

COLLINGHAM *Parish Council*

MINUTES OF THE COLLINGHAM ANNUAL PARISH COUNCIL MEETING held at 7.15 pm on 11 MAY 2017 in the Youth & Community Centre, Low Street, Collingham

Present: Councillors: C Allen, J Barrie, J Davies, M Davies, R Hatton, L Marshall,
T Musson, R Scott, V Wright
County & District Cllr Mrs M Dobson (part)

Clerk: Caron Ballantyne

In Attendance: 0 members of the public

67 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

The Chair then thanked Cllr Musson for his work as Chair in the last year

68 To receive apologies for absence

Apologies received from Cllrs Guest and Marshall, which were accepted

69 To receive any declarations of interest

None

70 To receive and approve the Minutes: of the Parish Council Meeting of 27 April 2017, previously circulated to members.

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

71 Election of Officers

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

72 Determination of Councillors responsibilities

- Finance – Resolved that the bank reconciliation is approved each month by a pair of councillors in rotation as this has been working well for the last year
- 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 to continue with this as a standing item on each Parish Council Meeting agenda and Councillors to volunteer to write this

73 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 recently agreed Terms of Reference
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 be on this group along with the Clerk
- **Speedwatch**
New volunteers are continually being sought to help with this. 1 new volunteer this year
Resolved that Cllrs Allen, J Davies, M Davies, Hatton and Marshall would 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**
David Tingle has expressed his wish to step down from the Burial Authority. As this is a statutory role, resolved that this would be taken on by the Clerk
The cemetery advisory group would be undertaken by Cllrs Allen, Scott and Wright and would meet when required
- **Flag and Flagpole**
Terry Ozbourne has indicated that he would be happy to continue - Resolved that Terry Ozbourne would continue this role
- **Archives**
Resolved that Councillor Guest and the Clerk would continue this role.
- **Noticeboard monitoring**
Resolved this is a task for all councilors
The note added to all boards “undated for sale items will be removed” has worked well where the clerk has dated these – most notices do not include this and they have been removed, when faded/in poor condition or the notice boards are particularly full. Some organisations have been concerned that their notices have been removed but this has only occurred after the event has taken place

74 Appointment of Representatives of other bodies

Formal

- Collingham Youth and Community Association – Resolved that Cllrs Allen, Scott and Wright to continue this role
- Newark Municipal Charity – Resolved that Mrs Parkin would continue to the end of her term with the Charity
- The Fleet – Resolved that Councillor M Davies would continue this role
- Memorial Hall Committee – Resolved that Cllrs Barrie & M Davies would take on 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 represent the Parish Council
- Tenants and Residents Association – Resolved that Cllr Wright would continue this role
- Collingham Website/social media – Resolved that Councillor Hatton and the Clerk would continue in this role
- 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 undertake this role
- Trent Valley Trail – Sustrans – Resolved that Cllrs Hatton and Marshall would continue in this role

Informal

- Business Club – Resolved that Councillor Marshall and Clerk to continue in this role
- Collingham and District Gardening Association – Resolved that Cllrs J Davies & Musson would take on 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 undertake this role
 - Cricket Club – Resolved that Cllr Marshall would undertake this role
 - Tennis Club - Resolved that Cllr Hatton would undertake this role
 - Bowls Club - Resolved that Cllr M Davies would undertake this role
- Baby and Toddler Group - Resolved that Cllr Marshall would undertake this role
- Collingham Pre-School - Resolved that Cllr Marshall would undertake 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 undertake this role
- Community Orchard - Resolved that the Clerk would continue in this role
- Good Companions - Resolved that Cllr Wright would take on 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
- Collingham Singers - vacancy
- William Bailey Social Club - Resolved that Cllr Wright would continue in this role
- Collingham Agricultural Show – Resolved that Cllrs M Davies & Musson would undertake this role
- Young Farmers – vacancy
- Churches Together - Resolved that the Clerk would undertake this role
- Ramblers – Resolved that Cllr Barrie would undertake 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 undertake this role
- Collingham Rural Advice Centre - Resolved that Bill Jackson would be asked to provide a regular report
- U3A - Resolved that Cllr Barrie would undertake this role

75 Review and Adopt the Standing Orders of Collingham Parish Council

Resolved that the suggestion of Agendas being posted on additional notice boards was not necessary. Resolved to accept all other changes proposed

76 Review and Adopt the Financial Regulations of Collingham Parish Council, including tenders and contract awards

Resolved to accept all changes proposed, once the typo in 6.4 was resolved

77 Review existing signatories and recommend changes as required

Resolved Natwest – Mrs Parkin to be removed / Cllrs J Davies & Guest to be added

Resolved NS&I - Mrs Parkin to be removed / Cllr J Davies & Guest to be added

Resolved Unity – Mrs Parkin to be removed / Cllr J Davies to be added

78 Review and Adopt the Risk Register

Resolved to accept the proposed updates, with additional amendment to the “budget” risk

79 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
- Tree Safety – resolved to adopt
- Flood Signage Scheme – resolved to adopt
- Equality and Diversity – resolved to adopt
- Health and Safety policy – resolved to adopt

80 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 revisit as incorrect template table appended

81 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

82 Appoint Internal Auditor for the year 2017/18

Resolved to re-appoint Belina Boyer, unanimously

83 Appoint Members to serve on the Staffing Panel

Resolved that Cllr J Davies and Cllr Musson would take on the role

84 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 to agree the asset register

Review the insurance policy at the next renewal

85 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 Councilors having Parish email accounts and should therefore also continue

86 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 before being set up

87 To Appoint Members to monitor email and provide holiday cover for Clerk

Resolved that this would be done by the staffing panel

Meeting closed 20:15pm