

**Minutes of the
Averham, Kelham and Staythorpe
Annual Parish Council Meeting**

10th May 2022

7pm, Robin Hood Theatre, Averham

Present: Cllrs A Fereday, I Bradey, S Emeny, V Hird, N Morrel, J Miller
Cllrs S Saddington (part) and R Blaney (part)

Ex-officio: Sue Jackson, Clerk

Absent: None

Three members of the public were also present

AKS-22-23	<p>Election of New Chair & other Officers and Committee Members</p> <p>Election of Chair – Cllr Fereday agreed to stand as Chair, proposed by Cllr Miller, seconded by Cllr Bradey. A vote was held with the majority in agreement. Cllr Emeny voted against the nomination</p> <p>Election of Vice Chair – Cllr Bradey agreed to stand a Vice Chair, proposed by Cllr Fereday, seconded by Cllr Miller. A vote was held with the majority in agreement, Cllr Emeny abstained.</p> <p>Election of other positions (list previously circulated) Cllr Morrel agreed to be the Chair of the HR Sub-Committee. The role of School Co-ordinator was removed from the list These were proposed by Cllr Emeny, seconded by Cllr Bradey. A vote was held and the motion passed. The Chair proposed that the role of Ask About Liaison sits with another councillor now Cllr Emeny has a formal role within ASK About. It was agreed this motion be deferred to the June meeting. The Clerk to add to the agenda for the next meeting.</p>	The Clerk
AKS 22-24	<p>Apologies received. Cllrs J Cobley & J Allan. A vote was held and apologies were accepted.</p>	
AKS 22-25	<p>Declarations of interest from Members in any item to be discussed. Cllr Emeny is the Treasurer for ASK About and has submitted the planning application for St Wilfred's Church to NSDC.</p>	
AKS 22-26	<p>Minutes of the previous meeting. The minutes of the previous meeting held 29th March 2022 were approved & signed. The minutes of the Extraordinary Meeting held 8th April 2022 were approved & signed.</p>	
AKS 22-27	<p>Reports from County Councillor and District Councillor</p>	

	<p>Cllr Blaney reported that a Zoom meeting is to be held on 11th May with Network Rail and local stakeholders of The Castle Line between Lowdham and Newark. NR will table 6 motions to address the problems experienced by road users and pedestrians when the barriers fail on this section of the line. The Chair to attend on behalf of the Parish Council.</p> <p>Cllr Blaney also reported that the Permissive Path from the lodge gates at Kelham Hall only existed whilst NSDC occupied the hall, the rights to it were not passed on when the hall was sold and as such it is no longer a Permissive Path.</p> <p>Cllr Blaney left</p> <p>Cllr Saddington arrived</p> <p>Cllr Saddington reported that NCC will shortly be moving to a new governance structure which should mean decisions are made more quickly.</p> <p>Cllr Saddington also reported that the £300 funding for the Jubilee celebrations did not require receipts producing, only that the donation is publicised in relation to the event and any money not spent is returned to the County Council.</p> <p>Cllr Miller proposed the £300 is paid to ASK About straightaway, this was seconded by Cllr Morell. A vote was held and the motion passed.</p> <p>The Clerk to transfer the £300 to ASK About by bank transfer.</p> <p>Cllr Saddington left</p>	<p>The Clerk</p>
<p>AKS 22-28</p>	<p>Matters arising from the previous meeting, not covered in the agenda.</p> <ul style="list-style-type: none"> • The article requesting volunteers for the Parish Plan sub committee to be resubmitted to The Plough – Done, 2 residents have volunteered. • Cllr Hird to send The Clerk a map showing the footpath near the power station that has been closed – C/F • The Clerk to write to Planning Enforcement at NSDC regarding the demolished pillar on the wall bordering Kelham Hall – Done. The work will be carried out this summer. • Cllr Bradey to send The Clerk both a map showing the Pingley Lane location and a draft email to send to the Power Station – Done, await response to email. • The Clerk to source a replacement laptop – Done. • Cllr Emeny to view the Kelham Village display panels to ascertain how much storage space will be required – C/F as the initial viewing had to be cancelled • Request for funding to contribute to the Jubilee celebrations from ASK About subject to submission of a business plan – Item dismissed, the £300 from NCC will be paid to ASK About and no further funding is required owing to a donation from the National Lotteries Community fund. • School Catchment Areas – Ongoing, JA reported that pupils attending a primary or junior school in in the catchment area for The Minster School, are still at the 	<p>V Hird</p>

