

Kimbleworth and Plawsworth Parish Council

Minutes of the Council meeting held in the Community Centre, Nettlesworth, on

Thursday, 14 February 2019 @ 7:00pm.

PRESENT: Councillors G Kendall (GK - Chair), A Cole (AC - Minutes), P Beard (PB), L Walker (LW), L Walker (LiW), D Inman (DI), County Councillor S Wilson (SW) and Sarah Wilson (SaW)

148. Apologies for Absence: Councillor D Bruce
149. Declarations of Interest: None.
150. Issues / Questions – General Public: No members of the public attended.
151. Dispensations: None.
152. Minutes of the Meeting of the Council held 10 January 2019: DI advised that point 142 of the previous minutes should refer to 2 two domains rather than two websites. One is attached to the website and is secure. The other belongs to DI and is not secure.
153. Matters arising: None.
154. Clerk vacancy and interim clerk: SaW was asked questions by the Councillors and gave responses. SaW asked the Councillors questions which were answered. It was proposed that SaW be appointed as interim clerk at a rate of pay of £12.78 per hour. Tasks to be undertaken are preparation of agendas, minutes and reviewing/creating policies and procedures. This was proposed by GK and seconded by PB. It was a unanimous decision.

HR working group is to meet to consider the job advert.
155. Police Matters: Police did not attend the meeting.
156. Co. Councillor Report:
Visor – Standard cost is £10600 plus £3100 for future maintenance. Location: the question was asked whether it could take it's supply from the overhead cables by the school. GK asked whether KPPC could adopt the visor at Cross Lanes instead of buying a new one. Fyndoune Governors are looking for 4 governors their Independent Executive Board such as someone with skills around education e.g. stem qualification in engineering. Litter bins would cost £259.30 each and would be picked up as part of the rounds at no extra cost.
Playpark maintenance cost: We need to establish what equipment is needed before a maintenance cost can be given. If the play park is extended – SW to ask Barry to get in touch. GK asked SW for a brochure.
SW asked if the Pit Bank was any tidier. DI stated that it appeared to be. DI mentioned a gentleman in that area with a chainsaw. It was thought that he may be working in the area.
157. Community Centre Report: The top boiler had been broken but has been repaired. The bottom boiler is in need of repair/replacement.
158. Chair / Vice Chair update: Chair training will not be available prior to May 2019.
159. Acting Clerk update:.

- 159.1. Expenses: £20.99 is to be paid at the next meeting to cover the price of the filing box for paperwork and 2 reams of paper
- 159.2. Insurance: Came and Company – quote requested but they want a lot of information. Zurich (the current insurance provider) policy contains no details of Allotment cover. The name/address has been updated to the acting clerk's name and address. LiW to obtain two further quotes.
160. Parish Newsletter update: DI has started to create it. It is to include information from the school, Parish Council vacancies, costs, spending and consulting the parishioners. PB suggested holding trial Parish Council surgeries. This is to be added to the next agenda. GK suggested that, when we deliver the next newsletter to parishioners in Sacriston, we do not knock as we do it.
DI suggested promoting Plawsworth and Kimblesworth Community Association membership. DI suggested including a piece about S. 106 money.
161. Planning
- a. Stopping up order adjoining 11 Hillmeads (circulated by email previously) – no objections were made.
162. Speeding update – GK gave an outline of the low number of speeding offences through the parish that had been identified. Timings of speed observations was mentioned as a contributory factor in this.
163. Website updates – DI has looked around. The domain name is due for renewal in June 2019. An SLC certificate to secure the domain will cost £40 per year. Some American companies do them.
AC to obtain a paper version of the altered document that was discussed, scan it and send to DI.
DI to liaise with SaW regarding the website.
164. Facebook updates: AC gave an update on the number of hits and views.
165. Finances
- a. Bank account update: Signatories changes have still not been completed by Co-op bank.
- b. AGAR update: AC ran through the External Auditor Report from Mazars and the conclusion of audit. DI to add to the website with notation regarding 5 years.
- c. Invoices relating to AGAR: D Shingleton, G Fletcher and Mazars are outstanding and awaiting the change of signatories,
- d. Precept update Precept was amended in line with DCC advice/guidance.
- e. VAT refunds: DB is in the process of pulling VAT refund application together for submission.
- f. PAYE: DI to forward PAYE/NI page details to AC. AC to do P45.
166. Budget: DI talked through the draft budget 2018-19. AC to contact NWL to change contact details.
167. Documentation update
- a. Risk Assessment
- b. Internal Control Objectives
- c. IA Action Plan
- d. Governance Statement
- e. 3 year plan
- f. What next?

168. Date and Time of next ordinary meeting - 14 March 2019
169. Such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration.