



BASSETLAW

DISTRICT COUNCIL
NORTH NOTTINGHAMSHIRE

PARISH COUNCILS LIAISON GROUP

AGENDA

Meeting to be held in

The Ceres Suite,

Worksop Town Hall,

on

Wednesday, 11th July 2012

at

7.00 p.m.

(Please note time and venue)

(Please turn off mobile telephones during meetings.

**In case of emergency, Members/officers can be contacted on the Council's
mobile telephone: 07702 670209)**

Bassetlaw - Serving North Nottinghamshire

District Council Offices, Potter Street, Worksop, Notts. S80 2AH.

PARISH COUNCILS LIAISON GROUP

Membership 2012/13

Councillors H. M. Brand, D. Challinor, S. Fielding, G. Freeman, M. T. Gray,
F. Hart, T. Rafferty, D. Pidwell and Mrs. K. Sutton

Substitute Members: Any Member

Quorum: 3 Members

Lead Officer for this Meeting

Mr. S. B. Brown - Ext. 3767

Administrator for this Meeting

Mrs. J. A. Hamilton - Ext. 3146

PARISH COUNCILS LIAISON GROUP

Wednesday, 11th July 2012

AGENDA

1. NOMINATIONS FOR ELECTION OF CHAIRMAN
2. NOMINATIONS FOR APPOINTMENT OF VICE-CHAIRMAN
3. SUSPENSION OF COUNCIL PROCEDURE RULES FOR 15 MINUTES TO ALLOW QUESTIONS
4. APOLOGIES FOR ABSENCE
5. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS
(Members' and Officers' attention is drawn to the attached notes and form)
 - (a) Members
 - (b) Officers
6. MINUTES OF MEETING HELD ON 25TH APRIL 2012 * (pages 7-11)
7. MINUTES FOR ACTION AND IMPLEMENTATION * (pages 13-14)
8. OUTSTANDING MINUTES LIST * (page 15)

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

9. ITEMS SUBMITTED BY BASSETLAW DISTRICT COUNCIL *
 - (a) The Future Agenda – verbal update by the Leader of the Council +
 - (b) Code of Conduct – verbal update by the Monitoring Officer +
 - (c) Council Tax Base – verbal update by the Head of Revenues and Customer Services +
 - (d) Good Neighbour Campaign (pages 17-18)
10. ITEMS FROM PARISH COUNCILS +
 - (a) Concurrent Grants

Exempt Information Items

The press and public are likely to be excluded from the meeting during the consideration of the following items in accordance with Section 100A(4) of the Local Government Act 1972.

SECTION B - ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None

Other Decisions

None

11. ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS TO BE URGENT

* Report attached

+ Verbal report

NOTES:

1. The papers enclosed with this Agenda are available in large print if required.
 2. Copies can be requested by contacting us on 01909-533146 or by e-mail julie.hamilton@bassetlaw.gov.uk
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DECLARATION OF INTEREST

COMMITTEE

DATE

NAME OF MEMBER :

Type of Interest

- 1. **Disclosable Pecuniary**
- 2. **Non Pecuniary**

Agenda Item No.	REASON *	Level of Interest (1 or 2)
Signed		
Dated		

Note:

* When declaring an interest you must also state the nature of your interest.

Completion of this form is to aid the accurate recording of your interest in the Minutes. The signed form should be provided to the Minuting Clerk at the end of the meeting.

A nil return is not required.

It is still your responsibility to disclose any interests which you may have at the commencement of the meeting and at the commencement of the appropriate Agenda item.

DECLARATION OF INTERESTS

HOW TO USE THIS FORM

There are now only two types of Declaration of Interest:

Disclosable Pecuniary Interests)	Details can be found in the Councillors
)	Code of Conduct which is contained in
Non Pecuniary Interests)	the Council's Constitution (a summary is
)	printed below)

Upon receipt of the attached form you will need to enter the name and date of the Committee and your own name. By looking at the Agenda you will no doubt know immediately which Agenda Items will require you to make a Declaration of Interest.

Fill in the Agenda Item number in the first column of the form.

Enter the subject matter and any explanations you may wish to add in the second column.

In the third column you will need to enter **either** if you are declaring a disclosable pecuniary interest, **or** a non pecuniary interest.

