

WESTON PARISH COUNCIL

Minutes of the Extra Ordinary Meeting – Planning held on Wednesday 29th April 2015 at Great North Road, Weston at 7.30pm

Present:

Councillors: D Chase, C Fisher, T Webster and P Nice

Clerk: S Akerman

Members of the Public: 1

150401 Apologies for absence

Apologies were received and accepted from Cllr. Meadows, Cllr. Allarton and Cllr. Beckitt

150402 To consider the application 15/00622/FUL to erect a ground mounted solar PV array (72 panels) in two sections and an extension to existing garage for form plant room for Biomass Boiler and new pellet store at Scarthingmoor Lodge, Great North Road, Weston.

The meeting was held close to the proposed site to assess the potential visual impact of the project from the Great North Road.

Cllr. Fisher commented that sensitivities raised on the previous application had been addressed. The application was viewed as a domestic installation with no impact on property, wildlife or traffic using the Great North Road.

Following a vote, it was decided unanimously to support the application.

150403 Matters Arising to consider non agenda items

Nothing raised

There being no further business, the meeting was closed at 7.40pm

These minutes were approved as a true and correct recorded and signed by the Chair on Wednesday 13th May 2015. Minute ref. 264
Minutes recorded by the Clerk to Weston Parish Council

WESTON PARISH COUNCIL

Minutes of the Annual Parish Meeting held on Wednesday 13th May in the Village Hall, Weston commencing at 7.30 p.m.

Present:

Councillors: D. Chase, R. Allarton, P. Laughton, T. Webster
County Councillor: B. Laughton
Clerk: S. Akerman
Members of the Public: 5

150501 To receive apologies for absence

Apologies were received and accepted from District Councillor Sylvia Michael

150502 To accept the minutes of the last meeting on Wednesday 7th May 2014

The minutes were accepted as a true and correct record and duly signed by the Chair.

Proposed by Cllr. Webster, seconded by Cllr. Allarton.

150503 To discuss matters arising from the minutes

Nothing raised

150504 To receive the Chairman's Report

Last year we were in the midst of a number of turbine applications, for which we had public meetings and canvassed local opinion in order to establish the council's response. The council put forward robust objections to all of them.

The result was that most of the applications were either withdrawn or refused, in the first instance by Newark District Council, some went to appeal.

There is one outstanding application which the Inspectorate still has to make a decision on, which is the one on Wadnall Lane. I believe the inspector visited on April 29th.

During the year Hazel Saddington started a campaign to acquire a defibrillator for the village. A small team of Hazel, Ruth Allarton, Sandra Akerman and Pauline Laughton co-ordinated an appeal for funds which has been very successful. It was decided to adopt the telephone box and paint it ready to install. When fitted training will be given.

There have been changes as a result of the recent election. Parish Councillors Christine Fisher and John Beckitt decided not to stand this time and I would like to record our thanks to both of them for their long service to the village. Christine also served as Clerk prior to joining the council.

I would also like to record our thanks to Christine Rose who has been our District Councillor.

Finally, but probably the most important item, I would like to thank Sandra for her excellent and very professional work as Clerk.

150505 To consider any non-agenda items

Nothing raised

There being no further business the meeting was closed at 7.35pm

These minutes were approved as a true and correct recorded and signed by the Chair on Wednesday 1st June 2016. Minute ref. 265

Minutes recorded by the Clerk to Weston Parish Council

WESTON PARISH COUNCIL

Minutes of the Annual General Meeting held on Wednesday 13th May 2015 in the Village Hall, Weston commencing at 7.35pm

Present:

Councillors: D. Chase, R. Allarton, P. Laughton, T. Webster
County Councillor: B Laughton
Clerk: S Akerman
Members of the Public: 3

150506 To receive Declarations of Acceptance of Office and Disclosure of Interests
Declarations and Register of Interests were duly completed and signed.

150507 To co-opt Parish Councillors

Simon Meadows and Philip Nice indicated they wished to return as councillors and were duly co-opted. One application was received for the vacant position from Mr Michael Lowney. The Clerk read out the application and all agreed that Mr Lowney should be co-opted. All three duly completed and signed Acceptance of Office and Register of Interests documents.

150508 To elect officers of the council

Chair: Cllr. David Chase Proposed by Cllr. Nice and seconded by Cllr. Allarton.
Vice Chair: Cllr. Allarton Proposed Cllr. Meadows and seconded by Cllr. Lowney.

150509 To receive apologies for absence

Apologies were received and accepted from District Councillor Sylvia Michael.

150510 To accept the minutes of the meeting held on March 4th 2015

The minutes were accepted as a true and correct record and duly signed by the Chair. Proposed by Cllr. Allarton, seconded by Cllr. Webster.

150511 To accept the minutes of the extra-ordinary meeting on April 29th 2015

The minutes were accepted as a true and correct record and duly signed by the Chair. Proposed by Cllr. Webster, seconded by Cllr. Nice.

Open Forum – ten minutes to receive questions & comments from the public

Nothing raised

150512 To report on matters arising from the minutes & progress of ongoing items

a) Flag pole installation – Cllr. Chase to follow up with Adam Denley to arrange installation.

b) Defibrillator update – Cllr. Allarton provided an update:

The equipment has been delivered and is awaiting installation which should be at the end of May. Cllr. Allarton thanked Pauline Laughton for organising the refurbishment of the telephone box.

Funds raised total is £3,396 which includes £1,250 from the IGas Community Fund and will more than cover the costs of the defibrillator and emergency telephone leaving a contingency and ongoing costs fund which will be ring-fenced in the council's accounts. Following installation it was agreed that a press release and 'event' should be arranged as will training.

All agreed a donation from the village hall of £100 be returned with thanks.

150513 To receive reports from County Council and District Council Representatives

Cllr. Laughton provided detail on the following:

a) Following the election N&SDC is a Conservative led council with 25 seats, Labour with 11 and 3 Independents. Cllr. Laughton retains his previous responsibilities.

- b) Discussions are ongoing to outsource the NCC Highways service to the non-profit Cormac organisation (Cornwall Council). Likely date for transfer is April 2016. All agreed a letter be sent to head of Highways to express the council's concerns over the lack of tender process, cost effectiveness of the proposal and the loss of local relationships. No tender process has been conducted. Cllr. P. Laughton declared an interest and took no part in the discussion.
- c) Consultation on proposed boundary changes for the county council is expected early in June. Cllr. Laughton stressed the importance of responding as Weston is on the edge of the existing boundary.

150514 To receive and consider any highways issues

- a) Cllr. Webster raised the overgrown vegetation by the footpath along the Great North Road towards Sutton-on-Trent. Cllr. Laughton to raise this with Mike Keeling.
- b) Cllr. Pauline Laughton raised the interactive speed sign at Carlton-on-Trent facing the wrong way and set at the incorrect speed. This is scheduled to be fixed.
- c) Mrs M. Williams, member of the public, raised the condition of the road between Carlton-on-Trent and the A1. Cllr. Laughton agreed it was an underlying problem and noisy, however will cost approx. £220,000 to be replaced

County Councillor Laughton left the meeting at 8.05pm

150515 To agree ongoing management of Richard Hawksworth School Charity

Cllr. Chase read out a summary of the charity, its work, funds and administration. All agreed it should be run from Weston for Weston children. Cllrs. Nice and Webster were nominated as council trustees for the new administration with Cllrs. Allarton and Meadows representing the PCC. Cllr. Meadows to raise the point at the next PCC meeting. Clerk to send Cllr. Nice details for opening a bank account and write to Mr J Kitchen with details of the new administrators.

150516 To consider financial matters

- a) Clerk reported the balance of the bank account at year-end 31st March 2015 as £20,160.78. A reconciliation of the account was signed by the Chair. Bank statements are available for Councillors to view if required.
- b) Balance of account at 30th April 2015 was £22,970.78 of which £15,666.25 relates to the Richard Hawksworth School Charity and £711 is ring-fenced for the defibrillator fund. Funds available to the council: £3,783.53
All agreed a letter of thanks to be written jointly from Parish Council and Village Hall to IGas and Hutchinsons and one also posted on the notice board.
It was also agreed that a letter be sent to Cotham Power Station withdrawing the request for funds.
- c) Clerk provided a summary of the year-end accounts to all councillors for review. All agreed the accounts be accepted as a true and accurate record and the Chair and Clerk duly signed the accounts.
- d) Following approval of the accounts the Statement of Accounts (*Section 1 of the Annual Return*) was duly completed by the Chair and Clerk. The Statement of Assurance (*Section 2*) was read out by the Chair and a 'Yes' response given to each question. This was duly approved and signed by the Chair and Clerk. Additional documents to meet the intermediate audit requirements were read out by the Clerk also completed by the Chair. Mr Mike Harness has agreed to provide the Internal Audit. The date for the external audit has been confirmed by Grant Thornton as 16th June 2015. The required Notice of Appointment of Date for the Exercise of Electors' Rights is displayed on the noticeboard.
- e) Receipts reported as follows:
 - i) Precept first tranche at £1,560
 - ii) IGas Community Fund grant for the defibrillator at £1,250
 Payments reported as follows:
 - i) CHT for balance of defibrillator at £180 (chq 000434)
 - ii) Village Hall for return of donation at £100 (chq 000435)
 - iii) NALC for new councillor training at £50 (chq 000436)

- f) Following changes of councillors two signatories require replacing on the bank mandate. Clerk to complete forms and arrange for signatures. Cllrs. Allarton and Lowney to be added and ex-Cllrs. Fisher and Beckitt to be removed.
- g) Group insurance arranged with Zurich through N&SDC due for renewal on 1st June. Clerk has advised N&SDC on the defibrillator and acquisition of telephone kiosk. Premium to include libel & slander as last year is £211.17 (from £203.68). Following a discussion all agreed to continue with the cover as before. Clerk to complete proposal form for N&SDC

150517 To review and agree council policies:

- a) Standing Orders were reviewed with amendments circulated prior to the meeting. All agreed on acceptance and the Orders were duly signed by the Chair.
- b) Financial Regulations were accepted. Cllr. Lowney suggested a clause be added to incorporate an auditor engagement letter into the regulations. Clerk to action and present at next meeting.

