

HOLBECK & WELBECK

PARISH COUNCIL

Minutes of the Annual General Meeting of the Parish Council Held at the Welbeck Club on Tuesday, 10th May 2016

Present: Councillors: R Brown (Chair), C Chambers, M Newton, D Wall,
District Councillor (DC) Kevin Dukes, W M Woodcock (Clerk)

1. Apologies for absence

No apologies for absence had been received

2. Declarations of interests

None

3. Election of Chair.

Cllr R Brown was nominated and duly elected.

Proposed: Cllr C Chambers Seconded: Cllr M Newton

4. Election of Vice-Chair.

Cllr J Cuckson was nominated and duly elected.

Proposed: Cllr R Brown Seconded: Cllr M Newton

5. Appointment of Representatives: Sub Committees, Other Groups/Bodies.

Planning Sub-Committee:

Cllrs R Brown, C Chambers, J Cuckson, and M Newton were nominated and duly appointed.

Footpaths:

Cllr M Newton was nominated and duly appointed.

'Good Neighbour'
Co-ordinators:

Cllr J Cuckson - Holbeck Woodhouse
Cllr R Brown - High Holbeck
Cllr M Newton - Holbeck
Cllr C Chambers – Welbeck were nominated and duly appointed.

Millennium Piece Wardens:

Cllrs J Cuckson and S Cuckson were nominated and duly appointed.

Snow/Flood Warden:

Cllrs M Newton and D Wall were nominated and duly appointed

Neighbourhood Plan Steering Group:

Cllrs C Chambers and D Wall were nominated and duly appointed.

6. Public Forum

No members of the public were present.

DC Kevin Dukes reported on the following:

- Broadband – Welbeck Estates was now predisposed to go ahead with the Bassetlaw N3 option. Progress had been halted as they had looked again at possible BT coverage. The issue is the radio mast as the existing pole is not strong enough for the equipment. They are looking at less obtrusive options to replace the existing mast at High Holbeck but the project cannot proceed without their input.
- Police Automatic Number Plate Recognition System – now extended to the Parish Council area.
- Devolution – a petition was being raised against Bassetlaw District Councils (BDC) request to be a constituent member of Sheffield City Region.

Thanks were extended to DC Dukes for his contribution.

7. Minutes of the previous meeting

The minutes of the Meeting held on Tuesday, 22 March 2016 were accepted as a true record. The Chairman signed them accordingly.

8. Matters arising

None

9. Neighbourhood Planning

Councillor Chambers advised that the next phase for the process was for the Plan to be presented and approved at a meeting of the District Council. It had missed the BDC meeting in April due to circumstances beyond the Steering Groups control and as it was the AGM in May it would now be scheduled for the June meeting.

Noted

10. Community Fund

A letter had been received from Grantscape confirming that the application for funding from the Solarcentury Hunciecroft Project had been successful. The Grant could be claimed upon completion and return of a Payment Claim Form and Completion Statement as soon as the project has been completed. The final date by which the Project must be completed and the Grant claimed is 30 March 2017. Concern was therefore expressed at the apparent delaying by Welbeck Estates, as reported by DC Dukes in his report above, given the deadline.

Noted

11. Annual Governance and Accounting Statements for the Year Ended 31st March 2016

Clerk presented the Statement of Accounts for the Year ended 31st March 2016, which was accepted. (Appendix A)

Resolved to approve the following motion:

We acknowledge as the Members of Holbeck and Welbeck Parish Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

- 1) We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
- 2) We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- 3) We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.
- 4) We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
- 5) We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- 6) We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
- 7) We took appropriate action on all matters raised in reports from internal and external audit.
- 8) We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.

12. Financial statement and accounts for payment

Clerk reported that the balance of the Bank Account was currently £7613.58

According to recent correspondence from NALC, it now appeared an application to the Transparency Fund to reclaim the costs of the scanner that Council was obliged to purchase would not now be possible.

There were no questions.

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

Proposed: Cllr C Chambers

Seconded: Cllr D Wall

500232	£71.97	E.ON – Electricity supply
500233	£180.00	PDQ Electrical – Repairs to Parish Council street lights
500234	£260.42	W M Woodcock – Clerk's salary (x2)

13. Requests for donations/grants

None

14. Correspondence

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

Resolved to deal with the following items as detailed:

Bassetlaw District Council Bassetlaw Parish Forum
Councillor Chambers will attend on behalf of the parish Council.
[Clerk to email papers to Cllr Chambers accordingly](#)

Bassetlaw District Council Letter from the Leader - Devolution
[Clerk to invite the Leader to the next meeting](#)

15. Street lighting

Column number 6 on Holbeck Lane was not working.
[Clerk to contact NCC accordingly](#)

16. Reports from representatives

None

17. Highway matters

As the originally planned meeting for April had been changed, the decision to invite Councillor Kevin Greaves to the next meeting had been deferred until after the AGM.

18. Planning matters

None

19. Risk assessment

Nothing to add

20. Any other business

None

21. Date of next meeting.

The next Meeting of the Parish Council will be held on Tuesday, 21st June 2016 at the Welbeck Club at 7:00 p.m.

The meeting closed at 8:25 p.m.

Chair's Signature: _____

Date: _____

HOLBECK & WELBECK
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Receipts and Payments Account for the Year Ended 31 March 2016

2014/15		2015/16
	Receipts	
3438.00	Precept	3404.00
357.00	Concurrent Grant	244.00
6.90	Interest Received	2.34
43.84	VAT	33.78
0.00	Misc	0.00
<u>3845.74</u>		<u>3684.12</u>
	Payments	
1930.67	Staff Costs	1952.52
507.30	General Administration	531.89
150.00	Section 137	0.00
267.70	Electricity	329.61
33.78	VAT	39.66
<u>2889.45</u>		<u>2853.68</u>
	Cumulative Fund	
4059.35	Balance b/fwd at 1.4.14	5015.64
3845.74	Add Receipts	3684.12
2889.45	Less Payments	<u>2853.68</u>
<u>5015.64</u>	Balance c/fwd at 31.3.15	<u>5846.08</u>
	Represented by	
5015.64	Cash at Bank - Current Account	5846.08
<u>5015.64</u>		<u>5846.08</u>

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Correspondence Listing: 10th May 2016

Originator	Dated	Details
A1 Housing	Email 18.04.16	In Touch Newsletter
Bassetlaw District Council	05.04.16	Parish Precepts and Grants
Bassetlaw District Council	Email 11.04.16	Bassetlaw Parish Forum: 23 May 2016 – Retford Town Hall @ 7:00p.m.
Bassetlaw District Council	Email 28.04.16	Letter from the Leader of BDC - Devolution
Campaign to Protect Rural England (CPRE)	Spring 2016	Countryside Voice Fieldwork - Volume 13 Issue 1
Campaign to Protect Rural England (CPRE) Nottinghamshire	Email 05.05.16	AGM 3 June 2016 - Agenda Nottinghamshire Voice (May 2015)
Clerks & Councils Direct	May 2016	Issue 105
GrantScape - Solarcentury	29.03.16	Community Broadband Scheme Claim Form
INEOS Shale	Email 05.05.16	Presentation
NALC	Winter/Spring 2015/2016	LCR Volumes 68, Nos 3&4
NALC	Email	Employment Briefing: E01-16 – National Living Wage
NALC	Email 04.05.16	Legal Topic Note: LTN 79 – Staff Pensions
Nottinghamshire Association of Local Councils	April 2016	Council News: Feigning Sickness Could Result In Dismissal
Retford Action Group for Equality (RAG4E)	Email 27.04.16	Petition BDC for Referendum on Devolution
The Pensions Regulator	May 2016	Automatic Enrolment Pension Scheme – Detailed Guidance for Employers