

**Minutes of the Clipstone Parish Council Meeting held on 06 February 2020 in the Meeting Room, Clipstone Village Hall, Church Road, Clipstone, Nottinghamshire.**

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

In attendance: The Clerk

Also present: a few members of the public


Frequently used abbreviations:

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

CPC20-018	Declarations of intent to record, film or photograph the meeting by members, members of the public or the press. <b>There were none.</b>
CPC20-019	To consider the co-option applications received and elect co-opted councillors to the Council and to briefly suspend the meeting to allow new councillors to complete and sign their acceptance of office forms and take their seat on the council. <b>The Council unanimously resolved to co-opt both candidates, J Sims and K Croshaw, to the Council to the vacancies on Clipstone Ward. Mrs J Sims signed her declaration of acceptance of office before the Proper Officer and took her seat on the Council.</b>
CPC20-020	To receive and resolve to approve apologies for absence. <b>The Council had received apologies for absence from Cllr Greenwood due to work commitments.</b>
CPC20-021	To receive questions and petitions from the public – for information only. <b>A member of the public asked what was happening with regard to parking on Eastfield Close. He was informed that the Council had not received any new information.</b>
CPC20-022	To receive a report from the County and District Councillors. None present. Cllr Carlton had sent a report by email.

CPC20-023	To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting. <b>Cllr Clarey declared a non-pecuniary interest in the Miners Welfare Community Trust and abstained from voting on item CPC20-028.</b>
CPC20-024	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 resolve to exclude public and press for these items. <b>Public and press were excluded from items CPC20-043-45 as these dealt with individual salaries and personnel procedures.</b>
CPC20-025	To receive minutes of previous Clipstone Parish Council meeting(s) and sign these as a true record of that meeting. <b>The Council resolved to approve the minutes of the meeting 08 January 2020 and sign these as a true record.</b>
CPC20-026	To consider a final draft budget report for <ul style="list-style-type: none"> <li>• Personnel Committee requirements</li> <li>• Assets Committee requirements</li> <li>• Whole Council requirements</li> <li>• and finalise the 2020-21 budget.</li> </ul> <b>The Council resolved to set the adopt the 2020-21 budget as presented.</b>
CPC20-027	To consider the Councils 2020-21 precept requirements and decide on the demand to be made for the coming tax year. Cllr Clarey abstained from voting. <b>The Council resolved to set the precept demand at £144,850 for the financial year 2020-21 following the approval of the 2020-21 budget.</b>
CPC20-028	To receive a report on the potential move to the Clipstone Miners Welfare Trust Building and agree the heads of term to be requested to enable further negotiations. <b>The Council resolved to approve the terms and conditions for Heads of Terms to be requested from Clipstone Miners Welfare Community Trust.</b>
CPC20-029	To receive a progress report on the LIS project. To consider the quotations received and decide which builder to offer the job to. <b>Following consideration of the quotations received, the Council resolved to award the contract to MAV Builders.</b>
CPC20-030	To consider making an application under the 2021-22 LIS scheme. <b>The Clerk was asked to look into making a bid for the work to be carried out to make the Clipstone Miners Welfare Building as carbon neutral as can reasonably be achieved and present this bid to the next meeting.</b>

CPC20-031	<p>To receive a progress report on the car parking project.</p> <p><b>The clerk gave an oral report with regards to the car park project. A quotation had been obtained to carry out the lowering of the kerbs necessary to accommodate the project. The quote for this work alone would be approximately £8500. Further quotes would have to be obtained.</b></p>
CPC20-032	<p>To receive the telephone kiosk adoption contract and resolve to sign the paperwork as required.</p> <p><b>The Council resolved to authorise the Clerk to sign the relevant paperwork to adopt the telephone kiosk.</b></p>
CPC20-033	<p>To receive the Payments and Receipts report for November/December</p> <ol style="list-style-type: none"> <li>a) To receive bank reconciliations for November/December 2019 and approve the quarterly reconciliations to be signed by the chairman..</li> <li>b) To receive the payments/receipts over budget report.</li> <li>c) To consider any additional items to be added to the printed schedule.</li> <li>d) To approve the payment schedule for January/February and sign it.</li> <li>e) To sign cheque 6770 re. Adopted telephone kiosk.</li> </ol> <p><b>The Council resolved to approve the quarterly reconciliations to be signed by the chairman.</b></p> <p><b>The Council received and noted the financial documents provided.</b></p> <p><b>The Council resolved to authorise the payments on the schedule provided and to sign the cheque.</b></p>
CPC20-034	<p>To consider opening a Unity Trust bank account for greater security.</p> <p><b>The Council resolved to open a Unity Trust Bank account.</b></p>
CPC20-035	<p>To review the following policies:</p> <ul style="list-style-type: none"> <li>• Media Policy</li> <li>• Data Retention Policy</li> <li>• GDPR/Data Protection Policy bundle</li> </ul> <p><b>The Council resolved to re-adopt the above policies as presented.</b></p>
CPC20-036	<p>To review the rent charged to the Council's tenants.</p> <p><b>The Council resolved to increase the rent on the leased out Council premises as described in the contract from 01 April 2020, but on this occasion to not backdate the increase to February 2019. Any future increase, however, would become effective on each 3-year anniversary. The next increase would be due in February 2022.</b></p>
CPC20-037	<p>Planning:</p> <p>To consider the following planning applications:</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>To note the following planning decisions:</p> <ul style="list-style-type: none"> <li>•</li> </ul>

