

**Minutes of the Parish Council Meeting
Monday 9 November 2015
7.30pm Bleasby Village Hall**



Cllr Andrew Goodwin
Cllr Charlotte Gent
Cllr Chris Foster
Cllr Michael Coombs
Cllr Peter Cast (Chair)
Cllr Stephen Andersen

In Attendance: The clerk

Also present: County Councillor Jackson, District Councillor Blaney and several members of the public

- BPC15-67 Welcome by Chair
Chairman Cast welcomed those present
- BPC15-68 To receive and resolve to approve apologies for absence.
The Council received Cllr Horsley's apologies of absence.
- BPC15-69 To receive questions and petitions from the public – for information only.
It was reported that the Defibrillator was installed and working. Training would be offered soon. Cllr Andersen mentioned that the phone box housing the defibrillator could do with a makeover.
- BPC15-70 To receive a report from the Village Hall – for information only.
It was reported that the new heating had been installed in the village hall. The walls would be made good before a more thorough redecoration in Spring.
- BPC15-71 To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting.
None received.
- BPC15-72 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.
None.
- BPC15-73 To receive minutes of Bleasby Parish Council meeting held on Monday, 12 October 2015 and resolve to sign these as a true record of that meeting.
The minutes of the previous meeting were signed as a true record.

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- BPC15-74 To receive updates resulting from the previous meeting's minutes not covered elsewhere on the agenda. (for information only)
Cllr Gent reported that permission had been received from the school's head teacher to open the gates to the playing field over the winter.
- BPC15-75 To receive a report from the County and District Councillors.
Cllr Jackson reported that no news had been received on the footpaths yet. He ascertained that the path between the level crossing and Goverton was in need of attention.
Cllr Blayney reported about attending the Safer Neighbourhood Group meeting. Whilst things were currently quiet this should not stop people from continuing to be vigilant and reporting any incidents to the 101 police number. He continued to talk about devolution of power from Westminster to 19 local authorities in the area. There would be full consultations of the public shortly.
- BPC15-76 To receive update on banking arrangements.
The clerk reported that the application to Unity Trust Bank had been sent off and the bank now require ID from some of the councillors to complete the process. Cllr Gent pointed out that in the light of the recent changes Financial Regs would require amendment. **A suitable motion to be put on the agenda for the next meeting.**
- BPC15-77 To receive the payments and receipts report for October.
The Council received the payments and receipts report for October. Proposed by Cllr Andersen seconded by Cllr Goodwin the Council resolved to pay the Eon bills by Direct Debit in future.
- BPC15-78 To receive receipts/payments over budget report.
The Council received the Receipts/Payments over Budget report for October 2015.
- BPC15-79 To receive and approve the bank reconciliation for September 2015
Proposed by Cllr Cast Seconded by Cllr Andersen the Council received and approved the Bank Reconciliation.
Cllr Cast queried if it would be beneficial to move some of the Council's money to an investment account. The clerk explained that there were very few suitable high interest accounts available at the moment.
- BPC15-80 To receive and approve the payments schedule for November 2015 and resolve to adjourn the meeting to sign schedule and cheques.
The Council received and approved the payments schedule for November 2015 and briefly adjourned the meeting to allow for cheques to be signed.
- BPC15-81 To consider items for expenditure in the next financial year to be added to next year's budget and consider items to be added to earmarked reserves. (deferred from previous meeting)

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Proposed by Cllr Cast, seconded by Cllr Gent the Council resolved to earmark any excess in the current budget for the Parish Plan and to dedicate a large proportion of next year's budget to the creation and execution of the Parish Plan.

