

## BLEASBY PARISH COUNCIL

### Minutes of the Annual Meeting of the Parish Council Monday 14<sup>th</sup> May 2018 7.30pm Bleasby Village Hall



Members Present	Members Present	Members Absent
Cllr S Andersen	Cllr A Dunning	
Cllr P Cast (Chair)	Cllr C Gent	
Cllr M Coombs	Cllr C Foster	

Welcome by Chair

Cllr Cast welcomed the members of the public present

- BPC 18-530 To take nominations and elect the Chairman for the next twelve months.  
**Nominated by Cllr Foster seconded by Cllr Gent, Cllr Cast was re-elected Chairman for the 2018-19 council year. Cllr Cast signed his acceptance of office declaration.**
- BPC 18-531 To take nominations and elect a Vice-Chairman.  
**Nominated by Cllr Gent seconded by Cllr Cast, Cllr Andersen was re-elected Vice-Chairman for the 2018-19 council year. Cllr Andersen signed his acceptance of office declaration.**
- BPC 18-532 To receive and resolve to approve apologies for absence.  
**There were none.**
- BPC 18-533 To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting.  
**There were none.**
- BPC 18-534 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.  
**There were none.**
- BPC 18-535 To receive and approve the minutes of the previous Bleasby Parish Council meeting.  
**Proposed by Cllr Dunning seconded by Cllr Foster, those members who had been present at the previous meeting resolved to approve the minutes of the meeting 09 April 2018 as a true record.**
- BPC 18-536 To receive updates resulting from the previous meeting's minutes not covered elsewhere on the agenda. (for information only)  
**The Council received updates since the previous meeting. Referring to item Bleasby Parish Council 18-521 Cllr Andersen reminded the Council to monitor the expenditure relevant to each budget code.**

1/2018-19

- BPC 18-537 To review which functions of the Council will be delegated to committees, sub-committees, employees and other authorities.  
**The Council resolved not to defer any functions.**
- BPC 18-538 To consider the appointment of any new committees, confirm their terms of reference, the number of members and receive nominations to them.  
**The Council resolved not to constitute any new committees.**
- BPC 18-539 To review and adopt Standing Orders in line with the latest Model supplied by NALC.  
**Proposed by Cllr Cast seconded by Cllr Gent, the Council resolved to adopt the 2018 NALC model of standing orders with the council specific modifications.**
- BPC 18-540 To review the representation on, and work with, external bodies and arrangements for reporting back.  
**Cllr Coombs would continue to represent the Council on the village hall committee.**  
**Cllrs Dunning and Cast would continue to liaise with representatives of the Carp Fishing Syndicate.**  
**Councillors should report back in writing to be circulated to members prior to the meeting.**
- BPC 18-541 To review the inventory of land and assets including buildings and office equipment.  
**The Council reviewed the land and assets register. Cllr Cast pointed out that the smaller strimmer was not repairable and should be removed from the register.**
- BPC 18-542 To review arrangements for insurance cover in respect of all insured risk and determine if any additional cover is needed.  
**The Council reviewed the insurance details and noted the increased payment required. Proposed by Cllr Andersen seconded by Cllr Gent, it was resolved that the additional cost of ~~£98.65~~ would be vired from the Miscellaneous Payments budget.**
- BPC 18-543 To review of the Council's and/or employee's membership on other bodies: NALC, SLCC etc.  
**Proposed by Cllr Cast seconded by Cllr Foster, the Council resolved to continue membership of NALC.**
- BPC 18-544 To set the date time and place for the ordinary parish council meetings for the next 12 months.  
**The Council reviewed the draft meeting schedule and adopted it with some minor changes.**
- BPC 18-545 To receive questions and petitions from the public – for information only. A Member of the Public queried why the wheelie bin stickers cost £500. Cllr Dunning explained that she had done some extensive research and that the

2/2018-19

service provided by the printer had been excellent value for money for the services provided.

A Member of the Public queried whether they would be able to leave their homes by car when the road closure was in place on 22 July. The events group would communicate with the residents of Gypsy Lane.

A Member of the Public pointed out that whilst the wheelie bin stickers seemed to have some effect, at other times cars were traveling through the village at frightening speeds. Measures such as painted speed humps and a mother and child logo on the carriage way were suggested.

