllr Percival and approved unanimously. c. Combine Personnel & Review Committee with Health and Safety Committee. **Action**: Council **RESOLVED** to approve combining both the Personnel and Review Committee with the Health and Safety Committee, consisting of Cllr Bates, Clarke, Cook, Darby, Lane, McTernan and Percival. Proposed by Cllr Cook, seconded by Cllr Darby and approved unanimously.
204-24/25	**Ward Reports**. Receive reports from Councillor Members. Cllr Cook reported that dog poo had again been highlighted with paint. Cllr Percival queried the overgrown nature of the footway between Wragby Road and Harvey Kent Gardens. The Clerk would investigate. Cllr Darby wished for Council to express to LCC Highways that the money spent on patching up The Causeway was not well spent as the road is still in a very poor condition an da danger to road users.
205-24/25	**Planning Matters.** a. **WL/2025/00251** - proposed extension & alterations to dwelling @ 47 Station Road, Bardney, LN3 5UD new applications had been received. Council had no comments or objections to the application.
	VE Day Anniversary. a. Consider potential events.

206-24/25	The Clerk had pre-booked the Village Hall, from 1:00pm, on Saturday 10-May-2025 should it be required for events and it was wondered if it was still required. At the last meeting Council had resolved to approve expenditure of up to £200.00 towards a joint potential event between the Village Hall Committee and the Parish Council. The Bardney AFVBC in conjunction with The Old Angel had planned a VE Day event on Sunday 11 May 2025. They were having singers, Military Vehicles and also including Bardney Primary School at the event. There will also be a VE Day Commemoration Service in St Lawrence Church on Sunday 11th May at 10.00 and they will probably go down onto the Green to finish at the IX Squadron Memorial, but on the Green so they won't need to go to the trouble of a road closure. All members of the Parish Council are invited to attend. b. Consider funding request towards Stainfield and Apley Village Hall and also Southrey Village Hall VE 80 Celebrations. **Action**: Council **RESOLVED** to approve £100.00 each, to both Stainfield and Apley Village Hall and also Southrey Village Hall towards their VE Day 80 celebrations. Proposed by Cllr Darby, seconded by Cllr Cook and approved unanimously.
207-24/25	**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. Staffing matters update. b. Consider setting up a tender proposal for the sale of the old office Portacabin. c. Consider the Grounds Maintenance contract issue. d. Rogers Shield 2025 – to consider when it might be presented and if at the Annual Parish Meeting (Tuesday 06 May 2025), to whom. e. Community Champions 2025 – consider when they might be presented and if at the Annual Parish Meeting (Tuesday 06 May 2025), to whom. **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 Lintin, seconded by Cllr Cook and approved by a vote of 10 for and 1 abstention. This part of the meeting closed 7:50 pm. The meeting continued in the absence of press and public at 7:50 pm.
	Confidential Minutes a. Staffing matters update. There were two proposals, one to interview just one of the applicants and the other to interview three. **Action**: Council **RESOLVED** to just interview one applicant. Time and date to be confirmed with the applicant. Proposed by Cllr Percival, seconded by Cllr O'Sullivan and approved by a vote of 6 for and 5 against. **Action**: Council **RESOLVED** to that Cllr Mary Corbould, Cllr Barry Percival and Cllr Papworth to act as interviewers. Time and date to be confirmed with the applicant.

	Proposed by Cllr Lintin, seconded by Cllr Corbould and approved unanimously.
	b. Consider setting up a tender proposal for the sale of the old office Portacabin. Cllr Lintin felt there should be a minimum price set in the proposal. Cllr Darby queried the need for this to be under Closed Session as he felt the public had a right to know. He could not see the wisdom in getting rid of the newer portacabin, whilst keeping the one that was at least 15 years older. **Action**: Council **RESOLVED** to set up a tender proposal covering a minimum offer price. Proposed by Cllr Clarke, seconded by Cllr O'Sullivan and approved by a vote of 6 for, 2 against and 3 abstentions. The proposal would hopefully be available for Council approval at the next meeting.
	c. Consider the Grounds Maintenance contract issue. **Action**: Council **RESOLVED** to approve Blue Blossom Landscapes taking over the remaining 2 years of the Cemetery Grounds Maintenance contract. Proposed by Cllr Cook, seconded by Cllr Lane and approved unanimously.
	d. Rogers Shield 2025 – to consider when it might be presented and if at the Annual Parish Meeting (Tuesday 06-May-2025), to whom. **Action**: Council **RESOLVED** to approve the Community Larder as the recipient of the Rogers Shield for 2025. The Shield would be presented at the Annual Parish Meeting to be held on Tuesday 06-May-2025. Proposed by Cllr McTernan, seconded by Cllr Cook and approved by a vote of 7 for and 4 abstentions.
	e. Community Champions 2025 – consider when they might be presented and if at the Annual Parish Meeting (Tuesday 06 May 2025), to whom. **Action**: Council **RESOLVED** to Steve Weldon, the Gateway Centre and Panthers Football Club as recipients of Community Champions Certificates for 2025. These would be presented at the Annual Parish Meeting to be held on Tuesday 06-May-2025. Proposed by Cllr Papworth, seconded by Cllr Clarke and approved unanimously.
The meeting closed at 8:25 pm.	

Signature:	
Printed Name:	
Date:	15 April 2025