



Minutes of the Annual Clipstone Parish Council Meeting held on Wednesday 28 May 2025 at 7pm

Councillors Present:

O Adekunle
E Elujoba
D Eskriett
J Fishwick
R Hartle-Ryton
W Mayes
W Swiffin

In Attendance : The Clerk and the RFO
: 1 member of the public
: Cllr James Gamble, Notts County Council
: Nick Widdowson, N&SDC Community Protection Officer

- CPC25/26 1 **Chairman**
a) It was **RESOLVED** to elect Cllr Eskriett as Chairman for the 2025/2026 civic year (proposed by Cllr Swiffin, seconded by Cllr Fishwick)
b) The Declaration of Acceptance of Office was duly signed
- CPC25/26 2 **Vice Chairman**
It was **RESOLVED** not to appoint a Vice Chairman
- CPC25/26 3 **Apologies**
Apologies for absence were received from Cllr Dr T Olorundami and Cllr A Freeman (N&SDC)
- CPC25/26 4 **Councillor Co-option**
It was **RESOLVED** to co-opt Sean Neale to Council
The Declaration of Acceptance of Office was signed and the new Councillor took up their seat at 7:07pm

Cllr O Adekunle arrived at 7:08pm
- CPC25/26 5 **Declarations of Interest**
There were no disclosures of pecuniary and non-pecuniary interests on matters being considered on the agenda
- CPC25/26 6 **Meeting dates**
The meeting dates for the forthcoming civic year were **CONFIRMED**
Unless otherwise stated, meetings will commence at 7pm

Initial _____

- CPC25/26 7 **Public Session**
There were no questions and petitions from members of the public
- CPC25/26 8 **County and District Councillor(s)**
County Councillor James Gamble:
- The new County Councillor James Gamble advised that they had previously attended a Clipstone Parish Council meeting as a member of the public and described it as the best-chaired Parish Council meeting they had ever experienced
 - Complements to Council were received on Councillors enthusiasm and desire to engage with residents
 - Since being elected Cllr Gamble has been actively engaged in casework
 - The work of the former County Councillor Scott Carlton was recognised
 - Cllr Gamble met with VIA earlier in the day and is progressing Councils highways concerns
 - White lining to the front of the shops on Mansfield Road will be completed during this financial year, a date for the works has not yet been determined
 - Cllr Gamble is supporting investigations into background approvals for the BT / Virgin Media boxes at the junction of Emmerson Drive and Cavendish Way
 - Cllr Gamble has met with the owner of the Headstocks who would like to request S106 funding from N&SDC for disability access measures
- There were no reports from District Councillors
- CPC25/26 9 **Community Protection Officer**
Nick Widdowson, Newark and Sherwood District Councils newly appointed Community Protection Officer to Clipstone gave a brief introduction
The Public Protection Team are hosting a Safety Awareness event for local schools at Vicar Water County Park between Monday 16 June and Wednesday 18 June 2025
- CPC25/26 10 **Standing Orders**
It was **RESOLVED** to adopt the revised Standing Orders
- CPC25/26 11 **Code of Conduct**
It was **RESOLVED** to adopt the Code of Conduct
- CPC25/26 12 **Financial Regulations**
a) It was **RESOLVED** to adopt the revised Financial Regulations
b) It was **RESOLVED** to adopt the Financial Risk Assessment with minor amendment
- CPC25/26 13 **Insurance**
Agenda item 13 was deferred to be considered alongside agenda item 17, Asset Register. The decision is recorded in the minutes here
Arrangements for insurance cover were **CONFIRMED**

Quotes for insurance renewal, based upon an update to the Asset Register to remove the boiler from the hall contents, will be considered at the June Parish Council meeting

- CPC25/26 14 **Subscriptions and regular payments**
- a) It was **RESOLVED** to approve Council's and Officer subscriptions
 - b) It was **RESOLVED** to approve and regular payments (direct debits and standing orders)
- CPC25/26 15 **Data Protection**
- Registration with the Information Commissioners Office was **CONFIRMED**
- CPC25/26 16 **Health and Safety**
- a) It was **CONFIRMED** that Councils Fire, Health and Safety policy provision is currently administered by Mansfield Fire and Safety
 - b) It was **RESOLVED** to approve quote A for a fire alarm service, fire extinguishers testing, PAT testing a fire risk assessment review and a health and safety review. It was also agreed to request a discount
- CPC25/26 17 **Asset Register**
- Nick Widdowson, N&SDC Community Protection Officer left the meeting at 7:38pm
- It was **RESOLVED** to confirm the Asset Register with a minor adjustment to the village hall contents (boiler)
- Agenda item 13, Insurance Cover, was considered out of sequence and in conjunction with the Asset Register. The decision is recorded in agenda item 13 of these minutes
- CPC25/26 18 **S137**
- Council's expenditure incurred under Section 137 of the Local Government Act 1972 was **CONFIRMED**
- CPC25/26 19 **Council Policies**
- a) It was **RESOLVED** to adopt an IT policy
 - b) It was **RESOLVED** to adopt an Investment Strategy policy
 - c) It was **RESOLVED** to the Public Feedback and Complaints procedure
 - d) It was **RESOLVED** to delegate the review of Employment policies to the Personnel Committee
 - e) It was **CONFIRMED** that council policies will continue to be reviewed throughout the civic year
- CPC25/26 20 **Committees**
- a) It was **RESOLVED** to adopt the Terms Of Reference for the Personnel Committee
 - b) It was **RESOLVED** to appoint Cllrs Fishwick, Hartle-Ryton, Adekunle, Olorundami and Neale to the Personnel Committee

