

HOLBECK & WELBECK

PARISH COUNCIL

Minutes of the Meeting of the Parish Council held remotely via Zoom on Thursday, 25 March 2021

Present: Councillors: **C Chambers (Vice Chair), J Cuckson, S Cuckson, K Dukes and W M Woodcock (Clerk)**

1. Apologies for absence

Apologies for absence were received from **Councillors D Wall and M Newton Resolved** to accept the apologies for absence.

County Councillor (CC) Kevin Greaves had also tendered his apologies.

2. Declarations of interests

None

3. Public Forum

No members of the public were present.

In his capacity as District Councillor, Councillor Kevin Dukes reported:

- Matters pertaining to the Covid situation were continuing at a pace.
- Neil Taylor, Chief Executive at Bassetlaw District Council (BDC) has retired.
- County Council elections were going ahead in May. Voters' uncomfortable attending polling stations in person were urged to apply for a postal vote before the deadline.
- A consultation exercise was currently taking place on electric vehicles, which people were urged to complete. Consultations on the Local Plan and the rejuvenation of Worksop Town Centre had now closed and the results should be out shortly.
- The new version of the Neighbourhood Plan would be going out for consultation, probably early May. There were some changes to the way things had been done. Members were urged to read it and come back with any thoughts they might have. It was very important to look at the changes.

Thanks were extended to DC Dukes for his input.

4. Minutes of the previous meeting

The minutes of the Meeting held on Thursday, 4 February 2021 were accepted as a true record. Clerk to sign by proxy for Chairman accordingly.

5. Matters arising

None

6. Future of the Parish Council

Councillor Dukes had requested this item be placed on the Agenda.

He advised that it was anticipated there could be considerable changes taking place at local government level in the near future, moves believed to be supported at central government level. Any further steps towards unitary status for Nottinghamshire County Council (NCC) and the subsequent dissolution of District Councils, subject to local council elections, would likely have a significant impact on the role and responsibilities of parish and town councils. Significant changes might likely only be possible in the larger, more robust, parish councils. Local government reform could be forced on parish councils who did not move voluntarily to better prepare themselves for such change. It was therefore deemed prudent to consider the merits of and options for Holbeck and Welbeck remaining an independent Parish Council, in view of its size and its role as part of the wider Neighbourhood Plan Area.

After considerable discussion, Members felt the best way forward might be to consider the possibility of merging with a neighbouring council, preferably mirroring the area covered by the Neighbourhood Plan, should the electorate favour this.

In view of this discussion, the Clerk felt it pertinent to announce her intention to step down from the role of Parish Clerk so that the requirement for a new Clerk could be factored in to any discussions and plans for possible changes in the future.

Resolved for Cllr Dukes to make tentative enquiries as to the requisite process and to have informal conversations with our Neighbourhood Plan partners to ascertain their thoughts on the possibility of amalgamating to form a larger parish council at some point. In any event, it would be necessary to appoint a new Clerk for Holbeck and Welbeck PC and the possibility of a Clerk covering both Parish Councils might be considered, prior to commencing a formal recruitment process.

Proposed: Cllr C Chambers

Seconded: Cllr J Cuckson

7. 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 K Dukes

Seconded: Cllr C Chambers

8. Maintenance of street furniture

Further to discussions at the last meeting, Clerk had contacted Thomas Campion at Welbeck Estates and was awaiting a reply.

9. Requests for donations/grants

None

10. Financial statement and accounts for payment

Prior to the Meeting, Clerk had circulated a copy of the Cash Book and a list of payments made and due since the last meeting (under the delegated authority Members had conferred).

The balance of the Bank Account was currently £14,833.31.

Year End was fast approaching and it would be necessary to appoint an internal auditor.

Resolved to invite Mrs J Greveson to conduct the Internal Audit once again.

[Clerk to contact Mrs Greveson accordingly](#)

Resolved to accept the financial statement and retrospectively confirm the following payments made or due via Internet Banking since the last meeting.

Payments Made	£
W. M. Woodcock	159.84
W. M. Woodcock/PC World	73.50
Nottinghamshire ALC	65.76
W. M. Woodcock	159.85
Community First Responders	50.00

Payments Due	£
HMRC	119.00

Proposed: Cllr C Chambers

Seconded: Cllr K Dukes

11. **Correspondence**

A list of correspondence had been circulated prior to the meeting.

