

Minutes of the Clipstone Parish Council Meeting held on 08 May 2019 in the Meeting Room, Clipstone Village Hall, Church Road, Clipstone, Nottinghamshire.

Members Present	Members Present	Members Absent
Cllr J Beresford	Cllr A Thompson	
Cllr K Beresford	Cllr C Wigman	Cllr JC Wigman
Cllr R Clarey		
Cllr P Greenwood		

In attendance: The Clerk,

Also present: County councillor Peck, Cllr C Brooks

Frequently used abbreviations:

CPC	Clipstone Parish Council
LPA	Local Planning Authority
NCC	Nottinghamshire County Council
NSDC	Newark and Sherwood District Council

Before the commencement of the meeting, all newly elected councillors had signed their declaration of acceptance of office before the Proper Officer.

CPC19-066	To elect a chair for the 2019-20 municipal year and suspend the meeting for the elected chair to sign their declaration of acceptance of office. <ul style="list-style-type: none"> Proposed by Cllr Clarey seconded by Cllr C Wigman, the Council unanimously elected Cllr K Beresford to the office of chairman. Cllr Beresford signed his declaration of acceptance of office (chairman) before the Proper Officer before the meeting commenced.
CPC19-067	To receive and resolve to approve apologies for absence. To resolve when any member not present must present the completed declaration of acceptance of office. <ul style="list-style-type: none"> The Council resolved to approve apologies for absence received by Cllr JC Wigman due to work commitments who had signed his DAO earlier that day.
CPC19-068	To review and adopt Standing Orders based on the most recent NALC recommended model. <ul style="list-style-type: none"> The Council resolved to adopt Standing Orders as presented.
CPC19-069	To Review and adopt Financial Regulations based on the most recent NALC recommended model. <ul style="list-style-type: none"> The Council resolved to adopt Standing Orders as presented.
CPC19-070	To review the delegation arrangements (functions of the Council) to committees, employees and other authorities. <ul style="list-style-type: none"> The Council confirmed the following two committees on unchanged terms of reference: Personnel: Cllrs Thompson, Clarey, C Wigman and J Beresford Assets: Cllrs Greenwood, Clarey, JC Wigman and C Wigman

	<ul style="list-style-type: none"> • The Council delegates the day-to-day management of the village hall, cemetery and other assets and staff to the clerk.
CPC19-071	<p>To resolve to defer the review of the following documents to a later meeting:</p> <ul style="list-style-type: none"> • Insurance arrangements • Asset register • Review of council's/staff subscriptions to other bodies (NALC/SLCC) • Complaints procedure • Policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation • Media Policy • Employment Policies and Procedures • Financial Risk Assessment • Regular Payments Schedule • The Council resolved to review the above documents at a later date.
CPC19-072	<p>To consider the Council's meeting schedule for the coming municipal year and whether to move the September meeting to the beginning of the month.</p> <ul style="list-style-type: none"> • The Council resolved that meetings should continue to be held 4th Wednesday of each month but that there should be no meeting in September and December.
CPC19-073	<p>To review the representation on or work with external bodies and arrangements for reporting back.</p> <p>The Council has no representation on outside bodies. If attending meetings or events as a representative of the Council the member should provide a verbal report to the following meeting, or if absent, provide the Clerk with a written report.</p>
CPC19-074	<p>To receive disclosures of pecuniary and non-pecuniary interests.</p> <p>There were none.</p>
CPC19-075	<p>To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and to resolve to exclude public and press for these items.</p> <ul style="list-style-type: none"> • There were none.
CPC19-076	<p>To receive and approve the minutes of the previous Clipstone Parish Council meeting and sign these as a true record.</p> <ul style="list-style-type: none"> • The Council approved the minutes of the meeting 27 March 2019 as a true record and these were duly signed by the chair.
CPC19-077	<p>To note the draft minutes of the assets committee meeting/ receive a report by the committee chairman.</p> <ul style="list-style-type: none"> • The Council received the draft minutes of the Assets Committee meeting and a report by the chair of committee.
CPC19-078	<p>Finance</p> <ol style="list-style-type: none"> a) To receive the Payments and Receipts report for March. b) To receive the payments/receipts over budget report. c) To receive the quarter bank reconciliation to March 2019 and sign this. d) To approve the payment schedule for May/June and sign it.

