

# DUNHAM ON TRENT WITH RAGNALL, DARLTON AND FLEDBOROUGH PARISH COUNCIL

(Dunham & District Parish Council)

## MINUTES OF THE DUNHAM & DISTRICT ANNUAL PARISH COUNCIL MEETING held at 6:30pm on 14 MAY 2019 at the Dunham Millennium Hall, Low Street, Dunham on Trent

**Present: Councillors:** Lucy Atkinson, Madeline Barden (Chair), Carole Booth, Di Moss,  
Lyn Sharpe (part), Nina Thiedeman and Kathryn Watkinson

District Councillors Keith and Shirley Isard

**Clerk:** Caron Ballantyne

**In Attendance:** No members of the public

**Action by:**

- 05/19/01 Declaration of Acceptance of Office for all Councillors**  
Elected and co-opted members all signed the Acceptance of Office
- 05/19/02 To elect the Chair of the Council and to receive the Declaration of Acceptance of Office**  
Nominations to the Office of Chair were received for Madeline Barden.  
Resolved unanimously and the declaration was duly signed
- 05/19/03 To receive apologies for absence**  
No apologies received from Councillors as everyone was in attendance.  
Apologies from Lucy Campion PCSO noted.  
Apologies were also received from Richard Horsted who would like to be considered for co-option to the Parish Council to represent Dunham-on-Trent Parish and Rita Grimes who is considering co-option for Darlton Parish
- 05/19/04 To receive declarations of interest**  
None
- 05/19/05 Election of Officers:**
- Nominations for the office of Vice Chair, Nominations were received for Kathryn Watkinson and Nina Thiedeman. Resolved by majority that Kathryn Watkinson was elected Vice Chair
- 05/19/06 Determination of Councillors Responsibilities**
- ❖ Finance – All Councillors
  - ❖ Planning
    - Applications – Kathryn Watkinson
    - Bassetlaw – Madeline Barden
    - Central Government Policy – Madeline Barden
    - NCC Policy– Madeline Barden
    - LCC Policy– Madeline Barden

<b>05/19/07</b>	<b>Determine Groups and Terms of Reference</b> Lighting – All issues to be reported to the Parish Clerk Footpaths and Countryside – Colin Gaisford, Lengthsman Archives – Parish Clerk Noticeboards – Di Moss and Geoff Moss Allotments – All Councillors Terms of reference were discussed and will be formally recorded by the Clerk and brought to a future meeting for formal approval	<b>Clerk</b>
<b>05/19/08</b>	<b>Appointment of Representatives of Other Bodies</b> <b>Formal</b> Dunham Millennium Hall – <i>Lyn Sharpe, Di Moss, Nina Thiedeman</i> Parish Website/Social Media – <i>Clerk, Kathryn Watkinson</i> <b>Informal</b> Parish Magazine – The Informer – <i>Di Moss</i> Nottinghamshire Police Rural East Bassetlaw Priority Setting Group – <i>Carole Booth</i> Power Station Liaison – <i>Madeline Barden, Lyn Sharp and Di Moss</i> Rural Conference – <i>Madeline Barden</i> Parish Forum – <i>Carole Booth and Nina Thiedeman</i> Parochial Church Council - <i>Neville Leech to be asked</i> Trent Vale Trail – <i>Ian Oakden to be asked</i> School Governors – <i>Kathryn Watkinson</i> Fledglings – <i>Kathryn Watkinson</i> Bassetlaw Tenants Forum – <i>Nina Thiedeman</i> Councillors responsibilities (Items 06-08) to be posted to the website	<b>Clerk</b>
<b>05/19/09</b>	<b>Review and Adopt the Standing Orders of the Parish Council</b> Resolved unanimously to adopt the Standing Orders with the proposed modifications To be posted to the website	<b>Clerk</b>
<b>05/19/10</b>	<b>Review and Adopt the Financial Regulations of the Parish Council</b> Resolved unanimously to adopt the Financial Regulations with the proposed modifications To be posted to the website	<b>Clerk</b>
<b>05/19/11</b>	<b>Review Existing Signatories and recommend changes as required</b> Resolved to add Lucy Atkinson to the list of signatories and internet banking. Past Councillors to be removed	<b>Clerk</b>
<b>05/19/12</b>	<b>Review Standing Orders and Direct Debits</b> Resolved that the existing Standing Orders and Direct Debits are all valid and should remain current	
<b>05/19/13</b>	<b>Consider and adopt</b> <ul style="list-style-type: none"> <li>Risk Management Policy – resolved unanimously to accept – Lengthsman has his own insurance and has risk assessments for tasks undertaken</li> <li>Training Policy – resolved unanimously to adopt</li> </ul> Documents to be posted to the website	<b>Clerk</b>

