

# HEADON-CUM-UPTON, GROVE & STOKEHAM PARISH COUNCIL

Minutes of the Parish meeting held on Wednesday 26<sup>th</sup> June 2024, 7.00pm

at Headon Village Hall.

Present: Cllrs Sean Whelan, David Landon, Rob Goulden, John Mosley, Charlotte Scothern, David Spencer, Craig Smith and Nigel Greenhalgh,

Apologies: Cllrs Janet Landon and Eric Briggs

In attendance: Sue Wroe to discuss Defibrillators

Clerk: Clare Brettell

## Public Session

Sue Wroe (Experience on NHS Governance) discussed how she could help the Parish Council set up a clear policy of how the defibrillators are operated and checked with the use of the circuit 'app' to log and monitor details. She is happy to do this with the Clerk if Parish Councillors are in support of this.

## Commencement of meeting

**24/17 To receive – declarations of interest both pecuniary and non-pecuniary and applications for dispensation on items listed on the agenda**

None

**24/18 To receive – apologies for absence given to the Clerk**

Apologies were received and noted from Cllrs J Langdon and E Briggs

**24/19 To receive and approve – Minutes of the meeting held on Monday 3<sup>rd</sup> June 2024**

The minutes of the Annual Parish Meeting on the 3<sup>rd</sup> June were accepted as a true and accurate record and were signed by the Chair.

**24/20 To note – updates on matters arising from the minutes if not already on the Agenda (no decision can be made) and to update on the actions log**

The Clerk had distributed an Action log as a template to log and track actions from the Parish Council meeting. It was agreed that this working document is a good idea.

All other relevant matters were on the Agenda for discussion.

**24/21 To agree – Headon-cum-Upton, Grove & Stokeham Parish Council to adopt the General power of Competence for the term of the Council (Localism Act 2011)**

As the criteria was not met for elected members it was not possible to adopt the General power of Competence.

**24/22 To receive – Police Report**

None

**24/23 To receive - update from the District Councillor (5 minutes)**

None

**24/24 To receive - update from the County Councillor (5 minutes)**

Received later in the meeting.

**24/25 To receive - update from Parish Councillors on the defibrillator checks**

Cllrs confirmed that checks have been carried out.

It was agreed to take up the offer of assistance from Sue Wroe. The Clerk to liaise and bring back further information and a draft policy (if possible) to the next Parish Council meeting.

**24/26 To receive - update on the work of the Lengthsman**

The Clerk had emailed Suzanne but had not managed to make contact with her yet. It was requested that the Clerk telephone Suzanne to discuss.

It was also noted that no payment had been received from NCC for participation in the Lengthsman scheme for the last financial year. The Clerk to look into this. **Clerk**

**24/27 Planning Applications**

To receive and where appropriate comment on the following planning applications: (including any that have been received since the agenda was issued)

Planning Application ref: 24/00674/HSE

**Grid Ref:** E: 474004 N: 379878

**Proposal:** Erect East Elevation One and Half Storey Side Extension with Rear Single Storey Extension and Erect West Elevation One and Half Storey Side Extension with En-suite Above.

**Site Address:** The Homestead Main Street Grove Nottinghamshire

It was **resolved** to respond stating that the Parish Council support this application

Planning Application ref 24/00700/HSE

**Proposal:** Construction of New Domestic Garage/Store Building

**Site Address:** Six Oaks Grove Road Grove Nottinghamshire

It was **resolved** to respond stating that the Parish Council support this application

As it was likely that the Parish Council would not meet again until September;

It was **resolved** to give delegated power to Parish Councillors, that should any Planning Applications come in before the next meeting, that a representative Councillor (Cllr Scothern for Stokeham, Cllr Smith for Grove, Cllr Greenhalgh for Headon and Cllr Whelan for Grove) from each hamlet would meet to discuss and provide a response directly to Bassetlaw District Council.

NCC Cllr Ogle NCC joined the meeting

**24/28 To Discuss/Update on Highway Issues or footpath matters in the Village**

Cllr Smith updated members regarding the flooding issues and deterioration of the road in Grove. The patching carried out is not suitable. He had emailed in April and sent photos to Cllr Ogle

Cllr Ogle responded, confirming that the owner of the property had been requested to dig out a ditch. If not carried out NCC would carry out this work and recharge the land owner. Cllr Ogle has stressed the importance of this.

Cllr Ogle confirmed that high quality patching had been carried out. The road was due to be resurfaced but owing to the drainage issues (blockages from concrete, limestone and roots) it had not been able to be carried out. The blockage issues (next to 6 Oaks) would need to be resolved before the road is resurfaced.

Cllr Ogle had continued to report potholes in the villages, and stressed the amount of traffic travelling through Grove.

It was also noted that the dyke is washing away the underpinning of the road.

**24/29 To receive an update on the car park resurfacing in Headon opposite the church**

To be carried forward to the next meeting.

**24/30 To agree - Proposal for grant payments to the Church and Village Hall.**

It was **resolved** to make 4 grant payments of: £325 to St Peter's Church, Headon, £325 to St Helen's Church, Grove, £325 to St Peter's Church Stokeham, and £325 to Headon Village Hall.

**24/31 To discuss and agree as necessary - Communication, including communication with residents, Parish Councillor email addresses and a Parish Council website**

The Clerk had tried to make contact with Bassetlaw District Council to ensure documents could be published for the Parish Council on their website.

The Clerk circulated the contact details for Parish Councillors, which were checked. These are to be present on the Village notice boards so that residents have contact details.

The Clerk discussed the possibility of a Parish Council Website and Parish Council email addresses for use for Council business. All Councillors were in agreement with this, and it was requested that the Clerk look at proposals and cost to bring back to the next Parish Council meeting.

**Clerk**

**24/32 Financial Matters**

**32.1 To approve - Internal Audit**

The Clerk updated members regarding the internal audit that had been carried out.

It was **resolved** to approve the internal audit

**32.2 To agree – Inventory/Asset Register**

It was **resolved** to agree the Inventory/Asset Register at a total of £14135

**32.3 To consider, approve and sign the Annual Governance statement – Section 1**

The Annual Governance statement was considered by Councillors and it was then **resolved** to approve and sign Section 1.

**32.4 To consider, approve and sign the Accounting Statement – Section 2**

The Accounting statement was considered by Councillors and it was then **resolved** to approve and sign Section 2.

**32.5 To approve and sign the Exemption certificate (Appendix 7)**

The Exemption certificate was considered by Councillors and it was then **resolved** to approve and sign it.

**32.6 To approve – opening of new bank account with Unity Trust, and to agree new authorised signatories**

The Clerk provided details of Unity Trust, which had been looked at by Councillors

It was **resolved** to open a bank account with Unity Trust, with the Clerk being authorised to set this up and have access to banking arrangements. Councillors S Whelan (Chair) and N Greenhalgh (Vice-Chair) to have full access. Councillors R Goulden, C Scothern, D Landon and C Smith to have viewing and authorising access.

**32.7 To receive and approve the schedule of payments for June (Appendix 8)**

It was **resolved** to approve the schedule of payments for June.

**24/33 To notify the Clerk of matters for inclusion on the agenda for the next meeting and to agree the date.**

The date of the next meeting is Monday 2<sup>nd</sup> September 2024.

The meeting closed at 8.33 pm.

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_