

Draft minutes are subject to approval at the next council meeting.

Minutes of the Meeting of the Full Farnsfield Parish Council Held at 7.00pm on Tuesday 23rd April 2024 in the Lower Hall of the Village Centre

Commenced: 7.00pm - Concluded: 9.06pm

Councillors Present: Peter Sarre [Chair], John Cracknell, Lesley Healy, Corinne Moore, Sally Savage, Mike Thompson, Lindsay Biro-Moore

Absent Councillors: Charlotte Harris Sutton, Joyce Shakeshaft, Maurice Shakeshaft

District & County Councillor: County Cllr Bruce Laughton (left after item 24.25.07FC)

Other Attendees: Safia Kauser [Locum Clerk & Minute Taker]; Judith Alcock [Locum RFO]; x9 members of the public [to 8.50pm]

2425.01FC CHAIRMAN'S OPENING REMARKS

The Chair welcomed the Locum Clerk and Locum RFO to the meeting and thanked them for their contributions.

2425.02FC APOLOGIES

Apologies and reasons for absence were received from Councillors Harris Sutton, Joyce Shakeshaft and Maurice Shakeshaft.

RESOLVED:

- 1) That the apologies and reasons for absence received from Cllrs Harris Sutton, Joyce Shakeshaft and Maurice Shakeshaft be approved.

2425.03FC DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Members were invited to declare any personal or prejudicial interests in respect of the business items on the agenda.

Councillors Lesley Healy and Sally Savage declared an interest in agenda item 16 (minute reference 2425.16 FC) in relation to the Bowls and Tennis Club leases.

2425.04FC MINUTES

The draft minutes of the Extraordinary Parish Council meeting held on the 19th March 2024 and Ordinary council meeting held on the 26th March 2024 were previously circulated.

RESOLVED:

- 1) That the draft minutes of the Extraordinary Parish Council meeting held on the 19th March 2024 be approved as a true record and be signed by the Chair.
(Cllr Healy abstained due to not being present at this meeting)
- 2) That the draft minutes of the Ordinary Parish Council meeting held on the 26th March 2024 be approved and signed by the Chair subject to the following amendments:
 - i. Minute reference 2423.3 – Bullet point 2 which refers to the auto-renewal as April 2023. The wording April to be deleted and replaced with May.
 - ii. Minute reference 24.229 paragraph 3, the last line to be deleted.

(Cllr Biro-Moore abstained)

2425.05FC EXCLUSION OF THE PRESS AND PUBLIC

Members considered which items required the exclusion of the Press and Public in accordance with the Public Bodies Admissions to Meetings Act 1960 for matters appertaining to confidential information.

RESOLVED:

- 1) **That the press and public be excluded from agenda item 16 (minute reference 2425.16FC) Bowls and Tennis Club leases due to the proposed leases being subject to contract and that publicity would prejudice the ongoing negotiations by the council.**

Following a request from the Chairman in line with the Standing Orders, members agreed to change the order of business to consider agenda item 16 (minute reference 2425.16 FC) after agenda item 21 (2425.21 FC).

2425.06FC PUBLIC PARTICIPATION SESSION

- a) **To convene a public participation session to allow members of the public to make representation on the business of the agenda for the meeting.**

Members of the public took part in the public participation session:

- 1) MOP 1 – expressed their disappointment at no bills of payments documentation being made available.
- 2) MOP 2 – addressed council in relation to agenda item 17 (minute reference 24.25.17FC) stating that no costs had been disclosed regarding the logo. It was suggested that the money should go towards a new parish council website.
- 3) MOP 3 – Raised an administrative matter regarding the wording relating to the declarations of interests and information they had received from the Monitoring Officer. The Chair confirmed that the Locum Clerk would look into this matter.
- 4) MOP 4 – Hadleigh Park Car Park Refurbishment - raised a complaint regarding the quality of work. Cllr Mike Thompson requested quantitative details from this MOP.
- 5) MOP 5 – Hadleigh Park Car Park Refurbishment – raised a complaint regarding the poor quality in comparison to the works done at the Co-op.
- 6) MOP 6 – Hadleigh Park Car Park Refurbishment – asked the council if consideration was given to disability. Cllr Mike Thompson provided a response informing the MOP that initially 3 disability parking bays were considered however this was reduced to two bays following the advice of the contractor to maintain six metres and considering the distance of the turning circle. Cllr Mike Thompson requested details from the MOP to investigate further.

