

# Minutes of Bleasby Parish Council Annual Meeting Monday 18 May 2015

7.30pm Bleasby Village Hall

## Present:

Councillor France (as outgoing Chair)  
Councillor Cast (appointed Chair at meeting)  
Councillor Horsley (appointed Vice-Chair at meeting)  
Councillor Gent (taking minutes in absence of a Clerk)  
Councillor Goodwin  
Councillor Coombs  
Councillor Andersen

All newly elected councillors signed their Declaration of Acceptance of Office with the exception of Councillor Foster who had sent apologies for absence due to holiday. Councillor France proposed Councillor Foster be allowed to sign his Declaration before meeting on 8<sup>th</sup> June 2015. Councillor Horsley seconded, unanimously approved.

## 1. Election of Chairman

Councillor France asked for nominations for Chairman. Councillors Andersen & Gent nominated Councillor Cast and Councillors Goodwin & Coombs nominated Councillor Horsley. Councillor France used casting vote to nominate Councillor Cast. Councillor Cast pointed out he would accept post until December 2015 at which point we should vote again having had a chance to work together and get to know each other better since it is difficult to vote for someone you do not know at all. He pointed out he would strive for a cohesive parish council.

## 2. Apologies for Absence

Councillor Foster

## 3. Adjournment of meeting for comments from Members of Public

- A parishioner mentioned there now appeared to be hostile notices at the moorings on Boat Lane and that the footpath was breaking up due to vehicle access plus there were pot holes on Boat Lane. Councillor Cast advised there were already some outstanding queries regarding the moorings some of which were planning issues. County Councillor Jackson will talk to District Councillor Blaney regarding the pot holes.
- A parishioner stated they could not find evidence in any past minutes that Bleasby Parish Council had adopted the Transparency Code for Smaller Authorities of December 2014 to which compliance was mandatory since March 2015. The parishioner wanted to know at what point the Bleasby Parish Council was with implementing & complying with this code. Councillor Cast confirmed the Transparency Code had been circulated to all newly elected councillors and that it will be upheld. The parishioner pointed out the Parish Council was already in breach of Annexe B and that they would be putting their comments in writing.
- Ali Sutherland advised the 'Welcome to Bleasby' booklet for new residents in the village needed updating since it contained names & phone numbers of all councillors. She asked if new councillors would be happy to have their details included and left copies of the magazine for details to be updated.
- James Bright commented he was pleased so many people had put their names forward for election and was glad it meant an election was held. He wished the parish council well. An invoice for quarterly bill for broadband was passed to Councillor Cast. He expressed concern regarding the proposal in the Jubilee Ponds minutes to enforce dog owners to keep their dogs on leads around the ponds. He felt this would be a great shame and understood there were several concerns from members of the community on this matter. This point was echoed by another parishioner who pointed out it felt like this would be working for the fishing syndicate as opposed to the parishioners who actually live here. James also pointed out that he currently puts the minutes & agendas on the website and asked if the parish council would like him to continue. Councillor Cast thanked James for his comments & past work with the parish council. Councillor Cast pointed out Jubilee Ponds Working Party had prepared a document for discussion to include enforcing dogs on leads around the ponds but that this would be discussed with dog owners before any decision was made.

Date of next meeting: Monday 8 June 2015

- A parishioner pointed out the minutes were often put up late on the notice board and asked if they could be put up more quickly in future – even if it was the draft minutes. It was pointed out by another parishioner that according to the Transparency Code they should be put up within 1 month after each meeting and that they must also be available online.

#### 4. Election of Vice Chairman

Councillor Cast proposed Councillor Horsley as Vice Chairman, Councillor Goodwin seconded, unanimously agreed.

