

# CLARBOROUGH PARISH COUNCIL

## Minutes of Parish Council Meeting

The Annual Meeting of the Clarbrough Parish Council was held in the Village Hall on Monday, 8<sup>th</sup> May, 2006 at 7.00 p.m.

Present were: Councillors T. R. D. Heapy (Chairman), S. Bradshaw, J. W. Elwood, A. W. Goodall, D. P. Heathershaw, B. K. Hogg and R. S. Kay.

Also in attendance: District Councillor Mrs. K. Sutton; J. E. Salmon (Clerk); approximately ten members of the public.

13. Election of Chairman

Upon a proposal by B. K. Hogg which was seconded by S. Bradshaw, the meeting unanimously agreed to elect T. R. D. Heapy as Chairman for the ensuing year.

14. Election of Vice-Chairman

Upon a proposal by D. P. Heathershaw which was seconded by R. S. Kay, the meeting unanimously agreed to elect S. Bradshaw as Vice-Chairman for the ensuing year.

15. Apologies for absence

Mrs. L. S. Baines, Mrs. J. A. Cobb.

16. Declarations of Interest - Nil

17. Committees for 2006-2007

Upon a proposal by S. Bradshaw which was seconded by J. W. Elwood, the Parish Council resolved to appoint members to the following Committees: Legal Matters, Playing Fields, Planning.

18. Membership of Committees

Upon a proposal by S. Bradshaw which was seconded by J. W. Elwood, the Parish Council resolved to appoint the following members:

Legal Matters: S. Bradshaw, Mrs. J. A. Cobb, R. S. Kay, B. K. Hogg.

Playing Fields: Mrs. L. S. Baines, S. Bradshaw, Mrs. J. A. Cobb.

Planning: Mrs. L. S. Baines, S. Bradshaw, Mrs. J. A. Cobb, R. S. Kay.

19. Appointment of Representatives

The following appointments were approved by the meeting:

NALC Area Committee: R. S. Kay, Mrs. L. S. Baines

Footpaths Representatives: S. Bradshaw, J. W. Elwood, A. W. Goodall, T. R. D. Heapy, R. S. Kay.

Transport Officer: Mrs. J. A. Cobb.

Estates Officer: B. K. Hogg.

SIGNED.....CHAIRMAN

Village Hall Committee: No appointment made.  
Rampton Hospital Community Forum: Mrs. J. A. Cobb, T. R. D. Heapy, R. S. Kay.  
Snow Warden (address for contact by County Council): Mrs. J. A. Cobb.  
Additional Snow Warden: A. W. Goodall.  
Neighbourhood Watch: Mrs. L. S. Baines, Mrs. J. A. Cobb, T. R. D. Heapy, R. S. Kay.

20. Minutes of the meeting held on Monday, 3<sup>rd</sup> April, 2006

Upon a proposal by S. Bradshaw which was seconded by B. K. Hogg, the Council resolved that the minutes of the meeting held on Monday, 3<sup>rd</sup> April, 2006, having been circulated, be accepted as a true and correct record. The minutes were duly signed by the Chairman.

21. Report of Playing Fields Committee (LSB, SB, JAC)

S. Bradshaw on behalf of the Committee again reported problems with cars and bicycles, mainly at night. It was considered that these problems would be resolved once a gate was in place. Parishioners had welcomed the pruning of the trees.

22. Report of Planning Committee (LSB, SB, JAC, RSK) - nil this month

23. Other Matters Arising from the Minutes - Nil

24. Outstanding matters from previous meetings

Members were invited to consider the action to be taken in respect of a list of outstanding matters from previous meetings, which had been prepared by the Clerk. Details of each outstanding matter and the agreed course of action are as follows:

**Item 1**

Minute 178, 10.1.05 and Minute 62, 4.5.05 - The January 2005 minute as originally recorded was re-affirmed in May 2005: "Upon a proposal by T. R. D. Heapy which was seconded by S. Bradshaw, it was resolved unanimously that the name of the Parish Council be changed from "Clarborough Parish Council" to "Clarborough and Welham Parish Council" and the Clerk was instructed to request the District Council to resolve accordingly." (District Council subsequently indicated by telephone that they had received an objection and could not proceed. Advice required from NALC.)

