

# CARLTON-ON-TRENT PARISH COUNCIL

DRAFT Minutes of the Annual Meeting of  
Carlton-on-Trent Parish Council held in  
The Village Hall, Main Street, Carlton on Trent on

**Tuesday 12<sup>th</sup> May 2015 at 7.30pm**

**Present:**

Cllr T Cooper (Chair), Cllr N Fletcher (Vice-Chair), Cllr J Clark, Cllr M Eley, Cllr F Jerome, Cllr M Martin, C Cllr B Laughton, D Cllr S Michael and T Grimes (Clerk) plus 1 member of the public

Prior to the meeting opening, councillors completed their Acceptance of Office declaration forms to complete their election as members of Carlton on Trent Parish Council. They also filled in the District Council Register of Members Interests forms.

**1) Election of chairman**

JC proposed that TC continue as Chair and MM seconded this. TC asked if anyone else was interested but no-one offered. He then stated that he was prepared to continue and a vote was carried unanimously.

**2) Declaration of Acceptance of the office of chairman**

TC signed the declaration.

**3) Election of vice chairman**

TC proposed that NF continue as Vice Chair and JC seconded this. NF indicated he was willing to continue and a vote was carried unanimously.

**4) Declaration of Acceptance of the office of vice chairman**

NF signed the declaration.

**5) To consider any apologies for absence**

C Cllr BL apologised for having to leave early to attend another meeting.  
D Cllr SM apologised for arriving late due to attending Sutton PC meeting.

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

MM declared an interest in the payment of clerk's wages.

**7) To consider a request for dispensation**

MM requested that he be allowed to remain in the room whilst payments were approved so that he may question or comment on payments other than the clerks pay, although he would not discuss the clerks pay or vote on the approval of payments unless they excluded clerks pay. The clerk asked the councillors if they were happy with this and the dispensation was granted.

**8) To accept the minutes of the Parish Council meeting held Tuesday 3<sup>rd</sup> March 2015**

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

**9) To accept the minutes of the extraordinary meeting held Tuesday 26<sup>th</sup> March 2015**

The minutes were approved and signed by the chair after a correction in item 5)b) in which Eon was incorrectly referred to as Aon.

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

- A member of the public commented on the rubbish between Carlton on Trent and Cromwell, highlighting the presence of breeze blocks in the culvert. The clerk was asked to inform N&SDC.
- ME reported that the resident who asked for the hedge along the path to the bus stop was disappointed that it hadn't been done. Councillors commented that the hedge had been cut but was growing back and Highways had been and cleared the grass overgrowing the pavement. It was felt that nothing further could be done at present due to it being nesting season but TC offered to speak to the resident and ask for more information about the perceived problem.

**11) To note any matters arising from the minutes of 3<sup>rd</sup> March 2015 and 26<sup>th</sup> March 2015**

**a) Inspection cover near the bus stop**

TC reported that this was replaced very quickly.

**b) Interactive speed sign (TG)**

The clerk reported that the sign was connected but still facing the wrong way. MM had contacted Highways and was told it would be turned round when calibrated. JC had been assured the work was imminent.

**c) Dog Bin contract (TG)**

The clerk informed the meeting that having looked back through the accounts it was not possible to determine whether the bin had been emptied fortnightly during any period and that N&SDC could not provide the required information. It was agreed that this would not impact on future contracts and therefore need not be pursued further.

**d) Electricity contract (MM)**

MM reported that having looking into the cost of low energy or LED lighting, it would take years to recoup the cost so it was not worth changing the kiosk lighting.

**e) A1 Rubbish (TG)**

A letter was sent to AOne+ and N&S DC. AOne+ stated that they work on behalf of Highways and have no responsibility for rubbish collection. N&S DC stated that the Health and Safety regulations require a road closure for such work and the cost of a daytime road closure was such that it made rubbish clearing impossible. It was felt that this was now a matter for District and County Councillors. C Cllr BL reinforced the DC response and suggested that Robert Jenrick MP should be informed.

**12) To receive updates on any District & County Councillor matters**

Being a newly elected District Councillor, TC ensured D Cllr SM was aware of the ongoing issues which D Cllr CR had been pursuing; namely A1 noise, A1 slip road resurfacing and A1 rubbish. Cllr SM agreed to continue campaigning and reported that she was awaiting a response from Robert Jenrick MP regarding the A1 noise.

**13) To review Council Policy and amend as appropriate**

**a) Risk Assessment Policy (NF)**

The clerk and NF had met to agree which aspects of the model policy were appropriate and how shadowing would work. The policy was amended slightly and circulated prior to the meeting.

**RESOLVED:** To adopt the replacement Risk Assessment Policy (proposed by FJ, seconded by TC, carried unanimously)

**b) Grant Awarding Policy (TG)**

Having such a small precept the council rarely awarded grants and has not had a grant awarding policy but it has been approached for funding by a number of groups over the years. In order to ensure that future requests can be managed in the

budgeting process, the clerk circulated a suggested policy prior to the meeting.

**RESOLVED:** To adopt the Grant Awarding Policy  
(proposed by FJ, seconded by TC, carried unanimously)

**14) To discuss litter bin provision at the South of the village**

JC noted that there was no litter bin at the South end of the village or in the layby. There is often litter left in the layby which has to be reported to Highways for clearing. It was felt that it would be beyond the parish council budget to purchase and install a bin. It was suggested Highways be approached as it was their layby and they were already covering the expense of clearing the rubbish so it may be cost effective for them to provide a litter bin.

The clerk was asked to report to Highways that human faeces had been left in the layby and needed clearing.

