**MISTERTON PARISH COUNCIL**

**Minutes of the Annual Meeting of Misterton Parish Council held at The Granary Room, Grove House Stables, Grovewood Road on 16th May 2023.**

**Present:** Cllrs: P. Marsden, S. Taylor, A. Bland, G. Collett, A. Stead, I. Keat, N Jaggard-Smith, B. Cooper, H. Brand.

Mrs. A. Harrison –Clerk to the Council.

1 member of the public. County Cllr Tracey Taylor, Youth Councillors S. Kaur & H. Jackson

Members of the Council were welcomed following the recent election which was uncontested. All members signed their Declarations of Acceptance of Office in the presence of the proper officer.

**23/24/001** Appoint a Chairman for the Ensuing Year

 **Resolved:** That Cllr Marsden be appointed Chairman for the ensuing year.

**23/24/002** Declaration of Acceptance of Office

The Chairman signed the Declaration of Acceptance of Office in the presence of the proper officer.

**23/24/003** Receive Apologies and Approve Reasons for Absence

 B. Cooper – reasons given.

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

**23/24/004** Receive Declarations of Interest (other than standing interests)

None

**23/24/005** To Appoint a Vice-Chairman

 **Resolved:** That Cllr Bland be appointed vice-chairman for the ensuing year

**23/24/****006** Approval of the Minutes of the Town Council Meeting –14th March 2023

 **Resolved:** That the minutes be approved as a true and accurate record.

**23/24/007** Matters Arising from the Minutes

22/23/119Matters arising– update providedregarding the three items raised under this section in March.

* 22/23/095 New highways officer – It was reported that he was in the process of obtained accident data (not particularly reliable and only 1 injury incident in the period considered) and traffic monitoring was underway to assess speed/volume and axel weight of vehicles. An assessment therefore underway prior to further consideration of signage.
* 22/23/105b CCTV tree works in abeyance until members had considered a review of CCTV later in the meeting.
* 22/23/109 Sports field flooding Issues – Still awaiting electric supply upgrade to be able to consider a “hippo” pump. The Clerk had chased the contractors.

22/23/125 Church Meadow Land - Update provided regarding the valuation.

22/23/134 Five-Year plan – deferred until the July meeting.

22/23/133 Staff retirement gift had been provided by the Chairman.

**23/24/008** Consider Councillor Co-option

**Resolved:** That Mike Robertson be co-opted onto the Council.

A Declaration of Acceptance of Office form was signed in the presence of the Clerk.

**23/24/009** Welcome “Junior Councillors”

Harry Jackson and Suriya Kaur were welcomed to the meeting. It was noted that the “junior councilors” had been voted for by their peers but being under 18 they could not be officially elected onto the Parish Council or have any voting rights. However, they would be invited to meetings to speak on any agenda items they considered would be of interest to them to enable the full council members to engage with younger elements of the community.

Members agreed that they were happy to agree the “election” process that had been followed and welcomed the attendance of the youth councillors to council meetings.

**23/24/010** Public Discussion Period.

 Library promotion and protocol for flyposting requested.

 The Clerk advised that there was no issue with promoting library events in the notice boards as these were the Parish Councils. Flyposting was the responsibility of BDC and their policy would be discussed by members later in the meeting under the library item.

**23/24/011** Financial Matters

 a) Budget Monitoring – Year end 31st March 2023

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

b) Receive Bank Reconciliation/ Accounts to 31st March 2023

**Resolved:** That the bank reconciliations and detailed accounts be received.

c) Approve Monthly Accounts April /May 2023

**Resolved:** That the monthly accounts for payment be approved to May.

d) Receive Dates for Exercise of Public Rights (to inspect accounts)

Reported that in accordance with the recommendation of the external auditor the Exercise of Public Rights would begin on the 5th June and end on the 14th July 2023

**23/24/012** Approve Annual Return (AGAR) to 31st March 2023 s1 Governance Statement

 **Resolved** That the AGAR s1 governance statement be approved.

The Chairman and Clerk (as RFO signed the same.

