

NORTON AND CUCKNEY PARISH COUNCIL

Minutes of the Inaugural Meeting of the Norton and Cuckney Parish Council

The Inaugural Meeting of Norton and Cuckney Parish Council held in the Norton Cuckney Village Hall on the 13 May 2015 at 8.00pm.

Minute
No.

001/15 Present: Councillors Collins (Chairman), Alvey, J Reynolds, M Smith, G Smith, Morton and Barlow.

Others present: Mrs Lisa Hill (Parish Clerk) Mr Stephen Brown, Head of Corporate Services, Bassetlaw District Council (BDC).

002/15 Mr Stephen Brown, Head of Corporate Services, BDC convened the meeting as representative for Mr Neil Taylor, Chief Executive of BDC. Mr Brown requested nominations for Chairman. Cllr David Collins was proposed as Chairman by Cllr Mike Smith, this was seconded by Cllr Keith Barlow. No further nominations were received. Cllr David Collins was elected as Chairman unanimously. Cllr Collins signed Declaration of Acceptance of Office. This was countersigned by the Clerk.

003/15 The Chairman requested nominations for Vice Chairman. Cllr Mike Smith was proposed as Vice Chairman by Cllr David Alvey, this was seconded by Cllr Keith Barlow. No further nominations were received. Cllr Mike Smith was elected as Vice Chairman unanimously. Cllr Mike Smith signed Declaration of Acceptance of Office. This was countersigned by the Clerk.

004/15 Accept Declaration of Office and confirm date for signing by absent members

The Clerk confirmed that all members had signed a Declaration of Acceptance of Office prior to the meeting with the exception of Sheila Brailsford who was currently on holiday. **It was agreed that**, Sheila Brailsford could sign at the next meeting of the Council.

005/15 To accept and approve apologies for absence

Apologies received and approved from District Councillor Kevin Dukes, Sheila Brailsford and PCSO Sharon Marsh.

006/15 To receive and record any declaration of interest from members in any item to be discussed

Councillors Reynolds and Morton expressed an interest in agenda item 19.

007/15 To approve minutes of the meeting held 8 April 2015

Councillor Smith proposed to accept the minutes of the meeting held 8 April 2015 as a true record, with the exception of minute reference 462/15 which should read 15-20 cubes not 9-15 cubes; this was seconded by Councillor Alvey.

008/15 To receive any updates from the minutes of the meeting held 8 April 2015

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Min 449/15

- The Chairman reported that he had advised the Battlefield Group that the Parish Council was not in a position to grant their request for funding without a written proposal. The Chairman reported that funding would be available in early Summer from the solar farm developers. The Battlefield Group could apply for this once the application process was known. It was understood that the Parish Council would need to support any application for funding from local groups.
- Councillor Smith requested an update regarding the stretch of fencing along the grass verge to Cuckney Wood. The Clerk reported that there had been no further information on this subject but would follow it up.

Action – Clerk.

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Min 458/15

- The Clerk reported that there were 3 options for a new website. 1) a free website to be set up by the Council, 2) Employ a company to design a website – as yet cost unknown but likely to be £1000+ or 3) employ the designer of the Neighbourhood Plan (NP) website at a cost of £500. The Clerk expressed concerns regarding set up costs. There was funding available from NALC but it was not yet known how this would be allocated. **It was agreed that**, the Clerk should develop a free website if possible, but that if this was not successful funding should be sought to employ the NP website designer. **Action – Clerk.**

Min 459/15

- The Clerk reported that contact details for requesting an additional post box had been found but that additional information regarding the position of the existing post box and proposed position of an additional post box. **It was agreed that**, an additional postbox needed to be sited on the eastside of the A60, possibly near the village hall/public house.

Min 460/15

- The Chairman proposed to discuss the update on the Lengthsman Scheme in conjunction with Agenda Item 20.

Min 461/15

- The Chairman reported that the Clerk had contacted the Police and Crime Commissioner, Paddy Tipping for advice on the application process for Parish Constables but had not received a reply. Local knowledge suggested that the scheme did not have firm details at this time.

009/15 Open session for member of the public to speak

No members of the public present.

010/15 Finance – to approve payments and receive financial update

The following invoices were presented and payment **resolved** by the Council.

- a) Mrs Davies April wage £111.00 (543)
- b) Came & Company insurance £559.31 (544)
- c) Mrs Hill April Wage £142.27 and expenses £156.13 (545)
- d) Mr D Alvey, reimburse for cushionfall for play area £708.00 (546)
- e) Mr D Alvey, reimburse for purchase of No Dogs sign £12.96 (547)
- f) Notts AIC, Training for new councillors, £75 (548)

The Chairman reported that the Clerk had worked more than her contracted hours so far this month. **It was agreed that**, as this was due to larger than expected workload created by the new Council, the election and the changeover of Clerks and would therefore be a 'one off', that the Clerk should be paid for the extra hours worked this month. **Action – Clerk.**

No financial report had been prepared for this month. The Clerk was awaiting details from Norton regarding finances which would be required to assess Norton and Cuckney Parish Council's financial position in 2015/16.

011/15 Adopt Standing Orders and Financial Regulations

The Clerk reported that no changes were required to the Standing Orders or Financial Regulations except for an amendment to the name to read 'Norton and Cuckney'. **It was agreed that**, the Standing Orders and Financial Regulations should remain unchanged except for the amendment to the name. **Action – Clerk.**

012/15 To discuss banking arrangements

It was agreed that, the Council's account should remain with Lloyds and the Nottingham Building Society. Signatories would remain the same. The Clerk presented letters for signature to amend contact details and the name of the account. These were signed.

