

Elkesley Parish Council

I hereby give you notice of a the Annual Meeting of the Elkesley Parish Council to be held on Tuesday 17th May 2022 at 7.00pm in the Elkesley Memorial Hall, High Street, Elkesley.

All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder. Please note that meetings may be recorded.

Dated this 10th May 2022
W Davies
 Clerk to the Parish Council

AGENDA

- 1) Election of Chair
- 2) Election of Vice-Chair
- 3) To receive apologies and reasons for absence
- 4) To receive and record declaration of interests from Members in any item on the agenda
- 5) To receive the Chair's report
- 6) To suspend the meeting to hold a 10 minute public session
- 7) To receive reports from the District & County Councillors
- 8) To approve the minutes of the meeting held 19th April 2022
- 9) To approve payments and finance report as of 30th April 2022
- 10) To approve payments and receive end of year financial reports and asset list for 31st March 2022
- 11) To receive and note the Annual Internal Audit report for the year 2021-22
- 12) To approve the Annual Governance statement for the year 2021-22
- 13) To approve the Accounting Statements for the year 2021-22
- 14) To approve the Certificate of Exemption for the year 2021-22
- 15) The Responsible Finance Officer to set the commencement date for the exercise of public rights
- 16) To review the insurance and consider quotations
- 17) To appoint Councillor's responsibilities
- 18) To appoint representatives for external groups
- 19) To review the Standing Orders and Financial Regulations
- 20) To review the Financial and General Risk Assessment
- 21) To review the policies as listed:
 - Code of Conduct
 - Complaints Policy
 - Equality Policy
 - Health & Safety Policy
- 22) To consider any planning applications as listed or planning correspondence
- 23) To discuss a Platinum Jubilee event and consider expenses

Minutes of the Annual meeting of the Parish Council on the 17th May 2022

Signed: *J Skelton*

Date:

21.6.22

- 24) To consider putting a small sand pit on the play area/sports field
- 25) To consider proposal to improve the large BMX track, funding and future maintenance
- 26) To receive reports and consideration of any expenses on the following:
 - a. Sports field & play area safety inspections
 - b. Cemetery & Independent Memorial Inspection
 - c. Defibrillator inspections
- 27) To receive highways and service faults
- 28) To receive items for information only
- 29) Time and date of the next Parish Council meeting

Minutes of the Annual Meeting of the Elkesley Parish Council held on Tuesday 17th May 2022 at 7.00pm in the Elkesley Memorial Hall, High Street, Elkesley.

Present: Cllr O'Brien, Cllr May, Cllr Grounsell and Cllr Stronach
Others: Mrs Davies (Clerk), District Cllr Kevin Dukes and members of the public

2692/22 Election of Chair

After nominations voted on:

Cllr O'Brien proposed Cllr Skelton as Chair for 2022-23; this was seconded by Cllr May and resolved by the Council.

In Cllr Skelton's absence, his Declaration of Office to be signed at the next meeting.

2693/22 Election of Vice-Chair

Cllr O'Brien proposed to be Vice-Chair; this was seconded by Cllr May and resolved by the Council. Cllr O'Brien signed her declaration of Office which the Clerk countersigned.

Cllr O'Brien then chaired the meeting.

At this point Cllr Jefferson joined the meeting.

2694/22 To receive apologies and reasons for absence

Apologies and reasons received from Cllr Skelton and Cllr Savill. Cllr May proposed to accept the apologies and reasons; this was seconded by Cllr Grounsell and resolved by the Council – 5 votes.

2695/22 To receive and record declaration of interests from Members in any item on the agenda

No declarations of interests received.

2696/22 To receive the Chair's report

The Chair read out Cllr Skelton's Chair report covering the month to date to the councillors.

2697/22 To suspend the meeting to hold a 10 minute public session

The Chair suspended the meeting to allow members of the public to speak.