150518 To consider planning matters and receive updates on ongoing applications

- a) No new applications to report.
- b) NCC have advised the application by IGas to extend the period of operation to 31st December 2020 has been granted

150519 To receive an update on the parish burial ground

Cllr. Allarton advised:

- a) The grass cutter has been re-engaged for this year and has done two cuts.
- b) Ongoing challenges as to plot sizes, positioning of graves and headstones in the churchyard raises the question whether the parish council burial ground should be marked out. More detail to be provided at the next meeting

150520 To receive and consider correspondence received

- a) Network Rail: Clerk read out response to query regarding the alternative route following the closure of Grassthorpe Lane crossing
- b) Newark Hospital: Council has been asked to support and help publicise the *Choose Newark Campaign* and have suggested attendance at a coffee morning for a wider audience
- c) NCC CVS Team: volunteers are required for the Summer Reading Challenge. Clerk to post details on notice board and forward to Cllr. Allarton

150521 To consider and discuss any non-agenda items and business for the next meeting on Wednesday 1st July 2015

- a) Risk Assessment to be reviewed in July. Clerk and Cllr. Allarton to draft assessment criteria for defibrillator.
- b) Cllr. Chase formally welcomed the new members of the council.
- c) All agreed to a vote of thanks to Christine Fisher, John Beckitt and Christine Rose for their service to the village. A dinner is to be arranged for councillors and spouses as a thank you.

There being no further business, the meeting was closed at 9.10pm

These minutes were approved as a true and correct recorded and signed by the Chair on Wednesday 1st July 2015. Minute ref. 266-268
Minutes recorded by the Clerk to Weston Parish Council

WESTON PARISH COUNCIL

Minutes of the meeting held on Wednesday 1st July 2015 in the Village Hall, Weston commencing at 7.30pm

Present:

Councillors: D. Chase, R. Allarton, P. Laughton, M. Lowney,
S. Meadows T. Webster
County Councillor: B. Laughton
District Councillor: S. Michael
Clerk: S. Akerman
Members of the Public: 4

The meeting was opened by Cllr. Chase welcoming District Cllr. Michael as our new representative to Newark & Sherwood District Council.

150701 To receive apologies for absence

Apologies were received and accepted from Cllr. P. Nice

150702 To accept the minutes of the meeting held on May 13th 2015

The minutes were accepted as a true and correct record and duly signed by the Chair.
Proposed by Cllr. Laughton, seconded by Cllr. Allarton

Open Forum – ten minutes to receive questions & comments from the public

Mrs M. Williams raised concerns over the condition of Main Street. Discussion deferred to later in the meeting.

150703 To report on matters arising from the minutes & progress of ongoing items

- c) Flag pole installation – Cllr. Chase to make one further attempt to have the flag pole installed. All agreed if no progress has been made by the next meeting in September, the project will be cancelled.
- d) Defibrillator update – Clerk provided an update:
- i) The equipment is installed and commissioned ready for use.
 - ii) Clerk and Cllr. Laughton carrying out weekly and monthly checks to ensure the defibrillator is operational at all times and submitting data to CHT Webnos system.
 - iii) Invoices have been received for painting and installation (electrician).
 - iv) Clerk to arrange Bronze level membership of CHT support service which includes annual maintenance check and post event counselling.
 - v) Awareness sessions to be held for all residents as required. Cllr. Laughton advised that CHT will perform the first with a suggested date of 20th July. Follow up sessions will be provided by Newark First Responders (NFR). Clerk suggested a donation be made to NFR in return and all agreed.
 - vi) Cllr. Webster asked if a list of contacts would be provided. Cllr. Allarton advised this was not required.
 - vii) Cllr. Lowney asked about a 'ribbon cutting' event to advertise the installation with residents, donors and press invited. Cllr. Meadows suggested the same evening as the awareness event. Cllr. Laughton to follow up.
- e) Financial Regulations – Clerk provided detail of additional clauses relating to internal audit. All agreed and the revised regulations were duly signed by the Chair. Copies to be circulated to all councillors.
- f) Notts. CC Electoral Boundary Review – consultation now open until 10th August. Cllr. B. Laughton advised that the proposed division has additions of Farnsfield and Bilsthorpe with Southwell removed. Clerk to write to Boundary Commission expressing acceptance of proposal.

150704 To receive reports from County Council and District Council Representatives

Cllr. Michael apologised for not being able to attend the previous meeting and said she was looking forward to working with the council. Cllr. Michael reported:

- d) The next Safer Neighbourhood Group meeting will be at Kelham Hall on Thursday 2nd July.
- e) A Sutton-on-Trent resident has received threatening doorstep sales visits this week. Cllr. Laughton confirmed that there have been a few similar incidents in the area. Residents should contact Trading Standards and the Police if threatened. Clerk to circulate details and advice for residents.

Cllr. Laughton reported on the following:

- a) The A1 is to be closed at night for another fortnight to accommodate the resurfacing at Elkesley. Local traffic is able to access the A1 between North Muskham and Tuxford.
- b) The joint venture with Cormac for the highways service is agreed and will be effective from April 2016. Clerk advised that a letter had been received in response to the council's concerns voiced following the last meeting.
- c) N&SDC has a budget underspend of £2.2 million

150705 To receive and consider any highways issues

- d) Cllr. P. Laughton responded to the concern raised in the Open Forum regarding the condition of Main Street. It is listed for resurfacing with no indication as when this will happen.
- e) Cllr. Allarton raised concerns about the condition of the village footpaths. Cllr. Webster mentioned no work had been done on the overgrown verges on the footpath to Sutton-on-Trent. Cllr. B. Laughton to follow up.
- f) Cllr. Meadows raised concern over the blocked gullies along the Great North Road from Bell Lane to Main Street.
- g) Cllr. Lowney asked if a letter can be sent to Highways expressing the council's concerns over the condition of the roads around the village and the impact on the community. All agreed and Clerk to action.
- h) Cllr. Lowney asked how often the village roads were swept. Clerk to contact N&SDC for programme details.
- i) Member of the public raised concerns regarding traffic safety at junctions and overhanging verges.

Cllr. Laughton suggested Clerk contact Mike Keeling at Highways to arrange a joint visit to the village to address concerns raised.

150706 To review the Risk Assessment

Clerk has drafted additional clauses to include the new defibrillator. Cllr. Lowney pointed out that having compared the document to others available, there were some areas that required inclusion, e.g. loss of venue, continuity, loss of records. All agreed it was some years since the document had been fully reviewed.

Cllr. Lowney agreed to work with the Clerk to produce a new draft document for presentation to the council and full review at the November meeting. Cllr. Meadows agreed to review the draft prior to that meeting.

1500707 To consider financial matters

- h) Clerk reported the balance of the bank account at 30th June 2015 as £5,082.36 excluding ring-fenced amounts of £1,691 for the defibrillator and £15,666.25 funds from the Richard Hawksworth Charity. Bank statements are available for Councillors to view if required.

In relation to Hawksworth Charity, Clerk advised Cllr. Nice is no longer able to be a trustee due to increased work commitments. Cllr. Webster was appointed a parish council trustee at the previous meeting. Cllr. Lowney proposed Cllr. Meadows be the second parish council trustee. Cllr. Chase seconded the proposal.

Cllr. Meadows advised that Rev. Greg Price and Mrs G. Fendly were agreed trustees for the PCC with one further to be confirmed, following which a meeting will be held and the opening of a bank account be discussed.

- i) Receipts – none to report
Payments reported as follows:
 - i) ICO for renewal of Data Protection at £35 (chq 000438)
 - ii) Mr. D. Hutchinson for installation of defibrillator at £120 (chq 000439)
 - iii) Mr. S. Nicholson for painting of the telephone box at £135 (chq 000440)
- j) Internal Audit Report – Clerk advised this has been completed and the Annual return sent to Grant Thornton. Internal Auditors report was read to the meeting with the recommendation to include an element of interest when transferring the Hawksworth Charity funds to a new account. All agreed to this and that no further action was required.
- k) Transparency Code – Clerk provided detail of what documents and information is required to be made publically available from 1st July.
 - i) Draft Minutes are to be posted on a free to view website within one month of a meeting. All councillors agreed to receive copies of minutes at the same time with next meeting agenda and related papers circulated one week before a scheduled meeting.
 - ii) Councillor responsibilities also have to be publicised. Cllr. Nice has asked to be replaced as the representative to the Safer Neighbourhood Group with Cllr. Laughton offering to take up the role and provide feedback to the council following meetings.

Cllr. Lowney raised a query regarding the financial year and budget reviews. Clerk advised the budget is set in November and the precept in January. Following a discussion it was agreed that the budget be reviewed against actual spend at 6 monthly intervals. November meeting to include a review of current budget/spend figures along with budget setting for next financial year.

150708 To consider planning matters and receive updates on ongoing applications

- c) New application 15/01032/FUL received for the installation of a 20ft ancillary storage container at the existing Egmanton Solar farm site. Following a discussion, all agreed that the council should respond with an objection on the lines of this should have been included on the original application and development in the countryside. Clerk to action.

Cllr. B. Laughton advised that from 31st March new developers have to tender to supply to the National Grid, so an approved planning application does not always lead to an installation.

- d) Application 15/00324FULM for a solar farm at Ossington Road, Carlton-on-Trent has been approved.
- e) Clerk advised a letter has been received from the Planning Inspectorate regarding Appeal Nbr. 2223465 relating to a wind turbine at Wadnal Lane, Weston. The appeal has been dismissed on the grounds of landscape character.
Clerk requested to put a link to the decision on the website.

County Councillor Laughton left the meeting at 8.40pm

150709 To receive an update on the parish burial ground

Cllr. Allarton advised that the grass cutting is ongoing.

- c) The grass cutter has been re-engaged for this year and has done two cuts.
- d) A discussion followed regarding the parish burial ground, location and plot layout. It was agreed that further is required before marking out of the area can be undertaken. Actions agreed:
 - i) Clerk to obtain copies of deeds
 - ii) All agreed Cllr. Meadows to share parish council regulations and fees with PCC
 - iii) Meeting to be arranged with PCC and diocese to discuss further.

150710 To receive and consider correspondence received

None received

150711 To consider and discuss any non-agenda items and business for the next meeting on Wednesday 2nd September 2015

- d) Clerk confirmed to Cllr. Webster that the website contained current councillor details following the election.
- e) Cllrs. Lowney and Laughton thanked the council for the new councillor training which they found very informative.
- f) Cllr. Lowney raised the subject of communication. A discussion followed regarding website domains, social media and possibilities of holding an event to ascertain what information media residents want. All agreed the subject to be an agenda item for the next meeting.
- g) Clerk to arrange flowers to be sent to Mrs C. Fisher in thanks for her years of service to the village and the parish council.

There being no further business, the meeting was closed at 9.10pm

WESTON PARISH COUNCIL

Minutes of the meeting held on Wednesday 2nd September 2015 in the Village Hall, Weston commencing at 7.30pm

Present:

Councillors: D. Chase, R. Allarton, P. Laughton, M. Lowney, P. Nice, T. Webster
District Councillor: S. Michael
Clerk: S Akerman
Members of the Public: 2

150901 To receive apologies for absence

Apologies were received and accepted from Cllr. Meadows

150902 To accept the minutes of the meeting held on July 1st 2015

The Clerk detailed a change in the circulated draft minutes to correctly reflect a highways issued raised by Cllr. Meadows. The revised minutes were accepted as a true and correct record and duly signed by the Chair. Proposed by Cllr. P. Laughton, seconded by Cllr. Lowney.

a) To discuss circulation and publication of draft minutes going forward:

Cllr. Meadows had requested that councillors be given time to review draft minutes before publication. Proposal to circulate draft minutes within one week of a meeting, Councillors to have seven days to review and comment with draft being published within one month of a meeting in accordance with the Transparency Code 2015. All agreed.

Open Forum – ten minutes to receive questions & comments from the public

The issue of dog fouling was raised by a member of the public, in particular along Colley Lane. Clerk to re-issue notices and posters around the village.

150903 To report on matters arising from the minutes & progress of ongoing items

g) Flag pole installation – Cllr. Chase reported that Mr A. Denley had advised that the flag pole was not suitable to be cut to the required size. An offer has been made for a replacement pole to be donated. Cllr. Chase thanked Mr Denley but declined the offer. Clerk to write a letter of thanks.

h) Risk Assessment – Cllr. Lowney reported that a draft of the revised document will be sent to Cllr, Meadows by Sept. 11th for his review. Final version to be circulated to all councillors in advance of the November meeting with the view to discuss and adopt at that time.

i) Defibrillator update – Clerk advised the meeting of the following:

- i) the unveiling event and awareness seminar on 22nd July was attended by 42 people and was a successful evening
- ii) Final negotiations are underway between CHT and BT for an emergency telephone at an approx. cost of £341 plus £1/month for a Sim card. Defibrillator funds will cover this with the current total standing at £1,332.
- iii) Proposal for the Council to formally adopt the defibrillator in order for it to be correctly identified as a council asset and insured was agreed by all.

Cllr. Allarton suggested the fund be re-opened to raise additional monies to purchase a second defibrillator. After a discussion on this and first aid training, all agreed to consider the proposal for discussion again at another time.

150904 To receive reports from County Council and District Council Representatives

Cllr. S. Michael offered to report any county council issues to Cllr. B. Laughton in his absence – none were raised.

Cllr. Michael advised the meeting that at the last Safer Neighbourhood Meeting Inspector L. Clark did not support the move for PCSOs to have increased powers in the belief that this would reduce their presence in rural areas.

Cllr. Allarton reported the strong smells that have been experienced around the village over the last few weeks and questioned if they originated from the Pears site. Cllr. Michael to speak with Sutton Parish Council and also requested any repeat of the incidents be reported to her and Bassetlaw Environmental Officer.

150905 To receive and consider any highways issues

- j)** Feedback from meeting with NCC Highways: Cllr. Chase reported on the recent meeting which resulted in some work orders being raised for gully cleaning etc.
Cllr. Allarton raised the subject of uneven pavements which result in people walking in the road.
Cllr. Lowney raised the subject of residents parking on the footpaths, especially when attending events at the village hall.
- k)** Street cleaning schedule: Clerk stated the village is on a 90 day cycle. The roads were swept in February but missed in May. An additional visit was carried out in July.

150906 To consider financial matters

- l)** Clerk reported the balance of the bank account at 31st August 2015 was £5,030.14 excluding ring-fenced amounts of £1,332 in the defibrillator fund and £15,666.25 funds from the Richard Hawksworth Charity. Bank statements are available for Councillors to view if required.
- m)** Receipts – none to report
- n)** Payments
 - i)** Auditor Fee – Grant Thornton have invoiced £100 plus VAT for the external audit. The council should be fee exempt with an income of less than £10,000, however GT have treated the Hawksworth funds as income. Clerk has unsuccessfully disputed the charge. Chq 000442 for £120
 - ii)** Clerk Salary & Expenses – chq 000443 for £617.85 (Expenses at £82.25)
Cllr. Chase requested the Clerk provide details of hours worked at the next meeting with a view to reviewing the contracted 2 hrs/week.
- o)** External Auditor Report – Clerk read out Grant Thornton Matters Reported questioning the signing and dating of Assertion 6 of Schedule 2 of the Annual Report in advance of the Internal Auditor signoff. The Council noted the comments made by GT. All agreed in May 2016 to sign the Annual Report under Chair Action subject to no concerns raised by the Internal Auditor.

150907 To consider planning matters and receive updates on ongoing applications

- a)** Planning Application 15/01446/FUL – application to erect an oak framed garage block at Redroofs Farm, Great North Road, Weston. Points raised during discussion: visible from road, set back sufficiently, no real issues with the application. All agreed to support the application.
- b)** Planning Appeal for application 14/02027/FUL – The Nook, Main Street, Weston.
Application declined on grounds of proximity to neighbouring property (Sunny Side Farm) and loss of amenity to that property (light). Council had no objection to original application and agreed no further comments to make.

150908 To receive reports from the Safer Neighbourhood Group

- a)** Cllr. P. Laughton advised the meeting that the discussions focused on traffic issues in Newark and the surrounding areas, including the A1. A number of household break-ins were reported earlier in the year in Averham and Egmanton. Warnings against doorstep

selling were also given. Cllr. P. Laughton to follow up on more information regarding a Messenger System.

- b) Neighbourhood Alert Scheme – Clerk advised the meeting of the scheme which is available to all residents to obtain updates from local organisations such as Notts. Police, Trading Standards etc. Notices to be posted advising residents of the scheme.

150909 To receive an update on the parish burial ground

- e) Feedback from recent meeting – Cllr. Chase advised that following a meeting with Mr Chris White (Church Warden) and Rev. Greg Price more work is required to clearly define the burial ground boundary. A date for a further meeting is to be set.

Clerk suggested that the Rules and Regulations adopted in 1999 should be reviewed and has started work on this. The Scale of Fees adopted in 2008 also require review.

Cllr. Allarton suggested there may be opportunities to apply for grants to aid with the expense of maintaining the burial ground. Clerk to investigate.

Cllr. Lowney asked about the mound of earth and grass cuttings on part of the burial ground plot and suggested the church be asked to remove it. Cllr. Allarton explained that the church had withheld monies following the roof work which would most likely cover the cost of removal, however the company concerned is in receivership and the situation is presently unresolved.

