

Minutes of Clipstone Parish Council Meeting held on 13 July 2016 in the Meeting Room, Clipstone Village Hall, Church Road, Clipstone, Nottinghamshire.

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

In attendance: The Clerk

- CPC16-095 To receive and resolve to approve apologies for absence.
The Council had received apologies from Cllrs Sparrow and Weaver. The apologies were noted.
- CPC16-096 District and County councillors had sent their apologies due to prior engagements.
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.
- CPC16-097 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.
- CPC16-098 To receive minutes of Clipstone Parish Council meeting held on Wednesday 08 June 2016 and resolve to sign these as a true record of that meeting.
The Council unanimously approved the minutes of the meeting held on Wednesday 08 June 2016 and resolved to sign these as a true record of that meeting.
- CPC16-099 To receive updates resulting from last month's minutes. (for information only)
- CPC16-100 To consider applications for co-option to the Council received and appoint a co-opted councillor.
The Council had received one application from Mrs Claire Wigman.
The Council unanimously approved the co-option of Mrs Claire Wigman to the Council. After signing her acceptance of office form, Cllr Wigman took her seat on the Council for the remainder of the meeting.
- CPC16-101 To receive a report from the County Councillor.
None
- CPC16-102 To receive a report from the District Councillor.
None

CPC16-103 To receive questions and petitions from the public – for information only (max 3 minutes per person and 15 in total).
Two members of the public, Jonathan and James Broughton, asked Clipstone Parish Council to re-consider their decision not to sell the land at the back of the former Methodist Church. They would like to buy all or some of the land in order to build some additional bungalows. They supplied plans for consideration at a later meeting.
A member of the public queried a screening application received by Newark and Sherwood which had no documents associated with it. She asked the Council if they had any further information on this which it had not.

CPC16-104 FINANCE

a) To receive petty cash records for the previous month.
Cllr Whittard queried whether the clerk had sufficient petty cash available. The clerk explained that the £100 allocated were usually sufficient but for some purchases a debit card would be useful. Cllr Whittard suggested to explore that option.

The Council received and approved the petty cash records for June.

b) To receive bank reconciliations for the previous month.

The Council received the bank reconciliations for June.

c) To receive receipt and payment report for the previous month.

The Council received the Receipt and Payments report for the previous month.

d) To receive Receipt and Payments over Budget report

The Council Received the Receipts and Payments over Budget report.

e) To receive the Bank Reconciliations for June 2016

See b) above.

f) . To approve payments schedule for July and August 2016 and adjourn the meeting briefly to allow for schedule to be signed if agreed

The Council received and approved the payments schedule for July/August 2016 and the schedule was duly signed.

CPC16-105 To review and confirm arrangements for insurance cover in respect of all insured risk and receive insurance quotes (if available), decide on and approve an insurance provider.

Proposed by Cllr Whittard seconded by Cllr Thompson the Council unanimously approved a 5 year insurance plan with Zurich Insurance to include key worker cover for two employees.

CPC16-106 To receive update on state of Mansfield Building Society account and consider opening a deposit account with the building society.
The clerk explained that the signatories personal details would need to be supplied by all signatories before the new account could be opened and changes be made to the existing account. The new account would also require an initial deposit which would need to be made by cheque.

- CPC16-107 To consider grant applications from Clipstone groups.
Cllr Adams declared an interest with regards to the application from the Circle Centre Clipstone and left the room.
The Council approved the grant request for £500 with a majority vote.
The clerk should ask for a report how the money had been spent and that it should be targeted at those most in need.
Proposed by Cllr Thompson seconded by Cllr Brownley the Council unanimously agreed to pay a grant of £800 to Clipstone 1st Scout Group to specifically cover the cost of the fireworks display.
Cllr Adams returned to the room.
Clipstone Parish Council had received a grant for safekeeping for the Clipstone Camp memorial. This would be paid to the group once the group had established a bank account. The Council would consider a grant in contribution to any costs not covered by the County Councillor grant.
- CPC16-108 To give notice under the Local Government Pension Scheme Regulations 1995, SI 1995/1019, reg B1 (i) of the Council's intention to resolve to adopt a pension scheme in order to comply with the legal requirement for Auto Enrolment at the Clipstone Parish Council Meeting 14 September 2016.
The Council agreed to give notice of its intention to adopt a pension scheme in order to fulfil its legal application under Auto Enrolment.
- CPC16-109 To receive energy quotes for gas and electricity.
The Council received a number of energy quotes and resolved to take up the offer made by LSI brokers over two and 3 years respectively. The clerk would submit the necessary paperwork.
- CPC16-110 To review the Clipstone Cemetery Fees and Rules and agree any changes.
Proposed by Cllr Whittard seconded by Cllr Thompson the Council approved the amended cemetery Rules and Regulations and the new fees structure.
- CPC16-111 To authorise the purchase of the 10th edition of "Arnold Baker on Local Council Administration".
The Council approved the purchase of the latest edition of "Local Council Administration" from the SLCC bookshop.
- CPC16-112 To receive several items of correspondence from WS Inghams and Sons and decide on a suitable reply.
The Council resolved that the Clerk should reply to the correspondence.
- CPC16-113 To comment on planning applications:
- NONE
- To receive the following planning decisions:
- 15/01769/FUL | Construction of single detached bungalow | Church Road

Clipstone Nottinghamshire NG21 9DL – **Application Permitted**

- 16/00646/FUL | Part retrospective householder application to replace current garage/workshop to a more modern and ethical pleasing to the eye building to give more space for storage and to be used as a craft room and workshop. | 9 First Avenue Clipstone Nottinghamshire NG21 9DA–

