

Kimbleworth and Plawsworth Parish Council

Minutes of a meeting of the Kimbleworth and Plawsworth Parish Council held in the Community Centre, Nettlesworth, on Thursday, 14 March 2019 @ 7:00pm.

Present: Councillors – Beard, Bruce, Cole, Inman and Walker (Lillian)

Also in attendance – Sarah Wilson – Locum Parish Clerk, PCSO James Robson and PCSO Luke Payne.

170. Welcome:

The Vice Chairman welcomed everyone to the meeting.

171. Apologies for Absence:

Cllrs Kendall and Walker (Lisa) submitted their apologies.

172. Disclosable Pecuniary Interests:

No members declared an interest.

173. Minutes of Council meeting – 14 February 2019:

***Resolved:** The minutes of the meeting held on 14th February 2019 were approved as a true record and were signed by the Vice Chairman.*

174. Minutes of extraordinary Council meeting – 28 February 2019:

The minutes to be deferred for approval until the next meeting.

175. Police Report:

As the Clerk had not received the police report, no report was read out. PCSOs Robson and Payne attended and gave an update:

- incidents of speeding on Boyntons and Conyers
- received reports of drug use on the path behind the Primary School, have investigated and found nothing. Cllr Cole mentioned that it is further down the path, PCSOs to follow up.
- concern raised about a dog who had attacked other dogs in the Parish. PCSOs have investigated but have not witnessed anything when they have been present.
- Cllr Bruce asked about speeding near the school, PCSOs advised that over 20% of vehicles must be over 35mph to escalate. Concern was raised that Speedwatch is taking place too late and therefore missing the majority of speeding. PCSOs advised that 2 volunteers cover 28 villages, so it is difficult to get them to come earlier. Cllr Cole requested information on how to become a volunteer.
- Cllr Bruce asked about possibility of white lines near the school, as there have been several near misses. The PCSOs advised that they are not allowed to use cones, and that white lines are only advisory.

176. Parish Matters and on-going items:

a) County Councillors Report

As no County Councillors were present, no report was given.

Resolved: *No update to note.*

b) Community Centre Report

Cllr Beard gave an update – boilers and outside lights working, no issues to report.

Resolved: *Update noted.*

c) Planning Applications

- None received.

Resolved: *No decisions needed.*

d) To consider any planning applications received after the agenda was published.

- None received.

Resolved: *No decisions needed.*

e) Councillor Attendance

The non-attendance of Councillor Anders was discussed, and it was noted that she has not attended since May 2018

Resolved: *It was noted that Councillor Anders is now disqualified and is no longer a Councillor. Clerk to contact Electoral Services to inform them of the vacancy.*

f) Laptop and external hard-drive

The Council discussed the possibility of purchasing a laptop for use by the Clerk and considered laptop quotes. The Council also discussed the possibility of purchasing an external hard drive, so that Council files can be backed up regularly and securely. Cllr Inman questioned why the agenda stated that the Council would 'need' to provide the new Clerk with a printer, and the Locum Clerk explained that as the Council do not know who the new Clerk would be, they would need to budget for the purchasing up a printer, should the new Clerk not already have one.

Resolved: *It was agreed that a laptop should be purchased, and one was selected from the quotes provided at a cost of £449. It was agreed to purchase an external hard drive at a cost of £60.35.*

g) Parish Council Surgeries

The possibility of holding Parish Council surgeries was discussed, and it was agreed that it would be a good idea to trial these, with the Community Centre being regarded as the best venue. It was suggested that having these coincide with the end of the school day would perhaps mean that members of the public could drop in on their way to and from collecting their children. Councillor availability was discussed, and as a result, it was agreed that the best day of the week to hold the surgeries would be Thursday. A rota for the first three surgeries was discussed and set. Cllr Bruce mentioned that the Council would have to consider room hire costs and should provide refreshments.

