

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

Minutes of the Parish Council meeting held on Monday, 7<sup>th</sup> March 2022 commencing at 19:31 hours held at Headon Village Hall.

**Attendees:** Cllrs J Harvey, S Whelan, J Mosley, E Briggs and Note taker H Walker

**Apologies:** Cllrs C Smith, N Greenhalgh,

**No apology:** Cllr J Burnham

### **Commencement of the Parish Council Meeting**

#### **1. Chair welcome and introductions**

Cllr Harvey opened the meeting welcoming everyone. In line with Parish Council meeting protocol the public will only be allowed to speak at the public forum.

#### **Chair closed the Parish Council meeting and opened the Public Forum**

#### **Public forum**

One member of public in attendance. Attending to observe proceedings; no issues to raise.

#### **Chair closed the Public Forum and opened the Parish Council Meeting**

#### **2. To record declarations of interests from councillors in any items to be discussed**

Cllr J Mosley: Airfield planning application.

#### **3. To consider the minutes of the meeting held on the 17<sup>th</sup> January 2022**

Resolved to note minutes approved.

#### **4. To receive an update from the police**

Resolved to note no police report received.

#### **5. To receive and update from the District Councillor**

Resolved to note no District Councillor report received.

#### **6. To receive and update from County Councillor**

Resolved to note no County Councillor report received.

#### **7. To receive an update on defibrillator checks**

Confirmation that Headon-cum-Upton equipment checks carried out. Cllr J Harvey to share instructions with Cllr C Smith for equipment at Grove.

#### **8. To receive and update on Lengthsman work in the Parish**

Resolved to note no further updates available for the meeting.

#### **9. Update on the Nottinghamshire County Council Local Community Fund Grant Application for Grove War Memorial handrail and information board**

Required to obtain three quotes for the handrail; to be deferred into the next financial year. Cllr J Harvey and Cllr Smith to liaise with Builders. Cllr J Harvey to forward specifications to Cllr S Whelan who agreed to liaise with fabricator who supplied church handrails.

#### **10. Update on The Queens Platinum Jubilee beacons / bonfire 2<sup>nd</sup> June 2022**

Due to time constraints, it was agreed to support the plans being coordinated by the Headon-Cum-Upton Village Hall plans.

**11. To consider an event to engage with residents**

Agreed to defer this item.

**12. To consider the definitive map and walking routes**

Agreed to defer this item.

**13. Update Nottinghamshire CC Local Improvement Scheme Grant Payment for the four noticeboards. Update Grove signs**

Clerk, J Blaik previously submitted receipts; Cllr J Harvey has followed-up non-payment.

**14. To consider new planning applications received between posting of agendas and the date of the meeting**

Application: Wooden Clubhouse, Airfield – considered and supported.

**15. To consider new planning applications and any other planning matter**

No further applications noted.

**16. Highways related matters**

16.1 Verges: resolved to note, no issues reported.

16.2 Hedges: resolved to note, no issues reported.

16.3 White Lining: resolved to note, no issues reported.

16.4 Drainage: Gully, Stokeham Road.

16.5 Damage to highway infrastructure: Reported: Pothole Thorpe Street. Abandoned car reported to DVLA; Cllr S Whelan to report to Bassetlaw Council.

16.6 Street lighting faults or damaged equipment: resolved to note, no issues reported.

16.7 Update on previously report highway matters: Clerk to update spreadsheet.

**17. To consider financial matters**

17.1. To receive the balance of the current account: £642.83

17.2. To receive the balance of the savings account: £9009.69

17.3. Proposal that for amendments to online bank account access: Cllrs J Harvey, S Whelan and on appointment, Clerk. Proposal agreed.

17.4. Reclaiming VAT: proposed and agreed as short-term measure to procure Derby to administer quarterly claim and establish online HMRC account. To be added to agenda for the next meeting for ratification.

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

**19. Date and time of the next meeting**

The next meeting will be on *Monday, 4<sup>th</sup> April 2022 at 19:30 hours* to be held at Headon Village Hall.

**The Chair formally closed the meeting at 20:03 hours.**

Signed:

Date:

Initial of Chair:

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### **Commencement of the Parish Council Meeting PRIVATE SESSION:**

1. **To consider the Clerks resignation and the process to advertise and find a new Clerk**
  - 1.1. Members acknowledged and recorded appreciation for all the hard work of Jim Blaik.
  - 1.2. Proposed and agreed to reduce Clerks hours from 22 hours to 16 hours with caveat that will be increased as required for any additional projects.
  - 1.3. After discussion agreed to retain hourly rate in region of £11:00 per hour commensurate with experience. Prepared to pay to undertake training.
  - 1.4. Cllr N Greenhalgh to post notices and circulate meeting papers.
  - 1.5. Cllr J Harvey to develop wording for recruitment to be displayed on Facebook page and Tanya Grimes at NALC agreed to advertise.
  - 1.6. Cllr S Whelan to be afforded access to Gmail account.

**The Chair formally closed the meeting at 20:21 hours.**

Signed:

Date:

Initial of Chair: