

Minutes of Clipstone Parish Council Meeting held on 09 November 2016 in the Meeting Room, Clipstone Village Hall, Church Road, Clipstone, Nottinghamshire.

Members Present	Members Present	Members Absent
Cllr G Adams		Cllr P Sparrow
Cllr B Brownley		Cllr K Weaver
Cllr D Thompson		
Cllr MG Whittard (Chair)		
Cllr C Wigman		

In attendance: The Clerk

Also present: Cllr Peacock and 11 members of the public.

- CPC16-175 To receive and resolve to approve apologies for absence.
Apologies had been received from Cllr Sparrow who was not well.
- CPC16-176 To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting.
None.
- CPC16-177 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 resolve to exclude public and press for these items.
The Council agreed that items 196, 197 and 198 would require the exclusion of Public and Press as they were dealing with personnel issues. For item CPC16-196 Mr A Ingham and Mrs J Vardy would be permitted to stay as they were directly involved.
- CPC16-178 To receive minutes of the previous Clipstone Parish Council meetings and resolve to sign these as a true record of that meeting.
The minutes of the meetings held 12th and 19th October were received.
Proposed by Cllr Thompson seconded by Cllr Wigman the Council resolved to sign the minutes of those meetings as a true record.
- CPC16-179 To receive updates resulting from last month's minutes. (for information only)
The Clerk informed the Council that since the last meeting one of the workers had resigned. Council staff had received training on their pensions provided by PAN. The Council had automatically enrolled its eligible workers, though there was a software problem that needed resolving.
- CPC16-180 To receive a report from the District and County Councillors.
Cllr Whittard read out a written report he had received from County Cllr Peck. Central Drive was earmarked for resurfacing in 2018. In the meantime potholes would be repaired. He also dealt with a number of tenant issues on Eastfield Drive. District Cllr Peacock reported that the enforcement officer had been to the car/van sales for not adhering to planning conditions. For Eastfield Close a resident Parking scheme had been proposed and more traffic warden activity in Clipstone had been suggested. Fly tipping had been cleared up on Vicar Water Close and Greendale

Crescent.

- CPC16-181 To receive questions and petitions from the public – for information only (max 3 minutes per person and 15 in total).
None
- CPC16-182 **FINANCE** Papers to be tabled.
- a) To receive petty cash records for the previous month.
 - b) To receive bank reconciliations for the previous month.
 - c) To receive receipt and payment report for the previous month.
 - d) To receive Receipt and Payments over Budget report
 - e) To approve payments schedule for November 2016 and adjourn the meeting briefly to allow for schedule to be signed if agreed and cheques to be signed.
- Proposed by Cllr Brownley seconded by Cllr Thompson the Council resolved to approve the financial papers as tabled and sign the payment schedule. A petty cash top-up of £100 and a Pockit top-up were added to the schedule.**
- CPC16-183 To receive correspondence from the Council's solicitor with regards to the Former Squash and Sauna Club.
Proposed by Cllr Brownley seconded by Cllr Thompson the Council decided to arrange a four way meeting with representatives of the Welfare, Sqoshis, Clipstone Parish Council and Newark and Sherwood District Council. The Clerk would contact Phil Beard to get some dates for a possible meeting.
- CPC16-184 Planning:
To comment on planning applications:
- 16/01611/FUL | Proposed extensions to the side and rear and re-roofing of existing building to form changing rooms for existing youth club | Clipstone Youth Club Church Road Clipstone Nottinghamshire. Object.
 - 16/01732/ADV | Erection of 1x illuminated fascia logo etc. | Co-op 149 Mansfield Road
- Proposed by Cllr Thompson seconded by Cllr Wigman the Council resolved to support the application.**
- To note the following planning Decisions:
- 16/01321/FUL | Householder Application for Erection of Garage | 38 First Oak Drive Clipstone Nottinghamshire NG21 9FT- **Permitted**
- CPC16-185 To receive an update on the Christmas celebration preparations.
With the approval of the council the Chairman moved this item towards the end of proceedings.
- CPC16-186 To authorise the purchase of new LED flood lights for the village hall.
With the approval of the Council the Chairman moved this item towards the end of proceedings.
- CPC16-187 To receive a grant request to fund lights for the Clipstone Camp Memorial.
The clerk explained that she had found an estimate addressed to Richard Clarey at Clipstone Social Club for the installation of flood lights. Todate she had not received a grant request from Clipstone Camp Memorial Fund for lighting for the memorial.

Oral requests had been received but nothing in writing. Any grant would be to the Memorial Fund not the Social Club and therefore should be paid to the Memorial Fund directly.

Proposed by Cllr Thompson and seconded by Cllr Brownley the Council approved the release of £500 in Grants to the Memorial Fund immediately – so that the lighting could be installed in time for the official unveiling of the memorial on 4 December – once an appropriate grant application had been received.

- CPC16-188 To consider purchase of Parish Online Mapping Licence at a cost of £192.
Proposed by Cllr Thompson seconded by Cllr Adams the Council approved the purchase of a one year licence for Parish Online Mapping @£192.00.
- CPC16-189 **To consider appointment of a temporary Data Entry and Clerical Assistant. Deferred to HR committee meeting.**
- CPC16-190 To consider appointment of a temporary Handyman at same terms and conditions as current staff.
Deferred to HR committee meeting
- CPC16-191 To confirm annual donation to Sherwood and Newark Citizen's Advice Bureau.
With the approval of the Council the Chairman moved this item to be discussed together with item 197.
- CPC16-192 To consider a response to NCHA about Vicar Water Bedsits.
The clerk was asked to write a suitable response.
- CPC16-193 To consider abolishing fees for all child burials.
Cllr Whittard proposed Clipstone Parish Council should no longer charge any fees – interment or memorial fees - for children 16 or under who have been resident in Clipstone for any length of time at time of death, or in the case of infants and stillborn, where parents were residents of Clipstone at time of death. Where dedicated children's plots were unsuitable, adult plots for single occupancy would be assigned. This was seconded by Cllr Wigman.
The Council unanimously approved abolishing all cemetery fees for Clipstone resident children 16 years and under at time of death.
- CPC16-194 To consider a request for a memorial plaque.
The Council unanimously approved the request for a replacement memorial plaque.
- CPC16-195 To receive update on Auto-Enrolment.
There was nothing to add to what was reported under CPC16-179 above.

Public and press were excluded due to the personal nature of items under consideration in CPC16-196 and 198 and ongoing business concern under CPC16-197
- CPC16-196 To consider correspondence from WS Ingham and Son.
The Council confirmed the content of a letter sent to WS Ingham and that the invoice received by WS Ingham for grave digging would not be paid as this service had not been requested or authorised by the Council. WS Ingham and Son would be sent a copy of the complaints procedure. The clerk was asked to write to Cllr

Sparrow reminding him he has not been authorised by the Council to authorise any work in cemetery.

- CPC16-197 To consider purchasing Property for use as a Community Centre. (Exclusion of Public and Press recommended due to ongoing business concern)
Councillors carefully considered the proposal to purchase the building. They considered whether it had the potential to serve its purpose as a Community and Health Centre, they received the advice given by the council's solicitor's and learned about funding the project through an PWLB loan and the likely annual cost depending on the length of the loan. It was pointed out to councillors that unless the necessary paperwork was signed and the 10% deposit paid by Friday 18 November, the property would be put to auction by auction.
Proposed by Cllr Whittard seconded by Cllr Brownley, the Council unanimously resolved to purchase the former Health Centre on First Avenue at a price of £175,000.

Due to the changed circumstances created by the previous decision Cllr Wigman seconded by Cllr Brownley proposed not to go ahead with a transfer of Council funds to a deposit account resolved under CPC16-130. The Council voted unanimously in favour.

- CPC16-198 Personnel: To consider working hours of the clerk (exclusion of Public and Press required).
Proposed by Cllr Thompson seconded by Cllr Wigman the Council unanimously resolved to offer the Clerk an additional 6 hours per week until the end of the financial year. The Clerk accepted.

Due to the late hour following detailed discussions the Council agreed to adjourn the meeting and discuss all following items as well as CPC16-185 and 186 when the meeting resumed at 10.30 the following day.

Councillors present at the adjourned meeting: Cllrs Brownley, Whittard and Wigman.

- CPC16-185 To receive an update on the Christmas celebration preparations.
The clerk advised the Council that due to changed circumstances and the imminence of the planned event it would be possible to put the necessary measures in place in order to be legally compliant. The necessary measures could more easily be taken if the event took place at the village hall.
Proposed by Cllr Wigman seconded by Cllr Brownley the Council resolved to hold the Christmas Lights event at the village hall instead. The Council agreed a budget of a maximum of £250 for new Christmas decorations for the hall.

- CPC16-186 To authorise the purchase of new LED flood lights for the village hall.
Proposed by Cllr Wigman seconded by Cllr Brownley the Council resolved to purchase new flood lights and an additional socket to accommodate the Christmas lights.

- CPC16-199 Determine Terms of Reference for Human Resources Committee.
Deferred to a future meeting.

- CPC16-200 Determine Terms of reference for Cemetery Committee .

Deferred to a future meeting.

CPC16-201 To receive any other correspondence not considered above (for information only).

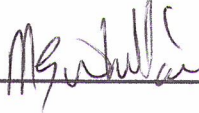
- CISWO rent amenity land
- Email re tree felling on Forest Road

The Council noted the above correspondence.

CPC16-202 To receive Items for Notification to be included on next month's agenda. (for information only).

CPC16-203 To confirm date of next scheduled meeting for Wednesday 14 December 2016 at 19.00. and any dates for committee meetings and unscheduled Full Council meetings.

Signed as a true record of that meeting.

Signature:  Date: 20/12/2016

FINANCIAL STATEMENT AND BILLS FOR PAYMENT IN		November	CPCL6-161 e)	
CASH POSITION BEFORE ANY PAYMENTS ARE MADE				
NatWest Current Account	31/10/2015			£ 139,657.42
Lloyds Bank fund	07/07/2015			4,332.92
NatWest S106 Account				3,717.48
Nat West Reserves				30,459.36
				184,167.18

Method	Ref Supplier	Description	Excl. Vat	VAT	Total
Bank Transfer	Various Salaries and Wages	Current month	4,410.00	-	4,410.00
Bank Transfer	UKWFL	Waste following month	69.48	13.90	83.38
DD	Monthly NSDC	Non Dom Rates Cemetery	33.00	-	33.00
DD	Monthly NSDC	Non Dom Rates Village Hall	56.00	-	56.00
SNO	Monthly NSDC A12401/93306	S+5 rent	331.25	-	331.25
Bank Transfer	POCKET	Card top up CPCL6-127	100.00	-	100.00
Bank Transfer	113551 Hampshire Flag Company	Roller harness	149.42	29.88	179.30
Bank Transfer	113549 Hampshire Flag Company	PVC banding	346.14	69.03	415.17
Bank Transfer	1945/4709 Wildlife Solutions Pest Control	Rodent Control survey	110.00	-	110.00
Bank Transfer	24/10/2016 BrightPay	Autumn/Novent compatible payroll	89.00	17.80	106.80
Bank Transfer	Notulac	New Councilor Training	25.00	-	25.00
Bank Transfer	5112 UK Fuel	Diesel	52.79	-	52.79
Bank Transfer	3077/0165415 Jenson	Gravelly Flap	4.97	0.99	5.96
Bank Transfer	707426552 British Gas	VH Gas August to January	466.04	-	466.04
Bank Transfer	56641 ACS	Paper	9.00	1.80	10.80
Bank Transfer	1070 Nicholls Wright	24 Christmas Tree Baskets	240.00	-	240.00
Bank Transfer	SU1573510 County Supplies	Cleaning Materials	38.20	7.64	45.84
Bank Transfer	03/11/2016 Linex	PASMA course K2	200.00	40.00	240.00
Bank Transfer	09214 VACM	Supply and installation of Post Greenlake	144.75	28.95	173.70
Bank Transfer	M+C Elite	Grave Digging x2	520.00	-	520.00
Bank Transfer	27.10.16 S.C.C. Derbysire Branch	VAT Training	15.00	-	15.00
DD	BT	Phone Bill			
Bank Transfer	14335 Purple Zebra	PAT Testing	76.80	15.36	92.16
Bank Transfer	Scrwinix	Angle grinder and cutting disks	29.16	5.82	34.98
Bank Transfer	113681 Hampshire Flag Company	Barriers	102.30	20.46	122.76
DD	7325002 Mowser	Gas VH to August	515.80	25.79	541.59
DD	6792 UK Fuel	Guard Card	2.00	-	2.00
Bank Transfer	Petty Cash Top-up	Petty Cash Top-up			
Bank Transfer	Pocket	Card Top-up			
		Total	8,135.10	268.36	8,403.46

Notes:
 * Appropriate amounts
 Items marked yellow represent late additions to schedule.

Authorised Signatory 1 *[Signature]* Authorised Signatory 2 *[Signature]* Date *[Date]*

21/11/2016