

## **Headon-cum-Upton, Grove & Stokeham Parish Council.**

### **Minutes of the Meeting of the Parish Council held at Headon-cum-Upton Village Hall 19:30hr on Monday 2nd December 2019.**

**Present:-** Parish Councillors; John Mosley, Nigel Greenhalgh, Eric Briggs, Sean Whelan, Ben Wielgus and Josh Burman.

**Chair:-** Parish Councillor. Julia Harvey.

**Clerk and RFO:-** Jim Blaik.

**District Councillor:-** Anthony Coultate.

**County Councillor:-** No

**Guests:-** None.

**Members of the public:-** 1

**Apologies:-** Parish Councillor Janet Askew.

#### **Public forum.**

Resolved to note that a request was made to the Parish Council from a member of the public to report a drainage issue to NCC outside Tommy Green Farm, Grove. The issue was reported by the member of the public as root growth within the pipe. **Clerk reported issue to NCC**

Resolved to note that a member of the public reported the street light number one at Grove is not working. **Clerk to report issue to NCC.**

#### **1.Welcome and introduction.**

Cllr Julia Harvey opened the meeting and welcomed Parish Councillors, District Councillor and Members of the Public to the meeting.

#### **2.To receive apologies and approve reasons for absence.**

Apologise received from Parish Councillor Janet Askew.

#### **3.Declaration of interests.**

Resolved to note that there were no declarations of interests.

#### **4.Minutes of Meeting held on the 4th November 2019.**

Resolved to note the minutes were passed as a true record proposed by Cllr. Julia Harvey, seconded by all councillors.

#### **5.Matters arising from the minutes of Parish Council Meeting on 2nd October 2019.**

**5.1** The installation of a crash barrier on Westfileds Road on the bend just past the railway bridge as a result of a recent accident. The Clerk reported the matter to NCC Ref - FS153420611 on the 29th October 2019. Despite chasing, no response yet from NCC. Clerk to chase the matter with NCC again.

**5.2** Resolved to note that it was agreed that the Clerk should purchase the following using the council's debit card to allow him to carry out his parish duties.

- Laptop - £316.66 ex VAT.
  - Microsoft office 365 personal - £59.99 per year annual subscription.
  - Hard drive £55.49
- Total one off purchase = £372.15 (£446.58 with VAT)

**5.3** Resolved to note that the Clerk has purchased a secondhand 10th edition (currently on the 11th edition) Arnold Baker, Local Government Administration from Ebay paid for by the Clerk.

**5.4** Resolved to note that the approval or otherwise of the following policies and procedures is deferred until the Parish Council meeting on the 6th January 2020.

- Code of Conduct.
- Standing Orders.
- Transparency Code for Small Authorities.
- Health and Safety Policy Statement.
- Declaration of Acceptance of the Office of Chair.

## **6. Police report.**

Resolved to note that PC Nathan Thomas had provided the following report via an email.

There have been 44 calls to the police 15 of which relate to the Rampton hospital.

16 relate to incidents which attract a home office crime number, 10 of which are at Rampton hospital of the remainder the only ones of any note are 3 theft of motor vehicles at South Leverton, Grove and Treswell.

There were no burglaries of either description or criminal damages or theft others which is probably driven by the very inclement weather we have had recently.

These taking of motor vehicle appear to be part of a wider issue with a number being reported across the villages, we have been passed the details of one suspicious vehicle in the area during the evenings but clearly we would appreciate any further information that people may have in relation to this.

## **7. District Councillors report.**

Resolved to note that District Councillor Coultate reported that a criminal issue has occurred at the New Village Shop.

Resolved to note that District Councillor Coultate reported that PC Nathan Thomas had a visible presence in the area and can often be seen in a marked police car within the area.

Resolved to note that District Councillor Coultate reported about the volume of smoke emitting from Headon Camp overnight. He further provided an image showing the smoke being emitted at 01:30 AM.

**7.1** Resolved to note that District Councillor Coultate talked about the recent inclement weather and the flooding issues that it had caused. The flooding issues had quickly subsided once the rain had stopped. He asked about the parish council's emergency plan and the resilience that should exist

with an emphasis on checking on vulnerable people within the parish, the parishes ability to 'self help itself' and the parish councils emergency plan.

It was generally agreed that the residents of the parish are resilient and have a can do attitude to resolving issues.

Currently, the parish council does not have an Emergency Plan. The Clerk to develop an emergency plan and present the plan to the council.

#### **8.County Councillors report.**

Resolved to note that County Councillor Ogle did not attend the meeting.

#### **9.To consider defibrillator checks.**

Resolved to note that all checks have been carried out.

#### **10.To consider new and / or updated Parish Council policies.**

- Document retention policy
- Register of members interests
- General risk assessment
- Financial reserve policy
- Financial regulations

Resolved to note that this item has been deferred until the parish council meeting in January 2020.