Subsequent items of correspondence received have also been included (Appendix B)

Noted

12. **Street lighting**

Further to discussions at the last meeting, Cllr Dukes had spoken with Thomas Champion who was reviewing the position and effectively looking to 'restart' the process. Cllr Dukes was therefore now waiting to hear further from him.

Noted

13. **Highway matters**

Cllr Dukes was unhappy with changes made by Welbeck to the Robin Hood Way footpath. The crossing on the A60, outside Nursery Lodge, had not been finished. There was no signage to warn motorists, which was potentially dangerous. The use of chippings on one side of the footpath was an obvious deterrent for wheelchair users and pushchairs. There was to be a meeting between Welbeck Estates and Councillors Dukes (BDC) and Greaves (NCC).

Noted

14. **Planning matters**

Holbeck and Welbeck Parish Council was still not receiving planning applications pertaining to the whole Neighbourhood Plan area. Cllr Chambers understood there was an application for a hotel in Carburton and self-catering in Cuckney House. Cllr Dukes confirmed this. Holbeck and Welbeck Parish Council is clearly being overlooked by the District Council and the District Councillor, having made repeated representations is apparently being ignored. Where does that leave us?

The following application was the only one received since the last meeting:

21/00171/LBA – Install Replacement Oil Fired Central Heating Boiler: 29 Hardwick Terrace, Clumber Park

Noted

15. Date of next meeting

The Annual Parish Meeting will be held remotely on Thursday, 29 April at 6:00 p.m. immediately followed by the next meeting of the Parish Council.

The meeting closed at 7:00 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: 25th March 2021

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	Included in Fidelity Guarantee
	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 (£8,409.81 with £250 excess)
Administration	Payment arrangements	Council Standing Orders/Financial Regulations to be regularly reviewed. Continue with requirement to report all payments to Council for retrospective approval of internet banking payments. Continue with requirement for signatories to initial cheque stubs where still issued
	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.

Service Area	Area of Risk	Recommendation
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 PARISH COUNCIL

Correspondence Listing: 25th March 2021

Originator	Dated	Details
ABL Health – Your Health Your Way	Email 16.02.21	Your Health Your Way Introduction*
Bassetlaw District Council	Email 12.02.21	Vaccine Briefing *
Bassetlaw District Council	15.02.21 Email: 19.02.21	Anti-social Behaviour Crime and Policing Act 2014 Consultation on the Proposed Renewal of an Existing Public Spaces Protection Order*
Bassetlaw District Council	Email 15.02.21	ICP Bulletin for February == on mental health *
Bassetlaw District Council	Email 15.02.21	Bassetlaw Youth Council – March Meeting *
Bassetlaw District Council	15.02.21	Planning application: 21/00171/LBA – Install Replacement Oil Fired Central Heating Boiler: 29 Hardwick Terrace, Clumber Park
The Campaign Company for NHS Bassetlaw CCG	Email 18.02.21	Transforming Mental Health Services in Bassetlaw
Nottinghamshire Association of Local Councils	Email 05.02.21	Coronavirus Update Remote Meetings Unlawful from 7 May 2021
Nottinghamshire Association of Local Councils	Email 05.02.21	Climate Action Support – Marches Energy Agency
Nottinghamshire Association of Local Councils	Emails 10.02.21 02.03.21	Council News: February 2021 x2
Nottinghamshire Association of Local Councils	Email 15.02.21	Chief Executives Bulletin - various
Nottinghamshire Association of Local Councils	Email 15.02.21	EPC2-21 Model Design Code
Nottinghamshire Association of Local Councils	Email 17.02.21	CPRE Rural Affordable Housing Guide
Nottinghamshire Association of Local Councils	Email 10.03.21	New 'Good Councillor Guide' on Cyber Security
Nottinghamshire Association of Local Councils	Email 19.03.21	Breakthrough Communications – National free webinar – crisis communications*
Nottinghamshire County Council	Email 24.02.21	Nottinghamshire's School admission arrangements 2022-2023*
Nottinghamshire County Council	Email 17.03.21	Nottinghamshire Minerals Local Plan Examination – Receipt of Inspector's Report*
Nottinghamshire Police & Crime Commissioner	March 2021	The Beat*
Nottinghamshire Police	Emails 02.03.21 10.03.21	Stakeholder Update – December/January 2020/21 Stakeholder Update – February 2021*

Forwarded to Members individually prior to the meeting