



## Clipstone Parish Council

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

# Minutes of the meeting of Clipstone Parish Council held Monday, 07 December 2020 at 19:00.

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

In Attendance: The Clerk

Also Present: Two SCAPE consultants

Frequently used abbreviations:

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

CPC20-245 Declarations of intent to record, film or photograph the meeting by members, members of the public or the press.

The clerk would record the meeting to aid the production of the minutes.

CPC20-246 To receive apologies for absence.

Apologies for absence had been received from Cllr Croshaw.

CPC20-247 To invite a Consultant from Perfect Circle (SCAPE's National Consultants Framework) to answer councillor questions.

Two consultants from the Perfect Circle (SCAPE National Consultants Framework introduced themselves. They answered questions by councillors and explained what SCAPE could offer to the project including advising on financial risk analysis, governance models, public value and engagement and more.

CPC20-248 To receive questions and petitions from members of the public – for information only.

CPC20-249 To receive a report from the County and District Councillors.

There were none.

CPC20-250 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 in the CMWCT where he is a trustee.**

CPC20-251 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.

**There were none.**

CPC20-252 To receive a draft contract proposal (to be tabled) for the move to the Miners Welfare Building, report and draft cost analysis and consider which options to pursue further.

**The council agreed to discuss this towards the end of the meeting. In these discussions it was decided to call a separate meeting on 16 December 2020 at 19.00.**

CPC20-253 To receive minutes of previous Clipstone Parish Council meeting(s) and resolve to sign these as a true record of the meeting(s).

These were not available.

CPC20-254 To consider the creation of a quarterly newsletter that could be distributed utilising online marketing software (deferred from November meeting).

**Proposed by Cllr Swiffin seconded by Cllr Fishwick, the Council resolved to look into the production of a quarterly newsletter utilising online marketing software but also producing hardcopies. Cllr Swiffin agreed to take the lead on this project.**

CPC20-255 To Review the Protocol on Councillor/Officer Relationships and re-adopt (deferred from November meeting).

**Proposed by Cllr Clarey seconded by Cllr JC Wigman, the council resolved to re-adopt the Councillor/Officer Protocol.**

CPC20-256 To consider adopting a dignity at work policy (deferred from November meeting).

**Proposed by Cllr Clarey seconded by Cllr Swiffin, the Council resolved to adopt the dignity at Work policy as presented.**

CPC20-257 To consider a first draft budget for 2021-22 and any other potential projects and costs to be added (deferred from November meeting).

**The council deferred to a future meeting.**

CPC20-258 To resolve to remove any signatories who are no longer serving councillors from all banking mandate (deferred from November meeting).

**Proposed by Cllr Clarey seconded by Cllr C Wigman, the council resolved to remove all signatories who are no longer serving councillors or staff from all banking mandates.**

CPC20-259 To resolve to add all councillors to all banking mandate for existing bank accounts (deferred from November meeting).

**Propose by Cllr Clarey seconded by Cllr JC Wigman, the Council resolved to add all current councillors to all banking mandates for existing bank accounts.**

CPC20-260 To resolve to open a new Unity Trust Bank account (CPC20-034) with the following arrangements and name councillors to be authorisers for online payments:

- a) All councillors to be cheque signatories.
- b) All councillors to have "View" access to the accounts in internet banking.
- c) To name councillors to have "Authorise" authority in internet banking.
- d) The clerk to have "View" and "Set up payments" authority.
- e) To confirm that two signatures will be required for cheque payments.
- f) To confirm that two members will need to authorise each payment.

**Proposed by Cllr Clarey seconded by Cllr JC Wigman the Council resolved to open a new Unity Trust account and have all serving councillors as signatories and internet banking authorisers with two signatures/member authorisations required for each transaction.**

CPC20-261 FINANCE (deferred from November meeting).:

- a. To receive the Payments and Receipts report for October and note that any payments not previously listed were made under delegated powers (CPC20-079).
- b. To receive bank reconciliations for October 2020, the second quarter and agree to sign the financial report.
- c. To consider any additional items to be added to the printed schedule.
- d. To approve the payment schedule for November/December/January and resolve to sign it.

