

**Minutes of Clipstone Parish Council Meeting held on 20 September 2016 in the Meeting Room, Clipstone Village Hall, Church Road, Clipstone, Nottinghamshire.**

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

In attendance: The Clerk

Also present: District Cllr Brooks.

- CPC16-120 To receive and resolve to approve apologies for absence.  
**Cllrs Thompson and Weaver had sent their apologies.**  
 County Councillor Peck and District Councillor Peacock had also sent their apologies.
- Cllr Whittard proposed the order of procedure to be changed and proposed item CPC16-146 be brought forward and public and press be excluded. This was seconded by Cllr Brownley and unanimously approved. Cllr Brooks briefly left the room.
- CPC16-121 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**
- CPC16-122 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 items CPC16-145+146.**
- CPC16-123 To receive minutes of the previous Clipstone Parish Council meeting and resolve to sign these as a true record of that meeting.  
**The Council received the minutes of the meeting 13 July 2016 and resolved to sign these as a true copy of that meeting.**
- CPC16-124 To receive updates resulting from last month's minutes. (for information only)  
 The clerk gave an oral update on developments.
- CPC16-125 To receive a report from the District and County Councillors.  
 Cllr Brooks reported that she had attended a walkabout in the village. Rufford Estate had been given two weeks to clean up and make safe their property. The Enforcement Officer had visited the site of the former Squinting Cat pub. There had been reports of vandalism at Rumbles Café. She will request increased police patrols in that area.  
 Cllr Brownley reported that a tenant at Eastfield Close had been parking his caravan in a way that obstructed access to emergency services.
- CPC16-126 To receive questions and petitions from the public – for information only (max 3 minutes per person and 15 in total).

**No public present.**

## CPC16-127 FINANCE

- a) To receive petty cash records for the previous month.
- b) To receive bank reconciliations for the previous month.
- c) To receive receipt and payment report for the previous month.
- d) To receive Receipt and Payments over Budget report
- e) To receive the Bank Reconciliations for July/August 2016
- f) To approve payments schedule for September 2016 and adjourn the meeting briefly to allow for schedule to be signed if agreed and cheques to be signed.
- g) To approve set up of new Direct Debit for British Gas, the new Gas and Electricity supplier and sign direct debit agreements for utilities.
- h) To authorise the acquisition of a pre-paid card and determine the amount to be stored on the card

**Cllr Whittard proposed to accept all finance items as presented. This was unanimously agreed.**

**The council approved the acquisition of a pocket prepaid card and agreed a limit of £100.**

- CPC16-128 To consider the options for an Auto Enrolment Pension Scheme and resolve to adopt one of the schemes presented in order to be AutoEnrolment compliant by the Staging date of 1 November 2016.

**Proposed by Cllr Whittard seconded by Cllr Brownley the Council unanimously resolved to opt for SMART Pensions as the Council's pension scheme.**

- CPC16-129 To note the successful completion of the annual audit and the observations of the auditor.

**The Council noted the successful completion of the annual audit and the external auditor's observations.**

- CPC16-130 To receive update on state of Mansfield Building Society accounts and determine a sum to be transferred from current funds to the deposit account.

**Proposed by Cllr Whittard seconded by Cllr Wigman the Council resolved to retain £55,000 in the Council's main account and transfer the rest to the Mansfield Building Society Account.**

- CPC16-131 To authorise the purchase of plants and bulbs etc. for the two NCC planters and the planters outside the village hall and set a spending limit.

To authorise the purchase of 60 charcoal 60cmx60cm paving slabs for the cremated remains section at a cost of approximately £360.

**Councillors asked for a report about planters for the next meeting.**

**Proposed by Cllr Brownley seconded by Cllr Wigman the Council approved the purchase of 60 charcoal paving slabs to mark cremation plots.**

- CPC16-132 To receive quotes for the cleaning of the Clipstone sandstone sculpture and authorise the work to be carried out.

