

Kirklington Annual Parish Council Meeting & Ordinary Parish Council Meeting (combined) – minutes

Minutes for the meetings on Monday 9th May 2022 at 7.30pm (following on from the Annual Parish Meeting).

Present: Bob Radford (RSR)(Chair), Martin Smith (MS)(Vice-Chair), Ian Woolridge (IW)(Treasurer/RFO), Patrick Mitchell (PM), Andrew Twidale (AT), Helen Cowlan (HC)(Clerk).

Public: None.

Annual Meeting formalities

1. Declarations of Interest (to cover the annual & ordinary meetings)

None.

2. Election of new Chair

There was unanimous agreement for RSR to continue, and be re-elected as Chairman of the Parish Council. Proposed IW, seconded PM.

3. Election of new Vice-Chair

There was unanimous agreement for MS to continue, and be re-elected as Vice-Chairman of KPC. Proposed RSR, seconded AT.

4. Election of new Treasurer

There was unanimous agreement for IW to be re-elected as Treasurer/RFO of KPC. Proposed RSR, seconded PM.

5. Minutes of last Annual Parish Council Meeting

The minutes from the last Annual Meeting held on 4th May 2021 were provisionally signed off at the following Parish Council meeting, and have, again, been approved as being a true record of the meeting, Prop RSR, sec IW.

6. Minutes of last ordinary Parish Council Meeting

The minutes from the last ordinary Parish Council meeting, held on 4th April 2022, were agreed and signed as a true record. Proposed IW, seconded AT.

7. Roles for the forthcoming year (2021-22)

RSR – Chair - Highways – Health and Safety – Church Xmas Tree – Bank signatory.

MS – Vice Chair – Flooding – Drains.

AT – Planning – VHMC Liaison - Bank signatory

IW – Treasurer - Accident reporting - Wings Liaison – Bank signatory.

PM - Verges – street lighting - footpaths.

New Sarah – Wings School – SNG Committee - Police Liaison.

Roles were unanimously agreed, however, in reality any Parish Councillor is happy to take ownership of any issues as required in order for actions to be completed in a timely manner.

8. Adoption of the Chairman's Annual Report

The Chairman's Annual report was unanimously agreed and adopted. Proposed MS, seconded IW.

9. Treasurer's Annual Report / adoption

The most significant item in the annual accounts for 2021/22 was the contribution towards Kirklington Primary School car park extension. As identified in last year's finance report, KPC made a very significant contribution towards the overall cost of this work, amounting to £14,500. The was funded from our CIL fund awarded in May 2016. The remaining £718 has been allocated towards the defibrillator installations in 2022/23 and Village Church hedge refurbishment.

Income – In 2021/22, KPC increased the annual precept by £200 to £6,400 in line with our stated policy to achieve overall reserves at the recommended levels of 1 1/2 our annual precept. There were no other grants received during the year.

Costs – (Excluding CIL expenditure)

Overall, the Parish Council spent £5,301, almost £300 less than last year. As KPC has done for several years, the continued regular practice of helping towards the major village assets, KPC donated £1,200 towards the Village Church upkeep, allowed under S137 Local Gvt Act, and a further £1,200 towards the upkeep of the Village Hall. Again, this is permitted within national guideline Section 19.3 of the Local Gvt Act. KPC spent an additional £300 for keeping the Village War memorial clocks on the Church tower running.

Our other costs were slightly below budget expectations, again, covering items such as the Church Christmas tree, GDPR licence, NALC membership, training etc. KPC also purchased replacement pads for the defibrillator (£100) as committed to when it was originally installed. The replacement defibrillator battery expenditure is scheduled in the new financial year.

In conclusion, KPC achieved a day-to-day surplus of £1,100 for 2021/22, above the budgeted surplus objective of £500. KPC has been gradually building up the overall financial reserves to the recommended levels over a number of years, and is expected to reach that objective in 2022/23.

When the CIL expenditure is taken into account, the net expenditure over income was £13,401.

Formal thanks were, again, given to IW for his work. The Finance report was unanimously agreed and adopted. Proposed RSR, seconded AT.

Ordinary Meeting formalities

10. Action points review (all)

Number	PC member	Subject	Date Raised	Status
16-45	HC	<u>Ivy Farm</u> No issues at the moment. Some window/lintel repairs completed. No further information has been received about proposals. It is understood that there should be consultation with Severn Trent as drainage should be connected to / with the main system (although currently blocked). Action: no further action at this time - awaiting next steps.	Nov-16	ongoing
17-53	HC	<u>School - Parking issues</u> School have advised that although staffing levels mean that they could not support a formal 'traffic management', staff may be able to be visible on a more regular basis. Resident involvement for this is not a preferred option for NCC. NCC Enforcement have advised that sending enforcement teams out would not be effective currently where there is little to enforce (other than illegal / dangerously obstructive parking) and referred us back to Highways to review road markings. The local Policing Team also confirmed the difficult position but they are aware of issues in the area. Action: HC to liaise with NCC Highways to request updates on future opportunities. HC to contact School regarding a 'formal' opening of the car park.	Oct-17	ongoing
19-57	HC	<u>School Playing Field</u> Feedback on the document: clarify if it meant that motor vehicles, rather than 'wheeled' vehicles, should not access to make sure bicycles / pushchairs retain access; politely challenge proposals to charge for use of field as the School isn't charged for use of the Church / Village Hall facilities. Action: HC to chase NCC for response.	Nov-19	ongoing
20-25	HC	<u>Flooding / drainage projects</u> No further updates - item kept open in case of future issues.	Oct-20	ongoing
20-26	HC	<u>Potholes</u> AT advised that some have been filled/circled but some have faded. It is understood that the road may be included as part of projects for the new financial year. Action – HC to contact NCC Highways to confirm possible plans.	Oct-20	ongoing

21-13	HC	<u>Parish Council Vacancy</u> NSDC have confirmed that vacancy can be filled by co-option - one resident has registered interest so far. Action - HC to formally advertise position via noticeboards / website.	Feb-21	ongoing
21-22	HC	<u>National Grid</u> Action - HC to chase speeding issues again.	Sep-21	ongoing
21-25	HC	<u>Lamppost poppies</u> Action - HC to contact Royal British Legion to order same quantity as previously had.	Sep-21	ongoing
22-03	HC	<u>CIL</u> NSDC have confirmed CIL money can be used towards defibrillator. Action - HC to chase CIL criteria re boundary hedges.	Jan-22	ongoing
22-04	HC	<u>Storage</u> Action - HC to source lockable filing cabinets.	Jan-22	ongoing
22-08	HC	<u>Model Codes of Conduct</u> Action - HC to review models available and bring to future meeting for review	Jan-22	ongoing
22-09	HC	<u>Defibrillator refurbishment</u> All parts requiring replacement have been replaced. No further action needed at this point.	Apr-22	closed
22-10	HC	<u>Speeding on Southwell Rd</u> NCC have advised they are unable to send the enforcement car out, but suggested contacting the local Policing Team regarding their options. Action - HC to contact Policing Team; HC to contact NCC to request traffic monitoring strips in the area between the Moor and the edge of the village. Also, for the A617 to get information about vehicle types/counts.	Apr-22	ongoing

11. Traffic Report – Accident stats (IW)

7th May – Eakring Rd (near Swiss Cottage) – speeding vehicle in ditch, Police attended.

12. Financial matters (IW):

- Balances - current account £7803.97, deposit account £5323.71. Online banking has now been enabled.
- Clerk payment – payment for April - proposed AT, seconded RSR. A test payment was made of £1 (to test the new online banking process), and will be deducted from the main payment.
- Receipt of precept – confirmation that first instalment has been received.
- Insurance renewal – due 1st June. Came and Co has been taken over by Gallagher Insurance Brokers. £394.64 fixed for 3 years (an increase of approx. £50). Proposed MS, seconded AT.
- Defibrillator – *replacements parts have been purchased (battery and pads) at an approx. cost of £220 (previously approved).*
- Jubilee Street Party – a grant of £200 has been received from NSDC. *Peter Emerson is leading the event.*

13. End of Year Finances Review 2021-22 (IW):

- Annual Approval of accounts for the year ended 31 March 2022. KPC members unanimously agreed, and adopted, the annual accounts.
- Approval of Certificate of Exemption for the year ended 31 March 2022. Unanimous agreement with the Exemption Certificate.
- Approval of the Annual Governance Statement for the year ended 31 March 2022. Unanimous agreement and adoption of the Annual Government Statement.
- Approval of the Accounting Statements for the year ended 31 March 2021. Unanimous approval and adoption of the Accounting Statements.

The end of year finances, and documentation, were unanimously accepted but proposed PM and seconded MS. RSR re-iterated formal thanks to IW for finances. **ACTION – IW to send HC documentation to be published online as per guidelines for audit and Transparency Code (22-11).**

14. Planning Matters (HC) – any planning requests/updates to review:

- i) 22/00303/s73 – Land between Fallows End and Lynwood – variation of condition 2 attached to 21/00121/FUL to amend the approved plan to amend garage / dwelling materials / eaves and reduce pitch height of dwelling. Status – permission granted (info only).
- ii) 21/02434/HOUSE – Mill Farmhouse, Southwell Rd – proposed detached garage and workshop. Status – permission granted (info only).
- iii) 22/00443/LDC – High View and The Hame, Main Street – application for LDC for existing use as two separate dwellings. Outcome – permission granted (info only).
- iv) 22/00442/LDC – Hawthorne Cottage, Pine Tree Cottage, Mint Cottage and Sycamore Cottage, Main Street – application for LDC for use of land / buildings for residential purposes. Outcome – permission granted (info only).

15. Annual Review of Policies (HC/all)

KPC members reviewed and unanimously agreed that no further changes were required to GDPR, Accessibility and Standing Order policies / processes. **ACTION – HC to amend ‘last reviewed’ dates to reflect this (22-12).**

16. Correspondence (HC):

- i) NALC update on internal auditor – work is being done to increase numbers, and standard, of internal auditors including a code of conduct (email already circulated, info only).

Additionally:

WINGS – feedback suggests that things have settled down for neighbours / periphery. PR advised a resident has raised a concern about the condition of part of the listed building, and the Principal has advised there are plans in place to rectify damage, so NSDC will work with WINGS to resolve.

Defibs – a defibrillator at Tim Farr’s farm is being made accessible to the public (bottom end of Eakring Rd), and works will be carried out to enable the public to have access to the one on site at the School. Thanks were given for support given to ensuring the Village has access the potentially life-saving equipment.

Management Committee - a new Management Committee is now in place for the Village Hall, Social Club, and 100 Club – details to follow. Plans for the Jubilee Event will be shared.

17. Date of next meeting – 6th June 2022 at 7.30pm at the Village Hall.

The next AGM date will be agreed early in 2023, and will need to factor in (re)-elections.

Meeting ended 20.35.