

**Minutes of the Annual Meeting of the Clarborough & Welham Parish Council held 15<sup>th</sup> May 2017 at 7.21pm in the Clarborough Village Hall, Main Street, Clarborough.**

**Present:** Cllr Gibson, Cllr George, Cllr Baines, Cllr Willcock, Cllr Avery and Cllr Bowler

**Others present:** District Cllr Kath Sutton, Mr Oates (Footpath Warden) and six members of the public

**657/17 Election of Chairman**

Cllr Avery proposed Cllr Gibson for the position of Chairman; this was seconded by Cllr George and resolved by the Council.

**658/17 Election of Vice-Chair**

Cllr George proposed Cllr Bowler for the position of Vice-Chair; this was seconded by Cllr Willcock and resolved by the Council.

**659/17 To receive signed Declarations of Office**

Cllr Gibson and Cllr Bowler signed their Declaration of Office forms which were countersigned by the Clerk.

**660/17 To receive apologies for absence**

At this point the Chair reported that Brian and Freda Robinson have resigned from the Parish Council. The Chair thanked them for all their hard work over the years for the Parish Council.

No apologies received.

**661/17 To receive any Declarations of Interest in any items on the agenda**

No Declarations of Interest received.

**662/17 Open session for members of the public to speak and to receive reports from the County & District Councillors, PCSO Airey and Mr Oakes (footpath Warden)**

District Cllr Kath Sutton thanked the Parish Council for its hard work and said she was sure that the residents are aware of their efforts. Cllr Sutton gave a brief update on the work she is doing within the District Council and reminded residents that the Goodwin Charity grants are available for the over 60's.

Mr Oakes gave his Footpath Warden report as below:

Following my Maintenance Report last year, a programme of replacement/repairs to paths furniture was agreed with the Access Team in Nottingham. Despite structural changes in the manner in which they operate, I am pleased to say that the programme is underway and will continue throughout the coming year.

Members of the public have reported that attention is required to two other items of footpath furniture not covered under item 1

These matters are in hand with the Access Team.

The Spring Crop Survey has been carried out. This is a survey to check that footpaths which cross arable fields are clearly marked and free from obstructions. I am pleased to say that there were only 2 failures which are being attended to.

During the year barriers have been installed on Byway No 22 in an attempt to reduce traffic erosion. The barriers will be closed during the period 1 Nov-30th April each year. Repair work to the badly eroded areas is awaited.

Generally this approach to the problem of leisure 4 x 4's has been successful but I fear the problem will move to ungated areas of the county.

The Chair read out an introductory email from the newly elected County Councillor Tracey Taylor.

#### **663/17 To approve the minutes of the meeting held 3<sup>rd</sup> April 2017**

Cllr Baines proposed to accept the minutes of the meeting held 3<sup>rd</sup> April 2017 as a true record; this was seconded by Cllr Willcock and resolved by the Council.

#### **664/17 To receive updates from actions of the meeting held 3<sup>rd</sup> April 2017**

The Chair will organise the new notice board for Welham.

#### **665/17 To appoint memberships of working parties for 2017-18**

Playing fields – Cllr Gibson and Cllr Bowler  
 Road Safety – Cllr Gibson and Cllr Willcock  
 Christmas Tree Lighting event – Cllr Willcock  
 Mulled wine stall at Christmas even – Mr & Mrs Robinson  
 Planning – all Councillors  
 Flooding Matters – Cllr Avery  
 Friends of Parish Pastures – Cllr Willcock and Cllr Avery  
 Allotments – Cllr Gibson, Cllr Willcock and Cllr George  
 Parish Council Forum – Cllr Baines and the Clerk  
 Footpaths – Mr Oates  
 Notice boards – Clarborough – Cllr Gibson and the Clerk  
 Notice boards – Welham – Cllr Gibson and Cllr Bowler  
 Bassetlaw Central Forum – Cllr Gibson  
 Estate Officer – Cllr Gibson  
 Snow Warden – All Councillors  
 Grit Bins – Cllr Gibson  
 Village Hall Committee – Cllr George  
 Litter picking, grot spots & dog fouling – All Councillors  
 Neighbourhood Plan – Cllr Willcock  
 Bank signatories – Cllr Gibson, Cllr Baines, Cllr Willcock and Cllr Avery  
 Welham issues – Cllr Bowler

The Chair reminder Councillors that any of them can attend any of the above working parties.

Cllr Bowler proposed to approve the above memberships; this was seconded by Cllr Willcock and resolved by the Council.

**666/17 To appoint the Internal Auditor for 2017/18**

Cllr George proposed to appoint Mrs Savill; this was seconded by Cllr Baines and resolved by the Council.

**667/17 To review signatories for the Nat West Bank**

Cllr George proposed Cllr Gibson, Cllr Baines, Cllr Willcock and Cllr Avery remain as the signatories; this was seconded by Cllr Baines and resolved by the Council.

**668/17 To review the financial risk assessment**

The Clerk previously circulated a copy of the financial risk assessment for the Councillors to consider and comment upon. Cllr Avery proposed to accept the above with no amendments; this was seconded by Cllr Bowler and resolved by the Council.

**669/17 To approve the Annual Governance Statement for 31<sup>st</sup> March 2017**

The Clerk reported that the Internal Auditor was happy that all policies and procedures were in place and no matters of concerns were raised. The Clerk read through the Governance Statements and Cllr Baines proposed to approve the Annual Governance Statements; this was seconded by Cllr Willcock and resolved by the Council.

**670/17 To approve the Annual Statement of Accounts for 31<sup>st</sup> March 2017**

The Clerk circulated copies of the Annual accounts for 31<sup>st</sup> March 2017. Cllr Willcock proposed to approve the Annual Statement of Accounts; this was seconded by Cllr George and resolved by the Council.

**671/17 To review the Financial Regulations, Standing Orders and review/adopt policies**

The Clerk previously circulated copies of the above for Councillors to review and comment upon.

The Clerk circulated a copy of an Equality Policy for approval and adoption.

Cllr Bowler proposed to above the existing policies and procedures with no amendments and also adopt the new Equality policy; this was seconded by Cllr Baines and resolved by the Council.

The Clerk asked for a Councillor Health & Safety representative and Cllr Bowler accepted the position. Cllr Avery proposed to accept Cllr Bowler as the Councillor H&S Representative; this was seconded by Cllr George and resolved by the Council.

**672/17 Finances – to approve payments and receive financial update**

The Clerk circulated copies of the April bank statement for the Councillors to view. Cllr Gibson proposed to approve the following payments which was seconded by Cllr Baines and resolved by the Council.

- a) Isle of Axholme Drainage Board £2.30 (1964)
- b) Holmes Groundcare Maintenance £399.56 (1965)
- c) Parish Clerk – April & May wages and exps £377.58 (1966)
- d) D Savill internal audit £50.00 (1967)
- e) Platts Farming £1200.00 (1968) (N.Plan grant)

f) CDCA – Village Hall donation £700 (1969)

**673/17 To consider request for a £60 donation from the Parish Pasture Allotment Association**

Cllr George proposed to approve a £60 donation towards the cost of Membership of the National Allotment Society for the new Parish Pasture Allotment Association; this was seconded by Cllr Avery and resolved by the Council.

**674/17 To receive reports from other meetings**

The Chair reported that he attended the meeting of the Allotment Association; the group of 12 people has been organised and they are set up with a Chair, Secretary and Treasurer. District Cllr Sutton offered to assist with chasing up the legal department at the District Council for the completion of the gifting of the land.

Cllr Willcock reported that 11 allotments have been requested between 16 people.

**675/17 To receive play area inspection reports**

Cllr Bowler submitted his play area inspection reports with no actions required.

The Chair has also carried out his inspection report on the village auxiliary items with no actions required.

**676/17 To consider planning applications, note any planning correspondence and decisions**

Application: 17/00592/HSE

Location: 17 Howbeck Lane, Clarborough

Proposal: Rear and front extension to bungalow, demolition of existing garage and build new garage in new location

The Council considered the above application and Cllr Bowler proposed not to make any objections; this was seconded by Cllr George and resolved by the Council.

The Clerk reported that two previous applications have gone to appeal; no additional comments required sending from the Parish Council.

**677/17 To receive update from Cllr Willcock of the Friends of the Parish Pasture Group**

Cllr Willcock gave the following report:

**Notice Board** – no further work has been done on this.

**Parish Pasture**

Work on the land has continued with it all being rotovated.

**Friends of Parish Pasture**

A meeting was held on 18<sup>th</sup> April with a representative of Bassetlaw District Council and PWP Design to discuss the layout of the whole of the Parish Pasture. Following a walk of the land and a discussion PWP were asked to draw-up a design for the land. This is being funded by Bassetlaw District Council as part of their Neighbourhood Plan follow-up process.

A second meeting for PWP Designs to report back was held this morning with some of the Friends of Parish Pasture Group present. The whole group has yet to see the plan. There were a number of changes requested at this meeting. When the group has met, changes will be forwarded to PWP Design who will amend their plans. On the basis of these amended plans there will be a publicity meeting with residents in early July.

### **Allotments**

A meeting was held at the King's Arms on 9<sup>th</sup> May and as a result of information in the Village Newsletter a further two people who wish to have an allotment came forward. The total number of allotments now requested is 11, with 16 people involved.

I sent a request to the East Midlands representative of the National Allotment Society for a meeting with them for the Parish Council. I have as yet had no response.

### **678/17 To receive update from Cllr Bowler on the 100 years of Remembrance event 2018**

Cllr Bowler reported that the Parish Council has been signed up on the event's register and no further updates will be given till January 2018; this gives plenty of the time for the Council to consider any ideas for the event.

### **679/17 To receive any flooding updates**

Cllr Avery has undertaken to write a flood strategy which is currently work in progress. It was agreed that a working group will be set up to work with Cllr Avery on the strategy. The group will consist of residents and two councillors; Cllr Bowler offered to assist Cllr Avery. The group's initial task will be to identify some more residents.

The Chair thanked Cllr Avery for taking on this role and the work he has already carried out with the draft document.

### **680/17 To report any Highways/Rights of Way or Service Faults**

The Chair to report the outstanding fault on the interaction board.

### **681/17 To receive any correspondence for information and future agenda items**

- At this point the new County Councillor Tracy Taylor joined the meeting and introduced herself.
- St Johns Church requesting a donation towards path improvements – to request more information
- Request for a donation from North Notts first Community Responders
- Co-option of new Councillor

### **682/17 Time and date of the next Parish Council meeting**

The next Parish Council meeting will be held on the 26<sup>th</sup> June 2017 at 7pm in the Clarborough Village Hall, Main Street, Clarborough.

The Chair closed the meeting at 8.50pm.