

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 1st May 2018 at 7.30pm

Present:

Cllr N Fletcher (Chair), Cllr M Martin (Vice-Chair), Cllr M Eley, Cllr L Hopkins, Cllr F Jerome, DCllr S Michael and T Grimes (Clerk)

1) Election of chairman

MMA nominated NF and ME seconded the nomination. Being willing to continue as chair, NF was duly elected by a unanimous vote.

2) Declaration of Acceptance of the Office of chairman

The declaration was signed by the chair and the clerk.

3) Election of vice chairman

ME nominated MMA and FJ seconded the nomination. MMA was prepared to continue as vice chair and was duly elected by a unanimous vote.

4) Declaration of Acceptance of the Office of vice chairman

The form was signed by both the vice chair and the clerk.

5) To consider any apologies for absence

RW and MMc both gave apologies which were approved by unanimous votes. CCllr BL gave apologies for being absent having been bitten by a dog.

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

MMA declared an interest in the clerk's wages.

MMA, NF and FJ declared an interest in the village hall, these leaving only 2 councillors present and voting, dispensations were awarded to all three councillors.

7) To accept the minutes of the Parish Council meeting held Tuesday 3rd April 2018

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

No members of the public were present but FJ reported that there had been a complaint about a bag left beside the dog bin which a resident had reported and had subsequently been removed.

9) To note any matters arising from the minutes of 3rd April 2018

The clerk reported that the only matters arising related to ongoing issues and would be covered in the course of the meeting.

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

DCllr SM reported that Gladstone House had opened at the end of March and taken its first residents. The facility provides assisted living apartments and costs £221 per couple per week. It is available to anyone needing support, young or old, and enables families to stay together, rather than being split up, during difficult times.

It was noted that the lamp post in Ferry Lane has yet to be replaced. SM offered to mention the matter to Pauline Laughton.

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

It was agreed not to enter this year due to the short time scale for preparing but to consider assessing interest early next year.

12) To consider submitting a planning exemption for the village hall noticeboard

FJ reminded councillors that the village hall committee wanted to replace the existing noticeboard with one which was a third larger. It was noted that there would be no cost to the council. The chair explained that the Code of Conduct stated members of committees should declare an interest and this had not happened at the previous meeting. The matter had therefore been raised again so that due process could be followed. Having been granted a dispensation all councillors were able to discuss and vote on the matter. It was noted that there would be no cost to the council.

Resolved: To submit an exemption request to NSDC in support of the Village Hall Committee.

(proposed NF, seconded MM, carried unanimously)

13) To discuss the findings of the village walk identifying plots for the Housing Needs Survey

The 10 sites identified during the walk were circulated along with the notes provided by Emma Simkins of Midlands Rural Housing. The information from Bev Pearson at NSDC Planning Control only arrived just before the meeting so it was agreed this should be circulated for proper consideration and discussed at the next meeting.

It was noted that the next step would be to approach the landowners in order of preference, however, FJ informed councillors that sale of land was very unlikely on most sites identified.

14) To review Council Policy and amend as appropriate

a) Standing Orders

The chair ran through all the changes checking that councillors were happy with the wording. The clerk agreed to prepare the document for the next meeting and to check two matters with Notts ALC: whether an oral report is permitted (the model orders seem contradictory, whether a DPO is required and what happens when there are insufficient councillors to have an independent hearing after a grievance.

The chair suggested that the Grievance/Complaints procedure be reviewed to ensure it matched the Standing Orders.

The clerk noted that following discussions with the monitoring officer over the village hall declarations, the Code of Conduct needed reviewing.

15) To review the latest model GDPR policies and decide whether to adopt them

The clerk informed councillors that there may not be a need for a DPO. The data map has been completed apart from the Register of Electors and the remaining documents had been edited to make them specific to the council.

RESOLVED: To adopt the required policies.

(proposed MMa, seconded LH, carried unanimously)

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

NF informed councillors that the SNG meeting had been well attended and the only matter of interest locally was that a lady had been assaulted when asking a lorry driver to leave her land but the police had not investigated. PC Crowhurst had offered to follow this up.

17) To consider any planning matters

a) Notifications received

None

b) Planning applications to discuss - 18/00698/FUL: Park Farm – variation of plans from 06/01847/FUL

All agreed it had been impossible to work out what the application was about until the

letter from the applicant was provided, however, having received this so late in the day it couldn't be given proper consideration. It was therefore agreed to ask for an extension.

- c) **Any other planning business**
None

18) To discuss and respond to the following consultations

a) **NCC – Unauthorised Caravan Sites**

It was felt that no-one had enough knowledge of the existing law in this area to be able to assess how the proposed changes would impact. It was agreed no response should be given.

19) To note the following correspondence and respond as appropriate

a) **NALC – new salary scales for clerks 2018/2019**

The clerk circulated the new NJC pay scales and noted that if awarded the impact would be £3.40 per month.

RESOLVED: To award a pay increase for the clerk.
(proposed FJ, seconded ME, carried unanimously, MMA did not vote)

b) **Notts ALC – Training Events**

These were put in the pack for councillors to note.

c) **Notts ALC – s137 spending limit increase**

The clerk informed councillors that this had been increased to £7.86 per elector

d) **Robert Jenrick – Unauthorised Caravan Sites**

RJ had asked that any comments on the consultation be passed to him as well, but having not responded to the consultation this was no longer relevant.

e) **Unity Trust – Service Updates**

These were put in the pack for councillors to read.

f) **HMRC – new VAT reference number**

The clerk informed councillors that a new reference had been received and the VAT claim had been made.

20) To consider the following financial matters

a) **To approve payments for:**

- **Clerk's Wages £170.59**

RESOLVED: To make this payment and amend the standing order.
(proposed NF, seconded ME, carried unanimously, MMA did not vote)

- **Eon electricity bill £28.99**

RESOLVED: To make the above payment.
(proposed NF, seconded MMA, carried unanimously)

- **Training Not required**
- **Insurance renewal TBC**

The insurance renewal was received very late due to a 'power outage' at Came & Co so alternative quotes were only requested last minute and none had been received.

RESOLVED: To renew with Came & Co at £168 plus £50 admin fee, unless a comparative quote came in cheaper.
(proposed MMA, seconded NF, carried unanimously)

b) **Any other financial matters**

i) **To consider recompense for the Internal Auditor**

The clerk reported that the auditor had confirmed the usual payment would be much appreciated and asked if she could get some wine.

RESOLVED: To pay for the wine for the auditor.

ii) To reconsider eligibility to use the General Power of Competence

It was confirmed that with 5 elected councillors and a qualified clerk the council was still eligible to use the General Power of Competence.

RESOLVED: To continue to use the General Power of Competence.

iii) To note the bank reconciliation

The statements and reconciliation were checked. The corrected April reconciliation was signed but the May one had the incorrect opening balance so was not signed.

iv) To receive the internal audit report

The clerk circulated the internal audit report and confirmed that all comments had been addressed.

v) To complete the Annual Governance Statement 2017/8

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.

vi) To complete the Accounting Statement 2017/8

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.

c) To determine who will hold the accounts for inspection July 2018 To note the bank reconciliation

The clerk informed the council that she would be on holiday for part of the compulsory period of inspection. NF offered to hold the accounts during this time.

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

The village hall fee was missed off the agenda and will be 2 hours on account.

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

The clerk noted that the January 2019 meeting fell on bank holiday Monday so had been moved to 8th January, with the rest following the regular pattern. The next meeting being 5th June at 7.30pm.

The meeting closed at 9.30pm