- b) **To consider urgent village matters not previously raised.**

Three members of the public raised urgent village matters:

- 1) MOP 1 - has sent an email to the Clerk regarding the Skate Park and CCTV.
- 2) MOP 2 – reported two incidents of anti-social behaviour. The first relating to the Ukraine flag being removed from the Village Centre building. The second incident relating to the finger post Entrance sign panel at Millennium Wood being removed. It was stated that both matters were theft and it was questioned if these had been reported to the Police. Cllr Healy provided a response informing the MOP that any individual member of the public could report matters directly to the police and the entrance sign panel had probably dropped as adhesive had worn off on the bolt. She had put it back but needed further securing.
- 3) MOP 3 – Asked council members if the split of the Clerk and RFO was permanent if so, in their opinion, the councils Financial Regulations would require updating.

2425.07FC REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

County Cllr Bruce Laughton provided an update:

- Grant Awards – A £3,000 grant budget is allocated to cover the county council area and small grants can be awarded.
- A614 junction improvements – These are slightly delayed
- Mayoral Combined Authority – is a member of the board in the capacity as the Deputy Leader of Notts CC. The public were encouraged to take part in the voting.

The Chair thanked Cllr Laughton for his report.

2425.08FC SCHEDULED COMMITTEE MEETINGS

Members noted that the scheduled meetings for the Facilities & Environment Committee and the Finance & Governance Committee that were due to take place on the 09th April 2024 had been deferred at the request of the Chairs of the committees. Extraordinary committee meetings were scheduled to take place on Tuesday 07th May 2024. For these reasons the Clerk did not issue the meeting summons and a public notice was placed on the website and Facebook page.

2425.09FC COMMITTEE VACANCY

Members considered the appointment of a member to fill in the committee vacancy on the Facilities and Environment committee.

RESOLVED:

- 1) **That Councillor Biro-Moore be appointed to the Facilities and Environment committee.**

2425.10FC COMMUNITY INFRASTRUCTURE LEVY [CIL PROJECTS]

To receive an update on the CIL projects and to consider additional projects to be funded by CIL and to resolve any further actions:

- a) **Hadleigh Car Park Extension** – Three references had been obtained for the contractor that had undertaken the work. The contractor had undertaken some work locally. The extra work agreed related to the bike racks, trees and seed. The carpark is free for use provided by the Parish Council and although the specification was for 22 spaces, this had been increased to 27 spaces. The total cost was £44,400 and currently £1,320 extras agreed. Grass and wildflower seeds were in place and three trees had been planted. Positive comments had been received.
- b) **Confirmation of CIL balances and consideration of additional projects to be funded by CIL.**
It was reported that the CIL balance remaining was approximately £15,000 which had to be spent by April 2025/2026. The Access to Recreation working party would be looking to enhance the area.

2425.11FC SECTION 106 EXPENDITURE [BELLWAY PROJECTS]

To receive an update on the S106 expenditure authorised at the last meeting and to agree the payment terms for the Bowls Club and Tennis Club.

- a) **Village Centre: Solar Panels and Audio-visual facility**
Solar Panels: The company had sent a contract for the works and had requested a deposit. There would be a seven week lead and the company would need to communicate with the National Grid and seek authorisation to proceed.
Audio-visual facility: A contract was due to be drawn up and the RFO would follow this-up.
- b) **Bowls Club: Refurbishment**
The work was due to commence in the Autumn. Members considered the grant payment terms.

RESOLVED:

- 1) **That the grant payment be made on receipt of appropriate invoices as evidence.**

- c) **Tennis Club: Gates, inclusive equipment and hardstanding**
Members considered the grant payment terms.

RESOLVED:

- 1) **That the grant payment be made on receipt of appropriate invoices as evidence.**

- d) **Pavilion: Toilet & Sign**
Toilet: The work was due to start on the 07th May after the bank holiday.

Sign: The company had requested a logo. The RFO was due to raise a formal purchase order. Cllr Healy offered to follow this up.

2425.12FC PARISH COUNCIL INSURANCE RENEWAL

Members noted that the parish council insurance renewal policy had been received from Zurich at a cost of £5,441.40. The renewal date was 01st June 2024. The council was locked in a long-term agreement to 31st May 2025. The policy schedule was currently under review by the Locum RFO. A formal review and approval of the insurance would be considered at the May full council meeting. A member raised that the solar panels would need to be considered for inclusion in the new policy schedule. The Locum Clerk informed members that as the council was locked in a long-term agreement, the insurance cost is usually fixed subject to any additional items and that a procurement exercise would need to be carried out next year.

2425.13FC GRANT APPLICATIONS

Members considered the grant application from the Royal British Legion in accordance with the councils grant application form and policies. The grant form has been circulated to all council members. It was noted that the flag would be specially commissioned for the D-Day 80th Anniversary.

RESOLVED:

- 1) That a grant award of £121.00 be awarded to the Royal British Legion towards a 4 yard flag to be placed on the Church.**

The second part of the grant application requested the hire fees for the Village Centre to be waived as part of the get-together that would take place for dignitaries after the D-Day celebrations. The hire costs would be in the region of £30 to £40. Members considered this requested and it was stated that not everyone with a deserving cause would get free hall hire and this event would not be open to the public. A motion proposed by Cllr Cracknell and seconded by Cllr Sarre in favour of the waiver of hire fees was defeated by 3 votes against: 3 abstentions and 1 in favour. The motion was therefore not carried.

2425.14FC FINANCIAL MATTERS

- a) To approve the list of regular payments for the 2024/2025 financial year that arise on a continuing basis as a result of a continuing contract, statutory duty or obligation in accordance with the requirements of Financial Regulation 5.6.**

RESOLVED:

- 1) That this item be deferred to the Finance and Governance committee.**
- b) To consider and renew the approval of the use of direct debits and standing orders in accordance with the requirements of Financial Regulation 6.7. A list of the current payments under this arrangement shall be drawn up by the Locum RFO and tabled at the meeting.**

RESOLVED:

- 1) That this item be deferred to the Finance and Governance committee.**
- c) To receive and approve the payments schedule and any additional invoices received following the publication of the agenda (reports to follow or be tabled at the meeting).**

Members considered the payments schedule which was tabled (see appendix to the minutes). The invoice from LITE for the Christmas lights was queried and confirmation was requested if this related to taking down the lights for last year. The Chairman commented that the detail on the schedule was too vague for example the gas bill which did not specify the location. It was requested that the reference and budget columns be completed for future payment schedules. A member confirmed that the gas supply only relates to one location at the Village Centre.

RESOLVED:

- 1) That the payments schedule as presented (see attached appendix) be authorised for payment and that the regular payments on a direct debit and standing order arrangement and under delegation be noted for reporting purposes.
- d) To receive and consider the Locum RFO report (to be tabled at the meeting or a verbal update to be provided).

