

# CARLTON-ON-TRENT PARISH COUNCIL

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

**Tuesday 14<sup>th</sup> May 2019 at 7.30pm**

**Present:**

Cllr N Fletcher (Chair), Cllr M Martin (Vice-Chair), Cllr M Eley, Cllr L Hopkins, Cllr D Wells-Pope, R Whate, T Grimes (Clerk), DCllr Sylvia Michael, CCllr B Laughton and 1 member of the public

Prior to the meeting the councillors signed their acceptance of office forms in the presence of the clerk.

**1) Election of chairman**

The chairman asked for nominations but received none. He then offered to carry on as chair until he moved house.

Nominated: LH, seconded: MM, elected unanimously.

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

The chair signed the declaration.

**3) Election of vice chairman**

The chair asked for nominations but received none. MM then offered to continue.

Nominated: LH, seconded: DWP, elected unanimously.

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

The vice chair signed the declaration.

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

CCllr BL and DCllr SM both gave apologies for dropping in and out, due to having other meetings to attend.

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

MM declared an interest in the clerk's wages and pay rise.

**7) To co-opt a new Parish Councillor**

The clerk confirmed that councillors had seen the expression of interest circulated prior to the meeting.

**RESOLVED:** To co-opt Michael Hopkins to the Parish Council.

(proposed: NF, seconded MM, carried unanimously)

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

Having co-opted MH to the council, there were no members of the public present. Councillors had not received any questions or comments.

**9) To accept the minutes of the Parish Council meeting held Tuesday 2<sup>nd</sup> April 2019**

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

LH clarified a matter by referencing the book Rights of Way - A Guide to Law and Practice; stating that farmers are only responsible for clearing the footpath over a headland if it is cropped.

**10) To note any matters arising from the minutes of 2<sup>nd</sup> April 2019**

**a) New noticeboard**

The clerk confirmed that the board had arrived and was behind the village hall. Kev Parker from Groundworks will be visiting on Friday to confirm the site, before installation in May.

**b) Dog Bin Contract**

The clerk reported N&SDC has supplied a new invoice in the council name, which had since been paid.

**c) Highways Report**

RW confirmed that the road sweeper had been and cleared the verges in Church Lane and asked that Highways be thanked for their swift response.

NF reported that some moss had been cleared from the path near the cross roads – it wasn't clear whether this was the work between the cross roads and the Ossington Road bus stop as none of the Ossington Road path had been cleared.

**11) To receive updates on any District and County Councillor matters**

As neither councillors were present the chair moved on, suggesting this item be covered as and when they arrived.

When she arrived, DCllr SM informed the meeting that the number 39 bus had been replaced by the 339 which did not go through the village. LH noted that this was the bus used by school children and SM offered to raise the matter of diverting the 37 through the village at the Sutton on Trent meeting, where the Marshalls' manager was a councillor.

SM also reported on the SNG meeting:

- there had been 19 cases of fuel theft from lorries in A1 lay-bys
- thefts of lead seemed to have decreased since the diocese had allowed non-lead replacements

When CCllr BL arrived, he informed the meeting that VIA was now back in-house. He then explained the reason for the 39 bus ceasing – it had been a subsidised route but the County Council subsidy had reduced year on year so Marshalls have been running it at a loss for quite some time and feel this is no longer viable. The County Council budget for buses had reduced from £12m to £3.7m over 20 years as a result of reducing funding from Central Government.

**12) To review Councillor responsibilities and amend as appropriate**

The village Hall representative was a vacant position which MM offered to fill.

NF felt he should not continue as flood warden or snow warden. These were mainly point of contact roles and the actual flood prevention work was carried out by a group of residents. The clerk reported that there had been an expression of interest from a resident so it was agreed that they should be approached to become the warden, meaning this would cease to be a council responsibility.

NF was also the Safer Neighbourhoods representative, which DWP offered to take on.

**13) To review Council committees, their remits and membership**

**a) Staffing committee**

It was agreed this should remain the same.

**b) Planning Working Party**

It was agreed this should remain the same.

**14) To review Council policies and schedule amendments as appropriate**

As there had not been any changes in legislation to necessitate policy change, it was agreed that the reviews would not be necessary until 2020.

**15) To review the Council's eligibility to use the General Power of Competence**

The clerk confirmed that the council had at least 2/3 of their members elected and a qualified clerk so they met the eligibility criteria.

