

**Minutes of Clipstone Parish Council Meeting held on 11 November 2015 in the Meeting Room, Clipstone Village Hall, Church Road, Clipstone, Nottinghamshire.**

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

In attendance: The Clerk

Also present: Several members of the public, County Cllr Peck and District Cllr Brooks.

- CPC15-143 Welcome by Chair  
In the absence of Chairman Dabbs Vice-Chairman Thompson chaired the meeting and welcomed those present.
- CPC15-144 To receive and resolve to approve apologies for absence.  
Apologies for absence had been received from Cllrs Dabbs and Power before the meeting. Cllr Adams had given his apologies for this meeting at the end of the previous meeting.
- CPC15-145 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**
- CPC15-146 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**
- CPC15-147 To receive minutes of and any updates with regards to Clipstone Parish Council meetings held on Wednesday 14 October and resolve to sign these as a true record of that meeting.  
**The Council received and resolved to sign the minutes of the meeting held 14 October 2015 as a true record.**
- CPC15-148 To receive a report from the County Councillor.  
Cllr Peck reported that negotiations were under way to contract out Highways services to a private company called Cormac from April next year. The County Council budget was due to go to consultations in three weeks' time. He invited those present to have their say in the consultation. He reported further that Mansfield Road was not in the budget to be resurfaced in the coming financial year but had been earmarked for 2017/18 together with First Avenue. He would enquire if the road surface on Forest Road would be done as well as the pavement.

- CPC15-149 To receive a report from the District Councillor.  
District Councillor Brooks reported that the planning application for the former Squinting Cat site would be discussed by planning committee. She did not know whether it would be the December or January committee.
- CPC15-150 To receive questions and petitions from the public – for information only.  
A member of the public asked the Council to lobby NSDC to put a development brief together for the former colliery site. She said she would like the council to adopt a development brief that would guide future development in the area.
- CPC15-151 To approve payment of first instalment of new cemetery software.  
Admin Error.
- CPC15-152 FINANCE
- a) To approve payments schedule for November 2015 and adjourn the meeting briefly to allow for schedule to be signed if agreed.  
**The Council approved the payments schedule and the schedule was signed at the meeting.**
  - b) To receive petty cash records for the previous month.  
**The Council received the petty cash records.**
  - c) To receive bank reconciliations for the previous month.  
**The Council received the bank reconciliations for the previous month.**
  - d) To receive receipt and payment report for the previous month.  
**The Council received the receipt and payment report for the previous month.**
  - e) To receive Receipt and Payments over Budget report.  
**The council received the receipt and Payment over budget report.**
  - f) To consider virements to adjust proposed budget.  
The clerk explained that virements would be necessary to adjust the budget drawn up the previous year. She explained that this process would not change the overall budget but merely adjust the amounts marked for expenditure on individual budget codes. Some budget codes were likely to spend less than originally planned whilst others were likely to require additional funds. She presented the council with suggested changes. **The Council unanimously agreed the virements as presented..**
- CPC15-153 To consider projects and capital expenditure that will need to be considered for setting next year's budget.  
Cllr Thompson suggested to have the sandstone gateway sign professionally cleaned and the lettering re drawn. He further suggested to make money available for other environmental improvements.
- CPC15-154 To receive an update and consider any correspondence and the draft lease in connection with the former Squash and Sauna Club and take any necessary

resolutions..

**Proposed By Cllr Thompson seconded by Cllr Brownley the Council resolved that any two councillors would be required to sign the lease agreement for the former Squash and Sauna Club, once the paperwork had been finalised by the solicitor's.**

The clerk reported that the electricians had been booked for the following Friday and the plumber for the following week to carry out the necessary work for the certificates as requested by the prospective tenant's solicitor's.

- CPC15-155 To receive the following Planning Determination:  
15/01500/ADV | Stack Board & 2 flags with poles (retrospective) | Land At Cavendish Way Clipstone Nottinghamshire  
**Application Permitted.**
- CPC15-156 To receive update on banking arrangements.  
The clerk reported that she had submitted the mandate forms and her personal ID as an additional signatory. Once both additional councillor signatories had provided their ID Nat West would provide the necessary paperwork to update the online banking.  
The clerk pointed out that once the main council accounts had been updated accounts with two further banks would require their signatories to be changed.
- CPC15-157 To receive information on Supporting Local Communities Fund and consider projects that could successfully attract funding. (Application Deadline 18/12/15).  
The Council had no projects to submit.
- CPC15-158 To consider placing a dog bin on Cavendish Way near entrance to Kings Stand Estate as requested by a resident.  
**The Council unanimously agreed to place a dog bin on Cavendish Way near entrance to Kings Stand Estate.**
- CPC15-159 To note new fees for Alpha Finance Suite of £113 + VAT.  
**The Council noted and approved the new fees.**
- CPC15-160 To receive letters/emails of thanks for grants paid from Scouts, Girlguides and CAB  
The Council acknowledged the receipt of the thank you notes.
- CPC15-161 To receive quotes for replacement/rehanging of doors at S&S Club.  
The clerk reported, that not only the doors for the S&S club opened inwards, the doors at the village hall did, too. Therefore the village hall doors would need to be change for the same reason as the S&S club doors.  
The quotes received for the S&S club were £650 from both companies.  
**The Council approved to have the S&S door replaced with an outward opening one at a cost of £650.**
- CPC15-162 To note FOI request received from Cllr P Sparrow and the reply sent.  
The Council noted the request.

