

HOLBECK & WELBECK

PARISH COUNCIL

Minutes of the Meeting of the Parish Council
Held at the Welbeck Club on Tuesday, 21 June 2016

Present: Councillors: R Brown (Chair), C Chambers, M Newton, D Wall,
W M Woodcock (Clerk)

Also in Attendance: County Councillors (CC) Kevin Greaves and John Ogle

1. Apologies for absence

Apologies for absence were received from **Councillors J Cuckson and S Cuckson**
Resolved to accept the apologies for absence.

2. Declarations of interests

None

3. Public Forum

There were no members of the public present.

CC Kevin Greaves, Chair of Transport and Highways at Nottinghamshire County Council (NCC), had kindly accepted an invitation from the Parish Council to discuss the ongoing matters of concern regarding highways in the Parish Council area.

Issues included:

- Cyclists on the A60 – Cycle Club time trials during summer months
- Encroaching verges and the width of roads – Holbeck Lane
- Speed limits and interactive signs
- 'Rat runs' through the villages
- Potholes and grass cutting

CC Greaves asked Clerk to email him with contact details for Members and details of contact made with Nottinghamshire County Council (NCC) regarding encroaching verges and road width on Holbeck Lane (the PC having reported this previously and the response having been that the roads were the required width and no further action was required/would be taken).

Thanks were extended to CC Greaves for his attendance and contribution, which had been helpful.

CC John Ogle reported on the following:

- Bassetlaw Hospital – cause for concern regarding financial difficulties and failure to attend recent meetings of the Northern Health Committee. CC Ogle and other representatives on the Committee had been asked to go in on a fact finding visit.
- Household Refuse Centres – the new scheme, which requires residents to register with NCC by September has raised concerns and a cross-party group has been set up to look at it.

The City Council has been unwilling to reach an agreement with the County Council despite their residents using County facilities (few are provided by the City).

- Devolution – there is a body of concern regarding Bassetlaw District Councils (BDC) application to join Sheffield City region as BDC will only have 1 seat on the new body and it is felt will be very under represented. There is uncertainty over what services will transfer and which will remain under the jurisdiction of NCC and particular concerns about the impact on financing. The decision may be challenged if the petition (previously reported) can raise 4,100 signatures.

Thanks were extended to CC Ogle for his contribution.

4. Minutes of the previous meeting

The minutes of the Annual General Meeting held on Tuesday, 10th May 2016 were accepted as a true record. The Chairman signed them accordingly.

5. Matters arising

Cllr Chambers reported on the recent Parish Forum, which she attended on behalf of the Council. The leader of BDC, DC Simon Greaves had given a presentation on devolution and the case for supporting the bid to become part of Sheffield City Region. Other topics discussed had included the new household waste recycling scheme, which had been mainly opposed at the Forum, and IGAS. Minutes should be available shortly.

Noted

6. Neighbourhood Planning

The process had been delayed as Historic England had objected to the planned development on the Budby Road site. The Steering Group had been advised to make adjustments therefore before the Plan was progressed. The Plan was currently being amended as a result.

Noted

7. Community Fund

DC Dukes was not present to provide an update regarding Welbeck Estates and the Bassetlaw N3 broadband option. However, it appeared there had been no further progress or development since the last meeting.

8. Financial Risk Assessment Review

The Clerk presented the report for the Annual Financial Risk Assessment, which included a Review of Internal Audit (Appendix A)

Resolved to accept the report

Proposed: Cllr M Newton

Seconded: Cllr D Wall

9. Financial statement and accounts for payment

Clerk reported that the balance of the Bank Account was currently £7,140.85.

Members were advised that the 2016-2018 National Salary Award had now been agreed and came into effect on 1 April 2016

There were no questions.

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

Proposed: Cllr C Chambers

Seconded: Cllr D Wall

500235	£30.00	J Greveson – Internal audit
500236	£65.00	H M Revenue & Customs – PAYE liability
500237	£65.00	SLCC – Annual membership renewal
500238	£44.17	Office Depot (UK) Ltd – Stationery
500239	£17.00	NALC – Local Council Review subscription

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

Column number 6 on Holbeck Lane had been reported and was now working properly.

13. Reports from representatives

None

14. Highway matters

Refer item 3

A number of potholes on Holbeck Lane required attention, between Hunters Lea and the 30m sign and from Brown's B&B to High Holbeck

[Clerk to contact NCC accordingly](#)

15. Planning matters

None

16. Risk assessment

Nothing to add

17. Any other business

None

18. Date of next meeting

The next Meeting of the Parish Council will be held on Tuesday, 26th July 2016 at the Welbeck Club at 7:00 p.m.

The meeting closed at 9:00 p.m.

Chair's Signature: _____

Date: _____

HOLBECK & WELBECK PARISH COUNCIL

Report of: Clerk to the Council/Responsible Financial Officer

To: Holbeck and Welbeck Parish Council

Subject: Financial Risk Assessment

Date: 21st June 2016

1. Introduction

- 1.1 The Council is expected to carry out an annual assessment of the financial risks it is exposed to and identify any actions it considers necessary to minimise those risks.

2. Assessment and Review of Financial Risks

- 2.1.1 The following table attempts to identify the risks involved and recommends the necessary actions. The list is not exhaustive and Council may wish to consider other risks not identified.

Service Area	Area of Risk	Recommendation
Insurance	Public Liability (statutory)	Continue existing cover (£12m)
	Employers Liability (statutory)	Continue existing cover (£10m)
	Money/Cash	Continue existing cover (£250K/5k/£500)
	Fidelity Guarantee	Continue existing cover (£250k)
	Loss of revenue	Continue existing cover (£10k)
	Officials Indemnity	Continue existing cover (£12m)
	Libel & Slander	Continue existing cover (£250k)
	Personal Accident	Continue existing cover (£50k & £200pw)
	Legal Expenses	Continue with existing cover (£100k)
	Property/Street Furniture	Continue with existing cover (£7472 with £250 excess)
Administration	Payment arrangements	Council Standing Orders/Financial Regulations to be reviewed annually. Continue with requirement to report all payments to Council for approval. Continue with requirement for signatories to initial cheque stubs
	Reconciliation	Continue with bank reconciliation to be carried out on the receipt of each statement
	Advice	Continue with memberships of NALC and SLCC
Precept	Annual precept not the result of proper detailed consideration	Agree budget at Council Meeting prior to precepting.
	Illegal expenditure	Continue to ensure that all expenditure is within legal powers.
Accounting	Inadequate and/or non-compliant records kept	Continue to require adequate, complete and statutory financial records and accounts.

	Non-compliance with statutory deadlines for the completion, approval, submission of accounts and other financial returns.	Continue to ensure that all accounts and returns are completed and submitted by the deadlines.
	Non-compliance with internal audit requirements.	Appoint suitable internal auditor.
Internal Audit	Internal Audit Terms of Reference	Approve Internal Audit Terms of Reference annually in accordance with the minimum requirements suggested in "Governance and Accountability for Smaller Authorities in England".
		Internal Audit takes into account the Council's risk management processes (this document) and internal controls.
		Terms of reference define audit responsibilities in relation to fraud (direct reporting to Chair/Council).
	Independence	Internal auditor has direct access to those charged with governance (Council).
		Internal audit reports, where necessary, made in own name to Council.
		Internal auditor to have no other role within the Council.
	Competence	There should be no evidence that the internal audit work has not been carried out ethically, with integrity and objectively.
	Relationships	Responsible officers (Clerk, RFO) are consulted on the internal audit plan and on the scope of each audit.
		Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.
		The responsibilities of the Council Members are understood.
	Audit Planning and Reporting	The audit plan where appropriate properly takes account of corporate risk.
		The Council has approved any such plan.
		Internal audit is expected to report on a "negative" basis (report only areas of concern/recommendations).
Contracts	Ensuring continued value for money coupled with continuity of work.	Approve the practice of seeking tenders for any contracted work in accordance with Standing orders. Tenders to be opened at next Council meeting or, where necessary, by the Chairman and Clerk and reported to next available Council meeting.

HOLBECK & WELBECK

PARISH COUNCIL

Correspondence Listing: 21st June 2016

Originator	Dated	Details
Bassetlaw District Council	Email 10.05.16	Engagement Calendar
Bassetlaw District Council	Email 12.05.16	Bassetlaw Parish Forum: Agenda & Papers
Bassetlaw District Council	Email 31.05.16	Bassetlaw Parish Forum: Devolution Presentation from Cllr Simon Greaves
Bassetlaw District Council	Email 20.06.16	Recruitment of Rural Specials
EON	May 2016	Increasing Deemed Contract Rates
Fields In Trust		Centenary Fields Programme
NALC	Summer 2016	LCR Volumes 69, No1
NALC	Email 20.05.16	Employment Briefing: E02-16 – 2016-2018 National Salary Award
Nottinghamshire Association of Local Councils	Email 13.05.16 15.06.16	Introduction to Chairmanship Seminar New Councillor Training
Nottinghamshire Association of Local Councils	June 2016	Council News: Managing Performance and Older Workers
Nottinghamshire County Council	15.06.16	Shale Gas Event – Wednesday 6 July 2016
Via East Midlands	Email 17.06.16	New Company – NCC