

Elkesley Parish Council

I hereby give you notice of the Annual Meeting of the Elkesley Parish Council to be held on **Tuesday 25th May 2021**, 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.

For meetings up to the 21st June 2021 - Covid-19 restrictions allow 6 members of the public inside the building at any one time. Guidance suggests that members of the public may wish to write in with any questions for the meeting, rather than attend the meeting in person. After 21st June 2021 meetings should return to normal.

Dated this 19th May 2021

W Davies

Clerk to the Parish Council

AGENDA

- 1) Election of Chair
- 2) Election of Vice-Chair
- 3) To receive signed Declarations of Acceptance of Office
- 4) To receive apologies and reasons for absence
- 5) To receive and record declaration of interests from Members in any item on the agenda
- 6) To receive GDPR Security Compliance checklist from new Members
- 7) To hold a 10 minute public session
- 8) To receive reports from the District & County Councillors
- 9) To approve the minutes of the meeting held 27th April 2021
- 10) To review the Asset list for 2020/21
- 11) To receive Internal Audit Report for 2020/21
- 12) To approve the Annual Governance Statements for the year ending 31st March 2021
- 13) To approve the Statement of Accounts for the year ending 31st March 2021
- 14) To review the Insurance Schedule for 2021/22
- 15) To review the bank mandate and signatories for the Bank
- 16) To approve payments as listed and receive financial reports to date
- 17) To consider any planning applications as listed
- 18) To consider quotations for the large BMX track
- 19) receive reports and consideration of any expenses on the following:
 - a. Sports field & play area safety inspections
 - b. Cemetery
 - c. Defibrillator inspections
 - d. Highways and service faults
- 20) To receive items for information or for the next agenda
- 21) To consider time and date of next Parish Council meeting

Minutes of the Annual Meeting of the Elkesley Parish Council held on Tuesday 25th May 2021, at 7.00pm in the Elkesley Memorial Hall, High Street, Elkesley.

Presents: Cllr Skelton, Cllr O'Brien, Cllr May, Cllr Roberts, Cllr Davis, Cllr Savill, Cllr Stronach and Cllr Jefferson

Others: Mrs Davies (Clerk) and members of the public

- 3436/21 Election of Chair**
Cllr Skelton put himself forward for the position of Chair; this was seconded by Cllr O'Brien.
Cllr Stronach put himself forward for the position of Chair; this was seconded by Cllr Jefferson.
Following the tie, it was put to the vote;
5 members voted for Cllr Skelton
1 member abstained
Therefore, it was resolved that Cllr Skelton is elected to the position of Chair and continued to chair the meeting
- 3437/21 Election of Vice-Chair**
Cllr Davis proposed Cllr O'Brien for the position of Vice-Chair which was seconded by Cllr Roberts and resolved by the Council.
- 3438/21 To receive signed Declarations of Acceptance of Office**
The Clerk received signed Declaration of Acceptance of Officer from Cllr Skelton and Cllr O'Brien which she countersigned.
- 3439/21 To receive apologies and reasons for absence**
No apologies received.
- 3440/21 To receive and record declaration of interests from Members in any item on the agenda**
The Chair declared that a broken post in the cemetery backs onto a garden belonging to member of his family and he is involved the repair.
- 3441/21 To receive GDPR Security Compliance checklist from new Members**
The Clerk received signed GDPR compliance checklists for the Members.
- 3442/21 To hold a 10 minute public session**
Mr Oldbury reported that he has been in touch with one demolition company regarding a quote for the garages.

The Chair reported on his conversation with the Environmental Health Officer regarding the spraying of the mosquitoes in Dover Bottom. Permission to carry out the spraying has been granted but now just waiting for the licence to carry out the work, by drone.
- 3443/21 To receive reports from the District & County Councillors**
No District or County Councillors present.

The Chair reported that he has met Caroline Henry, the new Police Crime Commissioner; she is very keen on combating rural crime.
- 3444/21 To approve the minutes of the meeting held 27th April 2021**
Cllr Davis proposed to accept the minutes of the meeting as a true record; this was seconded by Cllr Savill and resolved by the Council 8 votes.

