

Minutes of the Clipstone Parish Council Meeting held on 23 January 2019 in the Meeting Room, Clipstone Village Hall, Church Road, Clipstone, Nottinghamshire.

Members Present	Members Present	Members Absent
Cllr G Adams	Cllr R Clarey	Cllr JC Wigman
Cllr K Beresford	Cllr C Wigman	
Cllr B Brownley		
Cllr S Bishop		

In attendance: The Clerk

Also present: District councillor Brooks, County councillor Peck, several members of the public

Frequently used abbreviations:

CPC	Clipstone Parish Council
LPA	Local Planning Authority
NCC	Nottinghamshire County Council
NSDC	Newark and Sherwood District Council

	At the beginning of the meeting the Clerk reported that Dave Thompson had resigned from the Council due to work commitments and explained that the Council therefore had two rather than one casual vacancies with immediate effect
CPC19-001	To receive and resolve to approve apologies for absence. Apologies were received from Cllr JC Wigman due to work commitments. His apologies were approved by the Council.
CPC19-002	To receive questions and petitions from the public – for information only. A member of the public presented the Council with drawings and suggestions how to resolve the parking problems at Eastfield Close. District councillor Brooks confirmed she had also received a copy of these documents.
CPC19-003	To receive a report from the County and District Councillors Cllr Brooks reported that the planning applications for both the Ritz apartments and the next phase of development on the Cavendish estate had been approved by NSDC. She continued that NSDC was taking legal action against one of the developers for not progressing the green open spaces at the required speed. Cllr Clarey queried why the Ritz development had been permitted when the area was dedicated to retail in the local plan. Cllr Brooks replied that there was no legal obligation to maintain the retail status. She also mentioned that Cllr Peacock had spent a lot of time talking to residents on the Cavendish Estate to listen to their views. County Councillor Peck reported that First Avenue was due to be resurfaced shortly. The bus service to the Cavendish Estate had been delayed for several months but he was hopeful service would be taken up in March. The bus stops would need to be installed first.

	He reported that NCC would in the coming days be setting the budget for the coming financial year. The Council had proposed to purchase land at Laxton at a cost of 70 million pounds.
CPC19-004	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 an interest in item CPC19-017.
CPC19-005	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 from item CPC19-023 due to its personal nature and move this item to be discussed at the end of the meeting.
CPC19-006	To receive minutes of previous Clipstone Parish Council meeting and sign these as a true record of those meetings. The Council resolved to sign the minutes of the meeting 28 November 2018 as a true record of that meeting.
CPC19-007	To receive updates resulting from the previous meeting's minutes not covered elsewhere on the agenda. (for information only) The Clerk updated the Council that the sale of the former Health Centre had now gone through and had been completed.
CPC19-008	To receive an update from Monday's Personnel Committee meeting by the committee chairman. The committee's chairman reported that it had resolved to employ the litter picker on an annual contract to work 10 hours per week during the summer months for 26 weeks of the year and no contracted hours for the remainder of the year. The committee had also approved the recruitment of an admin assistant initially for 26 weeks at 10 hours per week. The job description and other details would be finalised at the next meeting. The committee had reviewed the pay for all employees. The committee had resolved to set its budget as shown in the budget proposal presented.
CPC19-009	Planning To comment on planning applications: <ul style="list-style-type: none"> • None received for comment. To receive the following planning decisions: <ul style="list-style-type: none"> • 18/01798/FUL - Householder application to demolish existing sun room and erect new extension to kitchen – Application permitted • 18/01435/FUL Proposed Apartment building incorporating 8no. Apartments with associated parking The New Ritz 127 Mansfield Road Clipstone NG21 9AA -Application permitted
CPC19-010	To comment on a footpath's application affecting parish council land. The Council resolved to support the footpaths application but reserved the right to re-route the path around the perimeter of the council owned field so as to not impact negatively on future use by the council.