**Deferred to October meeting.**

- CPC16-133 To receive correspondence from the Council's solicitor and consider his recommendation of the land registration of currently unregistered land and updating all out of date land registry entries to reflect current office address. Cost of first registration approximately £200 + land searches and solicitor's fees.  
**The Council unanimously approved Cllr Whittard's proposal to register all Parish Council land at the Village Hall address and the solicitor's address. The Council also unanimously supported Cllr Whittard's suggestion to purchase 2 large scale maps of Clipstone Parish and a matching frame for one of them irrespective of cost involved.**
- CPC16-134 To receive correspondence from the Eastfield Close committee requesting use of the village hall for their autumn fayre free of charge.  
**Proposed by Cllr Whittard seconded by Cllr Adams the Council agreed to offer the use of the Village Hall at half the published hall hire fee. It was pointed out that all future grant applications should be made on the forms provided on the website.**
- CPC16-135 To comment on planning applications:
  - NONETo receive the following planning decisions:
  - NONE
- CPC16-136 To authorise the clerk's VAT training in North Wingfield, Derbyshire, at a cost of £25 plus travel.  
**The Council unanimously approved the Clerk's training.**
- CPC16-137 To consider whether to continue the CCTV contract at £5504 excl. VAT per annum and resolve to sign the new contract if applicable.  
**The Council resolved to continue the CCTV contract.**
- CPC16-138 To receive a request for the installation of a litter bin on Greendale and authorise the associated expenditure.  
**The Council unanimously approved the expenditure.**
- CPC16-139 To receive a letter with regards to Christmas Lights, confirm a purchase budget for additional lights between First Avenue and Third Avenue and confirm the date Christmas lights should be installed by.  
**Proposed by Cllr Whittard seconded by Cllr Brownley the Council resolved to take £10,000 from the capital reserves to purchase additional lights. The additional lights should be identical to the existing ones. The Council unanimously agreed to form a Christmas Lights Committee whose sole purpose would be to organise the Christmas Lights Switch on event 2016. The committee would have delegated powers to spend on the switch on up to £2,000. Committee members would be Cllrs Adams, Brownley and Whittard.**
- CPC16-140 To consider a Freedom of Information Policy for adoption.  
**The Council voted unanimously to adopt the policy as presented.**

- CPC16-141 To consider a Media Policy for adoption  
**Deferred to November meeting.**
- CPC16-142 To consider a Public Feedback and Complaints Policy for adoption.  
**The Council voted unanimously to adopt the policy.**
- CPC16-143 To nominate delegates for the forthcoming Nottinghamshire Association of Local Councils AGM 16 November.  
**The Council nominated Cllr Whittard to be the delegate at the Nottinghamshire Association of Local Councils AGM 16 November and nominated him as a candidate for the election to the executive committee.**
- CPC16-144 To consider a complaint about lorries parking on council land on 7<sup>th</sup> Avenue.  
The received the complaint and the following course of action was decided:  
**To write to the owners of commercial vehicles and remind them that they are parking their vehicles on private land without the landowners permission.  
To obtain quotes for boulders to stop vehicular access  
To obtain quotes to tarmac or grasscrete some of the land.**
- CPC16-145 To receive correspondence from Mr Broughton. (Exclusion of public and Press recommended)  
**Public and Press were excluded from this item.  
Proposed by Cllr Whittard seconded by Cllr Adams the new proposals by Mr Broughton were considered sufficiently different to warrant discussion within six months.  
Cllr Whittard proposed that the Council should offer to sell the land in question provided the Council receives the freehold of one of the bungalows – built to the same standard as the others – as well as a yet to be negotiated sale fee.**
- CPC16-146 To receive a complaint from a member of staff (Exclusion of public and Press required)  
The Council received a letter from Cllr Thompson resigning from his office as Chairman to the Council. Furthermore the Council received a copy of a letter sent to the complainant.  
**The Council agreed that no further action would be required.**
- CPC16-147 To receive any other correspondence not considered above (for information only).
- Football field opening
  - Thank you note for Gala contribution.
  - Shale Wealth Consultation
  - Preferred Approach Strategy - Parish Briefing Presentation
  - MDC Housing Assessment
  - Litter Buds litter picking Service
  - Grounds Maintenance Service
  - NHS Financial Challenges Invitation (Consultation between 19 and 29 September
  - Nat West – reduction of deposit interest
  - Mansfield BS – reduction of deposit interest
  - Concrete outdoor table tennis
  - Thank you letter from 1<sup>st</sup> Clipstone Scouts and invitation to attend Fireworks display
- CPC16-148 To receive Items for Notification to be included on next month's agenda. (for information only).

