

HOLBECK & WELBECK

PARISH COUNCIL

Minutes of the Meeting of the Parish Council **Held at the Welbeck Club on Tuesday, 26 July 2016**

Present: Councillors: J Cuckson (Vice Chair), S Cuckson, M Newton,
D Wall, District Councillor (DC) Kevin Dukes,
W M Woodcock (Clerk)

Also in Attendance: Rob Mayo, Welbeck Estates Ltd

In the Chairman's absence, Cllr J Cuckson (Vice Chair) chaired the meeting.

1. Apologies for absence

Apologies for absence were received from **Councillor R Brown (Chair)**
Resolved to accept the apologies for absence.

2. Declarations of interests

None

3. Public Forum

There were no members of the public present.

Rob Mayo from Welbeck Estates updated Members on the current situation regarding the N3 superfast broadband partnership. A representative of Sharpe's, the company behind N3, had recently conducted a drone survey from the 21m lattice tower mast at High Holbeck but there was no clear line of sight to West Burton. Other options were therefore being considered, including bouncing a signal from Stable Court, utilising the fibre optic broadband supply at Welbeck.

Thanks were extended to Mr Mayo for his input.

DC Kevin Dukes reported on the following:

- Devolution – consultation is currently being carried out on the proposals to implement the Sheffield City Region (SCR) devolution deal. The consultation forms part of Bassetlaw District Councils (BDC) application to join the SCR Combined Authority.

Thanks were extended to DC Dukes for his input.

4. Minutes of the previous meeting

The minutes of the Meeting held on Tuesday, 21 June 2016 were accepted as a true record. The Vice Chairman signed them accordingly.

5. Matters arising

None

6. Neighbourhood Planning

The Plan was now subject to a period of 6 weeks consultation. It was hoped it could be approved before Christmas. It would then have to be ratified by a full meeting of Bassetlaw DC

Noted

7. Community Fund

Refer to item 3 - Public Forum regarding enhancing broadband connections for residents.

Matt Young from GrantScape had requested an update on progress.

[Clerk to convey details as reported above](#)

8. Standing Orders and Financial Regulations

Council reviewed the existing Standing Orders & Financial Regulations.
(Appendix A)

Resolved to approve the existing Standing Orders and Financial Regulations without any amendment at this time.

Proposed: Cllr S Cuckson

Seconded: Cllr J Cuckson

9. Financial statement and accounts for payment

Clerk reported that the balance of the Bank Account was currently £6,919.68.

i) The Parish Councils insurance was due for renewal.

Clerk presented Members with options based on the quotes received.

Resolved to accept the quote from Zurich Municipal for three years at a cost of £273.48

ii) Signatories to the Parish Council Bank Account(s)

Following the death last year of Councillor Snodin, there were currently four remaining signatories on the Parish Council's bank account. However, illness and work commitments meant there had been occasions when the requisite number to sign cheques had not been present at meetings.

Resolved that all serving Members become signatories. Councillors C Chambers and D Wall should therefore be added to the current list of signatories.

[Clerk to arrange for the new signatories to be added](#)

There were no questions.

Resolved to accept the financial statement and make payments as detailed below.

Proposed: Cllr J Cuckson

Seconded: Cllr D Wall

500240	£71.97	E.ON – Electricity supply
500241	£266.10	W M Woodcock – Clerk's salary (x2)
500242	£273.48	Zurich Municipal – Insurance renewal

10. Requests for donations/grants

None

11. Correspondence

A list of correspondence, received since the last meeting, was circulated to members. (Appendix B)

Noted

12. Street lighting

The Council owned lights at Lady Margaret Hall were not working.

[Clerk to contact PDQ accordingly](#)

13. Reports from representatives

None

14. Highway matters

Further to CC Kevin Greaves attendance at the June Meeting, DC Dukes advised that he was meeting with CC Greaves later in the week for a conducted tour of the villages to examine some of the problems discussed.

Noted

15. Planning matters

None

16. Risk assessment

Nothing to add

17. Any other business

None

18. Date of next meeting

The next two Meetings of the Parish Council will be held on Tuesdays, 6th September and 1st November 2016 at the Welbeck Club at 7:00 p.m.

The meeting closed at 8:30 p.m.

Chair's Signature: _____

Date: _____

HOLBECK & WELBECK

PARISH COUNCIL

STANDING ORDERS

1. Meetings

Meetings of the Council shall be held in each year on such dates and times and at such place as the Council may direct.

Each meeting will have time (not exceeding 20 minutes) set on the agenda for a Public Forum – an opportunity for Parishioners, members of the public/other representatives to discuss local issues and raise matters of concern

2. The Statutory Annual Meeting

a) In an election year the Annual Parish Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office and

b) in a year which is not an election year the Annual Parish Council Meeting shall be held on such day in May as the Council may direct.

3. (England Only) In addition to the Statutory Annual Parish Council Meeting at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.

4. Chairman of the Meeting

The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

5. Proper Officer

Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, he/she shall be the clerk or nominated officer:-

- To receive declarations of acceptance of office.
- To receive and record notices disclosing interest at meetings.
- To receive and retain plans and documents.
- To sign notices or other documents on behalf of the Council.
- To receive copies of bylaws made by another local authority.
- To certify copies of bylaws made by the Council.
- To sign and issue the summons to attend meetings of the Council.
- To keep proper records for all Council meetings.

It shall be the duty of the Clerk to advise Members on the content and interpretation of these Standing Orders. Other duties and responsibilities of the clerk are as laid down in the Conditions of Service Contract and Job Description.

6. Quorum of the Council

Three members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.

If a quorum is not present when the Council meets or if during a meeting the number of Members, for whatever reason, falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may decide.

7. Voting

Members shall vote by show of hands or, if at least two members so request, by signed ballot.

8. If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.

9. (1) Subject to (2) and (3) below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he gave an original vote.

(2) If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office he may not give an original vote in an election for Chairman.

(3) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

10. Order of Business

Subject to the provisions below, the order of business shall be stated on the agenda paper, which shall be delivered to each Member at least three clear days prior to the date of the meeting along with the summons convening the meeting.

11. At each Annual Parish Council Meeting the first business shall be:-

- To elect a Chairman of the Council**
- To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
- In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.**
- To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.**

12. At every meeting other than the Annual Parish Council Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.

13. After the first business has been completed, the order of business, unless the Council decides otherwise on the ground of urgency, shall be as follows:-

- To read and consider the Minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
- **After consideration to approve the signature of the Minutes by the person presiding as a correct record.**
- **To deal with business expressly required by statute to be done.**

14. Length of Meetings

Except at the discretion of the Chairman, all meetings of the Council shall finish not later than two-and-a-half-hours after commencement. Any business not transacted shall be carried over to the next meeting or such other date as the Chairman may decide.

15. Resolutions Moved on Notice

Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been included on the Agenda.

Members may put an item or notice of resolution on the Agenda by giving the Clerk written notice of the item or resolution at least seven clear days prior to the meeting to which that agenda relates.

Every resolution, amendment or recommendation shall be relevant to some subject over which the Council has the power or which affects its area.

16. Resolutions Moved Without Notice

Resolutions on procedural matters may be moved without notice including those to vary the order of business on grounds of urgency or procedural efficiency. Such resolutions shall be put to the vote without discussion.

17. Rules of Debate

All remarks shall be addressed to the Chairman.

No discussion shall take place on the minutes of previous meetings except upon their accuracy. Corrections to the minutes shall be made by resolution and must be initialled by the Chairman.

A Member shall, except as provided by these Standing Orders, only be entitled to speak once on any motion or amendment.

A Member shall direct comments to the question under discussion or to a personal explanation or to a point of order.

No speech by a mover of a resolution shall exceed three minutes and no other speech shall exceed two minutes except by consent of the Council.

The mover of a resolution shall have the right of reply not exceeding one minute.

The ruling of the Chairman on a point of order or on the admissibility of an item shall not be discussed.

A representative of the local Constabulary shall be allowed to speak at Council meetings at the discretion of the Chairman.

Whenever the Chairman rises to his feet during a debate all other Members shall be seated and silent.

The order of business shall be stated on an agenda paper, which shall be delivered to each Member at least three clear days prior to the date of the meeting along with the summons convening the meeting.

18. Closure

A motion of closure of a debate may be moved at any time but must be proposed and seconded without comment. The Chairman may refuse such motion if he feels that the question before the Council has not been sufficiently debated.

19. Rescission of Previous Resolutions

A decision of the Council (whether affirmative or negative) shall not be reversed within six months except by a special resolution, the written notice of which bears the names of at least three Members of the Council.

When such a resolution has been disposed of, no similar resolution may be moved within a further six months.

20. Disorderly Conduct

- a) All members must observe the Code of Conduct which was adopted by the Council on 26 June 2012, a copy of which is annexed to these Standing Orders.**
- b) No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.**
- c) If, in the opinion of the Chairman, a member has broken the provisions of paragraph (b) of this Order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach to the Standards Board (England) or the Local Commissioner (Wales).**

21. Confidential Business

No Member of the Council shall disclose to any person, not being a Member of the Council, any business declared to be confidential by the Council.

22. County and District Councillors

County and District Councillors who are not also Parish Councillors shall be invited to attend meetings and shall be sent copies of agendas, minutes and other relevant documentation. They may be allowed to speak at the discretion of the Chairman.

23. Financial Matters

The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer.

24. Expenditure

Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.

25. Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.

26. Interests (ENGLAND)

If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 26 June 2012 then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

27. If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room or chamber during consideration of the item to which the interest relates.

28. The Clerk may be required to compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.

29. Inspection of Documents

All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.

30. Admission of The Public and Press to Meetings

The public and press shall be admitted to all meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the public by means of the following resolutions:-

"That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw"

31. The Council shall state the special reason for exclusion.

32. Variation, Revocation and Suspension of Standing Orders

Any or every part of the Standing Orders except those printed in bold type may be suspended by resolution in relation to any specific item of business.

33. Interpretation

In these Standing Orders words importing one gender shall include all genders and the singular includes the plural and vice versa.

34. Standing Orders to be Given to Members

A copy of these Standing Orders shall be given to all Members.

FINANCIAL REGULATIONS

1. General

These financial regulations shall govern the conduct of the financial transactions of the Council and shall only be amended by resolution of the Council.

The Responsible Financial Officer (RFO) under the policy direction of the Council shall be responsible for the proper administration of the Council's financial affairs.

The RFO shall be responsible for the production of financial management information.

2. Annual Estimates

- 2.1 A budget shall be prepared by the RFO not later than the end of December in each year.
- 2.2 During January of each year the Council shall set the precept to be levied for the ensuing year.
- 2.3 The budget shall form the basis of the financial control for the ensuing year.

3. Budgetary Control

- 3.1 Revenue expenditure may be incurred up to the amounts included in the Council's budget.
- 3.2 The RFO shall provide the Council with a statement of income and expenditure as requested.
- 3.3 The Clerk may incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement, or other work, which is of such urgency that, in the opinion of the Clerk, it must be done at once, whether or not there is budgetary provision, subject to a financial limit of £200. The Clerk shall report the action taken to the Council as soon as practicable thereafter.
- 3.4 No expenditure shall be incurred in relation to any capital project and no contracts entered into or tender accepted involving expenditure on capital account unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval can be obtained.

4. Accounting and Audit

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations 2006 or other Statutory Instrument which may supersede those Regulations.

The RFO shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial year and in any case by the statutory date of 30 September and submit such accounts and report thereon to the Council.

- 4.3 The RFO shall be responsible for maintaining an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with the Accounts and Audit Regulations 1996, 2003 and 2006.

5. Banking Arrangements

- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council.
- 5.2 Relevant invoices shall be presented to the Council and if in order shall be authorised for payment by a resolution of the Council.
- 5.3 Cheques drawn on the Council's bank accounts shall be signed by two elected Members.

6. Payment of Accounts

- 6.1 All payments shall be effected by cheque or by direct debit drawn on the Council's bankers.
- 6.2 All invoices for payment shall be examined verified and certified by the RFO as evidenced by the presentation to Council for payment. Before such certification the RFO shall be satisfied that the works, goods or services to which the invoice relates have been received, carried out, examined and approved.

7. Payment of Salaries and Wages

- 7.1 It shall be the responsibility of the RFO to calculate payment of salaries and wages in accordance with the rates in force and arrange for such payment to be made.

8. Loans and Investments

- 8.1 All loans and investments shall be negotiated by the RFO in the name of the Council after approval by the Council and shall be for a set period of time in accordance with Council policy.
- 8.2 All investments of money under the control of the Council shall be in the name of the Council.
- 8.3 All borrowings shall be in the name of the Council.
- 8.4 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9. Income

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Any bad debts shall be reported to the Council.
- 9.3 All sums received on behalf of the Council shall be banked with such frequency as the RFO considers necessary.

10. Contracts

- 10.1 An invitation to tender shall state the general nature of the intended work or service to be provided and shall be required to be delivered in sealed envelopes. All

tenders for the same work shall be opened at the same time by such persons as the Council may direct.

- 10.2 The Council shall decide from time to time a financial limit for work to be carried out or service provided above which tenders shall be sought.
- 10.3 The Council shall not be obliged to accept the lowest of any tender.

11. Insurance

- 11.1 The RFO shall be responsible for effecting all insurance and negotiating all claims against the Council's insurers.
- 11.2 The RFO shall give prompt notification to the Council of all new risks and of any amendments affecting existing cover.
- 11.3 All appropriate employees of the Council shall be included in suitable fidelity guarantee cover.

12. Revision of Financial Regulations

It shall be the duty of the Council to review these financial regulations from time to time.

HOLBECK & WELBECK

PARISH COUNCIL

Correspondence Listing: 26th July 2016

Originator	Dated	Details
Bassetlaw District Council	Email 04.07.16	Sheffield City Region Consultation
Bassetlaw District Council	Email 12.07.16	Submission of Neighbourhood Plan Proposal
Campaign to Protect Rural England (CPRE) Nottinghamshire	Email 20.07.16	Night Blight
Clerks & Councils Direct	July 2016	Issue 106
How 2 Save A Life	14.07.16	First Aid Training