**Action**

Upon a proposal by T. R. D. Heapy which was seconded by R. S. Kay, it was agreed unanimously that the name of the Parish Council be changed from "Clarborough Parish Council" to "Clarborough and Welham Parish Council" and that appropriate enquiries be made as how best to proceed.

**Item 2**

Minute 105, 3.10.05 - Clerk: Job Description/Contract of Employment/Salary - A specimen Job Description and Contract of Employment would be obtained from NALC and the issues would be discussed by a group of members.

**Action**

Upon a proposal by T. R. D. Heapy which was seconded by B. K. Hogg, it was agreed to proceed with this matter using a standard form of contract, to be obtained from NALC.

SIGNED.....CHAIRMAN

**Item 3**

Minute 108, 3.10.05 - Driveway Planting - Reply to be sent to After-School Club accepting offer, particularly in relation to the side not currently planted but both if possible. (Not actioned because we don't know who sent the request.)

**Action**

The Club was understood to be aware of the Council's position, as members had attended Parish Council meetings. It was agreed that this item be deleted from the list of outstanding matters if no response was forthcoming by the next meeting.

**Item 4**

Minute 123iii, 7.11.05 - The obtaining of funding for play equipment was still an ongoing issue. Upon a proposal by T. R. D. Heapy which was seconded by Mrs. J. A. Cobb it was agreed to organise a meeting between the Playing Fields Committee and the young people. (Not known when the Playing Fields Committee plan to arrange this meeting.)

**Action**

It was agreed that this item be deleted from the list of outstanding matters, as a meeting was not considered appropriate at the present time.

**Item 5**

Minute 131ii, 7.11.05 - Refer speeding issues to the police.

**Action**

It was agreed that this item be deleted from the list of outstanding matters.

**Item 6**

Minute 131iii, 7.11.05 - Follow up letter from NCC re footpath 18.

**Action**

It was agreed that this item be deleted from the list of outstanding matters.

**Item 7**

Minute 150, 5.12.05 and Minute 167, 9.1.06 - Village Hall - (December) D. P. Heathershaw reported on irregularities in the way the CDCA was operating, including a change of date which had not been properly notified. He elaborated on these issues and indicated that he wished to relinquish his position as Parish Council representative on the CDCA. Upon a proposal by T. R. D. Heapy which was seconded by J. W. Elwood it was agreed that appropriate letters would be sent to the CDCA and to the Charity Commission. (January) Members discussed the present representation on the CDCA following the report given at the last meeting. Letters would be sent to the Village Halls Advisor at Southwell (NRCC) and to the Charity Commission.

**Action**

It was agreed that it would be in the best interests of parishioners that the intended letters should not now be sent. This item would be deleted from the list of outstanding matters, but it would be raised again if necessary.

**Item 8**

Per Chairman 9.1.06 - BDC Estates - Gate at Broad Gores, replace hinges: leave for now.

**Action**

It was agreed that this item be deleted from the list of outstanding matters, but would be raised again in the future if necessary. The gate was believed to be owned by Bassetlaw District Council.

**Item 9**

Minute 168iii, 9.1.06 - Bassetlaw Building Control required a retrospective application to be submitted in respect of the portacabin. (Awaiting site meeting with BDC as the form doesn't explain how the fee should be calculated)

**Action**

In progress (site meeting 18<sup>th</sup> May.)

