**CM/19/05/01**

**FISKERTON-CUM-MORTON PARISH COUNCIL**

**MINUTES OF THE STATUTORY ANNUAL COUNCIL MEETING HELD 13th MAY 2019 at 7.30pm**

 **IN MORTON CHURCH HALL**

**IN ATTENDANCE**

Cllrs. R.Lancaster, S. Holloway, L.Moakes & H.Gibbins,

 Also in attendance N & S D C Cllr. R.Blaney , J.Dymond (Nottingham City Council) & Clerk L.Holland.

**CHAIRED BY CHAIRMAN CLLR. R.LANCASTER**

1. To elect Chairman for 2019/2020 and signing of Declaration of Acceptance of Office.

Outgoing Chairman Cllr. R.Lancaster asked for nominations for the Chairman’s post. Cllr. R.Lancaster was proposed and seconded.

**Unanimously approved Cllr. R.Lancaster as Chairman for 20192020. Cllr. Lancaster duly signed Declaration of Acceptance of Office.**

1. To elect Vice Chairman for 2019/2020 and signing of Declaration of Acceptance of Office.

**Deferred to the future meeting when hopefully the vacancies would be filled.**

1. Apologies – acceptance and approval.

NCC Cllr. S.Saddington.

1. Declarations of interest. – none
2. Receipt of Councillor Forms :
* Declaration of Acceptance – All Councillors had signed a Declaration of Acceptance of Office.
* Register Of Interest – All Councillors had been issued with a form.
1. Appointment of committees, working groups & other representatives:

01 Play Area Committee

02 Flood Officer

03 Sports & Gala Association Representative

04 Footpaths Officers

05 Snow Warden

**Cllrs. H.Gibbins & S.Holloway appointed to the Play Area Committee; nominations for all other representative to be deferred to future meeting when hopefully vacancies would be filled.**

1. Minutes of the meeting held 15th April 2019.

**Minutes of the meeting held 15th April 2019 were approved and signed as a true record.**

1. Matters Arising, (if any)
* Feedback on drainage improvements in Morton following recent rain (if any) A resident felt that this work had not been effective.
* Update on defibrillator training – Training had been successful with approx. 25 people attending.
* Update on planned maintenance to the fence on the Village Green – this had been undertaken.

...........continued

**CM/19/05/02**

**FISKERTON-CUM-MORTON PARISH COUNCIL**

**MINUTES OF THE STATUTORY ANNUAL COUNCIL MEETING HELD 13th MAY 2019 at 7.30pm**

 **IN MORTON CHURCH HALL**

.........continued

1. Reports from Parish, District & County Councillors.

Cllr. S.Saddington apologies; however; a report had been submitted confirming main achievements over previous year were road resurfacing at Fiskerton & drainage work at Morton.

N & S D C Cllr. R.Blaney reported the following:

N & S D C had a conservative majority.

Residents’ survey results were now online & there had been a good response which bucked the trend.

The N & S D C Community Plan showed the plans for the next 4 years.

1. Presentation by James Diamond (Nottingham City Council Parks Manager)

Chairman thanked JD for attending.

JD confirmed a brief had been put out to 3 play equipment contractors at a cost of between £25-30,000.

2 Plans had been received and were viewed.

WREN funding requires establishment of community need and consultation.

Approved online consultation commencing asap with a deadline of 31st May 2019; WREN deadline 13th June 2019 with a view to a decision in September/October 2019 & if successful possible installation of October 2019.

JD to produce online survey & produce approx. 25 fliers for B.Macgrath to distribute via schoolchildren at bus stops, noticeboards etc.

Councillors to hold special meeting 3rd June 2019.

Cllr. SH confirmed he had also discussed provision with N & S D C.

Cllr. SH would also approach representative of Arthur Radford Centre to ensure they are aware of developments.

**Approved appointment of James Diamond to progress a WREN application noting £3,000 fee payable to Nottingham City Council following a successful submission in 2 halves (if unsuccessful then only £1500 (payable) & WREN fee of £3063.75**

1. To approve Co-option Policy

**Approved Co-option Policy.**

1. To approve Risk Management Policy

**Approved Risk Management Policy.**

1. To approve Asset Register

**Approved asset register totalling £116,613.95.**

1. Approval of annual governance statement.

**Approved annual governance statement**

1. Approval of annual governance and accounting return noting internal audit report.

**Approved Annual Governance and Accounting Return noting no internal audit recommendations.**

1. Approve Chairman & Clerk to sign Annual Return.

**Approved Chairman & Clerk to sign AGAR.**

1. To approve Exemption Certificate.

**Approved exemption certificate.**

1. Appointment of Internal Auditor for 20192020

**Approved Barrie Woodcock as internal auditor for 20192020.**

**Standing orders to be suspended for the next agenda item only**

1. Questions from members of the Public.

**Nothing to report.**

1. Update on Neighbourhood Plan following submission to N & S D C .

Clerk & Chairman confirmed this had been lodged with N & S D C.