To discuss the Parish Council Website at the November meeting.  
CPC16-149 To confirm date of next scheduled meeting for Wednesday 12 October 2016 at 19.00.

The meeting closed at approximately 21.20

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

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

FINANCIAL STATEMENT AND BILLS FOR PAYMENT IN		September		CPC16-127		
<b>CASH POSITION BEFORE ANY PAYMENTS ARE MADE</b>						
					£	
NatWest Current Account					105,167.88	
Lloyds Bank fund 07/07/2016					4,332.92	
NatWest 5106 Account 31/08/2016					3,718.11	
Nat West Reserves					36,465.54	
<b>Total</b>					<b>149,684.45</b>	
<b>BILLS FOR PAYMENT</b>						
Method	Ref	Supplier	Description	Excl. Vat	VAT	Total
Bank Transfer		Various Salaries and Wages *	Current month	4,410.00	-	4,410.00
Bank Transfer		UKWSL	Waste following month	69.48	13.90	83.38
DD	Monthly	NSDC	Non Dom Rates Cemetery	33.00	-	33.00
DD	Monthly	NSDC	Non Dom Rates Village Hall	56.00	-	56.00
StO	Monthly	NSDC A12401/93306	S+S remit	331.25	-	331.25
DD	quarterly	Npower	Gas Village Hall	560.66	28.03	588.69
Bank Transfer		AB Waste	Skip Hire Cemetery	158.33	31.67	190.00
DD	573249239	Severn Trent	Water Bill VH	183.17	-	183.17
Bank Transfer		23508 County Signs	Replacement Cemetery Signs	255.00	51.00	306.00
Bank Transfer	3077/06602996	Jewson	Chipper Hire	123.66	24.74	148.40
Bank Transfer		2015-16 Grant Thornton	Annual Return	400.00	80.00	480.00
Bank Transfer		August M+C Elliott	Grave Digging	780.00	-	780.00
Bank Transfer		10103222 NSDC	CCTV Greendale	437.33	87.47	524.80
Bank Transfer		229313381 Zurich Insurance	2016-17 General Insurance	1,845.05	-	1,845.05
Bank Transfer	Q0203N	BT	Broadband Quarterly	64.50	12.90	77.40
Bank Transfer		9134 Daves Independent MOT	MOT Caddy	40.00	-	40.00
DD		4265 Fleet One	Unleaded	36.31	7.26	43.57
DD		H134668797 e.on	Electricity Cemetery	10.56	0.53	11.09
Bank Transfer		120702 SLCC Enterprise	Local Council Administration	76.60	-	76.60
Bank Transfer	CPC16-107	Clipstone Camp Memorial Fund	NCC grant transfer	500.00	-	500.00
Bank Transfer	CPC16-107	1st Clipstone Scouts	Donation Fireworks	800.00	-	800.00
Bank Transfer	CPC16-107	The Circle Community Centre	Donation Trips	500.00	-	500.00
DD		4537 Fleet One	Fuel	88.19	17.63	105.82
DD	H136C1CDDF	Eon	Electricity Village Hall	101.49	5.07	106.56
DD	H13688C41A	Eon	Electricity Cemetery	9.13	0.46	9.59
Bank Transfer		County Supplies	Floor Cleaner	13.64	2.73	16.37
Bank Transfer		339199 ACS	Consumables	27.44	5.49	32.93
Cheque		6745 B Boyer	Petty Cash Top-up	100	-	100.00
Cheque		6746 B Boyer	3 mobile phones + 3x £10 Top up	120	-	120.00
Bank Transfer	0273	Vault Contracts Ltd	S+S Alarm Maintenance	158	31.6	189.60
Bank Transfer	8599760	GRANT Thornton	External Audit	400	80	480.00
Bank Transfer	0736260730	Trade Account UK	PPE	34.42	6.86	41.28
Bank Transfer	0846/0162386	Jewson	Bench Repair	11.07	2.21	13.28
DD	September	BT	Phone Quarterly	105.32	21.06	126.38
Bank Transfer	3077/0162714	Jewson	Repair	14.19	2.84	17.03
<b>Total</b>				<b>12,853.79</b>	<b>513.45</b>	<b>13,367.24</b>

Notes:

\* Approximate amounts

Items marked yellow represent late additions to schedule.

Authorised Signatory 1

Authorised Signatory 2

Date

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