**Proposed by Cllr Clarey seconded by Cllr Ford, the Council received and noted the finance reports and approved the payments schedule.**

<b>CASH POSITION</b>				<b>£</b>
NatWest Current Account		30-Nov		<b>170,435.69</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	6,968.75
<b>DD</b>		NatWest monthly	Approximate Bank Charges	20.00
<b>DD</b>		BT monthly	Broadband and Phone	71.16
<b>DD</b>		Water Plus monthly	Water VH	76.19
<b>BACS</b>	<b>1091771804</b>	Trade Account UK	Door Repairs - after refunds	1.25
<b>BACS</b>	<b>1106510747</b>	Trade Account UK	Door Repairs - after refunds	158.87
<b>DD</b>	<b>28787-1</b>	Mitchells Ironmongers	Broom + cable ties	45.71
<b>BACS</b>	<b>N102002340</b>	County Supplies	Punched Pockets	5.04
<b>BACS</b>	<b>1811752</b>	Robin Hood Energy	VH Gas	373.83
<b>BACS</b>	<b>SB20201335</b>	PKF Littlejohn	External Audit	480.00
<b>DD</b>	<b>51295</b>	Mansfield Garden Machinery	Stihl mulcher repair	24.00
<b>BACS</b>	<b>51489</b>	Mansfield Garden Machinery	Countax repair	179.80
<b>BACS</b>	<b>N112000980</b>	County Supplies	Social Distancing Mat	54.67
<b>BACS</b>	<b>Quote ACS691</b>	Asbestos Compliance Solutions Ltd	Refurb Asbestos Survey Welfare	2,520.00
<b>BACS</b>	<b>1153510256</b>	Konica-Minolta	Printer Hire	88.38
<b>BACS</b>	<b>1115848550</b>	Trade Account UK	Repairs	12.19
<b>BACS</b>	<b>4320</b>	Clipstone Car Sales	Van Repair	384.00
<b>BACS</b>		Amazon	office Equipment	12.89
<b>BACS</b>		Amazon	Work Wear	8.35
<b>BACS</b>		Amazon	Stamp Ink	2.36
<b>BACS</b>		Hall Hire	Deposit refund	50.00
<b>DD</b>		SSE	VH Electricity	293.67
<b>DD</b>		SSE	Cemetery Electricity	50.46
<b>DD</b>	<b>40911</b>	THPE	Work Wear - Green	748.02
<b>BACS</b>	<b>17377</b>	UK Fuels	Diesel	64.00
			<b>Total</b>	<b>13,076.84</b>

CPC20-262 PLANNING (deferred from November meeting).

To consider commenting on the following planning applications:

- [20/02188/HPRIOR | Householder prior approval for single storey rear extension. The length that the extension extends beyond the rear wall of the original house: 4 metres Eaves height of the extension: 3 metres Maximum height of the extension: 3 metres | 9 Intake Road Clipstone NG21 9EU](#)

**The Council resolved not to comment.**

CPC20-263 To consider approving the clerk's attendance at the February Practitioners Conference at £75.00+VAT.

**Proposed by Cllr Clarey, seconded by Cllr Swiffin, the Council resolved to approve the Clerk's attendance at the Practitioner's Conference.**

CPC20-264 To receive quotes for a refurbishment asbestos survey and consider which contractor to appoint (re. CPC20-202)

**Proposed by Cllr JC Wigman seconded by Cllr W Swiffin, the Council resolved to commission ACS to do a refurbishment survey.**

CPC20-265 To receive an update on preparations for Christmas in Clipstone.

The Council received a verbal update on the Christmas competitions.

CPC20-266 To receive and note correspondence previously circulated by email.

**The Council noted the previously circulated correspondence.**

CPC20-267 To receive Items for Notification to be included on next meeting's agenda. (for information only).

It was suggested to invite Inspector Suthers to the January meeting and to discuss the state of the Councils building assets.

CPC20-268 To confirm date of next scheduled meeting.

**An additional meeting was confirmed for Thursday 17<sup>th</sup> December at 19.00**

**The next scheduled meeting would be 27<sup>th</sup> January 2021 at 19.00.**

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**Signature of presiding chairman**

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**Date**