

# SUTTON-CUM-LOUND PARISH COUNCIL

## **Draft Minutes of a Meeting of the Council held in the Village Hall on Wednesday 13 April, 2011**

**Present:** M. Rees, Chairman. R. Beare, A. Close, P. Cody, K. Foster and J. Gough.

PCSO Catherine Phillips and PC Chris Glover were in attendance.

### **1. APOLOGIES**

An apology for absence was submitted by County/District Councillor Yates. Apologies were also submitted by Mr. H. Hopkins (Neighbourhood Watch).

In the absence of a Parish Clerk, Mrs Close agreed to take the minutes.

### **2. REPORT TO COUNCIL ON ACTING CLERK SITUATION AND INTRODUCTION OF NEW PERMANENT CLERK**

The Chairman provided an update to members relating to the situation around the appointment of a new Parish Council Clerk. During the process there had been some confusion relating to potential candidates that had caused the current Acting Clerk to resign. At the current time a new clerk had yet to be appointed.

### **3. TO RECEIVE DECLARATIONS OF INTEREST – STANDING REGISTER**

Village Hall Committee – Mrs Close

Parish Plan Steering Group – Mrs Close, Mr Rees and Mr Gough.

### **4. TO APPROVE THE MINUTES OF A MEETING OF THE COUNCIL HELD ON 9<sup>th</sup> March 2011**

The minutes of the meeting of the Parish Council held on 9 March 2011 were agreed as a true record.

### **5. MATTERS OF INFORMATION ARISING FROM THE ABOVE MINUTES**

Lorry Weights – The Chairman reported that a survey of traffic weights, speed and flow was currently being undertaken in the village. This would also survey vehicle classification.

Allotments – The Chairman has written a letter to Bassetlaw District Council objecting to the piece of land at the back of Portland Place being sold off. He stated that there was also a piece of land that could be available for use for allotments in the future, behind Mr Kent's property and this is being pursued.

PCSO Phillips stated that she now had the stickers to place on vehicles parked on pavements and will use them where necessary.

PC Glover stated that the legal parking distance for any vehicle away from the flat of a junction was 5 metres. Mr Cody has produced a letter on behalf of the Council to send to parents of Brownies. He will send to PCSO Phillips to endorse with a police logo. Mrs Close to send the Brownies email address to PC Glover so that the letter can be sent out.

Item 22 of the previous minutes referred to the Village Green in front of the shop, not the green in front of Portland Place.

### **6. PUBLIC PARTICIPATION PERIOD**

Mrs Dyson stated that previous minutes itemized Council expenditure and the recent minutes had not given this information. It was agreed that this information should be provided with the minutes.

With respect to an item about Conservation areas in the last minutes, Mrs Dyson asked for clarification about what this meant. A discussion ensued and further information will be available once the Conservation Officer attends a Parish Plan meeting.

It was confirmed that the new Parish Clerk will be subject to PAYE payments in line with new regulations.

With respect to the Speedwatch project, it was confirmed that this was still ongoing. Torworth and Barnby Moor are both on board and being trained. Mr Bradley agreed to include a request for volunteers in the next submission to the Retford Times.

PCSO Phillips stated that she was applying for the village to get a 'smiley face' speed camera.

#### **7. SAFER NEIGHBOURHOODS GROUP – REPORTS, INCLUDING NEWS ABOUT PAVEMENT PARKING ENFORCEMENT**

There was nothing to report.

#### **8. NEIGHBOURHOOD WATCH – REPORTS**

There had been no crime in the village recently to report. The Neighbourhood Watch AGM will be held on Monday 16 May 2011. Mr Hopkins had written to the Council asking for financial assistance with the Ringmaster subscription. After proposal from PCSO Philips and discussion it was agreed to send a cheque to the Neighbourhood Watch group for the full amount of £140.

#### **9. PARISH PLAN IMPLEMENTATION**

The Council discussed the proposal submitted by Mr Close on behalf of the Parish Plan Steering Group for the funding of a printer and supplies in order to produce a quarterly village newsletter. Members agreed to the purchase of the printer and ink cartridges for - £499 plus £150 for inks.

#### **10. VILLAGE HALL – REQUEST FOR FINANCIAL ASSISTANCE TOWARDS REFURBISHMENT OF THE BAR/SERVERY AREA TABLED 9<sup>TH</sup> MARCH**

Mrs Close abstained from voting on this item.

Following further discussion about the request for financial assistance, members agreed to commit £2000 to the Village Hall Committee in support of this request

#### **11. TO APPROVE THE ACCOUNTS FOR PAYMENT**

The following payments were approved:

£140.00	Neighbourhood Watch
£258.00	F.G.Waterhouse
£25.00	Village Hall Committee – (hall rental)

A further request for payment of fees for the Acting Parish Clerk was received too late to submit and will be held over to the next meeting.

The following payments had been received:

£725.75 – Village Hall -for mortgage.

#### **12. MONTHLY RISK REVIEW, INCLUDING ARRANGEMENTS FOR LITTER PICK ON SATURDAY 14<sup>TH</sup> MAY, 2011**

The litter pick had been arranged for 14 May 2011. Handyman's bins are available for use from the container. The Parish Council will fund refreshments.

#### **13. CONSERVATION AREAS – REPORT BY CLLR. REES**

Mr Rees raised a discussion about suitable conservation areas within the Parish boundary of the village and it was suggested that the possible areas could be both sides of the main road from Mill House, Sutton Lane to old Bowling Green, Lound Low Road and round to the speeding limit. This will be taken back to the Parish Plan Steering Group for further discussion.

#### **14. ALLOTMENT PROVISION – UPDATE**

Mr Rees reported that the field behind Gate Cottage (Approximately 5 acres) may be available for use as

allotments as it is now redundant land. The current owners have recently been approaching residents on Portland Place offering pieces of the land for sale. Mr Rees will pursue.

**15. TO REVIEW THE FOLLOWING:**

- a. Risk Assessment Policy**
- b. Internal Controls (including Internal Audit), Financial Systems, Financial Regulations and Standing Orders**
- c. Compliance with legislative requirements**
- d. Protocol on Communications and Delegated Powers**
- e. Freedom of Information Publication Scheme**

Nothing further to report on the above at this time.

**16. TO REPORT CORRESPONDENCE RECEIVED AFTER THE AGENDA WAS PRINTED**

Mrs Close has asked for a copy of the Village Hall Title deeds. Mr Rees to pursue.

Letter for Bassetlaw District Council re grass cutting – the budget has now been reduced from 6 to 4 cuts per year. This will not affect our current contract for more regular grass cutting.

Letter for Bassetlaw District Council re the abolishment of the Standards Board.

Mrs Foster asked that Council consider the installation of a mirror on Town Street at the corner of Lound Low Road. This will be referred to the Highways department.

**17. APPOINTMENT OF NEW CLERK TO THE COUNCIL/RESPONSIBLE FINANCIAL OFFICER – TO FURTHER DISCUSS**

Following discussion, Council agreed to offer Mr Nigel Johnson the post of Clerk to the Parish Council. Mr Rees to pursue.