

Norton and Cuckney Parish Council

Minutes of Norton and Cuckney Parish Council annual meeting held on Wednesday the 9th of May 2018 at Norton & Cuckney Village Hall, Norton Lane, Cuckney, Mansfield NG20 9NQ. The meeting commenced at 7.30pm.

Present: Cllr D Collins
Cllr David Alvey
Cllr M Smith
Cllr G Smith
Cllr Lee Ann Morton
Cllr Judith Reynolds
Cllr Clive Wain

Also present Rebecca Young – Clerk to the Council

331/18-19 **Election of Chairperson**
The meeting was opened and requests for nominations for election of the Chairperson were invited.
Cllr G Smith proposed Cllr Alvey for Chairperson, Cllr Morton seconded the nomination with all members in favour. No other nominations were received. Cllr Alvey accepted the position and thanked Cllr Collins on behalf of the Council and the Parish for his tireless efforts whilst Chairperson for the Council. Cllr Alvey took control of the meeting.

332/18-19 **Election of Vice-Chairperson**
Cllr Reynolds proposed Cllr Morton for Vice-Chairperson, Cllr G Smith Seconded the nomination with all members in favour. No other nominations were received. Cllr Morton accepted the position.

333/18-19 **Apologies for absence**
Apologies for absence were received and approved for Cllr S Brailsford.

334/18-19 **Declarations of interests**
No declarations of interest were received.

335/18-19 **Minutes**
The minutes of the previous meeting of the Norton and Cuckney Parish Council held on Wednesday the 11th of April 2018 were adopted as a true and accurate record, with correction of Minute 329/17-18 to read 'May' not 'January', as proposed by Cllr Morton and seconded by Cllr Wain and were signed by the Chair.

336/18-19

Matters Arising

Cllr Alvey advised that he had sought prices for the wood chippings to be used as a safe surface for beneath the play equipment. The price was 625.00 plus labour which had been transferred from the 17/18 budget. It was agreed to go ahead and purchase. He also informed the Council that improvement to the park entrance and repairs of the picnic tables had been delayed because the contractor had gone out of business but was still hoping to complete the job in the near future.

Councillor Morton updated members with regards to the flower tubs. Mr Chapman-Hart was unable to complete the tubs in the time required, therefore Cllr Morton had purchased 6 tubs and flowers, within the allotted budget.



Public Forum

Cllr Alvey closed the meeting to allow for the public forum.

No members of public were in attendance.

Whilst Standing Orders were suspended, the Chair advised the Council of the resignation of Councillor Penarski with immediate effect. It was agreed that the item be placed on the agenda for the June meeting and the Clerk organise the necessary paperwork within the timescales required.

Cllr Alvey reconvened the meeting.

337/18-19

Annual Governance and Accountability Return 2017/2018

Members read and discussed the annual governance statements. It was proposed by Cllr Collins, seconded by Cllr Wain and agreed by all members to accept the annual governance and accountability return.

338/18-19

Accounting Statement for 2017/2018

The Clerk & RFO explained the accounting statements for 2017/2018. It was proposed by Cllr Morton, seconded by Cllr Reynolds and agreed by all members to accept the accounting statements.

339/18-19

Standing Orders and Financial Regulations

Cllr Smith proposed to accept the standing orders and financial regulations of the council with a plan to review both documents within 3 months in view of the internal audit report. Cllr Collins seconded the proposal with all members in favour.

340/18-19

Council Insurance Policy

Cllr Alvey reminded members that the insurance premium from Came & Company was agreed for a three year fixed payment of £567.04 in 2017.

Members agreed to accept the policy subject to correct cover requirements.

