

**Minutes of Clipstone Parish Council Meeting held on 09 September 2015 in the Meeting Room, Clipstone Village Hall, Church Road, Clipstone, Nottinghamshire.**

Members Present	Members Present	Members Absent
Cllr B Brownley	Cllr R Power (Chairing Meeting)	Cllr M Dabbs (Chair)
Cllr D Sparrow		Cllr D Thompson (Vice Chair)
Cllr P Sparrow		Cllr K Weaver
Cllr R Vilinskis		Cllr G Adams

In attendance: The Clerk

Also present: Several members of the public.

Neither Chairman nor Vice Chairman were present at the meeting. The Council unanimously voted for Cllr Power to act as Chairman on this occasion.

- CPC15-77 Welcome by Chair  
Cllr Power welcomed members of the public and councillors to the meeting.
- CPC15-78 To receive and resolve to approve apologies for absence.  
**The Council had received apologies from Cllrs Dabbs Thompson and Adams.**
- CPC15-79 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.**
- CPC15-80 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 resolved to exclude public and press for the discussion of CPC15-100 due to the confidential and personal nature of the business to be transacted.**
- CPC15-81 To receive minutes of and any updates with regards to Clipstone Parish Council meetings held on Wednesday 8 and 30 July and resolve to sign these as a true record of those meetings.  
**The Council resolved to remove two sentences in CPC15-48a) from the draft version of the minutes 08 July 2015 before they should be signed as a true record of that meeting.**  
**The Council resolved to sign the minutes of 30 July 2015 as a true record of that meeting.**
- CPC15-82 To receive a report from the County Councillor.  
**None.**  
**The Council resolved to ask for written reports from the County Councillors if he cannot attend and for him to attend one full**

**meeting in six months.**

CPC15-83 To receive a report from the District Councillor.

**None.**

The Council resolved to ask for a written report from District Councillors which should be circulated with the meeting papers and taken as read rather than discussed at the meeting.

It was suggested that any written reports could go on the notice board. The clerk suggested to install a large notice board in the village hall as the public notice boards would not be big enough to display minutes, statutory notices and reports from District and County Councillors. **The Clerk was asked to look into the feasibility of such a board and write to District and County Councillors asking for written reports.**

CPC15-84 To receive questions and petitions from the public – for information only. A member of the public said she felt that Clipstone looked neglected in places, there was litter in the streets and people did not seem to take any pride in their surroundings. She gave an example of a seaside town; where residents were adopting a stretch of beach and made it their responsibility to litter pick that particular stretch of beach. She hoped a similar approach could work in Clipstone with residents adopting a defined area or street.

**Councillors were supportive of this idea and it was agreed that the member of the public would meet with the clerk to report to the council for the next meeting.**

A member of the public said he had come to discuss the planning application for the former Squinting Cat Public House site. The clerk explained that she had not received any paperwork or notification on this planning application and had only found out about it by accident on the day of the meeting. A4 sized copies of the application were circulated.

The member of the public wanted to inform the meeting that he felt that two and three storey houses at the upper part of a slope would take away the privacy of the bungalows below, that there was too few car parking spaces for residents/customers/staff and that on-street parking on double yellow lines was the likely result.

**The Council would consider the planning application once the plans had been received.**

- CPC15-85
- a. To resolve to sign the DEED OF SURRENDER OF PART AND DEED OF VARIATION relating to Land on and lying to the North West of Highfield Road, Clipstone.  
Councillor P Sparrow asked for it to be minuted that the Council should never have been put into such a situation.  
**It was resolved that Councillors D Sparrow and R Vilinskis should sign the deed of surrender on the council's behalf.**
  - b. To resolve to authorise the payments of £15,000 and £2,400 as recommended by the Council's solicitors and sign the required cheques.