List of businesses & community organisations to be submitted. Refer to Appendix ‘A’ ...........continued

**CM/19/05/03**

**FISKERTON-CUM-MORTON PARISH COUNCIL**

**MINUTES OF THE STATUTORY ANNUAL COUNCIL MEETING HELD 13th MAY 2019 at 7.30pm**

 **IN MORTON CHURCH HALL**

.........continued

1. Planning for the future – a proposal for the future.

**Approved document attached Appendix ‘B’ along with pre meeting training.**

1. Planning Applications –
2. To consider new planning applications . None

As per Appendix ‘C’

1. To note Newark & Sherwood Decisions:
2. To approve payments, budget monitoring & bank reconciliation. (Refer to appendix ‘C’ for payments)
* Payments of £1504.57 as per appendix C
* Receipts N & S D C Precept £3700 half year; notificiation of £46.39 OVO
* Clerk presented budget monitoring
* Bank reconciliation – YTD Receipts £3700; Payments £361.85; Balance as at 30th April £81,428.43

**Approved all financial information as above & Chairman signed bank statement confirming the balances.**

1. To approve purchase of Scribe Accounting Package.

**Approved purchase of Scribe Accounting Package at annual cost of £129 + VAT**

1. Came & Co Insurance Renewal

**Approved renewal of Came & Co Insurance due to it being subject to a LTA at a cost of £543.28.**

1. To approve meeting dates for 20192020

**Approved meeting dates for 20192020. As per Appendix ‘D’**

1. Feedback on the Annual Report from Annual Parish Meeting.

Main areas of concern Morton drainage; dog fouling; trees on verges & camber off the road.

1. Update on 2 village signs following successful NCC LIS grant application noting unable to have a sign on the Bleasby approach road due to insufficient room on verge area.

Clerk confirmed a meeting with VIA later in the week.

1. Update and arrangements for ‘Spring Clean’ of our villages.

Additional litter pickers had been offered along with a place to store rubbish.

1. To consider any general maintenance across the parish .

Fence down at Riverside (up the bank on Trent Lane).

Work to cut hedges back still outstanding.

31. To consider play area issues including;

01 Play Area Inspection Report(s) – awaited.

02 Update on developments from Playground Working Group and approval of scheme if necessary. Refer to previous agenda item.

 32. To review Council Policies ie.

* Standing Orders, **meetings not to exceed 2hrs; public session maximum 10minutes no individual to speak more than 3 minutes**.
* Financial Regulations

Both Standing Orders and Financial Regulations approved.

 33. Correspondence for noting & agenda items for next meeting.

* Inspector Sutton update
* New Councillor training

Agenda items: New laptop & purchase of new Charles Arnold Baker

 34. Date of next meeting **17th June 2019** –

Meeting ended 21.41 pm **SIGNED.......................................................**

**DATE.............................................................**

**CM/19/04/04**

**FISKERTON-CUM-MORTON PARISH COUNCIL**

**MINUTES OF THE STATUTORY ANNUAL COUNCIL MEETING HELD 13th MAY 2019 at 7.30pm**

 **IN MORTON CHURCH HALL**

Continued.................... **APPENDIX ‘A’**

**NEIGHBOURHOOD PLAN**

**LIST OF BUSINESSES CONTACTED**

**PUBS**

* The Bromley, Fiskerton.
* The Moon, Morton

**FARMS**

* Hammonds Farm, Manor Farm, Manor Drive, Morton
* P.Hammond, Off Gorsey Lane, Morton
* John Harris, Lodge Farm Barns & Lodge Farm
* Price Partnership Farm, Morton Grange Farm, Morton

**BUSINESSES**

* Trent Valley Equestrian Centre, Occupation Lane, Fiskerton.
* Boarding Kennels, Gypsy Lane, Fiskerton
* Fiskerton Ferry Boathouse, Fiskerton Wharf
* ISP Builders Developers
* Rob Smith Electrician Claypit Lane
* Fibre for Rural Nottinghamshire Ltd (F4RN) 28 Longmead Drive, Fiskerton

COMMUNITY GROUPS

* WI contact Lesley Hare- email lesley.hare@hotmail,com
* St Denis's Church - graham.miller14@virgin.net
* Arthur Radford Centre Sports & Gala Committee- contact Caroline Gordon email cgrdn@aol.com
* Local History Society - joblaney@yahoo.co.uk
* Good Lunch Club- Contact Lyrrie Vickers email lyrrie13@gmail.com

**CM/19/04/05**

**APPENDIX ‘B’**

**Fiskerton-cum-Morton Parish Council: Planning for the Future – A proposal for consideration**

**Initial planning**

We have 4 councillors who have been elected unopposed, three of whom have been in post during the previous election period.

