

Headon-cum-Upton, Grove and Stokeham Parish Council

Draft Minutes of the Annual Meeting of 9th May 2016 held at 7.30pm at Headon-cum-Upton Village Hall

Present:

Cllr: Cllr.J.Wallwin – chairman
Cllrs: E.Briggs, D.Landon, J.Landon, B.McGlen, A.McKiernon, J.Mosley, B.Wielgus, F.Withers
D.Cllr. T.Critchley
Clerk: K. de Torre

1. Election of Chairman

Cllr. J.Wallwin was elected Chairman

2. Election of Vice-Chairman

Cllr. D.Landon was elected Vice-Chairman

3. Public Forum

Members of the public were invited to attend the forum session to talk about parish issues.

4. NEIGHBOURHOOD PLAN (NP) presentation – James Green, Bassetlaw DC

Over 20 communities are now producing NPs. Development Plans are put in place by BDC and development land is allocated. BDC are presently starting a new Local Plan. NPs allow control over development in the local area. Local communities have a say in new development designs and scale. When a NP is adopted by BDC it replaces the Core Strategy and holds weight when determining planning applications.

The NP process can take 18 months to complete, the stages are:

- Public meeting to raise awareness of producing a NP
- Designation of geographical neighbourhood area to be covered by the plan
- Contact BDC to let them know we intend to produce a NP
- BDC to agree the designated area
- Consultation with local people, residents and businesses; main issues, likes and dislikes – use of drop in sessions, leafletting, surveys
- Thinking 15 years into the future with regards development and planning of the parish
- Employ a planning consultant to produce the draft NP
- Funding available through 'Locality' up to £9,000 and 'Awards for All' up to £10,000
- Parish Council hold the funds and keep an account of spending
- Set up a steering group of volunteers (parish councillors and local residents)
- Consult on draft NP, circulate to various people
- Make amendments then submit the final draft NP to BDC who consult again
- Examiner is appointed to undertake examination of the NP
- Referendum takes place in the parish – at least 50% in favour is required before BDC can adopt the NP
- BDC adopt the NP

James answered questions from members and suggested we have a good think about whether we want to go ahead and to look at other neighbour plans in the local area to give further insight into what is involved.

Resolved to place an item on the next agenda to decide whether we wish to go ahead with a public meeting to initiate the process.

5. Apologies for Absence

Apologies received from Cllr. C.Holliland

6. Declarations of Interest

There was one declaration of interest – street naming and numbering at Thorpe Farm development – Cllr.J.Mosley.

7. Minutes of meeting held on 4th April 2016

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

8. Matters arising from previous minutes

a) High Speed Broadband

Cllr. B.Wielgus has spoken to NCC, Grove will be online by the end of May/early June and will benefit from an even faster connection. BT will soon know when Stokeham is due to come online and they may also benefit from the faster speeds. BDC now have a satellite system installed for those wishing to opt for it.

b) Hedge Cutting - Askham Road, Upton and Dog Kennel Hill

Dog Kennel Hill has now been cut and they have done a very good job.
Cllr. J.Wallwin is chasing up with regards Askham Road, Upton.

c) Request for Speed Limit Reduction – Nether Headon

A response from Matt Duckworth - Senior Highways Liaison Officer at NCC, informs us that due to the criteria and the fact that there have been no significant accidents, we are not considered high priority.

9. Police

PC Bailey was unable to attend the meeting.
There were no police reports.

10. Highways

a) Cllr. J.Mosley reported poor road surface on the road to Stokeham, however Cllr. E.Briggs informed members that some of the potholes have now been repaired/filled in.

11. Planning

a) Correspondence and Communications

i) Street numbering and naming at Thorpe Farm (consultation)

Cllr. J.Mosley had declared an interest in this item and left the room whilst it was under discussion.

The following comments were submitted:

“The consultation says that Bassetlaw District Council has received a request to allocate new addresses to the above location but it does not say who has made the request nor does it say who else has been consulted.

The Parish Council can see no good reason for the five houses on this development to have three different street addresses when vehicular access to all them is via Clover Close Lane and suggests that they should all have the address Thorpe Farm Close, off Clover Close Lane.

