**MISTERTON PARISH COUNCIL**

**Minutes of the Meeting of Misterton Parish Council held remotely on 8th July 2020 via Zoom.**

**Present:** Cllrs: P Marsden (Chairman), D Pearce, A. Stead, S Taylor, H Brand., G Collett.

T. Wing, T Allen, N. Jaggard-Smith, I. Keat.

Mrs. A. Harrison –Clerk to the Council

No members of the public,

**20/21/001** Receive Apologies and Approve Reasons for Absence

M. Scott (away). B Cooper (unable to access via zoom), A Myers (inadvertently forgotten)

**Resolved:** That the above reasons for absence be approved.

**20/21/002** Receive Declarations of Interest (other than standing interests)- None

**20/21/003** Note & Approve Use of Remote Meetings until 2021 as required

 **Resolved:** That use of remote meetings be approved as required. (No time limit)

**20/21/004** Approval of the Minutes –Council Meeting of the 11th March 2020

 **Resolved:** That the minutes of the Council meeting of the 11th March be approved as a true and accurate record.

**20/21/005** Matters Arising from the Minutes

(Arrival of Cllr. I. Keat)

 19/20/235 CCTV – No further clarification received to date. Cllr Brand to follow up

19/20/237 Haxey Road stray horses - No further update to date due to lockdown. Cllr Brand to follow up.

19/20/243 County Councillor Report LIS Grants - Understood to be deferred but not cancelled.

19/20/250 Five Year Plan- Noted no progress to date re: highways permission but a plan/map now completed. To be deferred until 2021 as missed planting season.

19/20/253 Noted inability to discuss the pandemic outbreak in March due to the inability to call a meeting before lockdown occured. Noted Council meetings required 3 clears days’ notice.

**20/21/006** Public Discussion Period - No public in attendance

**20/21/007** Approve Deferral of Annual Parish Council Meeting until 2021 (in accordance with The Accounts & Audit (Coronavirus) Regulations 2020)

**Resolved:** That the Annual Parish Council Meeting be deferred until 2021 in accordance with The Accounts & Audit (Coronavirus) Regulations 2020

**20/21/008** Note Position Regarding the Annual Parish Meeting of Electors.

It was noted that although there was no legislation permitting a deferral of the Annual Meeting of Electors, due to the pandemic government guidance prohibited public gatherings and therefore a meeting was not called.

**20/21/009** Financial Matters

1. Approve Bank Reconciliation – 31st May 2020

**Resolved:** That the bank reconciliation be approved

1. Receive Budget Monitoring – May 2020

**Resolved:** That the budget monitoring be received.

1. Approve Accounts from 1st April – July 2020

**Resolved**: That the accounts from 1st April -July be approved

**20/21/010** To Approve the Final Accounts for the Year Ended 31st March 2020 and receive the internal auditors report (page 3 AGAR)

 **Resolved:** That the final accounts for the year ended 31st March 2020 be approved and the internal auditor report (as noted in the annual return) be received.

**20/21/011** To Approve the Annual Return (AGAR) s1 (Annual Governance Statement) for the Year ended 31st March 2020

**Resolved:** That s1 of the Annual Return (AGAR) be approved.

**20/21/012** To Approve the Annual Return (AGAR) s2 (Accounting Statements) for the Year ended 31st March 2020

 **Resolved:** That s2 of the Annual Return (AGAR) be approved.

**20/21/013** Police

Noted crime stats provided by PCSO D Airey for June.

 **20/21/014** District Councillor Reportinc consider Councillor representative regarding anti-social behaviour around Soss Lane.

Matters reported:

* COVID-19 recovery plan of 45 actions approved.
* Heritage at Risk Strategy approved. (Three Misterton premises on the risk register including the old station house and All Saints Church).
* Updated CCTV code of Practice.
* Bassetlaw 2021 and beyond (98% of office-based staff working from home with a review of office space now being undertaken).
* BDC support during the pandemic- 59 Misterton businesses received grants from the District Council totalling £635,000. 1672 food parcels distributed until the end of June across the district with support teams ensuring safe guidelines followed.

Noted a number of issues raised by residents around Soss Lane.

 **Resolved:** That Cllr S Taylor be the Parish Council representative for any multi-agency group formed to tackle issues in this area.

(Soss Lane could also be added to the Speedwatch Scheme subject to consent from the Police. Cllr Pearce to action).

**20/21/015** County Councillor Report

 Deferred until arrival of the County Councillor.

