

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

Tuesday 3rd May 2016 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, CCllr B Laughton, T Grimes (Clerk) and 3 members of the public

1) Election of chairman

RW was nominated but declined.

NF was nominated by RW and seconded by MM. The vote was carried by 5 voting in favour. NF was duly elected chair.

2) Declaration of Acceptance of the Office of chairman

NF signed the acceptance.

3) Election of vice chairman

RW was nominated but declined.

MM was nominated by RW and seconded by FJ. The vote was carried by 5 voting in favour.

4) Declaration of Acceptance of the Office of vice chairman

MM signed the acceptance.

5) To consider any apologies for absence

Bruce Laughton gave apologies for not being able to stay due to other meetings but gave his county councillor update before leaving.

Sylvia Michael sent apologies as she was attending 2 other meetings.

Joanna Parlby sent apologies.

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

MM declared an interest in the clerk's wages.

7) To Co-opt a new member of the Parish Council

Members of the public were asked to leave the room during deliberations. There were two candidates and Liz Hopkins was co-opted to the council.

Members of the public returned to the meeting.

8) Declaration of Acceptance of the Office of councillor and Registering of Interests

LH signed the acceptance of office and joined the table for the remainder of the meeting. She took the Declaration of Interests form to submit to NSDC.

9) To accept the minutes of the Parish Council meeting held Tuesday 1st March 2016

Having been approved as a true record of the meeting the minutes were signed by the chair.

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

a) Porch on Old Great North Road (TG)

Following enquiries about a new porch on a property on Main Street, the clerk reported that NSDC planning department said provided it is more than 2m from the highway and less than 3sqm in size it falls within permitted development, the fact that it is in a conservation area is irrelevant. NSDC guidance recommends that pre-application advice is sought in such circumstances but this information is confidential.

b) Steamroller in the village (FJ)

A steamroller has been doing manoeuvres round the corner from Church Lane into Ferry Lane. The owners of the adjacent properties are concerned about the vibrations and potential damage to listed buildings and a wall that has already been reported due to concerns about its stability. It was felt that there was nothing the council could do beyond a polite request to the owner to move elsewhere.

c) Parking on Main Street (FJ)

The owner of a van which had been parking on the pavement causing pedestrians to pass on the road has started parking on the road following a request from the council. Drivers have now approached FJ to say that it makes visibility for drivers an issue. JC reported that the vehicle may be moving and it was agreed that the owner had responded to being asked to move and it had simply shifted the problem. It was felt that pedestrians were at greater risk and that when the vehicle is in the road it slows some drivers down so this was the lesser of two evils.

11) To note any matters arising from the minutes of 1st March 2016

a) Parking issues – NCC response (TG)

The clerk reported that MK had responded to the question of what could be done about parking and the answer would be in the pack for councillors to read but it suggested all the things that had been considered at previous meetings.

b) List of items for Cllr BL (RW)

RW asked which items had already been dealt with and how many should be reported as there were a lot. ME agreed to walk round with her and update the list so that it could be passed to the clerk.

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

Prior to leaving Cllr BL reported the following:

- Cormac is now fully in charge of highways
- Inspire – the new Library service – is up and running
- The new leisure centre in Newark is open and will continue to grow as there are more developments planned. Grove has closed and will be demolished.
- Work on the new council offices has begun and is due to be completed by June 2017.
- There are 60 new care units on the Bowbridge Road site in Newark.
- There will be £300,000 spent on improving the lorry park to take more berths.

13) To decide whether to host History Group material on the parish council website

The clerk reported that there is no limit to capacity on the council website but Hugo Fox had suggested that being a community group the History Group could have their own Hugo Fox website free of charge. John Whate, representative of the group, confirmed that they were considering their own website. It was agreed that the council would put a link to the history website or their materials wherever they end up being hosted, but would not host them due to the implications for the clerk having to maintain the site.

14) To review Council Policy and amend as appropriate

a) Publication Scheme (TG)

RESOLVED: To adopt the amended Publication Scheme.
(proposed by JF, seconded by NF and carried unanimously)

b) Standing Orders (TG)

The clerk reported that a NALC bulletin relating to point 18a) could mean that any contracts over £1000 would have to be tendered via the contracts finder website. It was decided that the present wording should be supplemented with a statement to say contracts over £25,000 would be tendered via the website.

FJ suggested that the first statement about meetings be reviewed and changed to monthly as meetings were getting longer and extraordinary meetings were now common place. Concerns were raised regarding the implications on costs with the clerk doing more hours.

RESOLVED: To meet monthly except for August and review the matter in one year. (proposed by JF, seconded by MM and carried by 6 votes in favour and 1 abstention)

c) Financial Regulations (NF)

NF suggested that there were a couple of items which needed updating. The clerk reported that there was a new version of Governance and Accountability out and that the final section giving all the detail had yet to be released but this may have an impact. It was therefore felt that the Financial Regs review should be carried forward and completed when the new documents were available.

