

Minutes of the Annual Meeting of the Elkesley Parish Council held on Tuesday 21<sup>st</sup> May 2019, at 7.15pm in the Elkesley Memorial Hall, High Street, Elkesley.

**Present:** Cllr Oldbury, Cllr O'Brien, Cllr Stronach, Cllr Skelton, Cllr May, Cllr Savill, Cllr Fish, Cllr Roberts and Cllr Joy  
**Others:** Mrs Davies (Clerk) and members of the public

**3128/19 Election of Chair**

Cllr O'Brien proposed Cllr Oldbury for the position of Chair; this was seconded by Cllr Fish and resolved by the Council – 9 votes. The Chair then signed his Declaration of Acceptance of Office which was countersigned by the Clerk

**3129/19 Election of Vice-Chair**

The Chair proposed Cllr O'Brien for the position of Vice-Chair; this was seconded by Cllr Roberts. Cllr Stronach put himself forward for the position of Vice-Chair but no proposals were received. Therefore it was resolved by the Council that Cllr O'Brien will be the Vice-Chair. The Vice-Chair then signed her Declaration of Acceptance of Office which was countersigned by the Clerk.

**3130/19 To receive signed Declarations of Acceptance of Office**

The Clerk then received the signed Declaration of Acceptance of Office from the rest of the Members; which she countersigned.

**3131/19 To receive and accept apologies for absence**

No apologies for absence were received.

**3132/19 To receive and record declaration of interests from Members in any item on the agenda**

Cllr May declared an interest in agenda item 28 – update on the appointment of Grounds Maintenance person.

**3133/19 To receive GDPR Security Compliance checklist from new Members**

The Clerk received completed GDPR security compliance checklist from Members.

**3134/19 To hold 10 minute public session**

The meeting was suspended to allow for the public session.

It was reported that Highways has not yet carried out any resurface work on Park Lane. Cllr O'Brien suggested that residents on Park Lane could individually report the condition of Park Lane; the more complaints received may help. Cllr O'Brien will also send in another report.

The meeting was then reconvened.

**3135/19 To receive reports from the District & County Councillors**

The District or County Councillors were not present.

**3136/19 To approve the minutes of the meeting held 19<sup>th</sup> March 2019**

Cllr Stronach proposed to accept the minutes of the meeting held on 19<sup>th</sup> March 2019 as a true record; this was seconded by Cllr May and resolved by the Council. The Chair then duly signed the minutes.

**3137/19 To receive any updates on actions from the previous meetings**

- The Clerk has received a response back from the District Council regarding replacement and additional litter bins. The damaged bin at the junction of Lawnwood Ave and Lawnwood Lane will be replaced once the new stock arrives. The District Council only has a limited number of bins to last the whole so they will be able to provide a bin at the side of the seat on Eskril Way out of this year's budget free of charge. As there is a bin at the bottom of Lawnwood Ave turning off Eskril Way and then the bin at the junction of Lawnwood Ave, they cannot justify a further bin where the phone box used to be. However, if the Parish Council wishes to purchase one for this location they can supply on at a cost of £125.00

- The Chair reported that he has contacted the owner of the Yew Tree site for an update on what he is doing regarding the development of it. The owner is happy to come to a council meeting to give an update; the Chair will send him an invite.

**3138/19 To confirm that the criteria has been met for the Council to continue using the General Power of Competence**

The Clerk reported that at every 'relevant' meeting (the Annual Meeting of the Council after the elections occur every 4 years); the Council has to confirm that the criteria has been met to be able to continue using the General Power of Competence:

1. The number of Members of the council that have been declared to the elected, is equal to or greater than two-thirds of the total number of members of the council – the Clerk confirmed that this criteria has been met;
2. The clerk to the parish council holds the Certificate in Local Council Administration – the Clerk confirmed that this criteria has been met;
3. The clerk to the parish council has completed the relevant training in the exercise of the general power– the Clerk confirmed that this criteria has been met

The Chair proposed that the Parish Council continues to use the General Power of Competence; this was seconded by Cllr O'Brien and resolved by the Council by 9 votes.

**3139/19 To appoint the Internal Auditor for 2019/20**

This item was deferred to a later date when a new Internal Auditor is found.

**3140/19 To review the bank mandate and signatories for the Bank**

The current bank mandate allows any two signatories to sign cheques for any amount; the Clerk is on the mandate only to allow her to speak to the bank on behalf of the Council. The current signatories are Cllr Oldbury; Cllr Stronach and Justin Flear who is no longer a Councillor.

Cllr May proposed to remove Justin Flear off the mandate and include two new signatories Cllr Savill and Cllr O'Brien; this was seconded by Cllr Stronach and resolved by the council by 9 votes

**3141/19 To review the Insurance Schedule for 2019/20**

The Clerk circulated a comparison list of insurance companies for the Council to consider.

The Chair proposed to accept the Inspire quotation for a 3 year long term agreement; this was seconded by Cllr Stronach and resolved by the Council – 9 votes.

**3142/19 To receive Internal Audit Reports for 2018/19**

The Clerk circulated copies of the Internal Audit Reports for 2018/19 for the Councillors to note.

The internal audit took place on the 17th April 2019 which confirmed that all appropriate policies and finance records etc. are in place and in order; plus confirmation of the bank account balances. There were no actions or recommendations received.

The auditor then signed the Annual Internal Audit Report 2018/19 which states that "*The authority's internal auditor, acting independently and on the basis of an assessment or risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019*". The Auditor then gave positive responses to all the relevant internal control objectives – see report attached.

The Chair proposed that the Council has noted the Internal Audit Reports for 2018/19; this was seconded by Cllr O'Brien and resolved by the Council – 9 votes.

- 3143/19 To approve the Annual Governance Statements for the year ending 31<sup>st</sup> March 2019**  
The Clerk circulated copies of the Annual Governance Statements for the Councillors to consider. After consideration the Council gave positive responses to the statements.

Cllr Stronach proposed to approve the Annual Governance Statements; this was seconded by Cllr O'Brien and resolved by the Council – 9 votes. The Chair and Clerk then signed the statement as attached.

- 3144/19 To approve the Statement of Accounts for the year ending 31<sup>st</sup> March 2019**  
The Clerk circulated copies of the accounts as at the 31<sup>st</sup> March 2019 and also a copy of the Accounting Statements 2018/19 for the Councillors to view.

Cllr O'Brien proposed to approve the Statements of Accounts for the year ending 31<sup>st</sup> March 2019; this was seconded by Cllr May and resolved by the Council – 9 votes. The Chair then signed the statement – see attached.

- 3145/19 To receive confirmation that the Council meets the criteria to apply for External Audit exemption for the financial year ending 2018-19**

The Clerk circulated copies of the Certificate of Exemption for the Council to approve. The certificate can be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2019, and that wish to certify themselves as exempt from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) Regulations 2015. All the documents are completed the same as a limited assurance review but without the need to send to the external auditor at a cost of £200; all the documents are put on the website to comply with transparency.

Cllr Stronach proposed that the Council applies for an External Audit exemption for year ending 31<sup>st</sup> March 2019; this was seconded by Cllr O'Brien and resolved by the Council – 9 votes. The Chair and Responsible Financial Officer then signed the certificate – see attached.

- 3146/19 To review the Council Asset List as at 31<sup>st</sup> March 2019**  
The Clerk circulated copies of the council's asset register as at 31<sup>st</sup> March 2019. The only new assets during the year were three new seats which have been installed around the village at a total cost of £660. No assets have been sold or disposed of during the year.

Cllr Stronach proposed to approve the asset register as at 31<sup>st</sup> March 2019; this was seconded by Cllr May and resolved by the Council.

- 3147/19 To review the Annual Risk Assessments**  
The Clerk circulated copies of the annual risk assessments which consisted of general and financial risk assessments for the Council to view and consider.

Cllr May proposed to approve the annual risk assessments; this was seconded by Cllr Stronach and resolved by the Council – 9 votes.

- 3148/19 To review Standing Orders and Financial Regulations**  
The Clerk circulated copies of the Standing Orders and Financial Regulations for the 2019 review.