A verbal report was provided by the Locum RFO:

- Apologies were given for the lateness in providing the bills for payment. The list tabled at the meeting was up to date.
- Bank Signatories – This had taken up a lot of time. The paperwork had been sent off and the turnaround was expected to be 10-14 days. If there were any discrepancies this would take longer.
- Cheques – These had been issued due to the online banking issues. Cllrs Maurice Shakeshaft and Harris Sutton were the two signatories able to sign the cheques.
- Chaps Transfer – This transaction related to the Hadleigh Car Park contractors. The 1st payment was due on completion once the work had been signed off and the 2nd payment was due once the full works had been signed off on completion. An application for the £22,000 first instalment was submitted followed by another application for £22,000 and the additional extras. A bank transfer had been applied from the Building Society account (which held the CIL money) to the Unity Trust account where the monies had been paid out from
- A member of the public reported a £10,000 error in a previous payments schedule. Due to the RFO working around 5.5 hours per week, time could not be immediately allocated to investigate this but the matter would be followed up with the member of the public.

Members noted the update provided by the RFO.

2425.15FC UPDATES FROM WORKING PARTIES

To receive updates from various working parties and to resolve any further actions.

- a) **Tackling Loneliness in the Community (TLC)**
The Farnie newsletter had been published. The transport survey was published on the website.
- b) **Youth**
The youth group had agreed to become a constituted group and agreed to call themselves the Farnsfield Youth Council. The council would need to dissolve the working party at the next council meeting.
- c) **Access to Recreation (A2R)**
A meeting had been scheduled for this Friday.
- d) **Budget and Policy Planning (BPP)**
The group had not met since the last full council meeting.

2425.16FC BOWLS & TENNIS CLUB LEASES

This item was considered under the exclusion of the press and public. Members considered progressing the lease negotiations for the Bowls and Tennis Club. A verbal update was provided by Cllr Mike Thompson and confidential draft leases had been circulated to members. It was noted that the new leases would completely replace the existing leases at the expiry of the contractual terms of the existing leases.

RESOLVED:

- 1) That the council approves the leases for the Bowls Club and Tennis Club prepared by the councils solicitors and that Councillors Mike Thompson and John Cracknell sign the leases on behalf of the council.

(Cllrs Healy and Savage did not take part in the voting)

2425.17FC COUNCIL ADMINISTRATION (MS OFFICE LICENSES & FINANCE SOFTWARE)

Members considered the report from the Locum Clerk circulated with the agenda.

MS Office License

The council had 13 basic office licenses provided by Zest IT. Although a basic office license allows access to Microsoft Office, this was restricted to an online version only. There was an additional cost of a full license for Microsoft Office for the Parish Clerk which would be licensed to the new laptop (desktop version of MS office) which was due to be set-up on the 23rd April 2024 following the receipt of the new laptop from Zest IT. The basic license was not ideal for the Locum RFO and the council was requested to consider authorising a full Microsoft office license [desktop version] for use by the RFO on the RFO laptop. It was understood that this would provide an additional cost of approximately £10.00 per month.

Current Licenses [Information provided by Zest]:

- 1) X3 Basic Office Licenses [Booking Clerk; Locum Clerk and Locum RFO]
- 2) X 10 Basic Office License [For Councillors access to councillor shared drive and emails]

RESOLVED:

- 1) **That the costs of an additional Full Microsoft Office License be approved for use and installation on the RFO laptop (installed by ZEST IT).**

Finance Software

The Rialtas Alpha finance software was currently installed on the RFO laptop. The annual costs of the Alpha software support and maintenance for one user was £192.00 + VAT. The invoice for the new financial year had been received. The Locum Clerk currently could not access any of the finances due to the data stored on the RFO laptop. Although the roles were currently split with remote working, the Locum Clerk reported that the Clerk should have an overview and access to the finances. Enquires had been made with Rialtas who had confirmed that as the data was on a laptop that the RFO had, there was no way with the current setup for the Locum Clerk and RFO to both have access as they would be on different networks. The software would have to be moved to Rialtas Cloud. The move to a cloud based software could provide additional benefits, a link was provided for further information: <https://www.rialtas.co.uk/solutions/rialtas-cloud/>. The quote from Rialtas had not been received in time for the meeting. Following a question from a member, the Locum Clerk added that in the event that the roles are combined in the future the council would need to cancel the cost of the additional software license.