#### 5. Appointment of Representatives on other bodies

- a) Jubilee Ponds Management Committee (2 representatives)  
Councillor Foster – Proposed by Councillor Goodwin, Seconded by Councillor Horsley  
Councillor Cast – Proposed by Councillor Goodwin, Seconded by Councillor Gent
- b) Footpaths and Bridleways (2 representatives)  
Councillor Foster – Proposed by Councillor Goodwin, Seconded by Councillor Horsley  
Councillor Goodwin – Proposed by Councillor Goodwin, Seconded by Councillor Horsley
- c) Public Transport Matters (1 representative)  
Councillor Goodwin - Proposed by Councillor Goodwin, Seconded by Councillor Horsley
- d) School Liaison (1 representative)  
Councillor Gent – Proposed by Councillor Horsley, Seconded by Councillor Goodwin
- e) Snow Warden (1 representative)  
Councillor Goodwin – Proposed by Councillor Goodwin, Seconded by Councillor Horsley
- f) Planning Liaison (2 representatives)  
Councillor Andersen – Proposed by Councillor Andersen, Seconded by Councillor Goodwin  
Councillor Horsley – Proposed by Councillor Horsley, Seconded by Councillor Goodwin
- g) Flood Advisory Group (2 representatives)  
Councillor Foster – Proposed by Councillor Goodwin, Seconded by Councillor Horsley  
Councillor Cast – Proposed by Councillor Goodwin, Seconded by Councillor Horsley
- h) Glebe Field Advisory Group (2 representatives)  
Councillor Andersen – Proposed by Councillor Goodwin, Seconded by Councillor Horsley  
Councillor Gent – Proposed by Councillor Goodwin, Seconded by Councillor Horsley
- i) Village Hall Management Committee (1 representative)  
Councillor Coombs – Proposed by Councillor Goodwin, Seconded by Councillor Horsley
- j) Public Relations (2 representatives)  
Councillor Cast – Proposed by Councillor Goodwin, Seconded by Councillor Andersen  
Councillor Horsley – Proposed by Councillor Goodwin, Seconded by Councillor Andersen

#### 6. Approval of the Minutes of the meeting held on 13 April 2015 & Extra-ordinary meeting of 22 April 2015

Proposed by Councillor Horsley, Seconded by Councillor Goodwin. Minutes approved & signed.

#### 7. Matters Arising from those Minutes not covered elsewhere on the Agenda

- Keegan Cook has attended & dealt with issues following re-surfacing of the road.
- Dyke has been cleared around Glebe Field.
- Waterproof boxes for flood equipment have been purchased & are now in use. Landlord was asked to provide letter to confirm he is happy to store equipment at Waggon & Horses. Landlord said this was not necessary – witnessed by Councillors Foster & Goodwin. May need to check again if landlord changes in future. Came & Co insurers have confirmed equipment is covered by policy and read out clause pertaining to this which states equipment is stored at Waggon & Horses.

#### 8. Matters Arising from the Annual Parish Meeting

Date of next meeting: Monday 8 June 2015

- A parishioner queried the excess funds in parish council's account at present and asked if the funds could be used to either reduce the precept or pay off part of the Glebe Field debt. Councillor Cast acknowledged this needs addressing but that it could not be done quickly. It was also pointed out that the audit noted that some items had not been actioned which could have been so this will be looked at.
- The legitimacy of the grant application for play equipment on Glebe Field was questioned. Councillor Cast advised this would probably be looked at when the Glebe Field is looked at again.
- Concern was expressed at the state of the verge on Glebe Field boundary between the church & notice boards. This will be added to lengthsman's duties and poppies may be sown there.
- There was a request for the parish council to improve parking at the school & station.
- A parishioner asked if the lengthsman could be used for cutting the grass at the church but this is not possible as the land is not in parish council's domain.

All matters arising to be added to next month's agenda.

#### 9. To Receive Reports from District and County Councillors

- County Councillor Jackson advised not much to report due to elections but they were now operating with a Labour minority and that they depend on the chair's casting vote. School drive has been tarmaced. There was little more the council could do regarding school parking which is a problem everywhere. Solution would be to find alternative parking. This is due to the school's popularity and people travelling from outside of the village to the school. It was pointed out the speed restriction sign is not working. Councillor Jackson to look into.
- Funding of lengthsman will continue for another year.
- Councillor Jackson pointed out the grant application for play equipment on Glebe Field was approved by the economic development committee and rated highly.

#### 10. Planning

- a) 15/00499/FUL – Erection of Agricultural building for storage of farm machinery and equipment  
Old Mill House, Goverton

Councillor Cast queried the fact that the dyke bordering the property was noted as a dry dyke whereas it is not and when flooding occurs this dyke is very much affected. Suggested we agree to planning but highlight that the dyke is not a dry dyke and that the council may need to consider this in case it is an oversight.

Proposed by Councillor Goodwin, Seconded by Councillor Horsley , unanimously agreed.

- b) 15/00576/FUL – Householder application for proposed extensions to and remodelling of existing dwelling  
Barnwood, Borrowbread Lane

Proposed by Councillor Horsley, Seconded by Councillor Andersen, unanimously agreed.

- c) Planning Decisions to be noted - none

- d) Any Other Planning Matters

An application for an alcohol licence had been received for Manor Farm Tea Shoppe. Councillors felt this was not a parish council matter but a district council matter. Councillor Gent to query with NSDC.

#### 11. Finance

- a) Bank Mandate

All to sign mandate. New councillors will also need to take signed mandate plus photo ID to Yorkshire bank either in Newark or Nottingham. All to sign as quickly as possible.

- b) Payment of Insurance Renewal

Date of next meeting: Monday 8 June 2015

Cheque for £265 payable to Came & Co signed. Auditor had pointed out some assets were not included on list – added to agenda for next month.

- c) PAYE – nomination of Councillor to take over PAYE responsibility  
Councillor Andersen volunteered to take over liaison regarding PAYE until new clerk is employed, Councillor Horsley seconded. Ken Ogilvie kindly offered to complete this month's nil return. Councillor Goodwin proposed we accept Ken's offer and put on agenda for next month- all agreed. Ken pointed out PAYE and NI is fairly complicated and strongly suggested we might outsource this to an agency.
- d) Annual Return  
Internal auditor had raised some queries on this. As an extension to deadline was declined it was agreed we would email return 8<sup>th</sup> June with attachments and post the following day to comply with deadline. Councillor Cast proposed a resolution in favour of submitting return with a cover note which Councillor Cast will produce explaining the circumstances of the resignations of previous chair & clerk but acknowledging the queries raised and that they will be looked into. Councillor Horsley seconded – unanimously agreed.
- e) Payment for Maypole  
Cheque for £200 to Steve Andersen signed.
- f) Payment of £100 to Mrs Edinborough for opening and closing school gate  
No invoice has been received and parish council was advised payment should not be issued without an invoice. Councillor Gent to request invoice from Mrs Edinborough and to ask that payment for April & June to be made at same time.
- g) Church payment for Bleasby News  
The PCC currently pay £50 per year to cover their items included in the Bleasby News. PCC are asking if it is still necessary for them to pay since advertising now covers cost. Councillors felt they did not have enough information to make an informed decision so have deferred decision to next agenda. There was also a suggestion that the Bleasby News could be made available online.
- h) Appointment of two Councillors to conduct half-yearly Financial Review  
Councillor Andersen appointed. Proposed by Councillor Horsley, Seconded by Councillor Cast  
Councillor Horsley appointed. Proposed by Councillor Goodwin, Seconded by Councillor Andersen  
  
Councillor Cast to produce calendar to record dates when all actions such as financial review need completing.
- i) Internal Auditor invoice  
Cheque for £70 to Martin Shaw signed.
- j) Any other matters pertaining to finance
- Elaine France pointed out actual names of parishioners who are paid for work for parish council are not normally included in the minutes. Councillors felt in the interest of transparency this would be good practice. Councillor Horsley will contact NALC to take advice on this matter before minutes are published.
  - Councillor Andersen asked if there was any kind of plan for what the parish council are hoping to achieve or are working on and if not could we have one, backed up by a financial plan. It was felt this would be helpful to establish the needs of the parish. Councillor Gent mentioned in the good practice guide for councillors they suggest you make a plan which creates the budget. (Post meeting note see page 45 of Good Councillors guide. This is then used to determine the precept.) Councillor Andersen to look at this. Councillor Cast proposed, Councillor Andersen seconded. Councillor Gent can assist with plan. Calendar of actions discussed earlier to be incorporated into this plan too. Ken Ogilvie offered to provide the model he used when he did the half yearly review & made recommendations if it would be helpful. Councillor Andersen also pointed out the balance of funds appeared to be more earning more than we are spending.
  - Ken Ogilvie advised he is happy to remain custodial of invoices etc for time being as they need to be made available to public for inspection. Councillor Cast proposed we accept Ken's kind offer, seconded by Councillor Andersen, unanimously agreed. Ken also pointed out we need to get addresses for Eon etc changed. Councillor Andersen to liaise with Ken on these financial matters.

12. Internal Review – appointment of Councillors to carry out Internal Review during the year

Date of next meeting: Monday 8 June 2015

Councillor Gent - Proposed by Councillor Horsley, Seconded by Councillor Goodwin, unanimously agreed  
Councillor Cast appointed – Proposed by Councillor Goodwin, Seconded by Councillor Horsley, unanimously agreed

13. Defibrillator – approval of costs as per quote from Community Heartbeat, and agreement to proceed

Need to establish difference between automatic & semi-automatic versions, source & obtain quotes for electrician to fit & team in community to test unit etc. Councillor Coombs will take this project forward. Proposed by Councillor Cast, Seconded by Councillor Goodwin. Councillor Gent volunteered to run weekly checks. Ali Sutherland was suggested as a good person to contact for involvement too.

14. Recruitment of new Clerk

a) Appointment of Interview Panel

Councillor Cast asked for people with interview experience to volunteer to be on panel. Councillors Gent, Horsley & Andersen all volunteered. Proposed by Councillor Cast, seconded by Councillor Goodwin.

