

**Minutes of the Parish Council Meeting  
Monday 9<sup>th</sup> May 2016  
7.30pm Bleasby Village Hall**



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

In Attendance: The clerk

Also present: a few members of the public

- BPC16-31 Welcome by Chair  
The Chair welcomed those present to the meeting.
- BPC16-32 To take nominations and elect the Chair for the next twelve months.  
Cllr Goodwin nominated Cllr Andersen. The nomination was not seconded.  
**Cllr Andersen nominated Cllr Cast, seconded by Cllr Gent. Cllr Cast was elected Chair by a majority vote.**
- BPC16-33 To take nominations and elect a Vice Chair.  
**Nominated by Cllr Andersen, seconded by Cllr Foster. Cllr Gent was unanimously elected Vice Chair.**
- BPC16-34 To receive and resolve to approve apologies for absence.  
**The Council received apologies for absence from Cllr Horsley.**
- BPC16-35 To receive questions and petitions from the public – for information only.  
A member of the public enquired if a road closure could be applied for a fund raising event on the Glebe Field. Due to the proposed timeline the Clerk pointed out that there might not be enough time to get the Road Closure through as this usually takes about 6-8 weeks.
- BPC16-36 To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting.  
**Cllr Gent declared a non-pecuniary interest in item BPC16-53 as a neighbouring property belongs to a friend.**
- BPC16-37 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.

**Proposed by Cllr Cast seconded by Cllr Gent the Council unanimously resolved to exclude public and press for item BPC16-68 due to its personal nature.**

- BPC16-38 To receive minutes of Bleasby Parish Council meeting held on Tuesday 11 April 2016 and resolve to sign these as a true record of that meeting.  
**Proposed by Cllr Gent seconded by Cllr Andersen the Council unanimously agreed to have a separate action sheet to accompany the minutes.**  
**Propose by Cllr Cast seconded by Cllr Foster the Council unanimously approved the draft minutes which were signed by the chairman.**
- BPC16-39 To receive updates resulting from the previous meeting's minutes not covered elsewhere on the agenda. (for information only).  
The council received various updates.
- BPC16-40 To review the delegation arrangements to committees, sub-committees, employees and other authorities and consider recommendations of the Internal Review Working Party.  
**Deferred to next meeting to allow for proposals by the Internal Review Working Party to be circulated.**
- BPC16-41 To consider the appointment of any new committees, confirm their terms of reference, the number of members and receive nominations to them and consider recommendations of the Internal Review Working Party.  
**Deferred to next meeting to allow for proposals by the Internal Review Working Party to be circulated.**
- BPC16-42 To review and adopt Standing Orders based on the latest NALC/SLCC model.  
**Proposed by Cllr Gent seconded by Cllr Coombs, the Council resolved to adopt the Standing Orders as presented with the following alterations:**  
**5 j) ix to xviii be removed and replaced with: Policies and Procedures shall be reviewed either at least annually or bi-annually according to a schedule at meetings throughout the year or when new legislation or advice necessitates review.**  
**15b) i) to make provision for postal, hand and e-mail delivery of summons.**  
**20b) to delete reference to a committee**
- BPC16-43 To review and adopt Financial Regulations based on the latest NALC/SLCC model.

**The Council resolved to keep the current version of Financial Regulations and review these when advice from NALC has been received on The Public Contracts Regulations 2015.**

