

# *HOLBECK & WELBECK*

## *PARISH COUNCIL*

### **Minutes of the Meeting of the Parish Council held in the Education Room at The Harley Gallery on Tuesday, 10 April 2018**

**Present:** Councillors: J Cuckson (Chair), C Chambers, D Cooper,  
K Dukes, M Newton, D Wall and W M Woodcock (Clerk)

**Also in Attendance:** County Councillor (CC) Kevin Greaves  
Darren Ridout (Welbeck Estates)

#### **1. Apologies for absence**

Apologies for absence were received from **Councillor 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.

Darren Ridout had kindly offered to attend future Parish Council Meetings, as and when appropriate, to discuss any current or future developments in the parishes, in order to further improve and develop a good working relationship between the Parish Council and Welbeck Estates. He then presented and discussed proposals on the following developments:

- Lady Margaret Hall – This was not Darren’s project but he was aware of the concerns that had arisen. He apologised that sufficient time had not been made available to consider and comment on the plans, which had now been approved. However, there was still scope for input as the original proposals were being re-considered.
- Woodhouse Hall Farm and Barns – Options to convert to a single dwelling or business had been deemed unsuitable so development would take the ‘office conversion route’, with small businesses occupying individual rooms.
- Holbeck Hall Barn Conversion – There had been some clearance measures to prevent nesting birds. Works would probably commence in May. Construction vehicles would utilise the track and park at the back, near the field. There would be liaison meetings during the development to address any issues with a Forum comprised of representatives from Welbeck, the Parish Council, the Builders and Contractors.

All plans for the above would be made available by Darren and hard copies could be collected from the site office if requested.

Thanks were extended to Darren for his input.

County Councillor Kevin Greaves advised on the following:

- Progress on plans for a crossing on the A60 had seemed to be slipping and Cllr Greaves had been chasing this. Cost was one issue and a funding package would be required given the high cost and alleged 'relatively low level of use', a comment Cllr Greaves took exception to. The project would also require land, which was an issue as Welbeck would not provide this. There was to be a meeting with interested parties from Derbyshire County Council, Creswell Crags, The Harley Gallery and Welbeck Estates.
- Cllr Greaves had also been chasing the planned reduction of the speed limit on the A60 from 60 to 40m.p.h.
- The high number of accidents at Cuckney crossroads was a matter of concern and possible solutions were being considered.

Thanks were extended to CC Greaves for his input.

In his capacity as District Councillor, Kevin Dukes reported on the following:

- Cllr Dukes had also been contacted regarding the crossing on the A60.
- Electric gates were to be installed at the Gallery Car Park.
- The Bassetlaw District Council (BDC) review of Polling Stations was still ongoing and any comments should be made to BDC. The situation regarding Lady Margaret Hall potentially not being available may not be an issue if plans were being reconsidered as this would delay works commencing.

Thanks were extended to DC Dukes for his input.

#### **4. Minutes of the previous meeting**

The minutes of the Meeting held on Tuesday 6 March 2018 were accepted as a true record. The Chairman signed them accordingly.

#### **5. Matters arising**

None

#### **6. 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 C Chambers

#### **7. Annual Governance and Accountability Return 2017/2018**

##### **Certificate of Exemption**

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor provided that the Authority has certified itself as exempt.

It was **resolved** to certify Holbeck and Welbeck Parish Council as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

### **a. Annual Governance Statement 2017/2018**

Members considered the Annual Governance Statement 2017/2018.

It was **resolved** that Section 1 (items 1-9) of the Annual Return, the Annual Governance Statement 2017/2018, be approved and signed accordingly by the Chair and Responsible Financial Officer (RFO)

### **b. Annual Accounting Statements 2017/2018**

The Clerk/RFO presented the Accounts for the Year ended 31st March 2018, which had been circulated prior to the meeting. (Appendix B)

Members considered the Annual Accounting Statements 2017/18.

It was **resolved** that Section 2 of the Annual Return, Accounting Statements 2017/18, be approved and signed accordingly by the Chair and Clerk/RFO

Proposed: Cllr D Wall

Seconded: Cllr M Newton

## **8. Financial statement and accounts for payment**

Further to the above item, Clerk reiterated that the balance of the Bank Account was currently £3,286.03.

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

Proposed: Cllr C Chambers

Seconded: Cllr D Cooper

500283      £90.41      E.ON – Electricity supply

## **9. Requests for donations/grants**

Chair had received a request from J. Ibbotson, a member of the History Club and Parochial Church Council. The organisations planned to decorate St Mary's Church in a neighbouring parish with handmade poppies in the week leading up to Remembrance Day and stage a display in the Church Porch, giving a brief account of the fallen. The Parish Council was made aware that the organisation would be seeking funding from Nottinghamshire Community Commemoration Fund 2014-2018. The Parish Council would itself be seeking funds to commemorate the fallen in WW1 (see item below) and would be applying to that fund also. It therefore seemed inappropriate to both seek funding and donate it for essentially the same purpose.

It was therefore **resolved** to decline a financial contribution at this time but to support their application to the Nottinghamshire Community Commemoration Fund 2014-2018, which should most likely succeed. The matter may be reviewed if their application proved unsuccessful.

## **10. WW1 Centenary Commemoration**

Further to the last meeting, Members, having agreed they wished to commemorate the end of the First World War in a manner most appropriate for the Parishes, Councillors J Cuckson and K Dukes had set up a meeting/working group to consider possible projects. It was proposed to research the names from the various locations where they are currently held and commission a stone plaque to record all the names of the fallen from the Parishes in one central location.

The plaque would be sited in Lady Margaret Hall and it was proposed to hold an official unveiling ceremony for the community to attend on Remembrance Day. Cllr Dukes had met with Robin Brown from Welbeck Estates, who may be able to donate the stone. The family at Welbeck Abbey would be asked to perform the unveiling. It was agreed to apply for some of the funding from the Nottinghamshire Community Commemoration Fund 2014-2018 and Cllr Dukes agreed to provide a sum from his District Council allocated funds. The total cost would depend on the cost of the stone and the number of names to be engraved. One stone mason had quoted £2 per character for the engraving and it was estimated there would be about 40 names. Any shortfall in completing the project would be met from the Parish Councils own resources.

Applications to the Community Commemoration Fund 2014-2018 required the support of the local County Councillor and Cllr Greaves was pleased to confirm that he would fully support the Parish Councils application.

**Resolved** to provide a stone plaque to be placed in Lady Margaret Hall with the names of all the fallen from the two Parishes and to arrange a community unveiling ceremony. It was further resolved to apply for funding from the Nottinghamshire Community Commemoration Fund 2014-2018 and that any residual costs would be met from the Parish Councils funds.

Proposed: Cllr C Chambers

Seconded: Cllr D Cooper

## 11. Correspondence

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

The following additional item of correspondence had also been received:

**NALC  
Noted**

**GDPR Quick Start Guide**

**Resolved** to deal with the following items as detailed:

**Bassetlaw District Council**

**Anti-social Behaviour Crime and Policing Act 2014  
Consultation on the Proposed Renewal of an  
Existing Public Spaces Protection Order**

Council fully supports the proposals

**Nottinghamshire ALC  
NALC**

**GDPR Concerns  
GDPR Quick Start Guide**

Concerns the Parish Council has about compliance are widely shared and the advice is that as long as the Council can show it is taking the GDPR seriously and taking steps to comply, there should be no need for concern. The matter of appointing a Data Protection Officer remains unresolved but Council will commence the steps necessary for compliance

[Clerk to place GDPR on the agenda at the next meeting](#)

**Nottinghamshire ALC**

**Revised Model Standing Orders**

Council requires that Standing Orders and Financial Regulations are reviewed annually. However, with the publication of the new model and the more pressing demands of GDPR it was felt more time would be needed to fully assess and assimilate the new model.

It was therefore **resolved** to defer the annual review for the time being.

**12. Street lighting**

Clerk had again emailed Welbeck Estates but had not yet had a reply.

Cllr Dukes had met separately with Robin Brown who had given a verbal indication that Welbeck Estates would take over responsibility but this had not been confirmed to the Clerk.

