

Minutes of the Clipstone Parish Council Meeting held on 14 June 2017 in the Meeting Room, Clipstone Village Hall, Church Road, Clipstone, Nottinghamshire.

Members Present	Members Present	Members Absent
Cllr G Adams	Cllr MG Whittard	Cllr B Brownley
Cllr K Beresford		Cllr T Kay
Cllr R Clarey		Cllr JC Wigman
Cllr D Thompson		
Cllr C Wigman		

In attendance: The Clerk

Also present: Cllr C Brooks, members of the public

- CPC17-378 To receive and resolve to approve apologies for absence.
Apologies for absence were received from Cllrs Brownley, Kay and JC Wigman.
- CPC17-379 To receive questions and petitions from the public – for information only.
None.
- CPC17-380 To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting.
Cllr Beresford declared a potential interest in the proposed Clipstone Foundation in item CPC17-395.
- CPC17-381 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.
- CPC17-382 To receive minutes of previous Clipstone Parish Council meeting and resolve to sign these as a true record of that meeting.
Proposed by Cllr Beresford seconded by Cllr Clarey the Council resolved for the minutes to be signed as a true record of the meeting 10 May 2017.
- CPC17-383 To receive updates resulting from the previous meeting's minutes not covered elsewhere on the agenda. (for information only)
The Clerk informed councillors that the recently appointed admin assistant had resigned. The stone sculpture at the Cavendish end of the village had been cleaned and planters stocked with flowers.
- CPC17-384 To receive a report from the County and District Councillors.
Cllr Brooks reported that NS Homes tenant would in exceptional circumstances be allowed to pay by means other than direct debit.
New rules meant that the local authority could take action against private landlords if there were health issues. Private landlords would be able to ask for advice but would be charged a fee for the service.
- CPC17-385 To comment on planning applications:

- 17/00790/FUL | Householder application for erection of a single-storey extension to the rear of the existing property and the installation of a new ground-floor window to the left side elevation of the existing property. | 38 Sixth Avenue Clipstone Nottinghamshire NG21 9DW.

The Council resolved to support the planning application.

To receive the following planning decisions:

- 17/00538/FUL | Change of use of basement and part of ground floor retail space to create 2 No. bedsits and conversion of first floor from 1 No. to 2 No. flats | 129 Mansfield Road Clipstone NG21 9AA -

Application Permitted

The Council noted the planning decision.

CPC17-386 To receive the Internal Auditor's report and decide on any action that may need to be taken.

The Council received the Internal Auditor's Report on the Annual Return form which did not highlight any requirement for action.

CPC17-387 To receive the Annual Return Financial Statement and sign the appropriate sections.

The Council received the Annual Return Financial Statement and resolved that the appropriate sections be signed.

CPC17-388 To consider and approve the Annual Governance Statement of the Annual Return 2016/17 and sign the appropriate sections.

The Council resolved to approve and sign the Annual Return Governance Statement.

CPC17-389 To consider and approve the Accounting Statements for 2016/17 and sign the appropriate sections.

The Council resolved to approve and sign the Annual Return Accounting Statements.

CPC17-390 Cllr MG Whittard presented the following motion:

This Parish Council recognises the hard work put in by the Harper family of Third Avenue, Clipstone Village, in providing at no expense to but of great benefit to Clipstone and its surrounding communities, a display of Christmas Illuminations.

This Parish Council notes that the display provided raises funds for the benefit of Clipstone Scout Group which in turn is of benefit to the area as a whole.

This Parish Council thanks them for their efforts over the years.

This Parish Council resolves to support their initiative, and other similar proven initiatives that provide a benefit to Clipstone, by positively supporting them through the loan of the Parish Council Scaffold Tower and workforce for the erection and dismantling of their displays.

The Council agreed for the motion to be deferred to the next meeting when the clerk would have been able to look into appropriate insurance cover and suitability of the available scaffold.

CPC17-391 Cllr MG Whittard presented the following motion:

This Parish Council notes that it's budget for 2017/18 included an amount of £15,000 intended as seed money for projects including the employment of a Community Development Worker in respect of Clipstone Community and Health Centre, otherwise known as the old doctor's surgery.