A Member of the Public stated that he considered Bleasby News to be the most important means of communication with the village. He did not think its expenditure should be capped.

- BPC 18-546 To receive a report from the County and District Councillors.  
Cllr Blaney estimated that more than 30 touring caravans were currently at the Hazelford caravan park. He encouraged the village to count the actual number of caravans and keep a written record so any breaches of planning regulations could be logged.  
Cllr Saddington reported that she was hoping to be elected Chairman of the County Council for the coming municipal year.  
The civic service would be on 24 June 2018 at Southwell Minster. She extended her invitation to all residents of Bleasby but asked that all who wanted to attend contact the clerk so she could confirm numbers. She thanked members of the public present and the councillors for their service to the community.

- BPC 18-547 To note the following correspondence
- Nottinghamshire ALC: Data Protection Officer
  - Outlaw Triathlon 20 May
  - Council Matters – NALC Personnel Newsletter
  - Harry Johnson Award

**The Council noted the above correspondence.**

- BPC 18-548 Land and Assets:
1. To receive an update on the Jubilee Ponds and consider how the Ponds should be managed in future.

All councillors had been for a walk around the ponds. Cllrs Andersen and Cast had assessed the area for any health and safety issues and had none to report. Cllr Dunning reported that she had had a very fruitful discussion with Mr Wood of the Carp Syndicate who had agreed to contribute to the maintenance of the ponds at cost price. He would keep clear all paths and maintain areas E F G + H as well as social bank on the plan. A formal agreement would be sought by the June meeting.

Cllr Foster volunteered to maintain sites A and B on the plan.

3/2018-19

A contractor would be needed to maintain the hedges of sites C and D. Quotations would be sought in time for the July meeting.

2. Lengthsman's scheme of works for May.

**Verges and splays would be the lengthsman's main priority for May.**

Council contractor's scheme of works for May.

**The Glebe Field would require cutting in time for the Royal Wedding celebrations. Work to be carried out at Hazelford Ferry would be discussed at the next meeting.**

- BPC 18-549 To receive an update on the progress of the Aircrews Memorial and confirm future management arrangements.  
A Member of the Public reported on the progress of the Aircrews Memorial, which was now in place, and the landscaping work planned in preparation for the dedication ceremony.  
**The Council approved the work to be carried out except for item 7 as there was no budgetary provision to build a wall to match.**
- BPC 18-550 To comment on planning applications:  
  - 18/00386/FUL | Residential conversion of existing garage | The Gables Station Road Bleasby Nottinghamshire NG14 7GH**Following careful consideration proposed by Cllr Gent seconded by Cllr Dunning, the Council resolved to support the application.**  
To receive the following planning decisions:  
18/00350/FUL | Householder application for Second storey extension on to existing building | Goverton Cottage Bleasby Road Goverton Bleasby NG14 7FN - **Application permitted**  
**The Council noted the above planning decision.**
- BPC 18-551 To receive the Internal Auditor's report and decide on any action that may need to be taken.  
**The Council noted the Internal Auditor's report and, proposed by Cllr Cast seconded by Cllr Andersen, approved the findings therein.**
- BPC 18-552 To consider the Annual Governance Statement 2017/18 of the Annual Governance and Accountability Return 2017/18 Part 3 and sign the appropriate sections.  
**Proposed by Cllr Andersen seconded by Cllr Gent, the Council resolved to sign the Annual Governance Statement following careful consideration.**
- BPC 18-553 To consider and approve the Accounting Statements 2017/18 of the Annual Governance and Accountability Return 2017/18 Part 3 and sign the appropriate sections.  
**Proposed by Cllr Andersen seconded by Cllr Foster, the Council resolved to sign the Annual Accounting Statement.**

4/2018-19

**The Council also noted the Explanation of Variances.**

BPC 18-554 To adopt the following GDPR related documents:

- Privacy Notice – Email
- Privacy Notice – General
- Privacy Notice – New Councillor
- Security compliance checklist
- Consent pro-forma to hold contact details
- Revised data retention policy
- Data Breach Policy
- Data Protection Policy

**Proposed by Cllr Gent seconded by Cllr Andersen, the Council resolved to adopt the policies, procedures and forms as presented.**

BPC 18-555 To receive information on a government consultation on unauthorised encampments.