**23/24/013** Approve Annual Return (AGAR) to 31st March 2023 s2 Accounting Statement

 **Resolved** That the AGAR s2 Accounting Statement be approved.

The Chairman and Clerk (as RFO) signed the same.

Members also received the internal auditor report from AS Audit Services.

**23/24/014** Re-affirm the Adoption of the General Power of Competence (GPC)

 **Resolved:** That the eligibility criteria had been met and that the Council therefore reaffirm the adoption of the GPC

**23/24/015** Annual Insurance Review including consider a revaluation of the Pavilion.

The Clerk reported that the insurance over had been reviewed with all assets purchased during the year included in the policy schedule including the cladded container and new defibrillator & cabinet.

 **Resolved**: That a revaluation of the pavilion facility should be undertaken for insurance purposes. The Clerk to arrange with a surveyor.

**23/24/016** Election of Committees, Representatives etc.

1. Council Committees

 Strategic Review - Cllrs A. Stead, B. Cooper, I. Keat, S. Taylor, P. Marsden,

~~(~~Chair/Vice ex officio)

Urgent Business Powers - PC Chairman, Vice Chairman and Clerk.

Burial Committee - Cllr A. Stead, S. Taylor, P. Marsden (West Stockwith Parish Councillors to be confirmed in due course)

1. Council Working Groups

Newsletter Working Group - Cllr A. Stead, H. Brand, N Jaggard-Smith, S Kaur, H. Jackson

Events Working Group- Cllrs Jaggard-Smith, A. Bland, H. Brand, S Taylor, S Kaur , H Jackson

Neighbourhood Plan Steering Group - Cllrs H. Brand, S. Kaur.

Emergency Plan – Cllr A. Bland, S Kaur, H Jackson (& non-councillor representatives).

Capital Projects Working Group – Cllrs B. Cooper. P. Marsden, A. Bland, H. Brand.

Village Hall Working Group – Cllr A. Bland, G. Collett, B. Cooper. H. Brand.

Library Working Group -Cllrs Brand, P. Marsden, G Collett, M. Robertson.

Green Working Group - Cllrs H Brand, G Collett, N Jaggard-Smith, S Kaur, H Jackson,

M. Robertson.

Sports field Working Group – Cllrs M. Robertson, A. Stead, P. Marsden.

 (c) Representatives

NEBF- Cllr Brand

Standering Charity- N. Jaggard-Smith, H. Brand, I. Keat,

Charles Cooper Trust- I. Keat.

**23/24/017** Police

Member received the crime stats provided by Nottinghamshire Police.

**23/24/****018** District Councillor Report .

Elections- Noted recent results.

 Council Budget for 2023-24 including details of the precepting authority increases.

 Guides to Accessibility promoting accessible venues now available at [www.accessable.co.uk/bassetlaw-district](http://www.accessable.co.uk/bassetlaw-district)

 Additional Bottle Banks - Now in the car park at The Haxey Gate Inn.

 Bersahill Ltd (Building Development Company) now wholly owned by the District Council.

**23/24/019** County Councillor Report

 Devolution update - mayoral elections planned May ’24.

 Freeport update.

 STEP - Progress at pace. Planning application submitted 23/00485/FUL.

 Local Capital Project grants now open.

 Household Support Fund details- terms to be released shortly.

 Health – Contract up for renewal.

Members raised concerns about Nottinghamshire consulting with the Parish Council especially on large infrastructure projects after the errors in the A161 barriers. Correspondence to be forwarded to Cllr Taylor seeking assurances.

**23/24/020** Church Meadow/Sports Field/Windmill Gardens

1. Review CCTV Provision

Members agreed to review alternatives on the market. Clerk to investigate.

1. Bowling Club Request.

**Resolved:** Members considered the correspondence from the Bowling Club and approved use of the sports field for a Club gala on 23rd July however other than those with disability badges, cars were not to be parked on the facilities grassed areas.

**23/24/021** Highways

 No matters raised.

**23/24/022** TMC & Library

Clerk tocheck theDistrict Council protocol regarding flyposting with members happy to accept this guidance.

 Noted success of a well organised Easter event arranged by the volunteers.

**23/24/023** Newsletter Call for Copy.

Members to provide any ideas/copy to the working group. (29th May deadline).

**23/24/024** Consider provision of litter bins – old school field and outside cemetery (Haxey Rd).

Clerk to request additional cemetery bin on Haxey Road (BDC to collect with PC to fund as required). Bin to be placed on the old school field, if this could be emptied via the library waste contract.

**23/24/025** Village Hall Working Group – Report/Update

 DEFERRED Cllr Cooper absent.

**23/24/026** Events Working GroupCoronation Event debrief.

It was reported that the event was well received with proceeds of £420 raised from the raffle to go towards any environmental projects being undertaken by the Parish Council. (Band fee of £200 had been paid in cash from the proceeds on the day but the gross amount collected would be earmarked for relevant projects)

**23/24/027** Items for Future Agenda

 5-year plan

Green Group update

Swimming club grant request

Defibrillator TMC – licence request.

Church Meadow valuation report.

Consider meeting frequency

Future meetings noted – 11th July 12th September, 14th November

**23/24/028** Planning Applications - None received.

**23/24/029** Planning Determinations.

 **22/01350/COU** Land East of Packet Landing & Railway Line, Station Road. Change of Use of Horse Grazing Land to Accommodate Horse Exercise School- ***Granted***

**23/00066/HSE** 2 Amcott Avenue. Demolition of Existing Garage and Construction of New Garage – ***Granted***

**23/00005/**HSE Debdhill House Debdhill Road. Demolish Existing Attached Sunroom & Erect Single Storey Side Extension for Garden Room, Install New Entrance Door with Steps & Railings to Rear Elevation & Repair Brickwork to Gable End - ***Granted***

**23/00205/HSE** 5 Colton Street. Double Timber Garage to Rear - ***Granted***

**23/00236/FUL** Land Adjacent to Rooks Lane. Single New Dwelling (Re-Submission of 22/00933/FUL)- ***Refused***

**2300208/HSE** 15 Marsh Lane. Erect Detached Double Garage & Associated Store Over- **Granted**

**23/00191/HSE** The Ceders 10 Haxey Road. Erection of Timber Framed Stables and Storage - ***Granted***

**21/00386/LBA** 7 Gringley Road. Refurbishment of Dwelling Including Internal and External Alterations *–* ***Granted***

**23/24/030** Public Bodies (Admission to Meetings) Act 1960

In light of the confidential nature of the business to be transacted the press and public were excluded from the meeting in the public interest.

**23/24/030** Staffing– Receive statement of particulars (herewith) & details of Groundman appointment, approve play park training and consider 2nd appointment for Lengthsman duties. (Terms and appointment to be agreed)

The Clerk reported that Janet Jones had been appointed to the Groundman Role on the terms previously agreed by the full council and had commenced work this week.

**Resolved**: Members received the approved statement of particulars and agreed the play park inspection training on 6th June.

Members considered the appointment of a 2nd candidate who had been interviewed to a position for 7 hours per week to cover lengthsman type duties both for Misterton and West Stockwith – with the latter wanting to fund 2 hours per week (proposed @£10.90 per hour)

**Resolved:** That Paul Boscolo be appointed as a Lengthsman for Misterton & West Stockwith for 7 hours per week (2 hours for West Stockwith) @ £10.90 per hour.

Clerk to arrange statement of particulars and additions to payroll.

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 There being no other business the meeting was closed at 9.55pm

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

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| **Supplemental March PAYEE** | **Description** | **TOTAL** |
| S Fotheringham  | Labour cemetery works | 1550.00 |
| P J Nightingale Ltd | Delivery - cemetery works gravel | 360.00 |
| Addlesee Haulage Ltd  | Skip hire | 240.00 |
| WAVE | Water rates - sports field | 45.22 |
| WAVE | Water rates - cemetery | 14.24 |
| **TOTAL** |   | **2,164.24** |

