

## Minutes of the Clipstone Parish Council Meeting held on 08 May 2019 in the Meeting Room, Clipstone Village Hall, Church Road, Clipstone, Nottinghamshire.

Members Present	Members Present	Members Absent
Cllr J Beresford	Cllr A Thompson	
Cllr K Beresford	Cllr C Wigman	Cllr JC Wigman
Cllr R Clarey		
Cllr P Greenwood		

In attendance: The Clerk,

Also present: County councillor Peck, Cllr C Brooks

Frequently used abbreviations:

CPC	Clipstone Parish Council
LPA	Local Planning Authority
NCC	Nottinghamshire County Council
NSDC	Newark and Sherwood District Council

**Before the commencement of the meeting, all newly elected councillors had signed their declaration of acceptance of office before the Proper Officer.**

CPC19-066	To elect a chair for the 2019-20 municipal year and suspend the meeting for the elected chair to sign their declaration of acceptance of office. <ul style="list-style-type: none"> <li><b>Proposed by Cllr Clarey seconded by Cllr C Wigman, the Council unanimously elected Cllr K Beresford to the office of chairman. Cllr Beresford signed his declaration of acceptance of office (chairman) before the Proper Officer before the meeting commenced.</b></li> </ul>
CPC19-067	To receive and resolve to approve apologies for absence. To resolve when any member not present must present the completed declaration of acceptance of office. <ul style="list-style-type: none"> <li><b>The Council resolved to approve apologies for absence received by Cllr JC Wigman due to work commitments who had signed his DAO earlier that day.</b></li> </ul>
CPC19-068	To review and adopt Standing Orders based on the most recent NALC recommended model. <ul style="list-style-type: none"> <li><b>The Council resolved to adopt Standing Orders as presented.</b></li> </ul>
CPC19-069	To Review and adopt Financial Regulations based on the most recent NALC recommended model. <ul style="list-style-type: none"> <li><b>The Council resolved to adopt Standing Orders as presented.</b></li> </ul>
CPC19-070	To review the delegation arrangements (functions of the Council) to committees, employees and other authorities. <ul style="list-style-type: none"> <li><b>The Council confirmed the following two committees on unchanged terms of reference:</b></li> <li><b>Personnel: Cllrs Thompson, Clarey, C Wigman and J Beresford</b></li> <li><b>Assets: Cllrs Greenwood, Clarey, JC Wigman and C Wigman</b></li> </ul>

	<ul style="list-style-type: none"> <li>• <b>The Council delegates the day-to-day management of the village hall, cemetery and other assets and staff to the clerk.</b></li> </ul>
CPC19-071	<p>To resolve to defer the review of the following documents to a later meeting:</p> <ul style="list-style-type: none"> <li>• Insurance arrangements</li> <li>• Asset register</li> <li>• Review of council's/staff subscriptions to other bodies (NALC/SLCC)</li> <li>• Complaints procedure</li> <li>• Policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation</li> <li>• Media Policy</li> <li>• Employment Policies and Procedures</li> <li>• Financial Risk Assessment</li> <li>• <b>Regular Payments Schedule</b></li> <li>• <b>The Council resolved to review the above documents at a later date.</b></li> </ul>
CPC19-072	<p>To consider the Council's meeting schedule for the coming municipal year and whether to move the September meeting to the beginning of the month.</p> <ul style="list-style-type: none"> <li>• <b>The Council resolved that meetings should continue to be held 4<sup>th</sup> Wednesday of each month but that there should be no meeting in September and December.</b></li> </ul>
CPC19-073	<p>To review the representation on or work with external bodies and arrangements for reporting back.</p> <p><b>The Council has no representation on outside bodies. If attending meetings or events as a representative of the Council the member should provide a verbal report to the following meeting, or if absent, provide the Clerk with a written report.</b></p>
CPC19-074	<p>To receive disclosures of pecuniary and non-pecuniary interests.</p> <p><b>There were none.</b></p>
CPC19-075	<p>To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and to resolve to exclude public and press for these items.</p> <ul style="list-style-type: none"> <li>• <b>There were none.</b></li> </ul>
CPC19-076	<p>To receive and approve the minutes of the previous Clipstone Parish Council meeting and sign these as a true record.</p> <ul style="list-style-type: none"> <li>• <b>The Council approved the minutes of the meeting 27 March 2019 as a true record and these were duly signed by the chair.</b></li> </ul>
CPC19-077	<p>To note the draft minutes of the assets committee meeting/ receive a report by the committee chairman.</p> <ul style="list-style-type: none"> <li>• <b>The Council received the draft minutes of the Assets Committee meeting and a report by the chair of committee.</b></li> </ul>
CPC19-078	<p>Finance</p> <ol style="list-style-type: none"> <li>a) To receive the Payments and Receipts report for March.</li> <li>b) To receive the payments/receipts over budget report.</li> <li>c) To receive the quarter bank reconciliation to March 2019 and sign this.</li> <li>d) To approve the payment schedule for May/June and sign it.</li> </ol>