- CPC25/26 21 **Minutes**
It was **RESOLVED** to approve and sign the minutes of the meeting held on 23 April 2025
- CPC25/26 22 **Finance**
- a) It was **RESOLVED** to verify and sign the payment schedule for April 2025
The Chairman highlighted that the invoice date for Weathertech should read 18/11/2024
 - b) It was **RESOLVED** to confirm and sign the payment schedule for May 2025
It was **NOTED** that Appendix T is dated March 2025, however does contain data for May 2025
 - c) It was **RESOLVED** to verify and sign the Unity current account reconciliation for April 2025
 - d) It was **RESOLVED** to verify and sign the Unity savings reconciliation for April 2025
 - e) It was **RESOLVED** to verify and sign the reserve accounts reconciliation for April 2025
 - f) It was **RESOLVED** to verify and sign the petty cash reconciliation for April 2025
 - g) It was **RESOLVED** to increase the ear-marked reserves for Village Hall Upgrades to £35,000.00 and by doing so decrease the General Reserve by £4,000.00
- CPC25/26 23 **Hall rates**
Councillors requested clarification on hall hire rates and that income data be presented at the next Council meeting to support a balanced review of the village hall hire rates
- CPC25/26 24 **Events**
- a) It was **RESOLVED** to host a series of four summer event workshops at a cost of £823.00 and to set a refreshments budget of £100.00
 - b) It was **RESOLVED** to provide a donation of £70.00 to the Clippo Crafters
- CPC25/26 25 **Grant Requests**
- a) It was **RESOLVED** to approve a grant request from 1st Clipstone Scout Group for £2490.00 to purchase supplies to construct an outdoor classroom
It was suggested that Council pay the supplier directly in order to reclaim the VAT
 - b) Councillors deferred a decision on a grant request from the Clipstone Sleigh Group, requesting additional information regarding the benefits and proposed locations of the bleed kits
It was suggested that a representative from the Clipstone Sleigh Group attend the next Council meeting to provide further details.
- CPC25/26 26 **Councils land on Seventh Avenue**
An update regarding the Deed of Covenant on Councils Seventh Avenue land was **RECEIVED**

At 8:53pm it was **RESOLVED** to extend the meeting by 15 minutes

- CPC25/26 27 **Cemetery Boundary Wall**
 It was **RESOLVED** to approve Quote B for undertaking a structural engineer's survey of the cemetery boundary wall, unless Company C submits a more competitive quotation for the same scope of work by mid-next week
 Cllr Eskriett abstained from voting due to involvement in the quotation process
- CPC25/26 28 **BT / Virgin Media boxes**
 The Chairman suspended Councils Standing Orders between 9:01pm and 9:03pm to enable public participation
 Concerns about the placement of BT and Virgin Media boxes at the junction of Emmerson Drive and Cavendish Way were **RECEIVED**
 County Councillor James Gamble is progressing these concerns with VIA
- CPC25/26 29 **Officers Update**
 An update from Parish Council Officers was **RECEIVED**
 The RFO provided a brief update of initial Internal Audit findings, a formal report is expected shortly
- CPC25/26 30 **Planning**
 The following planning decision was **NOTED**:
 a) 25/00016/HOUSE/ 1 Fourth Avenue Clipstone NG21 9DQ/ Removal of detached timber framed garage/car port. Erection of replacement brick built garage / Granted
- CPC25/26 31 **Correspondence**
 Correspondence received from the office of Michelle Welsh Member of Parliament for Sherwood Forest was **NOTED**
- CPC25/26 32 **Meeting Details**
 a) The next meeting date of Wednesday 25 June 2025 at 7pm was **NOTED**
 b) It was **NOTED** that items for information or resolution on the next agenda be sent to the Clerk by Friday 13 June 2024
- CPC25/26 33 **Confidential**
 Public Bodies (Admission to Meetings) Act 1960:
 It was **RESOLVED** 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."
 - It was **RESOLVED** to approve and sign the confidential notes of the meeting held on 23 April 2025
 - A Tenant update was **RECEIVED**

The meeting closed at 9:15pm

Signature of presiding chairman

Date