341/18-19

Finance

Cllr Smith proposed that the finance report and budget review be presented on a quarterly basis unless any unusual activity occurs within the month. The proposal was seconded by Morton with all members in favour.

a. Financial Report

The Clerk distributed the figures for May 2018. It was approved that the figures be accepted.

b. Budget Review

The Clerk presented the budget review to date.

c. Payments

The Clerk advised members that due to the audit, GDPR regulations and the appraisal course she had worked 5 additional hours. Cllr Reynolds proposed the hours be paid in addition to the Clerks salary. Councillor Morton seconded and with all members in favour.

Following further discussions, Cllr Morton proposed the meeting **approve** the following payments and Cllr Smith seconded. It was resolved to approve the following payments:

Pre-approved payments made:

	Ref	<u>Payee</u>	<u>Item</u>	<u>Amount</u>
8 th May	7	Mr S Pemberton	Pay	£450.00
28 th May	13	R Young	Pay	£206.00

Further payments approved:

	Ref	<u>Payee</u>	<u>Item</u>	<u>Amount</u>
10 th May	8	Bassetlaw	Skip	£88.00
	9	R Young	travel	£6.75
	10	LA Morton	Flower Tubs	£251.81
	11	Village Hall	NP & CRSG	£28.00
	12	Groundwork Creswell	Refund of grant	£961.03

To be made by BACS

d. Salary Increase

It was proposed by Cllr Morton and seconded by Cllr Reynolds, with all members in favour, to accept the salary increase in line with the NALC salary award SCP20 to £10.30 per hour for the Clerk.

e. Council Computer

Members discussed the proposals to purchase a new laptop for the Council due to the age and functions of the old laptop. Cllr Smith proposed to accept a budget of 450.00 to purchase the laptop and necessary software. All members were in favour.

18/00344/CAT felling of tree to ground level @ 2 Ten Row, Cuckney, Mansfield - Noted with no objections.

343/18-19

Website

Councillors agreed to send photographs to the Clerk to be uploaded to the website.

344/18-19

Policy Review

- a. Three Year Plan – it was agreed to accept the review of the plan and alter the name to ‘Action Plan’ reviewing the plan annually.
- b. Financial Assistance Policy – it was agreed to accept the financial assistance policy and upload to the website.
- c. Code of Conduct – approved minute number 321/17-18, signed by the Chair.
- d. Privacy Notice – The clerk presented the privacy notice in respect of the GDPR requirements. All members accepted the notice to be distributed to all employees.

345/18-19

Staff Appraisals

Cllr Alvey notified all members that appraisal took place for the street cleaner. Several items were raised including the requirement of a new job title, job description and risk assessment to include all works completed. The street cleaner requested items of new equipment to be provided. A sum of £90 was agreed to be allocated for this purpose.

Members approved to rename the role ‘Lengthsman’ and to allow Cllr Alvey to re-write the job description.

346/18-19

Neighbourhood Watch Scheme

Cllr Wain updated members of his discussions in relation to the possibility of resurrecting the scheme and advised he would report back again in June following meetings with Notts constabulary and the local PCSO.

347/18-19

Street Lighting – Norton Lane

Further to correspondence received in respect of an accident and injury to a member of the public on Norton lane it was proposed by Cllr Collins to request via Nottinghamshire County Council to move the time the lights are on until 2am. All members agreed.

348/18-19

Bonfire Night

Members discussed the previous bonfire night committee and the increased problems encountered using the existing site, including new H&S requirements and the increase in traffic and visitors. It was agreed the Council would be supportive of a community bonfire but that there were numerous issues that the Council could not resolve.

349/18-19

Highways and service faults

No faults were received

350/17-18

Future Agenda Items

It was resolved to place the following items on the agenda for the meeting in

June: Resignation of S Penarski
 Account/Bank Signatories
 Re-Ordering of Agenda items
 Policy Reviews (dates etc)
 Defibrillators
 Speed through Norton
 Neighbourhood Plan & CRSG updates

351/18-19

Date/time/location of next Parish Council meeting

Parish Council meeting: Wednesday 13th of June 2018, 7.30pm at Norton
Cuckney Village Hall.

The meeting closed at 9.30pm

Signed:

Date: