

**Minutes of Clipstone Parish Council Meeting held on 11 May 2016 in the Meeting Room, Clipstone Village Hall, Church Road, Clipstone, Nottinghamshire.**

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

In attendance: The Clerk

Also present: County Cllr Peck.

- CPC16-029 Welcome by Chair  
Chair Thompson welcomed those present.
- CPC16-030 To take nominations and elect the chairman for the next twelve months.  
**Nominated by Cllr Brownley seconded by Cllr Adams Cllr Thompson was unanimously elected chair for the next 12 months.**
- CPC16-031 To take nominations and elect a vice chairman.  
**Nominated by Cllr Brownley seconded by Cllr Thompson Cllr Adams was unanimously elected vice-chair for the next 12 months.**
- CPC16-032 To receive and resolve to approve apologies for absence.  
**The Council received apologies from Cllr Weaver due to ill health.**
- CPC16-033 To receive questions and petitions from the public – for information only.  
**None.**
- CPC16-034 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.**
- CPC16-035 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.  
**None.**
- CPC16-036 To receive minutes of Clipstone Parish Council meeting held on Wednesday 13 April 2016 and resolve to sign these as a true record of that meeting.  
**The Council received and resolved to sign the minutes from the previous meeting as a true record of the meeting 13 April 2016.**
- CPC16-037 To receive updates resulting from the previous meeting's minutes not covered elsewhere on the agenda. (for information only)

**The clerk updated councillors that she had finally been able to access internet banking. This had, however been restored too late to prepare the year end reports in time for this meeting.**

**She reminded councillors that the deadline for returning the Annual Return to the External Auditor was 17 June. She was working with the Internal Auditor to meet this deadline despite the prolonged banking problems.**

**She informed the Council that she had been able to find a phone and monthly contract that would work out at £60 for the phone and £5 monthly fee over two years.**

**Cllr Brownley reported that a gate had been stolen from the top meadow. The culprits had been seen and the theft reported to her. She had reported the theft to police and obtained a crime number. She had been advised by the PCSO that the pictures taken could not be submitted in evidence. The clerk was asked to send a letter of complaint to the police inspector.**

- CPC16-038 To review the delegation arrangements to committees, sub-committees, employees and other authorities.  
**The Council agreed to not make any changes at this stage. There currently are no committees or sub-committees. Delegation to employees is regulated in Standing Orders and Financial Regulations.**
- CPC16-039 To consider the appointment of any new committees, confirm their terms of reference, the number of members and receive nominations to them.  
**None at present.**
- CPC16-040 To review and adopt Standing Orders based on the latest NALC/SLCC model.  
**The Council resolved to adopt Standing Orders based on the latest NALC/SLCC model with alterations as suggested.**
- CPC16-041 To review and adopt Financial Regulations based on the latest NALC/SLCC model.  
**Administrative Error. Adopted at previous meeting.**
- CPC16-042 To review arrangements made with other local authorities and any contributions made to them if applicable.  
**The Council reviewed and confirmed the arrangements with other local authorities, namely Nottinghamshire County Council for the lengthsman contract and the grass cutting on verges.**
- CPC16-043 To review the representation on and work with external bodies and arrangements for reporting back.  
**N/A**
- CPC16-044 To review inventory of land and assets including buildings and office equipment.  
**Deferred to June meeting when a more comprehensive asset register would be available.**

- CPC16-045 To review and confirm arrangements for insurance cover in respect of all insured risk.  
**Deferred to June meeting when quotes from different suppliers would be available. Renewal dates 04 July and 01 August.**
- CPC16-046 To review of the Council's and/or employee's membership on other bodies.  
**The Council reviewed and confirmed to continue the Council's NALC membership and the clerk's SLCC membership.**
- CPC16-047 Review of the Council's complaints procedure.  
**The Council reviewed the complaints procedure and resolved to re-adopt it unchanged.**
- CPC16-048 To consider a policy to deal with requests under the Freedom of Information Act and the Data Protection Act.  
**Deferred to July meeting.**
- CPC16-049 To establish a press and media policy.  
**Deferred to July meeting.**
- CPC16-050 To set the date time and place for the ordinary parish council meetings in the next 12 months.  
**The council agreed to schedule the coming year's meetings on the second Wednesday each month except for August when there will be no meeting.**
- CPC16-051 To receive a report from the County and District Councillors  
Cllr Peck reported that he had contacted J Horton at Highways and reported the damage to the carpark outside the shopping area.  
He had once again reported parking on double yellow lines on central drive but not received a reply yet.  
Cllr Thompson reported overflowing drains on Third Avenue at the junction with Church Road.
- CPC16-052 To comment on planning applications:  
**None**  
To receive the following planning decisions:  
16/00346/FUL | Householder application for two storey rear extension | 66 Church Road Clipstone Nottinghamshire NG21 9DG – **Application Permitted**
- CPC16-053 To ascertain that the conditions for the General Power of Competence are still being met.  
**The Council concluded that the conditions to declare the General Power of Competence were still being met by the Council.**
- CPC16-054 Finance  
**The clerk explained that due to the 2015-16 financial year's records not**