013/15 To appoint the Internal Auditor 2014/15

The Clerk recommended Mr Andrew Storr to conduct the Internal Audit at a cost of £60. **It was agreed that**, Mr Andrew Storr should be appointed Internal Auditor. **Action – Clerk.**

014/15 To review insurance policy for 2015/16

This item was approved under minute reference 010/15 above.

015/15 To review Financial Risk Assessment and Policies

The Clerk reported that no changes were required to the Financial Risk Assessment or Code of Conduct except for an amendment to the name to read 'Norton and Cuckney'. **It was agreed that**, the Financial Risk Assessment and Code of Conduct should remain unchanged except for the amendment to the name. **Action – Clerk.**

016/15 To approve the 2014/15 Accounts and sign the Annual Statement

It was agreed, to approve the 2014/15 Accounts; the Annual Statement was signed.

017/15 To consider any planning applications, note any correspondence and decisions

Planning application number 15/00489/CAT, fell three silver birch trees and one pine tree at Fourways, Budby Road was discussed. **It was agreed to**, make no objection to the application. **Action – Clerk.**

018/15 To receive an update on the Neighbourhood Plan

The Chairman gave the following update:

On April 22nd 2015 a meeting was held between Helen Metcalfe (plan author), Natalie Cockrell and Joelle Davies (BDC), Darren Ridout (Welbeck Estates), and David Collins and Caroline Chambers (NP Steering Group). The aim was to resolve the few detailed outstanding issues with the Plan, correct minor factual and typographical errors, and to be in a position to produce a final draft version of the plan.

Although the meeting went well it became apparent that there are some details which can be discussed forever and will not be easily resolved. These included whether BDC would force Welbeck Estates to market a property to find its value before allowing them to develop it in the way they and the community want. This would effectively stop development as Welbeck will not be prepared to sell property to a third party. Also lengthy discussion about the difference between Affordable and Community housing took place.

Just prior to the will to live being lost we concluded, and on reflection it has been decided to submit the draft with clear community intentions but some uncertainties as to how the inspector and Bassetlaw DC will react. Helen thinks this is appropriate and that she will be able to defend the position we have taken. I support this stance 100% as otherwise I think we may never produce a draft plan.

As I write, some things are being dotted and others crossed and the plan should be available to go out to consultation with the public imminently.

Good news is that we have applied for and been successful in obtaining further grant funding. This will mainly pay for the work needed on the plan once it has been consulted upon and inspected prior to the referendum.

The next steering group meeting will be towards the end of may – date and time still to be confirmed.

019/15 Proposal to discuss the adoption of the public telephone box in Norton

Councillor Barlow reported that the telephone box in Norton was falling into disrepair. He was aware that there was a scheme run by British Telecom which would allow the adoption of the box for £1. The scheme was discussed. **It was agreed that**, the telephone box should not be adopted by the Council; that the Council seek to have the telephone box removed. **Action – Clerk.**

020/15 Proposal to discuss the village hall car park

Councillor Reynolds reported that complaints had been received regarding the condition of the village hall car park. The recycling bins were often overflowing and it was not possible to lock them. Tyres had been flytipped in the car park recently. **It was agreed that**, a letter should be sent to BDC to highlight these issues. **Action – Clerk.** Concerns were raised regarding increased parking problems as the pub became busier. **It was agreed that**, the Chairman should discuss parking with the pub landlord. **Action – Chairman.** Concerns were expressed that the car park lighting had not yet been repaired. **It was agreed that**, a quote for repair should be obtained. **Action – Chairman.**

021/15 To discuss street cleaner vacancy

The Chairman reported that two applications had been received. **It was agreed that**, a sub-committee to discuss the street cleaning requirements of Norton and Cuckney should be established. The sub-committee should assess the street cleaning requirements of Norton and Cuckney, liaise with Welbeck Estate and report back to Council at the next meeting with a view to making an appointment in two months. **Action – Cllrs Barlow, Alvey and Morton.**

022/15 Proposal to discuss Councillor training

This item approved under minute reference 010/15 above.

023/15 To receive any highways or services faults

- Councillor Alvey reported a pot hole on Bakers Lane.

024/15 To receive information for future agenda items

- Action Plan (June Agenda)
- Communication Strategy (June Agenda)
- Procedure for correspondence (June Agenda)
- Community Emergency Plan
- Banner on Community Garden fence
- Village Hall Reps.
- Welbeck Colliery Report

025/15 Date and time of the next Parish Council meeting

The next meeting of the Norton and Cuckney Parish Council meeting will be held on 10 June 2015 at 7.30pm in the Norton Cuckney Village Hall.

026/15 Items for exclusion of the press and the public: co-option of Councillor

The reported that recent advice from NALC suggested that exclusion of the press and public to discuss the co-option of a Councillor was not best practice.

The Chairman reported that an application to join the Council had been received from Miss Charlotte Chapman Hart. Miss Chapman Hart's application was discussed. **It was agreed that**, Miss Charlotte Chapman Hart should be co-opted to the Council. **Action – Clerk** to arrange signing of Declaration of Office

The Chairman closed the meeting at 9.50pm.

DRAFT