

# Clarborough & Welham Parish Council

Minutes of the Annual Parish Council Meeting held 11<sup>th</sup> May 2015 2015 at 7.50pm in the Clarborough Village Hall, Clarborough

**Present:** Cllr Gibson, Cllr B Codling, Cllr Baines, Cllr B Robinson, Cllr F Robinson and Cllr Watkinson

**Others Present:** Mrs Davies (Clerk) and members of the public

## **295/15 Election of Chairman**

Cllr F Robinson proposed Cllr Gibson for the position of Chair; this was seconded by Cllr Baines and resolved by the Council- Cllr Gibson then signed his Declaration of Acceptance of Office.

## **296/15 Election of Vice-Chair**

No proposals were put forward for the position of Vice-Chair. This is not a statutory requirement; therefore the position was not filled.

## **297/15 To receive Declaration of Acceptance of Office**

The Clerk received the Councillors signed Declaration of Acceptance of Office forms; Cllr Willcock's declaration to be signed before the next meeting.

## **298/15 To receive apologies for absence**

Apologies received and accepted from Cllr Willcock.

## **299/15 To receive any Declarations of Interest in any items on the agenda**

Declaration of interest received from Cllr Baines for agenda item 13 – planning application for 1 Chapel Close.

## **300/15 To appoint membership of committee for 2015-16**

Membership for the following committee was agreed; pending further consideration at the next meeting:

### **Committees:**

Playing Fields – Cllr Codling and Cllr Gibson  
Road Safety – Cllr F Robinson and Cllr Gibson  
Christmas tree lighting event – Cllr Codling  
Mulled wine stall – Cllr B Robinson and Cllr F Robinson  
W.I Christmas dinner – Cllr Baines  
Planning – All Councillors

### **Representatives:**

Parish Council forum – Cllr Baines and the Clerk  
Footpaths – Cllr F Robinson  
Noticeboards – Cllr Codling (Church Lane), Cllr B Robinson (Welham), Clerk & Cllr Gibson (Village Hall)  
Rampton Hospital Community Forum – Cllr F Robinson and Cllr B Robinson  
Bassetlaw Central Forum – Cllr Gibson  
Estate Officer – Cllr Gibson  
Snow Warden – All Councillors, Cllr Gibson (Grit bins)  
Village Hall Committee – Cllr Codling

Litter picking, grot spots, dog fouling – All Councillors  
Neighbourhood Plan – Cllr Willcock

**301/15 Open session for members of the public to speak and to receive reports from the District & County Councillors**

Reports given in the Annual Parish Meeting.

**302/15 To approve minutes of the meeting held 23<sup>rd</sup> March 2015**

Cllr F Robinson proposed to accept the minutes of the meeting held 23<sup>rd</sup> March 2015 as a true record; this was seconded by Cllr Codling and resolved by the Council. The Chairman duly signed the minutes.

**303/15 To receive updates from the minutes of the meeting held 23<sup>rd</sup> March 2015**

Min No. 283/15 – The Scouts have carried out a litter pick and the Chair will as for a full year's program.

Min No. 289/15 – The Chair met with Highways to discuss the proposed site to put the replacement Welham village sign. Highways approved the new location at the Retford side of the bridge. The confirmation of the order for the new sign has been sent along with a request for extra forage to be included on the sign.

**304/15 To receive reports from other meetings**

The Chair reported on the Central Bassetlaw Forum meeting which he attended. The Forum has now agreed its constitution and the next meeting will be held at the Clarborough village Hall on the 17<sup>th</sup> June 2015 at 7pm.

Cllr Baines reported that the Senior Citizen lunch will be held 9<sup>th</sup> June at 12.30pm.

**305/15 To receive play area inspection reports and consider purchase of new football nets**

Cllr Codling reported that there were no problems with the junior play area and sports field. No problems with the equipment and trees; a little litter was collected. There was evidence that someone had tried to burn the bench.

The Council actioned the Chair to obtain a price for some new football nets and cost for poles and painting for the July meeting.

**306/15 To receive update on the skate park enforcement**

The Chair reported that the Parish Council has been working closely with the District Council on the skate park enforcement issues. The District Council commissioned and paid for MAS Environments Ltd to undertake an independent evaluation of noise problems at the skate park with a view to provide advice on complying with the noise abatement notice served on the Parish Council to address statutory nuisance.

The report recommended removing the drive way ramp to enable the skate park to remain open but also re-evaluate the change to see if any new noise arises from the end ramps. The Parish Council carried out this recommendation and once removed the District Council monitored the noise to see if there was any improvements.

On the 24<sup>th</sup> April 2015 the Parish Council received the results of the re-evaluation from the Environmental Health, Senior Technical Officer, in a letter as follows...

*Further to our meeting with the Parish Council on the 19<sup>th</sup> March 2015 when MAS Environmental noise report was discussed concerning noise from activities at the skate park, Gill Green Walk, Clarborough.*

*Following the meeting the Parish Council decided to remove the centre ramp to see if the noise impact from activities at the skate park improved sufficiently to comply with the noise abatement notice served on the 27<sup>th</sup> November 2014. I advised the Parish Council at the meeting held on the 19<sup>th</sup> March that monitoring would take place once the ramp had been removed to see if noise was still causing a nuisance.*

*Monitoring equipment was installed inside the complainant's premises between the 13<sup>th</sup> and 17<sup>th</sup> April 2015. Recordings show that noise is now mainly from balls being hit against the acoustic barrier whether kicked from the front or thrown at the barrier from the rear whilst retrieving the ball after kicking over the fence. I observed this for myself whilst visiting the area.*

*Noise is still evident from the impact of skateboards/scooters on the skate park ramps. Combined with the football impacting on the acoustic barrier and legitimate use of the skate park by skateboards/scooters it is unfortunately still causing noise nuisance to residents.*

*I realise it is very difficult to control the activities on site. Consequently, to avoid a breach of the abatement notice served on the Parish Council and potential enforcement action I would appreciate the Parish Council closing the skate park to alleviate nuisance. Please confirm in writing what action the Parish Council intend by the 7<sup>th</sup> May 2015.*

Following discussion; Cllr B Robinson proposed that to comply the Parish Council closes, dismantles and disposes of the skate park and fence; this was seconded by Cllr Codling and resolved by the Council. (Cllr Watkinson abstained from the vote).

The Council actioned the Chair to arrange for Harris fencing to be put around the area to close the skate park and then arrange for the dismantling and disposal of all materials.

The Clerk will inform the District Council on the action to be taken.

The Chair thanked Cllr Dean for his help (prior to being a Councillor) in raising a petition against the closure of the skate park.

At this point PCSO Airey joined the meeting and gave his monthly crime report for the beat area.

### **307/15 To consider planning applications, note any correspondence and decision notices**

**Application No:** 15/00331/VOC  
**Location:** 4 Millers Court, Clarborough  
**Proposal:** Variation of condition 3 of P.A. 14/01058/HSE to use terracotta clay area tiles instead of imitation slate

The Councillors considered the above application and have no objections

**Application No:** 15/00316/HSE  
**Location:** 1 Chapel Close, Howbeck Lane  
**Proposal:** Demolish existing outbuilding and erect a two story side and single storey rear extension

The Councillors considered that above application and have no objections

**Application No:** 15/00401/FUL  
**Location:** Land to Rear of 3 Broad Gores North, Clarborough  
**Proposal:** Erect a pair of semi-detached dwellings and construction of a new access

The Councillors considered that above application and have no objections; however they would like to comment that the garages that are to be demolished have asbestos roofs. Should there be a special requirement for the removal of asbestos in the application?

The Chair read out an email from a resident objecting to this application; unfortunately there were no material considerations mentioned that the Parish Council could object to. The issues raised were for Notts County Council and the Highways to consider and comment on.

The Clerk reported that the Nottinghamshire County Council (Clarborough footpath no.8) modification order 2015 has been received.

### **308/15 To receive Neighbourhood Plan update.**

Cllr Willcock not present to give an update.

### **309/15 To review financial risk assessment**

The Clerk went through the financial risk assessment and no items of concern/actions were highlighted.

