



## Clipstone Parish Council

Clipstone Village Hall, Church Road, Clipstone, Mansfield, Nottinghamshire, NG21 9DF,  
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# Minutes of the meeting of Clipstone Parish Council held Wednesday, 23<sup>rd</sup> September 2020 at 19:00.

Members Present	Members Present	Members Absent
Cllr R Clarey	Cllr C Wigman (chairman)	
		Cllr K Croshaw
		Cllr F Ford
Cllr P Greenwood		Cllr JC Wigman

In Attendance: The Clerk

Also Present: District Cllr Michael Brown

Frequently used abbreviations:

CMWCT	Clipstone Miners Welfare Community Trust
CPC	Clipstone Parish Council
NCC	Nottinghamshire County Council
NSDC	Newark and Sherwood District Council

CPC20-168 Declarations of intent to record, film or photograph the meeting by members, members of the public or the press.

### **There were none.**

CPC20-169 To receive apologies for absence.

### **Apologies had been received from Cllrs JC Wigman and F Ford due to work commitments.**

CPC20-170 To receive questions and petitions from members of the public – for information only.

A member of the public informed the Council that it was almost impossible to obtain an appointment at the local doctor's surgery.

CPC20-171 To receive a report from the County and District Councillors.

Cllr Brown reported that there had been an amount of anti-social behaviour on the village. The NSDC's anti-social behaviour team had been working with local residents and the police to curb this problem. He reported that NSDC officers had been liaising with CMWCT regarding funding for work at the Miners Welfare building.

CPC20-172 To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting.

### **Cllr R Clarey declared an interest as a trustee of the CMWCT.**

CPC20-173 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.

**The Council resolved to exclude public and press for item CPC20-190 due to personal and confidential nature of this item.**

CPC20-174 To receive minutes of previous Clipstone Parish Council meeting(s) and resolve to sign these as a true record of that meeting.

**The Council resolved to approve the minutes of the meetings 22 July and 10 August as true records of these meetings.**

CPC20-175 To receive the Council's VAT advisor's report and consider what action to take.

**The Council resolved to accept the recommendations of the report and register the Council for VAT at an appropriate time.**

CPC20-176 To consider appointing RCAN to carry out public consultation on the Miners Welfare Project and if necessary approve the cost for the consultation.

**The Council considered the quotation received and resolved to place an order for RCAN to carry out a public consultation which in turn should feed into grant funding bids..**

CPC20-177 To receive and consider the latest report from the Council's architect on the move to the Miners Welfare building.

a) To consider whether the Council is satisfied with the structural engineer's report.

**The Council considered the report and concluded that the structural engineer's report was not meeting the criteria and that a revised and improved report would be requested.**

b) Approve payment of invoice for £4,325.

**The Council resolved to authorise the payment but withhold an agreed sum until a more detailed structural report had been received.**

c) To consider appointing a principle designer (in compliance with Construction (Design and Management) Regulations 2015) who will also make all necessary planning applications.

**The Council resolved to approach Groundworks Architects to take on the role of Principle Designer.**

d) To consider appointing a principle contractor (in compliance with Construction (Design and Management) Regulations 2015) and write tenders in compliance with The Public Contracts Regulations 2015, the Councils Financial Regulations and Standing Orders.

**The Council resolved to invite tendered bids from suitably qualified and skilled consultants. The Principle Designer would assist in writing the tender.**

CPC20-178 FINANCE:

- a) To receive the Payments and Receipts report for July and August and note that any payments not previously listed were made under delegated powers (CPC20-079).

**The Council received and approved the Payments and Receipts report for July and August 2020 and noted payments made under delegated powers.**

- b) To receive bank reconciliations for July/August 2020.

**The Council received and approved the Bank Reconciliations for July/August 2020.**

- c) To receive the payments/receipts over budget report.

**The Council received and noted the Payments/Receipts over Budget report for July/August 2020.**

- d) To consider any additional items to be added to the printed schedule.

There were none.

- e) To approve the payment schedule for September/October and resolve to sign it.

**The Council received and unanimously resolved to approve the payment schedule for September/October 2020.**

FINANCIAL STATEMENT AND BILLS FOR PAYMENT IN			September	
<b>CASH POSITION</b>				<b>£</b>
NatWest Current Account		31-Aug		<b>143,839.81</b>
			<b>Total</b>	<b>143,839.81</b>
<b>BILLS FOR PAYMENT</b>				
<b>Method</b>	<b>Ref</b>	<b>Supplier</b>	<b>Description</b>	<b>Total</b>
<b>DD</b>	<b>4101023877</b>	NSDC ^	Non-Dom cemetery per month	52.00
<b>BACS</b>	<b>43037</b>	NSDC ^	Rent portion S&S current per month	331.25
<b>BACS</b>		Salaries and Wages per month^	Approximate amount Salaries and Wages	5,020.00
<b>DD</b>		NatWest	Approximate Bank Charges	15.00
<b>DD</b>		BT	Monthly bill	71.16
<b>BACS</b>	<b>58</b>	C+M Elliott	Grave Digging August	300.00
<b>BACS</b>		Print 2 Logistics	H+S poster	8.99
<b>BACS</b>	<b>28005-1</b>	Mitchells Ironmongers	Bolts	101.63