**The Council unanimously authorised the signing of the two cheques.**

- CPC15-86 To consider any correspondence and the draft lease in connection with the former Squash and Sauna Club and take any necessary resolutions.  
The Council received the draft lease. The lease holder explained that she had submitted the proposed lease to her solicitors who had not yet replied to her. It was requested to extend the rent free period to 4 months. The clerk would make the necessary enquires at NSDC.  
**The Council agreed that the CCTV camera should be removed. The halogen Lights should be replaced with power saving LED lights with motion sensors as well as on/off switch.**  
**The lease holder will be permitted to display a sign on the outside of the building advertising Sqoshis Play Centre. Details to follow.**  
**To obtain quotes and carry out any necessary work to rehang or replace entrance door to building so it opens outwards.**  
**Any work aimed to be completed by next council meeting.**
- CPC15-87 To receive the audited Annual Return for 2014-15.  
**The Council received the audited Annual Return 2014-15.**  
The RFO suggested to request an interim Internal Audit Report from the Internal Auditor. There would not normally be any cost difference to just one year-end report.  
**Proposed by Cllr P Sparrow seconded by Cllr Brownley the Council agreed to reappoint the existing Internal Auditor and request an Interim Audit Report.**
- CPC15-88 FINANCE  
a) To approve payments schedule for September 2015  
b) To receive petty cash records  
c) To receive bank reconciliations  
d) To receive receipt and payment report.  
e) To receive expenditure over budget report  
f) To consider virements to adjust proposed budget.  
Councillors had received electronic copies of the above papers but no hard copies before the meeting. The payments schedule was circulated on the day.  
**Proposed by Cllr P Sparrow seconded by Cllr Brownley the council approved the Payments Schedule for September 2015.**  
The council agreed to defer the consideration of virements to the next meeting.
- CPC15-89 To consider Broadband upgrade to fibre at no additional cost.  
**Proposed by Cllr P Sparrow seconded by Cllr D Sparrow the Council unanimously agreed to upgrade the internet connection to Fibre Broadband.**
- CPC15-90 To consider purchase of cemetery management software.  
**Proposed by Cllr P Sparrow seconded by Cllr Vilinskis the Council approved the purchase of cemetery management and mapping software at a cost of £1430 in the first year and £280 in the two years**

**following.**

- CPC15-91 To receive a draft grave digging risk assessment for consideration by the council.  
**Proposed by Cllr P Sparrow seconded by Cllr Vilinskis the Council approved the grave digging risk assessment.**
- CPC15-92 To receive a grant request from Clipstone Scouts  
**Deferred to next meeting.**
- CPC15-93 To receive request for Ferret Racing fund raiser. Friday night 6-11pm and consider implications on staff pay.  
**The Council confirmed that there should be no late night events at the Village Hall.**
- CPC15-94 To receive quotes for roofing work on former Squash and Sauna.  
The Council received quotes for roof repair and asked the clerk to submit the necessary order to get the work completed. **Proposed by Cllr P Sparrow seconded by Cllr Vilinskis the Council approved to order the roof repair from a local company at accost of £290.**
- CPC15-95 To consider any planning applications received.  
The council had not received any planning applications in the post .**The Council had not received a consultation on the Squinting Cat development. The Clerk said she would make enquiries why this had not been received and request the necessary paperwork. A decision was deferred until the next meeting. The clerk was asked to invite a representative of NSDC Planning department to the next meeting.**
- CPC15-96 To decide on Christmas lights and other Christmas displays so the relevant permissions can be sought.  
**The Council confirmed that they would want to have Christmas Lights as in previous years. Cllr P Sparrow asked if these could be spaced more widely as to spread the lights over a larger area.**
- CPC15-97 To consider applying for a Greenwood Tree planting Grant.  
**There currently was no project that would benefit from such a grant but details would be kept on file for future reference.**
- CPC15-98 To decide on a date for in house councillor training at a cost of £175 plus travel.  
**The Council authorised the booking of in-house councillor training at a cost of £175. The date of 07 October 2015 was decided on. All councillors should make every effort to attend the training.**  
The clerk would invite other local councils to send delegates in order to share costs.

- CPC15-99 To receive any other correspondence not considered above (for information only).
- NALC – Personnel Newsletter
  - RSN – Newsletter
  - Neighbourhood Watch alerts
  - NSDC – Planning Committee Agenda
  - Notts ALC AGM – **deferred to next meeting**
  - NSDC Parish Council Conference – **Clerk to attend**
- CPC15-100 To receive two letters of complaint. To be treated as confidential  
**The clerk was asked to draft letters to be sent in the name of the council signed by the chairman. The Chairman of the Council was asked to speak to an individual.**
- CPC15-101 To receive items for Notification. (for information only).  
**The Clerk would purchase water glasses etc. to provide refreshments at council meetings.**  
**The clerk would look into cost implications of providing a skip for cemetery spoil.**
- CPC15-102 To confirm date of next meeting. 14<sup>th</sup> October 2015 at 19.00  
**The date of the next meeting was confirmed as 14<sup>th</sup> October 2015 at 19.00.**

