

CARLTON-ON-TRENT PARISH COUNCIL

Minutes of the meeting of
Carlton-on-Trent Parish Council held
in the Village Hall, Main Street, Carlton on Trent on

Tuesday 2nd May 2017 at 7.30pm

Present:

Cllr N Fletcher (Chair), Cllr M Martin (Vice-Chair), Cllr J Clark, Cllr M Eley, Cllr L Hopkins, Cllr F Jerome, Cllr R Whate, DCllr S Michael, T Grimes (Clerk) and 2 members of the public

1) Election of chairman

NF was nominated by RW and seconded by MM. The vote was unanimous and NF was duly elected.

2) Declaration of Acceptance of the Office of chairman

NF signed the acceptance.

3) Election of vice chairman

MM was nominated by JC and seconded by ME. The vote was unanimous and MM was duly elected.

4) Declaration of Acceptance of the Office of vice chairman

MM signed the acceptance.

5) To consider any apologies for absence

CCllr BL sent apologies for being unable to attend during the run up to the County Council elections.

6) To receive any declarations of interest in items on the agenda

MM declared an interest in the clerk's wages.

7) To accept the minutes of the Parish Council meeting held Tuesday 4th April 2017

The minutes were approved as a true record of the meeting and were signed by the chair.

8) 10 minute open forum to receive questions and comments from members of the public

A member of the public reported that there had been drilling activity in the field Cromwell side of the Beck. The land belongs to Lafarge and is for sale. It was noted, but at this stage it was felt there was nothing more that the parish council could find out or do.

A member of the public raised a question about the impact of the Park Farm development and the Sutton on Trent development on the sewage system in the light of recent news that Sutton had gone back to planning to include a pumping station on the new development. It was noted that these concerns had been raised in the original consultation and that any changes should result in further consultation.

9) To note any matters arising from the minutes of 7th March 2017

a) Unity Article

Having received contact details for the PCSO, the clerk asked for a specific name at Highways in order to draft an article.

b) Archiving Council Documents

The clerk reported that Inspire are responsible for the county archives and that they

would take Parish Council documents. Storage is free and the materials remain the property of the council if they wish to have them back at any time. They would be catalogued and stored, with the public being able to view them unless the council stipulated otherwise. There was some discussion as to what should be archived and it was agreed the clerk would clear out the filing cabinet to determine what was there.

c) Dog Bin invoice

The clerk reported that the corrected invoice had been received and the cheque paid via the Post Office.

10) To receive updates on any District & County Councillor matters

DCllr SM reported that other councils had raised the issue of not accepting cheques at N&S DC so she has passed these comments on to the District Council.

11) To decide whether to enter the Best Kept Village competition

Whilst some felt that this was a worthwhile activity, others felt that the last entry had resulted in little support from residents and there were no longer people in the village that would go round doing the work required to keep the village looking its best.

RESOLVED: Not to enter the competition.

(proposed by JC, seconded by MM, carried by majority)

12) To decide whether to continue with monthly meetings or to revert to 6 meetings per year

Councillors commented that shorter meetings were preferable from a concentration point of view and the clerk reported that it was easier to prepare for monthly meetings and didn't seem to have impacted adversely on the number of hours worked.

RESOLVED: To continue with 11 meetings per year.

(proposed NF, seconded MM, carried unanimously)

13) To review Council Policy and amend as appropriate

a) Standing Orders

As these were reviewed in November and the pattern of meetings is not changing it was felt that the present standing orders were still appropriate.

b) Financial Regulations

The clerk and chair reported that there was nothing in the new Governance and Accountability document which necessitated a change to the existing Financial Regulations. Having reviewed these in November it was felt that no changes were necessary.

c) To determine which policy to review next

The clerk noted that the Grants policy had not been reviewed since 2015 and therefore that this ought to be the next one to be checked.

14) To receive feedback from councillors on any meetings/training attended

a) Safer Neighbourhood Group

NF and JC attended. There was 1 burglary reported in the area for the first quarter of the year. Concerns were expressed regarding speeding in several areas. The matter of parking at Cromwell Holt and at the Service Station in Cromwell were raised as requested and the response was:

If there is a clear and present danger at either site, this should be reported immediately on 101. Otherwise any photos taken can be passed to the PCSO for Cromwell Holt or to Highways England for Service Station issues.

15) To consider any planning matters

a) Notifications received

None received.

b) Planning applications to discuss

i) 17/00505/FUL: Park Farm - removal of condition 3

It was noted that none of the other properties on the development were rendered and that no members of the public had made their concerns known.

RESOLVED: To support the application to remove this condition.
(proposed NF, seconded MM, carried unanimously)

c) Any other planning business

None

16) To discuss and respond to the following consultations

a) NCC – proposed Bus Stop alterations

Discussions centred on the need for a footpath, but this was not covered by the consultation and it was agreed it should be on the next agenda. The proposals for the bus stops and signs were thought to be beneficial and the clerk was asked to respond as such.

17) To discuss and note any further actions required from correspondence received since the last meeting

a) NSDC – payments information

The clerk reported that a letter had been sent on 3rd April detailing the changes which had been effective since January. The clerk asked if anyone objected to a personal complaint being sent mentioning the council and the village hall and no-one objected.

b) NSDC – insurance scheme withdrawal

N&S DC have withdrawn the group insurance scheme due to lack of use but as the council moved away from this last year it was felt this would have little impact.

c) Notts County FC Football in the community – funding request

It was felt that this does not benefit the local community so funding would not be appropriate.

d) Houses of Parliament – UK Parliament Week

The clerk was asked to send for the free information pack to find out more about this.

18) To consider and approve any financial matters

a) To approve payments for:

- **Clerk's Wages £237.14**

RESOLVED: To make the payment.
(proposed by JC, seconded by NF, carried unanimously, MM did not vote)

- **E-ON Kiosk electricity £25.59**

RESOLVED: To make the payment.
(proposed by NF, seconded by MM, carried unanimously)

- **Insurance**

The clerk reported there had been no change in assets or activity and that cover would therefore be the same. Three quotes had been obtained: the renewal with Zurich at 206.08 plus one from A-on at £373.06 and one from Came & Co at £168. The clerk pointed out that the Came & Co excess was £250 as opposed to £100 at present and the asset cover was for the present assets as opposed to £10,000,

meaning that any increase in assets would increase the policy.

RESOLVED: To take out insurance through Came & Co at £168.
(proposed FJ, seconded MM, carried unanimously)

b) Any other financial matters

i) To note the bank reconciliation

The bank reconciliation and statements were checked and signed by the chair.

ii) To receive the internal audit report

The clerk reported that the internal auditor had given the accounts and procedures a clean report but had noted an error on the explanation of variances for external audit, which had since been corrected, thus no further action was required.

iii) To complete the Annual Governance Statement 2016/17

Having considered each statement in turn the council gave a positive response to all but the last, which was not applicable and thus the chair and the clerk signed the form.

iv) To complete the Accounting Statement 2016/17

Having confirmed that there had been no activity after the year end which would affect the figures councillors approved the accounts and the chair and the clerk signed the accounting statement.

v) To determine who will hold the accounts for inspection July 2017

The clerk reported that the last day for the public right to inspect the accounts would run be 14th July, but that she would be on holiday on 13th and 14th July. NF offered to hold the relevant paperwork and to be the point of contact for the last two days.

vi) To consider a Transparency Code funding application

The clerk reported that funding was continuing for another year and suggested that due to problems with her personal computer the council may want to consider buying a laptop under this scheme. Councillors asked the clerk to look at the costs involved.

19) To raise any other business which may need to be included on the agenda of the next meeting

It was noted that the village hall fee was missed from this agenda.

JC reported that a number of potholes had been ringed but when the council came to repair them several had not been done – it was suggested these be reported.

MM noted that the signs sprayed on the road to encourage people to pick up dog mess were fading and needed repainting. He then suggested that it may be beneficial to spray mess left behind to highlight the extent of the problem.

RW reported that the road sweeper had been round the village.

ME asked why some street lights had been replaced with LED fittings whilst others hadn't. JC asked for numbers of those which hadn't been done so that this could be reported.

NF reported that there was a hole in the tarmac next to a surface drainage grid on the road past the Church which could cause a twisted ankle if someone caught their foot in it. The clerk offered to report this.

20) To note the date of the next meeting

This will Tuesday 6th June at 7.30pm.

The meeting closed at 8.45pm