

## Norton and Cuckney Parish Council

Minutes of Norton and Cuckney Parish Council meeting held on Wednesday the 13<sup>th</sup> of June 2018 at Norton & Cuckney Village Hall, Norton Lane, Cuckney, Mansfield NG20 9NQ. The meeting commenced at 7.30pm.

**Present:** Cllr David Alvey  
Cllr D Collins  
Cllr M Smith  
Cllr G Smith  
Cllr Lee Ann Morton  
Cllr Judith Reynolds  
Cllr S Brailsford

**Also present** Cllr K Dukes – BDC  
1 member of the public  
Rebecca Young – Clerk to the Council

352/18-19 **Apologies for absence**  
Apologies for absence were received and approved for Cllr C Wain.

353/18-19 **Declarations of interests**  
Declarations of interest were received and approved for the following:  
Cllr M Smith - Agenda Item 10.a  
Cllr K Dukes – Agenda Item 8.f

354/18-19 **Minutes**  
The minutes of the Annual Parish meeting of the Norton and Cuckney Parish Council held on Wednesday the 9<sup>th</sup> May 2018 were adopted as a true and accurate record, as proposed by Cllr Collins and seconded by Cllr Morton and were signed by the Chair.

355/18-19 The minutes of the annual meeting of the Norton and Cuckney Parish Council held on Wednesday the 9<sup>th</sup> May 2018 were adopted as a true and accurate record, as proposed by Cllr Smith and seconded by Cllr Reynolds and signed by the Chair.

356/18-19 **Matters Arising**  
Cllr Alvey advised the wood chippings were ordered to be delivered on 30<sup>th</sup> June. Volunteers were required to help complete the works.  
Councillor G Smith questioned the watering of the flower tubs which are now in situ. It was agreed that all Councillors would take responsibility for the various tubs closet to themselves. It was noted that several plants had been stolen from the tubs on the A60.



### Public Forum

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

Cllr Kevin Dukes notified the meeting of the polling station review which had recommended the closure of the polling station in Carburton. Plans were being discussed for the development of town centres particularly Worksop.

357/18-19

### Resignation of Councillor

The resignation of Councillor Sharna Penarski was acknowledged and it was agreed that the Chair would write to Sharna to express the thanks of the Council for her contributions to the Council and the community during her time on the Council.

The Clerk advised that the paperwork had been submitted to Bassetlaw who had now confirmed that no election had been called and co-option can now take place. Resolved the Clerk will provide the relevant documents for display and advertising.

358/18-19

### Re-Ordering of Council Agenda

Cllr M Smith expressed his concerns with regard to the processes of the council being given the majority of time in discussions throughout the parish meetings. It was agreed that governance items on the agenda would be streamlined but that the order would remain until a review in 6 months.

359/18-19

### Finance

#### a. Payments

Cllr Collins proposed the meeting **approve** the following payments and Cllr M 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 <sup>th</sup> June	15	Mr S Pemberton	Pay	£587.25
28 <sup>th</sup> June	1	R Young	Pay	£154.50

#### Further payments approved:

	Ref	<u>Payee</u>	<u>Item</u>	<u>Amount</u>
14 <sup>th</sup> June	15	Came & Co	Insurance	578.38
	16	Bassetlaw	Skip	£105.60
	17	Wendy Davies	Audit	£120.00
	18	D Alvey	SC Equip	£84.81
	19	LA Morton	Flower Tubs	£143.52
	20	R Young	travel	£20.25
	21	R Young	Monitoring Group	£27.35
	22	NALC	Internal Audit	£25.00

To be made by BACS

b. Account/Bank Signatories

It was moved by Cllr G Smith, seconded by Cllr Morton and resolved by all members to remove Sharna Penarski from the bank signatories following her resignation

It was moved by Cllr M Smith, seconded by Cllr Collins and resolved by all members to add Cllr Morton to the list of bank signatories as Vice Chair of the Council.

c. Staff Appraisals

Cllr Alvey presented the job description and risk assessment for the street cleaner. Members discussed the job role in respect of pavement gritting and maintenance of the community garden. It was resolved that Cllr Alvey would consider the proposals in consultation with the Lengthsman and would report back for discussion at the next meeting.

Members discussed the salary scale for the street cleaner. It was unanimously resolved that the street cleaner salary remain on £7.83 in line with the minimum wage requirement.

