

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

Annual Meeting of the Parish Council Minutes of 8<sup>th</sup> May 2017 at the Village Hall, Church Street, Headon, Retford, DN22 0RD. The meeting commenced at 7:30pm.

<b>Members Present</b>	Cllr Jonathan Wallwin	Chairman
	Cllr David Landon	Vice-Chair
	Cllr Beatrice McGlen	
	Cllr Ben Wielgus	
	Cllr Chris Holliland	
	Cllr Eric Briggs	
	Cllr Fred Withers	
	Cllr Janet Landon	
	Cllr John Mosley	
	Cllr Sue Browne	

**Also, present** Clerk Ed Knox, District Cllr Teresa Critchley  
1 Member of the Public

➤ Pre-Meeting Public Forum

- 12/2017/18 To Elect a Chairman  
Cllr D Landon **proposed** that Cllr Wallwin be elected chairman, Cllr Mosley Seconded. Cllr Wallwin was elected chairman.
- 13/2017/18 To Elect a Vice-Chair  
Cllr Wallwin **proposed** that Cllr D Landon be elected vice-chairman. Cllr Mosley Seconded. Cllr D Landon was elected Vice-Chair.
- 14/2017/18 Apologies for Absence  
None.
- 15/2017/18 Declarations of Interest  
None.
- 16/2017/18 Approval of Minutes  
After discussion, the Council asked the Clerk to record Dist Cllr Critchley as present, mention Dist Cllr Critchley's grant cheque and delete the line regarding Emergency Planning. Following these amendments, the council then **accepted** the minutes of the previous meeting. The chairman signed the minutes as a true and accurate record.
- 17/2017/18 Matters Arising:
- 1 To discuss Attero Ltd Waste Recycling Centre  
Cllr Mosley advised that wood grinding on the site caused a large mound of saw dust to blow around the area. Cllr Browne reported that she witnessed lorries visiting site via Retford, Attero promised the Council at their site meeting this would not happen. **Action**, Cllr Browne to provide the lorry details, dates and times to Cllr Mosley who will contact David Barnard to highlight the issue with Attero Ltd.

2 To decide British Heart Foundation Grant Amount

After discussion, Cllr Wallwin proposed that a donation of £1,000 be made. Cllr J Landon Proposed a donation of £500. The council held a show of hands:

6 in favour of £1,000

3 in favour of £500

1 abstain

**Action**, the clerk to send £1,000 to the British Heart Foundation.

3 To decide signwriting for Phone Box at Grove

The Clerk reported that J. Chapman Sign-writers of Retford are willing undertake lettering work at an expense only cost of £45. A selection of potential designs was provided for the Council to choose from. **Action** the clerk is to proceed with the sign-writers image with the word 'defibrillator' as the preferred design choice.

4 To Discuss Speed Sign Options

Cllr Wielgus provided a price of £1,800 for a portable electronic sign which can be attached to lamp posts. The sign requires a battery which would have to be maintained. Dist Cllr Critchley mentioned potential options via County Council, from fixed signage to portable electronic signs. The County Council may be able to offer an electronic sign for £1,300. **Action**, 1) Dist Cllr Critchley to obtain full details from County for the potential fixed and electronic signage options and to ask if the £1,300 unit would be maintained by the County Council. 2) Cllr Wielgus is to provide 2 additional quotes for the portable electronic sign to ascertain if £1,800 is value for money and to find out potential failure rates of the device.

5 To Decide the possibility of employing a Village Warden/Street Cleaner

Cllr J Landon circulated a draft Job role. After discussion, the council **decided** that more thought was required on potential costs involved before a final decision is made. **Action**, Cllr Wallwin is to obtain feedback from South Leverton Parish Council on how the role is managed at another parish council. 2) Cllr Wielgus to work with the clerk on calculating potential costs for employing a Lengthsman.

6 To Decide the possibility of adopting the car-park at Headon

Cllr D Landon advised the history between the Parish Council, District Council and the possibilities of adopting, leasing or purchasing the car park. **Action**, Dist Cllr Critchley to approach Bassetlaw District Council for a quote to sell the car park to the Parish Council. 1) to ask if they will sell it at a nil or peppercorn cost, with only legal fees to cover. 2) Obtain a full quote for selling the carpark if Bassetlaw unwilling to sell at legal costs only.

18/2017/18

To Receive Police Report:

PC Bailey reported by email there were no crimes in the parish this month.

19/2017/18

Highways

No new issues to report this month. Dist Cllr Critchley advised that the moss has been cleared outside Grove church. Cllr McGlen advised that the white lines at the junctions had still not been repainted. Action, Clerk to forward the emails trail regards the white lines to Dist Cllr Critchley so she may escalate the matter with Via Ltd.

20/2017/18

To Receive Neighbourhood Plan Report

Cllr Wielgus reported that:

- There had been lots of feedback and received several questions from the public asking what happens next?
- The next stage is the consultant process, a formal character assessment of the visual look and appeal of the villages.
- The Consultant has started the process of an initial draft of the plan which will be consulted with the community.

21/2017/18 To Approve Annual Governance Statement Section 1 of Annual Return 2016/17  
The Clerk reported the findings of the internal auditor and the Council **approved** the Annual Governance Statement. The Clerk and the Chairman signed the Annual Governance Statement.

22/2017/18 To Approve Accounting Statements (Section 2 Annual Return) for Year Ending 2016/17  
Cllr D Landon asked the Clerk to provide the details for the increased total salary and income costs on the Year End Accounts Summary sheet. The Clerk explained the reasons and then he circulated Annual Return Section 2 Accounting Statements. The Council **approved** the Accounts and the Clerk and the Chairman signed the Accounting Statements.  
**Action**, the Clerk will submit the Annual Return to the External Auditor along with any required supporting documents.

23/2017/18 Finance:

1. To Approve Payments: after discussion, the Council **approved** the following accounts: -

<u>Payee</u>	<u>Item</u>	<u>Cost</u>
Headon PCC	S.214 Churchyard Grounds Maintenance Grant	£300.00
Grove PCC	S.214 Churchyard Grounds Maintenance Grant	£300.00
Stokeham PCC	S.214 Churchyard Grounds Maintenance Grant	£300.00
Headon Village Hall	S.133 Maintenance & Running Costs Grant	£300.00
BHF	S.137 Grant in lieu of Defibrillators	£1,000.00
Headon Village Hall	Hire for Council Meetings 2017/18	£120.00
CPRE	Membership Subscription 2017/18	£36.00
RST Electrical Ltd	Installation of Defibrillators	£540.00
J Chapman Signs	Grove Defibrillator Phone-box Signwriting	£45.00
E Knox	May 2017 Net Salary, Mileage & Expenses	£111.76
HMRC PAYE	E Knox Income Tax	£22.54
Came & Co	Parish Council Insurance Renewal 3yr Deal	£280.00
<b>Total Payments</b>		<b><u>£3,355.30</u></b>

2. Receipts:

Receipts Received this month:

<u>From</u>	<u>Item</u>	<u>Amount</u>
Bassetlaw DC	Dist Cllrs Grant	£200.00
Bassetlaw DC	1 <sup>st</sup> Half Precept & Concurrent Grant	£3,654.00
Retford Lions	Defibrillator Installation & Sign Writing Grant	£300.00
<b>Total Receipts</b>		<b><u>£4,154.00</u></b>

3. Bank Balances

The Current Account Balance today is **£4,743.71**

The Deposit Account Balance today is **£4,723.47**

24/2017/18

Any Other Business

Cllr McGlenn asked for a 2<sup>nd</sup> Defibrillator Training Course to be considered at the next meeting. Cllr Holliland announced his resignation with immediate effect due to relocation to Sweden. Cllr Mosley mentioned that a member of the public felt that railings would have been a good idea on the bridge on Brigg Lane. The Council felt that this would not be realistic due to the width of the bridge and potential costs to the County Council.

25/2017/18

Date/time of next meeting

Monday 5<sup>th</sup> June 2017

7.30pm

26/2017/18

Closure of Meeting

There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 9:15PM.

Signed \_\_\_\_\_

Date \_\_\_\_\_