**Item 10**

Minute 176ii, 6.2.06 - The insurance assessor had highlighted two hazards on the play equipment, which would be dealt with. S. Bradshaw proposed that this should be done as soon as possible. (Understood to be in hand.) Minute 4, 3.4.06 - Report of Playing Fields Committee - A reply from Bassetlaw District Council in respect of the small play area was noted. A further approach was felt to be necessary, and some of the previous problems were recurring. The new seat for the swing in the main play area had been received, and this would be installed and the safety hazards corrected. Both would be done by Michael Baines, the contractor appointed by the Parish Council, in the near future.

**Action**

In hand.

**Item 11**

Minute 182iii, 6.2.06 - A letter had been received from Mrs. A. Sewell, Head Teacher, enclosing a letter from the police about parking. S. Bradshaw considered that the Parish Council should support moves to restrict parking on Church Lane, just at school times. Such an arrangement had previously been requested of the County Council by the Parish Council but had been declined. It was agreed to ask the County Council at Bolham Lane by phone for advice. It was suggested that the proposal for a "Walking Bus" could be re-activated. The position in relation to proposals for a new school is not yet known. (Awaiting Mrs. Sewell)

**Action**

Leave in abeyance.

**Item 12**

Minute 107, 3.10.05 - Woodland Clearance and Tree Planting off Smeath Lane - Chairman phoned 9.1.06 to clarify position - Seek sponsorship for woodland flowers from Focus, Wilkinsons and B&Q. Minute 189iiipt, 6.3.06 - S. Bradshaw also reported that thinning of trees had taken place; the work had been undertaken by the community service group. They were also undertaking work at Gypsy Corner. It was agreed to ask B&Q, Focus etc for surplus bulbs. Ranby Prison may supply bird boxes etc.

**Action**

Woodland clearance - S. Bradshaw reported that the community service group had done work under supervision by an officer from Doncaster prison. An offer of equipment was made. The bottom dyke had been cleared out. Old stone and brick had been found; it would be extracted. Letters would be sent to the Governor at Ranby and to the Medical Director at Rampton re bird boxes, and to Focus, B&Q and Wilkinsons.

**Item 13**

Minute 194ii/iii, 6.3.06 - A letter would be sent about the missing 30mph sign. A letter from Dick Statham of the County Council, answering various previous queries, was noted. A further letter would be drafted by the Chairman, Vice-Chairman and Clerk. (Will be done on a Monday morning when all three are present.)

**Action**

It was agreed that this item be deleted from the list of outstanding matters. The Chairman would contact the Bolham Lane office of the County Council by telephone.

25. Parish Office opening times

Upon a proposal by T. R. D. Heapy which was seconded by S. Bradshaw, the Council resolved that the Parish Office be open on the third Monday of each month between 9.30 and 10.30, to be manned by a parish councillor who would answer questions from parishioners. These sessions were not to interfere with the Clerk's duties. An appropriate notice would be prepared.

26. Reports of Meetings - Nil

27. Roads and Footways

S. Bradshaw reported that on the 4<sup>th</sup> May, lorries from Fernwoods/West Burton had been noted using Smeath Lane as a short cut. Mr. Bradshaw had spoken to Malcolm Barwick at West Burton. Mr. Bradshaw also suggested re-forming the Road Safety Committee with a view to meeting representatives at West Burton; it was agreed that a letter be sent to the station manager asking for such a meeting. It was suggested that the County Council be contacted re the state of the road and the speed limit. The Chairman considered that there would be no chance of a reduced speed limit, but members expressed the view that there was a 40 mph limit for lorries; this would be checked.

Correspondence with three County Councillors in respect of the proposed by pass was noted, from which it appeared that there was no prospect of any progress in the near future. S. Bradshaw felt that a campaign was needed. A lengthy discussion ensued. It was suggested that the County Council be asked how much the maintenance of Smeath Lane was costing, in the absence of a bypass, and that advice be sought from the MP.

S. Bradshaw reported that AI Housing are to provide three or four additional car parking spaces on the Smeath Lane estate.