Cllr O'Brien proposed to approve the Standing Orders and Financial Regulation; this was seconded by Cllr May and resolved by the Council – 9 votes.

**3149/19 To appoint members of the Council's working parties**

The Chair has put together a project list for councillors to put their names forward to. Councillors and volunteers can put themselves forward to help with any project at any time.

**BBQ Area:** Involve the community in building a brick BBQ  
**Appointed:** **ClIr Skelton**

**Benching:** Fitting benching at points around the village to encourage people to go out for a walk  
**Appointed:** **ClIr Skelton**

**Bins:** Emptying the bins ready for the district council's collection  
**Appointed:** **ClIr Stronach and ClIr May**

**Christmas Tree:** Organise the annual event (list of jobs etc available)  
**Appointed:** **ClIr Roberts and ClIr Davis**

**Community Activities:** Plan and execute community activities such as orienteering, geo-caching, stone painting etc  
**Appointed:** **Pending**

**Crookford:** Return the area to a nice place to go for families  
**Appointed:** **Pending**

**Defibrillator checks:** Weekly checks on the defibrillators and report any issues  
**Appointed:** **ClIr Savill**

**A1 Garages:** Investigate and plan for the practicalities of managing the garages  
**Appointed:** **ClIr O'Brien**

**Hedging/trees/flowers:** Plan and organise the planting of hedging, trees and flowers around the village – community activity  
**Appointed:** **Pending**

**Memorial Garden:** Community activity to design and construct a memorial area within the cemetery  
**Appointed:** **ClIr Stronach**

**Newsletter/Idle Times:** write a monthly summary of activities, events or council meetings for inclusion in the Idle Times  
**Appointed:** **ClIr Savill**

**Remembrance Day/  
 Lamp post poppies:** Organise the activities to mark Remembrance Sunday  
**Appointed:** **ClIr Fish**

**Risk assessments/  
 H&S:** Ensure that the risk assessments are current and cover all activities undertaken by or on behalf of the Parish Council  
**Appointed:** **Pending**

**Skateboard ramps:** Community activity to re-paint the skateboard ramps  
**Appointed:** **ClIr May**

**Sports field**

**Monitoring:** Weekly check of the sports field, play area and BMX track, noting any areas of concern and acting upon them

**Appointed:** **Cllr May + 2 volunteers**

**Village entrance:** Community project to enhance the entrance to the village

**Appointed:** **Cllr O'Brien**

**Village information**

**Boards:** Displace boards in the village, mapping local features and amenities

**Appointed:** **Cllr Oldbury**

**Walking routes:** Plan and map routes around the village and install marker points for users

**Appointed:** **Cllr Skelton**

**Website:** Update the village website and ensure it complies with regulations

**Appointed:** **Cllr Oldbury and Cllr O'Brien**

**Welcome Packs:** Develop an information pack/sheet for people new to the village

**Appointed:** **Cllr Oldbury**

**3150/19 To appoint Parish Council Representatives**

Cllr O'Brien is happy to continue to attend the Parish Forums and Rural Conferences on behalf of the Council.

Cllr Stronach and Cllr May are happy to continue to attend the rural Police meetings on behalf of the Council.

Two councillors were requested for nomination by the Memorial Hall Committee to interview for the one position as below:

Cllr O'Brien proposed to nominate Cllr May as the first nomination; this was seconded by Cllr Savill and resolved by the Council. Cllr Roberts proposed to nominate Cllr Skelton as the second nomination; this was seconded by the Chair and resolved by the Council.

**3151/19 To consider any planning applications as listed****Planning application: 19/00510/FUL**

Proposal: Demolish existing building and erect drive thru coffee shop with associated parking

Location: Former Indian Chef A1 Northbound, Elkesley

After consideration the Chair proposed not to make any objections to the above application but ask that consideration is made to the length of the slip road and that relevant lighting is provided; this was seconded by Cllr Davis and resolved by the Council – 9 votes. The Chair will write the response.