**13. Reports from representatives**

**Neighbourhood Plan Monitoring Group** – Chair had received an email from the Group expressing concerns about the redevelopment of Lady Margaret Hall and advising they were to undertake a ‘leaflet drop’. Comments were requested from the Parish Council. The Parish Council shares the concerns and the Chair agreed to contact the Monitoring Group accordingly.

**Noted**

**14. Highway matters**

The verges around the telephone box in Holbeck had not yet been attended to.

**15. Planning matters**

Refer to item 3

The following application had been received (dealt with by prior email to Members) :

18/00293/LBA – Garage Roof Restoration and Tile Replacement: Holbeck House, Holbeck Lane, Holbeck

**Application noted and there were no objections raised but there was concern that work was already nearing completion prior to the consultation period.**

**16. Risk assessment**

Nothing to add

**17. Any other business**

None

**18. Date of next meeting**

The Annual General Meeting of the Parish Council will be held on Tuesday, 29 May 2018 in the Education Room at The Harley Gallery at 7:00 p.m.

The meeting closed at 9:25 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:** 10<sup>th</sup> April 2018

## 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)
	Officials Indemnity	Continue existing cover (£10m)
	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*  
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Receipts and Payments Account  
for the Year Ended 31 March 2018

2016/17		2017/18
	Receipts	
3369.00	Precept	3429.00
166.00	Concurrent Grant	104.00
0.00	Interest Received	0.00
39.66	VAT	52.26
<u>0.00</u>	Misc	<u>15154.30</u>
<u>3574.66</u>		<u>18739.56</u>
	Payments	
1973.76	Staff Costs	1993.50
582.47	General Administration	16093.25
25.00	Section 137	100.00
448.02	Electricity	466.82
<u>52.26</u>	VAT	<u>3139.19</u>
<u>3081.51</u>		<u>21792.76</u>
	Cumulative Fund	
5846.08	Balance b/fwd at 1.4.16	6339.23
3574.66	Add Receipts	18739.56
<u>3081.51</u>	Less Payments	<u>21792.76</u>
<u>6339.23</u>	Balance c/fwd at 31.3.17	<u>3286.03</u>
	Represented by	
6339.23	Cash at Bank - Current Account	3286.03
<u>6339.23</u>		<u>3286.03</u>



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**Correspondence Listing: 10<sup>th</sup> April 2018**

<b>Originator</b>	<b>Dated</b>	<b>Details</b>
Bassetlaw District Council	09.03.18	Anti-social Behaviour Crime and Policing Act 2014 Consultation on the Proposed Renewal of an Existing Public Spaces Protection Order
Bassetlaw District Council	14.03.18	Planning application: 18/00293/LBA – Garage Roof Restoration and Tile Replacement: Holbeck House, Holbeck Lane, Holbeck
Bassetlaw District Council	Email 20.03.18	Local Events
Bassetlaw District Council	Email 03.04.18	Parish Precept Notification
Civic Voice	Email 22.03.18	War Memorial News
Nottinghamshire Association of Local Councils	Email 16.03.18	GDPR Concerns
Nottinghamshire Association of Local Councils	Email 20.03.18	Royal British Legion 'Silent Soldier' Campaign
Nottinghamshire Association of Local Councils	Email 23.03.18	Planning Training
Nottinghamshire Association of Local Councils	Email 27.03.18	Governance and Accountability 2018 – latest edition the Practitioner's Guide
Nottinghamshire Association of Local Councils	Email 06.04.18	Revised Model Standing Orders
Nottinghamshire Association of Local Councils	Email 06.04.18	L03-18 Section 137 limit for 2018-2019
Nottinghamshire Association of Local Councils	March 2018	Council News: TUPE
Nottinghamshire County Council/CVS	Email 07.03.18	Launch of the Veterans Together Network
Nottinghamshire Police & Crime Commissioner	March/Spring 2018	The Beat Rural Roundup – Issue 3
PKF Littlejohn	Email 28.03.18	2017/18 Annual Governance and Accountability Returns
The Pensions Regulator	Email 22.03.18	Increase in pension contributions