RESOLVED:

- 2) **That the Rialtas Alpha Finance Software is moved to Rialtas Cloud and that a second license be approved for use by the Locum Clerk.**

Council Administration

It was understood that temporary access to the Clerks emails and shared council drive was granted to the Chairman Cllr Peter Sarre following the departure of the previous Clerk/RFO and the arrival of the Locum Clerk. The access was currently active and the council was required to review this arrangement and consider the recommended action from the Locum Clerk.

RESOLVED:

- 3) **That the temporary access granted to Cllr Peter Sarre to the Parish Clerks emails and access to the councils shared drive be terminated by Zest (councils IT provider). Locum Clerk to action following formal council approval.**

2425.18FC COUNCIL LOGO

Members considered authorising expenditure for a graphic designer to professionalise the current parish council logo to a high-resolution format for official council use. It was anticipated that the work should not take much more than 2 to 3 hours work. A report had been circulated with the agenda. Members discussed the involvement of the Youth Council to potentially design a new logo. A councillor had obtained a quote at a cost of £200.00. A motion proposed

by a councillor to defer this item was defeated by 4 against and 3 in favour. A new motion was considered.

RESOLVED:

- 1) That the Youth Council gather logos for consideration at the next full council meeting.

2425.19FC LOCUM PARISH CLERK CORRESPONDENCE REPORT

To receive and consider any correspondence or items brought forward by the Locum Clerk and to resolve any further actions:

a) Correspondence Report

The correspondence report from the Clerk was received and noted by members. A member suggested that the Clerk sets up a log of all emails and correspondence received from members of the public. The Clerk agreed that this would be actioned and had not been set-up due to the limited number of hours the Clerk was contracted to work.

b) FOI update

One FOI has been received and acknowledged on the 08th April 2024. In accordance with the Standing Orders, a response would be provided by the Clerk within the 20 working days. The Locum Clerk understood that there was an existing FOI which was currently with the Commissioners Officer. This update was noted by the council.

c) Community Transport

The Clerk had received some correspondence from Newark & Sherwood CVS (Door to Door Transport Scheme) on the 08th April 2024 which was circulated to council members. The organisation were asking for volunteer drivers in Farnsfield as they had an immediate need for volunteers in Farnsfield. They had indicated their commitment to being open to ideas and suggestions to boost recruitment. The Clerk has confirmed that this will be raised at this meeting for councillors consideration. Cllr Corrine Moore had also confirmed that the TLC have been exploring a number of different transport options for the community - hence why the survey is being done and that the TLC group are aware of Door to Door run by NDSC CVS which covers a wide area and some people in the Farnsfield community are using it. Members confirmed that posters had been placed around the village to assist in recruitment. It was commented that some local people had already volunteered.

2425.20FC ITEMS FOR DISCUSSION AT A FUTURE MEETING

To notify the Clerk of any agenda items for consideration for inclusion at a future meeting. The following items were noted:

- Dissolving the Youth Council working party
- Appointing a Council representative to serve on the Farnsfield Youth Council

2425.21FC DATE OF THE NEXT MEETING

The date of the next meeting scheduled for Tuesday 21st May 2024 (Annual Council Meeting) at 7.00pm in the Lower Hall, Village Centre was noted.

There not being any further business, the Chair closed the meeting at 9.06pm.

These draft minutes were approved as a true record of the meeting and were signed by the Chair.

