

## Minutes of the Clarbrough & Welham Parish Council Virtual Meeting held at 7pm on 20<sup>th</sup> July 2020

**Present:** Cllr Gibson (Chair), Cllr Avery, Cllr Willcock, Cllr Done, Cllr Palfreman & Cllr Baines  
**Others:** Mrs Davies (Clerk), District Cllr Sofflet, County Councillor Taylor, Mr Oates (Rights of Way Warden) and member of the public

**1232/20 To receive and approve apologies from absence**  
 Apologies received and approved from Cllr Weingaertner.

**1233/20 To receive any Declaration of Interest in any items on the agenda**  
 No Declarations of Interest received.

**1234/20 To approve the minutes of the meeting held 9<sup>th</sup> March 2020**  
 Cllr Done proposed to accept the minutes of the meeting held 9<sup>th</sup> March 2020 as a true record; this was seconded by Cllr Avery and resolved by the Council.

At this point the Chair brought forward the public session due to being able to extend our Zoom connection.

**1235/20 To suspend the meeting to open a public session**

**District Cllr Ben Sofflet** gave his District Council report; items to note:

- The wheelie bin collections have continued to be emptied throughout the shutdown
- Care packages have been distributed across the district; these are now being reduced
- The markets and shops have re-opened all with social distancing; the markets are expanding with the amount of food stalls available. Volunteer Marshals have been walking around the towns giving social distancing advice to shoppers
- Masks are to be worn in shops from the 24<sup>th</sup> July
- The District Council meetings will be continuing with virtual meetings up to June next year
- There is a mobile Covid-19 testing station in Worksop; Bassetlaw currently has the highest rate of covid-19 increase in Nottinghamshire. There have not been any new cases over the last couple of days

**County Cllr Tracey Taylor** gave her county report; items to note:

- The County Council's website and app is the best source of information
- There is a Local Outbreak Plan in place should there be another Covid-19 shutdown
- 80% of schools have managed to reopen for 6 weeks upto the end of the term; with 18k children back at school
- The local bus stations are both open
- Libraries are now opening; unfortunately the Worksop library has been flooded and the Retford library is currently undergoing a full refurbishment. Mobile units will be put in place but not yet open due to the confined spaces
- The Council's Place Committee which decides the budget and highways; has been impacted with the current restrictions. The budget has now been agreed a couple of weeks ago and things should be now happening
- The Local Improvement Scheme has been put on hold for the time being
- Focus has been on the £1m put aside for the emergency support fund to help village halls which have been used as volunteer hubs

**Mr Herdman, Editor** of the parish magazine reported that he has been using his connections with the school, BVCS, Retford Business Forum etc. to put a lot of information on the parish magazine's Community home page.

**Mr Oates gave his Path Warden's report** for July as follows:

- Footpath maintenance – The senior Countryside Access Officer at Notts County Council (Via) has agreed to meet in the near future together with our new local Officers, to discuss footpath issues for Hayton and Clarborough
- Market Hill byway has a permanent closure to carry out comprehensive repairs
- Byways – Mr Oates has been discussing potential remedies with a National Green Lane organisation and he will report progress in due course

**W. I Group** – Cllr Baines gave a yearly report on behalf of the W.I

- Last year they had a village collection where we asked people to drop off items at the Post Office for the Bassetlaw Food Bank as part of one of their charity projects
- A Spring Clean litter pick took place in September and cake and coffees were served
- The senior citizens Christmas party went well with lots of good feedback received
- No meeting have taken place since February this year

**Mr Herdman** gave a report as a member of the Clarborough & District Community Association.

- The Association has recently lost three members which just leaves just four members . A meeting has been arranged for the 6<sup>th</sup> August to get their heads together
- The fire alarm is being serviced tomorrow and the boiler requires a fuel cap replacing before the service can be carried out
- There are financial issues due to the loss of hall hire income due to the shutdown restrictions. However, there may be various funding options which may be available to the village hall.

