

# Minutes of Dunham-on-Trent, with Ragnall, Darlton and Fledborough Parish Council (Dunham & District Parish Council)



Meeting of **Dunham & District Parish Council** held on the **15<sup>th</sup> Sep 2020** virtually via Skype, as per the regulations enacted under the Coronavirus Act 2020, the meeting commenced at **7:00pm**.

## Members Virtually Present

Via Remote Attendance

Cllr Madeline Barden  
Cllr Kathryn Watkinson  
Cllr Lucy Atkinson  
Cllr Carole Booth  
Cllr Rachel Bean  
Current Vacancies  
Ed Knox

Chairman

Vice-Chair

Cllr Vera Ballinger

Cllr Adrian Stapleton

Also, Virtually Present

Via Remote Attendance

Darlton: 2, Dunham on Trent: 1

Clerk/Responsible Financial Officer

## ➤ Public Forum

No public present.

## 12/20 To receive apologies for absence

Apologies received from Cllr Sharpe. Council **resolved** unanimously to accept the absence.

## 13/20 To receive declarations of interest

None.

## 14/20 To Approve Minutes of the Previous Meeting

After discussion, the council **resolved** to accept the minutes. The chairman signed the minutes of the previous meeting as a true and accurate record.

## 15/20 To receive reports from County and District Councillors

Dist Cllrs S & K Isard - No report received.

County Cllr Ogle - No report received.

## 16/20 Finance:

### 1. To Approve Payments:

The Council **approved** the following: -

<u>Payee</u>	<u>Item</u>	<u>Amount</u>
AEB Landscapes Ltd	July Inspection Dunham & Darlton Playgrounds	£62.00
S.Ashworth Diggers	Removal of old concrete bin @ Darlton Playground	£50.00
Clerk	Clerical Expenses & Mileage	£191.19
G.D Strawson Ltd	Rent for Darlton Playground 2014 to 2024	£10.00
Bridleway & Gauntleys Ltd	Weedkiller and Steel Washers for Lengthsman Mar 20	£22.95
Cllr M Barden	Pearson Nursery, Chairman's Allowance Payment	£75.00
C Gaisford	Lengthsman Services July & August	£447.30
<b>Total Payments</b>		<b><u>£522.30</u></b>

### 2. Receipts:

<u>From</u>	<u>Item</u>	<u>Amount</u>
Laneham Parish Council	Contribution for CiLCA Training	£110.00
Bassetlaw D.C	Dist Cllrs Grant	£400.00
Notts NALC	Training Refund	£40.00
<b>Total Receipts</b>		<b><u>£550.00</u></b>

Bank Reconciliation for the year to date to be approved. Council **Resolved** unanimously that figures were correct. Reconciliation to be signed by two Councillors when practical.  
Direct Debits and Standing Orders for staff salaries including PAYE and Pension, all **approved** unanimously.

3. To Consider items for cost saving:

After discussion, the Council **resolved** to not renew Microsoft 365 in 2021 and to discuss the appointment of internal auditor in summer 2021.

4. To review the financial regulations and internet banking:

After discussion, the Council **resolved** to make the Clerk a full signatory with immediate effect, the rules of two to sign will still apply, at least 1 of the other signatories will have to authorise any on-line payments. **Action**, Clerk to arrange the banking forms for signing.

After further discussion, the Council resolved to update the Financial Regulations 1) so that the Clerk, in conjunction with the Chairman can authorise payments up to £250. 2) That new contracts will only require 3 quotes when the value is over £1000, for under £1000, 1 quote and a note in the noticeboards and parish website to allow any local applicant the chance to apply. However, if the spend is urgent, for health or safety reasons, then the requirement for advertisement on the noticeboard/website is not required. **Action**, Clerk to update the Financial Regulations.