- 3445/21 To review the Asset list for 2020/21**
The Clerk previously circulated copy of the asset register for the Councillors to consider. Cllr May proposed to approve the asset register for 2020/21; this was seconded by Cllr Jefferson and resolved by the Council – 8 votes.
- 3446/21 To receive Internal Audit Report for 2020/21**
The Clerk previously circulated copies of the Internal Audit Report for the Councillors to consider. No items were raised. Cllr Savill proposed to received and note the audit report; this was seconded by Cllr Roberts and resolved by the Council – 8 votes.
- 3447/21 To approve the Annual Governance Statements for the year ending 31st March 2021**
The Clerk previously circulated copies of the Annual Governance Statements for the Councillors to consider. The statements were read out for the council's responses which were noted. Cllr Davis proposed to approve the Annual Governance Statements; this was seconded by Cllr O'Brien and resolved by the Council – 8 votes.
- 3448/21 To approve the Statement of Accounts for the year ending 31st March 2021**
The Clerk previously circulated copy of the Statement of Accounts for the Councillors to consider. Cllr O'Brien proposed to approve the Statement of Accounts; this was seconded by Cllr May and resolved by the Council – 8 votes.
- 3449/21 To review the Insurance Schedule for 2021/22**
To Clerk previously circulated the insurance schedule and other information for the Councillors to consider.
Cllr O'Brien proposed to approve the renewal; this was seconded by Cllr Jefferson and resolved by the Council – 8 votes.
The Clerk noted that a risk assessment on the BMX tracks is required by the insurance company.
- 3450/21 To review the bank mandate and signatories for the Bank**
Cllr Stronach proposed to keep the same mandate and signatories; Cllr Stronach, Cllr Savill and Cllr O'Brien – this was seconded by Cllr May and resolved by the Council – 8 votes.
- 3451/21 To approve payments as listed and receive financial reports to date**
The Clerk previously circulated copies of the April and May finances, bank statement and budget for the Councillor to view.

Cllr O'Brien proposed to approve the April and May finances; this was seconded by Cllr Stronach and resolved by the Council – 8 votes.

Cllr O'Brien proposed to approve the following payments; this was seconded by Cllr Stronach and resolved by the Council – 8 votes.
- 1) Grounds Maintenance May wage £311.85 (2109)
 - 2) Parish Clerk April wage £231.50 (2110)
 - 3) HMRC – p.a.y.e £57.80 (2111)
 - 4) R May – Fuel £12.64 (2112)
 - 5) NFU insurance via D Savill for tractors £97.37 (2113)
 - 6) Elkesley Memorial Hall – room hire and Post Office contribution £60.00 (2114)
 - 7) Void (2115)
 - 8) A Palfreyman – Internal Audit £50.00 (2116)

9) R May expenses – Fuel £57.84, bin cleaning £8.00, box section for fence repair £60 = £125.84 (2117)

10) Came & Co insurance renewal £1878.01 (2118)

3452/21 To consider any planning applications as listed#

No planning applications received.

3453/21 To consider quotations for the large BMX track

The Chair commented on the poor condition of the large BMX track and the amount of money that would be required to maintain it to a good standard. If demolished; it would allow the football pitch to be increased in size to a full size pitch.

The Chair and Cllr May are currently meeting with contractors to obtain quotes for the removal of the track. After further discussion; quotations will also be sought for the repair and ongoing maintenance of the track, to show all available options for discussion.

Once prices are received, this will give the Council a better idea of what is feasible; the options will then be advertised to the residents for their opinions, prior to further final consideration, by the Council.

3454/21 To receive reports and consideration of any expenses on the following:

a) Sports field & play area safety inspections

- Play area inspections have been carried out; no actions required
- It had been noted that broken glass left in the play area caused a young person to cut herself and a sandwich box of drug using equipment had been left on the sports field which was reported to the police
- Cllr Savill asked if the seats will be re sited or relocated on the field; this will happen in due course
- A resident has contacted the Chair for permission to use the sports field for metal detection; after discussed it was agreed not to give permission

b) Cemetery

- The Chair thanked Cllr Stronach for emptying the bins; as well as Cllr Savill and her husband when Cllr Stronach was not able to.
- A concrete post has deteriorated in the top corner and needs replacing as a safety issue. Cllr May and the Chair will be replacing the post.
- Cllr Stronach reported the issue of no water at the cemetery was raised again; this is due to the housing people not carrying out a repair to the outside tap of the property which is kindly supplying the water for the cemetery. The repair is not classed as urgent and therefore, will be repaired in due course.

c) Defibrillator inspections

- Cllr Savill reported that the defibrillators are okay.

d) Highways and service faults

- It was noted that the bridge was closed last night and again tonight for work to be carried out on the dip
- It was noted that once the notice board has dried out opposite the pub, the Chair will put some sealant on the top of it
- Request for a village clean up

3455/21**To receive items for information or for the next agenda**

- Repair or removal costs for the large BMX track
- Update on the South East Bassetlaw Forum meeting
- Village clean up
- Appoint representatives for external bodies
- Councillor's responsibilities for 2021-22
- Funding for village entrance signs

3456/21**To consider time and date of next Parish Council meeting**

The next Parish Council meeting will be held on the 15th June 2021 at 7pm in the Elkesley Memorial Hall, Elkesley.