#### **11.Planning applications and any other planning issues.**

Resolved to note that no planning applications have been received for consideration.

#### **12.Highway related matters.**

**12.1** Resolved to note that no issues reported with verges.

**12.2** Resolved to note that the issue of the hedge at Grove Road Upton still has not been cut - Clerk to make contact with Nottinghamshire CC, Cllr Coultate provided the original report reference number - HAMS 80945.

**12.3** Resolved to note that no issues reported concerning white lining.

**12.4** Resolved to note that the surface water drainage issue at Corner Farm / Oregon House Upton is still outstanding. The Clerk had reported to issue to Nottinghamshire CC with no response. The issue was further send to the Complaints Team on the 28th October 2019 with a response from the Complaints Team that they had passed the matter onto the Highways Team, again no response has been received. A further email has been sent on the 8th November 2019 to the Complaints Team.

Cllr Askew has provide the Clerk with details when the original complaint that was raised on the 10th June 2019 Ref No - HAMS 80706.

Resolved to note that a blocked gully was reported at Trinity Farm Main Street / Askham Road Upton  
- Clerk to report to NCC

12.5 Resolved to note that no issues reported with damage to highway infrastructure.

12.6 Resolved to note that no new issues reported regarding street lighting faults or damaged equipment. Lamp column 1 Nether Headon was previously reported as a column leaning and is still leaning  
- Clerk has reported this again

13. **Resolved to note that the council offered no objections regarding a correspondence received from The Church of England Diocese of Southwell concerning grave space at St Peters Church.**

14. **To consider an open day and how to get residents involved.**

Resolved to note that the parish council understand the need to develop full engagement with the residents of the parish. The parish council need to facilitate meetings with residents to determine the needs and aspirations of the residents and feed this into the councils forward plan. Getting residents to attend parish council meetings and volunteer for activities within the parish.

Cllr Wielgus will lead on this matter with suggested timescale of March / April 2020.

It was agreed that any events with residents would be on a Saturday.

15. **To consider land opposite Headon Church interns of ownership and changing the area to a parking area - Cllr Mosley**

Cllr Mosley had made contact with Rachel Leggett at Bassetlaw DC with further ongoing discussions.

16. **To consider the Lengthsman on site assessment on the 20th November 2019.**

Resolved to note that the Clerk spent time working with the Lengthsman. The purpose was to allow both employees to meet and for the Clerk to carryout a health and safety site assessment of the Lengthsman working practices. The Clerk's professional opinion is that the Lengthsman is an asset to the council. The Clerk will produce a risk assessment for the Lengthsman work. Issues identified are the supply of safety footwear and advance signing. The Lengthsman also works for the parish councils. Once complete, the Clerk will share the risk assessment with the other parish councils and the Clerk has talked with the other parish council Clerks with a view of sharing any additional costs for safety footwear and signs.

17. **To consider financial matters.**

**17.1** Resolved to note that the future method of the Parish Council paying for goods and services will be by BACS (bank transfer) or by the councils debit card via the Clerk/ Responsible Finance Officer. The practice of individuals paying for goods and services then claiming back any cost incurred will cease. The new system will allow the council to claim back any VAT that it is entitled to claim.

**17.2** Resolved to note that the Clerk delivered the proposed draft budget for 2020/21 which is linked into the draft forward plan for 2020 to 2024. The Clerk was instructed to produce a further draft budget for 2020/21 that showed a 20% increase in the precept compared to 2019/20.

Resolved to note that the draft budget for 2020/21 did not account for any external funding / grants that may be available. Any external funding or grants that are secured will have a positive impact upon the budget for 2020/21.

**17.3** Resolved to note that the parish council employs two part time members of staff, the Clerk. / Responsible Finance Officer and the Lengthsman. The National Joint Council for Local Government Services (NJC) provided a pay scale frameworks that this parish councils staff are paid under. Within the pay band that staff are employed, they will attract an increment rise on the 1st April each year until they reach the top of the pay band. The increment has been factored into the draft budget for 2020/21.

**17.4** Balance of current account = £2,680.58.  
Balance of savings account = £13,788.54

**17.5** Resolved to note that approval was agreed to pay for the purchase of fence posts. Cllr Briggs provided and invoice for the sum of £40.

**18.To notify the Clerk of matters for inclusion on the agenda for the next meeting.**

Resolved to note the following to be added to the next agenda:-

To consider the draft budget for 2020/21 - Clerk.

To consider policies and procedures.

To consider items for Heads-Up!

To consider an open day and how to get residents involved and the firming up of future dates.

To consider land opposite Headon Church interns of ownership and changing the area to a parking area - Cllr Mosley

**19. Date of next meeting**

Resolved to note the next meeting will be on **Monday 6th January 2020 at 19:30hr Headon-cum-Upton Village Hall**

**20.Cllr. Julia Harvey thanked everyone for attending the meeting and the public meeting was closed at 21:10hr.**

**Signed:-**

**Chair**

**Dated:-**