**The Council received the information and asked the clerk to post the relevant link on the website to give members of the public the opportunity to comment.**

BPC 18-556 To receive the 2018-19 NALC/SLCC pay scales and note the contractual annual pay increase of 2% backdated to 01 April 2018.

**The Council noted and approved the contractual annual pay increase.**

BPC 18-557 To consider an events application by Bleasby WI.

**The Council approved the events application.**

BPC 18-558 To receive correspondence from the District Highway Manager, Newark & Sherwood and Bassetlaw (Nottinghamshire County Council), Via East Midlands Ltd and decide what action to take.

**The Council noted the correspondence received. The clerk asked councillors to enter their observations in a shared spreadsheet so items could be shared before a proposed visit by a highways officer.**

BPC 18-559 To receive an update and risk assessment on the preparations for the Royal Wedding event and authorise any payments resulting from the event.

**The Council received the risk assessment and authorise for Cllr Gent to be reimbursed £40.00.**

BPC 18-560 Finance:

- a) To receive the Payments and Receipts report for April
- b) To receive the bank reconciliation for April
- c) To receive the payments/receipts over budget report.
- d) To consider approval of any additional payments received on the day
- e) To approve the payment schedule for May and sign it
- f) To sign any cheques approved for payment.

5/2018-19

- g) To set the date for the date for commencement of period for the exercise of public rights

**The Council received and noted the above-mentioned finance reports. The bank reconciliation was checked and signed.**

**Proposed by Cllr Cast seconded by Cllr Dunning, the Council resolved to approve the payment schedule for May.**

**The date for the commencement of the period for the exercise of public rights was set to Monday 4<sup>th</sup> June.**

- BPC 18-561 To approve the of draft Parish Plan action plan for consultation and explanation of next steps  
**The Council noted the draft Parish Plan action plan and agreed that its content could be shared with the public.**
- BPC 18-562 To receive and note the following reports (for information only)
- Events Group report
  - Neighbourhood Watch Group report
  - Countryside and Footpaths Group report
- The Council noted the above reports.**
- BPC 18-563 To consider how to respond to National Rural Crime Network survey.  
**The Council asked for this to be added to the website.**
- BPC 18-564 To receive Items for Notification to be included on next month's agenda. (for information only).
- Bleasby News and communication budget
  - Jubilee Ponds works
  - Hazelford contractor jobs
- BPC 18-565 To confirm date of next meeting scheduled meeting for Monday 11 June 2018 at 19.30.  
**The date for the June meeting was confirmed as Monday 11 June at 19.30.**

**Signed as a true record on behalf of Bleasby Parish Council.**

Name \_\_\_\_\_ Date \_\_\_\_\_.

6/2018-19

**Bleasby Parish Council**  
**FINANCIAL STATEMENT AND BILLS FOR PAYMENT IN**

May

Ref:

**BPC18-560e)**

<b>CASH POSITION BEFORE ANY PAYMENTS ARE MADE</b>							£	
Unity Trust Bank Current							13,440.13	
unity Trust Bank INVEST							11,554.12	
<b>Total</b>							<b>24,994.25</b>	
<b>BILLS FOR PAYMENT</b>								
Method	Ref	Supplier	Description	Excl. Vat	VAT	Total		
DD		Eon	Glebe Electricity April	7.76	0.39	8.15		
BACS		Came and Company	Insurance (actual amount may vary!)	291.20	-	291.20		
BACS		C Gent	Re-imburement	40.00	-	40.00		
BACS		H Edinborough	School Gates	175.00	-	175.00		
BACS		B Boyer	Salary May					
DD		SmartPensions	Pension Contribution May	9.94	-	9.94		
<b>Total</b>						<b>794.29</b>	<b>0.39</b>	<b>794.68</b>

**Notes:**

Late payments

Payments to BMK and D&M Monumental Masons already scheduled in March.

**Authorised Signatory 1**

**Authorised Signatory 2**

**Date**

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7/2018-19