150910 To consider current and potential methods of communication used by the Council

The Clerk had circulated discussion points prior to the meeting. Following a lengthy discussion covering subjects such as notice boards, website domains and social media, the following was agreed:

- i) Clerk to register 'Weston Parish, Notts' for a Facebook page
- ii) Cllrs. to research other parish Facebook pages for ideas as to content prior to November meeting
- iii) Cllr. P. Laughton to source a notice board for the parish council to be sited inside the village hall
- iv) Notice board - Cllr. Webster to approach Weston Woodcraft for a quote to make a notice board to be sited along the Great North Road at Scarthingmoor. Cllr. P. Laughton to confirm NCC Highways land boundary. CIL funds of £206 to be earmarked for this purpose. Cllr. B. Laughton to be approached for possible top-up funding.
- v) Domain name to be purchased – final name and hosting package to be discussed further at November meeting

The Clerk gave the meeting details of the Local Council Award Scheme run by NALC and advised that to meet the entry Foundation Level criteria would be achievable without major work being involved. A discussion followed and all agreed to work towards submitting a portfolio.

Clerk to investigate registration for scheme and commence work on criteria requirements. Note of hours worked to be kept.

150911 To discuss the potential for celebrating the Queen's 90th birthday in 2016

Cllr. Allarton raised the question as to whether the village would hold a celebration involving all groups, e.g. Parish Council, WI, All Saints Church etc. Cllr. P. Laughton to investigate costs for potential road closures and discussion tabled for next meeting.

150912 To receive and consider correspondence received

- i) Annual Parish Conference will be held at Kelham Hall on Monday 5th October commencing at 6pm. Cllr. Chase, Cllr. P. Laughton and the Clerk expressed an interest in attending.
- ii) Notts ALC AGM will be held on Wednesday 18th November at Epperstone

- iii) Newark Community First Aiders are running free first aid courses between October and April 2016. Clerk to forward details to Cllr. P. Laughton for the village hall.
- iv) Cllr. Chase circulated a note of thanks from Mrs Christine Fisher in response to flowers sent on her stepping down from the Council in May. Mr J. Beckitt has also acknowledged the Council's appreciation for his years of service following his decision to no longer stand as a Councillor in May 2015.

150913 To consider and discuss any non-agenda items and business for the next meeting on Wednesday 4th November 2015

- h) Budget Review for current year
- i) Discuss and set Budget for 2016/17
- j) Review seasonal grants
- k) Risk Assessment
- l) Communication
- m) Queen's Birthday Celebrations

There being no further business, the meeting was closed at 9.55pm

These minutes were approved as a true and correct recorded and signed by the Chair on Wednesday 4th November 2015. Minute ref. 273-276
Minutes recorded by the Clerk to Weston Parish Council

WESTON PARISH COUNCIL

Minutes of the meeting held on Wednesday 4th November 2015 in the Village Hall, Weston commencing at 7.30pm

Present:

Councillors: D. Chase, R. Allarton, P. Laughton, M. Lowney
County Councillor: B. Laughton
District Councillor: S. Michael
Clerk: S Akerman
Members of the Public: 5

151101 To receive apologies for absence

Apologies were received and accepted from Cllr. Webster and Cllr. Nice. Cllr. Meadows did not attend the meeting or forward apologies.

County Councillor Laughton arrived at 7.35pm

151102 To accept the minutes of the meeting held on September 2nd 2015

The minutes were accepted as a true and correct record and duly signed by the Chair.

Proposed by Cllr. Allarton and seconded by Cllr. Lowney.

At this point in the meeting, Cllr. Lowney declared an interest in agenda point 151106 (e) and agreed to leave the room at the point in the meeting. Cllr. Allarton declared an interest in agenda point 151116 and would take no part in the discussion.

Open Forum – ten minutes to receive questions & comments from the public

Mr J Sherville raised the topic of parking within the village and an incident involving an individual taking photographs of cars parked on the pavement along Main Street on the day of a funeral. Cllr. Chase commented that concerns had been raised previously about the state of the pavements. As a separate agenda point was to follow on this topic, all agreed to suspend the discussion at this time.

151103 To report on matters arising from the minutes & progress of ongoing items

Nothing to report other than points raised in agenda items to follow.

Cllr. Lowney asked for an update on the emergency telephone for the defibrillator. The clerk advised the meeting that CHT had suggested a landline option may be more suitable than the GSM option previously proposed. Clerk to chase for costs and lead time information.

151104 To receive reports from County Council and District Council Representatives

County Councillor B. Laughton advised the meeting that a bid has been submitted to reduce the speed limit in Sutton-on-Trent at the railway bridge junction of the Great North Road and Ossington lane to 40 miles/hour.

Cllr. Lowney asked why there was no speed limit along the Great North Road at Weston when considering the narrow footpaths, properties on each side of the road, cricket pitch and the volume of traffic when issues with the A1. Cllr. B. Laughton advised a restriction had been requested unsuccessfully twice before due to lack of support from the police. He agreed to submit a further request.

At the request of Cllr. Lowney, Cllr. B. Laughton agreed to follow up on the progression of pavement repairs highlighted during a recent highways inspection.

District Councillor Michael deferred her comments to agenda point 151107 on the Planning Framework Consultation.

151105 To receive and consider any highways issues

Parking – The Clerk advised the meeting of a letter received from Mr J Sherville regarding parking in the village and the reported incident referred to earlier in the meeting. Cllr. Chase advised he had spoken to the individual concerned. Cllr. P. Laughton also reported that complaints have been received at village hall coffee mornings about parking on pavements. The Clerk mentioned the comments referring to parking on pavements included in the October Unity notes.

A discussion involving the public followed which covered items including concerns over the unevenness of pavements, causing obstruction and specific parking issues on Colley Lane where it was noted that there is only one footpath and it is a bus route.

There was a consensus that residents need to be mindful of pedestrians and other road users when parking within the village. The Clerk was asked to include this topic in future Unity notes as required.

The Clerk asked Cllr. P. Laughton about the pavement damage on Colley Lane caused through work being done on a property. She advised that the area has been inspected by NCC Highways and repairs will be completed when the driveway is re-laid.

151106 To consider financial matters

p) Clerk reported the balance of the bank account at 31st October 2015 was £5,855.06 excluding ring-fenced amounts of £1,352 in the defibrillator fund and £15,666.25 funds from the Richard Hawksworth Charity. Bank statements are available for Councillors to view if required.

Cllr. Allarton kindly agreed to follow up with Rev. Price on the appointment of trustees for the charity.

q) Receipts – Second tranche of Precept at £1,560

Payments – none to report.

Clerk raised the question of purchasing a Christmas tree for the village hall. Cllr. Chase has kindly donated a tree with the council and village hall sharing the cost of new lights. Cllr. Laughton to arrange.

r) Budget Review for current year – Clerk provided details of the budget, current and projected spend for the year. A discussion followed on council reserves being too low and should be at least 1½ times the annual precept. All agreed more long term planning is required to provide for potential expense such as replacement of fixed assets, provision for elections etc.

s) Discuss and agree Budget for 2016/17 – A lengthy discussion followed when it was agreed that more detail of potential expenditure is required to set a budget, for example costings and options available for areas such as burial ground, website presence, replacement and maintenance of assets.

Cllr. Lowney questioned the suggested budget figure for room hire for seven meetings and raised the question whether the council should meet more frequently suggesting monthly except for July, August and December.

The argument for this: meetings would be shorter and business would be conducted more efficiently. Cllr. Allarton stated public engagement could be improved with more regular meetings. The argument against: additional costs in room hire and clerk hours

All agreed that due to the size of the subject an additional meeting be arranged for Wednesday 2nd December at 7.30pm to discuss the budget for 2016/17. Clerk to provide detailed costings and options available for discussion.

County Councillor B. Laughton left the meeting at 8.35pm

Prior to leaving the meeting, Mr J Sherville asked why the open forum was held at the beginning rather than at the end when the public had heard all of the business. Cllr. Chase advised it was to enable the public to make a comment early in the meeting rather than

*waiting for the council business to be conducted. Mr Sherville also commented on incorrect contact information on the N&SDC website for Weston. Clerk to investigate.
Meeting adjourned for 5 minutes*

- t) Clerk working hours – Clerk provided details of hours worked between March and November (167 hours against a contract for 80 hours). Detail to be circulated to all councillors for further discussion on December 2nd.
- u) New Pension Regulations for employers and the impact on the parish council – Clerk advised the meeting of the new pension regulations relating to employers and the possible requirement for the council to be registered as an employer for PAYE. Clerk to contact HMRC to gain written advice on council's position.

151107 To consider planning matters and receive updates on ongoing applications

c) Planning Framework Consultation – N&SDC are running a consultation to November 16th to review the current allocations and policies remain effective and that future development takes place in the best locations.

Cllr. Michael explained to the meeting that the consultation also provides small communities with the chance to discuss and propose small pockets for land suitable for development for affordable housing with the aim to enable/encourage young people to remain in rural villages. Weston is current designated not suitable for further development.

Cllr. Chase agreed to review a map of the parish to identify potential land pockets and land owners for future comment.

151108 To discuss and agree the Risk Assessment drafted by Cllr. Lowney

Cllr. Lowney presented the draft to the meeting and explained that most points had a low had a low likelihood of risk although some were likely, e.g. lack of provision of funds to maintain assets. In terms of risk impact on council business and reputation most have a moderate or critical impact, e.g. limited financial resources affects a number of identified risks and thus has a major impact on council business. A full discussion followed with a number of suggestions for further review made for which financial costings will be provided for the meeting on December 2nd.

Cllr Lowney closed his presentation with three proposals:

- i) The Risk assessment as presented and measured be adopted. **All agreed** to this.
- ii) A amendment to the Financial Regulations be made to include a clause detailing a routine of acquiring three quotes for expenditure between £500 and £1,500 and a formal tender process for expenditure above £1,500. **Cllr. Allarton seconded the proposal and all agreed.**
- iii) Members interests in a topic for discussion to be declared and recorded at the beginning of a meeting and the Standing Orders to be amended to reflect this. **Cllr. P. Laughton seconded the proposal and all agreed.** Clerk to provide definitive advice on when an interest should be declared.

Cllr. Lowney thanked Cllr. Meadows for his input to the process.

151109 To receive an update on appointment of trustees for the Richard Hawksworth Charity

Clerk provided an update to Mr R. Saddington on the status of the charity and the appointment of trustees. It is hoped that a new bank account will be opened soon and the trustees will be in a position to move the charity forward.

Feedback to be provided to the council members who are trustees (Cllrs. Webster and Meadows).

151110 To further consider methods of communication used by the Council

a) Additional notice board – a new board has been purchased and installed inside the village hall. No details on costs for an external board have been provided by Cllr. Webster. Clerk to follow up in advance of the meeting on December 2nd.

b) Facebook page – created and available to view, share and like at

www.facebook.com/WestonParishNotts Cllr. Lowney to look into making all members administrators on the site.

c) Domain name and website – options to be discussed and agreed at the meeting on December 2nd.

151111 To receive a report from the Annual Parish Conference

Clerk provided a summary of the 'State of the District' presentation from the evening

151112 To receive reports from Safer Neighbourhood Group Meeting

Cllr. P. Laughton advised the meeting that there were no reported incidents for Weston. Other incidents in the district demonstrated the importance of reporting anything suspicious to the police as soon as possible for them to be effective.

151113 To discuss potential for celebrating the Queens 90th birthday in 2016

It was agreed that any celebration should include all the groups within the village. A meeting inviting representatives to be planned early in 2016. Cllr. P. Laughton agreed to follow up on this point in her role as Chair of the Village Hall Committee.

151114 To receive and consider correspondence received

NCC – winter salt order of 5 x 25kg bags has been delivered to Cllr. Chase

Notts. Police – update letter from Paddy Tipping detailed the Rural Crime initiatives

Newark & Sherwood Homes – invitation to the AGM

151115 To consider and discuss any non-agenda items and business for the next meeting on Wednesday, 6th January 2016

a) Cllr. Lowney suggested that N&SDC or Robert Jenrik MP be invited to address the 2016 Annual Parish Meeting. NCC elections are scheduled for May 5th 2016, so it was agreed that the APM be held in April and that an invitation be issued to the CEO of N&SDC. Clerk to action.

d) Discuss and agree Precept for 2016/17 to be included on the January agenda

151116 To receive an update on the parish burial ground

Cllr. Chase outlined some of the issues regarding the burial ground boundaries in relation to the field boundary lines and the church graveyard. Cllr. Chase and the Clerk have a meeting with the Diocese Registrar and Rev. Price on November 19th to discuss the matter further as well as the work required by the church to clear the parish council area. All agreed that work must be started soon on clearing the land and preparing it for any potential burial requirements.

Clerk advised that the regulations adopted in 1999 have been re-drafted and require adoption. Scale of Fees adopted in 2008 also require updating. Clerk to contact Mr J Marshall at Sutton-on-Trent for details of their charges as an example in advance of the meeting on December 2nd.

There being no further business, the meeting was closed at 10.55pm

These minutes were approved as a true and correct recorded and signed by the Chair on Wednesday 20th January 2016. Minute ref. 277-280
Minutes recorded by the Clerk to Weston Parish Council

WESTON PARISH COUNCIL

Minutes of the Extra Ordinary Meeting held on Monday 7th December 2015 in the Village Hall, Weston commencing at 7.30pm

Present:

Councillors: D. Chase, R. Allarton, P. Laughton, M. Lowney, P. Nice, T. Webster
County Council: B. Laughton
Clerk: S Akerman

Members of the Public: 1

151201 To receive apologies for absence and Declarations of Interest

Apologies were received and accepted from Cllr. Meadows and District Councillor Michael.

Cllr. Lowney declared an interest in respect of his relationship with the Clerk. Cllr. Lowney requested a dispensation to allow him to contribute to the discussion in this meeting and also in the scheduled January meeting in particular relation to providing possible solutions to reducing the Clerk's non-contracted hours. **All agreed to grant the request.**

151202 To discuss and agree Budget figures for 2016/17

The Clerk had circulated current and proposed budget figures prior to the meeting. Budget line items were discussed, in particular:

- i) Cllr. Chase referred to the timesheet provided by the Clerk (as requested) detailing hours worked between March and November. A number of hours were identified as spent on the defibrillator project and it was agreed that the Clerk should be paid for these hours from defibrillator funds. Cllr. Chase proposed that the Clerk be paid for 20 hours. **All agreed.** (Cllr. Lowney did not vote.)

Cllr. P. Laughton agreed to take over the regular checks of the defibrillator with Cllr. Allarton providing a back-up.

- ii) Audit Fees: Clerk advised of the need to appoint an external auditor from April 2017 and recommended enrolment in the Sector Led Body Scheme at an approximate cost of £100 for five years.
- iii) Election Expenses: Clerk advised an invoice had been received for the uncontested May election and which was approved for payment. Cllr. Lowney proposed a provision for a potential contested election in 2019 should be made at £200/yr. **All agreed.**
- iv) Room Hire: Further discussion around additional meetings resulted in an agreement to move to ten monthly meetings a year, excluding August and December, from April 2016. It was also agreed that the Annual Parish Meeting be held as a stand-alone meeting.

Cllr. B. Laughton left the meeting at approx. 8.15pm

- v) Clerk Hours: The council recognised the large number of uncontracted hours recorded by the Clerk. In order to reduce these, it was agreed that each Councillor needs to be prepared for meetings by reading all the materials circulated by the Clerk and that the Clerk will no longer provide summaries at meetings. Cllr. Allarton proposed increasing the Clerk's contracted hours to 100/year from April 2016 to accommodate the additional meetings. **All agreed.** (Cllr. Lowney did not vote.)

Meeting was adjourned for 5 minutes at 8.40pm & Cllr. Nice left the meeting at 8.45pm

- vi) Website: Clerk suggested that the Council would purchase an appropriate domain and that a new website would be developed hosted via Hugofox.com. **All agreed.**

Cllr. Lowney agreed to be responsible for the website and Facebook.

- vii) CIL: Cllr. Webster proposed and **all agreed** that the remaining funds be used for the following purposes:
- a) Purchase a domain name
 - b) Purchase a dog bin to replace the damaged one on Church Walk. Clerk to confirm price and order from Glasdon. Clerk to action
 - c) Respond to quote received from R.I. Saddington Joinery to repair the bench on Colley Lane at a cost of £68. Clerk to action
- viii) Defibrillator: A discussion around the emergency telephone options resulted in a proposal to move forward with an order for a landline telephone at a cost of £341 plus a weekly rental of £1. **All agreed.** Clerk to action.
- ix) Grants: A discussion around grants resulted in a suggestion that no grants be paid for the remainder of 2015/16 or during 2016/17 to build up reserves. **All agreed.**
- x) Assets: Cllr. Webster offered to contact the Horological Society (Upton) regarding the work that is required on the parish clock.
All agreed that the Asset Register be amended to reflect the five benches that are located in the village.

A discussion followed on the level of the precept due to be set in January. It was agreed that the Clerk provide budget figures and scenarios for increasing the precept for further discussion.

151203 To consider and discuss any non-agenda items and business for the next meeting on Wednesday, 6th January 2016

- a) Discuss and agree Precept for 2016/17

Cllr. Nice advised that the footpath signpost at Meadow Lane and Colley lane is damaged and has blown over. Clerk to report to NCC.

Burial Ground:

At the request of Cllr. Allarton, Cllr. Chase provided an update following a meeting with the diocese at which it became apparent that the council does not have clear access to the burial ground. It was suggested at the diocese meeting that access be provided in return for the burial ground boundary being moved to accommodate a number of graves and provided a further approx. 6 burial plots to the church. A further meeting is to be scheduled with Rev. Price and church wardens following which a further report will be given to the council at the January meeting. In addition:

- a) Clerk to provide guidance on the requirement for a parish council to provide a burial ground
- b) Cllr. Lowney suggested a provision be made in the budget for £300 in respect of potential legal fees
- c) The January council meeting to be rescheduled for Wednesday 20th to give more time to meet with Rev. Price and the church wardens.

There being no further business, the meeting was closed at 10pm

These minutes were approved as a true and correct recorded and signed by the Chair on Wednesday 20th January 2016. Minute ref. 281-282 Minutes recorded by the Clerk to Weston Parish Council

WESTON PARISH COUNCIL

Minutes of the meeting held on Wednesday 20th January 2016 in the Village Hall, Weston commencing at 7.30pm

Present:

Councillors: D Chase, R Allarton, P Laughton, M Lowney, S Meadows, P Nice
District Councillor: S Michael
Clerk: S Akerman
Members of the Public: 3

160101 To receive apologies for absence and Declarations of Interest

Apologies were received and accepted from Cllr. T. Webster and County Councillor B. Laughton

Cllr. Lowney re stated his relationship to the Clerk and the interest recorded at the December meeting, along with the dispensation for inclusion in any relevant discussion under point 160107

160102 To accept the minutes of the meeting held on November 4th 2015

The minutes were accepted as a true and correct record and duly signed by the Chair. Proposed by Cllr. Lowney and seconded by Cllr. P. Laughton.