Application Permitted

- CPC16-114 To receive information on Christmas Lighting and agree a date for a demonstration. Cllr Thompson proposed to invite the existing suppliers to provide a demonstration of Christmas lighting that could be achieved for an annual cost of £5000 as the current budget and purchase the additional lights to cover Mansfield Road between First and Third Avenue. The design would be decided upon by the councillors attending the demonstration. **The Council unanimously supported the proposal.**
- CPC16-115 To receive Notification from Electoral Services.
The Council noted the correspondence from electoral services. The clerk would advertise the vacancies.
- CPC16-116 To review CCTV usage in Clipstone.
The Council decided to invite Mr Ben Adams from Newark and Sherwood District Council to a closed working party meeting in order to discuss CCTV usage in Clipstone.
- CPC16-117 To receive correspondence from the Council’s solicitor. (Exclusion of Public and Press recommended)
The Council resolved formally exclude public and press for this item. The Council resolved to instruct the solicitor to write the correspondence as suggested.
- CPC16-118 To receive correspondence from Mr Broughton. (Exclusion of public and Press recommended)
See CPC16-103 above.
- CPC16-119 To receive any other correspondence not considered above (for information only).
- Funding and Grants Bulletin
 - Shale gas event
- The clerk had attended the shale gas event and would circulate the slides once received.
- RSN News bulletin
 - Cllr Peck – tree pruning
 - Severn Trent - Business
 - Children’s Centres
 - Harworths Estates – Thorsby Colliery presentation
 - Reply to Internal Auditor
 - Information request External Auditor
 - DBS checks
- The clerk informed the Council that she had received a reply from CBS customer service stating that CBS statements should only be viewed by organisations making

suitability checks.

- Traffic warden report
Councillors asked for the information to be circulated.
- Pensions Regulator - Automatic Enrolment – Need to declare

The Council noted the above correspondence.

CPC16-120 To receive Items for Notification to be included on next month’s agenda. (for information only).
None

CPC16-121 To confirm date of next scheduled meeting for Wednesday 14 September 2016 at 19.00.
The date of the next meeting was confirmed as 14 September at 19.00.

Signed as a true record of that meeting.

Signature:_____ **Date:**_____

July/August

FINANCIAL STATEMENT AND BILLS FOR PAYMENT IN

CPC16-104f

CASH POSITION BEFORE ANY PAYMENTS ARE MADE							£
NatWest Current Account						119,734.16	
Lloyds Bank fund						4,332.92	
NatWest S106 Account						3,717.79	
Nat West Reserves						35,959.07	
One payment accidentally made out of wrong account. To be transferred back in.							
Total						163,743.94	
BILLS FOR PAYMENT							
Method	Ref	Supplier	Description	Excl. Vat	VAT	Total	
Bank Transfer	Various	Salaries and Wages	Current month July	4,410.00	-	4,410.00	
Bank Transfer	Monthly	UKWSL	Waste following month August	69.48	13.90	83.38	
Bank Transfer	Various	Salaries and Wages	Current month August	4,410.00	-	4,410.00	
Bank Transfer	Monthly	UKWSL	Waste following month September	69.48	13.90	83.38	
Bank Transfer	Annual	NSDC 5868/10101784	CCTV Camera System	4,967.00	993.40	5,960.40	
Bank Transfer	CPC 16-021	Nottinghamshire Search and Resc	First Aid Cover Clipstone Gala	157.50	-	157.50	
Bank Transfer	1124983880	Konica Minolta	Printing	9.72	1.94	11.66	
Bank Transfer	1125049238	Konica Minolta	Quarterly Hire charge	51.51	10.30	61.81	
Bank Transfer	2558705	Taghosting	Annual Charge for Domain	21.60	-	21.60	
Bank Transfer	76770	Platts Harris	Mower Maintenance	274.35	52.26	326.61	
Bank Transfer	quarterly	HMRC	PAYE/Nics April to June	1447.42	-	1,447.42	
DD	Monthly	NSDC	Non Dom Rates Cemetery July	33.00	-	33.00	
DD	Monthly	NSDC	Non Dom Rates Village Hall July	56.00	-	56.00	
DD	Monthly	NSDC	Non Dom Rates Cemetery August	33.00	-	33.00	
DD	Monthly	NSDC	Non Dom Rates Village Hall August	56.00	-	56.00	
DD	12/06/2016	BT	Internet and phone	101.33	20.27	121.60	
DD	6792	UK Fuels	Fleet One Card Petrol and Diesel	85.62	17.13	102.75	
StO	Monthly	NSDC A12401/93306	S+S remit July	331.25	-	331.25	
StO	Monthly	NSDC A12401/93306	S+S remit August	331.25	-	331.25	
Bank Transfer	15.06.16	Mark Vardy	Digger Hire	70.00	-	70.00	
cheque	Petty Cash	B. Boyer	Petty Cash Top Up	100.00	-	100.00	
Bank Transfer	3077	Jewson	Outdoor Maintenance supplies	73.61	14.72	88.33	
DD	3675	UK Fuels	Unleaded	41.11	8.22	49.33	
Bank Transfer	1558088+1559557	County Supplies	Trolley and consumables	127.59	25.42	153.01	
Bank Transfer		Grave Digging	14+15 July	520.00	-	520.00	
Bank Transfer	30/06/16	CPM Tool Hire	Strimmer guide	8.21	-	8.21	
cheque		Mansfield Building Society	Opening account	500.00	-	500.00	
Bank Transfer	estimate !	Southwell Mower Shop	Mower maintenance - estimate	348.00	58.00	406.00	
Bank charges		Nat West	Bank charges March to June	3.20	-	3.20	
Total				18,707.23	1,229.46	19,936.69	

Notes:
* Approximate amounts

Items marked yellow represent late additions to schedule.

Authorised Signatory 1	Authorised Signatory 2	Date