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

NF and JC attended the Safer Neighbourhoods meeting. There had been reports of burglaries and speeding in the area and June Stendhall asked for volunteers to carry out speed checks. FJ offered to put this in the newsletter. The clerk noted that none of these things had come via the email alerts like they used to so NF offered to take this back to the next meeting.

The clerk attended External Audit training with Grant Thornton which had been useful. There was little known about what would happen after the completion of the 2016/17 Audit form but it was suggested that the internal audit need not be at the year end to avoid all the rush to meet deadlines.

MM questioned what would happen when the solar farm subsidy money came in and the clerk confirmed that it would result in the need for completing an external audit and this would incur a cost – possibly two years in a row if timing were unfortunate. It was agreed that an agenda item be included to discuss the implications and to try and manage this proactively to minimise costs.

16) To consider any planning matters

a) Notifications received

None

b) Planning applications to discuss

None

c) Any other planning business

None

17) To discuss and respond to the following consultations

a) NSDC – CIL Regulation 123 list

It was felt that the schemes proposed for funding were suitable and that no response was necessary.

b) NSDC – Strategic Priorities

Most of the statements were down to personal preference and depended on whether or not people had used the services in question. It was felt three statements had implications for the community.

RESOLVED: To respond to three statements only, as follows:

Continue to devolve services – tend to agree
Support flood prevention schemes locally – strongly agree
Review Conservation Area Character Appraisals – tend to agree
Comments – it is difficult to comment without more detail; devolved services depends on what services are devolved and whether funding is devolved.
(proposed by JF, seconded by MM and carried unanimously)

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

a) Letter from Bruce Laughton re the Effect of Recent Budgetary Changes to Rural Communities

The information was put in the pack to serve as a reminder and it was suggested an agenda item be included next meeting to devise appropriate questions.

b) Email from Sue Gray re Meeting 6th May 10.30am

NF, RW and JC will attend. Terry Cooper and George Vere Laurie have also confirmed their attendance.

c) NCC – nottshelphelpyourself.org.uk

The information was put in the pack and will go on the website. FJ will include it in the newsletter or put it in her window, space permitting.

19) To consider and approve any financial matters

a) To approve payments for:

- **Village Hall fees £6**
- **Clerk's Wages £162.37**
- **NSDC Dog Bin contract £81.90**
- **Eon electricity bill £22.26**

RESOLVED: to make these four payments.

(proposed by JC, seconded by RW and carried unanimously, MM did not vote)

It was agreed that VH payments would revert to twice a year.

- **Insurance renewal TBC**

The renewal had not been received in time for the meeting but the clerk had obtained comparative quotes in preparation. The best of these appeared to be Zurich small councils policy at £201.48.

RESOLVED: To take the NSDC renewal if it is better than Zurich but to go direct to Zurich if the renewal is more expensive.

(proposed by JC, seconded by FJ and carried unanimously)

b) Any other financial matters

i) To note the bank reconciliation

The bank reconciliation was circulated and NF signed the bank statements.

ii) To approve the final 2015/16 accounts

The accounts were circulated with no changes from the previous meeting due to a delay in claiming the VAT.

RESOLVED: To approve the year end accounts.

(proposed by MM, seconded by ME and carried unanimously)

iii) To receive the internal audit report

The clerk read out the findings from the internal audit and reported that all had been actioned.

iv) To complete the Annual Governance Statement 2015/16

The chair read out each of the statements in turn.

RESOLVED: To respond YES to all statements but the last one, which is N/A.
(proposed by NF, seconded by MM and carried unanimously)

v) To complete the Accounting Statement 2015/16

RESOLVED: to sign the form confirming the year end accounting summary.
(proposed by NF, seconded by MM and carried unanimously)

vi) To determine who will hold the accounts for inspection July 2016

The clerk reported that the council's books must be available for public inspection for one month and it must include the first two weeks in July when the clerk will be on holiday. NF offered to hold the accounts during the clerk's holiday.

vii) To consider a Transparency Code funding application

The clerk informed the council that funding was available for a second year should they wish to make a new claim. It was agreed that £15 for the Hugo Fox training had been incurred since last claiming and the clerk's increased hours putting material on the website were ongoing.

RESOLVED: to claim for 2016/17
(proposed by MM, seconded by FJ and carried unanimously)

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

The clerk put the latest copy of Clerks and Councils in the pack for councillors to read. An explanation was requested for the 'apparent' increase in the precept as shown on the council tax demands. The clerk confirmed that the precept had remained unchanged in monetary terms but that the tax base had changed (determined by the number of occupants paying council tax and the number of people receiving council tax support). The same amount of money being collected from fewer people results in those people having to pay more. It was suggested this be explained in the newsletter as residents would be under the impression that the council had requested more money – FJ offered to include this.

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

The clerk had prepared the calendar of dates for the coming year but having resolved to meet monthly this was now out of date. The next meeting will be **June 7th at 7.30pm.**

The meeting closed at 9.20pm