<b>05/19/14</b>	<b>To make arrangements with a view to the Council becoming eligible to exercise the General Power of Competence in the future</b> In order to be eligible for this in the future, the Parish Council needs to: <ul style="list-style-type: none"> <li>• encourage more people to stand for election – Clerk to bring forward before next elections for ways to do this to be considered</li> <li>• continue to employ a qualified Parish Clerk</li> </ul>	<b>Clerk</b>
<b>05/19/15</b>	<b>Review and Adopt the documentation required to evidence compliance to the General Data Protection Regulations</b> <ul style="list-style-type: none"> <li>• Privacy Notice – resolved unanimously to adopt</li> <li>• Data Breach Policy – resolved unanimously to adopt</li> <li>• Data Protection Policy – resolved unanimously to adopt</li> <li>• Records Retention Policy – resolved unanimously to adopt</li> <li>• Subject Access Request Procedure – resolved unanimously to adopt</li> <li>• Members Security Compliance Checklist – resolved unanimously to adopt with the proposed change</li> </ul> Documents to be posted to the website and Security Compliance Checklist completed by all Councillors	<b>Clerk All Cllrs</b>
<b>05/19/16</b>	<b>Review and Adopt Policies of the Parish Council</b> <ul style="list-style-type: none"> <li>• Section 137 Grant - – resolved unanimously to adopt</li> <li>• Expenses - – resolved unanimously to adopt</li> <li>• Disciplinary and Grievance – resolved unanimously to adopt</li> <li>• Health and Safety – resolved unanimously to adopt with minor amendment</li> <li>• Sickness Absence – resolved unanimously to adopt</li> </ul> All documents to be posted to the website	<b>Clerk</b>
<b>05/19/17</b>	<b>Review and Adopt Procedures of the Parish Council</b> <ul style="list-style-type: none"> <li>• Code of Conduct – resolved unanimously to adopt</li> <li>• Document Publication Scheme – resolved unanimously to adopt</li> <li>• Complaints – resolved unanimously to adopt</li> </ul> All documents to be posted to the website	<b>Clerk</b>
<b>05/19/18</b>	<b>Review and Adopt Action Plan</b> – resolved unanimously to adopt with addition of: <ul style="list-style-type: none"> <li>• the Laneham Road bus stop – this is currently with NCC</li> <li>• Bassetlaw empty properties in Dunham - this is with the District Councillors to pursue</li> </ul>	<b>Clerk</b>
<b>05/19/19</b>	<b>Appoint Internal Auditor for the year 2019/20</b> Resolved unanimously to Appoint Ken Goddard for a second year	<b>Clerk</b>
<b>05/19/20</b>	<b>Appoint members to serve on the Staffing Panel</b> Resolved unanimously to appoint Kathryn Watkinson and Nina Thiedeman	
<b>05/19/21</b>	<b>Review the Asset Register and the Parish Council Insurance Policy</b> Resolved unanimously that the asset register is accurate and that the Insurance Policy is adequate	

**05/19/22      Review of the Councils Subscriptions to other bodies:**

- NALC – National Association of Local Councils
- SLCC – Society of Local Council Clerks
- ICO – Information Commissioners Office (Mandatory)
- 1&1 IONOS – Website Domain Name and Email Hosting

Resolved unanimously that these were all required and should be retained

Meeting closed at 19:30pm