We are aware of at least four residents who are interested in joining the council for the forthcoming period. We need to follow due process for this to occur hopefully by the 17 June meeting.

We need to create opportunities for all councillors to contribute to the development and progress of the Parish Council, some of which can occur through discussion and training outside of meetings between 7.00pm-7.30pm on the evening of the meeting.

We could run a series of three induction sessions for us all in July, September and October. Within this programme ask Lynn to describe the role of the Clerk.

Then to ask Roger and /or Jo Blaney & a NSDC Officer to run a planning session for us all at the November session.

Then identify other aspects of our work for consideration during these times and maybe run them less frequently, say every three months.

**Development of the roles within Parish Council to encourage greater involvement and participation of all 7 councillors**

Induction of new members through sessions for all of us which will lead to a FCM induction policy (See above). We can also pay for new councillors to attend NALC induction training)

Establishing a vision and strategic plan incorporating the priorities established via the Annual Report and the Neighbourhood Plan once it is approved by referendum in September 2019.

Clarifying roles and responsibilities of the following:

Clerk – Providing professional advice, support and challenge which ensures the PC fulfil its statutory duties. (Keeping us on the straight and narrow!!)

Chair - Leading Strategic Planning, - need role description

Vice chair- Deputising for Chair & contributing to strategic planning– need role description

Individual Parish Councillor- need generic role description plus:

**Suggested Delegated roles**

* Flood warden- role published
* Snow warden - role published
* Footpaths warden, highways and byways- role related to footpaths published
* Budget and monitoring spending
* Community Engagement & Links
* Sports & Gala Link including Arthur Radford Centre & electricity readings
* Playgrounds & Village Green & Environment- Keeping the village’s clean & Fishermen’s car park & dog poo
* Safer Communities and Neighbourhood Watch

This proposal does not presume that I will be the Chair and is intended for use by the PC whoever assumes this role.

Rob Lancaster 1 May 2019

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Payments for authorising 13th May 2019** |  |  | **APPENDIX ‘C’** |  |
|  |  |  |  |
| **PAYEE** | **DETAILS** | **PAYMENT DETAILS** | **£** |
| 1.L.Holland | May Salary, home allwce. & expenses | Online | 231.75 |
| 2. HMRC | May tax deductions | Online only from 14.12.17 | 50.60 |
| 3. F4RN | May monthly internet service 2019 | online | 18.00 |
| 4. Wordprint | Final Report & May Newsletter | online | 73.00 |
| 5. N & S D C | inv I0125629 Play Area inspections Sept 2018 - April 2019 | online | 144.00 |
| 6. Barrie Woodcock | Internal Audit | online | 106.95 |
| 7. Came & Co | Annual Insurance (LTA) | online | 543.28 |
| 8. Nottingham Hospitals | half of fashion show income of £538.41 | Cheque | 218.10 |
| 9. British Gas | VG meter | DD | 16.87 |
| Jo Stevenson | Fashion Show expenses | online | 102.02 |
| **TOTAL** |  |  | **1504.57** |

**PLANNING APPLICATIONS FOR CONSIDERATION:**

**FISKERTON-CUM-MORTON DECISIONS:**

**Nothing to consider.**

**NEWARK & SHERWOOD DECISIONS:**

|  |  |  |  |
| --- | --- | --- | --- |
| PLAN REF. NO. | ADDRESS | DETAILS | N & S D C Decision |
| 19/00402/FUL | Coach House, Main Street, Fiskerton | Proposed enlargement window opening replacing with French doors etc | Granted full planning permission |
| 19/00646/TWCA | Denham House, Beck Lane, Morton. | Various tree works | No objections to proposals |

**CM/19/04/07**

**Appendix ‘D’**

**MEETING DATES**

**20192020**

All meetings commence at 7.30pm unless otherwise stated.

|  |
| --- |
| **13TH MAY 2019 (STATUTORY ANNUAL MEETING)** |
| **17TH JUNE 2019** |
| **15TH JULY 2019** |
| **19TH AUGUST 2019** |
| **16TH SEPTEMBER 2019** |
| **21ST OCTOBER 2019** |
| **18TH NOVEMBER 2019** |
| **20TH JANUARY 2020** |
| **17TH FEBRUARY 2020** |
| **16TH MARCH 2020** |
| **20TH APRIL 2020** |
| **18TH MAY 2020 (STATUTORY ANNUAL MEETING)** |