The Parish Council also considers that the proposed property names are somewhat fanciful, do not reflect the local area and sound like suburban housing estate names. In particular, the Council objects to the proposed names of three of the properties that include the names of trees that do not grow here: juniper is a conifer that thrives on chalk downland or moorland; rowan is also found on high ground; and the greenheart tree is not even native to the UK, it is South American. If tree names are desired, couldn't they reflect trees native to this village such as ash, maple, hawthorn, holly, yew, larch, willow, oak, whitebeam or bramley (developed not far from here, in Southwell) and widely grown around here? Any of these could be combined with “tree”, “field”, “close”, “lea”, “holm”, “wood” etc.”

b) Applications:

i) Ref: 16/00399/HSE – Alteration of existing access to a highway and creation of a hardstanding – Longacres, Main Street, Upton, DN22 0RA

The Parish Council object to the proposal with the following comments:

- Drainage issue - in addition to the block paving and concrete paths all the way around the enormous extension, it is proposed to pave over most of the front garden and widen the drive. The removal of the side hedge (which was not included in the original permission and which has already been taken out) combined with the removal of the front hedge to make the splay and the runoff from such a large area of paving is very likely to cause a serious problem to the neighbouring properties.
- The driveway is currently wide enough for lorries to go down so we do not see why they need to widen it.

- The appearance of the property on the road frontage will be substantially altered from rural to suburban.

ii) **Ref: 16/00528/HSE - Erect Two Storey Rear Extension and Single Storey Side Porch Extension - The Holdings, Greenspotts Lane, Headon, DN22 0RQ**

Comments from members to be submitted to the clerk via email after they have viewed the application in detail using the online BDC planning portal.
Clerk to respond before the deadline of 27th May 2016

c) **Decision Notices:**

None.

d) **Any other Planning Matters:**

None.

12. **Grass Verge Damage – opposite Longacres and Newlands, Upton, DN22 0RA**

Cllr. B.McGlen reported that the verge has been reinstated, members to monitor whether the reinstatement is satisfactory.

13. **Replacement of Clerk to the Council**

A letter of resignation of the Clerk to the Council was received last month dated 31st March 2016. The position is advertised via Notts ALC, the Job Centre, the parish newsletter, notice boards, social media and Bassetlaw DC. The deadline date for receipt of applications was Friday 6th May 2016 and the 3 applicants who have applied for the job were invited to tonight's meeting to observe.

The interviews will take place at a separate meeting on Thursday 19th May commencing at 7.30pm, at 20 minute intervals, candidates will be interviewed by three council members (Cllrs J.Wallwin, D.Landon and either B.McGlen or B.Wielgus) and the clerk will be present to answer any questions.

14. **Speeding concerns at Grove**

Cllr. B.Wielgus reported that a resident had complained about speeding traffic in Grove. The road is in a 30mph zone but it was not thought that speeding is an issue as a general rule, most drivers stick to the speed limit. The police could be asked to carry out random checks but would need to know at what times of day the speeding is taking place.

It was decided to suggest to the resident that he looks into forming a Speedwatch group of volunteers to monitor speed and deter offenders. Cllr Wielgus to report back to the resident.

15. **Grove Level Crossing**

DCllr. T.Critchley reported that she is putting together a case to lobby Network Rail with regards closing the level crossing at Grove. All affected parties are to be contacted to contribute towards a package in support of the closure.

DCllr. T.Critchley will keep us informed of progress.

16. **Use of a Property as Car Dismantling Yard – Kalushi, Grove**

Cllr. B.Wielgus reported that he has received concerns that a property in Grove is being used as a business. There is strong evidence to suggest this and 15 or so cars are at the property, part of the building has even been demolished. There has been no application for a change of use to the property.

DCllr. T.Critchley agreed to investigate this on our behalf.

Clerk to contact the Environment Agency with regards contamination of the land.

17. **Year End**

i) **To approve the Accounts for year ending 31st March 2016**

The year end accounts were approved by members.

iii) **Acknowledge completion of Internal Audit / Pay Audit Fee**

The internal audit is complete and signed off without any issues raised.

Approved that the £30 audit fee be paid to Mr Ingman.

iv) **Completion of Annual Return / Annual Governance Statement for External Audit**

The Annual Return was completed and signed as approved and correct.