**20/21/016** Church Meadow/Sports Field/Windmill & Jubilee Gardens including:

a) Approve sports field fence replacement.

Members considered quotes received together with further clarification regarding VAT registration.

**Resolved**: That the quote from S Fotheringham be agreed to replace the sports field fencing.

b) Play park re-opening

It was noted that the play parks on Church Meadow and Marsh Lane had now been risk assessed and signage ordered to comply with government guidance. The usual annual inspections had been undertaken in June and therefore re-opening was planned within the next week. (Initial cleaning to be considered. Clerk to arrange if possible).

Noted that grass cuttings from the sports field required better disposal. Disposal of the current accumulation of cuttings to be arranged by the Clerk and quote from the current contractor for ongoing removal as part of the contract).

(Cllr. Keat left the meeting, County Councillor Taylor arrived)

Clerk to arrange weed treatment of the tegula path through Church Meadow and to review the uneven path. (Cllrs Allen & Brand to remove weeds from the sports field bed).

**20/21/017** County Councillor Report

 Matters reported

* Noted work undertaken during the pandemic.
* Schools had now been open for around a month (80% open for limited groups)
* Recycling centres now fully open.
* Phased re-opening of libraries planned.
* Local outbreak plans to be circulated to members.
* Local Infrastructure Scheme deferred but to resume shortly.
* Report re: High Street crossing to be provided for circulation.
* Update provided re: tree stump, clock fees reimbursement and road markings near the Saddlery. Detailed assessment by the highways department sought of possible options to prevent further accidents/ property damage.

**20/21/018**  Events - Consider and approve revised plans, deferment or cancellation of the following:

1. Spring Clean 2020 – Deferred until 2021
2. Citizen of the Year - Deferred until 2021
3. 75th Anniversary VE Picnic - Cancelled
4. Best Kept Village entry – Deferred until 2021
5. Colouring competition (plans for approving winner)- Cllr Brand, Marsden and Clerk to review entries and approve winner and provide £15 voucher for the winner and £5 to other entries.

**20/21/019** Grants - Defer Chesterfield Canal Walking Festival grant to 2021

**Resolved** That the grant provided for the 2020 festival be deferred for use at the 2021 walking festival

**20/21/020** Library Update including plans for re-opening and Inspire risk assessment and consider protocols for The Misterton Centre services

The Clerk reported that Inspire would be attending the library on 17th July to risk assess the building with a view to re-opening in mid-August. PPE was to be supplied to all staff/volunteers. Initial suggestions were for 2 sessions on Tuesday and Thursday afternoons with enhanced cleaning of the facilities by the County Council. Sneeze screen to be installed at reception and limit on numbers accessing the service at any one time. Books to be quarantined as required.

(Summer reading challenge was being run but only online)

It was agreed that The Misterton Centre services would resume at the same time as the library. Council staff to work from the office area and not within the library itself. The public would be encouraged to make an appointment if they required help or assistance to reduce the risk of having to wait (bearing in mind the limited number of people being able to access the building at any one time). Access to be provided for TMC services via the side entrance and to be open outside library hours only initially with a review in September.

**20/21/021** Website - Receive Accessibility Statement

Members received and noted that the statutory requirement for an Accessibility Statement had been completed and published on the website.

**20/21/022** Staffing – Receive Coronavirus Risk Assessment (Environment**)**

Members received and approved the risk assessment and noted that the handyman had been provided with a copy the assessment, a summary of the new procedures and was in possession of suitable PPE to undertake his duties.

**20/21/023** Newsletter – Call for Copy

Members to forward any copy to the working group by the 15th July.

**20/21/024** Items for Future Agenda

Victoria Institute (consider right of access across Council owned entrance)

**20/21/025** Planning Applications

**APP/A3010/W/20/3250476** 12 High Street, Misterton

Erection of dormer bungalow

*Previous comments submitted by the Clerk under delegated powers*

**120/00598/FUL** 111 Fox Covert Lane

Resubmission of PA 19/00679/HSE Drop Kerb in Front of Property

*Objection submitted by the Clerk under delegated powers due to highway safety concerns and proximity to bridge.*

 **20/21/026** Planning Determinations

 **20/00010/FUL** Highways Depot Station Road

Retention of 4 Container Units for a Temporary Period of 24 Months, Highways Depot Station Road – ***Granted***

**20/00172/COU** 37 Grovewood Road

Retain Change of Use of Garden Building to Run a Dog Grooming Business ***Granted***