	<p>To approve earmarked reserves for the 2019-20 year end: Capital Reserves following sale of property (statutory requirement) and elections</p> <p>The council received and noted the finance reports.</p> <p>The chairman signed the quarterly bank reconciliation.</p> <p>The Council approved the payment schedule for May/June and signed it..</p> <p>The Council resolved to approve the earmarked reserves for capital expenditure of £ 148,736 and £3,000 for election expenses.</p>
CPC19-079	<p>To receive the Internal Auditor's Report and consider any action resulting from it.</p> <ul style="list-style-type: none"> • The Council received the Internal Auditor's report. There were no observations that required action.
CPC19-080	<p>To consider and approve the Annual Governance Statement for 2018/19.</p> <ul style="list-style-type: none"> • The Council resolved to approve the Annual Governance Statement as presented.
CPC19-081	<p>To consider and approve the Accounting Statements 2018/19.</p> <ul style="list-style-type: none"> • The Council resolved to approve the Accounting Statements 2018-19 as presented.
CPC19-082	<p>To receive the bank reconciliation and explanation of variances to be submitted with the AGAR.</p> <ul style="list-style-type: none"> • The Council received and approved the bank reconciliation and explanation of variances as presented.
CPC19-083	<p>To note the dates for New Councillor Training and approve attendance by councillors who had not previously attended and payment.</p> <ul style="list-style-type: none"> • The Council approved the expenditure for any councillors who would wish to attend inclusive any future co-opted ones. The clerk would circulate a list of dates and make appropriate bookings.
CPC19-084	<p>To appoint a councillor other than the chairman to verify bank reconciliations in accordance with financial regulations.</p> <ul style="list-style-type: none"> • The Council appointed Cllr. C Wigman to verify bank reconciliations.
CPC19-085	<p>To note the following planning decision: 19/00488/TPO Undertake works to trees protected by TPO N322 within W9, W11, W13 and W14 Area 1 - (rear of No 32 Dodsley Way) - fell dead hawthorn stems and prune back Oaks to the fenceline Area 2 - (rear of 34 and 50 Dodsley Way) - Prune hawthorn and 6 x Oak tree back to fenceline Area 3 - (rear of 47 Dodsley Way) - Prune back Oak and Hawthorn back from the extension to give 1.5m clearance Area 4 - (rear of 37 Dodsley Way) - Prune back Oak trees on each corner of the building to give 2m clearance Intake Wood Portland Way Clipstone Nottinghamshire NG21 9FT – application approved.</p> <ul style="list-style-type: none"> • The Council noted the above decision.
CPC19-086	<p>To consider a request to introduce a cycle to work scheme for staff.</p> <ul style="list-style-type: none"> • The Council resolved to agree adopting the scheme in principle but to limit the available spend to £500 each.
CPC19-087	<p>To consider whether to respond to the NALC consultation on the vehicle operator licensing system.</p> <ul style="list-style-type: none"> • The Council did not wish to comment.
CPC19-088	<p>To receive the following correspondence:</p> <ul style="list-style-type: none"> • Stakeholder Updates

	<ul style="list-style-type: none"> • NALC CIL -Briefing • NALC Training • The Council noted the above correspondence.
CPC19-089	<p>To receive Items for Notification to be included on next meeting's agenda. (for information only).</p> <ul style="list-style-type: none"> • To consider adopting the General Power of Competence. This had been left off the current agenda by mistake.
CPC19-090	<p>To confirm date of next scheduled meeting for Wednesday 26 June 2019</p> <p>The date for the next meeting was confirmed as 26 June 2019 at 19.00 at the Village Hall.</p>

Signed as a true record of that meeting.

Signature: _____ **Date:** _____