Items raised:

- A resident brought a toddler sandpit in as a suggestion for a trail in the fenced play area; after discussion it will be included on a future agenda
- A resident commented on hedges overhanging the pavements around the village, motorbikes accessing the woods via stone bridge – can signage be put up. The paths in a poor state making disable access difficult. The Chair will report these issues again
- The new Chair of the Memorial Hall Committee introduced himself to the Council
- Reports of someone dumping full dog poo bags on Beech Walk; this has been reported. The dog warden has been around the village a couple of times the previous week as well
- Comments regarding heavy goods vehicles parking on grass verges and the lack of a sound barrier between the A1 and houses on the High Street – the Chair reported that discussions have taken place regarding the sound barrier – when the A1 returns to 70mph then barriers should be put in place
- The Chair reported that the travellers site has been taken off of the Bassetlaw Local Plan. This means that the people on the site will have to apply for planning permission to stay there; this process will be dealt with as the same for anyone else by the planning authority

Minutes of the Annual meeting of the Parish Council on the 17th May 2022 Signed: *J Skelton* Date:

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- Whilst litter picking around the bridge roundabout; a resident collected a large amount of metal items in that area – the Chair reports this area to the District Council and requests the magnet vehicle to attend

The Chair reminded the public and councillors that they too are able to report faults, dog fouling and highways issues themselves.

At this point the Chair brought forward agenda item 23.

2698/22 To discuss a Platinum Jubilee event and consider expenses

Cllr Jefferson reported that the expenses are currently the bouncy castle hire, generators, insurance plus buntings.

The Memorial Hall committee reported on what events they would be having in the hall.

Cllr Jefferson reported on the events taking place on the sports field.

Separately to the above event; Cllr Stronach asked if the Council is going to purchase Jubilee medals again for the local children under 14; which is what happened at a previous Silver Jubilee. After discussion Cllr Stronach, Cllr Grounsell will try to find out how many children there are for the medals

Cllr May proposed to purchase the Jubilee medals; this was seconded by Cllr Grounsell and resolved by the council – 5 votes.

2699/22 To receive reports from the District & County Councillors

District Councillor Kevin Dukes gave his report:

- The Bassetlaw Local plan addendum consultation is out; Elkesley residents sent in their comments regarding the proposed travellers site; as a response to the consultation comments, the site has now been taken out of the Local Plan.
- Plans are still included for development sites in Ordsall; however the garden village development has been withdrawn by the land owners. There is a possibility of considering the old industrial site at Bevercotes for development. It is worth residents engaging in the consultation on these matters.

2700/22 To approve the minutes of the meeting held 19th April 2022

Cllr Grounsell proposed to accept the minutes as a true record of the meeting held 19th April 2022; this was seconded by Cllr Jefferson and resolved by the Council – 5 votes.

2701/22 To approve payments and finance report as of 30th April 2022

The Clerk circulated copies of the April finances and bank statements for the councillor to view.

Cllr May proposed to approve the above finances and the following payments; this was seconded by Cllr Grounsell and resolved by the Council – 5 votes.

- a) R May - week killer £82.80 (2196)
- b) Independent Memorial Inspection - Memorial inspections £1203.12 (2197)
- c) R May – Fuel and bin cleaning £72.38 (2198)

- d) W Davies – expenses £32.40 (2199)
- e) Memorial Hall – Room Hire & Post Office Contribution £35.00 (2200)
- f) Wages £635.00 – (SO)

2702/22 To approve payments and receive end of year financial reports and asset list for 31st March 2022
The Clerk circulated copies of the end of year financial reports and asset list as of 31st March 2022 for the Councillors to consider.

The Chair proposed to approve the finances and asset list as of 31st March 2022; this was seconded by Cllr May and resolved by the Council.

2703/22 To receive and note the Annual Internal Audit report for the year 2021-22
The Clerk reported that the internal audit was carried out on 8th May 2022 and no issues raised. The Chair proposed to note the internal audit report; this was seconded by Cllr Stronach and resolved by the Council – 5 votes.

2704/22 To approve the Annual Governance statement for the year 2021-22
The Clerk previously circulated copies of the Governance statement for the Councillors to consider.

After consideration, Cllr May proposed to approve the Governance statements; this was seconded by Cllr O'Brien and resolved by the Council – 5 votes.

2705/22 To approve the Accounting Statements for the year 2021-22
The Clerk previously circulated copies of the Accounting Statements for the Councillors to consider.

Cllr Stronach proposed to approve the Accounting Statements; this was seconded by Cllr Grounsell and resolved by the Council.

2706/22 To approve the Certificate of Exemption for the year 2021-22
The Clerk reported that due to the Council's receipts or payments do not exceed £25,000; then the Council can certify itself as exempt from a Limited Assurance Review. All the same documents need to be completed and published on the Council's website rather than sent out for a review.

Cllr May proposed to certify the Parish Council as exempt from the Limited Assurance Review; this was seconded by Cllr Stronach and resolved by the Council – 5 votes.

2707/22 The Responsible Finance Officer to set the commencement date for the exercise of public rights
The Responsible Finance Officer has set the commencement date for the exercise of public rights which are from Monday 13th June 2022 to Friday 22nd July 2022. The date of announcement is Wednesday 8th June 2022.

Cllr May proposed to note the date for the exercise of public rights; this was seconded by Cllr Stronach and resolved by the Council – 5 votes.

2708/22 To review the insurance and consider quotations
After consideration of quotes; Cllr May proposed to accept Zurich on a 3 year basic; this was seconded by Cllr Grounsell and resolved by the Council – 5 votes. Payment approved to be made when the invoice arrives.

2709/22 To appoint Councillor's responsibilities

This item was deferred.

2710/22 To appoint representatives for external groups

This item was deferred.

2711/22 To review the Standing Orders and Financial Regulations

The Clerk previously circulated copies of the Standing Orders and Financial Regulations for the Councillors to view.

Cllr May proposed to approve the above with no amendments; this was seconded by Cllr Jefferson and resolved by the Council – 5 votes.

2712/22 To review the Financial and General Risk Assessment

The Clerk previously circulated copies of the Financial and General Risk Assessment for the Councillors to view.

The Chair proposed to approve the above with no amendments; this was seconded by Cllr Grounsell and resolved by the Council – 5 votes.

2713/22 To review the policies as listed:

- Code of Conduct
- Complaints Policy
- Equality Policy
- Health & Safety Policy

Copies of the above policies had previously been circulated for the Councillors to view.

Cllr Stronach Proposed to approve the above policies without any amendments with the exception of the H&S policy; this was seconded by Cllr May and resolved by the Council – 5 votes.

The H & S policy to be considered at the next meeting when Cllr Skelton is present.

2714/22 To consider any planning applications as listed or planning correspondence

No planning applications received.

A resident's comments regarding development in the village and social housing was read out to the Council. District Cllr Dukes reported that there is a section in the Bassetlaw Local Plan about affordable and social housing.

2716/22 To consider putting a small sand pit on the play area/sports field

Following discussion in the public session – this will be put on the next agenda.

2717/22 To consider proposal to improve the large BMX track, funding and future maintenance

Cllr Grounsell commented that since previous discussions regarding the future of the large BMX track; nothing further has been done. Therefore, Cllr Grounsell proposed that the BMX is not to be removed. He will work with volunteers to carry out maintenance and improve the standard of the track; on the basis that he would like to continue with the work and in the future ask for further funding for those areas that require further work to reduce the moderate risk following the inspection.

After discussion; Cllr May proposed not to move the big BMX track and for Cllr Grounsell to work with volunteers to maintain and improve it; this was seconded by Cllr Jefferson and resolved by 5 votes.

At this point the Clerk gave Cllr Grounsell a copy of the risk assessment and inspection sheet for him to complete and report back to the council with a written record monthly.

The Clerk also requested that the play area and sport field inspections are also submitted in written to the Council at the monthly meetings.

2718/22 To receive reports and consideration of any expenses on the following

Sports field & play area safety inspections

Cllr May has checked the area; it was noted that the gate at the bottom entrance to the field requires work to the post; funding is already set aside for this. Cllr Grounsell has the post crete and posts are required from Cllr Skelton – Cllr May will follow this up.

Cemetery & Independent Memorial Inspection

Cllr May and Cllr Stronach to install the water butt.

The Clerk reported on the independent memorial inspection in the cemetery. There are approx. 45 failed memorials which will have stickers put on them to advise the owners that repairs are required. Anyone with a sticker must contact their memorial mason to carry out repairs; it is their responsibility. Unfortunately, there is a lack of information regarding the next of kin for some of the memorial as contacts haven't been updated or the deeds transferred when the owner of the deed has passed away.

- **Defibrillator inspections**

Cllr May reported that the defibrillators are both okay.

2719/22 To receive highways and service faults

- The Chair reported that it appears work is being carried out at entrance of A1 Recycling to prevent the water going on to the road.

2720/22 To receive items for information only

No items of information brought forward.

2721/22 Time and date of the next Parish Council meeting

The next Parish Council meeting will be held on 21st June 2022 at 7pm in the Elkesley Memorial Hall, High Street, Elkesley.