

CARLTON-ON-TRENT PARISH COUNCIL

Minutes of the meeting held on Tuesday 6th May 2014 at 7.30pm in the Village Hall.

Present: T Cooper (Chair), N Fletcher (Vice-Chair), R Whate, F Jerome, M Eley, J Clark, C Rose, T Grimes (Clerk) and 2 members of the public

1. Election of Chairman and Vice Chairman including declaration of acceptance of office
Terry Cooper was nominated by RW and seconded by FJ, and being prepared to continue as chair, TC was elected by a unanimous vote.
Nigel Fletcher was nominated by TC and seconded by ME, being prepared to continue as vice chair, NF was elected by a unanimous vote.

2. To consider any apologies for absence
KS sent apologies for his absence along with his resignation, having missed 3 meetings and expecting to miss the next 2, he felt the council would be better served by someone who could commit to attending more regularly.
FJ apologised for having to leave at 9.15pm.

3. To receive any declarations of interest in items on the agenda
None

4. To accept the minutes of the Parish Council meeting held Tuesday 18th March 2014
The minutes were accepted as a true account of the meeting, after a minor correction.

5. 10 minute open forum to receive questions and comments from members of the public
A member of the public suggested that the Community Service Volunteers may be able to reinstate the footpath to Cromwell if Highways will not do it. Cllr Rose suggested contacting John Mear of the Probation Service to find out more and Sutton on Trent Parish Council as they have used the service. Another member of the public asked to be informed if this would be happening due to the nature of his work.
A member of the public has complained about the hedge at Village Farm encroaching on the footpath and making it difficult for pedestrians to pass. TC offered to approach the owners and request it be cut back.
A councillor asked whether the council had received notification of the mobile cafe producing the required insurance certificate for trading in the lay bye and commented that the public were concerned about cars and lorries using the cafe which were parking further and further down the slip road and obscuring vision for vehicles joining the A1. As no notification had arrived, the clerk offered to chase this up.

6. To note any matters arising from the Minutes of 19th November 2013 which are not elsewhere on the agenda

(a) Litter Bin from the Bus Stop (TG)

The clerk reported that bins are no longer permitted on bus stops; however the bin could be replaced if the parish council put up a suitable post. Councillors asked for more information on the sighting and size/type of post. The clerk offered to follow this up.

(b) Re-siting of weight limit signs (JC)

JC reported that she had informed Mike Keeling there was a health and safety issue with lorries trying to turn round in the middle of the village. He responded saying he had looked into the legality of moving the weight limit signs and had suggested that new signs may be installed at the cross roads instead, but there would definitely be a remedy in the near future. JC was thanked for her persistence.

(c) Cromwell Halt lorries (RW)

The maps have not yet been sent to Mike Keeling.

(d) Environmental update (TG)

The clerk reported that the remapping of the Trent had been delayed by the tidal surge in the Humber earlier in the year but was now complete and would be published soon. Morgan Wray would get copies of the maps to the clerk as soon as they were available and although there was no long term plan to install flood banks a bid for property level protection was still an option.

7. To receive updates on any District & County Councillor matters

(a) Bus Shelter on Great North Road

Cllr Laughton was not at the meeting to report his findings.

(b) A1 Noise

Cllr Rose reported that she and TC had met with Patrick Mercer MP on 24th March and he was very helpful agreeing to sign a letter to the Minister of Transport and subsequently to DEFRA, which had been sent but as yet there had been no reply. Since the meeting PM had resigned so the process may need to start again when a new MP has been elected in June.

(c) Any other matters

Cllr Rose reported that the Safer Neighbourhood Group meeting had identified increased crime in the area, particularly relating to thefts from sheds. The local officer was prepared to attend a meeting to provide advice on crime prevention and to code property. It was felt that this would be useful.

Cllr Rose also reported that signage at the cross roads may change as a result of the meeting with Jo Horton regarding the damage to properties adjacent to the slip road.

8. To review Council Policy and amend as appropriate

(a) Publication Scheme

As a result of FJ scanning and uploading minutes dating back to January 2010 onto the website the publication scheme was amended in two places to reflect this date. The clerk provided FJ with past Annual Returns to be added to the website.

(b) Financial Regulations

Cllrs looked at the current regulations and a new set of model regulations from NALC and agreed that the new set would be more appropriate but that they needed to be amended in places to be specific to Carlton on Trent Parish Council. FJ and NF agreed to produce a draft and circulate for approval at the next meeting.

9. To receive feedback from councillors on any meetings/training attended

No meetings have taken place.