The Clerk was asked to leave the room for the Council to discuss salaries. Cllr Morton took the minutes:

Cllr Alvey provided members with the outcomes of the appraisal conducted for the Clerk and the implications a salary increase would have on the budget. It was proposed by Cllr Collins and seconded by Cllr Brailsford to increase the Clerks salary scale to point 21, backdated to April 1<sup>st</sup> 2018. Members voted: 5 Yes, 1 no, 1 abstention. It was resolved to accept the pay increase for the Clerk by 1 point and backdate to April 1<sup>st</sup>. Members also agreed to review pay matters for all staff in the December meeting in time for the budget.

d. Internal Audit Training

It was moved by Cllr M Smith and seconded by Cllr G Smith to approve the internal audit training for the Clerk, provided by Notts ALC.

e. Request for Donation – North Notts First Responders

Members discussed the request and the requirements of the parish policy for financial assistance, for which the request did not meet. It was resolved not to approve any donation at this time.

f. NCPC - use of CIL Monies

Cllr G Smith requested a policy be constructed to provide guidance for future use of any CIL monies from plans relating to neighbourhood plan projects and others. Members discussed the options and need to consult Holbeck and Welbeck Parish Council. The Chair asked Cllr G Smith to draft a Council policy and advised that further advice would be sought in relation to the neighbourhood plan projects and planning.

g. Computer

Following the approval to purchase a new laptop/computer and research conducted by the Clerk members proposed the Clerk acquire a third quote for the equipment and software required. Cllr Dukes suggested the

Clerk speak to Bassetlaw District Council for further advice specifically with regards to the GDPR regulations.

360/18-19

#### **Policy Review**

- a. To determine the policy review schedule

It was resolved the Chair and Clerk would review the schedules list and determine the need for annual or bi-annual reviews.

- b. Complaints Procedure.

It was resolved to accept the complaints policy with the re-wording of item 2 to state 'the recipient would acknowledge receipt.

361/18-19

#### **Planning Applications**

- a. 18/00593/CAT removal of hornbeam trees – land adjacent to The Gables, Cottage Lane, Cuckney – noted with no objections
- b. 18/00605/ADV display of 4 non illuminated advertising boards – land within Welbeck Colliery, Budby Road, Cuckney – noted with no objections
- c. 18/00643/FUL Residential development for two dwellings - land adjacent to Stone cottage, Budby Road, Cuckney – noted with no objections

362/18-19

#### **Website**

Cllr Morton requested the wording on the website 'A Village in Nottinghamshire' be changed to 'A Community in North Nottinghamshire'. Members resolved to approve the change.

363/18-19

#### **Neighbourhood Plan Update**

Cllr Collins presented an update of the Neighbourhood Plan monitoring Group (attached document). Cllr Collins referred particularly to the communication breakdown between Bassetlaw and the monitoring groups of neighbourhood plans in respect of the planning for Lady Margaret Hall and the need to form closer connections with the Parish Councils and monitoring group.

364/18-19

#### **CRSG Update**

Cllr G Smith provided an update on the CRSG and the current projects. Cllr G Smith also requested that the Parish Council facilitate a letter to Bassetlaw on behalf of the CRSG to ask for pre-application help for planning. It was agreed the Clerk facilitate the correspondence.

365/18-19

#### **Defibrillators**

The Clerk read a letter of correspondence from a resident requesting the installation of a defibrillator in Norton or Cuckney.

It was agreed that Cllr Morton would look into the costs and statistics of the purchase of a defibrillator and the Clerk write to the resident explaining the actions being taken.

- 366/18-19                   **Neighbourhood Watch Scheme**  
Deferred to July Meeting.
- 367/18-19                   **Street Lighting & Speed Restrictions – Norton Lane**  
The Clerk re-iterated the email received from Via explaining the replacement of bulbs in the street lights throughout Norton and Cuckney.
- 368/18-19                   **Correspondence – Seafarers Merchant Navy Day**  
Correspondence noted and passed to Cllr Brailsford for the Church.
- 369/18-19                   **Highways and service faults**  
It was resolved the Clerk report the following overgrown hedges to Via:  
Footway from the crossroads to Cuckney Hill (responsibility of the farmer, Parkhouse Farm)  
West side of A60  
Sandy Lane bridleway  
Parkers Row and Lilac Cottage on A616
- 370/17-18                   **Future Agenda Items**  
It was resolved to place the following items on the agenda for the meeting in July:  
                                  Community Garden  
                                  Neighbourhood Watch  
                                  Speed restrictions/traffic policy
- 371/18-19                   **Date/time/location of next Parish Council meeting**  
Parish Council meeting: Wednesday 11<sup>th</sup> of July 2018, 7.30pm at Norton Cuckney Village Hall.

The meeting closed at 10.00pm

Signed: .....

Date: .....