17/20 To Agree to Register all Parish Council land at HM Land Registry

After discussion, Cllr Barden Proposed, Cllr Atkinson Seconded and the Council **resolved** to register the War Memorial, Horne Lane Allotments and the land to the north of the A57 adjacent Marsh Lane with HM Land Registry. **Action**, Cllr Watkinson to provide the Clerk the contact details for the solicitor who registered Reptile Gardens to arrange the necessary paperwork. If the cost of this can be done for under £500, the Clerk is to proceed without further delay, if it is above this amount, the quote from the solicitors is to be discussed the next convenient council meeting.

18/20 To consider a potential application to Fields in Trust

Cllr Barden and the Clerk explained that after checking with the NALC legal team, the playing field and field to the north of the play area in Dunham, the Parish Council is merely the custodian trustee holder of the title of the land at the Land Registry, this means that the Parish Council registered the land in its name, on behalf of the trustees of the Dunham Village Hall Charity, to negate the need to re-register the land every time a trustee committee member changes on the board of trustees at the village hall. As the Parish Council is custodian trustee at the land registry, this simply means that that it holds the title to the land on behalf of the village hall committee (who are the managing trustees) The Parish Council has no say in the management of this land, it must take any action required by the village hall committee, so long as it is legal. The Parish Council have no power over this land other than to do what they are instructed to do by the village hall committee as the managing trustees.

The village hall, carpark and land the hall sits upon is owned by the trustees of the Dunham Village Hall Charity as per the charity's Deed of Trust dated 1996.

Therefore, the play park and the field to the north of the play park is not the responsibility of the parish council to register with Fields in Trust, it would be down to the Village Hall Committee to apply should they ever wish to). Only the Play Equipment on the land is owned and the responsibility of the Parish Council, maintenance/management of the land is down to the Village Hall Committee Charity trustees.

Darlington Play park is owned by Strawson's and could only be protected, should Strawson's wish it to be and then only if there was a long-term lease in place.

Horne Lane Allotments, and the land adjacent Marsh Lane, Reptile Garden and the War Memorial are too small and of the wrong type of land/usage to register with Fields in Trust.

After further discussion, the Council asked the Clerk to clarify if any part of Reptile Gardens field could be registered with Fields in Trust, if it can, the matter is to be added to a future agenda. If it can't, the matter is closed and the clerk shall email the Cllrs to advise.

19/20 To Discuss a Tenancy Agreement for Horne Lane Allotments

A resident of Horne Lane wishes to take over the tenancy of the allotments. The Clerk asked if the Council wants to rent the whole area as 1, 2 or 3 plots? And how much they wish to charge for rent. After discussion, the Council **resolved** to declare that that site is to be classed as 2 plots, the annual rent for 2020/21 will be

£20 per plot. New tenants will be responsible for bringing the plots up to standard. The Clerk is to write to the resident and state that the Council are seeking applications for the plots and they can apply if they wish to be considered. **Action** Clerk, to write to the interested party and advertise awareness of the allotments on the website.

20/20 To Approve Remedial Repairs to Dunham & Darlton Play Equipment

Prior to the meeting, the Clerk emailed a report of equipment repairs and replacements highlighted by the RoSPA/AEB Landscapes inspections and the associated costs to replace these.

After discussion, the Council **resolved** to undertake all the repair:

- Remove Darlton Flat Swings by S.Ashworth Diggers
- Install metal post guard protectors on the two slide/climbing frames at Darlton
- Install metal post protectors on all the wooden equipment at Dunham
- Order the parts required from Playdale Ltd
- Use S.Ashworth Diggers to undertake the remedial repairs highlighted in the RoSPA/AEB Landscape reports at Dunham & Darlton.

The dangerous goal posts at Darlton, Cllr Barden advised are not owned by the Council. After, further discussion, the Council **resolved** that Cllr Barden will make enquiries to ascertain who the owners of the goal posts are and ask them to urgently reinstate them so that they are not at risk of falling on anyone.

After reviewing the four quotes for the replacement flat swing set at Darlton, the Council **agreed** to deferred the choice of replacement whilst the Clerk clarifies the warranty guarantee periods for the equipment.

