

Minutes of the Annual Meeting of the Clarborough & Welham Parish Council held at 7pm in the Clarborough Village Hall, Main Street, Clarborough on Monday 13th May 2019

Present: Cllr Gibson, Cllr Baines, Cllr Palfreman, Cllr Avery and Cllr Willcock

Others: Mrs Davies (Clerk), County Cllr Tracey Taylor and members of the public

1045/19 Election of Chairman and to receive signed Declaration of Office

Cllr Willcock proposed Cllr Gibson for the position of Chair; this was seconded by Cllr Baines and resolved by the Council. Cllr Gibson then signed his Declaration of Acceptance of Office which was counter signed by the Clerk.

1046/19 Election of Vice-Chair

Cllr Gibson proposed Cllr Willcock for the position of Vice-Chair; this was seconded by Cllr Avery and resolved by the Council. Cllr Willcock then signed his Declaration of Acceptance of Officer which was countersigned by the Clerk.

1047/19 To receive Signed Declarations of Office from Members of the Council

The Clerk then received signed Declarations of Office from the rest of the Members; which were then countersigned.

1048/19 To receive and approve apologies for absence

No apologies or absence was received.

1049/19 To receive any Declaration of Interest in any items on the agenda

No Declarations of Interest were received.

1050/19 To suspend the meeting for open session for members of the public to speak and to receive reports from the District & County Councillors, PCSO Airey and Mr Oates (Rights of Way Warden)

The Chair suspended the meeting to allow for the public session.

- Apologies were received from the new District Councillor Ben Sofflet; due to it being the new district councillors training evening
- County Cllr Tracey Taylor reported that there hasn't been much happening at the County Council due to the purdah period for the district elections; the County's Annual Meeting will take place next week. There have been a couple of Highway Committee meetings but there is nothing happening in Clarborough at the moment.

Cllr Taylor enquired how the flooding projects were proceeding. Cllr Avery reported that he has previously spoken with the County's Flooding Officer and would try to contact him again. What is worrying is that at the end of June; both the District Council's Flooding Officers are retiring and it isn't

know if there is someone going to replace their roles. There is £120,000 allocated by the District Council towards the flooding project for Clarborough; hopefully this will not be lost if the Officers are not replaced or information is not passed on.

- Apologies were received from PCSO Dave Airey; his crime report was circulated around the councillors.
- Apologies were received from Howard Oates, Rights of Way Warden; the Chair read out the following report:-

An official Spring Ploughing and Cropping Survey was not carried out as Notts CC cannot service the results. I have, however, inspected the appropriate ploughed/seeded fields and the landowners have fulfilled their obligations to mark out the line of the paths.

The fallen tree which was reported as blocking Byway No 22 has now been removed by the landowner.

1051/19 To approve the minutes of the meeting held 1st April 2019

Cllr Baines proposed to accept the minutes of the meeting held 1st April 2019 as a true record; this was seconded by Cllr Willcock and resolved by the Council.

1052/19 To appoint memberships of working parties for 2019-20

The following memberships were appointed as below:

Responsibilities / Representatives

Playing Fields	Phil Gibson Andrew Avery
Road Safety	Phil Gibson Paul Willcock
Christmas tree lighting event Mulled wine stall WI Christmas dinner	Phil Gibson Phil Gibson Lesley Baines
Planning	All Councillors
Flooding	Andrew Avery
Friends of Parish Pastures	Paul Willcock Andrew Avery
Allotment Association	Phil Gibson
Parish council forum	Lesley Baines Wendy Davies

Rights of Way Warden	Howard Oates
Notice Boards	Wendy Davies & Phil Gibson
Bassetlaw Central Forum	Phil Gibson
Estate Officer	Phil Gibson
Snow Warden	Phil Gibson – Grit bins All Councillors
Village Hall Committee	Andrew Avery
Litter Picking, Grot Spots, Dog Fouling	All Councillors
Development committee	Paul Willcock Andrew Avery

1053/19 To appoint the Internal Auditor for 2019-20

Cllr Baines proposed to appoint Mrs Savill as the internal auditor for 2019/20; this was seconded by Cllr Palfreman and resolved by the Council.

1054/19 To review bank mandate and signatories for 2019-20

The bank mandate is for any two councillors to sign a cheque for any amount; the Clerk is on the mandate to be able to speak to the bank or request information on behalf of the Council. The current signatories are Cllr Gibson, Cllr Willcock, Cllr Avery and Cllr Baines.

Cllr Willcock proposed to keep the same signatories with no changes to the mandate; this was seconded by Cllr Avery and resolved by the Council.

1055/19 To review the Financial Risk Assessment for 2019-20

The Clerk previously circulated copies of the risk assessment for the councillors to review.

Cllr Willcock proposed to approve the financial risk assessment; this was seconded by Cllr Baines and resolved by the Council.

1056/19 To confirm the criteria is met for the Council to continue to use the General Power of Competence

The Clerk reported that at every 'relevant' meeting (the Annual Meeting of the Council after the elections occur every 4 years); the Council has to confirm that the criterion has been met to be able to continue using the General Power of Competence:

1. The number of Members of the council that have been declared to the elected, is equal to or greater than two-thirds of the total number of members of the council – the Clerk confirmed that this criteria has been met;
2. The clerk to the parish council holds the Certificate in Local Council Administration – the Clerk confirmed that this criteria has been met;
3. The clerk to the parish council has completed the relevant training in the exercise of the general power– the Clerk confirmed that this criteria has been met

Cllr Palfreman proposed to continue to use the General Power of Competence; this was seconded by Cllr Baines and resolved by the Council.

1057/19 To receive the Internal Auditors Reports for 2018-19

The Clerk circulated copies of the Annual Internal Audit Report 2018-19 for the Councillors to view. The internal audit was carried out on the 25th April 2019 and the Auditor gave positive responses to the internal control objectives.

Cllr Avery proposed that the Council has noted the internal auditor's reports; this was seconded by Cllr Willcock and resolved by the Council.

1058/19 To approve the Annual Governance Statement for 31st March 2019

The Clerk previously circulated copies of the Annual governance Statement for 31st March 2019. The Clerk went through each statement for the Councillors to consider

Cllr Avery proposed to approve the Annual governance Statements; this was seconded by Cllr Willcock and resolved by the Council.

1059/19 To approve the Annual Statement of Accounts for 31st March 2019

The Clerk circulated copies of the Annual Statement of Accounts for 2018/19 for the councillors to approve.

Cllr Baines proposed to approve the Annual Statement of Accounts; this was seconded by Cllr Palfreman and resolved by the Council.

1060/19 To review the Financial Regulations and Standing Orders

The Clerk circulated copies of the current Financial Regulations and Standing Orders for the Councillors to review.

Cllr Baines proposed to approve the Financial Regulations and Standing Orders with no amendments; this was seconded by Cllr Avery and resolved by the Council.

1061/19 To review the Asset Register for 31st March 2019

The Clerk circulated copies of the current asset register for 31st March 2019 for the Council to view.

Cllr Willcock proposed to approve the asset register; this was seconded by Cllr Avery and resolved by the Council.

1062/19 To receive any co-option applications

It was agreed that anyone interested in being co-opted onto the Parish Council should email the clerk expressing their interest. The Clerk will then forward the criteria to become a councillor and then be invited to the Parish Council for co-option.

1063/19 To receive completed Security Compliance checklists from Members

Cllr Palfreman will be handing her compliance checklist in at the next meeting.

1064/19 To receive updates on any actions from previous meeting

The Chair reported:

- 1031/19 - The litter pick took place on the 7th April and approx. 20 people attended and about 20 bags of rubbish was collected.
- 1035/19 – The beacon maintenance has not yet been carried out
- 1042/19 – The litter bin on Main Street is going to be replaced with one with a lid on
- The Chair has twice checked on the parking around the OAP bungalows with nothing to report
- 1042/19 – The car and trailer on Big Lane was removed and replace with a red one
- The Ash tree that has blown down was reported and since been removed
- Cllr Baines reported that the WI has now sorted out a cheque book for their new account

1065/19 To receive reports from any other meetings attended

No meetings attended.

1066/19 To receive play area inspection reports

No reports submitted.

1067/19 Finances – to approve payments and receive financial update

The Clerk circulated copies of the April finances today and bank statement for the councillor to view.

Cllr Baines proposed to approve the following payments; this was seconded by Cllr Avery and resolved by the Council.

- a) 17.4.19 Parish Clerk's April wage £162.73 (2116)
- b) 17.4.19 HMRC – p.a.y.e £40.60 (2117)
- c) 17.4.19 Fenton Forestry £16.00 vat only from last invoice (2118)
- d) P Willcock – WW1 plaques £180.00 (2119)

- e) Holmes Groundcare Maintenance – April grass cutting £334.30 (2120)
- f) D Savill – Internal audit £50.00 (2121)
- g) P Willcock – Parish Pasture expenses £388.64 (2122)
- h) Fenton Forestry – Parish Pasture expense £144.00 (2123)
- i) W Davies – Payroll software expense £81.60 (2124)
- j) Parish Clerk – May wages £162.73 (2125)
- k) HMRC – p.a.y.e £40.60 (2126)
- l) J Palfreman – 2 yrs beacon rent £20.00 (2126)
- m) J Palfreman – replacement of cheque 2020 £10.00 (2127)

At this point Cllr Baines left the meeting.

1068/19 To consider planning applications, note any planning correspondence and decisions

Application ref: 19/00540/FUL

Location: Land adjacent to Wynbar, Church Lane, Clarborough
 Proposal: Erection of detached chalet bungalow with integral single garage and change of use of part of the land to the rear to incorporate into domestic curtilage

The Parish Council had no object to the above application; subject to clarification of comments – in the block plan drawing there is a statement that was not understood which seems to imply replacing existing drainage. It was asked if this could be clarified. The Flood Section of the Neighbourhood Plan makes clear infill development needs to demonstrate no additional risk of flooding.

Cllr Avery proposed to make the above comments; this was seconded by Cllr Willcock and resolved by the Council.

1069/19 To discuss the transfer of Parish Pasture land

The Chair proposed that 3 councillors get together and read through the summary then report back at the next meeting; this was seconded by Cllr Willcock and resolved by the Council.

1070/19 To receive any updates on the Flood Prevention and Flood Management Strategy

Cllr Avery reported that he is pressing the District Council and County Council to keep us up to date with developments; and to ask what is in their plans and how they are going to be funded.

1071/19 To report any Highways/Rights of Way or Service Faults

No faults reported.

1072/19 To receive any correspondence or information for future agenda items

Cllr Baines left copies of the WI receipts and payment for the Christmas Dinner for the councillors to view.

1073/19 Time and date of the next Parish Council Meeting

The next Parish Council meeting will take place on the 17th June 2019 at 7pm in the Clarborough Village Hall, Main Street, Clarborough.