<b>BACS</b>		Shen Zhen	Distancing stickers	19.24
<b>BACS</b>		Shen Zhen	Distancing stickers	16.99
<b>BACS</b>		Amazon	H+S Poster COSHH	16.67
<b>BACS</b>		Screwfix	Ironmongery	261.96
<b>BACS</b>		Little Diggers	Grant	200.00
<b>BACS</b>		Clipstone Colts	grant	500.00
<b>BACS</b>		Clipstone Football Club	Grant	1,000.00
<b>BACS</b>		Clipstone Cricket Club	Grant	500.00
<b>BACS</b>		Clipstone Youth Club	Grant	20,000.00
<b>BACS</b>	<b>495</b>	Parkinson Partnership	VAT report	600.00
<b>BACS</b>	<b>1213</b>	Xtreme Electrical	VH Lighting car park	300.00
<b>BACS</b>		B&Q	Repair Work	73.95
<b>BACS</b>	<b>NC891430</b>	County Supplies	Cleaning products	62.92
<b>BACS</b>		Robin Energy	VH Gas	113.90
<b>BACS</b>		B&Q	Workwear	78.85
<b>BACS</b>	<b>2020/028</b>	Groundworks	fixed fee feasibility Study 2/2	4,325.00
			<b>Total</b>	<b>33,969.51</b>

CPC20-179 To receive an update on the opening of the cemetery toilet facilities.

The Council received an update on the opening of the cemetery toilet facilities and noted that the facilities were now open to be used by the public on weekdays during cemetery opening hours.

CPC20-180 To receive an update on the re-opening of the Village Hall to existing groups and hirers.

The Council received an update on the re-opening of the Village hall to existing groups and hirers. The Council noted that a comprehensive Risk Assessment had been carried out and numerous risk mitigating measures had been put in place. The Parish Office would continue to remain closed to the public.

CPC20-181 PLANNING

To consider the following planning applications:

There are none.

To note the following planning decision:

- a) [20/01328/CPRIOR | Notification of Prior approval for a proposed change of use of a building from office use \(Class B1\(a\)\) to a dwellinghouse \(Class C3\) | Flat 139 Mansfield Road Clipstone NG21 9AA](#) – Application refused.

**The Council noted the above planning decision.**

CPC20-182 To consider whether and if so how to reply to the following NALC consultations:

- a) PC11-20 | WHITE PAPER: PLANNING FOR THE FUTURE
- b) PC12-20 | TRANSPARENCY AND COMPETITION: DATA AND LAND CONTROL

The Clerk would submit a suitable reply.

CPC20-183 To nominate a councillor to attend the 2020 Newark & Sherwood Parish Conference.

Cllr Clarey agreed to attend if the Clerk was not available to do so.

CPC20-184 To nominate a councillor to attend Nottinghamshire ALC AGM in November

**Cllrs Greenwood and C Wigman agreed to attend.**

CPC20-185 To consider a reply to Nottinghamshire County Council's Stakeholder letter - Devolution and LGR.

The Council noted the correspondence. The Clerk would attend a Focus Group event by the County Council.

CPC20-186 To consider applications to be co-opted onto the council.

**Proposed by Cllr Greenwood seconded by Cllr Clarey the Council unanimously resolved to co-opt Mrs Donna Moore onto the Council.**

**Proposed by Cllr Clarey seconded by Cllr Wigman the Council unanimously resolved to co-opt Mr Wayne Swiffin onto the Council.**

**The Clerk would arrange a separate ZOOM meeting with both newly co-opted councillors to view the signing of the declaration of acceptance of office.**

CPC20-187 To receive and note correspondence previously circulated by email.

**The Council noted the correspondence.**

CPC20-188 To receive Items for Notification to be included on next meeting's agenda. (for information only).

There were none.

CPC20-189 To confirm date of next scheduled meeting.

**The date of the next meeting was confirmed as Wednesday 28 October at 19.00.**

CPC20-190 PERSONNEL AND STAFFING MATTERS – Exclusion of public and press recommended due to the potentially personal matters under discussion.

Public and press were excluded for the discussion of the following items.

- a) To receive the new NJC pay scales applicable from 01 April 2020 and note the contractual pay increase resulting from these.

**The Council noted the new NJC pay scales and the need to back date the relevant pay increase in line with existing contracts to 01 April 2020.**

- b) To consider whether to continue payment for an additional 6 hours to the contracted 24 hours.

**The Council resolved that the Clerk's hours would remain at 30 hours per week until the Welfare Project was completed.**

- c) To review all other staff pay.

**The Council resolved to increase staff pay by 2.75% backdated to 01 April 2020.**

**The Senior Parish Worker's would receive an additional £1 on his hourly rate backdated to 01 April 2020.**

**An additional 15 minutes pay would be awarded to a parish worker locking the cemetery on Monday nights.**

- d) To consider restarting the recruitment process to the admin assistant post and whether to re-advertise the post.

**Proposed by Cllr Greenwood seconded by Cllr Wigman the Council resolved not to restart the recruitment process at the current time as creating a Covid-secure workplace and delivering adequate training would be too difficult to provide.**

- e) To consider recruiting a temporary caretaker/cleaner for the Village Hall.

**Proposed by Cllr Greenwood seconded by Cllr Clarey the Council resolved to commence recruitment of a suitably qualified temporary part-time cleaner/care-taker.**

The meeting closed at approximately 21.10.

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**Signature of presiding chairman**

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**Date**