	bottom of the list if they live outside of the Minster's own catchment area. B/F from Oct 21. C/F as Cllr Allan had sent apologies.	
AKS 22-29	<p>Questions and comments from Members of the Public:</p> <p>None</p>	
AKS 22-30	<p>Correspondence</p> <ul style="list-style-type: none"> • Notts ALC Planning Nuts & Bolts Course for Councillors (£40) <p>Cllr Bradey expressed an interest in the course. The Clerk to forward the information to him. There is funding in the budget for training so it was agreed Cllr Bradey could attend.</p>	The Clerk
AKS 22-31	<p>Planning Applications:</p> <p>22/00690/FUL St Wilfred's Church, Kelham. Replace north porch gates. New gates to south porch. No observations.</p> <p>22/00678/S73 Manor Farm Barns, Staythorpe. Variation of conditions, revised plans. No observations.</p> <p>Planning Decisions:</p> <p>22/00295/HOUSE 2 storey extn White Cottage, Staythorpe – Approved</p> <p>22/00379/LBC alterations to room layout M&E services, Kelham Hall – Approved with conditions</p>	
AKS-22-32	<p>Clerk's financial report, agree expenditure and other necessary action</p> <p>Balance at 5/5/22 - £10378.07</p> <p>Final Financial Statement for 2021/22 and AGAR form presented for approval (previously circulated). The Clerk gave a short update on the Financial Statement for the members present. The accounts have been audited by the Internal Auditor. Acceptance of the AGAR Form was proposed by The Chair and seconded by Cllr Miller. A vote was held and the motion passed. The AGAR form was then signed by the Chair. Details of items purchased over £100 to be added to the website.</p> <ul style="list-style-type: none"> • New laptop purchased £399.90 • Bank Charges to 08/04/22 £5.00 • Amazon Prime £96.00 (now refunded) • 50% precept £1875.00 received • NCC Jubilee Funding £300.00 received • NSDC Jubilee Funding £150.00 received • C Binks Audit Fee Invoice 202201 £50 • Zurich Insurance Renewal £202.40 or £214.00 • ICO Fees 22/23 £40 	The Clerk

	The insurance renewal was discussed, a new format of cover has been offered by Zurich insurance, aimed at smaller Parish Councils without assets such as cemeteries, land or property. Although the renewal fee is £11.60 more expensive, the levels of cover offered are higher. Cllr Miller proposed the new cover, The Chair seconded it, a vote was held and the motion passed. All other expenditure detailed above was also approved.	
AKS 22-33	<p>Items Received from Previous Meeting</p> <ul style="list-style-type: none"> • Agree the contents of the Asset Register (previously circulated). It was noted that the shed was missing from the register, The Chair to amend. Donated items have been given a nominal value of £1 and will be maintained until they are no longer viable. The value of items purchased by the Parish Council to be recorded as the purchase cost. The Chair to check the details on the new insurance policy • Clerk's Contract of Employment The HR sub committee to convene and discuss • Parish Council vacancy for Averham The Clerk to submit a Casual Vacancy Notice to NSDC • Path from the Lodge Gates at Kelham Hall Cllr Blaney updated the meeting earlier • New dog waste bin junction Home Farm CI and A617, install and ongoing costs. £245.00 + VAT and £2.00 per bin per visit. The costs were noted and should a need arise for a bin at that location, one will be ordered from NSDC. • Loan of equipment to ASK About for Jubilee celebration Cllr Emeny to complete a loan form, no deposit required. <p>Item to be added to the agenda for the next meeting</p> <ul style="list-style-type: none"> • Code of Conduct Review • Standing Order Review • Financial Regulations Review <p>It was agreed the 3 documents above would be reviewed in stages over the following months</p> <ul style="list-style-type: none"> • Variety of trees to be purchased and wording on the plaques. 	<p>The Chair</p> <p>N Morrel</p> <p>The Clerk</p> <p>S Emeny</p>
AKS 22-34	Date of the next meeting – Monday 20 th June 2022 at 7:00pm. To be held at the Robin Hood Theatre	
	The meeting closed at 8.11 pm	

Chairman:

Date: