

Headon-cum-Upton, Grove & Stokeham Parish Council

Minutes of 4th Dec 2017 at the Village Hall, Church Street, Headon, Retford, DN22 ORD. The meeting began at 7:30pm.

Members Present	Cllr Jonathan Wallwin	Chairman
	Cllr David Landon	Vice-Chair
	Cllr Ben Wielgus	
	Cllr Beatrice McGlen	
	Cllr Eric Briggs	
	Cllr Fred Withers	
	Cllr Janet Landon	
	Cllr Janet Askew	
	Cllr John Mosley	
	Cllr Julia Harvey	
Also, present	Clerk Ed Knox,	
	10 Members of the Public	
	Dist Cllr Teresa Critchley	

➤ Pre-Meeting Public Forum

Prior to the start of the meeting, Cllr Wallwin invited the members of the public to speak. There were no comments from the public. Cllr Wallwin opened the meeting.

92 To Accept Apologies for Absence

None.

93 To Record Declarations of Interest in any items to be discussed

None.

94 To Approve the Minute of the previous meeting

Dist Cllr Critchley asked the Chairman to clarify which version of the draft minutes were being approved. Cllr Wallwin explained that it was the 2nd version. Following a further amendment **proposed** by Cllr J Landon, the council **accepted** the minutes of the previous meeting. The chairman signed the minutes as a true and accurate record.

95 To Receive an application for the office of Parish Councillor and Co-opt a candidate to fill the existing vacancy

The council discussed an application from Janet Askew to join the parish council, Cllr Wallwin Proposed, Cllr Wielgus Seconded and the Council resolved to co-opt Mrs Askew. Cllr Askew signed the Declaration of Acceptance of Office and completed the Register of Members' Interest form. **Action**, The Clerk shall notify Bassetlaw District Council's returning officer.

96 To receive a written complaint via the Monitoring Officer, from a member of the public and decide the appropriate course of action

Cllr Wallwin advised that a letter of complaint against the Parish Council had been received regards various matters and actions. Cllr Wallwin reminded all Cllrs that they must always stick to the specific agenda item and not digress onto other subjects. Cllr McGlen asked if there were specifics of the complaint against individual actions of the Council. Cllr Wallwin confirmed this was the case, but said it was not appropriate to go into explicit detail.

Cllr Wallwin advised that votes are parish council agreed but not every Councillor will agree on the same subject, view or matter and apologised to the member of the public if they felt their views were not appreciated.

Regarding the July Parish Council meeting, Cllr Wallwin explained that an extra meeting would only have been called 'if' the Attero planning application deadline occurred before the next meeting in September. Cllr McGlen clarified that because an extension to the closing date had been granted by County Planning no extra August meeting nor newsletter was required.

- 97 To Receive an update from the Council Sub-Committee’s Interview for the Village Lengthsman Position and to decide the finer details of the role
 The sub-committee of Cllrs Harvey & Wielgus undertook interview on Saturday 18th November. Cllr Harvey explained that no other member attended, as a result the interview was held in the cold carpark of the hall. Jack Foster was offered and accepted the position with a start date of 1st Jan 2018. Cllr Harvey said that Jack will work well under instruction. Cllr Wallwin **Proposed**, Cllr Harvey **Seconded** and the Council **agreed** that:
1. The Lengthsman’s hours shall be flexible, annualised at 4hrs per week so that he may, if required, work more in the summer and less in the winter.
 2. The waste collected shall be, in agreement with Bassetlaw D.C, placed in black bags beside the public waste bins in each village.
 3. The Clerk is the Lengthsman’s line manager, however, for practical reasons, a Cllr shall be appointed in each village as a weekly point of contact as follows:
 - a. Grove Cllr Wallwin
 - b. Stokeham Cllr Briggs
 - c. Headon Cllr J Landon
 - d. Upton Cllr McGlen
 4. Cllr Harvey and the Clerk shall finalise the draft Contract of Employment
 5. Cllr Harvey and the Clerk shall compile a list of equipment to purchase for the Lengthsman
- Action**, 1) the Clerk to email the Cllrs list of items to purchase for approval. 2) The Clerk shall email a copy of the final contact around the Council.
- 98 To discuss Attero Ltd/Waste to Energy Ltd Recycling Centre planning application F/3696 & Associated Environmental Health Matters
 Cllr Wallwin advised that the date of the County Planning Committee was still unknown due to the County Planner still outstanding various pieces of information requested from Attero. Cllr Wallwin **Proposed** and the Council **agreed** that the Clerk shall write to Mike Hankin to request that the County Council writes to all residents of the Parish to raise awareness of the proposed planning application. Dist Cllr Critchley reported that she visits the site almost on a daily basis and is in regular contact with Mike Hankin, raising continued awareness of the light pollution, smoke, dust and noise. Cllr Askew advised that there are many people in the Parish who are not aware of the existing development and its future plans. Dist Cllr Critchley suggested that a public meeting would be a way forward to raise awareness. Cllr Wallwin **Proposed** and the Council **agreed** that there shall be a public meeting in mid-January 2018, publicised by a leaflet drop to every home in the parish and a front page spread on the Newsletter. **Action**, Cllr Wielgus agreed to arrange a suitable date via a Google Doodle.
- 99 To discuss dates of 2018 Meetings and deadline for the Precept
 After checking the minute books, the clerk explained that the Parish Council had no meeting in February and August each year since 1993. The Council Diary left by the previous Clerk stated that the Council meets 1st Monday of each month, excluding February and August, and move to the 2nd Monday if there is a Bank Holiday. The clerk requested that the Council continues with the existing format for the foreseeable future as this fits in well with his work commitments. After discussion, the Council **agreed** that meetings between March and December shall be the 1st Monday of the month, with no meeting in February or August. When there is a Bank Holiday Monday the meeting shall move on 1 week. In January the meeting shall be the 3rd Monday of the month, except when New Year’s Day falls on a Monday, then the meeting shall be the 4th Monday. The dates for 2018 are to be:
- | | |
|---|---|
| 22 nd Jan 2018 due to Bank Holiday | 5 th Mar 2018 |
| 9 th Apr 2018 due to Bank Holiday | 14 th May 2018 due to Bank Holiday |
| 4 th Jun 2018 | 2 nd Jul 2018 |
| 3 rd Sep 2018 | 1 st Oct 2018 |
| 5 th Nov 2018 | 3 rd Dec 2018 |
- 100 To Discuss Notts Fire Service Coverage Consultation Mixed Crewing and Alternative Crewing and submit a suitable response

Cllr McGlen had read through the consultation document advising that the operational activity report graph for 2016 contradicts what Notts Fire and Rescue Service (NFRS) state in their plans. The Graph clearly shows that peak demand for the service is between 6pm and 8pm and the quietest time is 1am to 8am. However, the proposals state that 6pm is the lowest demand time, when this is not the case.

The NFRS at present crews Retford Fire Station with one Wholetime fire engine, the suggestion that this can be reduced to a Retained 'on-call' crew supported by other appliances across the county between 6pm and 8am is dangerous because this is not the low demand period. The Low demand period does not start until midnight. The Council asked the clerk to write to NRFS to point out their mistake and to suggest that should they introduce a 'Retained' service, it must only be during the true low demand period. **Action**, the clerk to write to NRFS and provide the graph as evidence asking them to change their proposals.

101 To receive an update on Police Coverage

Dist Cllr Critchley presented the police petition to Assistant Chief Constable Steve Cooper at the NALC AGM. Cllr Critchley will meet Chief Inspector Andy Rooke on 14th December to discuss the situation and she has received confirmation from Crime Commissioner Paddy Tipping promising that a Police Constable will be allocated for the area formally covered by PC Bailey.

102 To receive an update on Interactive Speed-Sign

Dist Cllr Critchley advised she would email the clerk a potential source of funding for the sign from the County Council. Cllr Askew mentioned it was time for the County Council speed sign currently in Eaton to come to Headon Parish. Action, Cllr Harvey agreed to phone Highways Manager Jo Horton to ascertain when the sign can be allocated a time slot around the parish.

103 To record Highways issues for reporting to the appropriate Local Authority

The Council noted that Cllr Harvey reported a street light out at Church Street and blocked drains outside Cllr Mosley's home and Fields View House via the County Council on-line tool. Action, 1) Cllr Wielgus to report spray paint on Highway sign pointing to Grove to County Council. 2) the Clerk to report faulty Stokeham Street light no.1.

104 To Receive Neighbourhood Plan Report

Cllr Wielgus advised that Consultation closed today. There had been around 10 email replies and almost 20 at the last open event. The views were mixed, however mostly supportive. The steering group are to meet next week to discuss the feedback received and to instruct the consultant to finalise the plan. The next stage will then be to hand the matter to Bassetlaw D.C to proceed with the referendum. Dist Cllr Critchley advised that as each step of the process progresses, the draft plan gains additional legal weight.

105 To receive Finance update and discuss initial 2018/19 draft budget:

1. To Approve Payments: The Council **approved** the following accounts: -

<u>Payee</u>	<u>Item</u>	<u>Cost</u>
E Knox	Clerks Net Salary, Mileage & Expenses	£250.88
HMRC PAYE	Income Tax	£57.20
Total Payments		<u>£308.08</u>

2. To Declare Receipts:

Receipts Received this month:

<u>From</u>	<u>Item</u>	<u>Amount</u>
None		£0
Total Receipts		<u>£0</u>

3. To Provide Bank Balances

Current Account Balance After the above payments	<u>£7,453.58</u>
Deposit Account Balance	<u>£4,724.44</u>

4. To Discuss Draft 2018/19 Budget Layout

The Clerk tabled the budget layout. The Council **agreed** the overall format was overall sufficient and that the Clerk shall slightly alter the grouping, placing similar types of expenditure together. **Action**, 1) the clerk shall email the draft to Cllr Wielgus to see if the template can be potentially automated into Excel, 2) Email the final draft to all members for deciding the Precept at the next meeting.

106 To Record Any Other Business items for the next Agenda
None.

107 To Advise the Date/time of next meeting
Monday 22nd Jan 2018 7.30pm

In accordance with the Public Bodies (Admission to Meetings) Act 1960. The members of the public were asked to room leave the whilst next two agenda items were discussed as the relate to confidential staffing matters.

108 To appoint HR managerial support for the Clerk and to review clerk's hours
The public and the clerk left the meeting. This minute was taken by Cllr D Landon. The Council was supportive and expressed their appreciation for the way the Clerk undertakes his duties. The Council **resolved** to:

1. Increase the Clerks hours to 14.5hrs per month with immediate affect (2hrs per month to cover basic workload and ½hr for administration work associated with the Lengthsman).
2. To pay £150 to cover the additional hours worked since the beginning of the year
3. If the Council require the clerk to research and apply for grants it will authorise an additional payment at that time.

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

Signed _____
Date _____