Resolved: *It was agreed to hold trial Parish Council Surgeries, and that the first three surgeries would take place on 4th April, 9th May and 11th June. It was agreed that surgeries would be held in the Community Centre between 2:30pm and 3:30pm. It was agreed that the 4th April surgery would be attended by Cllrs Beard, Inman and Walker (Lillian), the 9th May surgery would be attended by Cllrs Beard and Walker (Lillian), and the 13th June surgery would be attended by Cllrs Beard and Cole.*

h) Allotments

Cllr Beard gave a verbal report. Rents are due next month and will be collected on the 11th April. Fly tipped rubbish last month has now been moved, but bricks have now been tipped. Cllr Bruce asked whether the Council could request fly tipping cameras, but Cllr Beard stated that this would not be possible, as it is not County Council land. The possibility of installing battery powered cameras and security lights was discussed – Clerk to seek costs and this to be added to the next agenda for discussion. Cllr Inman informed the Council that he had contacted the landowner, who believes he still owns the allotment land. A previous cheque for rent has not been cashed and therefore needs to be cancelled and a new one raised.

Resolved: *Update noted.*

i) Acting RFO update

The Acting RFO (Cllr Cole) gave an update:

- Cllr Bruce has submitted a backdated VAT claim.
- Cllr Cole stated that HMRC PAYE confirmation emails are going to Cllr Inman's email address so she cannot log in.
- Online banking is now set up, Cllr Cole to collect security token from Cllr Kendall.

Cllr Inman asked whether the Council is now in a position to sign cheques, and Cllr Beard confirmed that cheques can now be signed.

Resolved: *Update noted.*

j) Acting Clerk update

The Acting Clerk gave an update:

- Declarations of Acceptance all on file, except for Cllr Cole. CDALC have asked NALC for advice as to whether Cllr Cole can just sign a replacement.
- Register of Interest forms: the only form that DCC has received is Cllr Kendall's. Cllr Inman stated that he has now sent his directly to DCC. The Clerk asked Cllrs Cole and Walker to check that the forms in the file for them were up to date and provided blank forms for Cllrs Beard and Bruce to complete. Clerk to send all completed forms to DCC.

Resolved: *Update noted.*

k) Wards

As co-opted Councillors were not co-opted to specific Wards, it is unclear which Wards they represent, and which Wards now have vacancies. The Clerk has contacted CDALC, who have requested advice from NALC as to how to proceed.

Resolved: *It was noted that Cllrs Inman and Kendall were elected to the Kimblesworth Ward. The other Councillors stated that they do not mind which Ward they are ultimately allocated to.*

l) Newsletter

The Council discussed potential content for the next newsletter and discussed when the next newsletter should be published.

Resolved: *It was agreed that the following should be included in the next newsletter: Vacancies; Section 106; Parish Council Surgeries; Speeding; Parking. It was agreed that the next issue should be published in April.*

m) Website

Cllr Inman gave an update on the website:

- the link to the secure website has been removed
- domain is expensive and should possibly be moved

The Council then discussed whether any website content needs to be added or amended.

Resolved: *Update noted. It was agreed that the following content should be added: meetings diary; Parish Council Surgeries; meeting notices and agendas; vacancies; items of spending over £100; Code of Conduct.*

n) Speeding update

As the Clerk had not received a report, no report was given. The topic of speeding was partially covered by PCSOs earlier in the meeting.

Resolved: *No update to note.*

o) Policy Review

- Code of Conduct

Cllr Inman enquired whether Code of Conduct complaints are handled internally, and the Clerk confirmed that all Code of Conduct Complaints are handled externally by the Monitoring Officer.

Resolved: *The Code of Conduct was adopted.*

p) Correspondence

- None received.

Resolved: *No decisions needed.*

177. Financial Matters:

	(a)	<u>Payments</u>	
	<u>Resolved:</u> That the following payments be agreed:		
	(1)	That the sum of £150.00 be paid to D Shingleton (assistance with audit/accounts)	
	(2)	That the sum of £984.00 be paid to Mazars (audit)	
	(3)	That the sum of £39.18 be paid to A Cole (expenses)	
	(4)	That the sum of £60.00 be paid to the Community Association (room hire)	
	(5)	That the sum of £150.00 be paid to Gordon Fletcher (internal audit)	
	(6)	That the sum of £239.05 be paid to CDALC (subscription 2018/19)	
	(b)	<u>Receipts</u>	
		<u>Resolved:</u> That the following receipts be noted:	
		No receipts.	
9. <u>Date of Next Meeting</u>			
11 April to commence at 7.00pm.			
The meeting terminated at 9.08 pm			
Chairman Date			