

Headon-cum-Upton, Grove & Stokeham Parish Council

Minutes of 5th Jun 2017 at the Village Hall, Church Street, Headon, Retford, DN22 0RD. The meeting commenced at 7:30pm.

Members Present

Cllr Jonathan Wallwin	Chairman
Cllr David Landon	Vice-Chair
Cllr Beatrice McGlen	
Cllr Eric Briggs	
Cllr Fred Withers	
Cllr Janet Landon	
Cllr Sue Browne	
1 x Vacancy	

Also, present

Clerk Ed Knox,
3 Members of the Public

➤ Pre-Meeting Public Forum

- 27/2017/18 Apologies for Absence
The Council **accepted** the apology of Cllr Wielgus for work reasons. Cllr Mosley was absent.
- 28/2017/18 Declarations of Interest
None.
- 29/2017/18 Approval of Minutes
The council **accepted** the minutes of the previous meeting. The chairman signed the minutes as a true and accurate record.
- 30/2017/18 Matters Arising:
- To receive an update on lorries attending Attero Ltd Waste Recycling Centre
Cllr Browne advised she had passed the details of the lorries to Cllr Mosley, who in turn had contacted David Barnard at Attero Ltd. The clerk was asked to add this agenda item to the next meeting so that the Council can receive an update from Cllr Mosley. Two members of the public raised their concerns regards Attero Ltd during the pre-meeting public forum. **Action**, the clerk is to write to the County Planning department again and also write to Attero Ltd regarding the Council's concerns.
 - To Discuss Speed Sign Options
Due to the absence of Dist Cllr Critchley, who was looking into prices, the clerk was asked to add this agenda item to the next meeting so that the Council can receive an update from Dist Cllr Critchley.
 - To discuss Lengthsman employment possibility
The clerk circulated general information regards a village lengthsman. The council agreed it would need more time to decide, how many hours and what activities the potential role would cover. The council will also assess the overall cost implications to decide if it can afford to employ someone. **Action**, the clerk is to add an agenda item to allow the Council to consider various projects and their approximate costs. This will allow a decision to be made regards prioritising projects.

4 To receive an update on the possibility of purchasing or adopting the car-park at Headon
 Due to the absence of Dist Cllr Critchley who was looking into the matter with Bassetlaw, the clerk was asked to add this agenda item to the next meeting so that the Council can ascertain an update from Dist Cllr Critchley.

31/2017/18 To discuss Possible breach of planning regulations & environmental issues at 5 Riseholme, Headon
 Cllr J Landon reported to the Council various issues regarding actions of the tenant of this property and circulated photographic evidence. Cllr J Landon advised her actions to date. The Council agreed that the Environment Agency should be notified. **Action**, the Clerk is to draft a letter with Cllr J Landon to send to the EA.

32/2017/18 To Organise a 2nd Defibrillator Training Course
 Cllr McGlen advised that she felt a second training session would be beneficial for the community. The Council agreed to hold the training at Headon village hall in September 2017. **Action**, Cllr McGlen to arrange the date/time of the training.

33/2017/18 To Receive Police Report:
 PC Bailey reported by email there were no crimes in the parish this month.

34/2017/18 Highways
 The council discussed several long term on-going issues. **Action**, the clerk is to write again to Notts County Council and Cc in County Cllr Ogle reporting the white lines, potholes, hole in the pavement and the finger post in Upton pointing to Askham which is damaged and rotten.

35/2017/18 To Receive Neighbourhood Plan Report
 Cllr McGlen reported that a leaflet update has been sent to each home in Headon, Upton and Grove stating what stage the plan has reached and the next steps. Stokeham will receive leaflets shortly.

36/2017/18 Finance:
 The clerk circulated updated year end account summaries for the council, explained the various improvements made, the reason for change of internal auditor, the difference caused by the £359 cheque. The clerk advised he had spoken with both the internal and external auditors and had been advised to issue a note of explanation with the Annual Return for the £359 cheque clearing on 1st Apr 2017. Cllr Wallwin asked if the Council is happy to continue to use Gordon Peters as the future internal auditor and the council **approved** this. The clerk explained that Mr Peters offers his services for free and that by delivering the accounting books to Mr Peters at the same time as Rampton Parish Council's creates a mileage saving for both Headon and Rampton Parish Councils.

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

<u>Payee</u>	<u>Item</u>	<u>Cost</u>
E Knox	Jun 2017 Net Salary, Mileage & Expenses	£117.10
HMRC PAYE	E Knox Income Tax	£22.60
Total Payments		<u>£139.70</u>

2. Receipts:

Receipts Received this month:

<u>From</u>	<u>Item</u>	<u>Amount</u>
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None

Total Receipts	<u>£0</u>
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3. Bank Balances

The Current Account Balance today is	<u>£4,900.71</u>
The Deposit Account Balance today is	<u>£4,724.44</u>

37/2017/18

Any Other Business

The clerk advised that NALC had written to advise that the Council can re-apply for a 'one off' grant for 2017/18 to reimburse the council for any salary time the clerk spends complying with the transparency regulations. **Action**, the clerk is to apply for the NALC transparency grant.

Cllr J Landon has found someone to distribute the village newsletter around Grove. Cllr Briggs agreed to deliver the newsletter around Stokeham, therefore the whole parish shall now receive copies.

38/2017/18

Date/time of next meeting

Monday 3rd Jul 2017

7.30pm

39/2017/18

Closure of Meeting

There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 8:35PM.

Signed _____

Date _____