

## HOVERINGHAM PARISH COUNCIL

**Minutes of the meeting held on Tuesday 17<sup>th</sup> March 2020 at 7.00pm in the Village Hall.**

Present: Cllrs. H. Nall (HN), & R.Hill (RH) J.Rooney (JR) & N.Collen (NC),

Also in attendance:

L. Holland Clerk

**1. Apologies for acceptance and approval.**

Apologies given by David Hall (DH), Dawn Hall (DH), S. Sharpe (SS) were accepted and approved.

**2. Declarations of interest**

**None.**

**3. Minutes of the last meeting held 18<sup>TH</sup> February 2020**

Minutes of the meeting held 18<sup>th</sup> February 2020 were approved and signed.

**4. Clerk's update**

- Reindeer Pub being put forward as a Community Asset.- ongoing
- Southwell Live at Home were happy to attend May meeting subject to confirming either Annual Parish Meeting or Statutory Annual Meeting.

**5. Reports from NCC Councillors & N & S D C Councillors.** – Cllr. R.Jackson had submitted his apologies due to self isolating re Coronavirus.

**6. Questions from the Public.**

None present.

**7. To consider Asset Register** – Clerk presented asset register noting valuations still necessary for Telephone kiosk, MUGA. Councillors agreed new play equipment to be added to current insured valuation ie. £46,500 + CF New equipment. Clerk confirmed just prior to meeting MUGA file had been retrieved & valuation will be taken from this documentation. Final figure will be incorporated in AGAR.

**8. To consider insurance policy** – Cllr. Dawn Hall had provided copy of Village Hall insurance policy & Insurers have responded to various queries. Agreed Church Hall should be surveyed re valuation purposes & other responses to be considered for next meeting.

**9. Financial Matters:**

01 To approve payments £1,491.48 as per Appendix A.

02 To note receipts - £300 Cemetery - ashes

03 Budget Monitoring – Clerk presented budget monitoring up to 3<sup>rd</sup> March 2020.

04 Bank Reconciliation – as at 3<sup>rd</sup> February 2020 presented. YTD income

**£15,681.62; YTD exp. £19,126.66; BALANCE £23,186.62**

05 Banking arrangements & recommendations for future

New bank account application with CAF & the forms with Cllr. Dawn Hall, who will pass on to others.

**Unanimously approved Financial Matters above.**

**10. To review risk management policy.**

Current risk management policy presented.

**Approved Cllrs. NC & JR to review and present to May meeting (or prior to AGAR being approved) whichever is first.**

**11. Planning:**

01 To consider planning applications received (if any)

No planning applications received. Clerk to check if any outstanding on N & S D C website.

02 To note planning decisions by N & S D C (if any)

Nothing to report.

**12. To consider matters in relation to Chapel Field**

01 Cllr JR to contact ex Chairman re formal minuting final meeting of CFGroup.

02 Inspection Reports – Chair HN confirmed that the volunteers are providing written inspection reports in form of tick lists.

**13. To consider all Village Hall matters including:**

- Letter received from Rev. Phil White – negotiations re lease renewal will be undertaken approx. 8 months prior to end of lease which is 31.03.2023 ie. during 2022/3. Clerk will create diary entry as a reminder.
- Insurance to have both Diocese & Village Hall noted on it.

**14. To consider request for funding for a laptop for Hovnews Group.** Noting a donation of £200 is made annually re printing costs.

Defer to future meeting & Chairman HN would discuss further with Hovnews Group.

**15. To consider matters in relation to Scout's Sailing Club**

Nothing to report.

**16. To consider Armed Forces Covenant** – Councillors fully supported this initiative but unfortunately the village was not a business/shopping area.

**17. To consider Environment matters.**

- Great British Spring Clean – cancelled
- To consider feasibility of additional recycling – defer to future meeting.
- Update from Councillor re free trees from N & S D C. – Trees had been collected with view to planting by 31.03.20. Suggestions were made such as Churchyard/Chapel Field & by a few residents.

**18. To consider community matters:**

- Defibrillator – working properly no problems; ongoing monitoring.
- Community improvements/events – defer to future meeting.

- Coronavirus – Following a brief discussion Chairman confirmed there was a Community help scheme underway identifying those in need & requiring assistance along with identifying volunteers.  
Clerk confirmed N & S D C had provided some guidance.  
Clerk raised possibility of cancelling future meetings – **Cllrs. agreed to await further developments before making a decision.**

**19. To consider Cemetery & Churchyard matters (if any).**

Burial of ashes interred for 4<sup>th</sup> March 2020 at 2pm.

Chairman HN reported community clear up weekend around Church was a great success. N & S D C were due to undertake a manual topple test of headstones.

**20. To consider Highways issues –**

Noted MyNotts app was proving to be a great success from point of view of reporting potholes.

**21. To confirm dates for :**

- Annual Parish Meeting 19<sup>th</sup> May 2020 7.00pm
- Statutory Annual Meeting 19<sup>th</sup> May 2020 7.30pm

Approved meetings to be held on same day due to current Coronavirus subject to further guidance confirming that they have to be held in line with current legislation – government may issue emergency measures.

**22. Update re Tarmac if considered necessary. –No further update.**

**19. Correspondence for noting**

- N & S D C – Housing Needs Study documentation for information only

**20. Date of next meeting : 21<sup>st</sup> April 2020 subject to current situation re Coroanvirus**

**21. Private & Confidential Matters if any. – nothing to report**

**SIGNED .....**

**Meeting ended 20.45**

**DATE.....**

Minutes of the meeting held on Tuesday 17<sup>th</sup> March 2020 at 7.00pm in the Village Hall.

Continued.....

'APPENDIX A'

**Payments Approved 17th March 2020**

TO WHOM PAYABLE	DETAILS	CHEQUE NO.	£
L.Holland	4th quarter salary	on line	793.20
HMRC	4th quarter tax	on line	184.80
HOVNEWS	Annual Donation towards printing	on line	200.00
Southwell Diocese	Church Hall Lease	on line	200.00
Lynn Holland	Cartridges & Paper	on line	40.28
TP Jones & Co	Payroll preparation 2019/20	on line	73.20
		on line	
		on line	
		<b>TOTAL</b>	<b>1491.48</b>

**BANK REC. AS AT 03 MAR 2020**

bal b/fwd 31.03.19	26,631.66
income	15,681.62
payments	-19,126.66
	<u>23,186.62</u>

represented by	
BOI statement no. 186	23,186.62

LESS unrepresented cheques:

	0.00
	<u>23,186.62</u>
DIFF	0.00