

COLLINGHAM *Parish Council*

MINUTES OF THE COLLINGHAM ANNUAL PARISH COUNCIL MEETING held at 7.15 pm on 10 MAY 2018 in the Youth & Community Centre, Low Street, Collingham

Present: Councillors: J Barrie, J Davies, M Davies (Chair), J Guest, R Hatton,
T Musson, R Scott and V Wright

Clerk: Caron Ballantyne

In Attendance: 0 members of the public

63 To elect the Chair of the Council and to receive the Declaration of Acceptance of Office

Cllr M Davies was proposed, seconded and duly elected as chairman and signed the declaration of acceptance

64 To receive apologies for absence

Apologies received from Cllrs Allen and Marshall, which were accepted

65 To receive any declarations of interest

None

66 To receive and approve the Minutes: of the Parish Council Meeting of 26 April 2018, previously circulated to members.

These were accepted as a true record and signed by the Chair

67 Election of Officers

- Nominations for the office of Vice Chairs
Cllrs Allen and Musson were proposed, seconded and duly elected

68 Determination of Councillors responsibilities

- Finance – Resolved that the current bank reconciliation process, whereby it is approved each month by a pair of councillors in rotation, works well and should continue
- Planning – Resolved that this continue to be split into:
 - Planning applications – Cllr M & J Davies
 - NSDC and Central Government Policy – Cllr J Davies
 - Lincolnshire Policy – Cllr Scott
- Fleet Article – resolved that this would be done by a pair of councillors in rotation

69 Review Groups and Review Terms of Reference and receive annual reports

- Community Park Advisory Group – Skate Park
The group is continuing to work on the design for the new skate park area as reported at recent Parish Council meetings and the agreed Terms of Reference remain unchanged
Resolved that Cllrs Allen, Guest and Scott would continue to be on this group
- Emergency Advisory Group
This group now meets on an adhoc basis as required and continues to try and engage with those living in flood houses. The Terms of Reference remain unchanged

Resolved that Cllrs Allen, Barrie, M Davies, Hatton and Musson would continue to be on this group along with the Clerk

- Speedwatch
New volunteers are continually being sought to help with this.
Resolved that Cllrs Allen, J Davies, M Davies, Hatton and Marshall would continue to be on this group
- Lighting
Resolved that all Councillors and the Clerk would continue to undertake this activity
- Footpaths and Countryside
Resolved that Councillor Barrie would continue in this role along with the Clerk to liaise with NCC
- Cemetery
This would continue to be undertaken by the Clerk
The cemetery advisory group would continue to be undertaken by Cllrs Allen, Scott and Wright and would meet when required
- Flag and Flagpole
Terry Ozbourne has after many years indicated that he would like to step down from this role. The Parish Council therefore will extend their grateful thanks to Terry for this. Resolved that Cllr Guest would take on this role along with her daughters as members of the Guides. It is hoped that this would establish a stronger connection with the Guides and Scouts, who may take this on permanently in the future.
- Archives
Resolved that Councillor Guest and the Clerk would continue this role.
- Noticeboard monitoring
Resolved this is a task for all councillors
General notices with no dates were discussed and these will be removed when they start to look tatty and/or faded

70 Appointment of Representatives of other bodies

Formal

- Collingham Youth and Community Association – Resolved that Cllrs Allen, Scott and Wright would continue in this role
- Newark Municipal Charity – Resolved that Councillor M Davies would continue in this role as only recently appointed for a 4 year term
- The Fleet – Resolved that Councillor M Davies would continue in this role
- Memorial Hall Committee – Resolved that Cllrs Barrie & M Davies would continue in this role
- Tarmac Liaison Committee
- Besthorpe - Resolved that Cllrs M Davies and Scott would continue to represent the Parish Council
- Langford – Resolved that Cllrs Allen and M Davies would continue to represent the Parish Council
- Tenants and Residents Association – Resolved that Cllr Wright would continue in this role
- Collingham Website/social media – Resolved that Councillor Hatton and the Clerk would continue in this role. Cllr Guest to continue as a Facebook administrator for the Park
- Safer Neighbourhood Group – Resolved that all Councillors could continue to be involved in this group
- Library Liaison – Resolved that Cllrs Allen, Guest and Scott would continue in this role
- Trent Valley Trail – Sustrans – Resolved that Cllrs Hatton and Marshall would continue in this role