**Action**, the clerk to clarify with Caloo and Playdale.

21/20 To Discuss parking at Darlton Play area

Cllr Sharpe advised that a member of the public has raised the issue of cars parking on the opposite side of the road, on Woodcoates Road, opposite their driveway. Notts County Council have attended site and advised that parking on the field would not be possible and they could not offer any alternative solutions.

After discussion, the Council resolved to install signs informing members of the public that they may be asked to move their vehicles if the residents require access to the farm. **Action**, Clerk to order signage.

22/20 To Receive Councillors Reports:

- **Broadband** – Cllr Atkinson advised there had been no progress update received.
- **Community Litter Pick** – The Council are proceeding with the pick, members wishing to take part will meet on the 27<sup>th</sup> September. The Clerk is checking with Cllr Sharpe to see if the equipment can be delivered to Gauntley's.
- **Weeds on Pavement in Fledborough** – The Clerk to ask if the Lengthsman can weed-kill the pavement edges in Fledborough.
- **Spade Edging Ragnall** – The Clerk to ask the Lengthsman if he can dig away the area in front of the Church in Ragnall again.
- **Bench Installs** – Cllr Waktinson to confirm the correct location for the installation of the new benches and arrange install.
- **Potholes & Highway Markings** – Cllr Atkinson to email photos together with a description of pothole locations and locations where the road/verge could be marked to pass onto to the County Council to investigate.
- **Local Plan** – Cllr Barden asked the Clerk to find out who is the point of contact at Bassetlaw Council regards the Local Plan.

23/20 To Discuss Accident at Coronation Terrace, Dunham

Prior to the meeting, the Clerk forwarded Cllr Booth's concerns to the County Council Highways Officer and County Cllr on 18<sup>th</sup> August but received no reply. Cllr Booth advised that there have been 3 accidents in 18 months which vehicles have hit Coronation Terrace. The homes are on a bend and the pavement is narrow, any pedestrians walking buy at the time of an accident could be seriously injured or killed. After discussion, the Council resolved that Cllr Booth is to email the clerk photographs of the latest accident and forward the email again to the Highways Dept management team requesting a site visit to see if there is anything at all which could potentially be done to improve the road safety. **Action**, Cllr Booth and the Clerk.

24/20 To Discuss Planning Application 20/00932/HSE - 4 Coronation Terrace Main Street Dunham On Trent Newark - Retain Detached Outbuilding

After Discussion, the Council **agreed** that it had no negative concerns with the planning application. **Action**, Clerk to inform Bassetlaw Planning Dept.

**In accordance with the Public Bodies (Admission to Meetings) Act 1960 part of the following agenda item was be closed to members of the public due so that the Council can discuss Staffing matters.**

25/20 To Approve Clerk's Contract of Employment

In accordance with the Public Bodies (Admission to Meetings) Act 1960 the Council **resolved** that this item shall be closed to members of the public due so that the Council can discuss Staffing matters (including, but not limited, to contracts of employment, salaries, HR Policies, terms of service, engagement, conduct and dismissal of employees, appointment of employees, financial or personal business affairs of the individual). After discussion, the council **resolved** to approve the clerk's contract for signing by the Chairman and Clerk.

The council **noted** that the Govt and the unions came to an agreement on 24th Aug 2020 to award a 2.75% cost of living increment across all NJC pay scales backdated to 1st Apr 2020.

The council **noted** that the Clerk has now achieved the CiLCA qualification, the Council **resolved** to place the clerk on SCP 17 with immediate effect, the Chairman to sign and post back the contract of employment to the Clerk.

After further discussion, the Council **advised** that after 6 months of employment it will enrol the Clerk into the Notts LLGPS Pension Scheme. The Council discussed the NALC/SLCC job profile scoring sheet and the potential costs this would incur to the budget, the Council resolved that a HR committee of Cllrs Barden, Atkinson and Ballinger will meet on Tuesday 22<sup>nd</sup> Sep to finalise a solution suitable to all parties.

26/20 Closure of Meeting

There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 9:55pm.