

# Headon-cum-Upton, Grove & Stokeham Parish Council

Minutes of the meeting held on Thursday 2 August 2018 at Stokeham Church, Main Street, Stokeham.  
The meeting commenced at 7:30pm.

**Members Present**  
Cllr J Askew  
Cllr E Briggs  
Cllr B Wielgus  
Cllr J Harvey  
Cllr F Withers

**Also, present**  
L Whelan, Clerk to the Council  
1 Member of the Public

## 2018/01 Apologies for Absence

Although Cllr Briggs was present at the start of the meeting, he explained that he may have to leave the meeting and return due to work commitments.  
DCllr Critchley sent her apologies

The Council **accepted** the above apologies.

## 2018/02 Declaration of Interest

None

## 2018/03 Public Forum

The member of the public raised the ongoing case at Headon Camp. Biofuelwatch are saying it is under breach of planning. The chimneys at the camp still need clarifying.

Unsure if planning is needed for the silo - nothing had been seen in operation. It may be that it has simply been up for a while and therefore no planning required. A 17ft high silo is to be installed. Cllr Briggs left the meeting.  
No clear response had been received.

## 2018/04 Appointment of Chair/Vice Chair

Cllr Harvey proposed Cllr Wielgus as Chair. This was seconded by Cllr Askew.  
Cllr Briggs returned to the meeting.  
Cllrs **agreed** that Cllr Wielgus was made Chair

Cllr Wielgus suggested Cllr Harvey as Vice Chair, Cllr Harvey then proposed herself. This was seconded by Cllr Wielgus.  
Cllrs **agreed** that Cllr Harvey was made Vice Chair

## 2018/05 Election/Appointment of Councillors

An application had been received from Mr Le Floch.  
Cllrs **agreed** that Mr Le Floch was made Councillor

2018/06

## Matters Arising

### Update on progress of Bank Account

The clerk had printed off all forms in relation to the application of new operator and signatories on the bank account. All Counsellors would complete at the end of the meeting to ensure that all aspects had been covered on the application form. The clerk advised that, in her opinion, it would be better to have both a cheque book and online bank facilities for the Parish Council – this would prevent this situation arising in the future.

### Update on progress of HMRC

The clerk had exhausted accessing the HMRC Account. It is apparent that the previous Clerk will have to access the account and change all details due to a number of security questions having to be answered. The account cannot simply be closed and another opened due to historical data that exists for the Council on the account.

### Insurance

Cllr Askew advised that a personal cheque could not be presented for this – cover has been extended.

### Update regarding Lengthsman

Jack would be doing his hours with effect from 1 August 2018. This will be reduced to 4 hours on alternate Wednesdays. He will be overpaid for the first month due to the bank/PAYE problems. This could be paid back in the Autumn for example when there will be lots of work.

Cllr Wielgus challenged that somewhere is required for the leaves that are swept up. Currently they are swept onto verges and therefore, in a short time, they are blown onto roads/paths again.

It was proposed that farmers be approached. Cllr Briggs said he could sort the rubbish out in Stokeham. Cllr Wielgus suggested he may be able to help sort out the rubbish in Grove.

Cllr Briggs also mentioned that the hedge needed trimming back around the sign at the top of the clump – as a one-off job. Cllr Harvey said that Jack should wear hi-viz vest and be instructed to stay on the verge, not on the road.

*Disposal of waste* to be placed on next agenda, along with *Highways* (**Action – Clerk**)

2018/07

## Finance

### a) New Clerk Training

It was proposed that the Clerk attend 1:1 Training in the Office at Southwell. The cost for this would be £35 for half a day.

Cllrs **agreed** for the Clerk to undertake training. (**Action – Clerk to book**)

It was also proposed that a trained Clerk assist the Clerk for about half a day after training to give the Clerk more of an insight as to her role. Cllr Askew said that the money saved by not paying a Clerk for April, May and June would help pay for this.

Cllrs **agreed** for this to happen.

2018/08

## Minutes of the meeting held on 2 July 2018 for approval

There were no matters arising therefore the minutes were signed by the Chair and Vice Chair.

2018/09

**Any other business items for inclusion on the agenda for next meeting**

1. Defibrillator checks

It was agreed that someone in each village would check these weekly.

Cllr Briggs would do Stokeham, Cllr Wielgus Grove, Cllr Askey Upton and Cllr Harvey Headon.

Defibrillator checks would be included as an agenda item for each meeting – this will monitor that checks have been carried out.

2. New Planning Applications

18/0969/AGR – Barn on Drayton Road. Validated 26/7/18, Determination 23/8/18

Cllr Harvey asked that the application be postponed in light of the Council's next meeting not being until 17 September 2018 – after the determination date.

The Council **agreed** to write a letter to planning to postpone this until after the meeting on 17 September 2018.

2018/10

**Dates and venue for future meetings**

The next meeting will be held on Monday 17 September 2018. Counsellors agreed that, in view of Cllr Wielgus' work schedule, future meetings would be held on the third Monday of each month.

The Newsletter to be advised of the change of date.

The BDC website to be updated with names of new councillors/appointments.

The meeting closed at 8.30 pm

Signed \_\_\_\_\_ Chair Date \_\_\_\_\_