**20/00258/LBA** 103 Station Road

Replace One First Floor and One Ground Floor Single Glazed Wooden Yorkshire Sash Window to Eastern Elevation with Wooden Yorkshire Sash Windows to Match Originals but With Slimlight Double Glazed Units- ***Granted***

**20/00322/LBA** 103 Station Road

Erect Detached Open Fronted Barn to Front Boundary- ***Granted***

**19/01565/OUT** Land At 30 Gringley

Outline Application with Some Reserved Matters (Approval being Sought for Access and Scale) for Residential Development of Five Dwellings - ***Refused***

***19/00890/FUL*** Fox Covert Farm Fox Covert Lane

Retention and Continuation of Partly Completed Dwellinghouse- ***Refused***

There being no other business the meeting was closed at 9.20pm

Signed …………………………………………………. Dated……………………………..

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| **APRIL- PAYEE** | **ACCOUNT** | **TOTAL** |
| J A Greenfield | Miscellaneous grass cutting  | 400.00 |
| Inspire | Annual utilities 2019-20 | 3132.66 |
| S80 Partnership Ltd | CCTV-part | 6000.00 |
| Lyreco Uk Ltd | Stationery | 91.52 |
| Daisy Communications | Phone/broadband | 38.92 |
| EON | Electricity - sports field | 30.73 |
| British Gas | Jubilee Garden electricity | 9.43 |
| Various | Salaries April | 2471.92 |
| HMRC  | NICS and Income Tax  | 380.06 |
| Notts CC Pension Account | Pension contributions | 798.34 |
|  **TOTAL**  |   | **13,353.58** |

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| **MAY - PAYEE** | **ACCOUNT** | **TOTAL** |
| Right Action  | Annual fire equipment service | 48.00 |
| WAVE | Sports field water rates | 31.36 |
| North Notts Landscapes | Sports field//library grass cutting  | 282.00 |
| A Harrison | Quarterly allowance | 120.00 |
| Zurich Municipal | Annual insurance | 1495.08 |
| Notts CC | TMC&L Cleaning (Apr/May) | 312.34 |
| J A Greenfield | Miscellaneous grass cutting  | 400.00 |
| Daisy Communications | Phone/broadband | 38.59 |
| EON | Electricity - sports field | 25.59 |
| British Gas | Jubilee Garden electricity | 8.43 |
| Various | Salaries May | 2471.72 |
| A Richards | Website accessibility statement | 250.00 |
| The Sign Workshop | Post and clips - sports field sign | 96.00 |
| HMRC  | NICS and Income Tax  | 380.26 |
| Notts CC Pension Account | Pension contributions | 798.34 |
|  **TOTAL**  |   | **6,757.71** |

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| **JUNE- PAYEE** | **ACCOUNT** | **TOTAL** |
| North Notts Landscapes | Sports field/Library grass cutting  | 564.00 |
| S Fotheringham  | Sports field signage installation | 135.80 |
| J A Greenfield | Miscellaneous grass cutting  | 200.00 |
| Notts CC | TMC&L Cleaning (June) | 156.17 |
| EON | Electricity - sports field | 16.34 |
| British Gas | Jubilee Garden electricity | 9.73 |
| Daisy Communications | Phone/broadband | 38.59 |
| Various | Salaries June | 2471.52 |
| HMRC  | NICS and Income Tax  | 380.46 |
| Notts CC Pension Account | Pension contributions | 798.34 |
| WAVE | Sports field water rates | 32.70 |
|  **TOTAL**  |   | **4,803.65** |

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| **JULY- PAYEE** | **ACCOUNT** | **TOTAL** |
| Notts CC | TMC&L Cleaning (July) | 156.17 |
| A Richards | Website maintenance (6 monthly) | 68.00 |
| J Greenfield | Miscellaneous grass cutting and hedges | 650.00 |
| Daisy Communications | Phone/broadband | 38.59 |
| Various | Salaries July | 2471.72 |
| HMRC  | NICS and Income Tax  | 380.26 |
| Notts CC Pension Account | Pension contributions | 798.34 |
|  **TOTAL**  |   | **4,563.08** |

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| **CEMETERY APRIL -JULY** **PAYEE** | **ACCOUNT** | **TOTAL** |
| BDC | Trade waste (6 months) | 319.28 |
| Various  | Salaries - April | 650.00 |
| Various | Salaries - May | 650.00 |
| S Moody | Expenses - petrol | 33.00 |
| Various | Salaries - June | 650.00 |
| WAVE | Water rates | 24.58 |
| Various | Salaries - July | 650.00 |
|  **TOTAL**  |   | **2,976.86** |