

# Annual Meeting of Clayworth Parish Council

Minutes of **Clayworth Parish Council Meeting** held on the 7<sup>th</sup> of May 2026 at Clayworth Memorial Hall; the meeting commenced at 6:30pm.

<b>Council Members &amp; Officer Present:</b>	Cllr Edwin Rose	Chairman
	Cllr Eve Moralee	Vice-Chair
	Cllr Peter Wilkinson	
	Cllr Jo Forbes	
	Ed Knox	Clerk/RFO
<b>Also Present:</b>	4	Public Present



## 01/26 To Elect a Chairman of the Council

Cllr Moralee **Proposed**, Cllr Forbes **Seconded** and the Council **resolved** that Cllr Rose be elected Chairman of the Council. Cllr Rose together with the Proper Officer, signed the Declaration of Acceptance of Office of Chairman form.

## 02/26 To Elect a Vice-Chair of the Council

Cllr Rose **Proposed**, Cllr Forbes **Seconded** and the Council **resolved** that Cllr Moralee be elected Vice-Chair of the Council.

## 03/26 To Approve Apologies for Absence

Cllr Brack did not attend.

## 04/26 To Record Declarations of Interest in any items to be discussed

None.

## 05/26 To Approve the previous meeting Minutes

After discussion, Cllr Wilkinson **Proposed**, Cllr Forbes **Seconded** and the council **resolved** to accept the minutes. The chairman signed the minutes of the previous meeting.

## 06/26 To Receive District & County Councillors Reports

**Dist Cllr McFarland:** Did not attend.

**County Cllr Roberton:** Did not attend. Cllr Rose advised that Notts County Council Highways speed tubes are currently down the village road entrances.

## 07/26 To discuss Lengthsman Activities

Cllr Rose gave an update of the latest activities.

## ➤ Adjournment – (10 Minute max) Public Forum

A Member of the public discussed their latest efforts in flood resilience. 2 People are training to be Flood Wardens and be able to erect road closure notices in appropriate circumstances. The member of the public has met with Severn Trent Water and Notts Wildlife Trust, a plan to be created and put to the Henry Smith Charity. Saville's have advised that the fallen trees at Toft Dyke are to be dealt with later this month. Another member of the public gave thanks to Cllr Wilkinson for his efforts over the years on the parish council and also hopes that Notts County Council will allow the introduction of the 40mph buffer zones at the entrances to the village.

## 08/26 To Sign the Certificate of Exemption (AGAR Annual Return)

After discussion, Cllr Moralee **Proposed**, Cllr Forbes **Seconded** and the Council **resolved** to authorise the signing of the exemption certificate. The Clerk/RFO and the Chairman signed the Annual Governance Statement.

## 09/26 To Approve Annual Governance Statement (Section 1 Annual Return) for the previous financial year

The Clerk reported the findings of the internal auditor, the Council members had already reviewed the documentation by email, Cllr Moralee **Proposed**, Cllr Forbes **Seconded** and the Council **approved** the Annual Governance Statement. The Clerk and the Chairman signed the Annual Governance Statement.

## 10/26 To Approve Accounting Statements (Section 2 Annual Return) for the previous financial year

The Clerk circulated by email prior to the meeting the Annual Return Section 2 Accounting Statements. Cllr Moralee **Proposed**, Cllr Forbes **Seconded** and the Council **approved** the Accounts, and the Clerk and the

Chairman signed the Accounting Statements. **Action**, the Clerk will submit the Annual Return to the External Auditor along with any required supporting documents and upload copies to the webpage.

11/26 To Set the Period of Public Rights for the previous financial year

The period recommended for the public rights notice by the external auditor is 3<sup>rd</sup> Jun 2026 to 14<sup>th</sup> July 2026. After discussion of the form. Cllr Moralee **Proposed**, Cllr Forbes **Seconded** that the Council unanimously Council **approved** the recommended dates. **Action**, the clerk will upload the notice to the website.

12/26 Finance:

Monthly Income & Expenditure

After discussion of the Financial Information, circulated by email before the meeting, the council unanimously **resolved** to accept them as a true and accurate record.

1. To Approve Payments:

The Council **approved** the following: -

<u>Payee</u>	<u>Item</u>	<u>Amount</u>
Five Villages 1 <sup>st</sup> Responders	Annual Defib Maintenance Donation	£250
Clerk	Expenses 2025/26 Mileage, Cloud Storage, SLCC	£158.86
HMRC	Income Tax Clerk PAYE for Website Overtime	£50.80
NALC	Annual Membership	£144.59
Savills (UK) Ltd	The Henry Smith Charity Ground Rent 2026/27	£1
North Notts Landscapes Ltd	Grass Cutting March	£240
North Notts Landscapes Ltd	Grass Cutting Apr	£240
Lengthsman	Listers Merchants – Replacement Wood – Benches	£53.35
Gallagher	Insurance	£429.41
<b>Total Payments</b>		<b>£1,568.01</b>

2. Receipts:

<u>From</u>	<u>Item</u>	<u>Amount</u>
Bassetlaw District Council	1 <sup>st</sup> ½ Precept	£8,731
Bassetlaw District Council	1 <sup>st</sup> ½ Concurrent Grant	£5.50
Bassetlaw District Council	1 <sup>st</sup> ½ Street Cleaning Grant	£178.50
Unity Coaches	Sale of Shipping Container	£650
<b>Total Receipts</b>		<b>£9,565</b>
<u>Bank Balances</u>		
The Current Account Balance		<b>£14,520#</b>
Direct Debits and Standing Orders for staff salaries including PAYE and Pension, all <b>approved</b> unanimously.		
<b>#£10,000 ring-fenced as reserves.</b>		

13/26 To Note any Planning Responses by the Scheme of Delegation

Since the previous meeting the parish council responded via the scheme of delegation as follows and discussed the following at today's meeting:

- **Gringley Parish Council Neighbourhood Plan, landscape character and Clayworth's Design Code** – The Council noted the other parish councils progress so far and has no further comment to make at present but will support their Plan once the official consultation notice from Bassetlaw comes through. The Henry Smith Charity Land and the Church Land will be approached to advise them about the Design Code.

14/26 To Note any update on the Emergency Plan

The Parish Council noted the following update discussed by the Emergency Planning Response team. Cllr Moralee has taken over Cllr Wilkinson's position on the Emergency Plan Response team. Grants have been applied for from Bassetlaw District Council & Notts County Council of £350 & £250 towards the new flood store at the rear of the Memorial Hall, these will be used together with the £650 sale from the shipping container to offset the costs of the new store.

15/26 To Discuss the Bassetlaw Archivers Award

Section 249 (5) of Local Government Act 1972, as amended by Section 29 of the Local Democracy, Economic Development & Construction Act 2009, allows the Council of a relevant authority (including a Parish Council) to admit being honorary freemen or honorary freewomen of the place or area for which it is the authority:

- a) Persons of distinction, and

b) Persons who have, in the opinion of the authority, rendered eminent service to that place or area. Cllr Rose **Proposed**, Cllr Moralee **Seconded** that the Council unanimously Council **awarded** the title of Honorary Freeman to Cllr Wilkinson for all his efforts for the people of Clayworth over the past 10 years, which included many activities both via the Parish Council and as a volunteer and trustee in other capacities.

There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 7:15pm.