

## **Headon– cum– Upton, Grove & Stokeham Parish Council**

Minutes of the meeting of Headon– cum– Upton, Grove & Stokeham Parish Council held on Monday the 4<sup>th</sup> of March 2019 and commenced at 19.30 hours.

The meeting was held at the Village Hall, Church Street, Headon DN22 ORD

**Present: Cllr. B Wielgus – Chairman, Cllr. J Harvey – Vice Chairman, Cllrs. J Askew, E Briggs, S Whelan, V Le Floch, F Withers & N Greenhalgh.**

Also present: The locum clerk and 8 members of the public.

The Chairman welcomed everyone to the minutes and invited questions from members of the public.

### **QUESTIONS FROM MEMBERS OF THE PUBLIC.**

A resident spoke about a planning application for a residential development in Grove.

A resident sought support for a litter pick under the District Council's Spring Clean initiative. It was: AGREED to advertise this proposal in the Parish Magazine – locum clerk to deal.

Mr A Coltay, a resident, introduced himself and stated that he would be standing in the forthcoming election under the conservative banner.

### **POLICE REPORT**

None received.

### **COUNTY COUNCILLOR REPORT**

None received.

### **DISTRICT COUNCILLOR REPORT.**

A written report from Cllr. T Critchley is attached to these minutes.

## **PARISH COUNCIL MEETING**

### **03/2019/01. Apologies for absence.**

Apologies for absence were received from District Councillor D Critchley. Noted.

### **03/2019/02. Declarations of Interest.**

None made.

### **03/2019/03. Acceptance of the Minutes of the meeting held on the 4<sup>th</sup> of February 2019.**

It was: AGREED to ACCEPT the minutes of the previous meeting and they were duly signed by the Chairman.

**03/2019/04. Matter arising (for information only).**

It was confirmed that all the outstanding payments had been made in relation to the snow plough and printer.

**03/2019/05. Co-option of Mr N Greenhalgh.**

It was proposed by B Wielgus and seconded by J Harvey and it was: AGREED (unanimously) to Co-opt Mr N Greenhalgh.

The Clerk witnessed the completion of the Acceptance of Office form and Cllr. Greenhalgh was invited to formally join the meeting.

**03/2019/06. Acceptance of the Resignation of the Parish Clerk.**

The Clerk's resignation was ACCEPTED.

**03/2019/07. Temporary Appointment of locum Clerk.**

Mr S Bowman was appointed on a temporary (locum) basis.

**03/2019/08. Precept Setting 2019/2020.**

It was: AGREED (unanimously) to set a Precept of £7465 (Seven thousand four hundred and sixty-five pounds) for 2019/2020. No change from the previous year.

**03/2019/09. Parish Council Elections 2019.**

The Clerk handed each current Parish Councillor an application pack. It was: AGREED that the Vice Chairman would collate all completed election paperwork and transport the documents to Bassetlaw DC to meet the strict timetable detailed by Bassetlaw DC.

**03/2019/10. Outsourcing Payroll and Accounts to professional accountancy company.**

Cllr. Harvey advised the meeting that two quotes had been received for providing both services on an annual basis; the cheapest being £80 (Payroll) and £240 (Accounts) from Darby's (Accountants) Retford.

It was: AGREED (unanimously) to appoint Darby's.

The Vice Chairman was authorised to act as liaison with Darby's so that the normal end of year audit procedures could be completed.

**03/2019/11. Finance – Annual review & Report.**

The Chairman produced a working document and explained the proposals for the forthcoming year. The recommendations made were ACCEPTED (unanimously).

Cllr. Wielgus also suggested a transfer of £5k from the current account to the reserve account and this was: AGREED.

A copy of the detailed budget sheet is attached to these minutes.

**03/2019/12. Bills for Payment.**

Cllr. Harvey detailed the payments to be made and these were approved (unanimously).

**03/2019/13. Lengthsman – training requirements.**

The locum clerk suggested that Notts CC be asked to conduct an assessment to ensure that the Lengthsman had the correct PPE, signage and training to work safely on the Highway.

It was: AGREED (unanimously) to undertake a review and seek Notts CC assistance to facilitate this.

**03/2019/14. Annual Review of Insurance Cover 2019/2020.**

The locum clerk confirmed that he had updated the asset register for 2019/2020 and concluded that the existing insurance cover was adequate. Mr Bowman recommended that a more thorough review was completed when the policy was renewed in due course.

NOTED.

**03/2019/15. Headon Camp Meeting – Update.**

A short debate took place and it was: AGREED to place an item Headon Camp on the next agenda to allow Bassetlaw DC and other agencies time to report back.

Please see the attached report from the District Councillor which explains in detail the various agencies involved.

**03/2019/16. Training for Councillors.**

Training courses dates are to be circulated when they are received.

**03/2019/17. Footpath/Highway Issues/Street Lighting Failures.**

The locum clerk suggested that all issues be reported to the clerk for reporting to the relevant authorities. This stopped multiple reports being made about the same issue and enabled a level of co-ordination to be achieved.

It was reported that a hedge on..... Was causing serious issues for motorists. Vice Chairman and Clerk to action as a priority).....

A lighting issue at the Parish Hall was reported. VHMC to deal.

Defibrillator Training – Cllr. Julia Harvey to investigate and report back to Council in due course.

**03/2019/18. Planning Applications.**

None this meeting.

Item for next meeting Gamston Airport – Future redevelopment proposals/closure?

**03/2019/19. Next Meeting.**

**1 April 2019 at 19.30 hours.**

**A motion was taken in this point in the proceedings to exclude press and public whilst the following staffing matters were discussed.**

**03/2019/20. Staffing Matters.**

**It was: AGREED that 3 members form the interview committee**

**Chairman**

**Vice Chairman**

**..... – who volunteered????????? I didn't write his name down!**

**The salary scale and hours were confirmed.**

**The meeting closed at 21.10**

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**Chairman Dated.....**