**Application No: 19/00490/CDM – (Notts County Council application)**

Proposal: Vary Condition 14 of P.A. 18/10/00007 to Operate Between the Hours of 07:30-17:30 on Weekdays, 07:30-12:30 on Saturdays.

Proposed Metals Recycling Centre and Motor Vehicle Depollution Centre

Location: Alpine Industrial, Jockey Lane, Elkesley

The Chair reported the requested change of hours as above – this is the same number of hours and is not an increase. This alteration of business hours better suits the business needs.

The Chair reported that he has been contacted by a local land owner informing the council that he is putting forward two sites in Elkesley forward to the District Council; to be considered as future development sites.

The Chair proposed that the Council looks at the existing and newly proposed areas and suggested that the public are involved in this – this was seconded by Cllr Stronach and resolved by the Council 9 votes.

**3152/19 Proposal to consider replacement grass cutting equipment**

Cllr May reported that the strimmer has broken and requires replacing.

Cllr Stronach proposed that he take the strimmer to see if it can be repaired first; this was seconded by Cllr O'Brien and resolved by the Council.

Cllr Savill proposed that the council purchases a small 12 volts mobile jet washer of approx. £30; to use on the wheelie bins, bus shelters, signs and MUGA. This was seconded by Cllr O'Brien and resolved by the Council – 9 votes.

**3153/19 Proposal to return to monthly council meetings**

Cllr O'Brien proposed that the Council returns to monthly council meetings (except August); this was seconded by Cllr Stronach and resolved by the Council.

**3154/19 To approve payments as listed and receive financial reports to date**

The Clerk circulated copies of the April finances and copy bank statements for the Councillors to view.

Cllr Fish proposed to approve the following payments; this was seconded by Cllr Stronach and resolved by the Council.

**April:**

- a) Hutchinson Engineering – fabricate barrier for sports field £120.00 (1895)
- b) Bassetlaw District Council - collection of wheelie bins £154.44 (1896)
- c) Parish Clerk – March wage £231.50 (1897)
- d) Grounds Maintenance wage £295.56 (1898)
- e) HMRC – p.a.y.e £57.80 (1899)
- f) J O'Brien – reimbursement of petrol for grass cutting £10.49 (1900)
- g) R May – reimbursement of petrol for grass cutting £108.21 (1901)

**May:**

- h) R May – reimbursement for Tuxford Lawnmower Centre – replacement parts for lawnmower £217.10 (1902)
- i) D Savill – Internal audit 2018-19 £75.00 (1903)
- j) Parish Clerk reimbursement for Money Soft payroll software £81.60 (1904)
- k) Grounds Maintenance wage part April & May £529.54 (1905)
- l) Parish Clerk – April wage & expenses £266.99 (1906)
- m) HMRC – p.a.y.e £57.80 (1907)
- n) Elkesley Memorial Hall – Room hire £20 – Post Office £49.50 £69.50 (1908)
- o) J O'Brien – reimbursement for First aid kit etc £35.96 (1909)
- p) M Stronach – reimbursement for bin bags £5.67 (1910)
- q) R May – reimbursement for bin bags and 'no dogs' stickers (1911)

**3155/19 To receive update on the appointment of a Grounds Maintenance person**

Cllr O'Brien gave an update on the applications, interview and appointment of a Grounds Maintenance person and Mrs May was duly appointed.

**3156/19 To receive items for information or for the next agenda**

The Chair issued proposal slips out to Councillors which enables them to submit their proposal indicating what it is they are proposing; any approximate costs and the proposer ideal outcome – these need to be submitted to the Clerk for consideration 10 days prior to the council meetings.

Items put forward for the next agenda:

- To support people in completing their DofE award through community project work
- Running a Best Kept Garden competition in the village
- Review of the contribution given to the Memorial Hall for the Post Office sessions
- To discuss/consider the siting of the storage container on the Memorial Hall land
- Review of fees

**3157/19 Time and date of next Parish Council meeting**

The time and date of the next Parish Council meeting will be on the 18<sup>th</sup> June 2019 at 7pm in the Memorial Hall, High Street, Elkesley.

There being no further business the Chair closed the meeting.