Due to the urgency of filling this post, Councillor Goodwin suggested we call an extra-ordinary meeting to discuss candidates following interviews. Councillor Cast proposed we proceed, Councillor Goodwin seconded. Unanimously agreed. Councillor Cast to organise in due course.

b) Consideration of PAYE requirements

In light of Ken Ogilvie's earlier comments re outsourcing this to an agency, Councillor Gent suggested we might research a potential firm locally to use in readiness for appointment of the clerk. Councillor Goodwin offered to take this forward. Councillor Gent proposed, Councillor Cast seconded – unanimously agreed.

15. Environment and Amenity Matters

a) Litter bin – to agree arrangements to move bin to site next to notice boards

Councillors Coombs & Goodwin volunteered to move the bin. Councillor Cast proposed, Councillor Andersen seconded – unanimously agreed.

b) Lengthsman – to agree management of Lengthsman and instruct him as to work to be undertaken

Schedule needs agreeing with lengthsman. Originally council received £2,000 for lengthsman, last year received £1,000 – funding secure to April 2016. Only charges £15 per hour and the original £2,000 has not been used up yet. Councillors felt as funding provided scope for more work to be completed in the parish this was a good opportunity for parishioners to make suggestions/comments on potential jobs.

Councillor Coombs & Goodwin were appointed. Councillor Cast proposed, Councillor Horsley seconded. Councillor Cast also signed the lengthsman's schedule regarding funding.

c) Notice Board at Goverton

Councillor Coombs expressed an interest and left the room. Concerned was again expressed over the cost of this notice board and the work involved in keeping duplicate notice boards up to date plus the ongoing maintenance. There was also concern if a board was provided for Goverton perhaps Gibsmere might request one thereby doubling the costs. In the end it was unanimously agreed we should not proceed with this. It was felt that we should promote accessing documents on-line and that perhaps social media (used correctly) could be considered. Councillor Horsley asked for this to be added to agenda for next month.

d) Repairs to Notice Board on corner of Glebe Field – Decision as to when this should be done

Councillor Coombs (who is undertaking the work) hopes to complete in the next couple of weeks.

It was suggested the minutes etc could be transferred from the notice board requiring repair to the other notice board temporarily pending repair. Elaine France passed various keys to Councillor Cast and advised he contact Lynda Ogilvie for details of who else has keys.

e) Any other matters pertaining to environment and amenity matters

- Councillor Goodwin suggested we contact Richard Covil to arrange cutting of Glebe Field as he has done so previously as it needs doing now. Councillor Goodwin & Cast agreed to make a site visit to agree mowing and retention of 2 metre strip for wildflowers to seed. All agreed.
- Councillor Gent asked if we need to check progress of registration of land at Hazelford. Elaine France to forward details to Councillor Cast for discussion by parish council.
- Councillor Gent asked what will happen re maypole. Councillor Andersen suggested it remains in situ until September & advised he has ribbons. Wellow rehearse from January onwards. Councillor Gent will check if school are interested in being involved as an extra-curricular activity. Councillor Cast can enquire with governing body if needed.

#### 16. Glebe Field

- a) Bleasby Bikers use of Glebe Field – insurance cover and risk assessment to be requested.  
Councillor Gent pointed out it was Bleasby School Friends Association as opposed to Bleasby Bikers who were hiring field for the event. Copy of public liability insurance was presented and viewed. Risk assessment will be provided for June meeting as event still in planning stage. BSFA do not need marquee but do need electricity – all approved. Meter reading to be taken before & after event and charge made to BSFA.
- b) Bleasby Bikers' donation of picnic bench for Glebe Field  
Councillor Horsley suggested this was deferred until the Glebe Field layout as a whole was looked at.

#### 17. Jubilee Ponds Report

As an annual report was given recently it was felt this could be accepted as up to date for the purpose of this meeting.

#### 18. Village Hall Report

As an annual report was given recently it was felt this could be accepted as up to date for the purpose of this meeting.

#### 19. Flood Group Report

As an annual report was given recently it was felt this could be accepted as up to date for the purpose of this meeting.

#### 20. Agenda items for next meeting

Councillor Gent queried if parish council pay VAT. Ken Ogilvie advised they do but they can claim back. Ken pointed out that all invoices must be addressed to the parish council and that any vatable receipts must contain a vat number.

Councillor Horsley to speak to James Bright re access to website and access to parish council email address.

It was agreed any items that had been deferred to the next meeting should be given high priority on next agenda in order to prevent outstanding matters being continually deferred.