- BPC15-82 To receive and consider for adoption draft financial risk assessment.
Proposed by Cllr Cast seconded by Cllr Gent the Council adopted the Financial Risk Assessment. If necessary this would be reviewed after the new banking procedures had been put in place.
- BPC15-83 To comment on planning applications:
- 15/01825/FUL - Householder application for proposed single storey extension to the south side of the house, the front door to the house will be repositioned with an east facing porch/canopy creating a veranda and the current porch demolished and replaced with a window, Rudsey Cottage 1 High Cross Goverton Nottinghamshire NG14 7FR
Supported.
 - 15/01930/FUL - Householder Application for Single Storey Side Extension, Grange Meadow 1 Elmores Meadow Bleasby Nottinghamshire NG14 7HF
Supported.
- To note the following planning decisions:
- 15/01563/FUL – Householder application for replacement of existing conservatory by single-storey rear extension at Woodcote, 7 Elmore's Meadow, Bleasby NG14 7HF - **Application Permitted.**
 - 15/01174/FULM | The use of land for the siting of caravans on land with the benefit of existing Certificates of Lawful Development for the siting of caravans between 1st March and 31st October | Caravan Park Boat Lane Bleasby Nottinghamshire NG14 7FT - **Application Permitted.**
- BPC15-84 To receive the Chairman's half-yearly review of the Council's progress.
The Council received the half-yearly review.
- BPC15-85 To receive the Chairman's report to councillors.
The Council received the Chairman's report. Proposed by Cllr cast seconded by Cllr Andersen the Council resolved to move financial matters towards the end of the agenda in order to put greater emphasis on the discussion of village matters.
- BPC15-86 To consider the differences and similarities between a Parish Plan and a Neighbourhood Plan and how this will impact on the Council's planning for the future.
The Council agreed to continue with the Parish Plan.
- BPC15-87 To consider the Lengthsman's winter role and any joint responsibilities.

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Cllr Cast reported that the Lengthsman was currently on sick leave. The Clerk would investigate the option of having a second lengthsman with the County Council.

- BPC15-88 To receive an update on the Christmas arrangements on the Glebe Field and consider any implications under Health and Safety Legislation.
The date for the Christmas Tree switch-on was confirmed as 6th December at 17.00. The Council agreed the Christmas Tree switch should be between 12 and 15 foot tall.
Cllr Coombs would arrange for the PAT testing of the Christmas lights. No new lights would be purchased.
Proposed by Cllr Goodwin seconded by Cllr Andersen the Council agreed not to have any event on the Glebe Field but to retire to the Waggon and Horses after the switch on.
- BPC15-89 To receive an update from the Flood Group meeting of 03/11/15 and emergency planning.
 Cllr Cast summarised the minutes of the Flood Group meeting. The group are looking for additional volunteers as they had been advised to always work in pairs for safety reasons. At the moment the flood store was situated at the pub. The clerk would write to the new landlords to see if this arrangement was still suitable. Cllr Goodwin pointed out that he still had a pallet of sandbags stored at his property. These would need moving so they would be available to flood group members in an emergency.
- BPC15-90 To agree arrangements for Jubilee Ponds Working Party strategy.
It was decided to invite Mr Wood to a meeting with the Council at the Village Hall at 8.00pm on either 17th or 24 November. Cllr Cast to book Village Hall.
- BPC15-91 To receive a progress report on the Parish Council website and approve the Clerk's overtime needed to construct the site.
 The Clerk reported that the website working party had come to the conclusion that building a free website on the Hugo Fox platform would be the best way forward. The clerk would take approximately 30 hours in addition to her normal working hours to design the website. **The Council unanimously agreed to pay the required additional hours. The working party had agreed on bleasbyparishcouncil.uk as the domain name. Cllr Gent agreed to purchase the domain on behalf of the Council.**
- BPC15-92 To receive an update on defibrillator.
 Cllr Andersen mentioned that the phone kiosk housing the defibrillator was in need of a makeover. The clerk would obtain quotes for re-painting it.
- BPC15-93 To consider and agree Parish Council items to be covered in December's issue of the Bleasby News.

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It was mentioned that Cllr Horsley had agreed to produce a poster and information on the Christmas tree lights switch-on to go in Bleasby News.

- BPC15-94 To consider re-applying for Supporting Local Communities Funding for a play area for the 2016-17 Financial Year (Application deadline 18/12/2015).
Proposed by Cllr Andersen seconded by Cllr Gent the Council resolved by a majority vote not to re-apply for SC play area funding for the 2016-17 financial year.
- BPC15-95 To receive feedback from Brackenhurst Campus Development meeting. Cllr Andersen reported on the planned developments and that there would be a full consultation.
- BPC15-96 To Agree dates for meetings of
- Jubilee Ponds Working Party
17th or 24th November 19.30 at the Village Hall
 - Internal Review Working Party - dates to be agreed by working party members direct.
 - Parish/Neighbourhood Plan Working Party – date to be deferred pending completion of Internal Review and website construction.
- BPC15-97 To receive any other correspondence not considered above (for information only).
- NSDC – Planning Committee Agenda
 - RCAN Newsletter
 - Correspondence regarding hedge outside Carlins Field House
- BPC15-98 To consider occasional decoration of the oak tree on Glebe Field as a 'fairy tree'.
Deferred
- BPC15-99 To receive Items for Notification to be included on next month's agenda. (for information only).
None
- BPC15-100 To confirm date of next meeting. 14 December 2015 at 19.30
The next meeting was confirmed for 14 December 2015 at 19.30.

