

COLLINGHAM *Parish Council*

MINUTES OF THE COLLINGHAM ANNUAL PARISH COUNCIL MEETING held at 7.15 pm on 9 MAY 2019 in the Youth & Community Centre, Low Street, Collingham

Present: Councillors: C Allen, J Barrie, J Davies, M Davies (Chair), R Fabian,
G French (Part), R Hatton and D Mackenzie
District Councillor Mrs L Dales

Clerk: Caron Ballantyne

In Attendance: 0 members of the public

51 To receive Declaration of Acceptance of Office Forms and Declaration of Interest Forms from all Councillors

All Councillors signed or had signed prior to the meeting the Declaration of Acceptance Form.

Some completed Declaration of Interest Forms were returned to the Clerk, others will be returned in the near future. Clerk to follow up and send to NSDC as soon as possible

52 To consider if criteria to declare the General Power of Competence are met and to declare the General Power of Competence if met

Criteria to be considered:

- No less than two thirds of councillors must have been elected, i.e. not co-opted or casual vacancy – *8 out of 10 Councillors elected*
- The Clerk to be CiLCA qualified after 2012 or hold relevant level 4 qualification from the University of Gloucester

Resolved unanimously that both criteria are met, therefore the Parish Council declares the General Power of Competence

53 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

54 To receive apologies for absence

Apologies received from Cllr Musson, resolved to accept the reasons for absence
Apologies received from County and District Councillor Dobson, noted

55 To receive any declarations of interest

None

56 To receive and approve the Minutes: of the Parish Council Meeting of 25 April 2018, previously circulated to members.

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

57 Election of Officers

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

58 Determination of Councillors responsibilities

- Finance – Resolved that the current bank reconciliation process, whereby it is approved each month by a pair of councillors in rotation, works well and should continue
- Planning – Resolved that this continue to be split into:
 - Planning applications – Cllr M & J Davies
 - NSDC and Central Government Policy – Cllr J Davies
 - Nottinghamshire Policy – Cllr Barrie
 - Lincolnshire Policy – Cllr Mackenzie
- Fleet Articles – resolved that the current process, whereby it is done by a pair of councillors in rotation, works well and should continue

59 Review Groups and Review Terms of Reference and receive annual reports

- Community Park Advisory Group – Skate Park
This project is nearly complete and the agreed Terms of Reference remain unchanged
Resolved that Cllrs Allen would continue to be on this group and would be joined by Cllr Fabian
- 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. Resolved that the Terms of Reference should remain unchanged, with the exception that at least one meeting will be held annually around June each year.
Resolved that all Councillors could attend this group along with the Clerk
- Speedwatch
New volunteers are continually being sought to help with this.
Resolved that Cllrs Allen, J Barrie, J Davies, M Davies and Hatton would continue to be on this group
- Lighting
Resolved that all Councillors and the Clerk would continue to undertake this activity
- Footpaths and Countryside
Resolved that Cllr Fabian and Mackenzie would undertake this role along with the Clerk to liaise with NCC
- Cemetery
The Role of Burial Authority would continue to be undertaken by the Clerk
The cemetery advisory group would continue to be undertaken by Cllrs Allen and would be joined by Cllrs M Davies and Fabian and would meet when required
- Flag and Flagpole
Resolved that Jane Guest would continue in this role along with support from the Scouts and Guides.
- Archives
Resolved that the Clerk would continue this role, in liaison with any member of the Council as may be required.
- Noticeboard monitoring
Resolved this is a task for all councillors
- Collingham Website and Social Media
Resolved that the Clerk and Cllr Hatton continue in this role
- Community Park Facebook Administrator
Resolved that Jane Guest would continue in this role
- Station Adoption, all councillors to continue with this
- Flood Warden – New Wardens are required and Councillor Hatton would take on this role, other Flood Wardens to be added later

- Newark Healthy Communities Group
Cllr Barrie to take on this role

60 Appointment of Representatives of other bodies

Formal

- Collingham Youth and Community Association – Resolved that Cllr Allen would continue in this role and would be joined by Cllrs J Davies and Fabian
- Newark Municipal Charity – Resolved that Councillor M Davies would continue in this role for the appointed 4 year term
- The Fleet – Resolved that Councillor M Davies would continue in this role
- Memorial Hall Committee – Resolved that Cllrs Barrie & M Davies would continue in this role
- Tarmac Liaison Committee
- Besthorpe - Resolved that Cllr M Davies would continue to represent the Parish Council and would be joined by Cllr Mackenzie
- Langford – Resolved that Cllrs Allen and M Davies would continue to represent the Parish Council
- Tenants and Residents Association – Resolved that the Clerk would liaise with Val Wright to find out more information. Post meeting Note: Anyone can attend the TRA meetings the only stipulations are that it must be a N&SH resident that holds any of the offices on the committee as it is funded by N&SH. Val Wright to liaise with Clerk for now.
- Safer Neighbourhood Group – Resolved that all Councillors could continue to be involved in this group
- Library Liaison – Resolved that Cllr Allen would continue in this role and would be joined by Cllr Fabian and the Parish Clerk
- Not so Mobile Library – Resolved that Val Wright would continue in this role
- Trent Valley Trail – Sustrans – Resolved that Cllr Hatton would continue in this role and would be joined by Cllr Mackenzie

Informal

- Business Club – Resolved that Cllr M Davies would continue in this role
- Collingham and District Gardening Association – Resolved that Cllrs J Davies & Musson would continue in this role
- Collingham and District History Society – Resolved that the Parish Clerk would undertake 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 continue in this role
 - Cricket Club – Resolved that Cllr Hatton would undertake this role
 - Tennis Club - Resolved that Cllr Hatton would continue in this role
 - Bowls Club - Resolved that Cllr M Davies would continue in this role
- Baby and Toddler Group - Resolved that Cllr French would undertake this role
- Collingham Pre-School - Resolved that Cllr French would undertake this role
- John Blow School - Resolved that Cllr Hatton would continue in this role and be joined by Cllr French
- Scouts, Guides and Phoenix Centre - Resolved Cllr French would undertake this role
- Royal British Legion – Resolved that Parish Clerk would undertake this role
- Community Orchard - Resolved that the Clerk would continue in this role
- Good Companions - vacancy
- Allotments - Resolved that Cllr Musson would continue in this role
- Friends of Collingham Station - Resolved that all councillors would undertake

this role. The re adoption of the station by the Parish Council may help to re-establish interest in this group

- Collingham Singers – Cllr French to take on this role
- William Bailey Social Club - Resolved that Cllr J & M Davies and Mackenzie would undertake this role
- Collingham Agricultural Show – Resolved that Cllrs M Davies & Musson would continue in this role
- Young Farmers – vacancy
- Churches Together - Resolved that the Clerk would continue in this role
- Ramblers – Resolved that Cllr Barrie would continue in 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 continue in this role
- Collingham Rural Advice Centre - Resolved that Bill Jackson would provide report when required
- U3A - Resolved that Cllr Barrie would continue in this role

61 Review and Adopt the Standing Orders of Collingham Parish Council

Resolved unanimously to accept all changes proposed

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

Resolved unanimously to accept all changes proposed

63 Review Existing Signatories and Recommend changes as required

Resolved unanimously to remove all past councillors and replace with new Councillors Barrie and Mackenzie

64 Review and Adopt the Risk Register

Resolved unanimously to accept all changes proposed

65 Review and Adopt Policies of Collingham Parish Council

- Volunteers – resolved to adopt with proposed changes
- Anti-Bullying – resolved to adopt with proposed changes
- Community Facilities Grant – resolved to adopt with proposed changes
- Section 137 Grant – resolved to adopt with proposed changes
- Councillors Travel Expenses – resolved to adopt with proposed changes
- Social Media – resolved to adopt with proposed changes
- Tree Safety – resolved to adopt with proposed changes
- Flood Signage Scheme – resolved to adopt with changes made by NCC
- Equality and Diversity – resolved to adopt with proposed changes
- Health and Safety policy – resolved to adopt with proposed changes
- Training and Development – resolved to adopt with proposed changes
- Sky Lanterns and Helium Balloon releases – resolved to continue to adopt NSDC policy

66 Review and Adopt Procedures of Collingham Parish Council

- Document Publication scheme – resolved to adopt with proposed changes
- Complaints – resolved to adopt with proposed changes
- Managing Community Park Maintenance – resolved to adopt with proposed changes
- Disciplinary and Dismissal – resolved to adopt with proposed changes
- Code of Conduct for Members – resolved to adopt with proposed changes
- Protocol to be followed for works to Council land or buildings – resolved to adopt with proposed changes

- Community Engagement Statement of Intent – resolved to adopt with proposed changes
- 67 Consider the General Data Protection Regulations and adopt documentation required to evidence commitment to compliance**
- Privacy Notice – Resolved to adopt – all councillors need to ensure this link is on their email signatures
 - Data Protection Policy – resolved to adopt with proposed changes
 - Data Breach Policy – resolved to adopt with proposed changes
 - Records Retention Policy – resolved to adopt with proposed changes
 - Subject Access Requests Procedure – resolved to adopt with proposed changes
 - Security Compliance Checklist – resolved to adopt, all Councillors either prior to or at the meeting completed this
- 68 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
- 69 To review Previous and Consider Action Plan for the next year**
Resolved to accept the proposed updates and additions
- 70 Appoint Internal Auditor for the year 2019/20**
Following a thorough review as prescribed in Governance and Accountability, resolved unanimously to appoint Belina Boyer for another year
- 71 Appoint Members to serve on the Staffing Panel**
Resolved that Cllr J Davies and Cllr Musson would continue in the role
- 72 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 that the asset register was a true and accurate record and would continue to be provided to the insurer
- 73 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. The domain name is linked to the email accounts which works with all Councillors having Parish email accounts and should therefore also continue
- 74 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 prior to being set up and were still required
- 75 To Appoint Members to monitor email and provide holiday cover for Clerk**
Resolved that this would be done by the staffing panel

76 Planning – Applications for Consideration

19/00636/FUL	Vicarage Close (21)	Householder application to replace existing conservatory with single storey flat roof extension – SUPPORTED unanimously. The Parish Council assumes that the property at the rear (on Queen Street) has been advised of the proposal
19/00755/FUL	High Street, Land to rear of 112-118	Erection of Dwelling (Re-submission of 18/01863/FUL) – SUPPORTED unanimously
19/00743/FUL	Carlton Ferry Lane, Carlton Ferry Farms	Construction of two menages, new driveway and hard standing, and the erection of a perimeter fence alongside Carlton Ferry Lane – SUPPORTED unanimously

Meeting closed 20:55pm