

Kimbleworth & Plawsworth P a r i s h & C o u n c i l

Kimbleworth and Plawsworth Parish Council

Minutes of a meeting of the Kimbleworth and Plawsworth Parish Council held in the Community Centre, Nettlesworth, DH2 3PN, on Thursday 10 February 2022 @ 7:00pm.

Present: Councillors – Craig, Inman, Jackson, Rippon, and Walker.

Also in attendance – John Kelly (Parish Clerk) and County Councillors Waldock and Wilson.

1. Welcome:

The Chair welcomed everyone to the meeting.

2. Apologies for Absence:

There were written apologies from Councillor Elley.

Resolved: *Apologies were noted for the above Parish Councillor.*

3. Disclosable Pecuniary Interests:

No interests were disclosed.

4. Minutes of Council meeting – 13 January 2022:

The minutes of the Council meeting held on 13 January 2022 were approved as a true record by the Council.

5. Parish Matters and on-going items:

a) County Councillors' Report

Councillor Waldock is awaiting a response from the DCC warden regarding vehicles accessing the green at Kimblesworth, and litter at Broadmires, The Green, Nettlesworth and the public right of way at Plawsworth. A litter pick is arranged at Nettlesworth for 11-12.30 on Sunday 13 February and 2-3pm on Sunday 06 March. Councillor Waldock has visited the car park at Perkinsville that DCC installed and will send photos to the Clerk. She is awaiting costs from DCC. Councillor Wilson advised that a DCC audit of all bus shelters is taking place and repairs will follow. Councillor Wilson has a call regarding additional litter bins on 16 February and flooding on the road at Hillmeads on 15 February. Cllr Inman said he was surprised a yellow salt bin was installed at Kimblesworth when previous purchased bins were grey. The Clerk advised he was not given a choice but will check for future purchases. Cllr Walker advised that a litter bin is needed at the front of Woodland Terrace.

Resolved: *Councillors Waldock and Wilson to update on all queries at the next meeting.*

b) Highways, paths and road signage

Councillors Waldock and Wilson are awaiting a timeframe when the red bollards will be placed at the A167 crossing. Councillor Wilson will chase this, to be cleared. Councillor Wilson met with officers from DCC Highways and Cllr Craig at the A167 crossing to assess the location and options. Cllr Craig noted that some signage was still left at Plawsworth following previous road works. The county councillors request that the road painting at the school is renewed.

Resolved: *Councillors Waldock and Wilson to update on all queries at next meeting.*

c) Spring/ water trough at the roadside, Nettlesworth entrance (west)

The Clerk has been provided with two further companies to contact for a quote for the trough works, by Councillor Wilson.

Resolved: *Working Group to meet when quotes received.*

d) Community Centre Report

The lease has now expired, but extension discussions are ongoing.

Resolved: *To note update.*

e) Planning Applications

The Council discussed the following application:

- No applications to discuss.

Resolved: *Nothing to resolve.*

f) Allotments

The tenant for plot 1 has not paid rent or removed metal and other materials as previously warned. No cultivation has taken place since sign up in 2021. The tenant has previously been warned regarding late night noise and behaviour of guests. Also, to note, pest control is attending site on 12 February. The Chair will assist the Clerk to clear rubbish left at plot 13 by the previous tenant.

Resolved: *To note updates. Clerk to serve notice to the tenant of plot 1 due to breach of multiple tenancy conditions – non-payment of rent, non-cultivation of the plot, and excess materials not required for cultivation.*

g) Election of Vice-chair

Councillor Jackson was put forward as vice-chair by Cllr Inman and seconded by Cllr Rippon. Councillor Jackson was unanimously elected.

Resolved: *Councillor Jackson was elected as vice-chair until the May 2022 meeting.*

h) Newsletter

The Council discussed the newsletter. They agreed it should not be seasonal but, instead, that it should be approved only when content was sufficient. It was agreed the newsletter would be a standard item on the agenda going forward, and it can be approved in any given month.

Resolved: *The Council agreed the newsletter will go to print on a non-periodical basis and will be approved at any given meeting when the content is sufficient.*

i) HR Panel Terms of Reference and Staff Appraisal Policy

Some Councillors had not yet read the terms of reference or policy circulated previously. It was agreed to defer the item and the Clerk will send the documents again, and to send all attachments with every agenda (even if previously circulated).

Resolved: *Item deferred.*

j) Assets Register

The Council noted a further salt bin should be added to the assets register (now installed at Kimblesworth church).

Resolved: *Assets register reviewed and approved subject to addition of salt bin.*

k) Risk Register

The Council agreed the following amendments to the risk register: item 6 (approving payments) should be impact '3' and reduce item 33 (repairs to allotment water tap) to impact '1' (as a process was now agreed). It was also agreed to add a new item (35) – to ensure that the burden of ensuring the wellbeing of the Council's efficiency and reputation is not disproportionate to the wellbeing of the Clerk (agreed impact '3', likelihood '2').

Resolved: *Risk register reviewed and approved for 2022-23.*

l) Grant applications

The Council had previously asked the Clerk to bring a Grant Applications Policy and amended Terms and Conditions for approval by the Council. Some Councillors had not yet read the documents circulated previously. It was agreed to defer the item and the Clerk will send the documents again.

Resolved: *Item deferred; no applications to approve.*

m) Training

- None

Resolved: *No training to note but the Clerk will circulate training events and dates coming later in the year.*

n) Correspondence

- Permission to train drone flying above the football field
- Further enquiry from Plawsworth resident regarding A167 crossing.

Resolved: *All correspondence noted; and 6-month approval given for drone flying above the football field.*

6. Financial Matters:

a) Payments

Resolved: *The following payments were agreed (and invoices will be signed by the Chair at the next meeting held in person):*

- (1) The sum of £244.61 be paid to J Kelly (Clerk service, 1st – 31st January, 26 including 2 hours annual leave).
- (2) The sum of £3.49 be paid to J Kelly (HP ink, January)
- (3) The sum of £150.00 be paid to W Reed (allotment rent)
- (4) The sum of £287.36 be paid to DCC (salt bin and refill)
- (5) The sum of £4500.00 be paid to Sacriston Youth project (classes at the community centre)
- (6) The sum of £40.00 be paid to ALV IT (web domain – 2 years)

b) Receipts

Resolved: *The following receipts were noted and will be signed by the Chair at the next meeting in person:*

- PAYE (to HMRC) January hours, February submission (£61.15)
- Printer subscription with HP - see item 6(a)2 above (£3.49 January)

c) Bank statements and direct debits

Resolved:

Statements checked:

- January 2022

Direct debits (and standing orders) checked by the Chair and to be signed at next meeting held in person:

- HMRC – January statement (November submission, £84.60)
- HMRC – January statement (December submission, £162.20)
- Anglian Water trading as Wave (quarterly) – £49.91.

7. Date of Next Meeting

10 March 2022 to commence at 7.00pm.

The meeting terminated at 20.56

Chairman

Date