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| **April PAYEE** | **Description** | **TOTAL** |
| Salvation Army | Donation | 250.00 |
| Lyreco UK Ltd  | Stationery -Ink  | 196.99 |
| Notts ALC | Annual subscription | 448.84 |
| Inspire | Annual utility/maintenance fees | 2808.58 |
| S Fotheringham | Church Meadow bollard repairs  | 317.89 |
| Oakdale Homes | Sports field - Annual rent | 1.00 |
| BDC | energy Leaflet printing (Reimburse HB) | 123.45 |
| Misterton Junior Football club | Donation | 250.00 |
| J A Greenfield | Grass cutting & lengthsman (March) | 430.00 |
| Green Mile Trees | Relocation - Windmill Gardens tree | 210.00 |
| Jalapeno Business services | Monthly email subscription 365 | 85.08 |
| ARCO | Gate lock | 28.07 |
| Planning with People | Neighbourhood plan consultant fees | 2662.00 |
| Home & Garden Centre | Garden centre voucher (Reimburse ALH) | 50.00 |
| Valda Energy | Sports field electricity | 45.50 |
| Total Merchandise | Coronation mugs (Reimburse ALH) | 705.84 |
| Nottinghamshire County Council | TMC cleaning | 187.79 |
| Lyreco UK Ltd  | Stationery -confidential waste disposal | 27.02 |
| BT Services Ltd | Broadband | 56.53 |
| EON | Jubilee Garden electricity | 26.11 |
| Various | Salaries - April | 2817.80 |
| HMRC  | NICS and Income Tax (exc cemetery) \_ | 463.72 |
| Notts CC Pension Account | Pension contributions | 957.55 |
| **TOTALS** |  | **13149.76** |

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| **Cemetery April PAYEE** | **ACCOUNT** | **TOTAL** |
| BDC | Waste contract - 6 months | 382.72 |
| Various  | Salary April | 75.67 |
| HMRC | Tax- Apr | 18.80 |
| **TOTAL** |   | **477.19** |

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| **PAYEE** | **ACCOUNT** | **TOTAL** |
| S Fotherhingham | Sports field planings- rear of pavilion  | 170.00 |
| The Red Hart Misterton Ltd  | Litter pick refreshments (Reimburse A Stead) | 157.60 |
| Addlesee Timber & Haulage Ltd | Skip hire  | 240.00 |
| Dan Endicott | Coronation entertainer (balance) | 180.00 |
| Valda Energy | Sports field electricity | 38.56 |
| Jalapeno Business services | Monthly email subscription 365 | 85.08 |
| Notts ALC | Staff training fee (play park training) | 125.00 |
| A Harrison | Quarterly allowance | 150.00 |
| Viking Trees | Windmill gardens - tree works | 360.00 |
| Zurich Municipal | Annual insurance (Long term agreement) | 1716.76 |
| Nottinghamshire County Council | TMC cleaning | 187.79 |
| J A Greenfield | Miscellaneous Grass cutting  | 460.00 |
| North Notts Landscapes | Sports field/old library Grass cutting  | 844.80 |
| North Notts Community First Responders | Coronation event - first aid  | 150.00 |
| Wickes | Amenity/event expenses (Reimburse A Bland)  | 80.00 |
| Cherry Lane Garden Centre | Amenity/event expenses (Reimburse A Bland)  | 24.00 |
| Torne Valley | Groundsman jacket (PPE) reimburse ALH | 27.75 |
| Nikki Jaggard-Smith | Reimburse Coronation event expenses | 73.29 |
| BT Services Ltd | Broadband | 58.38 |
| EON | Jubilee Garden electricity | 25.01 |
| Various  | Salary May | 2743.96 |
| Jalapeno Business services | Monthly anti-virus software | 9.31 |
| HMRC  | NICS and Income Tax (exc cemetery) \_ | 513.52 |
| Notts CC Pension Account | Employee/employer pension contributions | 967.55 |
| Jalapeno Business services | Sharepoint - Set-up  | 40.80 |
| **TOTAL** |  | **9419.16** |

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| **Cemetery PAYEE** | **ACCOUNT** | **TOTAL** |
| MPC Transfer | 2022-23 HMRC payments reimburse  | 8.60 |
| Holmes Groundcare Ltd | Grass cutting contract- cemetery | 560.00 |
| Various  | Salaries- May | 75.67 |
| HMRC | Tax- May | 18.80 |
| **TOTAL** |   | **663.07** |