The Order for Byway 22 and Footpath 30 had been confirmed.

A reply had been received from the County Council in respect of dirt on the highway.

The issue with Severn Trent had not been resolved. It was agreed to contact them again.

28. Other Correspondence

Bassetlaw District Council had confirmed the name "Pantiles" for a property in Little Gringley Lane, Welham.

Clarification would be sought regarding the date of the DARE Graduation event.

A NALC Councillor Training Session was to be held at Retford Town Hall on the 8<sup>th</sup> June. Derek Heapy and Tony Goodall would attend.

The Council noted various other items of correspondence/literature.

29. Requests for information in accordance with The Freedom of Information Act 2000

Members noted a letter sent by the Clerk in relation to the procedure for requests under The Freedom of Information Act 2000. Upon a proposal by T. R. D. Heapy which was seconded by S. Bradshaw, the Council approved a fee of £1 plus 10p per copy for the supply of printed material. A letter from a parishioner was noted.

A letter had been received from the Information Commissioner, and a suitable reply would be sent.

30. Finance

A report on bank balances was noted. The first instalment of the precept and contribution for 2006-2007 had been received, so the Council could now proceed with the fencing behind the portacabin, then the driveway gate. It was agreed to place these issues on the next agenda. Members suggested utilising the "lollipop lady" to open the gates, but after consideration it was thought that the time was perhaps too late.

SIGNED.....CHAIRMAN

However, the Vice-Chairman would speak to her, and as an alternative a notice seeking someone to do it for a nominal fee would be placed in the newsletter.

The following payment was approved (cheque number in brackets)

	£
Allianz Cornhill Insurance plc - Premium 1 <sup>st</sup> June 2006 - 31 <sup>st</sup> May 2007 (1299)	937.78

Detailed information had at last been received from the Council's insurers regarding the current cover for legal expenses. Particulars needed to be supplied to the insurers before expenditure was incurred, and the cover extended to the costs incurred by the Council in *taking* (but not defending) civil legal actions relating to property, and defending the Council's legal rights in criminal proceedings. Members agreed that enquiries be made of Allianz Cornhill as to the cost of cover in the event that civil proceedings were taken against the Council.

Upon a proposal by T. R. D. Heapy which was seconded by S. Bradshaw, the Accounts for the year ended 31<sup>st</sup> March, 2006, which had been circulated, were approved unanimously. Members acknowledged their responsibility for the preparation of the statement of accounts and for the Council's internal controls, and confirmed, to the best of their knowledge and belief, compliance with items 1 to 8 of the statement of assurance contained within the Annual Return required to be submitted to the Audit Commission. The appropriate sections of the annual return (Statement of Accounts and Statement of Assurance) would be completed by the Chairman and Clerk. Members noted and approved the action of the Clerk in supplying a copy of the draft accounts in response to a request from a member of the public.

31. Planning Applications and Determinations

There was one new application, 1/10/06/7, from Purearth plc, relating to the erection of nine dwellings at Pinfolds Farm, Welham Road and alterations to the existing access. Members also discussed related application 1/10/06/9L for listed building consent in respect of the conversion and extension of an existing farmhouse and outbuildings to form two dwellings. (*Paperwork for this latter application was received subsequent to the meeting.*) Members had no comments or objections.

There was one decision notice, which conveyed conditional approval in respect of application 1/10/06/4, from Mr. and Mrs. Waring in respect of a two-storey kitchen/bedroom and en suite extension at 3 Chapel Close.

32. Date and time of next meeting

The next Parish Council meeting would be held on Monday 5<sup>th</sup> June, 2006 at 7.00 p.m. in the Village Hall.

A reminder was given that the Annual Public Meeting would be held on Monday 22<sup>nd</sup> May, 2006 at 7.00 p.m. in the Village Hall.

The Chairman closed the meeting at 9.17 p.m.

SIGNED.....CHAIRMAN