

COLLINGHAM *Parish Council*

MINUTES OF THE COLLINGHAM ANNUAL PARISH COUNCIL MEETING held at 7.15 pm on 12 MAY 2016 in the Youth & Community Centre, Low Street, Collingham

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

Clerk: Caron Ballantyne

In Attendance: 0 members of the public

71 To elect the Chair of the Council and to receive the Declaration of Acceptance of Office

Cllr Musson was proposed, seconded and duly elected as chairman and signed the declaration of acceptance

72 To receive apologies for absence

None – all present

Apologies noted from District Councillor Clarke

73 To receive any declarations of interest

None

74 To receive and approve the Minutes: of the Parish Council Meeting of 28 April 2016, previously circulated to members.

These were accepted as a true record

75 Election of Officers

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

76 Determination of Councillors responsibilities

- Finance – Following a lengthy discussion resolved that the bank reconciliation is approved each month by a pair of councilors in rotation
- Planning – Resolved that this is to be split into:
 - Planning application – Cllr Davies
 - NSDC and Central Government Policy – Cllr Marshall
 - Lincolnshire Policy – Cllr Scott
- Fleet Article – resolved to be a standing item on each Parish Council Meeting agenda and Councillors to volunteer to write this

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

- Community Park Advisory Group
Resolved that Cllrs Allen, Guest, Marshall and Scott would be on this group
Resolved that new terms of reference would be drafted by the working group for the Parish Council to approve for the next phase of works
- Emergency Advisory Group
Resolved that Cllrs Allen, Barrie, Davies, Hatton and Musson would be on this

group along with the Clerk

- Speedwatch
Resolved that Cllrs Allen, Davies, Hatton and Marshall would be on this group
- Lighting
Resolved that all Councillors and the Clerk could undertake this activity
- Footpaths and Countryside
Resolved that Councillor Barrie would continue this role
- Cemetery
Resolved that Councillor Wright would continue with this role
- 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 the terms of reference are amended to remove the need for an annual report and that Councillor Guest and the Clerk would be responsible for this.
The Annual report for this year noted that:
The Archives have been moved from the Jubilee Room to the office at 71 High Street. A great deal of sorting has been undertaken to get all the documents into the limited space available. Guidance has been taken from the NALC Legal Topic Note 40 – Local Councils Documents and Records. As a result, old minutes have been bound and placed into the Nottinghamshire County Archives in Nottingham. The process of sorting the files still is continuing as time permits.
- Noticeboard monitoring
Resolved this is a task for all councilors
Resolved to add a note to all boards “undated for sale items will be removed” as these currently can remain in place for long periods of time as they are put up and forgotten

78 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 Cllr Parkin would continue
- The Fleet – Resolved that Councillor Davies would take on this role
- Memorial Hall Committee – Resolved that Cllrs Barrie & Marshall would take on this role
- Tarmac Liaison Committee
 - Besthorpe - Resolved that Cllrs Davies and Scott would represent the Parish Council
 - Langford – Resolved that Cllrs Allen and Musson would continue to 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 may be involved in this group
- Library Liaison – Resolved that Cllrs Allen, Guest and Scott would undertake this role
- Trent Vale Trail – Sustrans – Resolved that Cllrs Hatton and Marshall as agreed last month would take on this role

Informal

- Business Club – Resolved that Councillor Marshall and Clerk to continue in

this role

- Collingham and District Gardening Association – Resolved that Cllrs Scott & Musson would continue in this role
- Collingham and District History Society – Resolved that Cllr Scott would continue in this role
- Collingham Womens Institute – Resolved that the Clerk and Cllr Parkin 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 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 Cllrs Parkin & Wright would undertake this role
- Community Orchard - Resolved that the Clerk would continue in this role
- Good Companions - Resolved that Cllr Parkin would continue in 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 - Resolved that Cllr Scott would undertake this role
- William Bailey Social Club - Resolved that Cllr Wright would continue in this role
- Collingham Agricultural Show – Resolved that Cllrs 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 & Davies would undertake this role
- Village Care - Resolved that Cllr Davies would undertake this role
- Collingham Rural Advice Centre - Resolved that Cllr Parkin would continue in this role
- U3A - Resolved that Cllr Barrie would undertake this role

79 Review and Adopt the Standing Orders of Collingham Parish Council

Resolved to accept all changes proposed

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

Resolved to accept all changes proposed

81 Review existing signatories and recommend changes as required

Resolved Natwest - No changes

Resolved NS&I - No changes

Resolved Unity – Cllr Guest to be added as signatory and as internet banking authoriser

82 Review and Adopt the Risk Register

Resolved to accept the proposed updates

83 Review and Adopt Policies of Collingham Parish Council

- Internet Banking – resolved to adopt with changes proposed
- 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 new policy
- Health and Safety policy – resolved to adopt new policy

84 Review and Adopt Procedures of Collingham Parish Council

- Document Publication scheme – resolved to adopt with changes proposed
- Complaints – resolved to adopt
- Managing Community Park Maintenance – resolved to adopt
- Disciplinary – resolved to adopt
- Code of Conduct for Members – resolved to adopt

85 Review Risk Assessments for Volunteers

- Litter Picking – resolved to adopt
- Lone Working – resolved to adopt
- Surveying PROW (NCC) – resolved to adopt
- Resolved Speed Watch Risk assessment required and to be drafted by Cllr Allen

86 Appoint Internal Auditor for the year 2016/17

Having considered the internal auditors who had responded to the Clerks enquiry, resolved to appoint Belina Boyer

87 Appoint Members to serve on the Staffing Panel

Resolved that Cllr Allen would continue and Cllr Guest would take on the role

88 Review the Asset Register and the Parish Council Insurance Policy

Noted the addition of recently identified asset (Jubilee Beacon)

Insurance policy is on the basis of the asset register

Resolved to agree the asset register and insurance policy

89 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

90 Review Standing Orders and Direct Debits

Resolved to accept proposed additions as these were regular amounts paid each month

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

Resolved that this would be done by the staffing panel

Meeting closed 20:30pm