	<b>There were no planning applications to consider or decisions to note.</b>
CPC20-038	<p>To receive the following correspondence:</p> <ul style="list-style-type: none"> <li>• NALC CHIEF EXECUTIVE'S BULLETIN</li> <li>•  NALC STUDY TOUR 2020/21</li> <li>• Royal British Legion Lamp Post Poppies – Place order for VE day?</li> <li>• Recycling in Nottinghamshire</li> <li>• NatWest Mandate Change</li> </ul> <p><b>The Council noted the above correspondence.</b></p>
CPC20-039	<p>To appoint an Internal Auditor for the coming financial year and consider confirming the appointment until March 2022.</p> <p><b>The Council resolved to re-appoint Dixon Accountancy for the next three Financial years' internal audits until March 2022.</b></p>
CPC20-040	<p>To consider launching a competition to design a logo for Clipstone Parish Council and consider whether any prizes should be awarded.</p> <p><b>The Council resolved to launch a competition to find a logo for the parish council at the annual meeting of the parish. The date for that meeting was yet to be determined.</b></p>
CPC20-041	<p>To receive Items for Notification to be included on next meeting's agenda. (for information only).</p> <ul style="list-style-type: none"> <li>• <b>Local Improvement Scheme</b></li> <li>• <b>Annual Parish Meeting</b></li> <li>• <b>Car Park</b></li> <li>• <b>Miners Welfare</b></li> </ul>
CPC20-042	<p>To confirm date of next scheduled meeting for Wednesday 19 February 2020</p> <p><b>The Council confirmed the date and time of the next meeting as Wednesday 19 February at 19.00.</b></p>
	<b>The following three items were considered under the exclusion of public and press.</b>
CPC20-043	<p>To receive an update on the recruitment process to the new post of admin assistant and consider the proposed appointment. (Exclusion of Public and Press required due to personal nature of this item)</p> <p><b>The Council resolved to advertise the vacancy externally since no internal candidate had accepted the offer. Due to these changed circumstances the post would be offered initially on a 12 months temporary basis.</b></p>

CPC20-044	<p>To consider staff pay for the 2020-21 financial year and decide on final amounts. (Exclusion of Public and Press required due to personal nature of this item)</p> <p><b>The Council resolved to approve the following pay increases:</b>  <b>Parish Workers: Increase by £0.52 per hour from 01/04/2020.</b>  <b>Senior Parish Worker/Admin Assistant: Increase by £0.52 per hour from 01/04/2020.</b>  <b>Parish Clerk: Increase in line with NJC increases as negotiated and agreed nationally when available backdated to 01 April 2020.</b></p>
CPC20-045	<p>To consider payment methods for staff salaries and offering monthly contracts to all staff. (Exclusion of Public and Press required due to personal nature of this item).</p> <p><b>The Council resolved that all staff should be paid monthly on the last working day of the month with effect from April 2020. Staff would be consulted in an appropriate manner.</b></p>

**Signed as a true record of that meeting.**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

## 2019-20 Payment Schedule January 20

## FINANCIAL STATEMENT AND BILLS FOR PAYMENT IN

CASH POSITION BEFORE ANY PAYMENTS ARE MADE							£	
NatWest Current Account		31-Dec					136,775.88	
Nat West reserves		31-Dec					49,010.09	
						<b>Total</b>	<b>185,785.97</b>	
BILLS FOR PAYMENT								
Method	DD	Ref	Supplier	Description	Excl. Vat	VAT	Total	
	DD	4101023877	NSDC ^	Non-Dom current month cemetery	45.00	-	45.00	
	Bacs	43037	NSDC ^	Rent portion S&S current month	331.25	-	331.25	
	BACS		Salaries and Wages January	Approximate amount Salaries and Wages	6,050.00	-	6,050.00	
	Bacs		Transfer to Pockit card	Transfer between accounts	500.00	-	500.00	
	cheque		BT	telephone kiosk	1.00	-	1.00	
	Bacs		Screwfix	Roller and brush set	12.49	5.50	17.99	
	DD		NatWest	Bank Charges December	20.76	-	20.76	
	DD		NatWest	Bank Charges November	16.55	-	16.55	
	Bacs		SLOC	Practitioner's Conference	279.00	36.00	315.00	
	Bacs		LRALC	Iosh training	490.00	-	490.00	
	Bacs		Eon	Electricity Christmas Lights	265.18	13.26	278.44	
	DD	1500422	Robin Hood Energy	VH gas	313.76	15.69	329.45	
	DD	15518	UK fuels	Unleaded	31.73	6.34	38.07	
	Bacs		NottsAlc	Employer Update	25.00	-	25.00	
	Bacs		SLOC	Cloud Computing Training	65.00	13.00	78.00	
	Bacs		Party deposit refund	Party deposit refund	50.00	-	50.00	
	Bacs		Groundworks Architecs	VH drawings completion	1,950.00	390.00	2,340.00	
	Bacs	220015	Lite	Christmas Lights	4,025.00	805.00	4,830.00	
	Bacs		trade UK	Flush cone	0.66	0.13	0.79	
	Bacs		Screwfix	PPE	59.97	2.00	61.97	
	Bacs		Clipstone Football Club		6,040.00	-	6,040.00	
					<b>Total</b>	<b>20,572.35</b>	<b>1,286.92</b>	<b>21,859.27</b>

## Notes:

\* Approximate amounts

^ Regular monthly payments

Items marked yellow represent late additions to schedule.

Authorised Signatory 1

Authorised Signatory 2

Date

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