

CARLTON-ON-TRENT PARISH COUNCIL

Minutes of the meeting of
Carlton-on-Trent Parish Council held
in the Village Hall, Main Street, Carlton on Trent on

Tuesday 7th March 2017 at 7.30pm

Present:

Cllr M Martin (Vice Chair), Cllr J Clark, Cllr L Hopkins, Cllr R Whate, CCllr B Laughton, DCllr S Michael and T Grimes (Clerk)

1) To consider any apologies for absence

Cllrs ME, NF & FJ all gave apologies which were considered and approved.
CCllr BL & DCllr SM apologised for having to leave early to attend another meeting.

2) To receive any declarations of interest in items on the agenda

MM declared an interest in the clerk's wages.

3) To accept the minutes of the Parish Council meeting held Tuesday 3rd January 2017

The minutes were approved as a true record of the meeting and were signed by the vice chair.

4) 10 minute open forum to receive questions and comments from members of the public

There were no members of the public present but RW informed the meeting that a resident had approached her regarding another incident of dangerous lorries at Cromwell A1 North bound exit slip road and also dangerous parking at Cromwell Holt. Photographs were taken on both occasions. It was felt that there was nothing the council could do apart from encouraging people to report such incidents to the police. CCllr BL suggested an article in Unity encouraging everyone to report incidents may help.

The clerk asked CCllr BL whether the repair to the area of road at the top of the North bound A1 slip road at Carlton was temporary. CCllr BL said that this was the only repair that Highways would do but he had raised the matter at county level stating that it did not reflect well on the new contractors.

RW asked if a letter could be sent to the Drainage Board thanking them for the thorough work done clearing the dyke.

5) To note any matters arising from the minutes of 6th December 2016

a) Notts ALC - Appointment of External Auditors

The clerk informed the meeting that the new auditors were PKF Littlejohn.

b) Veolia - Recycling advice and site tours

FJ was not present to say how much response the newsletter had generated so this was carried forward to the next meeting.

c) Feedback on bank signatories

The clerk had been unable to get an update due to a technical issue with the HSBC Business line. RW offered to ask in branch.

d) To consider buying equipment to support litter picking activity

The village hall committee are investigating a grant from Veolia for purchasing a set of pickers and high visibility vests.

6) To receive updates on any District & County Councillor matters

CCllr BL informed council that he had spoken to Paul Marshall and that buses would now

stop near the bungalows where there is a pavement if requested to do so.
DCllr SM reported that NSDC had decided to increase Council Tax by 1.99%
Both promoted the Warm Homes scheme which appears under correspondence.

7) To receive feedback from councillors on any meetings/training attended
None.

8) To review the Complaints Procedure

a) To adopt the amended Complaints Procedure

The clerk read out the new statements.

RESOLVED: To adopt the policy.

(proposed by MM, seconded by LH, carried unanimously)

b) To review the Risk Assessment policy

It was felt that the council were not facing any new risks and that those identified were being managed appropriately so no changes were needed to the policy at this time. LH suggested investigating the use of fireboxes and reviewing methods of archiving documents. The clerk agreed to find out more about the options available and probable costs.

9) To consider any planning matters

a) Notifications received

16/01926/FUL extension at 9 Old North Road has been permitted.

b) Planning applications to discuss

None

c) Any other planning business

None

10) To discuss and note any further actions required from correspondence received since the last meeting

a) Notts ALC – s137 figures for 2017/18

The clerk noted that the figure for 2017/18 has been increased to £7.57 per elector.

b) Portland College - funding request

It was felt that this was not likely to benefit residents so providing funding would not be appropriate.

c) Redeeming our Communities - Conversation meeting

d) Groundworks - newsletter

e) N&SDC - Warm Homes

f) Who Can You Trust? - Watch Out Magazine

g) Plunkett Foundation - Call to Action

h) Newark & Sherwood CVS - Talking Memories Course

i) Clerks & Councils Direct

Items c) to i) were all put in the pack for councillors to read.

11) To consider and approve any financial matters

a) To approve payments for:

- **Clerk's Wages £178.90**

RESOLVED: To make the payments.

(proposed by JC, seconded by RW, carried unanimously, MM did not vote)

b) Any other financial matters

i) To note the bank reconciliation

The bank reconciliation and statements were checked and signed by the vice

chair.

ii) To review the preliminary Year End Accounts

The clerk circulated the predicted year end accounts prepared for the internal audit and explained the significant variances.

iii) To review the Internal Audit provision

The clerk noted that year end had previously been difficult with getting the accounts audited and approved in time for the External Auditors but that monthly meetings should make this easier.

RESOLVED: To continue to use Mike Harness as Internal Auditor.
(proposed by MM, seconded by RW, carried unanimously)

iv) To determine the Village hall fee (on account)

This was agreed to be 1 hour, i.e. £3, making £15 on account to date.

12) To raise any other business which may need to be included on the agenda of the next meeting

None

13) To note the date of the next meeting

The next meeting will be 4th April 2017.

The meeting closed at 8.20pm