10. To consider any planning matters

(a) Decisions made (awaiting the Garage on the Wharf: now re-submitted)

The application was refused but has since been re-submitted – see below.

(b) Planning applications to discuss (13/1742/FUL re-submission of turbine Normanton Rd, Weston, 14/0060/FUL turbine Wadnall Lane, Weston and 14/0387/FL re-submission of Garage on the Wharf)

13/1742/FUL Turbine Normanton Rd, Weston: This application was a re-submission of an earlier one because the applicant failed to conduct a pre-application consultation. This has now been done and hence the re-submission.

Cllrs voted by majority, to re-state the previous objection to this turbine.

14/0060/FUL Turbine Wadnall Lane, Weston: This was a new application for another turbine in Weston. Cllrs voted by majority to support the views of Weston Parish Council.

14/0387/FUL Retention of Garage on the Wharf: This application was a re-submission of an earlier retrospective application which was refused. Councillors did not object previously and felt that no response was required.

(c) Any other planning business (14/00636/TEL25 permitted development)

The clerk informed Clls that a new communications cabinet was to be installed in Ferry Lane.

It was noted that there still had not been any planning application for One Acre.

11. To discuss and note any further actions required from correspondence received since the last meeting

(a) Electoral Review

The clerk reported that the recent consultation had not resulted in any change to the proposed boundaries for the Carlton on Trent area..

(b) NALC: Planning seminar

There was no interest in attending this event as the clerk would be in attendance anyway.

12. Defibrillator

TC reported that a working group had met to look into the issues and options when investing in a defibrillator. A member of the working party summarised the findings and recommendations. TC proposed that the council purchase a defibrillator, and the vote was carried unanimously. ME reported that there had been £800 pledged and another £200 was pledged during the meeting. Majority feeling was that the village hall is a central spot and the building is not listed so to have a cabinet on the wall, perhaps by the porch, would be ideal. The working group were asked to cost the full price of doing this with the recommended G3 model in a weather proof cabinet.

13. To consider and approve any financial matters

(a) To approve payments for:

- Village Hall fees of £9
- Clerk's Wages were not claimed as the hours book had been misplaced.
- Dog bin emptying £106.08
- Electricity £15.17

JC proposed that these payments all be made and RW seconded the payment.

- Insurance

The clerk reported that the regular renewal with Zurich through N&S DC had not yet arrived but that 2 alternative quotes had been sought; Aon quoted £159 with no asset cover, Came & Co quoted £159 with no asset cover or £265 with asset cover. Came & Co did advise that any assets which could be replaced for £300 or less need not be listed as a claim would not be made due to there being a £200 excess. This would leave the village signs and the telephone box which it may not be possible to replace anyway. The clerk was asked to find out more about Aon cover for the assets and to circulate the information when the Zurich figure was received. A maximum payment of £265 was proposed and seconded because this would need to be paid before the council met again, but it was hoped that the actual payment would be less.

(b) Any other outstanding financial matters

- HMRC RTI of PAYE

The clerk reported that she had attempted to complete the P35 and P14 year end forms for 2013/14 PAYE and

hoped that it had been successful but was not sure as it should have been generated automatically as a result of reporting PAYE throughout the year which had not been happening. Initially the online account suggested £12 was owing to HMRC but this had changed to £3 within a few days of reporting the year end figures. A telephone call was cut off due to the lines being busy so another letter had been sent to check whether 2013/14 information had been submitted successfully. PAYE, however, had now been successfully reported for 2014/15.

- Bank reconciliation

A bank reconciliation to 25-4-14 was circulated and signed by NF, a non-bank signatory, in line with the new financial regulations.

- Annual Accounts

The annual return was shown to the council and the figures which had changed significantly, ie by more than 15%, were explained. TC proposed the accounts were accepted as a true record of the council's income and expenditure and the vote was carried unanimously. The clerk then read out the Annual Governance statements and TC proposed that all those applicable were answered with yes, the vote was again carried unanimously, so the annual return and the statements were signed by the chair in the presence of the meeting.

- Appointment of the internal auditor

The council voted unanimously to ask Zoe Walton if she were willing to continue as internal auditor and the clerk offered to contact her and deliver the required information if she were willing to complete the internal audit again.

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

It was noted that the street signs in Church Lane were no longer readable and that this should be raised at the next meeting.

15. To set the date of the next meeting

The next meeting will be held on 8th July at 7.30pm

The meeting closed at 9.40pm

Tanya Grimes – Clerk to the Parish Council