Signed as a true record:

Date:

**FINANCIAL STATEMENT AND BILLS FOR PAYMENT IN September meeting**

**CPC 15-88 a)**

<b>CASH POSITION BEFORE ANY PAYMENTS ARE MADE</b>							<b>£</b>
NatWest Current Account 29/08/15							<b>87,787.96</b>
Lloyds Bank fund 07/07/2015							<b>4,332.92</b>
NatWest 5106 Account 29/07/15 Sheet 13							<b>2,183.35</b>
Nat West Reserves							<b>36,442.56</b>
<i>Dated 29 June 2015</i>						<b>Total</b>	<b>130,746.79</b>
<b>BILLS FOR PAYMENT</b>							
<b>Method</b>	<b>Ref</b>	<b>Supplier</b>	<b>Description</b>	<b>Excl. Vat</b>	<b>VAT</b>	<b>Total</b>	
Bacs	8520	NALC	Local Council's explained	20.99	-	20.99	
DD	8521	UK Fuels	Unleaded	44.53	8.91	53.44	
DD	8522	Eon	Electricity Village Hall	90.02	4.50	94.52	
Bacs	852x	PC Medic	Computer repair and , Internet security	68.32	13.67	81.99	
Bacs	8533	The Mower Shop	Replacement Mower Cemetery	415.83	83.17	499.00	
Bacs	8534	Konica	Photocopier quarterly rental	51.51	10.30	61.81	
Bacs	8535	Zurich Municipal	general insurance	1,537.14	-	1,537.14	
Bacs	8536	Zurich Management Services	LCAS Seminar	30.00	6.00	36.00	
Bacs	8537	Eon	Electricity S&S	42.46	2.12	44.58	
DD	8538	NPower	Gas Village Hall April to August	606.28	30.31	636.59	
Bacs	8539	UKWSL	Waste disposal Village Hall	63.64	12.73	76.37	
Bacs	8545	County Supplies	Tambour Unit and shelves	436.40	87.28	523.68	
DD	8546	Eon	Electricity Cemetery	9.25	0.46	9.71	
DD	8547	Eon	Electricity Village Hall	164.80	32.96	197.76	
DD	8549	STW	water VH	200.41	-	200.41	
		NSDC	CCTV Greendale Crescent	428.67	85.73	514.40	
DD		Green Insurance	Van Breakdown	6.14	-	6.14	
		Purple Zebra	PAT Testing VH	92.16	-	92.16	
		UK Fuels	Fuel	84.02	16.80	100.82	
		NCC Supplies	Office chair	122.00	24.40	146.40	
		UK WSL	Waste disposal Village Hall	63.64	12.73	76.37	
		NCC Supplies	Office storage	49.85	9.97	59.82	
		NCC Supplies	VH Cleaning Consumables	43.93	8.79	52.72	
Cheque	6656	Solicitors	Payment to CISWO	15,000.00	-	15,000.00	
Cheque	6657	Solicitors	Payment to Sayers	2,400.00	-	2,400.00	
DD		NatWest	Account Charge	16.80	-	16.80	
Bacs	8548	Konica	Usage old Printer	12.29	2.46	14.75	
Bacs	Various	Salaries and Wages costs	July	2,054.20	-	2,054.20	*
Bacs	Various	Salaries and Wages costs	August	2,946.97	-	2,946.97	*
Bacs	Various	Salaries and Wages costs	September	2,950.00	-	2,950.00	*
Bacs	HMRC	PAYE/NICS	2nd Quarter	1,040.00	-	1,040.00	*
Bacs	8523	P Jones	Party Refund	50.00	-	50.00	#
DD	Monthly	NSDC	Non Dom Rates Village Hall August	56.00	-	56.00	#
DD	Monthly	NSDC	Non Dom Rates Village Hall September	56.00	-	56.00	#
DD	Monthly	NSDC	Non Dom Rates Cemetery August	33.00	-	33.00	#
DD	Monthly	NSDC	Non Dom Rates Cemetery September	33.00	-	33.00	#
DD	Monthly	NSDC	Non Dom Rates Cemetery October	33.00	-	33.00	#
DD	Monthly	NSDC	Non Dom Rates Village HallOctober	56.00	-	56.00	#
<b>Total</b>				<b>31,409.25</b>	<b>453.29</b>	<b>31,862.54</b>	

Notes:  
 \* Estimated  
 # Regular Payments

Authorised Signatory 1

Authorised Signatory 2

Date