

Headon-cum-Upton, Grove and Stokeham Parish Council
Draft Minutes of the Meeting of 13th June 2016 held at 7.30pm
at Headon-cum-Upton Village Hall

Present:

Cllr: Cllr.J.Wallwin – Chairman

Cllrs: E.Briggs, D.Landon, J.Landon, A.McKiernon, J.Mosley, B.Wielgus, F.Withers

Also Present: E Knox, Clerk to the Council & 4 members of the public

Pre-Meeting Public Forum

1. **Appointment of new Clerk to the Council**

Ed Knox was appointed as new Clerk with effect from 1st June 2016 and welcomed by Cllr Wallwin on behalf of the Council.

Karen De Torre, the retiring Clerk will work in tandem with Ed for training purposes and officially leave on 30th June 2016.

2. **Apologies for Absence**

Apologies received from Cllr. C.Holliland, B McGlen

3. **Declarations of Interest**

There were no declarations of interest.

4. **Minutes of meeting held on 9th May 2016**

These were signed by Cllr.J.Wallwin on behalf of the council as a true record of events.

5. **Matters arising from previous minutes**

a) **High Speed Broadband**

Cllr Wielgus reported, no updates received, he will chase for updates by the 3rd Week of June.

Action Cllr B Wielgus

b) **Hedge Cutting - Askham Road, Upton**

Cllr J Wallwin reported, no response from Johnny Davis, he will chase Johnny before next meeting.

Action Cllr J Wallwin

c) **Use of a Property as a Car Dismantling Yard – Kalulushi, Grove**

Cllr B Wielgus reported, The Environment Agency has logged the incident and a Duty Officer has investigated giving us the following feedback:-

'I am writing to advise you that Environment Officers attended the site on Main Street, Grove today. We collected evidence that suggests that cars are/ were being broken on the site which should not be carried out without an Environmental permit. The site is being cleared and we did not see evidence of lasting environmental harm. We will follow up this activity with the land owners to ensure they know their responsibilities and legal duties for the waste they are removing from the site.'

Cllr B Wielgus also reported that Bassetlaw District Council (BDC) Planning have sent enforcement officers round to the property. However, BDC cannot comment at present due to ongoing the investigation; nevertheless, half of the cars have been removed. Cllr Wielgus to advise update from BDC once investigation complete. **Action Cllr B Welgus**

d) **Speeding Concerns at Grove**

Cllr Wielgus reported, he had spoken to the resident who highlighted the concerns. They were not willing to carry out a 'Speedwatch' survey. Speeding will be monitored.

- e) **Grove Level Crossing** – No update received from District Cllr T Critchley. **Action District Cllr T Critchley**
- f) **Car Park, Church Street, Headon**– No update received from District Cllr T Critchley. **Action District Cllr T Critchley**

6. **Police**

PC Bailey was unable to attend the meeting due to work commitments. However, he reported by email: “*There were no police reports since the previous meeting*”.

7. **Highways**

- a) Cllr. E Briggs, reported – Potholes on Headon to Stokeham Road, Cllr J Mosley will report using the Nottinghamshire County Council (NCC) online reporting tool before next meeting.
Action Cllr J Mosley
- b) Cllr. J Wallwin, reported – Grass Verges urgently require cutting on the road junctions around Grove because motorists cannot see to safely exit. Cllr Walwin has reported this to NCC Highways. Cllr. E Briggs asked what the frequency of the NCC cuts were this year. Clerk to find out before next meeting. **Action Clerk E Knox**
- c) Cllr. B Weilgus, commented that the problems of fly tipping on the highways had improved.

8. **Planning**

a) **Correspondence and Communications**

- i) Street numbering and naming at Thorpe Farm - **APPROVED**

b) **Applications:**

- i) **Ref: 16/00707/LBD** – Demolition of existing outbuilding and construction of self-contained annex for dependent relative – Glebe Farm, Church Street, Headon. No Comments or Objections from Councillors.
- ii) **Ref: 16/00730/HSE** - Demolition of Existing Outbuilding to Side of Property and Replace with New Side and Rear Extension - 5 Vernon Close, Grove. No Comments or Objections from Councillors.

c) **Decision Notices:**

- i) **Ref: 16/00206/HSE** - Erection of 2 Metre High Timber Fencing and Entrance Gates - The Old Rectory Main Street Grove – Note from Cllr J Landon, she wondered if the iron fencing had been kept, however as this cannot be seen from the public highway there is no way to be sure. **GRANTED**
- ii) **Ref: 16/00353/FUL** - Erection of Poly-tunnel for Microlite Storage to Replace the Existing Metal Hanger Buildings - Land Adjacent Clover Close Lane, Thorpe Street, Headon - **GRANTED**

d) **Any other Planning Matters:**

None

9. **Parish Council Meetings – To consider changing the day on which the Meeting is held**

Cllr B Wielgus asked if the dates of future meetings could be agreed 3 months in advance so he can organise his work to suit. Cllrs agreed and asked Clerk to plan the dates through to the end of 2016 for next Agenda. **Action Clerk E Knox**

Cllrs agreed date of meeting to remain on Monday's.

10. **Neighbourhood Plan**

Cllrs discussed the pro's and con's. The members felt the work involved may not be worth the outcome. The Parish is already in a 'no development designated area' so would not greatly

benefit from a plan. Cllr J Landon, stated that she would like there to be some input for the development of the Headon Camp and that this would be one potential benefit.

Cllr J Wallwin felt that the work involved would be high for this small Parish Council and that it was not clear if the Plans may be scrapped or superseded within a couple of years. It was felt that the members' time would be better spent elsewhere and the Neighbourhood Plan could be overwritten by Bassetlaw District Council in the future.

Cllr J Landon commented that the main historical problem had been: 'too many large sized properties being built'.

Cllr B. Wielgus talked of the positives of a Neighbourhood Plan, that it would possibly allow for smaller properties and bungalows to be built. The work around designing the plan can be outsourced to a sub-committee. Cllr Wielgus suggested that it may be worth arranging one consultation with the Parish Residents and that our District Cllr T Critchley should be in attendance.

Cllrs agreed to an initial consolation meeting of the Parish Residents to consider whether or not a Neighbourhood Plan is the way forward for this Parish.

Cllr B Wielgus agreed to lead this consultation, to book the hall, design the agenda and arrange for an article in the next Newsletter. Cllr Wielgus also agreed to write the invitation letters and to help distribute them by hand with the help of the other Cllrs to the homes of the Parish. The meeting is to be held on the evening of Thursday 14th July 2016 at Headon Village Hall. **Action**
Cllr B Wielgus

11. Finance

a) Payments

The following amounts were paid:

	Chq No.	Amount
CPRE Membership	560	£ 36
K.deTorre (Clerk's final Salary & expenses April to June 2016)	561	£ 547.23
K.deTorre final expenses Travel to new Clerk's house for file	562	£19.50
Transfers and training.		

		£ 602.73

b) Receipts

The following funds were received:

	Amount
None	£ 0.00

	£ 0.00

c) Bank balances

After the above movements the balances in the bank accounts will be:

TSB	£ 3631.33
Nottingham Building Society	£ 4713.71

TOTAL	£ 8345.07

D) Bank Account's Correspondence Address - E Knox, clerk explained the need to change the bank account postal address from K De Torre. The TSB & Nottingham Building Society change of address forms were signed by Cllr J Wallwin and Cllr E Briggs authorising the change with effect from 13th June 2013.

12. Correspondence and Publications

- None

13. Clerk to the Council – Payroll and Tax implications (Moved to End of Meeting)

a) **Working from Home Allowance** - Clerk E Knox explained to the Cllrs, that the 'Working from Home Allowance' rates had increased over the years and the old rate of £2 per week had been paid without increment for approximately 10 years. Cllrs all agreed to pay the Clerk the increased current going rate with effect from 1st June 2016. However this has no affect on the council's overall financial budget due to the difference in mileage between the old and new clerks.

b) **SLCC Membership** - Clerk E Knox explained he would like to be a member of the Society of Local Council Clerks. Cllr D Landon agreed this was a good idea as it is a source of knowledge to a new clerk. Cllrs all agreed for Clerk to become a member and fund the annual subscription charge currently £70. However this has no affect on the council's overall financial budget due to the difference in mileage between the old and new clerks. **Action Clerk E Knox to arrange to join the scheme.**

c) **Gratuities & Pensions** - Clerk E Knox explained that Gratuities were no longer allowed according to: *"Retirement Gratuities, The old regulations which govern the payment of gratuities are contained in Part VI of the Local Government (Discretionary Payments) Regulations 1996, SI 1680 ("the 1996 Regulations"). The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011, SI 2954 ("the 2011 Regulations"), came into force on 16 January 2012 and revoked Part VI of the 1996 Regulations. The effect of the 2011 Regulations is that after 16 January 2012, councils will no longer have the discretion to pay a retirement gratuity. However, the Government's view (with which NALC is in agreement) is that local councils may still fulfil any existing contractual obligations for the payment of existing gratuities."*

An alternative option was to join the Local Government Pension scheme, but due to the small size of the annual salary the Clerk declined to join the scheme. Auto-Enrollement not required due to earnings under £112 per week.

c) **Starting Salary** - Clerk E Knox asked to have a starting salary at grading SCP 17 instead of SCP15, this was agreed by all Cllrs with effect from 1st June 2016, however this has no affect on the council's overall financial budget due to the difference in mileage between the old and new clerks.

d) **Contract of Employment Review** - Clerk E Knox asked if the Cllrs agreed to the updated Contract of Employment format, which included the above items plus additional details including annual leave entitlements. Cllrs agreed they had read it and approved it. Two copies of the Contract were signed by the Clerk and Chairman.

e) **PAYE** Clerk E Knox explained the legal rule changes regards PAYE for Parish Clerks which came in to force in 2011, he had spoken with the HMRC regards other options but the only way forward is to implement Payroll. Clerk explained this will involve a monthly return to the HMRC via the PAYE Basic Tool programme. That HMRC require payment for Income Tax contributions by the 22nd of each month. Clerk asked if the Cllrs were in agreement to pay his salary and the Tax/NI on a monthly basis. All Cllrs agreed to this.

f) **Internet Banking** – Clerk E Knox advised that the TSB are able to set up Business Internet Banking on the Councils bank account. The Clerk requested that he implement this for the council's transactions. Cllr D Landon said he was in support of this, not only for salaries and PAYE but for all the council's transactions as it will negate the need for writing and signing cheques. Cllrs discussed and agreed for Clerk to set up Internet Banking at his earliest convenience.

14. **Any Other Business**

a) Cllr. E Briggs – Provided a breakdown off the PCC spending at Stokeham Church to be filed in the finance file. Breakdowns as follows:-

Cheque 573 Stokeham Church Yard Maintenance	
Grass Cutting/Strimming	£190
Hedge Cutting	£30
Weed-killer	£30
Fencing Creosote	£50

Total	£300

b) Cllr J Wallwin thanked Karen for her six years service to the Parish as Clerk, presenting flowers and card. A member of the public took a group photo of the Cllrs stood behind the old and new clerks.

15. Proposed date of next meeting: **Monday 4th July 2016**
Proposed date of remaining 2016 meetings: **Monday 5th September 2016, Monday 3rd October, Monday 7th November & Monday 5th December.**

The meeting closed at 8:25 pm

Signed Date July 2016.....