160103 To accept the minutes of the meeting held on December 7th 2015

The minutes were accepted as a true and correct record and duly signed by the Chair. Proposed by Cllr. Allarton and seconded by Cllr. Lowney.

Open Forum – ten minutes to receive questions & comments from the public

Mrs M Williams advised the council that an incident involving damage to her lounge window occurred on New Year's Day. It is believed the damage was caused by a shot from an air pistol. The incident was not reported at the time. Cllr. P. Laughton took details to report back to the Safer Neighbourhood Group meeting.

160104 To report on matters arising from the minutes & progress of ongoing items

a) Speed restriction request – Clerk advise the meeting the request has been received by NCC and will be considered for inclusion in a future Integrated Transport Programme. The programme for 2016/17 is considered by the Transport & Highways Committee in Feb/March 2016.

b) Bench repair – Clerk confirmed R I Saddington Joinery has been instructed to carry out repair work. Clerk to follow up.

c) Dog waste bin – the new bin has been delivered and will be erected once correct fixings have been acquired. Clerk to follow up.

d) Emergency telephone – following a cellular signal test carried out by CHT, an order has been placed for a cellular emergency telephone at a cost of £341 plus VAT and a line rental of £1 plus VAT/week billed annually. Clerk to follow up on delivery times and to gain a quote for installation from an electrician, likely to be Mr D Hutchinson.

160105 To receive reports from County Council and District Council Representatives

County Councillor Cllr. B. Laughton was not present at the meeting. Clerk to contact him and ask for an update on the County Council's devolution plans at the next meeting.

District Councillor S. Michael had nothing to report to the meeting.

160106 To receive and consider any highways issues

Cllr. Meadows raised the issue of large and deep potholes on Hawbush Lane. Cllr. P. Laughton to report these to NCC.

Cllr Meadows also reported that broken footpaths and gulleys along the Great North Road between Colley Lane and Main Street had been marked for repair but no action has been taken.

160107 To consider financial matters

v) Clerk reported the balance of the bank account at 31st December 2015 was £5,727.70 excluding ring-fenced amounts of £1,146 in the defibrillator fund and £15,666.25 funds from the Richard Hawksworth Charity. Bank statements are available for Councillors to view if required.

w) Receipts: None to report

Payments agreed at December meeting:

SLCC subscription renewal £65 (Chq 000444)

Newark & Sherwood District Council election expenses £65.23 (Chq 000445)

Sandra Akerman non-contracted hours worked £206 (Chq 000446)

Payments:

123.reg – domain name £12.56 (paid by Clerk and to be claimed in expenses in March)

Glasdon UK Limited – dog bin £103.82 (Chq 000447)

NALC subscription for 2016/17 £82.14 (Chq 448)

x) Richard Hawksworth School Charity – Cllr. meadows advised the meeting of the difficulties setting up a new bank account with Nat West, but hoped all would be in place within the next couple of weeks for funds to be transferred from the council account.

Clerk advised the interest element recommended for payment at the last audit stands at £6.87 at 20th Jan (calculated at 2p/day).

Cllr. P. Laughton asked for an update on awards to applicants. Cllr. Meadows advised three applications had been received and all would receive funds shortly. A suggestion from Cllr, Lowney that the parish council could make the payments on behalf of the trust was declined, the preference being to wait for the new account to be active.

y) Precept 2016/17

Clerk explained the calculations that had been circulated, the increase in Tax Base and impact. Band D equivalent costings were provided in line with requested 5% and 10% precept increases along with a break even increase of 14.4% to £3,568.

Cllr. Lowney commented that in line with the increased Tax Base, raising the precept to £3,568 calculated as a Band D increase of 10% over the current year,

Cllr. Lowney proposed the precept be raised for 2016/17 to £3,568, seconded by Cllr. Meadows and Cllr. Nice. A unanimous vote followed.

160108 To consider planning matters and receive updates on ongoing applications

e) Application 15/01446/FUL Red Roofs – declined by N&SDC on the grounds of scale and impact on the countryside. Resubmitted with amended dimensions under application 16/00054/FUL. Details were circulated prior to the meeting and all agreed there were no objections to the revised application.

f) Application 14/02027/FUL The Nook – Clerk advised the appeal has been declined on the grounds of the effect on outlook for the neighbouring property.

g) N&SDC Open Space Provision – 2002 return circulated prior to the meeting. Following a discussion it was agreed that the Clerk should respond in line with the 2002 return and also reflect the following points:

i) Access to the church burial ground is poor (previously good) and the parish burial ground very poor (previously good) with the intention of improvement being made.

ii) Comment to be made regarding the unattractive smells emanating from J G Pears

iii) Complaints received regarding the state of pavements and footpaths providing access to open spaces

iv) Requests from residents to provide children's playground not fulfilled due to lack of suitable space and financial restraints

v) Improvements to be made to the parish burial ground

160109 To receive an update on the parish burial ground

Clerk circulated note from the site meeting held on Monday 18th January.

Chair circulated copies of and read out correspondence received from Cllr. Lowney raising concerns over Cllr. Allarton's involvement in discussions regarding proposals for the parish burial ground and possible conflict of declared interest and breach of the Code of Conduct.

At the request of the Chair, Cllr. Michael relayed advice gained from Kirsty H Cole, Standards Officer at N&SDC regarding Member's Interests and clarified that interests involving financial gain must be declared with councillors not taking part in any discussion or vote on such topics.

Where a financial gain is not involved, a councillor can declare an interest but still participate in a discussion but not a vote on a subject which enables smaller councils to function when Members may be involved with other interested groups in a small community.

Cllr. Allarton was given a chance to respond and acknowledged the discussion around the burial ground issues was a difficult one for her which was why she declared an interest and did not participate at the November meeting. Cllr. Michael advised at this point that declared interests do not carry over between meetings.

Further discussion followed and it was agreed that due to their involvement with the PCC, Cllr. Allarton and Cllr. Meadows should not vote on any issue relating to the parish burial ground proposals.

Cllrs. Chase, Laughton, Meadows and Nice all stated they felt that Cllr. Allarton had not breached the Code and that there was no grounds for censure. Cllr. Lowney accepted the decision of the council.

Cllr. Chase moved onto the notes from the site meeting and the proposal contained therein. All agreed to propose the following:

- i) The eastern boundary of the parish burial ground to be 'squared off' by some 3 metres measured from the back of the existing grave of the late Mr W Southern leaving the parish burial area measuring approx. 28m x 12m. This would provide a number of unused burial plots to the church graveyard thus delaying the requirement for the graveyard to be declared closed.
- ii) The identified piece of land to be exchanged with the church in return for unfettered rights of access to the parish burial area via the western side of the church.
- iii) Any legal costs incurred to be settled by the respective parties
- iv) The headstones currently lying under trees at the edge of the burial area be used to make paths and mark the boundary between the church graveyard and parish area, Headstones to be laid straddling the long boundary running parallel with the hedge line
- v) The two trees overhanging the parish area to be cut back subject to any special consideration and approval required.
- vi) The pile of soil and green waste currently on the parish council area to be removed by 31st March 2016

Cllr. Chase stated that decisions on the management of the burial ground, regulation and fees would be dealt with at a later date once the above proposal was finalised.

160110 To receive reports from Safer Neighbourhood Group Meeting

Cllr. Laughton advised the meeting there were no incidents reported for the area at the last meeting.

160111 To consider consultations and circulated information for further discussion

NCC Budget, National Planning Policy, Tuxford Neighbourhood Plan
No further comments made

160111 To receive and consider correspondence received

- i) Local Government Boundary Commission – Electoral Review of Nottinghamshire proposal is for Weston to remain in the Muskham & Farnsfield Ward. Cllr. Michael advised that Cllr. B. Laughton would stand for the ward
- ii) Busy Bees – letter received asking for a donation. All agreed that no grants are available this year. It was suggested that the Village Hall Committee could be approached to hold a coffee morning to raise funds. Clerk to forward details.
- iii) N&SDC Garden Waste Collection – to start from April for those households participating at £30/year
- iv) Police & Crime Commissioner – leaflets with detail on the new Rural Crime Team
- v) NCC – advice regarding a consultation on the Validation List for planning applications
- vi) NALC – letter detailing arrangements for beacons to be lit for the Queen’s birthday celebrations in April
- vii) N&SDC – invitation to councillors to attend the Chair’s New Year Celebration service in Edwinstowe on 7th February

161112 To consider and discuss any non-agenda items and business for the next meeting on Wednesday, 2nd March 2016

Cllr. Chase advised bags of salt to be distributed to Cllrs. Nice and Allarton for use on meadow Lane and bus stops in case of bad weather and also to the church.

Cllr. Lowney advised that a domain name has been purchased and the new parish website will be live within the next few days at www.westonparishnotts.org.uk
The website is hosted by HugoFox free of charge and the domain name cost £10.47 plus VAT for three years.

Cllr. P. Laughton raised a query regarding the additional meetings agreed from April and whether they will be held on a Wednesday as this will cause a clash with other events at the Village Hall. Dates to be considered and agreed at the March meeting.

