



Clipstone Parish Council

Clipstone Village Hall, Church Road, Clipstone, Mansfield, Nottinghamshire, NG21 9DF,  
[clerk@clipstoneparishcouncil.org](mailto:clerk@clipstoneparishcouncil.org) 01623 626857

15 May 2024

To: Councillor D Eskriett  
J Fishwick  
W Swiffin

Dear Councillor

You are hereby summoned to the Clipstone Parish Council Annual meeting which will be held in the Village Hall, Church Street, Clipstone, NG21 9DF on **Wednesday 22 May 2024 at 7pm.**

The public and press are invited to attend.

Regards

*Michelle Paxton*

Clerk to the Council

## AGENDA

- CPC24/25 1 **Chairman**  
a) To elect a Chairman for the year 2024/2025  
b) To sign the Declaration of Acceptance of Office
- CPC24/25 2 **Vice Chairman**  
a) To consider whether a Vice Chairman is required  
b) To receive any nominations and elect a Vice Chairman  
c) If elected, the Vice Chairman to sign the Declaration of Acceptance of Office
- CPC24/25 3 **Apologies**  
To receive apologies for absence
- CPC24/25 4 **Declarations of Interest**  
To receive disclosures of pecuniary and non-pecuniary interests on matters being considered on the agenda
- CPC24/25 5 **Meeting dates**  
To confirm the meeting dates for the forthcoming civic year Appendix A
- CPC24/25 6 **Public Session**  
To receive questions and petitions from members of the public



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CPC24/25	7	<b><u>County and District Councillor(s)</u></b>	To receive a report from the County and District Councillor(s)	
CPC24/25	8	<b><u>Community Protection Officer</u></b>	To receive an update from Newark and Sherwood District Councils Community Protection Officer	
CPC24/25	9	<b><u>Standing Orders</u></b>	To review and adopt the Standing Orders	Appendix B
CPC24/25	10	<b><u>Code of Conduct</u></b>	To review and adopt the Code of Conduct	Appendix C
CPC24/25	11	<b><u>Financial Regulations</u></b>	a) To review and adopt the Financial Regulations b) To review and adopt the Financial Risk Assessment	Appendix D Appendix E
CPC24/25	12	<b><u>Insurance</u></b>	To confirm arrangements for insurance cover	Appendix F
CPC24/25	13	<b><u>Subscriptions and regular payments</u></b>	a) To review and approve the Council's and Officer subscriptions b) To review and approve regular payments (Direct debits and standing orders)	Appendix G Appendix H
CPC24/25	14	<b><u>Data Protection</u></b>	To confirm registration with the Information Commissioners Office	Appendix I
CPC24/25	15	<b><u>Health and Safety</u></b>	To confirm Councils Health and Safety policy provision is currently facilitated by Mansfield Fire and Safety	
CPC24/25	16	<b><u>Asset Register</u></b>	To review and confirm the Asset Register	Appendix J
CPC24/25	17	<b><u>S137</u></b>	To confirm Council's expenditure incurred under s.137 of the Local Government Act 1972	Appendix K
CPC24/25	18	<b><u>Council Policies</u></b>	To confirm council policies will continue to be reviewed throughout the civic year	



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- CPC24/25 19 **Minutes**
- a) To approve and sign the minutes of the meeting held on 24 April 2024 Appendix L
  - b) To note that the date on minutes for the ordinary council meeting held in October 2023 was recorded and signed as 26 October 2023 when the meeting took place on 25 October 2023
- CPC24/25 20 **Finance**
- a) To receive, verify and sign the payment schedule for April 2024 Appendix M
  - b) To receive, confirm and sign the payment schedule for May 2024 Appendix N
  - c) To receive, verify and sign the Unity current account reconciliation for April 2024 Appendix O
  - d) To receive, verify and sign the Unity savings reconciliation for April 2024 Appendix P
  - e) To receive, verify and sign the reserve account 2 reconciliation for April 2024 Appendix Q
  - f) To receive verify and sign the petty cash reconciliation for April 2024 Appendix R
- CPC24/25 21 **HR**
- a) To note the Cemetery Gatekeepers leaving date of 31 May 2024
  - b) To note the commencement of the Responsible Finance Officer's maternity leave
  - c) To welcome the new Responsible Finance Officer and Cemetery Gatekeeper
- CPC24/25 22 **Events**
- a) To confirm plans for D Day 80 on 6 June 2024
  - b) To receive an update regarding a summer nature hunt and consider a budget for prizes and hosting a launch event
  - c) To receive an update regarding a wellbeing event
- CPC24/25 23 **Officers Update**
- To receive an update from Parish Council Officers Appendix S
- CPC24/25 24 **Planning**
- To consider any planning applications received:
- a) 23/00832/FULM/ Land Off Mansfield Road Clipstone/ 126 dwellings with open space, landscaping, highways and drainage infrastructure and associated works/ Amended and additional drawings and supporting information dated 08 and 09 May 2024 Comments by Thu 23 May 2024
  - b) 24/00663/FUL/ Former Top Club Mansfield Road Clipstone NG21 9AA/ Change of use from Use Class sui generis (drinking



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establishment) to use Class E retail unit / Comments by Fri 24  
May 2024

- CPC24/25 25 **Village Hall**
- a) To consider the village hall building energy survey results and agree the next steps Appendix T
  - b) To consider quotations for replacing the chairs at the village hall Appendix U
  - c) To consider purchasing a defibrillator for the village hall
- CPC24/25 26 **Councils land on Seventh Avenue**
- To receive an update regarding the Deed of Covenant on Councils Seventh Avenue land
- CPC24/25 27 **Correspondence**
- To receive residents' correspondence regarding leisure / fitness facilities in Clipstone Appendix V
- CPC24/25 28 **Meeting Details**
- a) To note the next meeting date of Wednesday 26 June 2024 at 7pm
  - b) To note items for information or resolution on the next agenda be sent to the Clerk by Friday 14 June 2024
- CPC24/25 29 **Confidential**
- Public Bodies (Admission to Meetings) Act 1960:  
To resolve that "in view of the confidential nature of the business about to be transacted, the Press and Public be excluded for the remainder of the meeting."
- To approve and sign the confidential notes of the meeting held on 26 April 2024
  - Claim update