- 1236/20**      **To consider deferring the Annual Meeting of the Council to May 2021 as permitted by Government legislation**  
 Due to the coronavirus restrictions and no elections taking place this year; it is permitted to defer the Annual meeting to May 2021, if the Council wishes to do so.  
 Cllr Baines proposed to defer the Annual meeting of the Council to May 2021; this was seconded by Cllr Done and resolved by the Council.
- 1237/20**      **To appoint the Internal Auditor for 2020-21**  
 Cllr Baines proposed to appoint Mrs Savill as Internal Auditor for 2020-21; this was seconded by Cllr Palfreman and resolved by the Council.
- 1238/20**      **To receive the Internal Audit Report for 2019-20**  
 The Clerk previously circulated copies of the Internal Audit Report for the Councillors to view; and reported that no actions were required. Cllr Baines proposed to receive the audit report; this was seconded by Cllr Willcock and resolved by the Council.
- 1239/20**      **To consider the Annual Governance Statement for 2019-20**  
 The Clerk previously circulated copies of the Annual Governance Statement for the Councillors to read and consider. Cllr Willcock proposed to approve the statement with positive responses; this was seconded by Cllr Done and resolved by the Council. The Chair then signed the Governance Statement.

- 1240/20 To consider the Accounting Statements for 2019-20**  
The Clerk previously circulated copies of the Accounting Statements, Bank reconciliation and explanation of variances for 2019-20. Cllr Avery proposed to approve the Accounting Statements for the 2019-20 financial year; this was seconded by Cllr Willcock and resolved by the Council. The Chair then signed the Accounting Statements.
- 1241/20 To consider and certify the Parish council as exempt from a limited assurance review as the gross income or expenditure did not exceed £25,000**  
The Clerk confirmed that the Parish Council finances fit the above criteria for exemption from the limited assurance review. Cllr Palfreman proposed to approve the exemption; this was seconded by Cllr Done and resolved by the Council. The Chair signed the exemption certificate.
- 1242/20 To review the Asset Register as at 31<sup>st</sup> March 2020**  
The Clerk previously circulated copy of the asset register for the Councillors to review.  
  
The Clerk suggested disposing of the laptop which not been used for several years. Cllr Willcock also asked if there was a cost limit to the items put on the asset register – this is something that the Council can consider for future years.  
  
Cllr Willcock proposed to approve the asset register as at 31<sup>st</sup> March 2020; this was seconded by Cllr Done and resolved by the Council.
- 1243/20 Finances – to approve payments as listed and financial updates up to 30<sup>th</sup> June 2020**  
The Clerk previously circulated copies of the accounts, bank statement and budget figures up to 30<sup>th</sup> June 2020 for the Councillors to view.  
  
Cllr Avery proposed to approve the following payments and to note the accounts as above; this was seconded by Cllr Palfreman and resolved by the Council.
- 1) B.D.C VE 75 Day – printing of posters £98.05 (2241)
  - 2) Holmes Groundcare Maintenance– March grass cutting £ 209.16 (2242)
  - 3) Information Commissioners Officer – Data Protection fee £40.00 (2243)
  - 4) Money Soft – Payroll software £86.40 (2244)
  - 5) Holmes Groundcare Maintenance – 2 x April grass cuts £418.33 (2245)
  - 6) Isle of Axholme – drainage £2.49 (2247)
  - 7) BK Hogg – Parish Pasture work £96.00 (2248)
  - 8) Holmes Groundcare Maintenance– 2 x May cuts £418.33 (2249)
  - 9) D Savill – Internal audit £50.00 (2250)
  - 10) Parish Clerk July wage at £203.33 – S.O
  - 11) Holmes Groundcare Maintenance – 2 x grass cuts June £418.33 (2251)
  - 12) P Willcock – VE75 Day expenses £211.24 (2252)
  - 13) P Willcock – Parish Pasture expenses £410.46 (2253)
  - 14) B K Hogg – Parish Pasture expenses £496.00 (2254)
- 1244/20 To consider planning application**
- Application: 20/00583/FUL**  
Location: Camp site rear of hillcrest Service Station, Main Street, Clarbrough  
Proposal: Siting of 12 static caravans for holiday use and replacement of dilapidated board with summer lodge for holiday use
- After consideration; the Chair proposed not to make any objections to the above application subject to the conditions below; this was seconded by Cllr Palfreman and resolved by the Council.

- 1) At the moment there is a limit of caravans permitted on this site; please ensure that the limit remains the same and NOT increased due to these 12 static caravans. The reason being, the site is small therefore, it would cause overcrowding
- 2) To ensure that they will only be holiday caravans and not residential

**1245/20****To consider extra grass cutting costs**

After discussion; the Chair will speak with the Holmes Groundcare Maintenance and give feedback at the next meeting.

At this point Cllr Baines asked if the Holbeck Lane hedge facing the main road could be reported as overgrown – the Chair will report.

**1246/20****Time and Date of the next Parish Council Meeting**

The next Parish Council meeting will be held remotely (unless any change in restrictions) on the Monday 14<sup>th</sup> September 2020 at 7pm.

The Chair closed the meeting at 7.50pm.