- CPC15-163 To receive invitation to attend N&S Homes AGM and decide on delegate to attend.  
None of the councillors present were able to attend.
- CPC15-164 To note the requirement to register with the Information Commissioner's Office. The clerk explained that the Council processed information of private individuals and therefore needed to register at an annual cost of £35.
- CPC15-165 To consider working parties to review internal documents and bring them in line with recent legislation  
**Cllr Weaver volunteered to review the internal documents with the clerk.**
- CPC15-166 To note the staging date for Auto Enrolment of 01 November 2016 and consider how to meet the legal requirements for Auto Enrolment.  
**The Council resolved to instruct the Pensions Administration Network with the administration of Auto Enrolment for all council staff at a cost of £400.**
- CPC15-167 To plan a lights switch on event at Christmas.  
The Council came to the conclusion that it was by now too late to plan a formal switch on. This item to be put on the agenda for July/September next year.
- CPC15-168 To consider and confirm office closure over the Christmas period.  
**The Council agreed to close the office from 23 December until 4 January.**
- CPC15-169 To agree working parties for internal governance review and 3 year plan.  
**Cllr Thompson proposed seconded by Cllr Vilinskis to have a full Parish Council Meeting to discuss a three year plan. This might have to be an extraordinary meeting with just this item on the agenda.**
- CPC15-170 To receive enquiry from member of the public with regards to resurfacing Mansfield Road.  
The Council received the request and decided not to take any further action.
- CPC15-171 To consider opening an investment account at a separate bank to minimise risk. The clerk explained that it would be useful to spread the Council's assets over several banks in order to minimise risk.  
**The Council agreed to look at this in more detail at a later stage when the new banking arrangements were in place.**
- CPC15-172 To consider Trade card account for Screwfix and similar retailers.  
**The Council approved the application for a Trade Card.**
- CPC15-173 To consider purchasing a backpack blower.  
**The Council approved the purchase of a backpack blower for up to £400.**  
**The Clerk would consult with the outdoor staff as to their preferred**

**appliance.**

- CPC15-174 To receive any other correspondence not considered above (for information only).
- RSN – Newsletter
  - Neighbourhood Watch alerts
  - Acer Grounds maintenance
  - Rural Crime Initiatives
  - Konica Minolta Exhibition
  - RCO Remembrance Day Parade
  - The Beat

The Council noted the above correspondence.

- CPC15-175 To receive items for Notification. (for information only).  
**The clerk was asked to write to the Crime Commissioner with regards to anti social behaviour at Vicar Water.**

- CPC15-176 To confirm date of next meeting. 9 December 2015 at 19.00.  
**The next meeting was confirmed as 9 December 2015 at 19.00.**

Signed as a true record:

Date:

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

CPC15-152

CASH POSITION BEFORE ANY PAYMENTS ARE MADE							£
NatWest Current Account 29/10/15							104,330.76
Lloyds Bank fund 07/07/2015							4,332.92
NatWest 5106 Account 29/07/15 Sheet 13							2,183.35
Nat West Reserves							36,442.56
<i>Dated 29 June 2015</i>							<b>Total</b>
							<b>147,289.59</b>
BILLS FOR PAYMENT							
Method	Ref	Supplier	Description	Excl. Vat	VAT	Total	
DD	Monthly	NSDC	Non Dom Rates Cemetery December	33.00	-	33.00	
DD	Monthly	NSDC	Non Dom Rates Village Hall December	55.00	-	55.00	
Bacs	Monthly	NSDC	Non Dom Rates S+S December	363.00	-	363.00	
Bacs	Monthly	UKWSL	Waste VH	63.64	12.73	76.37	
Bacs	Monthly	Salaries and Wages	November*	3,975.00	-	3,975.00	
Bacs		HMRC	2nd Quarter	1,082.60	-	1,082.60	
DD		Severn Trent	Water S&S	47.58	-	47.58	
Bacs		THPE	Workwear	168.90	33.78	202.68	
Bacs		Jewson	Repair and Maintenance	50.94	10.19	61.13	
Bacs		CAB	Grant	200.00	-	200.00	
Bacs		Silverbirds	Grant	200.00	-	200.00	
Bacs		GirlGuides	Grant	200.00	-	200.00	
Bacs		Scouts	Grant	200.00	-	200.00	
DD		Eon	Village Hall Electric	102.09	20.42	122.51	
				<b>Total</b>	<b>6,741.75</b>	<b>77.12</b>	<b>6,818.87</b>

**Notes:**

Gross wage quoted not inc. any burials, overtime - 2 fortnightly paydays

Items marked yellow represent late additions to schedule.

Authorised Signatory 1

Authorised Signatory 2

Date

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