**15) To consider a change of website**

The clerk reported that Notts ALC had been approached by Hugo Fox to promote their scheme offering free websites to not for profit organisations. The council's present website does not work on telephones or tablets but Hugo Fox ones do and they offer more uploading space and an alerts facility. FJ added that they looked professional and she would be prepared to transfer existing material after June.

**RESOLVED:** To register with Hugo Fox for a free website.  
(proposed by ME, seconded by NF and carried unanimously)

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

None

**17) To consider any planning matters**

**a) Notifications received**

None

**b) Planning applications to discuss**

None

**c) Any other planning business**

**i) Martifer request for a further meeting**

The clerk made councillors aware of a letter sent by D Cllr CR to Network Rail and the response received indicating that they had no concern about flooding or the power supply crossing the railway. A second letter, sent to Helen Marriott the case officer for the solar farm application, had not received a response.

Prior to the meeting the clerk had circulated an email from Martifer addressing concerns raised in the planning objection and requesting it be withdrawn and a second email requesting a further meeting to discuss mitigation measures. It was felt that any mitigation they were offering would be outside of the planning process and therefore not enforceable, however the clerk confirmed that this would be new information and therefore the decision could be re-visited if required. Some councillors were prepared to hear what Martifer had to say and therefore requested that they be invited back. If anything significant arose Martifer would be requested to submit it as part of the planning application and request that consultees be asked to re-submit their comments.

D Cllr SM reported that she had spoken to Helen Marriott and that the application would be determined by committee on 9<sup>th</sup> June; HM intended to recommend approval.

**18) To discuss and note any further actions required from correspondence received**

**since the last meeting**

**a) Sherwood Forest Hospitals**

It was felt that a council meeting was not the forum for promoting the services of Newark Hospital so TC offered to pass the information to the Patient's Panel of Hounsfield Surgery.

**b) Email from Christine Rose re Lighting at Caledonian**

Whilst D Cllr CR was canvassing, some residents had raised concerns about the excessive and intrusive floodlighting at Caledonian factory. D Cllr SM suggested that initially the parish council should check whether there were any planning restrictions on lighting and if not approach the factory and request the lighting be reduced. TC and NF offered to visit the factory.

**c) Email from Christine Rose re Community Policing**

D Cllr CR requested that the council write to four different people in support of PCSOs and asking that they are not reduced in our area.

**RESOLVED:** To write to the four contacts provided.  
(proposed by TC, seconded by NF, carried unanimously)

The clerk was asked to write to the people concerned.

**19) To consider and approve any financial matters**

**a) To approve payments for:**

- **Village Hall fees £3 (Mar 26<sup>th</sup>) plus £9 (May 12<sup>th</sup>)**
- **Clerk's Wages £557.25**
- **Eon electricity bill £15.17**
- **Insurance renewal £28.31**

The clerk informed the council that insurance quotes of £279 (Came & Co) and £353.08 (Aon) had been sought to compare to the renewal which was £208.31 from Zurich via N&S DC.

**RESOLVED:** To renew with Zurich Insurance  
(proposed by ME, seconded by NF, carried unanimously)

**RESOLVED:** that all four payments be approved  
(proposed by ME, seconded by NF, carried unanimously, MM did not vote)

The requisite cheques and stubs were written and signed by TC and JC. NF signed the invoices.

**b) Any other financial matters**

**i) To note the bank reconciliation**

The clerk circulated a bank reconciliation to April 25<sup>th</sup>. This was signed by NF along with the bank statements.

**ii) To note the redemption of 2½% Consolidated Stock**

The clerk informed council that the 2½% Consolidated Stock held by the council was to be redeemed by HM Treasury. It was agreed that this should be done by direct payment into the bank account rather than a cheque being raised.

**iii) To appoint an internal auditor**

No-one had been able to contact Zoe Walton to find out whether she would continue as auditor but having just had a baby it was thought unlikely. The clerk informed councillors that Mike Harness did the Village Hall Accounts as well as several other Parish Councils and would be prepared to take on Carlton.

**RESOLVED:** To appoint Mike Harness as Internal Auditor.  
(proposed TC, seconded MM, carried unanimously)

**iv) To approve the 2014/15 accounts**

The clerk circulated the year end accounts and explained the significant differences from last year to this.

**RESOLVED:** To approve the year end accounts for 2014/15  
(proposed JC, seconded TC, carried unanimously)

**v) To complete the External Audit Form and Annual Governance Statement**

The clerk displayed the Annual Return and Annual Governance Statement.

**RESOLVED:** to sign the Annual Return and Annual Governance Statement  
(proposed TC, seconded JC, carried unanimously)

The Annual Return and Annual Governance Statement were signed by the clerk and the chair.

**vi) To consider Transparency Code compliance decisions**

The clerk stated that the council are already meeting most aspects of the Transparency code by publishing the Annual Return on the website along with minutes and agendas. However, any items over £100 would need to be reported as of this year. The council were asked whether they wanted to upload the full pages from the cashbook or to itemise only items over £100.

**RESOLVED:** To publish the full cashbook pages.  
(proposed by FJ, seconded by JC, carried unanimously)

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

- The clerk reported that she intended to trial using the projector and screen to show agenda during meetings to save on printing costs and would welcome comments at the next meeting.
- JC reported that the Inspector was looking into the possibility of clearing the footpath to Cromwell.

**21) To note the date of the next meeting and those for the coming year**

The clerk confirmed the dates of the meetings for the coming year as:

7<sup>th</sup> July

1<sup>st</sup> September

3<sup>rd</sup> November

5<sup>th</sup> January

1<sup>st</sup> March

3<sup>rd</sup> May

All meetings to be held in the village hall and begin at 7.30pm

The meeting closed at 9.40pm