

**BARBY & ONLEY PARISH COUNCIL  
NOTICE OF MEETING**

**On..... MONDAY 13<sup>th</sup> APRIL 2020 at 7.30pm**

Due to the outbreak of Covid-19 Coronavirus it is not permissible for more than 2 people to meet in person, therefore

To members of the Council:

**You are hereby summoned to attend an online meeting of Barby & Onley Parish Council to be Monday 13<sup>th</sup> April 2020 at 7.30pm for 40 mins max**

Please inform your Clerk on 01788 891184 if you will not be able to attend.

**THIS MEETING WILL BE HELD VIA “ZOOM” and last for 40 mins. You will receive an email invitation and you should be able to access the meeting from a computer, tablet or mobile phone.** (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020)

**Members of the public and press are invited to join the meeting but must email the clerk to request log in details before 6pm on Monday 13<sup>th</sup> April.**

**Any queries which members of the parish wish the Council to address please email to [clerk@barbyandonleyparishcouncil.co.uk](mailto:clerk@barbyandonleyparishcouncil.co.uk) by 5pm on Friday 10<sup>th</sup> April.**

*Catherine M Camp*

8<sup>th</sup> April 2020

Parish Clerk: Mrs C Camp, 18 Kilsby Rd, Barby, Rugby, Warwickshire. CV23 8TT

Tel 01788 891184 e-mail [clerk@barbyandonleyparishcouncil.co.uk](mailto:clerk@barbyandonleyparishcouncil.co.uk)

<b>1</b>	<b>APOLOGIES</b>
<b>2</b>	<b>DECLARATIONS of INTERESTS</b>
Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the Agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011.	
2.1	To note any Declarations of any Disclosable Pecuniary or Other Interests
<b>3</b>	<b>MINUTES to agree content and agree to retrospectively sign the Minutes of 9<sup>th</sup> Mar 2020 (A)</b>
<b>4</b>	<b>DELEGATION OF AUTHORITY</b>
4.1	To resolve that the Council will delegate authority to the Clerk in consultation with the Chairman and Vice-Chairman (or other Councillors should one or other be indisposed) to take any actions necessary with associated expenditure to protect the interests of the community and ensure Council business continuity during the period of the pandemic Covid-19 coronavirus, informed by consultation with the members of the Council. All decisions to be minuted appropriately. Delegated authority to cease upon the first “in-person” meeting of the Council at the Village Hall.
<b>5</b>	<b>TEMPORARY CHANGES TO LEGISLATION due to Covid19 Corona Virus outbreak (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020) See attached briefing (B)</b>
5.1	PARISH COUNCIL ELECTIONS scheduled for 7 <sup>th</sup> May have been cancelled. The Election will now take place on 6 May 2021. All current Councillors will remain in office for a further year.
5.2	ANNUAL MEETING OF THE PARISH COUNCIL– this provides that where an appointment would otherwise be made or is required to be made at an annual meeting of a local authority, the appointment continues until the next annual meeting of the authority or until such time as that authority may determine (Regulation 4 (2)). This would apply to the election of the chairman, the first business at the annual council meeting. Therefore the current chairman will remain in place until an annual meeting is held (possibly next year) unless the council decide to elect a replacement earlier. To resolve to hold the Annual Meeting at the next face-to-face meeting of the Council.

5.3	Regulation 5 – this permits the holding of remote meetings. <b>To resolve whether to pay £11.99 per month to allow Councillors to take part in remote Zoom meetings by phone.</b>
<b>6</b>	<b>PLANNING</b>
6.1	<i>New Applications</i> (to view plans click on the link and open “View Documents” tab)
6.1.1	<b>DA/2020/0202</b> 7, Brackendale Drive, Barby. Two storey side extension and single storey rear extension and insulated render and cladding to external walls. <b>To provide comments.</b> <a href="https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=DA/2020/0202">https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=DA/2020/0202</a>
6.1.2	<b>DA/2020/0097</b> 16, Ashleigh Close, Barby Extension to rear elevation with new roof to whole dwelling with dormer roofs to facilitate loft conversion. Extension to detached garage. <b>To provide comments.</b> <a href="https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=DA/2020/0097">elfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=DA/2020/0097</a>
6.2	APPEAL 27 Brackendale Drive – To note that this appeal has been dismissed. See attached paperwork. (C)
<b>7</b>	<b>DECISIONS TAKEN IN LIGHT OF COVID-19 OUTBREAK for information only</b>
7.1	PARISH COUNCIL ELECTIONS scheduled for 7 <sup>th</sup> May have been cancelled. The Election will now take place on 6 May 2021. All current Councillors will remain in office for a further year. In view of this decision the Council will revert to holding meetings on 2 <sup>nd</sup> Monday of the month.
7.2	PLAY AREAS – Barby Play Area and Onley Play Area have both had their entrance gates locked.
7.3	BARBY TENNIS COURT – Gate has been unlocked to allow Tennis players to access the court without having to visit the home of Mr Thompson the keyholder who is over 70 years old. This can be used for exercise by two people keeping 2m apart.
7.4	HAND SANITISER – Clerk purchased 10 x 60ml bottles (£40) of Hand Sanitiser to ensure this could be provided to the Newsletter deliverers, but after purchase, the view was taken not to do a door to door delivery. The hand sanitiser has been given to Barby Village Shop and to targeted vulnerable people.
7.5	NEWSLETTER – Door to Door delivery was stopped. A small print run of 100 copies was made and these were made available in Barby Village Stores for people to delivery to neighbours who did not have access to the internet. All other residents can access it from the Parish website.
7.6	ANNUAL PARISH MEETING – Has been cancelled. An annual report will be put on the website.
7.7	ANNUAL RETURN OF YEAR END ACCOUNTs – will continue on the normal timescale with the Internal Audit being carried out remotely.
7.8	MOWING – Lamley Brothers originally decided in the current Pandemic that they do not wish to put their employees at risk or the local residents at risk of potentially spreading infection. They have been assured that the additional time it will take to get the grass under control at the end of the restricted period will be met by the Council. They have now reviewed their working practises and are happy to continue mowing whilst adhering to current Government guidelines. - Norse are continuing to mow. They have been asked to put up notices asking all members of the public to observe a 2m distance from operatives. - Steve Hartwell works alone or with his son, with whom he shares a household, and they will continue to mow the Play Area as they can be isolated whilst doing so. Onley Park – A member of the public has taken it upon themselves to mow the open space grass. This has insurance implications should there be an accident. The Clerk is clarifying whether a volunteer on a motorised machine would be covered in case of an accident either to themselves or another member of the public. <i>Response from Insurance Company attached.(D)</i> They cannot be paid as this would breach the Lamleys contract. A letter has been sent to them explaining that the Council has a duty of care to ensure they have insurance cover. <i>See attached.(E)</i>
7.9	Litter picking Ref 7.1 of previous minutes. Cancelled. Pickers can be obtained from the Clerk if anyone would like to pick up litter during their hour of exercise.
7.10	GROUNDWORKS FOR NEW SWINGS this will go ahead as Mr Hartwell is able to work within social distancing guidelines. This saves a future period of closure of the Play Area.