Cllr Baines proposed to accept the financial risk assessment; this was seconded by Cllr F Robinson and resolved by the Council.

### **310/15 To appoint the Internal Auditor for 3015/16**

Cllr Baines proposed to approve Mrs Savill as the Internal Auditor for 2015/16; this was seconded by Cllr Watkinson and resolved by the Council.

### **311/15 To confirm signatories for the Nat West Bank**

Cllr Codling proposed to keep the current signatories for the Nat West Bank  
Cllr Gibson, Cllr F Robinson and Cllr Baines; this was seconded by Cllr B Robinson and resolved by the Council.

The mandate would have to be updated by removing Mrs A Codling who is no longer a Councillor

### **312/15 Finance – to approve payments**

- a) Green Mile Trees – replacement trees for the play area £600.00 (1794)
- b) Heritage Grant to Welham IT Group £540.00 (1795)

- c) Locality Grant – repaid unspent N.Plan funding £730.00 (1796)
- d) 1<sup>st</sup> Clarborough Scouts – litter pick £60.00 (1797)
- e) Homes Groundcare Maintenance £175.56 (1798)
- f) Mrs Savill – Internal audit £50.00 (1799)
- g) Parish Clerk – April wages £187.79 (1800)
- h) P Gibson –hire of tools and labour to dismantle and dispose of centre section of the skate park & £10 travel expenses £259.58 (1801)
- i) P Gibson – Bassetlaw Forum travel exp £5.00 (1802)
- j) Notts Police – shed alarm stock £100.00 (1803) (Grant)

Cllr F Robinson proposed to approve the above payments which was seconded by Cllr B Codling and resolved by the Council.

The Clerk circulated copy of the April finances and copies of the bank statements.

### **313/15 To approve the accounts for 31<sup>st</sup> March 2015 and sign the Annual Governance Statement**

The Clerk circulated copy of the annual accounts for the year ending 31<sup>st</sup> March 2015. Cllr Watkinson proposed to approve the accounts which Cllr Baines seconded and resolved by the Council.

The Clerk read through the Annual Governance Statement which the Council answered each section and Cllr Codling proposed to accept and sign the Annual governance Statement; this was seconded by Cllr Robinson and resolved by the Council.

The Chair and Clerk/Responsible Finance Officer signed the form as required.

### **314/15 To consider adoption of the General Power of Competence**

The Clerk has completed and achieved her Certificate in Local Council Administration and as such this allows the Council to progress to a higher level by being able to use the General Power of Competence.

The Clerk previously circulated information on the legislation which states the eligibility criteria:

- The Council has 6 out of 9 councillors elected
- The Clerk of the Council holds the Certificate in Local Council Administration (CiLCA)
- The Clerk of the Council has passed the CiCLA module on the General Power of Competence

Cllr Baines proposed to adopt the General Power of Competence; this was seconded by Cllr F Robinson and the Parish Council resolved from 11<sup>th</sup> May 2015, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

### **315/15 Review of policies**

The Standing Orders were updated and adopted at a previous meeting.  
The updated Financial Regulations were reviewed, approved and adopted.

Freedom of Information to be updated with new Councillor information.  
No other amendments to policies were required.

Cllr F Robinson proposed to approve and adopt the above; this was seconded by Cllr Watkinson and resolved by the Council.

### **316/15 To consider CCTV for the village hall car park and play area**

The Chair reported that he has left two messages with the CCTV company but to date not received any information – it was agreed to defer this item to the next meeting.

### **317/15 To report any Highways/Rights of Way/Service faults**

It was noted that the drain at the end of the drive is still blocked; it was agreed for the Chair to bring an estimate for clearing the drains to the next meeting.

Cllr Baines commented on the withdrawn of a 2.30pm bus service which has caused problems for a resident; Cllr Sutton gave an update on her involvement with the situation which has now been resolved

### **318/15 To receive any items for information and future agenda items**

- To discuss any suggestions for alternative community facilities on the play area off Smeath Lane.

There being no further business the Chair closed the meeting at 9.35pm.