The form must then be signed and dated. Please remember that if during the actual meeting you realise that you need to declare an interest on an additional Agenda Item number please simply amend the form during the meeting.

The form must be handed into the Committee Administrator at the end of the meeting.

NB. The following is a summary prepared to assist Members in deciding at the actual meetings their position on INTERESTS it is not a substitute for studying the full explanation regarding INTERESTS, which is contained in the Council's Constitution and the Code of Conduct for Councillors, which is legally binding.

Members and Officers are welcome to seek, PREFERABLY WELL IN ADVANCE of a meeting advice from the Council's Monitoring Officer on INTERESTS.

Disclosable Pecuniary Interests

May relate to employment, office, trade, profession or vocation carried on for profit or gain
May relate to sponsorship
May relate to contracts
May relate to interests in land
May relate to licences to occupy land
May relate to corporate tenancies
May relate to securities

Action to be Taken

Must disclose to the meeting
- existence of the interest
- the nature of the interest
- withdraw from the room
- not seek improperly to influence a decision on the matter

Non Pecuniary Interests

May relate to any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Council
May relate to any person from whom you have received a gift or hospitality with an estimated value of at least £25
A Member may also have a non pecuniary interest where a decision in relation to that business might reasonably be regarded as affecting wellbeing or the wellbeing of other council tax payers, or ratepayers or inhabitants in the electoral division or ward, as the case may be, affected by the decision.

Action to be Taken

Must disclose to the meeting
- existence of the interest
- the nature of the interest
- not seek improperly to influence a decision on the matter.

(Note – there are special provisions relating to “Sensitive Interests” which may exclude the above provisions in certain circumstances.)

PARISH COUNCILS LIAISON GROUP

Minutes of the meeting held on Wednesday, 25th April 2012 at Retford Town Hall

Present:

Councillors: F Hart (Chair)
B A Bowles, H M Brand, G Freeman, T Rafferty, A Rhodes, J C Shephard and
Mrs K Sutton.

Parish Council Representatives: H Burton, J Evans, C Fraser, H Holdaway, E Jefferies,
A Stevenson and M Stokes.

Officers in attendance: G Blenkinsop, S Brown, J Hamilton and J Proudman.

Also in attendance: N Barton – Animal Wardens Ltd

Members of Standards Committee: None.

(The Chairman welcomed all to the meeting and read out the Fire Alarm/Evacuation Procedure.)

30. SUSPENSION OF COUNCIL PROCEDURE RULES FOR 15 MINUTES TO ALLOW QUESTIONS

There were no questions.

31. APOLOGIES

Apologies for absence were received from Councillor M T Gray and Parish Councillors N Johnson and Mrs J Wratten.

32. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

(a) Members

There were no declarations of interest by Members.

(b) Officers

There were no declarations of interest by officers.

33. MINUTES OF THE MEETING HELD ON 25TH JANUARY 2012

RESOLVED that the Minutes of the meeting held on 25th January 2012 be approved.

34. MINUTES FOR ACTION.

The Senior Manager Support Services reported that, with regard to Minute No. 27(c) – the political groups will be asked for their nomination(s) and the Nottinghamshire Association of

Local Councils (Bassetlaw) will also be asked for a representative; and with regard to Minute No. 27(d) – all parish councils will be contacted during June to ascertain any issues/concerns.

RESOLVED that the Minutes for Action be received.

35. OUTSTANDING MINUTES LIST

RESOLVED that the Outstanding Minutes List be received.

SECTION A - ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

36. ITEMS SUBMITTED BY BASSETLAW DISTRICT COUNCIL

(a) Dog Warden Service

The Principal Environmental Health Manager advised the Group that ten officers had recently received training from Barnsley Metropolitan Borough Council on enforcement action and practical working in the town centres. Dog fouling patrols had commenced and this was to be intensified over the next few weeks in 'hot spots'. £50 fixed penalty notices will be issued once the administrative system has been set up. The training could be rolled out to parish councils, Tenants and Residents Associations and other community groups, upon request. The Police are currently responsible for dangerous dogs, although this may change with new legislation.