Bleasby Parish Council
FINANCIAL STATEMENT AND BILLS FOR PAYMENT IN October

BPC15-80

CASH POSITION BEFORE ANY PAYMENTS ARE MADE				£		
Yorkshire Bank Current		Sheet 257 (Dated 02/10/2015)		23,597.10		
Yorkshire Bank Investment		Update effective 03/07/2015		5,892.57		
Total				29,489.67		
BILLS FOR PAYMENT						
Method	Ref	Supplier	Description	Excl. Vat	VAT	Total
Cheque	877	ICO	Registration Fee	35.00		35.00
Cheque	878	Eon	Electricity Glebe Field	20.56	1.03	21.59
Cheque	879	Belina Boyer	November Salary			
Cheque	880	Alison Collins	Playgroup	105.00	-	105.00
Cheque	881	RMR Electrical LTD	Electrics Defibrillator + Glebe	252.50	50.50	303.00
Cheque	882	B Boyer	Reimbursement Expenses	150.43	27.13	177.56
Cheque	883	???	Glebe field Autumn Cut	awaiting amount		-
						-
						-
						-
						-
						-
Total				762.21	78.66	840.87

Notes:

Late payments

Authorised Signatory 1

Authorised Signatory 2

Date

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Please note it should read: **FINANCIAL STATEMENT AND BILLS FOR PAYMENT IN NOVEMBER.**

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Bleasby Parish Council Half Yearly Review **(May 2015 to November 2015)**

Introduction

Following council elections in May 2015 a new parish council was formed consisting of four newly elected councillors and three previous councillors who had stood for re-election.

The new Council found itself without a parish clerk, with a number of outstanding issues which were held in abeyance pending the election of a new parish council and with a lack of continuity of leadership following the resignation of the previous Chair two months previously.

Development

1. External Audit – following a number of shortcomings identified by the Internal Audit, the new Council took up the loose ends and liaised with the External Auditors ensuring that all relevant materials were passed to them and reassurances made that all areas of identified weaknesses were being addressed.

As a result:

- The Council was not heavily criticised by the External Auditors as had been feared.
- A new internal auditor was approved with a remit to monitor and engage with the financial management of council matters during significant points in the financial year.
- A councillor agreed to support and monitor all matters financial.
- An Internal Review working party was established to review and establish that all proper procedures were being followed by the Parish Council and its associated committees, working parties and interests.
- A range of councillors attended relevant training courses and information meetings.

Conclusion – the Council is meeting its procedural and financial obligations, it is better informed and prepared, it is about to appoint the new Internal Auditor and will be shortly approving and implementing fully the findings of the Internal Review working party.

2. Transparency Code – the Transparency Code for Smaller Authorities was published by the Government in December 2014 for implementation by July 2015.

As a result:

- The councillors elected in May 2015 took steps immediately to ensure that the Council was adhering to the requirements, ensuring that all minutes and agendas were published within the correct timespan.
- The Council arranged that minutes and agendas were published on the Newark and Sherwood District Council website, as well as the village noticeboard, within one month of taking office.
- The Council effectively reassured residents of the village who had expressed concern previously on this matter.

3. Appointment of Parish Clerk – the resignation of the previous parish clerk obliged the Council to cope with production of agendas, taking of minutes, dealing with finance, re-establishing communications and networks, coping with

correspondence and seeking advice and support for a period of over two months before the new clerk was appointed and took up post.

As a result:

- The first new working party of the Council was formed for the appointment process.
- Advice and support from Nottinghamshire Association of Local Councils was sought and received.
- Greater understanding of the role of the Parish Clerk was gained.
- Early expectations of the successful candidate's working understandings were established.
- A new Parish Clerk was appointed.

Conclusion – the preparations done on the External Review, Financial Regulations and the Transparency Code prior to the Clerk's appointment have been continued and an effective parish clerk is in place to provide the necessary expertise, advice and support.

4. Internal Review – the Council needed to ensure that it was operating according to legal requirements, expected procedure and was correcting shortcomings identified in the Internal Audit and Transparency Code requirements.

As a result:

- A second working party was formed to undertake this task.
- The up-to-date statutory requirements and procedures were identified.
- All parish council committees, working parties, organisations and interests were considered and findings tabulated for council information.
- Parish Council procedures had already been modified to ensure broad fulfilment of statutory requirements.
- It is intended that a final report will be presented to the Council at its next monthly (December) meeting.

Conclusion – by the New Year – possibly following an extraordinary meeting of the Parish Council – all necessary changes in procedure, organisation and management of parish council matters and affairs should be in place allowing for all future developments (Parish Plan/ Strategic Plan/Website Management etc) to be accurately and effectively organised/managed.

5. Village Website – difficulties experienced by the Council early in 2015 with regard to the use of the site made it necessary for the Council, following the election in May 2015, to review its ongoing use, future form and purpose.

As a result:

- The NSDC website was utilised to ensure that the Council could comply with the Transparency Code.
- A working party of the Council was formed to ensure that a website facility was maintained.
- The Council acquired the domain and control of the previous website.
- The working party concluded that a new format and template would be required.
- The new website provider has been determined, agreed and a strategy put in place for its construction.

Conclusion – a new Parish Council website should be in operation early in the New Year and a separate community website may be considered.

6. Installation of 'Defibrillator Station' – this project was initiated by the previous council but a review of the suggested location queried its appropriateness and, with informed advice, the Council decided to site the defibrillator in the old telephone kiosk.

As a result:

- Appropriate negotiations with the Community Heartbeat Trust were undertaken and the new site confirmed.
- Adjustments were made to allow the already established 'Book Exchange' to continue without impairing the access to the defibrillator.
- A supportive group of appropriately qualified, medically qualified villagers was identified and responsibilities defined.
- The defibrillator was purchased and then installed with the support of an appropriate councillor to meet all electrical requirements.

Conclusion – the 'station' is now operational and the Book Exchange still in use – if now in a more formally managed state than previously. Training and the raising of village awareness now needs to be undertaken.

7. Hazelford – the area of land referred to as "Ferry End" has been subject to a process of adoption and official ownership by the parish council for ten years. It was at that time, ten years ago, that the Parish Council had undertaken to maintain and manage the site pending its official transfer to its ownership.

As a result:

- Discussions were entered into with solicitors and it was established that the period for legal acquisition of ownerless land was actually twelve years, not ten as believed.
- The need to create some form of riverside boundary was established at that meeting.
- The whole area has been monitored by the parish council with regard to misuse of litter bins and a larger bin has been located there from the Glebe Field.

Conclusion – the whole area is now much better kept and the effective disposal of rubbish appears to have been satisfactorily addressed. The Ferry End site itself remains clean and attractive but still requires a riverside boundary.

8. Jubilee Ponds – the Council has had to deal with a rather complex set of issues arising from the different interests in the use of the Ponds.

As a result:

- The Jubilee Ponds working party was formed consisting of the entire parish council.
- Material sourced by the Internal Review working party was considered.

Conclusion – the Parish Council is now better informed but much work remains to be done with respect to this issue. A meeting with the owner of the fishing rights is to be organised and the council will need to address (pressing) issues.

9. New Bank Account – on the advice of the Clerk, and with agreement of the Council, the need to acquire the internet services of a specialist bank was recognised so that the Council's banking arrangements could be made more convenient, effective and efficient.

As a result:

- The project was largely undertaken by the parish clerk with regular updates provided.
- Quite a lot of parish meeting time had to be set aside to allow the Council to remain informed, on board and involved in the process.

Conclusion – the process is now complete and financial management will now be easier, with all councillors able to monitor the Council's spending, whilst some will have various forms of access, but not control, thereby ensuring not only a more efficient banking system but also a much more secure one that will fully meet all the need and requirement of both the internal and external auditors as well as providing accessible accounts for public scrutiny as required under the Transparency Code.

10. Parish Plan – the last parish plan was produced ten years ago and so a new plan of some kind to give purpose, direction and structure to the workings of the Council in the interests of the village is now due. Capital has been accumulating (which was identified by the auditors as needing to be justified) which would be required to fund a parish plan, or equivalent, and projects subsequently arising from it.

As a result:

- A working party was formed to pilot this initiative.
- Various current model documents and financial grant sources were circulated.
- An outline for the first stage of its introduction has been produced.
- The initial meeting recognised that an effective village website would be desirable for efficient village engagement with the project.

Conclusion – the matter has been somewhat clouded by the fact that neighbourhood plans, strategic plans and other plans have emerged in the intervening years. The Council needs to establish which type of plan is most needed at the moment and, indeed, whether two or more can emerge through the same process. It does need to be addressed urgently as accumulated funds need to be properly accounted for and pressing issues such as a resolution to issues relating to the Jubilee Ponds can be more effectively addressed with whole village consultation.