There being no further business, the meeting was closed at 9.10pm

These minutes were approved as a true and correct recorded and signed by the Chair on Wednesday 2nd March 2016. Minute ref. 283-286
Minutes recorded by the Clerk to Weston Parish Council

WESTON PARISH COUNCIL

Minutes of the meeting held on Wednesday 2nd March 2016 in the Village Hall, Weston commencing at 7.30pm

Present:

Councillors: R Allarton (Chair), P Laughton, M Lowney, S Meadows,
County Councillor: B Laughton
District Councillor: S Michael
Clerk: S Akerman
Members of the Public: 5

160301 To receive apologies for absence and Declarations of Interest

Apologies were received and accepted from Cllr. D. Chase, Cllr. T. Webster and Cllr. P. Nice

Cllr. Lowney declared an interest in Agenda point 160306 due to his relationship to the Clerk.

Cllrs. Allarton and Meadows declared an interest in Agenda point 160308 being members of the PCC.

160302 To accept the minutes of the meeting held on January 20th 2016

Cllr. Meadows requested that the following comments were noted regarding the minutes:

- i) the note of the dispensation given to Cllr. Lowney in December be removed as Cllr. Meadows believed it was not mentioned in the meeting and
- ii) the condition of the gulleys on the Great North Road were stated as being a danger to the public and not that they had been marked and not repaired. Status of repairs to be checked and Cllr Meadows to update Cllr. P. Laughton in order for them to be reported again.

With the above amendments, the minutes were accepted as a true and correct record and duly signed by the Chair. Proposed by Cllr. P. Laughton and seconded by Cllr. S. Meadows.

Cllr. Lowney requested the opportunity to make a public apology to Cllr. Allarton in relation to the accusation made at the January meeting regarding a perceived breach of the Code of Conduct. Cllr. Lowney acknowledged his error and apologised unreservedly. Cllr. Allarton accepted the apology.

Open Forum – ten minutes to receive questions & comments from the public

Nothing raised

160303 To report on matters arising from the minutes & progress of ongoing items

a) Weston Parish Website & Facebook Update – Cllr. Lowney provided analytics for the first three weeks following the launch of the website indicating 69 views and 315 individual page views. The Facebook page has been running since January and has received 4 new 'Likes' in the last month with 254 page views and a total of 581 people reached.

All agreed the website and Facebook page are achieving their objectives. Cllr. Allarton thanked Cllr. Lowney for his work on both

b) Wording for precept increase – Clerk provided draft wording for consideration. Some amendments were suggested and will be actioned. All agreed the briefing be issued to Unity and also circulated via notice boards, bus shelters and the website.

c) Meeting dated for coming year agreed as monthly from April (excluding August and December) on first Wednesday of the month (except May due to elections):

April 6th

May 11th (second Wednesday due to Police Commission elections on 5th)

June 1st – also to incorporate the Annual Parish Meeting (APM)

July 6th

September 7th
November 2nd
February 1st

October 5th
January 11th 2017 (second Wednesday)
March 1st

The APM to be themed around 'Bringing the Community Together' with a focus on groups within the community. Clerk to write to invite County and District Councillors along with representatives of the Police, Village Hall, The WI, All Saints Church with others to give a report on activities through the past year and how they promoted the community.

d) Richard Hawksworth School Charity – Cllr. Meadows advised that the bank account has now been opened and funds received from the parish council. Within one week of the account being opened the three applicants had received their award. Two letters of thanks have been received. Cllr Meadows advised that the land tenants have yet to be advised of the change of name and contact.

Cllr. Lowney requested a write up on the fund for the website. Cllr. Meadow to provide.

e) Emergency telephone – Clerk advised delivery is expected by mid-March with the delay due to awaiting line rental contract from BT.

f) Update on new dog bin – installed and thanks to Colin Laughton – and bench on Colley Lane now repaired – thanks to Robin Saddington

160304 To receive reports from County Council and District Council Representatives

District Councillor Michael advised the meeting that at the recent N&SDC budget meeting it was agreed to increase the council tax for 2016/17 by 1.9%.

County Councillor Laughton advised the meeting that at the recent budget meeting it was agreed to raise the council tax for 2016/17 by 4% taking advantage of the approved 2% rise to accommodate increased social care costs. A result of the increase is that Band D properties can expect a council tax rise of between £54 and £58 for the NCC portion. Cllr. Allarton asked if the county council would share the detail on where the additional funds for social care would be spent. Cllr. Laughton stated this would be raised at the next meeting at the end of March.

Following a discussion on social care needs and care within the community, Cllr. Allarton asked what support could the parish council give and was advised that raising awareness of community care is vital. Clerk to include a representative of Newark Hospital Community Care on the invitation list for the APM.

Cllr. Laughton also advised that the new libraries organisation Inspire is live from 1st April. Anyone wishing to register with Nottinghamshire libraries can do so via the website <http://inspire-libraries.org.uk/>

Cllr. Laughton advised that the new leisure centre on Bovis Road in Newark is due for opening in 10 weeks.

Cllr. Laughton also advised that the tariffs for turbines and pv arrays has been amended effective from 1st March resulting in pending planning applications being suspended.

160305 To receive and consider any highways issues

Cllr. B. Laughton advised the meeting that the partnership between NCC Highways and Cormac has been delayed by 12 weeks due to the identification of operational issues.

Cllr. Meadows mentioned a traffic accident on Monday 29th Feb at the junction of the Great North Road at Colley Lane when a motorist lost control of his vehicle and hit the fence of Enfield House. Cllr. B. Laughton advised he has requested an assessment of the speed limits along this stretch of road to be included in the 2016/17 Highways Plan.

Cllr. Allarton advised the footpath sign on Colley lane is still damaged. Clerk to report again to NCC.

Cllr. Meadow mentioned the bright light at Hutchinsons which is distracting to motorists especially at night. Clerk to write to the company requested it be adjusted.

County Cllr. Laughton left the meeting at 8.30pm

160306 To consider financial matters

z) Clerk reported the balance of the bank account at 29th February 2016 was £5,534.57 excluding ring-fenced amount of £1,146 in the defibrillator fund. Bank statements are available for Councillors to view if required.

aa) Receipts: None to report

Payments:

R I Saddington Joinery £68 (Chq 000450)

Richard Hawksworth School Charity £15,673.42 incl. interest of £7.17 (Chq 000449)

Sandra Akerman – Clerk Salary £535.60 and Expenses £29.22 totalling £564.82 (Chq 000451)

Chair Allowance £50 usually paid at this time. Decision deferred to April

bb) Internal Auditor – Mr Mike Harness has agreed to provide a service again this year.

All agreed to continue with his service and Clerk to write accordingly.

cc) Clerk Appraisal and Review – deferred to the end of the meeting

160307 To consider planning matters and receive updates on ongoing applications

h) Application 16/00211/FUL Saddington, Honeywood Cottage, Main Street application for single storey extension at rear. Plans and detail circulated prior to meeting. All agreed the plans were in keeping with the existing building and that the proposal be supported.

Proposed by Cllr. P. Laughton, seconded by Cllr. Lowney

i) Application 16/00321/FUL White, Red Roofs Farm Yard application to remove holiday let conditions for premises to be occupied as traditional dwelling. Discussion agreed that the impact on the community would be minimal but with some loss of amenity for guests and seasonal workers. Cllr. Meadow proposed the council respond with no objections to the application and Cllr. Lowney seconded. All agreed.

160308 To receive an update on the parish burial ground

Clerk advised the meeting that due to two councillors declaring an interest in this item, the council was not quorate for voting.

Clerk read the response from the PCC to the council's proposal. Cllr. Allarton advised that the PCC is not rejecting the proposal but that further clarification is required. Following a discussion it was agreed that legal advice is needed before any further decisions can be taken or the public be consulted as is the suggestion of the PCC.

It was agreed that an extra ordinary meeting of the parish council be held within the next two weeks to agree the areas for clarification and legal advice before a meeting is set with the solicitors (Talents). Following this a joint meeting with the PCC to be arranged to discuss the matter further.

Clerk to circulate a date after consultation on availability of the village hall for a meeting.

160309 To receive reports from Safer Neighbourhood Group Meeting

Cllr. P. Laughton advised there had been no meeting since January and that no incidents had been reported for Weston.

Cllr. Meadows requested that Police Alert emails be circulated to all councillors. Cllr. P. Laughton to action.

160310 To receive and consider correspondence received

viii) Various emails circulated prior to the meeting with details of local and central government consultations for councillors to respond as they deem necessary.

ix) Queen's Birthday - discussion to be added to agenda for April meeting

x) Latest update from Police & Crime Commissioner available via pdf and also posted on website

- xi) Notts ALC – short questionnaire received regarding village halls. Clerk to liaise with Cllr. P. Laughton before responding
- xii) N&SDC – invitation to councillors to attend the Chair's Civic Service. None available.

160311 To consider and discuss any non-agenda items and business for the next meeting on Wednesday, April 6th 2016

Cllr. Lowney raised the matter of the lack of a village and/or parish council logo and suggested a competition be held to design one for use on the website and Facebook page. It was agreed this could be launched at the APM.

Clerk to request Cllr. B. Laughton provide detail on devolution of services from NCC at next meeting.

The public meeting was closed at 8.55pm

160306 (d) Clerk Appraisal and Review

Cllr. Allarton suggested the appraisal be completed as a two way process with the Clerk providing a summary of the past years activities. Councillors to provide feedback to be collated by the Chair and a formal appraisal discussion to be had at the Extra Ordinary meeting to be scheduled later in March.

Also discussed was the timing of a salary review in light of the recent budget meeting. It was agreed that a proposal to move the Clerk Appraisal and Salary Review process to October be put to the council at the April meeting.

There being no further business the meeting was closed at 9.15pm

WESTON PARISH COUNCIL

Minutes of the extra-ordinary meeting held on Thursday 17th March 2016 in the Village Hall, Weston commencing at 8pm

Present:

Councillors: D Chase (Chair), R Allarton, P Laughton, M Lowney,
S Meadows, P Nice
Clerk: S Akerman
Members of the Public: None

160312 To receive apologies for absence and Declarations of Interest

Apologies were received and accepted from Cllr. T. Webster

Cllrs. Allarton and Meadows declared an interest in Agenda point 160313 being members of the PCC.

Cllr. Lowney declared an interest and a DPI in Agenda point 160314 due to his relationship (spouse) to the Clerk and would take no part in the discussion regarding salary review.

160313 To discuss the parish burial ground

A lengthy discussion was held around the proposal to exchange an identified strip of land for unfettered access to the burial ground to the west of the church as laid out in a letter from the council to Rev. Price dated 25th January 2016.

The PCC response to the proposal was reported to the council meeting on 2nd March outlining that there was insufficient information for a decision to be made. Cllr. Meadows advised that the PCC is concerned over the unknown ramifications for residents should the proposal be accepted, adding that residents have an interest in what happens to the burial ground but as yet have not been consulted. The PCC believed a consultation/public meeting should be held. In addition the PCC are unsure whether the proposal was an interim or final measure – is this a two stage approach with the ownership/management of the remaining burial ground to be decided at a later date?

Cllr. Allarton reported that Rev. Price has stated that if the proposal was accepted, he would have to commence proceedings to apply for the churchyard to be declared closed and that once proceedings have been initiated they cannot be stopped. Cllr. Meadows also made this point at a later stage of the meeting.

Cllr. Lowney suggested legal advice be sought to see if the council had acquired a right of way to the burial ground by presumed dedication. It was noted later in the meeting that the intention when the burial ground was purchased in 1985 was to allow easy movement between the churchyard and burial ground and that potentially the two areas would be run as one.

Cllr. Meadows raised the point that only one proposal was put to the council vote in January, the one detailed above. Cllr. Chase stated at a meeting on 19th November, Amanda Redgate (Diocesan Registrar) indicated that the diocese would not be prepared to purchase the parish burial ground, hence the proposal made.

Cllr. Allarton stated the PCC could be interested in acquiring the land at the original purchase price of £500 and that Rev. Price has indicated he would support the PCC in this. Cllr. Meadows referred the meeting to the minutes of the January 18th site meeting when this option was raised.

Cllr. Chase advised that he and the clerk met with Mr J Marshall who administers the burial ground for Sutton-on-Trent parish council and he provided a report on that meeting which included record keeping, plot allocation and other administrative matters. It was agreed at this point that whilst council clerks are generally the clerk to a burial authority, this does not have to be the case.

Clerk responded to a question from Cllr. Meadows that provision has been made in the 2016/17 budget for legal fees at £300 and clearance/maintenance costs at £400.

Meeting adjourned for 5 minutes at 8.40pm

A discussion around costs of management, fees and potential issues over memorials and regulations followed. Clerk advised that Sutton charge an administration fee to cover costs relating to record keeping and memorial approval.

During the discussions, Cllrs. Nice and Laughton separately raised the question as to whether the council wants to maintain and manage the burial ground. There was no discussion around this point.

Cllr. Lowney stated the importance of the village having a burial area for those of faiths other than C of E or no faith.

Cllr. Laughton asked whether the council was prepared to allow the PCC to purchase the burial ground at the original cost and went on to question whether the council should dispose of an asset. Cllr. Allarton stated that selling the land to the PCC would maintain the land for the purpose for which it was originally purchased.

Cllr. Chase stated the two options resulting from the discussion so far:

1. Proceed with the proposal to transfer the identified strip of land in exchange for right of access with Rev. Price commencing the closure procedure; or
2. Offer to sell the burial ground to the PCC for an agreed fee with the condition that an unconsecrated area be retained and maintained

Cllr. Lowney suggested a third option of not transferring the identified strip of land and acquiring an alternate right of access via Church Walk and neighbouring fields.

Discussion followed on the subject of valuation should the council decide to sell the burial ground to the PCC. Clerk stated the legal advice received from NALC in January which recommended a valuation be taken and legal advice sought before any sale agreed.

Cllr. Lowney suggested a sale fee should not be the original purchase price but take into account the council's plot fees and potential future income adjusted for a present day value. Cllr, Meadows suggested there should be an accommodation made to allow for ongoing maintenance costs. Cllr. Chase advised that agricultural land (what this land was originally) is currently valued at approx. £8,000/acre.

Cllr. Chase asked whether the council is in a position to arrange a public meeting to put the options available to residents. Cllrs. Allarton and Lowney both stated they believed there were still questions unanswered. It was agreed that more feedback should be provided at the next council meeting on 6th April.

Cllr. Laughton suggested a letter drop would be the best way to provide information to residents prior to a public meeting.

Cllr. Allarton provided detail of plot sizes.

Cllr. Lowney questioned if the council was fulfilling its legal obligations as burial authority in regard to the recording of burials. Cllr. Allarton stated that all burials were recorded correctly by the church and some also detailed on the hand drawn plan dated 1983 in the church.

Cllr. Allarton went on to question the council's view of where the boundary lines are. Cllr. Chase responded. Cllr. Laughton suggested that agreeing to the original proposal of transferring the identified strip of land for access as a separate action would resolve any issues over boundaries and compliance with legislation and suggested this be dealt with as a separate issue.

Cllr. Lowney asked for an update on the removal of soil and green waste. Cllr. Meadows advised that the work will be completed by the agreed deadline of 31st March.

At this point of the meeting, it was agreed that the next steps were for the council and the PCC to obtain answers to the following questions to feedback at the council meeting on 6th April.

Council:

- Clarification on the right of access

Cllrs. Meadows and Allarton on behalf of the PCC:

- If churchyard is declared closed and transferred plots are not used, what happens to them?
- Does Rev Price believe the transferred plots will be needed and if so what is his rationale for commencing the churchyard closure process now?
- If PCC buys burial ground will it provide an undertaking to retain and manage an un-consecrated area for the burial of those of different faith to Church of England?
- Fee structure

*Meeting adjourned for 5 minutes at 9.45pm
Cllr. Nice left the meeting at this point*

160314 To consider the Clerk Appraisal and Salary Review

Clerk had provided a self-assessment of the past year for councillors to review prior to the meeting.

Cllr. Chase advised that no feedback on the clerk's performance had been received from councillors following the suggestion at the last meeting. Cllr. Lowney advised nothing submitted due to declared interest. Cllr. Allarton stated she had a conversation with Cllr. Chase and provided a template for feedback.

Cllr. Meadows suggested that this appraisal be kept simple with objectives to be set going forward.

Cllr. Allarton stated that the council must be developmental, whilst demonstrating how it spends its funds, it must agree as a body to find better ways of working. Cllr. Laughton agreed at this point to accept all future correspondence by email and not hard copy.

Cllr. Allarton stated the council should be more efficient in the way it worked, e.g. note taking at meetings could be made more streamlined and less time consuming if not so manual. Cllr. Chase asked the clerk's view on this who responded saying that hand written notes were the preferred method for recording minutes and that she would not be in favour of doing this electronically at meetings.

Cllrs. Meadows and Chase agreed that any support that is required or requested by the clerk should be given. Cllr. Chase stated that the council was pleased with performance to date, in particular the training the clerk had taken on of her own accord, and Cllr. Laughton agreed.

A discussion around the Local Council Award Scheme followed. Cllr. Laughton stated that if the council wants to engage more with the public, then it should accept any necessary costs.

Cllr. Meadows asked how responsibilities were set, e.g. what meetings to attend. Clerk responded by saying she had a good handover from the previous clerk and set responsibilities herself according to the increased demands of the role and in the absence of any being set by the council. Attendance at meetings were to support the Chairman and be in a position to provide feedback and information to the council.

Cllr. Laughton asked if any of the clerk duties could be covered by councillors. Clerk advised that this would be difficult as councillors should work as a body and not individually. Cllr. Allarton questioned whether decisions are made by the clerk who responded to say this does not happen as it is the clerk's responsibility is to carry out the decisions of the council and to provide the council with the information it needs to make informed decisions.

Cllr. Lowney suggested that specific objectives should be set for the year and Cllr. Meadows commented on the lack of quantitative measures and agreed that objectives and desired outcomes should be agreed. Feedback on this to be provided to Cllr. Chase and objectives for the next six months to be set at the April council meeting. Cllr. Allarton re-stated that the April meeting is also to discuss moving the appraisal process to October to be in line with budget discussions.

The clerk left the meeting at 10.20pm whilst the salary review was discussed.

On return it was stated that salary should be aligned to Spinal Point 22. The clerk thanked the meeting.

There being no further business, the meeting was closed at 10.30pm