	<p>To approve earmarked reserves for the 2019-20 year end: Capital Reserves following sale of property (statutory requirement) and elections</p> <p><b>The council received and noted the finance reports.</b></p> <p><b>The chairman signed the quarterly bank reconciliation.</b></p> <p><b>The Council approved the payment schedule for May/June and signed it..</b></p> <p><b>The Council resolved to approve the earmarked reserves for capital expenditure of £ 148,736 and £3,000 for election expenses.</b></p>
CPC19-079	<p>To receive the Internal Auditor's Report and consider any action resulting from it.</p> <ul style="list-style-type: none"> <li>• <b>The Council received the Internal Auditor's report. There were no observations that required action.</b></li> </ul>
CPC19-080	<p>To consider and approve the Annual Governance Statement for 2018/19.</p> <ul style="list-style-type: none"> <li>• <b>The Council resolved to approve the Annual Governance Statement as presented.</b></li> </ul>
CPC19-081	<p>To consider and approve the Accounting Statements 2018/19.</p> <ul style="list-style-type: none"> <li>• <b>The Council resolved to approve the Accounting Statements 2018-19 as presented.</b></li> </ul>
CPC19-082	<p>To receive the bank reconciliation and explanation of variances to be submitted with the AGAR.</p> <ul style="list-style-type: none"> <li>• <b>The Council received and approved the bank reconciliation and explanation of variances as presented.</b></li> </ul>
CPC19-083	<p>To note the dates for New Councillor Training and approve attendance by councillors who had not previously attended and payment.</p> <ul style="list-style-type: none"> <li>• <b>The Council approved the expenditure for any councillors who would wish to attend inclusive any future co-opted ones. The clerk would circulate a list of dates and make appropriate bookings.</b></li> </ul>
CPC19-084	<p>To appoint a councillor other than the chairman to verify bank reconciliations in accordance with financial regulations.</p> <ul style="list-style-type: none"> <li>• <b>The Council appointed Cllr. C Wigman to verify bank reconciliations.</b></li> </ul>
CPC19-085	<p>To note the following planning decision: 19/00488/TPO   Undertake works to trees protected by TPO N322 within W9, W11, W13 and W14 Area 1 - (rear of No 32 Dodsley Way) - fell dead hawthorn stems and prune back Oaks to the fenceline Area 2 - (rear of 34 and 50 Dodsley Way) - Prune hawthorn and 6 x Oak tree back to fenceline Area 3 - (rear of 47 Dodsley Way) - Prune back Oak and Hawthorn back from the extension to give 1.5m clearance Area 4 - (rear of 37 Dodsley Way) - Prune back Oak trees on each corner of the building to give 2m clearance   Intake Wood Portland Way Clipstone Nottinghamshire NG21 9FT – <b>application approved.</b></p> <ul style="list-style-type: none"> <li>• <b>The Council noted the above decision.</b></li> </ul>
CPC19-086	<p>To consider a request to introduce a cycle to work scheme for staff.</p> <ul style="list-style-type: none"> <li>• <b>The Council resolved to agree adopting the scheme in principle but to limit the available spend to £500 each.</b></li> </ul>
CPC19-087	<p>To consider whether to respond to the NALC consultation on the vehicle operator licensing system.</p> <ul style="list-style-type: none"> <li>• <b>The Council did not wish to comment.</b></li> </ul>
CPC19-088	<p>To receive the following correspondence:</p> <ul style="list-style-type: none"> <li>• Stakeholder Updates</li> </ul>

	<ul style="list-style-type: none"> <li>• NALC CIL -Briefing</li> <li>• NALC Training</li> <li>• <b>The Council noted the above correspondence.</b></li> </ul>
CPC19-089	<p>To receive Items for Notification to be included on next meeting's agenda. (for information only).</p> <ul style="list-style-type: none"> <li>• <b>To consider adopting the General Power of Competence. This had been left off the current agenda by mistake.</b></li> </ul>
CPC19-090	<p>To confirm date of next scheduled meeting for Wednesday 26 June 2019</p> <p><b>The date for the next meeting was confirmed as 26 June 2019 at 19.00 at the Village Hall.</b></p>

**Signed as a true record of that meeting.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_