

## **Kimbleworth and Plawsworth Parish Council**

Minutes of a meeting of the Kimbleworth and Plawsworth Parish Council held in the Community Centre, Nettlesworth, on Thursday, 11 July 2019 @ 7:00pm.

**Present:** Councillors – Beard, Cole, Inman, Kendall, Rippon, Walker (Lillian) and Walker (Lisa)

**Also in attendance** – John Kelly – Parish Clerk and Sarah Wilson – Locum Parish Clerk and two members of the public.

### **1. Welcome:**

The Chairman welcomed everyone to the meeting and introduced the new Clerk – John Kelly.

### **2. Apologies for Absence:**

None submitted.

### **3. New Members:**

Gareth Craig and Elizabeth Hilland were co-opted on to the Parish Council. They each signed their declaration of acceptance and took their place on the Council.

### **4. Disclosable Pecuniary Interests:**

Cllrs Inman, Walker (Lillian) and Walker (Lisa) declared an interest in item 8 (m).

### **5. Minutes of Council meeting – 11 April 2019:**

Cllr Inman requested that 185 (r) be changed to '*Cllr Inman had produced a draft newsletter. Cllr Cole stated her objection to the alterations made to her contribution but agreed to their remaining in the final edition*'. Subject to this amendment, the minutes of the Council meeting held on 11 April 2019 were approved as a true record and were signed by the Chairman.

### **6. Minutes of Council meeting – 13 June 2019:**

Cllr Inman requested that 8 (n) be amended to '*Cllr Inman stated that the current domain renewal is due on the 20<sup>th</sup> of June, and the Council requested that he renew the domain and send an invoice to the Council*'. Subject to this amendment, the minutes of the Council meeting held on 13 June 2019 were approved as a true record and were signed by the Chairman.

### **7. Police Report:**

No PCSOs were in attendance. No Police report received.

## **8. Parish Matters and on-going items:**

### **a) County Councillors Report**

No County Councillors were in attendance. Cllr Cole read out an update provided by Cllr Simon Wilson – DCC have advised that it is not possible to place a salt bin at the location requested. Cllr Kendall read out an update from Cllr Heather Liddle – highways update, road markings to be completed in the next two weeks.

**Resolved:** *Update noted.*

### **b) Community Centre Report**

An update was provided – the centre is busy at present, refurbishment being considered but on hold whilst lease issues are resolved. Cllr Inman enquired whether a new boiler would be installed before winter, and Cllr Beard advised that again, this was dependent on how quickly the lease issues can be resolved.

**Resolved:** *Update noted.*

### **c) Planning Applications**

- None received

**Resolved:** *No decisions required.*

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

- None received

**Resolved:** *No decisions required.*

### **e) Allotments**

Cllr Beard gave an update – no issues to report, pest control issued.

**Resolved:** *Update noted.*

### **f) Acting RFO update**

Cllr Cole gave an update – AGAR public inspection window still open, RFO post to be handed over to new Clerk on completion. HMRC progress - five years of P11D forms completed, and efforts to bring PAYE up to date are still ongoing. Cllr Rippon thanked Cllr Cole for her efforts. Cllr Cole confirmed that the bank balance on 30<sup>th</sup> May 2019 was £38,866.67.

**Resolved:** *Updated noted.*

#### **g) SLCC Subscription**

The Council discussed the SLCC subscription for the new Clerk.

**Resolved:** *The new Clerk's SLCC subscription was approved.*

#### **h) Printer**

The Council discussed the purchasing of a printer for use by the Clerk.

**Resolved:** *It was agreed that a printer for the new Clerk should be purchased at a cost of £69.00.*

#### **i) Facebook Page**

The Council discussed the Council's Facebook page, including potential changes, and who should be an administrator. During this item, the meeting was adjourned for 10 minutes, with the meeting resuming at 7:01pm.

**Resolved:** *It was agreed that content should be posted more regularly, and better photographs should be used. It was agreed that the new Clerk and Cllr Cole should be the administrators of the Facebook page.*

#### **j) Email addresses**

Cllr Cole and the new Clerk gave an update from the recent Councillor training – in order to comply with GDPR, Councillors must use a standalone email address that is not accessible by anyone else.

**Resolved:** *Update noted.*

#### **k) Budget**

Cllr Cole asked if there any funds that are currently ringfenced. This was discussed by the Council, and although money has been ringfenced for projects in the past, some of these are now no longer possible. Cllr Inman to send the budget he created for the current financial year to the new Clerk, so that he can begin working on this.

**Resolved:** *It was unclear exactly what fund had been ringfenced, this item is to be added to the next agenda for further discussion.*

#### **l) Online Banking**

The Council discussed the possibility of obtaining online banking for the Parish bank account.

**Resolved:** *It was agreed that online banking should be used.*

#### **m) Grant Applications**

The Council considered the following grant applications (due to declared interests, Cllrs Walker and Walker did not vote on the Task Force application, Cllr Inman did not vote on the Church application):

- Kimblesworth and Nettlesworth Community Task Force (outdoor space for children)
- St Philip and St James Parish Church (doors and porch floor)

**Resolved:** *It was agreed that £155 would be awarded to Kimblesworth and Nettlesworth Community Task Force for the outdoor space for children. It was agreed that the decision on the grant application by St Philip and St James Parish Church would be deferred until a new application with updated costs is submitted, and questions have been answered regarding funding from other sources.*

#### **n) Training**

The Council discussed the upcoming ILCA and CILCA training for the new Clerk.

**Resolved:** *It was agreed that the new Clerk should take the ILCA course at a cost of £99 + VAT, and when complete, they should take the CILCA course at a cost of £350. As the Councillor training had been covered in other agenda items, no further update was provided.*

#### **o) Policy Review**

- Health and Safety Policy
- Disciplinary Procedure
- Grievance Procedure

**Resolved:** *The Health and Safety Policy, Disciplinary Procedure and Grievance Procedure were adopted.*

#### **p) Correspondence**

- Email from a resident regarding overgrown weeds/grass near Broadmire Terrace.
- Email from CDALC providing their new email address.

**Resolved:** *It was agreed that the email from the resident would be forwarded to the County Councillors – Clerk to advise resident. New CDALC email address noted.*

## **9. Financial Matters:**

	(a)	<u>Payments</u>	
	<u>Resolved:</u> That the following payments be agreed:		
	(1) (2) (3) (4) (5) (6) (7)	That the sum of £24.39 be paid to A Cole (paper and ink) That the sum of £150.00 be paid to D Shingleton (assistance with audit and accounts) That the sum of £99.80 be paid to P Beard (pest control) That the sum of £242.82 be paid to S Wilson (locum Clerk service 10 <sup>th</sup> June – 5 <sup>th</sup> July) That the sum of £177.50 be paid to A Cole (plants) That the sum of £500.00 be paid to Kimblesworth and Nettlesworth Community Task Force (grant – community café (part two)) That the sum of £1,045.00 be paid to Kimblesworth and Nettlesworth Community Task Force (grant – bus trips)	
	(b)	<u>Receipts</u>	
		<u>Resolved:</u> That the following receipts be noted:  No receipts to note.	
<u>10. Date of Next Meeting</u>  12 September to commence at 7.00pm.  The meeting terminated at 8:40pm			
<div>Chairman Date</div>			