7.11	Details of helplines circulated on Parish Council facebook page and website. #NorthantsTogether has been launched by NCC to help share local information and advice about COVID-19.				
7.12	COMMUNITY ACTION carried out by the Clerk on behalf of the Parish Council. Clerk produced a Risk Assessment for the current Covid-19 pandemic to identify risks Clerk contacted Barby Shop and asked for vulnerable residents to be identified In conjunction with members of the parish Clerk printed "Offers of help leaflets" for residents to put through the doors of neighbours A list of people prepared to offer help was printed in the newsletter and listed on the website. Queries from residents managed and arrangements made to put volunteers in touch with those requiring help. Shopping carried out Training on the use of Zoom online meeting platform carried out Constant review of legislative changes to allow the Council to operate remotely.				
7.13	To consider whether to print and deliver a paper copy of the newsletter for May?				
7.14	To consider any other things which the Parish Council should be doing to help during covid19?				
<b>8</b>	<b>ACCOUNTS</b>	<b>Bank Reconciliation circulated to all Councillors.</b>			
8.1	Monies received from 01.03.20 to 31.03.20: £110 Advertising in Newsletter.				
8.2	Financial Position at 31.03.20 £ 149,617.16 of which £102,592.24 is ring-fenced for Onley Space;				
8.3	To note that the Precept submitted in January to DDC will be paid on 23 <sup>rd</sup> April.				
8.4	To approve the Bank Reconciliation to 31 <sup>st</sup> March 2020 ( F)				
8.5	To note that the Annual Governance and Accountability Return will continue with Internal Audit being carried out remotely on 22 April with John Marshall NCALC appointed Internal Auditor.				
8.6	To approve Section 1 Annual Governance Statement 2019/20. Page 4 of AGAR (G)				
8.7	To approve Section 2 – Accounting Statements 2019/2020 Page 5 of AGAR (G)				
8.8	Cheques for Payment	To approve the payments as listed.			
	<b>To Whom Paid</b>	<b>Chq No</b>	<b>Details of Payment</b>	<b>£</b>	
				<b>Power to Pay</b>	
	BT Payment Services Ltd	D/D	Phone Bill –Village Hall	45.49	LG(MP)A 1976 s19
	Catherine Camp	BP0229	Clerks Salary	945.53	LGA(1972) s112`
	NCC – LGSS	BP0230	Pension Contribution	348.44	LGA(1972) s112
	HMR&C	BP0231	Tax and National Insurance	69.92	LGA(1972) s112
	Catherine Camp	BP0232	Clerk Expenses & Phone	95.34	LGA (1972) s111
	R Buttle	BP0233	Litter picking-March	32.84	Open Spaces Act 1906
	D Carroll	BP0234	Newsletter Delivery	14.00	LGA (1972) s142
	A McCormick	BP0235	Newsletter Delivery	14.00	LGA (1972) s142
	E.ON UK plc	BP0236	Barby Street Lighting	237.41	HA 1980 s96
	E.ON UK plc	BP0237	Onley Street Lighting	91.00	Open Spaces Act 1906
	Krishna Enterprises Ltd	BP0238	Newsletter Printing	84.00	LGA (1972) s142
	Viking Payments	BP0239	Stationary	86.84	LGA (1972) s111
	Barby PCC	BP0240	Rent of Derry	5.00	Open Spaces Act 1906
	Barby Townlands Charity	BP0241	Annual Rents	1481.00	Open Spaces Act 1906
	Barby Cricket Club	BP0242	Grant towards Mowing	2600.00	Open Spaces Act 1906
	S Hartwell	BP0243	Mowing Inv 863/872	96.00	Open Spaces Act 1906
	Norse	BP0244	Mowing 52IN-000193	219.05	HA(1980)s96
	E.ON Energy Solns	BP0245	Street Lighting Maintenance	21.90	HA(1980)s301
	NCALC	BP0246	Subscription/Internal Audit	777.01	LGA 1972s143
	Lamley Brothers	Santander	Mowing Onley	360.00	Open Spaces Act 1906
	Taylor Newman	56	Newsletter Delivery Onley	10.00	LGA (1972) s142
<b>9</b>	<b>ONLEY</b>				
9.1	To be made aware of any issues associated with Onley Park				
<b>10</b>	<b>YOUTH MATTERS/PLAY AREAS</b>				

10.1	To note that the Groundworks in Barby Play Area is going ahead as the work can be carried out whilst complying with current Government restrictions in line with Covid-19 pandemic. The new equipment will be installed when travel restrictions are lifted. Daventry District Council are prepared to allow an extension to the deadline for grant payments.
<b>11</b>	<b>CORRESPONDENCE</b>
11.1	Letter from Bob Wilson requesting a reduction in the precept due to covid19. To note that it is not possible to alter the precept once it has been processed by DDC. The Council can reflect the conditions of the country post Covid19 in the next budget if appropriate. (H)
<b>12</b>	<b>CLERKS APPRAISAL</b>
12.1	To note that the Clerks Annual Appraisal has been carried out. A report to be given by Cllrs Cotton and Weller at such time as the Clerks salary is reviewed.
<b>13</b>	<b>ANNUAL SALARY REVIEW</b>
13.1	To review Clerks Salary. – No possible until Local Government negotiations have concluded.
13.2	To review payments for delivery of newsletter. £28 in Barby £10 in Onley currently.
13.3	To review payment to Litter Picker (increase in line with Minimum wage to £8.72 per hour.
13.4	To review Gratuity payment to Website and newsletter editor. Currently £250 which the Clerk has enquired covers all expenses adequately.
13.5	To consider making a gratuity payment to the volunteers groundsmen at Onley Park...££?
<b>14</b>	<b>ITEMS FOR NEXT AGENDAs</b>

**Next Meeting to take place on MONDAY 11th MAY 2020 @ 1930**

**Should it not be possible to meet face to face the meeting will be held virtually, or postponed as seems most appropriate at the time.**

**Planning Applications awaiting a decision;**

**DA/2019/1015 Construction of Dwelling. Land adjacent to Bridle lodge, Rugby Road, Daventry.**

<https://selfservice.daventrydc.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=DA/2019/1015>