This Parish Council notes that the intention was for the raising of the £15,000

*through an increase in the Council Tax to be a one off charge.
This Parish Council therefore resolves to reduce the 2018/19 budget by the sum of £15,000 to reflect this.*

Not seconded nor carried.

- CPC17-392 Cllr Beresford submitted the following motion:
I Karl Beresford, propose that the Council resolve to amend the Terms of Reference for the Personnel Committee – Namely removing the restriction on the Chairman and Vice-Chairman of the Parish Council from serving on the Personnel Committee.
- Not seconded nor carried.**
- CPC17-393 Cllr Beresford submitted the following motion:
I Karl Beresford, request permission from the Council to approach other Parish, District & County Councils within the locale, with a view to offering the hand of friendship and mutual co-operation.
- Cllr Beresford withdrew the motion.**
- CPC17-394 Cllr Beresford presented the following motion:
I Karl Beresford, request that the Council;
- (i) Approach the local bus operators to ascertain costs associated with putting the late night busses back into service*
 - (ii) Approach the local bus operators to lobby them to extend the current routes to encompass the Cavendish estate in its entirety*
 - (iii) Approach local businesses with a view to generating awareness of the Parish Council and its activities*
- Cllr Beresford agreed for his motion to be amended.
The Council resolved that it would**
- i. Write to the local bus operators to ascertain costs associated with putting the late night busses back into service**
 - ii. Write to local bus operators and NCC to extend bus routes to the end of Cavendish Road.**
 - iii. Endeavour to raise the Council's profile with local businesses.³**
- CPC17-395 Cllr Beresford presented the following motion:
I Karl Beresford propose that the Clipstone Parish Council resolve to become ex-officio, custodian trustee of "The Clipstone Foundation" a charity whose foundation is dependent upon CPC agreement to become ex officio, custodian trustee. A draft constitution of "The Clipstone Foundation" is attached. If this motion is resolved it must be subject to CPC's legal advisor assessing the legitimacy of the draft constitution.
- The Council considered the proposal and concluded that specialist legal advice would be required and brought to the next meeting.**
- CPC17-396 To nominate and elect a vice chairman.
Cllr Whittard was elected Vice Chairman of the Council.
- CPC17-397 To confirm the members of the Personnel Committee.
The Council confirmed Cllrs Brownley, C Wigman and Thompson as the members of the personnel committee.
- CPC17-398 To resolve that all keys to council premises currently held by councillors should be returned to the office and a formal signing out procedure be introduced.
The Council resolved that all but the cemetery gate keys held by councillors should be returned to the clerk with immediate effect. All

- keys would need to be signed out and back in in future.**
- CPC17-399 To agree the Terms of Reference for the Assets Committee and determine which members will serve the Committee.
The Council resolved to approve the draft Terms of Reference for the Assets Committee as presented. Members of the committee would be Cllrs Beresford, Clarey, Whittard, C Wigman and JC Wigman.
- CPC17-400 To agree the first meeting date of The Assets Committee. Suggested date 15/06/2017 at 17.30.
The meeting date of 15 June 2017 at 17.30 was confirmed. Cllr Whittard gave his apologies for that meeting.
- CPC17-401 To agree to the clerk opening and administrating a Clipstone Parish Council Facebook Page.
The Council resolved that the Clerk would open and administer an official Clipstone Parish Council Facebook page.
- CPC17-402 Finance
- a) To receive the Payments and Receipts report for May
The Council received the Payments and Receipts report for May
 - b) To receive the bank reconciliation for May
The Council received the bank reconciliations for May
 - c) To receive the payments/receipts over budget report.
The Council received the payments/receipts over budget report.
 - d) To consider approval of any additional payments received on the day.
The Council approved the late additions to the payments schedule.
 - e) To approve the payment schedule for June and sign it.
The Council approved the payment Schedule and resolved to sign it.
 - f) To sign any cheques approved for payment.
There were none.
 - g) To receive and approve regular payments schedule.
The Council approved the regular payments schedule.
- CPC17-403 Banking NATWEST
- a) To resolve to dissolve the Business Reserve 2 account and transfer funds to the reserve 1 account.
The Council resolved to dissolve the Business Reserve 2 Account
 - b) To authorise the transfer of funds in excess of £85,000 held in NatWest accounts to a different bank.
The Council asked the Clerk to present some possible bank accounts for this purpose.
 - c) To confirm which councillors shall be signatories and make the necessary arrangements to add and remove signatories from the accounts.
The Council resolved that Cllr Weaver should be removed from the bank mandate and list of signatories. Cllrs Beresford and Clarey should be added to the councillors already approved to be signatories under CPC16-292 g) Cllr Whittard declined to be a signatory.