CPC19-011	<p>Finance</p> <ul style="list-style-type: none"> a) To receive the Payments and Receipts report for the third quarter. b) To receive the payments/receipts over budget report. c) To receive and approve to sign the quarterly bank reconciliation. d) To consider approval of any additional payments not previously reported e) To approve the payment schedule for January/February and sign it – to be tabled f) To sign any cheques approved for payment. <p>The Council received the above documents and resolved to approve and sign the quarterly bank reconciliation and to approve the payments schedule for January and February having received the accounts for the Youth Club before approving payment. There were no cheques to be signed.</p>
CPC19-012	<p>To consider whether or not to repay the PWLB loan. The Council unanimously resolved to repay the PWLB loan.</p>
CPC19-013	<p>To receive a quotation for the purchase of cemetery mapping software and cemetery administration software and authorise their purchase. To be tabled. Quote not available. Delegated to Assets Committee.</p>
CPC19-014	<p>To receive a second draft budget proposal for the 2019-20 Financial year and determine the Council's budget for the coming financial year. Cllr Clarey explained that the local sports and youth provision was under threat as the Miners Welfare Social Club who provided these facilities was not generating sufficient income to meet the costs of these community facilities. He therefore proposed to make arrangements within the budget to accommodate substantial grant applications from the Youth Club and sports clubs in order to secure the future of these community facilities. Cllrs Beresford and Clarey declared an interest in this item and left the room before the budget was discussed. Cllr Wigman was nominated and took the chair for this part of the meeting. The Council resolved the provision currently within the budget for the annual repayment of the loan should be added to the grants budget code. Cllrs Beresford and Clarey re-joined the meeting.</p>
CPC19-015	<p>To decide the precept to be levied for the 2019-20 Financial Year. The Clerk reminded councillors that they must not vote on the precept if they are in arrears with their council tax payments. The Council resolved to set the precept demand to £130,620 resulting in no increase to individual households.</p>
CPC19-016	<p>To receive a quotation for the proposed work at the Cemetery to make the toilet accessible by the public and confirm the application for LIS funding. No quotations had been received. Delegated to Assets Committee.</p>
CPC19-017	<p>To consider not charging Cllr Beresford for room hire for Saturday morning advice sessions (£30 per month). Cllr Beresford left the room having declared an interest. Cllr Wigman temporarily took the chair The Council resolved to not charge councillor Beresford for these Saturday sessions. Cllr Beresford re-joined the meeting after the vote.</p>

CPC19-018	To receive the first draft of the feasibility study and consider how to proceed. Proposed by Cllr Beresford the Council unanimously resolved to agree in principle to a move to part of the Miners Welfare building subject to a business case being presented.
CPC19-019	To receive the following correspondence: <ul style="list-style-type: none"> • Council News – are Councils always responsible for Councillor’s actions? • NALC Legal Update – December 2018 • NSDC – Precept • Inspector Heather Sutton – various stakeholder updates • Station Road adoption Cllr Beresford stated that the electricity company would repair the street light on this unadopted part of the road. <ul style="list-style-type: none"> • The Beat • Request from Vicar Water Day Nursery The Council offered the nursery accommodation in an emergency but asked them to also approach the Miners Welfare and the Youth Club.
CPC19-020	To note that a casual vacancy exists and to consider whether to fill this vacancy by co-option. The Council resolved to fill both vacancies by co-option.
CPC19-021	To consider applications for co-option to the current vacancy on the Council. Proposed by Cllr Clarey seconded by Cllr Brownley the Council resolved to fill the vacancies with the two people who had applied when the first vacancy had been announced. Cllrs Greenwood and Thompson signed their declaration of acceptance of office, having received the Code of Conduct and joined the rest of the council at the table.
CPC19-022	To receive an update on Operation London Bridge and consider what preparations the Council would like to make. The Council resolved to prepare for operation London Bridge by making the necessary purchases. The Clerk would get a quote for suitable items. Cllr Clarey said the flagpole outside the Miners Welfare Building could be used for the occasion.
CPC19-023	To receive a complaint by a member of the public regarding a councillor’s behaviour and consider what action should be taken. Public and Press were excluded from this item. Cllr Bishop declared a personal interest and left the room. The Council resolved that Cllr Beresford would investigate the matter by interviewing the parties involved and taking written statements before bringing matters back to the next meeting. Cllr Bishop re-joined the meeting.
CPC19-024	To receive Items for Notification to be included on next meeting’s agenda. (for information only). <ul style="list-style-type: none"> • LIS application for conversion of cemetery toilets for formal approval • Public Spaces Protection Order for Youth Club play area and playing fields

CPC19-025	To confirm date of next scheduled meeting for Wednesday 27 February 2019 The next meeting was confirmed for Wednesday 27 February 2019 at 19.00 at the Village Hall.
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Signed as a true record of that meeting.