Nigel Barton, Animal Wardens Ltd, introduced himself and explained the service which he has provided to Bassetlaw District Council since 1997. This encompasses a proactive role of encouraging responsible dog ownership and a reactive role of dealing with dog owners who do not comply, e.g. dog fouling and stray/abandoned dogs. The number of stray/abandoned dogs is increasing both locally and nationally, probably due to the economic climate, and bull terriers in particular are being dumped. There is a responsibility to keep any stray dog for seven days and if not claimed by the 8th day, it is donated to the rescue centre at Carlton Forest, which has a reasonable homing record, although reclamation rates have decreased to 25%. Over £25,000 is spent each year on keeping stray dogs which total approximately 400 per year, with 60 being reclaimed and 90 being put to sleep. Any dog with behavioural problems is put down.

Nigel is also a trained micro-chipper and there is a £13 charge for a home visit, which is considerably cheaper than taking a dog to the vet. Advice on dog ownership is also given.

Patrolling areas prone to dog-fouling is undertaken and involves engaging with dog walkers, posting signage and leaflets, visiting and apprehending those who do not clean up after their dogs. Far more people now carry bags, compared to ten years ago, but there is still a minority of irresponsible dog owners in the area. Dog mess can be deposited in any litter bin and extra bins can be requested through the Council's Environment Services.

Questions/issues/comments asked/raised/made included: the provision of dog bins and signage; yearly figures and costs; signage and leaflet drops; micro-chipping; changes to legislation

AGREED that:

1. Environment Services be asked to contact Carlton-in-Lindrick Parish Council regarding the provision of extra bins.
2. Parish councils contact the Dog Warden on 01909 533219 during office hours if any assistance and/or advice is required.
3. Thanks be recorded to N Barton and J Proudman for their attendance and useful information.

(N Barton and J Proudman left the meeting at this point.)

(b) Localism Act

The Corporate Development and Policy Manager gave a presentation on the Localism Act, a copy of which was tabled, together with a copy of the 'Plain English Guide to the Localism Act'. Further advice can be found on the Government's website: <http://communityrights.communities.gov.uk>

The presentation outlined: an overview of the Act; the bigger picture; Community Right to Challenge – process, expression, timetable for implementation, submission, Council's response, grounds to reject an expression of interest, procurement, support available to communities, dates; Community Right to Bid – process, community value, timetable, compensation claims, register of assets; and Standards – abolition of Standards for England and the regime, adoption of a new Code of Conduct, and the disclosure of disposable pecuniary interests (DPIs).

Questions/issues/comments asked/raised/made included:

Community Right to Challenge - monitoring of any challenges; statutory procurement responsibilities; the lack of guidance; transparency of process; what services can be provided through the challenge process; and liaison between the District Council and town/parish councils.

Community Right to Bid – the relevance of Neighbourhood Plans; and commercial sensitivity.

Standards – concern that the new legislation comes into force from July 2012 and there is no guidance and/or new process in place.

AGREED that:

1. Concerns about the timetable for the new code of conduct be brought to the attention of the Council's Monitoring Officer for a response to parish councils.
2. Parishes be advised of the Government's nominated delivery partner that will provide direct support to communities once this is known.
3. A register of available Council-owned land be drafted for use by town/parish councils.
4. Thanks be recorded to G Blenkinsop for her informative presentation.

(c) Bassetlaw App

The Senior Manager Support Services circulated a flyer on the new Bassetlaw App which is a free, downloadable app for smart phones, available from the Apple and Android markets, which enables you to submit a report to the appropriate local authority anywhere in the country.

AGREED that the new Bassetlaw App be noted.

37. ITEMS FROM PARISH COUNCILS

(a) Improving Communications between Bassetlaw District Council and Town/Parish Councils (submitted by Harworth Town Council)

The representative for Harworth Town Council raised issues concerning communication with the District Council:

The Town Council “discovers” plans for its area, decisions are made above their heads, they are not involved or consulted; some departments are better at responding than others; there’s a “patchwork quilt” approach. The District Council advocates that it wants more partnership working but this is not supported by its approach. When they contact a Council Department, the officer promises to get back or take action but nothing happens, even when chased, which leads to frustration. They have been trying to purchase an asset from the District Council for three years and this has not yet been completed.

Parish Councillor Miss Stokes supported these concerns as she had been trying to get an answer to something from before Xmas 2011.

Dave Langmead said that the quarterly meetings of the Group are not sufficient, and hopes that the proposed steering group will meet on a monthly basis. However, he felt that he gets an excellent service from the District Council, particularly from the Planning Policy Team which has been helping Sturton develop its Parish Plan.

Councillor Mrs Sutton commented that communication within and from the District Council in general is quite poor and she often finds herself embarrassed that she doesn’t know what is happening in her own Ward. This has been raised at recent Scrutiny Panel meetings.

Two ladies in the audience praised the District Council’s responses and that their issues were resolved immediately. One went on to add that maybe the officers who had dealt with an issue previously were no longer in post due to the austerity measures and job cuts/voluntary redundancies.

AGREED that:

1. The issues/concerns be taken back to Bassetlaw District Council’s Management Team.
2. Specific complaints be investigated by relevant officers and responses made to the town/parish council.
3. The previously agreed working group be set up as soon as practicable after the May elections to engage with the town/parish councils.

(b) Funding for the Post of Rural Officer (submitted by Sutton Parish Council)

The representative for Sutton Parish Council raised the issue of the decreased funding for the Rural Officer and its effect on the rural community.

The Senior Manager Support Services explained that the District council gave £15,000 to the Rural Community Action Network (RCAN) annually to fund its activities. Three years ago, RCAN asked the District Council for further funding of £17,000 for the post of the Rural Officer. Further funding was agreed for a three-year period which came to an end in March 2012. Because of this, Karen Tarburton’s time will be split between Bassetlaw (two days per week) and Newark & Sherwood (three days per week). If the parishes contribute to the funding for Karen, then additional days per week will be spent in Bassetlaw.

AGREED that the verbal report be received.

38. ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS TO BE URGENT

(a) Concurrent Grant

Parish Councillor G Brown raised the issue of the concurrent grant being axed next year and said that a response from Bassetlaw District Council would be requested at the next meeting of the Group.

AGREED that it be noted that the request would be made to Members at the next meeting of the Group.

As there was no other business to be discussed the Chairman closed the meeting, after thanking everyone for their attendance.

MINUTES FOR ACTION AND IMPLEMENTATION SHEET

PARISH COUNCILS LIAISON GROUP

25/04/12

FROM: Senior Democratic Services Officer TO: CPDM = Corporate Policy & Development
Manager
DCS = Director of Community Services
DR = Director of Resources
MO = Monitoring Officer
PM = Property Manager
SMSS = Senior Manager Support Services

The following decisions are brought to your attention for action by the appropriate officers within your Service:

36. ITEMS SUBMITTED BY BASSETLAW DISTRICT COUNCIL

(a) Dog Warden Service

AGREED that:

1. Environment Services be asked to contact Carlton-in-Lindrick Parish Council regarding the provision of extra bins. DCS/Environment Services
2. Parish councils contact the Dog Warden on 01909 533219 during office hours if any assistance and/or advice is required. All town/parish councils
3. Thanks be recorded to N Barton and J Proudman for their attendance and useful information.

(b) Localism Act

AGREED that:

1. Concerns about the timetable for the new code of conduct be brought to the attention of the Council's Monitoring Officer for a response to parish councils. CPDM/MO
 2. Parishes be advised of the Government's nominated delivery partner that will provide direct support to communities once this is known. MO
 3. A register of available Council-owned land be drafted for use by town/parish councils. PM
 4. Thanks be recorded to G Blenkinsop for her informative presentation.
-

37. ITEMS FROM PARISH COUNCILS

(a) Improving Communications between Bassetlaw District Council and Town/Parish Councils (submitted by Harworth Town Council)

AGREED that:

1. The issues/concerns be taken back to Bassetlaw District Council's Management Team.
SMSS/MO
2. Specific complaints be investigated by relevant officers and responses made to the town/parish council – see below:

DCS/DR/MO/Relevant officers

The representative for Harworth Town Council raised issues concerning communication with the District Council:

The Town Council “discovers” plans for its area, decisions are made above their heads, they are not involved or consulted; some departments are better at responding than others; there’s a “patchwork quilt” approach. The District Council advocates that it wants more partnership working but this is not supported by its approach. When they contact a Council Department, the officer promises to get back or take action but nothing happens, even when chased, which leads to frustration. They have been trying to purchase an asset from the District Council for three years and this has not yet been completed.

Parish Councillor Miss Stokes supported these concerns as she had been trying to get an answer to something from before Xmas 2011.

Dave Langmead said that the quarterly meetings of the Group are not sufficient, and hopes that the proposed steering group will meet on a monthly basis. However, he felt that he gets an excellent service from the District Council, particularly from the Planning Policy Team which has been helping Sturton develop its Parish Plan.

Councillor Mrs Sutton commented that communication within and from the District Council in general is quite poor and she often finds herself embarrassed that she doesn't know what is happening in her own Ward. This has been raised at recent Scrutiny Panel meetings.

Two ladies in the audience praised the District Council's responses and that their issues were resolved immediately. One went on to add that maybe the officers who had dealt with an issue previously were no longer in post due to the austerity measures and job cuts/voluntary redundancies.

3. The previously agreed working group be set up as soon as practicable after the May elections to engage with the town/parish councils.

SMSS

38. ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS TO BE URGENT

(a) Concurrent Grant

Parish Councillor G Brown raised the issue of the concurrent grant being axed next year and said that a response from Bassetlaw District Council would be requested at the next meeting of the Group.

AGREED that it be noted that the request would be made to Members at the next meeting of the Group.

DR

PARISH COUNCILS LIAISON GROUP

Wednesday, 11th July 2012

OUTSTANDING MINUTES LIST

Members please note that the updated positions are shown in bold type following each item.

(SMSS = Senior Manager Support Services)

<u>Min. No.</u>	<u>Date</u>	<u>Subject</u>	<u>Decision</u>	<u>Officer Responsible</u>
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None

BASSETLAW DISTRICT COUNCIL

PARISH COUNCIL LIAISON GROUP

11th July 2012

REPORT OF THE DIRECTOR OF CORPORATE SERVICES

GOOD NEIGHBOUR CAMPAIGN

Cabinet: Policy
Contact: Stephen Brown
Ext: 3767

1. Public Interest Test

Stephen Brown has determined in preparing this report that the contents are not of a confidential nature.

2. Purpose of the Report

To provide information about the Good Neighbour Campaign.

3. Background and Discussion

3.1 People are being urged to look out for their elderly and disabled neighbours in a new campaign being launched across Nottinghamshire.

3.2 The Good Neighbour campaign aims to reduce the number of people who have falls, accidents or become victims of abuse or crime. The campaign is being run by Nottinghamshire Safeguarding Adults Board (NSAB) and is being supported by Bassetlaw District Council.

3.3 Top tips for being a good neighbour will be distributed throughout the county and are available at www.nottinghamshire.gov.uk/goodneighbour People are also being encouraged to sign a Good Neighbour Pledge.

3.4 Allan Breeton, Chair of NSAB, said: "Many of us have busy lives and often don't get chance to even stop and say hello to our neighbours. We're urging local people to take a few extra minutes to get to know those who live around them – particularly if they are elderly or disabled.

"If someone has had an accident in the home, they may not be able to attract the attention of neighbours or passers-by, so we should all be on the look-out for signs that something may be wrong – especially if our neighbours are elderly or disabled. Tell-tale signs include milk or bins not being taken in, newspapers stuck in the letter box, curtains drawn or lights left on, or homes in darkness when there should be someone at home.

"Simple things like offering to go to the shop in bad weather or putting out someone's bin might also make a huge difference, so please do your bit."

3.5 Copies of the “Good Neighbour Guide” have been circulated with the agenda. Further copies will be available at the meeting and can be provided to Parishes on request.

4. Implications

a) For service users

b) Strategic & Policy

c) Financial - Ref: 13/742

None

d) Legal – Ref: 229/07/12

None

e) Human Resources

None.

f) Community Safety, Equalities, Environmental

None

g) Whether this is a key decision, and if so the reference number.

No

5. Options, Risks and Reasons for Recommendations

The report is presented for information.

6. Recommendations

That the “Good Neighbour Guide” and the campaign be noted and Parish councils requested to help distribute information in their local community.

Background Papers

Location