- CPC17-404 Banking Mansfield BS
To resolve
- a) to obtain a replacement passbook for account 12902812.
The Council resolved to obtain a replacement passbook for Mansfield Building Society account 12902812.
 - b) to change the postal address to the Council's address.
The Council resolved to change the postal address for Mansfield Building Society account 12902812 to Clipstone Parish Council, The Village Hall, Church Road, Clipstone Village, Mansfield, NG21 9DF.
 - c) to resolve to rename the Mansfield Building Society account 12902812 to just be called Clipstone Parish Council.
The Council resolved to rename the Mansfield Building Society account 12902812 from Clipstone Parish Council (Community Fund) to just be called Clipstone Parish Council.
- CPC17-405 To receive any other correspondence not considered above (for information only).
- NS Homes Community Grants
 - Rural Opportunities Bulletin
- The Council noted the above correspondence.**
- CPC17-406 To receive Items for Notification to be included on next month's agenda. (for information only).
- CPC17-407 To confirm date of next scheduled meeting for Wednesday **26 July** 2017 at 19.00.
The Council confirmed Wednesday 26 July at 19.00 as the next meeting date and time.

Signed as a true record of that meeting.

Signature: _____ **Date:** _____

FINANCIAL STATEMENT AND BILLS FOR PAYMENT IN

June

CPC17-402

CASH POSITION BEFORE ANY PAYMENTS ARE MADE							£
NatWest Current Account	31-May						82,175.75
NatWest Reserves 1	31-May						36,470.66
Nat West Reserves 2	31-May						3,718.66
Total							122,365.07
BILLS FOR PAYMENT							
Method	Ref	Supplier	Description	Excl. Vat	VAT	Total	
DD	June	NSDC	Non-Dom Cemetery	36.00	-	36.00	
DD	June	NSDC	Non-Dom Village Hall	295.00	-	295.00	
DD	June	NSDC	Non-Dom Former Health Center	930.00	-	930.00	
STO	June	NSDC	50% Share Squash and Sauna Rent	331.25	-	331.25	
BACS	June	Staff Salary+Wages	Approximate Staff salary and Wages	4,000.00	-	4,000.00	
DD	978209822	British Gas	Electricity VH 1 Feb - 16 May	286.88	14.34	301.22	
BACS	12896	MJ Robinson	Andrews Boiler	299.56	59.91	359.47	
BACS	SU1599275	NCC Supplies	Consumables VH	16.68	3.34	20.02	
DD	708577739	British Gas	Gas VH 1 Feb - 16 May	593.85	118.77	712.62	
BACS	OUT23899	AB Waste	Cemetry Skip	165.00	33.00	198.00	
BACS		Mark Revill Roofing	Health Centre Roof Repair	988.00	197.60	1,185.60	
DD	7855	UK Fuels	card guard	2.00	0.40	2.40	
DD	7692	UK Fuels	Unleaded	39.92	7.98	47.90	
BACS	1550	Daynes Monumental	Cleaning of Stone Sculpture	325.00	-	325.00	
BACS		Pocket Card	Top Up	450.00	-	450.00	
BACS	446	PC Medic	Desk Top computer registry repair	80.00	-	80.00	
BACS	7942	UK Fuels	unleaded + annual charge	86.00	17.36	103.36	
Total				8,925.14	452.70	9,377.84	

Notes:

* Approximate amounts

Items marked yellow represent late additions to schedule.

Authorised Signatory 1

Authorised Signatory 2

Date

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