- BPC16-44 To review arrangements made with other local authorities and any contributions made to them if applicable.  
**Lengthsman Scheme approved at the previous meeting.**
- BPC16-45 To review the representation on and work with external bodies and arrangements for reporting back.  
**Deferred to next meeting to allow for proposals by the Internal Review Working Party to be circulated.**
- BPC16-46 To review inventory of land and assets including buildings and office equipment.  
**The Council's 2015-16 Assets register was approved as presented with the addition of the defibrillator.**
- BPC16-47 To review and confirm arrangements for insurance cover in respect of all insured risks and receive insurance quotes and decide and approve an insurance provider.  
**Proposed by Cllr Cast seconded by Cllr Goodwin the Council unanimously resolved to accept the Came and Company quote.**
- BPC16-48 To review of the Council's and/or employee's membership on other bodies.  
**Proposed by Cllr Foster seconded by Cllr Cast the Council resolved to maintain NALC membership, replace CPRE membership with RCAN membership, and consider contribution to the Clerk's SLCC membership when this is due for renewal at the end of the year.**
- BPC16-49 Review of the Council's complaints procedure.  
**The Council resolved to keep the complaints procedure unchanged.**
- BPC16-50 To consider a policy to deal with requests under the Freedom of Information Act and the Data Protection Act.  
**Deferred to July meeting.**
- BPC16-51 To establish a press and media policy.  
**Deferred to July meeting.**
- BPC16-52 To set the date time and place for the ordinary parish council meetings in the next 12 months.  
**Proposed by Cllr Cast seconded by Cllr Andersen the Council resolved to keep the second Monday of each month as their**

**ordinary parish council meeting date except for August when there will be no ordinary meeting.**

- BPC16-53 To receive a report from the County and District Councillors  
Cllr Blaney referred to an application by CAMRA to register the Waggon and Horses as a Community Asset. He pointed out that NSDC already looked at change of use for public houses under their Core Strategy.  
Cllr Jackson commented that the Recycling Centre number plate recognition may not stay in place. The Bilsthorpe incinerator was on hold. Cllr Cast asked if there were any chance of Hazelford being resurfaced within the next twelve months.
- BPC16-54 To comment on planning applications:
- 16/00509/OUT | Proposed single storey dwelling/Chalet bungalow | Goverton Hill Goverton Bleasby Nottinghamshire NG14 7FN
- Cllr Gent declared a non-pecuniary interest.**  
**Cllr Foster seconded by Cllr Gent proposed to make a neutral submission. The proposal was not carried. Proposed by Cllr Cast, seconded by Cllr Andersen the Council resolved to oppose the application.**
- 16/00579/FUL | Householder application for the erection of a single detached wooden garage | 1 Orchard Close Bleasby NG14 7GF
- Proposed by Cllr Goodwin seconded by Cllr Coombs the Council unanimously resolved to support the application.**
- To receive the following planning decisions:
- 16/00511/TWCA | T1 Copper Beech - 3 No. prune back by 30% for general maintenance. T2 Beech - Prune back overhanging branches by no more than 30% T3 Silver Birch - Fell due to proximity to neighbouring house. | Court Cottage Main Street Bleasby Nottinghamshire NG14 7GH –
- Application permitted**
- BPC16-55 To receive an update on the progress of the working party meeting with regards to the Parish Plan and to propose that a working party meeting be held every fortnight between Council meetings to support progress.  
Cllr Goodwin asked how many members of the public had come forward to be members of the steering group. The clerk had thus far received two applications with Cllrs Gent and Cast having received a couple of declarations of interest each.  
**A working party meeting would be held either 17 or 24 May.**
- BPC16-56 To receive correspondence from BSFA and decide how to answer their requests.  
**BSFA had confirmed that their summer fair would this year be held at the school 18 June, rather than the Glebe Field. Proposed by Cllr**

**Gent seconded by Cllr Andersen the Council resolved to lend the marquee to BSFA as requested. Cllrs Foster and Andersen volunteered to help with erection and dismantling of the marquee.**

- BPC16-57 To discuss the events planned in the Glebe Field in Summer and consider the provisions for the sale of alcohol on the field.  
**Cllr Cast proposed to change the conditions of Glebe Field usage to allow the Waggon and Horses the sale of alcohol. Not carried. Proposed by Cllr Goodwin seconded by Cllr Andersen the Council resolved to keep the conditions of use as they are. Cllr Gent would ask the proprietor of the Waggon and Horses to officially request use of the field on the 25 June.**
- BPC16-58 To receive an update on developments on the Jubilee Ponds and Glebe Field.  
**Cllr Cast presented the minutes of the previous Jubilee Ponds Management Group meeting. The Council resolved to discuss these in more detail at the next meeting. Cllr Goodwin suggested to move this item forward in the agenda.**
- BPC16-59 To receive feedback from PCSO Crowhurst and approve the Jubilee Ponds Security Camera Policy.  
**The Council received the comments from PCSO Crowhurst and acknowledge the requirement for relevant signage. Proposed by Cllr Cast seconded by Cllr Andersen the Council unanimously resolved to adopt the Security Camera Policy as presented at the March meeting.**
- BPC16-60 To consider and approve arrangements for the Jubilee Ponds Public awareness strategy.  
**Deferred to June meeting.**
- BPC16-61 To discuss and consider an effective and feasible communications strategy for the council.  
Cllr Cast urged councillors to complete the questionnaire he had previously circulated.
- BPC16-62 To receive the Internal Auditor's report and decide on any action that may need to be taken.  
**The Council received and acknowledge the Internal Auditor's review. The Clerk would contact HMRC to enquire about VAT on Bleasby News advertising.**
- BPC16-63 Finance  
a) To receive the payments and receipts report for April.  
**The Council received the receipts and payments report.**