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

(proposed NF, seconded MM, carried unanimously)

**16) To set a date for the next litter pick**

It was agreed it would be best if this were just before the Best Kept Village judging took place, which would start on 10<sup>th</sup> June. The 8<sup>th</sup> June was decided and it was felt that this should be advertised by word of mouth.

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

**a) Coffee Morning meeting for the Best Kept Village (RW)**

RW reported that there had been little response at the coffee morning but since then a list of volunteers had been drawn up and various activities allocated. The telephone box still needs painting and the village hall car park needs clearing.

It was felt the pumping stations should be noted on the entry form as exclusion sites.

- b) Safer Neighbourhoods Meeting (NF)**  
NF was unable to attend.

**18) To consider any planning matters**

- a) Notifications received**  
None
- b) Planning applications to discuss**  
None
- c) Any other planning business**  
None

**19) To discuss and respond to the following consultations**

- a) NSDC – Bulcote Neighbourhood Plan**  
It was felt that no response was necessary.
- b) Notts CC – Draft Minerals Plan**  
As the response period runs from July to September it was agreed this should be put on the September agenda. CCllr BL suggested that the council include their objection to the Cemex site extension in any response.
- c) NALC – Vehicle Operator Licensing**  
As the deadline for this was mid June it was agreed it should be carried forward to the June agenda.

**20) To discuss and respond to any correspondence received since the last meeting**

- a) NALC – Finance Training**  
As the clerk was going to be in attendance anyway – it was felt these were not necessary for councillors.  
The clerk reminded councillors of the New Councillor Training and it was agreed MH would attend with DWP.
- b) Clerks and Councils Direct**  
The clerk put this in the pack for councillors to read.

**21) To consider the following financial matters**

- a) To consider recompense for the internal auditor**  
The clerk confirmed that the auditor had requested the usual fee of 2 bottles of wine.

**RESOLVED:** That the clerk should purchase wine for the auditor.  
(proposed NF, seconded DWP, carried unanimously)

- b) To consider a pay rise for the clerk**  
The clerk had previously circulated the second part of the NJC pay deal agreed for 2018-2020.

**RESOLVED:** To increase the clerk's pay in line with the new NJC scales (old point 23, new point 14, now £11.67 per hour)  
(proposed NF, seconded DWP, carried unanimously, MM did not vote)

- c) To note the bank reconciliation**  
The reconciliation was circulated and having checked the statements, the chair signed them.

- d) To receive the internal audit report**  
This was circulated prior to the meeting. It was noted that the relevant typing errors had been corrected and re-printed for the auditor and that no other actions were required.

- e) To complete the Annual Governance Statement**  
The statement had been circulated prior to the meeting for councillors to familiarise themselves with the statements. The chair read out the statements and confirmed a positive response for each one.

**RESOLVED:** To sign the Annual Governance Statement  
(proposed MM, seconded ME, carried unanimously)

**f) To complete the Accounting Statement**

The clerk had circulate the statement on return from the auditor. The chair confirmed councillors agreed with the figures.

**RESOLEVD:** To sign the Accounting Statement  
(proposed NF, seconded RW, carried unanimously)

**g) To note the following payments**

**i) Clerk's wages**

The clerk noted that the standing order had been set to end after the April payment and a new one had yet to be set up due to the pending pay rise; no May payment had therefore been made.

**h) To approve payments for:**

**i) E-On Electricity bill £34.35**

**ii) New Councillor Training £35**

It was noted this would now be £70 with MH attending as well as DWP.

**iii) Best Kept Village Entry £5**

**iv) Insurance renewal £218**

The clerk informed Councillors of three alternative quotes but none were competitive.

**v) Village Hall Fee (TBC)**

The fee was set at 2 hours ie £6 on account.

**RESOLVED:** To make all the above payments.  
(proposed NF, seconded RW, carried unanimously)

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

LH asked for Neighbourhood Planning to be put on the July agenda.

The clerk noted that Operation London Bridge had already been suggested via email.

The clerk also confirmed the items already mentioned in the meeting:

- two consultations
- telephone kiosk – purpose during Best Kept Village and longer term

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

The next meeting will be on 4<sup>th</sup> June at 7.30pm

The meeting closed at 9pm