Informal

- Business Club – Resolved that Cllrs Marshall and M Davies to undertake this role
- Collingham and District Gardening Association – Resolved that Cllrs J Davies & Musson would continue in this role
- Collingham and District History Society – Resolved that Cllr Scott would continue in this role
- Collingham Womens Institute – Resolved that the Clerk would continue in this role
- Sports Clubs and Associations including:
 - Football Club – Resolved that Cllr Hatton would continue in this role
 - Cricket Club – Resolved that Cllr Marshall would continue in this role
 - Tennis Club - Resolved that Cllr Hatton would continue in this role
 - Bowls Club - Resolved that Cllr M Davies would continue in this role
- Baby and Toddler Group - Resolved that Cllr Marshall would continue in this role
- Collingham Pre-School - Resolved that Cllr Marshall would continue in this role
- John Blow School - Resolved that Cllr Hatton would continue in this role
- Scouts, Guides and Phoenix Centre - Resolved that Cllr Scott would continue in this role
- Royal British Legion – Resolved that Cllr Wright would continue in this role
- Community Orchard - Resolved that the Clerk would continue in this role
- Good Companions - Resolved that Cllr Wright would continue in this role
- Allotments - Resolved that Cllr Musson would continue in this role
- Friends of Collingham Station - Resolved that Cllr Scott would continue in this role. The re adoption of the station by the Parish Council may help to re-establish interest in this group
- Collingham Singers – Resolved that Cllr Scott would take on this role
- William Bailey Social Club - Resolved that Cllr Wright would continue in this role
- Collingham Agricultural Show – Resolved that Cllrs M Davies & Musson would continue in this role
- Young Farmers – vacancy
- Churches Together - Resolved that the Clerk would continue in this role
- Ramblers – Resolved that Cllr Barrie would continue in this role
- Men in Sheds – Resolved that Cllrs Barrie & M Davies would continue in this role
- Village Care - Resolved that Cllrs J&M Davies would continue in this role
- Collingham Rural Advice Centre - Resolved that Bill Jackson would provide report when required
- U3A - Resolved that Cllr Barrie would continue in this role

71 Review and Adopt the Standing Orders of Collingham Parish Council
Resolved to accept all changes proposed

72 Review and Adopt the Financial Regulations of Collingham Parish Council, including tenders and contract awards
Resolved that no changes were required as a thorough review had been undertaken last year and should be adopted as they stand

- 73 Consider the General Data Protection Regulations and adopt documentation required to evidence commitment to compliance**
- Review & Adopt Data Audit Schedule – Resolved to adopt
 - Review and Adopt Data Protection Policy – Resolved to adopt
 - Review and Adopt Privacy Notice – Resolved to adopt – when published to the website, all councillors and clerk need to add the link to their email signatures
 - Review and Adopt Subject Access Requests Procedure – Resolved to adopt
 - Review and Adopt Data Breach Policy – Resolved to adopt
 - Review and Adopt Security Compliance Checklist – resolved to adopt, all Councillors to complete this as soon as possible and send to the Clerk
 - Review and Adopt Records Retention Policy – Resolved to adopt
- 74 Review existing signatories and recommend changes as required**
Resolved that all signatories on all accounts should remain unchanged
- 75 Review and Adopt the Risk Register**
Resolved to accept the proposed updates
- 76 Review and Adopt Policies of Collingham Parish Council**
- Volunteers – resolved to adopt
 - Anti-Bullying – resolved to adopt
 - Community Facilities Grant – resolved to adopt
 - Section 137 Grant – resolved to adopt
 - Councillors Travel Expenses – resolved to adopt
 - Social Media – resolved to adopt with proposed changes
 - Tree Safety – resolved to adopt
 - Flood Signage Scheme – resolved to adopt
 - Equality and Diversity – resolved to adopt
 - Health and Safety policy – resolved to adopt
- 77 Review and Adopt Procedures of Collingham Parish Council**
- Document Publication scheme – resolved to adopt
 - Complaints – resolved to adopt
 - Managing Community Park Maintenance – resolved to adopt
 - Disciplinary – resolved to adopt
 - Code of Conduct for Members – resolved to adopt
- 78 Review Risk Assessments for Volunteers**
- Litter Picking – resolved to adopt
 - Lone Working – resolved to adopt
 - Surveying PROW (NCC) – resolved to adopt
 - Speed Watch – Resolved to adopt
- 79 To Consider Local Council Award Scheme and possible progression**
Having completed the template document for submission, there is very little of the criteria not being met for the “quality” award. Therefore resolved that progression to this level should be pursued. The main item currently missing is a published “Annual Report” – all the information for which is currently published on various pages of the website and simply needs to be collated into one document. A hard copy of this document will be placed in the library and the electronic version published to the website and circulated as a “news” item.

- 80 To review Previous and Consider Action Plan for the next year**
Resolved to accept the proposed updates and additions
- 81 Appoint Internal Auditor for the year 2018/19**
Resolved to re-appoint Belina Boyer, unanimously
- 82 Appoint Members to serve on the Staffing Panel**
Resolved that Cllr J Davies and Cllr Musson would continue in the role
- 83 Review the Asset Register and the Parish Council Insurance Policy**
Insurance policy is on the basis of the asset register, which is updated as assets are acquired
Resolved that the asset register was a true and accurate record and could be used to obtain new insurance quotes later in the year for 3 companies as the long term agreement is now at an end
- 84 Review of the councils subscriptions to other bodies:**
- NALC – National Association of Local Councils
 - SLCC – Society of Local Council Clerks
 - ICO – Information Commissioners Officer (mandatory)
 - RCAN – Rural Communities Action Nottinghamshire
 - UKnetweb – Website Domain Name
 - 1&1 – Email Hosting
- Resolved that NALC, SLCC and RCAN are of great assistance and should therefore continue
Resolved that ICO is mandatory and must therefore continue
Resolved that a website is essential to meet the transparency code and this is linked to the email accounts which works well with all Councillors having Parish email accounts, especially with regard to GDPR and should therefore also continue
- 85 Review Standing Orders and Direct Debits**
Resolved to accept as these were regular amounts paid each month and had all been agreed at previous meetings prior to being set up
- 86 To Appoint Members to monitor email and provide holiday cover for Clerk**
Resolved that this would be done by the staffing panel

Meeting closed 20:17pm