**being completed yet due to problems obtaining banking records, no data could be input into the software to produce financial reports. She presented the Council with the most recent bank statements.**

To receive the payments and receipts report for April. –**not available**

To receive receipts/payments over budget report. – **not available**

To receive and approve the bank reconciliations. – **not available**

To receive and approve the payments schedule for May 2016 (and resolve to adjourn the meeting to sign schedule.

**The payments schedule for May 2016 was received, approved and signed.**

- CPC16-055 To receive and approve a draft co-option policy.  
**The Council discussed the draft policy and decided to remove a number of phrases. The Council approved and adopted the shortened version of the co-option policy.**
- CPC16-056 To receive and approve draft grants policy.  
**After agreeing a number of changes to the draft, the Council approved and adopted the grants policy.**
- CPC16-057 To receive correspondence from WS Ingham and Son requesting a review of cemetery fees.  
**The Council received the above correspondence and asked the clerk to reply. The Council would review cemetery fees at the July meeting.**
- CPC16-058 To receive information from Nottinghamshire ALC on pension schemes.  
**The Council received the above correspondence.**
- CPC16-059 To receive an enquiry with regards to Clipstone Skate Park.  
**The Council received the above correspondence.**
- CPC16-060 To receive an enquiry with regards to a Clipstone Camp Memorial.  
CPC16-061 To receive any other correspondence not considered above (for information only).
- Resignation of Cllr Power - **The Council awaited written confirmation.**
  - Legionella Test results
  - Notts Alc Personnel Newsletter
  - Rural Services Network
- The Council received the above correspondence.**
- CPC16-062 To receive Items for Notification to be included on next month's agenda. (for information only).  
**None.**
- CPC16-063 To confirm date of next scheduled meeting for Wednesday 8 June 2016 at

19.00.

**The Council agreed to have an additional meeting 2 June at 19.00 to consider applications received for co-option and elect a co-opted councillor.**

**The next ordinary meeting would be 08 June 2016 at 19.00.**

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

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

DRAFT

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

CPC16-054

<b>CASH POSITION BEFORE ANY PAYMENTS ARE MADE</b>						<b>£</b>
NatWest Current Account 29/04/16						117,663.14
Lloyds Bank fund 07/07/2015						4,332.92
NatWest S106 Account 29/04/16						3,717.48
Nat West Reserves 29/04/16						36,459.36
<b>Total</b>						<b>162,172.90</b>
<b>BILLS FOR PAYMENT</b>						
Method	Ref	Supplier	Description	Excl. Vat	VAT	Total
6741	6742883	Performing Rights Society	Music Licence	138.11	-	138.11
DD	Monthly	NSDC	Non Dom Rates Cemetery January	33.00	-	33.00
DD	Monthly	NSDC	Non Dom Rates Village Hall January	55.00	-	55.00
DD	H12EA9E277	EON	Electricity Cemetery	9.96	0.50	10.46
Transfer	Monthly	UKWSL	Waste VH	69.48	13.90	83.38
Transfer	Q019YJ	BT	April-June	64.50	12.90	77.40
Transfer	STMT 09/05/16	County Supplies	Consumables Office and VH	54.54	10.91	65.45
Transfer	SM16618	Rialtas	Finance Software	113.00	22.60	135.60
Transfer	April	M+C Elliott	Gravedigging	780.00	-	780.00
Various	Monthly	Various	Salaries and wages May 2016*			4,410.00
<b>Total</b>				<b>1,317.59</b>	<b>60.81</b>	<b>5,788.40</b>

**Notes:**

\* Approximate amounts

Items marked yellow represent late additions to schedule.

Authorised Signatory 1

Authorised Signatory 2

Date

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