b) To receive receipts/payments over budget report.

**The Council received the receipts and payments over budget report.**

c) To receive and approve the bank reconciliations.

**The Council received and approved the bank reconciliations.**

d) To receive and approve the payments schedule for May 2016 (and resolve to adjourn the meeting to sign schedule).

**The Council received and approved the payments schedule for May 2016.**

- BPC16-64 To consider and approve the Annual Governance Statement of the Annual Return 2015/16.  
**The Council considered and approved the Annual Governance Statement of the Annual Return.**
- BPC16-65 To consider and approve the Accounting Statements for 2015/16.  
**The Council considered and approved the Accounting Statements of the Annual Return 2015/16.**
- BPC16-66 To set the date for commencement of period for the exercise of public rights.  
**The Council resolved to set the date for the commencement of the period for the exercise of public rights to start 03 June 2016.**
- BPC16-67 To consider applying for transparency funding for the clerk's overtime hours setting up the council's website, and consider purchasing the council's own laptop and office software under the scheme.  
**Proposed by Cllr Gent seconded by Cllr Andersen, the Council resolved to apply for transparency funding for the Clerk's overtime to create and maintain the website, to purchase a laptop and appropriate office and security software.**
- BPC16-68 To note personnel matters (exclusion of public and press recommended). The Council had resolved to exclude Public and Press at this point.  
**The Council noted the clerk's progression by one spinal column point in accordance with her contract.**
- BPC16-69 To receive any other correspondence not considered above (for information only).
  - Notts ALC Personnel Newsletter
  - Rural Services Network
  - Flood Action Group
  - Digital Champions**The Council noted the above correspondence.**

- BPC16-70 To receive Items for Notification to be included on next month's agenda. (for information only).  
**None.**
- BPC16-71 To confirm date of the next interim working party meeting.  
**17 or 24 May, to be confirmed.**
- BPC16-72 To confirm date of next meeting scheduled meeting for Monday 13 June 2016 at 19.30.  
**The date of the next meeting was confirmed as Monday 13 June 2016 19.30.**

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

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

CASH POSITION BEFORE ANY PAYMENTS ARE MADE					£	
Unity Trust Bank Current		Sheet 6		3,130.91		
unity Trust Bank INVEST		Sheet 6		15,896.95		
Total				19,027.86		
BILLS FOR PAYMENT						
Method	Ref	Supplier	Description	Excl. Vat	VAT	Total
DD		E.on	Glebe Field Electricity	6.28	0.33	6.61
Cheque	300007	Mr John France	Jubilee Ponds Miscellaneous	90.93	-	90.93
Cheque	300008	Bleasby Village Hall	Room Hire Parish Plan Meeting	15.00	-	15.00
BACS	018	Mrs Charlotte Gent	Rope and Refreshments Glebe events	250.64	35.00	285.64
BACS	019	Mrs B Boyer	Phone Top Up and Stationery	20.54	3.73	24.27
BACS	020	Mrs B Boyer	Salary May (incl. Annual Increment)	234.45	-	234.45
		Snowdin Accountancy				
BACS	021	Services Limited	Internal Audit and report	100.00	-	100.00
Total						756.90

Notes:

Late addition to schedule

Authorised Signatory 1

Authorised Signatory 2

Date

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