The clerk will submit the Annual Return to the External Auditor along with the supporting documents required.

18. **Parish Council Insurance Renewal**

A renewal invitation is received from Came & Company for the second year of the two year long term agreement ending 31st May 2017. The premium is inflated only slightly from last year in line with cost of living increases.

It was agreed to confirm renewal of the parish council insurance with Came & Company at £276.49 effective from 1st June 2016.

19. **Grants to 3 Parish Churches and Headon Village Hall**

Grants of £300 to each of the 3 parochial church councils, Headon, Stokeham and Grove, were approved by members.

A grant of £300 to Headon-cum-Upton Village Hall was approved by members.

A letter accompanying each cheque will request feedback as to how the grant is spent.

20. **Finance**

a) **Precept and Concurrent grant confirmation**

Bassetlaw DC have confirmed that we will receive our precept of £3,654 and concurrent grant of £97 (total £3,751) in 2 instalments:

£1,875.50 – 18th April 2016

£1,875.50 – 26th September 2016

b) **Payments**

The following amounts were paid:

	Chq No.	Amount
Headon PCC grant	552	£ 300.00
Grove PCC grant	553	£ 300.00
Stokeham PCC grant	554	£ 300.00
Headon-cum-Upton Village Hall grant	555	£ 300.00
Came & Co Parish Council Insurance	556	£ 276.49
Mr Ingman (Internal Audit fee)	557	£ 30.00
Headon-cum-Upton Village Hall Hire 2015/16	558	£ 120.00
K. de Torre (Clerk's salary & pension back pay adjustment)	559	£ 800.00

£ 2,426.49

c) **Receipts**

The following funds were received:

BDC Precept & Concurrent Grant 1st Instalment

Amount
£ 1,875.50

£ 1,875.50

d) **Bank balances**

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

TSB	£ 4,234.06
Nottingham Building Society	£ 4,713.74

TOTAL	£ 8,947.80

21. **Correspondence and Publications**

Correspondence:

- None

Publications:

- Clerks & Councils Direct newsletter

22. **Any Other Business**

- a) DCllr. T.Critchley – The A1 Housing inspection has taken place at Church Street, Headon and traffic congestion was noted. They would support an application to make improvements to the parking situation. The parish council would like to see improvements to the car park area and have looked into adopting the area and creating more parking spaces but are unwilling to pay

the legal costs suggested by BDC. The idea was shelved because BDC were unwilling to waive these costs.

DCllr. T Critchley offered to investigate this further.

- b) DCllr. T.Critchley – Is attending a planning meeting on 10th May and asked if we wished to raise any issues. Members said that they would like their objections and comments on planning applications to be given more consideration when they are consulted.
- c) DCllr. T.Critchley – Encouraged members to sign the petition to ask for a referendum on devolution.
- d) Cllr. B.Wielgus – A new job means he will be unable to attend any of the parish council's Monday meetings and asked if consideration could be given to changing the meeting night to a different day. It was suggested that this could be looked into at the same time as appointing the new clerk.
To consider this as an item on the next agenda.

23. Proposed date of next meeting: **Monday 13th June 2016**

24. Confidential item to be discussed by council members only - Clerk's remuneration

It has become clear that the council has not been paying the clerk in accordance with the terms of her service agreement in relation to Remuneration and Pension/Gratuity since her commencement in April 2010 on SCP15.

Remuneration - The salary is in accordance with the current NJC rates and should have been progressed automatically subject to satisfactory performance through the salary scale by annual increments payable on 1st April each year reaching SCP20 from April 2015.

Pension/Gratuity - In accordance with NJC terms and conditions, the clerk has an entitlement to a pension or gratuity. "The Council will meet its obligations under these terms and conditions by making a payment in March each year of a sum equal to the 3.75% of the Clerk's salary for the previous 12 months"

A detailed breakdown was circulated to all members and the calculation confirms that in relation to these two points:

Remuneration – the clerk has been underpaid by £496

Pension/Gratuity – the clerk has been underpaid by £304

The result of these two errors is that the clerk has been underpaid by £800.

Members agreed that the clerk's performance has been satisfactory and the increments would have been approved annually, therefore she is due to an amount of back pay totalling £800.

The meeting closed at 9.10 pm.

Signed

Date13th June 2016.....