Signature: _____ **Date:** _____

FINANCIAL STATEMENT AND BILLS FOR PAYMENT IN

January 2018-19 Payment Schedule January 19

CPC19-011e)

CASH POSITION BEFORE ANY PAYMENTS ARE MADE						£
Community Fund	30/12/2017	Interest pending				3,597.23
NatWest Current Account 31/	31/12/2018					365,269.55
Total						368,866.78
BILLS FOR PAYMENT						
Method	Ref	Supplier	Description	Excl. Vat	VAT	Total
DD	4101239939	NSDC^	Non-Dom current month Community Centre	1,168.00	-	1,168.00
DD	January	NSDC^	Non-Dom current month cemetery	40.00	-	40.00
DD	4101231278	NSDC^	Non-Dom current month Village Hall	326.00	-	326.00
BACS	December	various	Salaries and Wages*	4,500.00	-	4,500.00
BACS	January	various	Salaries and Wages*	4,500.00	-	4,500.00
BACS	534	Hall Hire	Deposit return	50.00	-	50.00
DD	M021	C5 BT	Telephone and Broadband*	58.40	11.68	70.08
BACS	SU1675038	County Supplies	Consumables	49.30	9.86	59.16
BACS	SU1675037	County Supplies	Consumables	72.07	14.41	86.48
DD		NatWest	Bank Charges	30.01	-	30.01
BACS	SU1674467	County Supplies	Signage	112.25	22.45	134.70
BACS	INV 1069	Notts ALC	Subs	719.20	-	719.20
BACS	20823-1	Mitchells	Ironmongery	5.72	1.14	6.86
BACS	34	M+C Elliotts	Grave dig	270.00	-	270.00
BACS	930015	LITE	Christmas Light installation and storage	4,025.00	805.00	4,830.00
STO	IO122441	NSDC^	Rent Share	331.25	-	331.25
BACS	964421682	British Gas	Gas VH	284.08	56.81	340.89
BACS	48/191	Harrop White, Vallance & Dawson*	Professional Charges	1,310.00	262.00	1,572.00
BACS	48/192	Harrop White, Vallance & Dawson*	Professional Charges	233.00	-	233.00
BACS	283	Mansfield Machinery*	Mower repair	34.93	6.99	41.92
BACS	INVO1990288	Water Plus*	Water VH	107.59	-	107.59
BACS	86	Parkland Trees*	Tree Work	530.00	-	530.00
BACS	933267541	Trade card UK*	B&Q	75.05	15.01	90.06
BACS	927387530	Trade card UK*	Screw Fix	13.30	2.66	15.96
BACS	927387522	Trade card UK*	Screw Fix	12.30	2.46	14.76
BACS	6394	Malcolm Lane*	Notice Boards	4,918.00	983.60	5,901.60
BACS	5733	Innes England*	Sale Health Centre	3,929.20	785.84	4,715.04
DD	711146869	British Gas*	Electricity (standing charges) HC	200.27	10.01	210.28
DD	981325112	British Gas*	Gas VH	262.27	52.45	314.72
BACS	3077/00119374	Jewson*	Link Chain	7.48	1.50	8.98
BACS	MO22GS	BT	Phone and Broadband	58.40	11.68	70.08
BACS	20208486	PWLB	Loan repayment February	6,857.37	-	6,857.37
BACS	CPC18-667e)	Clipstone Youth Club	2nd half of grant	7,000.00	-	7,000.00
Total				42,090.44	3,055.55	45,145.99

Notes:

Items marked yellow represent late additions to schedule.

* Approximate amounts

^ Regular monthly payments

* Already made

TBA

Transfer between accounts

Authorised Signatory 1

Authorised Signatory 2

Date

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