Signed (Chair): Dated:

**The copy signed by the Chair to include any alterations, recorded in long-hand of the changes agreed by the meeting, with the changes signed and dated. Loose leaf pages to be initialled*

APPENDIX – MINUTE REFERENCE: 2425.14FC (C)

Bills For Payment - Council Meeting Date: 23rd April 2024						
REF	Payment To	Description	Net	VAT	Gross	Budget
	<u>Invoices to Approve</u>					
	Lighting and Illumination Technology	2024 Festival Lighting	1,820.00	364.00	2,184.00	
	Marc Hazard	Work on Reynolds Field, Acres & Millenium Wood	844.05	-	844.05	
	Reg Taylor	Gift Vouchers from Chairman's 2023 - 2024 Allowance	50.00	-	50.00	Chairman's Allowance
	Handicentre	Microwave for VC Upstairs room from Chairman's Allowance	62.54	12.50	75.04	Chairman's Allowance
	NSDC	Rates Bill 2024 - 2025	5,114.75	-	5,114.75	
	Rialtus Business Support	Software Support	192.00	38.40	230.40	
	Sixty Stores	Apex Shed for Allotments	224.17	44.83	269.00	
	WooWoo Waterless Toilets	Waterless Toilet for Allotments	374.17	74.83	449.00	
	British Gas	Gas	43.69	2.18	45.87	
	N Power	Electricity	511.21	25.56	536.77	
	Locum Clerk	Reimbursement Mobile Phone for Clerk - Motorola E22 - Blue - [Very.co.uk]	67.98	-	67.98	
	NSDC	Quarterly Play Inspection	75.00	15.00	90.00	For March 2024
	Nottinghamshire Association of Local Councils	Committee Training 22/04/2024 Cllr P Ssrre	45.00	-	45.00	
	AGE UK	Repair of 8 benches 2nd invoice in respect of Regional Invoice	258.33	51.67	310.00	
	NSDC	Emptying of Dog Bins for Perion 02/10/23 - 31/03/24	1,258.40	251.68	1,510.08	
	Salaries [March Payroll]	Salaries + HMRC Payments [Clerk/RFO; Booking Clerk + Caretaker]	1,558.82		1,558.82	
	HMRC PAYE [March Payroll]	HMRC (Payroll)	242.80		327.72	

	Salaries [April]	Salaries + HMRC Payments [Locum Clerk; Locum RFO; Booking Clerk + Caretaker]	4,437.47		4,437.47	
	HMRC PAYE [April Payroll]	HMRC (Payroll)	327.72		327.72	
	Locum Clerk	Travel Expenses at 45p per mile March & April period	302.40	-	302.40	
	*GB Solar	Solar Panels for VC (authorised March FC)	1,444.20	288.84	1,733.04	
	<u>Payments Agreed Under Delegation</u>					
FR 12.1	*Nottinghamshire Drives Ltd [CHAPS TFR]	Hadleigh Park	18,500.00	3,700.00	22,200.00	CIL
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FR 12.1	*Nottinghamshire Drives Ltd [CHAPS TFR]	Hadleigh Park Extra work [Bike Racks, seeds etc]	1,100.00	220.00	1,320.00	CIL
	<u>Direct Debits and Standing Orders</u>					
DD	N Power	Electricity	511.21	25.56	536.77	
DD	NSDC	Waste Collection & Recycling	271.70	-	271.70	Paid Monthly on instalments
DD	Hugo Fox	Web Page	19.88	4.00	23.99	
SO	David Mills	VC Window Cleaning	30.00	-	30.00	
DD	Zest Group	Microsoft Support Package	121.50	24.30	145.80	
DD	HMRC	PAYE [Oct 2023 - March 2024 4 employees]	3,169.29	-	3,169.29	
DD	Zest Group	Laptop for Clerk - Model HP15s-fq5021sa [£416.00 laptop; £104 IT Set-up; £10.30 MS Office]	530.30	106.06	636.36	
DD	Unity Trust	Bank Charges	41.10	-	41.10	
DD	Unity Trust	Chaps Payments	56.00	-	56.00	
DD	Zest Group	Additional Member FPC	4.90	0.98	5.88	

*Supplier is requesting a deposit of £1,733.04 - due on acceptance of contract proposal [Total contract is £15,597.36 + VAT £1,733.04 = £17,330.10]

*Nottinghamshire Drives Ltd - payment made from Unity Trust. Bank transfer required from Building Society account (which holds the CIL Money) to Unity Trust bank account