

Annual Meeting of Gamston with West Drayton & Eaton Parish Council

Minutes of **Gamston with West Drayton & Eaton Parish Council Annual Meeting** held on the 12th May 2022 at Gamston Church, the meeting commenced at 7:15pm.

Council Members & Officer Present:

Cllr Simon Chandler	Chairman
Cllr Donna Ramsden	Cllr Tom Adam
Cllr Richard Vernon	Cllr Richard Harding
Cllr Jane Worthington	Cllr Gregg Davies (arrived during 32/22)
Ed Knox Clerk/Responsible Financial Officer	

Also, Present
3 Member of the Public

➤ Adjournment – 10 Minute Public Forum

The Chairman welcomed members of the public to speak. Cllr Chandler welcomed the new Headteacher of Gamston Primary School. The Headteacher concluded their introductions by saying that the Council members able to have a visit to the school should they wish to and the school is keen to work with the Council on community matters. A member of the public raised their concern that the books maybe a potential fire risk to the defib in Eaton and went onto say that there's another member of public in the local area who has been fund raising for defibrillators and their accessories and the they may be willing to cover the costs of batteries and pads. Cllr Chandler concluded public form by asking the member of the public who films meetings whether or not the Council can have a copy.

25/22 To Elect a Chairman of the Council

Cllr Worthington **Proposed**, Cllr Ramsden **Seconded** and the Council **resolved** that Cllr Chandler be elected Chairman of the Council. Cllr Chandler together with the Proper Officer, signed the Declaration of Acceptance of Office of Chairman form.

26/22 To Elect a Vice-Chair of the Council

After discussion Council **resolved** that no one be elected Vice-Chair of the Council.

27/22 To Approve Apologies for Absence

Cllr Chandler read the resignation letter from Cllr Blagg, the Clerk will inform Bassetlaw Council Electoral Dept. After discussion, Cllr Cllr Chandler **Proposed**, Cllr Adam **Seconded** the Council resolved to **accept** the apologies of Cllrs Davies, Mee, Moakes & Howard.

28/22 To Approve the previous meeting Minutes

After discussion, Cllr Adam **Proposed**, Cllr Ramsden **Seconded** and the council **resolved** to accept the minutes. The chairman signed the minutes of the previous meeting as a true and accurate record.

29/22 To Record Declarations of Interest in any items to be discussed

None.

30/22 To Review and update the Responsibilities and Appointment of Representatives of Other Bodies List

After discussion the Council **Resolved** the following:

- o School Management Committee – Parish Council Nominated – Cllr Moakes
- o School Management Committee – Five Villages Trustee Nominated - Cllr Adam
- o Parish Website – Cllr Ramsden
- o Bassetlaw Council - Notts Police Rural East Bassetlaw Priority Setting Group – Cllr Worthington
- o Bassetlaw Council South East Forum – Cllr Chandler
- o Tree Warden – Cllr Howard
- o Noticeboards – Cllr Harding (for all noticeboards each parish)

The Clerk will update and send around the council a copy of the updated Responsibilities and Appointment of Representatives of Other Bodies List. **Action**, Clerk.

31/22 To Receive District & County Councillors Reports

Dist & County Cllr Ogle: Did not attend.

32/22 To receive an update on Highways Matters Raised with Notts County Council/Bassetlaw District Council and to escalate a list of outstanding items with Notts County Council via the County Cllr where necessary

The following outstanding items have been chased by the Clerk with no response and Cllr Ogle was asked if he can assist with escalating these issues with the appropriate departments:

- **Bassetlaw District Council: Muttonshire Hill Street Name Plate** – Missing since 2018, chased 25.04.2022, chasing again 13.05.2022
- **Bassetlaw District Council: Missing Layby Green Wheelie Bins:** - Following list reported on 25.04.2022, chasing again 13.05.2022:
 - A638 Eaton Layby approaching Retford
 - A638 Layby Opposite Old Telephone Exchange between Gamston and Rockley
 - A638 Layby leaving Markham Moor on the left heading towards Rockley used to be 2 bins, 1 missing.
 - Layby on the road approaching Gamston/Eaton Woods immediately after leaving the A638
 - Causeway Lane, near junction with A638
- **Bassetlaw District Council: Rubbish Bin Locations & Increased Capacity:** Following the request by Bassetlaw Council to all Parishes on 21.11.2021 for a list of all public bin locations, and to identify locations which would benefit from either larger bins, or additional bins the following list was sent to Bassetlaw on 21.04.2022 with a request that either additional bin emptying or a 2nd bin is installed at the river at Eaton during the summer months, and either a larger bin, more frequent emptying or a 2nd bin is installed at Markham Moor due to the large volume of fast food waste, no response received from Bassetlaw, chasing again 13.05.2022:

Asset Location	Identification	Detail
Next to Church, Main Road, Eaton	Rubbish Bin	Black Traflect Open Top Bin
Next to Bridge River Idle, Main Road, Eaton	Rubbish Bin	Black Traflect Closed Top Bin
A638 opposite Manor Farm, Gamston	Rubbish Bin	Black Traflect Closed Top Bin
B6387 Rectory Lane, outside Hather Close Gamston	Rubbish Bin	Black Traflect Closed Top Bin
Muttonshire Hill, Gamston	Rubbish Bin	Black Traflect Closed Top Bin
Rectory Lane, Gamston, (outside Tranby) close to the river.	Rubbish Bin	Black Traflect Closed Top Bin
Rectory Lane, Grass Triangle, Outside Church Entrance. Gamston	Rubbish Bin	Black Traflect Closed Top Bin
Rectory Lane/Sandy Lane junction Gamston	Rubbish Bin	Black Traflect Open Top Bin
A638 next to Brick Bus Shelter, Gamston	Rubbish Bin	Black Traflect Open Top Bin
A638 Junction with Holme Lane, Rockley	Rubbish Bin	Black Traflect Open Top Bin
Green area outside Lawsons Close, West Drayton	Rubbish Bin	Black Traflect Open Top Bin
A638 outside CLAAS Farming Motor Vehicle Sales - Markham Moor	Rubbish Bin	Black Traflect Closed Top Bin

- **Notts County Council – Ref CSC416945065 Traffic sign damage Top of Muttonshire Hill** – 24.4.2022 the Highways Liaison Coordinator advised that works order number 6249437 was raised with a view to complete by the end of May 2022. – **Closed – Work completed 12.05.2022**
- **Notts County Council – Blocked Gullies/Drains, Mill Lane Rockley** – 28.04.2022 Cllr Harding advised will report each blocked drain on the County Council online reporting tool. NCC attending on 10.05.2022.
- **Notts County Council – Traffic Speed Tubes in Eaton** – 13.05.2022 Cllr Chandler advised these are now down on the road at present.
- **Notts County Council - 30mph signs at the Ordsall end of Eaton Village Ref 4304592 raised 21.11.2021**– to be moved further out the Village. The Chair confirmed that Highways had rejected a request to move the sign on 25.06.2020. Cllr Ogle at the March meeting, agreed to put in writing a formal request for the moving of the sign. Cllr Chandler has chased the Highways Coordinator on 05.5.2022 who has replied to advise that the decision on relocating is the same, they will not be moved however, they will be straightened by late June.
- **Notts County Council – Parking Issues – Farthings Care Home** – After discussion, the Council **resolved** that in the first instance “A number of residents have mentioned that, occasionally, they find turning left out of Church Road quite difficult because of cars parked close to the junction opposite Farthings. The Highway Code says that cars should not be parked within 10 metres of a junction. This is to ensure that vehicles leaving the junction have a better view of other vehicles approaching from the left. The Parish Council would be grateful if you could remind both your colleagues and visitors to park a little bit further away from the junction. Helpfully, there is a white mark on the pavement which is exactly 10 metres from the junction which could be used as a guide.” The Letter together with example photos to be sent to the Farthings.

New Items to report:

- **Notts County Council – Temporary Interactive Speed-sign** – Cllr Moakes emailed to request this revisits Eaton and other areas of the Parish Council’s boundary.

33/22 To Approve Annual Governance Statement (Section 1 Annual Return) for Year Ending 2021/22

The Clerk reported the findings of the internal auditor, the Council members had already reviewed the documentation by email, Cllr Ramsden **Proposed**, Cllr Davies **Seconded** and the Council unanimously **approved** the Annual Governance Statement. The Clerk and the Chairman signed the Annual Governance Statement.

34/22 To Approve Accounting Statements (Section 2 Annual Return) for Year Ending 2021/22

The Clerk circulated by email prior to the meeting the Annual Return Section 2 Accounting Statements. Cllr Davies **Proposed**, Cllr Ramsden **Seconded** and the Council unanimously **approved** the Accounts and the Clerk and the Chairman signed the Accounting Statements. **Action**, the Clerk will submit the Annual Return Exemption Certificate to the External Auditor along with any required supporting documents and Cllr Ramsden to upload copies to the webpage.

35/22 Finance:

Monthly Income & Expenditure

After discussion of the Financial Information circulated by email before the meeting, the council unanimously **resolved** to accept them as a true and accurate record. Cllr Chandler signed the bank statement and bank reconciliation.

1. To Approve Payments:

The Council **approved** the following: -

<u>Payee</u>	<u>Item</u>	<u>Amount</u>
Cllr Chandler	Safety Signs4Less – Speedwatch Stickers	£48.60
IT Reliance Ltd	Website Domain Name Hosting 2022	£55.00
Helix Binders Ltd	Binding of Minutes	£101.94
NALC	Annual Subs Renewal 2022	£128.50
Came & Co	Insurance Premium Adjustment	£5.19
Darbys Ltd	PAYE Submissions 1.4.2022-31.3.2023	£96.00
Npower	Eaton Red Phone Box Electricity 1.12.2022 – 31.03.2023	£36.98
MCree	Internal Audit 2021/22	£30.00
Total Payments		<u>£502.21</u>

2. Receipts:

<u>From</u>	<u>Item</u>	<u>Amount</u>
Bassetlaw District Council	1 st ½ Concurrent Grant	£20.50
Bassetlaw District Council	1 st ½ Street Cleaning Grant	£281.00
Bassetlaw District Council	1 st ½ Precept	£3,231.00
Total Receipts		<u>£3,532.50</u>

Bank Balance

The Current Account Balance **£17,373.88**

Direct Debits, and Standing Orders for staff salaries including PAYE, all **approved** unanimously. The Clerk mentioned that there was £225.36 Vat from 2018 to present to reclaim.

3. To Approve opening of a bank account with Unity Trust Bank:

NatWest has now closed in Retford and it is very difficult to amend correspondence addresses and signatories without visiting a branch. The Clerk explained the benefits of internet banking and the suitability of Unity Bank for Parish Councils. After discussion, Cllr Ramsden **Proposed**, Cllr Harding **Seconded** and the council **resolved** to open a current account with Unity Bank, to then transfer the funds from the NatWest, close the old account and allow the three signatories to make payments by internet banking as View, Authorise and submit. One of the signatories' uploads and then another signatory will be the 2nd authoriser. The signatories to be the Clerk, Ed Knox, Cllr Donna Ramsden and Cllr Michael Howard with any 2 to sign. The main contact person for the bank to be the Clerk.

36/22 To discuss the Five Villages Trust

The Clerk has updated the contact details on the Charity Commission Website and spoken with the Charity Commission to clarify what trustee information should be displayed on the website. The Charity Commission clarified that as the corporate body of the Parish Council is 'sole' trustee, only the Council itself should be named as the corporate trustee of the Charity. This means that whoever is a parish councillor is automatically a member of the trusteeship, whoever is Council Chairman is Chair of the charity and the Clerk is the Charity Clerk.

However, the Charity Commission pointed out that the Charity Governing Document must say how the trusteeship is made up. The 1988 governing document was updated in 2004/5 to reduce the complex nature of the appointing of trustees, from 16 to 3 members. However, when the trustees in 2017 resolved to relinquish their roles and allow the Parish Council to become the sole trustee, they did not inform the Charity Commission and amend the governing document. The Clerk spoke with the Charity Commission again and they explained that to amend the wording of the governing document regarding the appointment of trustees, this is now done on the on-line portal by the charity administrator (the Clerk). The Charity Commission representative advised the clerk on the phone how to make the amendment on the online portal and this has now been carried out.

The 2022/23 rent of £500 is now due to be requested, however, the Clerk pointed out that the bank account is with NatWest and ex-Cllr Crookes is signatory, with the previous Clerk's address as correspondence address. After discussion, the Council **resolved** that the Clerk to contact Cllr Howard to see if he has internet banking access and then

at the next meeting the Council will decide whether to try and amend the existing account signatories and correspondence address or close the account and move to another bank.

37/22 To Progress NALC Training for Council Members

The following Cllrs have **agreed** to undertake the NALC Virtual Training as follows:

New Cllr Training:

- Cllr Davies
- Cllr Mee
- Cllr Harding
- Cllr Vernon

Introduction to Planning:

- Cllr Harding
- Cllr Davies

Data Protection Essentials

- Cllr Davies

Information Security Essentials

- Cllr Davies

The Clerk to email NALC to arrange contact NALC to arrange access to the training.

38/22 To Receive an update on the defibrillator battery and pads & public training session

Cllr Chandler explained that the remaining pads and batteries are due in, according to the supplier, by the end of the month. Cllr Worthington passed on a social media post from a member of the public which explained that the defibrillator in Gamston is operational in the phone box and the member of the public has provided a link on social media where the public can donate. A 2nd defibrillator should be able to be sited at the opposite end of the village shortly.

Retford Lions are happy to arrange a community CPR/Defibrillator Training Session at Gamston School over the summer, that they would need the Council to arrange a date/time at the school and promote the event and provide a list of attendees as they usually need in excess of 15 people to run a session.

Cllr Chandler explained that Cllr Mee has expressed interest in volunteering to coordinate the CPR/Defib training day. After discussion, the Council **resolved** that Cllr Mee coordinates and arranges to promote this event after the end of the month.

39/22 To progress organising a Parishes in Bloom and Pride in the Parishes - Cllr Ramsden

Cllr Ramsden advised that she is working on costings for planters, potentially two per site, per village, potentially around £1,200 including compost. Residents to be asked if they wish to take part in planting and maintaining the planters which would then link into the 'Parishes in Bloom'. Cllr Vernon agreed to liaise with each village to see about the number, size and location of planters and to ascertain what interest there is locally for helping maintain a planter, local businesses to also be approached for potential sponsorship. The next stage once locations, numbers and sizes have been estimated, the Council would need to approach the Highways Officer at the County Council to arrange a site visit to see where the County Council would be happy for the planters to be situated. They would then need to issue the Council with a licence for the planters before installation.

Pride in the Parishes to be added to the October agenda so that Council can consider the idea that would then potentially be held each year at the May Annual Meeting of the Parish Council.

40/22 To Progress a Neighbourhood Hood Watch Scheme - Cllr Ramsden

Cllr Ramsden has registered the Council onto the scheme which is now pending approval. Once approved, Cllr Ramsden will promote awareness of the scheme. The Bassetlaw Council Anti-Social Behaviour Team Leader will be invited to attend the June meeting to give any additional information they may have which could link into the Neighbourhood Watch scheme and to discuss matters around Anti-Social behaviour at Eaton near the bridge.

41/22 To approve the process for submissions to the Idle Times

Cllr Chandler asked if there was a Cllr who would be willing to act as the designated Cllr who would draft/compile content, the Cllr would then email this round the Council for any final comments that is then forwarded to the editor the Idle Times for publication. The Clerk clarified that members would only need to reply to the Cllr if they needed to add or wished to alter the draft. After discussion, Cllr Worthington **Proposed**, and the council unaamously **resolved** to appoint Cllr Worthington as the Idle Times designated Cllr.

42/22 To discuss any new planning applications received

22/00630/CAT - Works to Trees in a Conservation Area - Acacia Tree - Reduction of Tree by Approximately 4 Metres Broxholme Church Lane Gamston Retford. After discussion, the council **resolved** that it had no objections to the tree surgery.

43/22 To discuss times of meetings and update the Standing Orders

The Standing Orders the Clerk has on file are from 2001, the model version has since been updated many times by NALC. The current Standing Orders also say that the Council meets 4 times a year, and needs updating. The Clerk provided a copy of the most recent Standing Orders from another Parish Council based on the latest NALC model. The Clerk asked the Council if there was any essential reason why the Council meets at 7:15 and asked what the earliest all Councillors could potentially meet because it is harder for the Clerk to concentrate the later into the night the meetings progress.

After discussion, Cllr Chandler asked all Cllrs what the earliest they could get to the meeting during British Summer Time and Daylight Savings Time it was **resolved** that 1) during British Summer Time the Council will meet at 7pm and during Daylight Savings Time 6:30pm. 2) The updated Standing Orders be adopted following any necessary adjustments, the Clerk to re-circulate the Standing Orders for comment by email.

43/22 To consider items for a future agenda raised by residents in the parishes

- Cllr Moakes emailed to request:
 - County Council Temporary Speed Sign return for Eaton and other locations in the Parish Council's boundary.
 - Bassetlaw Council Public Spaces Protection Order Eaton Bridge (This will be covered under the Neighbourhood Watch item at the next meeting when Bassetlaw representatives will be invited to attend to talk about the protection order and neighbourhood watch)
 - Speed-gun Training (will be covered as part of the Highways agenda item)
- To give an update on Mosquito issues during Summer 2022 Gamston – Cllr Worthington
- To discuss the possibility of a defibrillator for West Drayton – Cllr Davies
- To progress the restoration works of Gamston Phone Box

In accordance with the Public Bodies (Admission to Meetings) Act 1960 the following agenda item was closed the members of the public due so that the Council can discuss information which is relating to an individual for example Contracts of employment, salaries, financial or personal business affairs of the individual. Minutes of the decisions made under this item will be open to the public.

45/21 To discuss the Village Warden Role, the Lengthsman Scheme, HMRC Payroll Process and to sign the Clerk's Contract of Employment

Clerk's Contract: The Chairman gave the Clerk the Contract.

HMRC Payroll Process: In 2020 the Council used Darby's to run payroll, however the new Clerk advised that the HMRC PAYE Tools database can be used by the Clerk for free and the Clerk has used this at other parish councils for years. The system generates payslips, P60's and P45s for staff members and sends a download of Tax information to the HMRC on a monthly basis. The payslip information can be evidenced for the internal audit each year. Moving to the HMRC PAYE Tools process would be easier for the Clerk to administer and will save the Council £100 per year. The Clerk also clarified that the Council owes the HMRC £10.01 from 2021 that is being charged interest and needs clearing. After discussion it was **resolved** that the Clerk runs payroll via the HMRC Tools Database and £10.01 is paid to the HMRC to clear the outstanding amount.

Village Warden Role & Lengthsman Scheme: After checking the files and minutes of the Council and speaking with the Warden, the Clerk advised that the Warden was employed by the Council on 13.10.2009 on 3hrs per week litter picking duties on minimum wage. Due to an administration error, the Warden was underpaid by £40 in 2021/22. It was agreed 10 years ago that the Warden would fill out a brief monthly report advising where and when he has litter picked. The Council no longer has a contract of employment on file for the Warden.

The Clerk provided the Council with draft copies of the employment contracts for the Litter Picker and Warden/Lengthsman.

Since 2012, certain parishes in Nottinghamshire have received a grant from the county council which the parish council can use towards the cost of a parish Lengthsman/Warden. In exchange for the grant the Council can arrange cleaning or reinstatement of road signs, removal of storm debris and tidying of pavements and verges, painting/cleaning of bus shelters, benches and similar street furniture and ironwork, clearing drains/ditches, and reporting other highways matters to the County Council. However, parishes like Gamston, West Drayton and Eaton, whilst employing a warden for several years, could not join the scheme to receive the grant towards the cost of the Lengthsman's wages.

The County Council has decided to review the scheme with a view to allow additional parishes to join, previously £1000 was paid per parish to each Council who had joined the scheme. The County Council has advised that:

- Additional Parishes will be invited to apply and those existing members will have an opportunity to continue as they are, or become part of a cluster of Parishes or stand alone. Training and PPE will be provided to participating parishes.
- Applications for payment will be invited at the end of the financial year accompanied by supporting documentation and photos illustrating the work that has been completed during that year.
- Funding allocation will be calculated on receipt of an expression of interest and will be agreed at the start of the year and form part of the Contract which will be issued subsequently.
- Parish Councils have been asked to consider this proposal and respond by May 31st indicating whether you wish to continue as an existing Member or be considered as a new applicant.

The Clerk has spoken with the Highways Liaison Officer in charge of the scheme and if the Council chooses to sign up to the scheme, free training would be given to our Lengthsman, free PPE and a grant to the parish council to offset against the Lengthsman's Salary costs.

After discussion, Council unanimously **resolved** that **1)** the Council would like to apply for Gamston, West Drayton and Eaton Parishes as a cluster of 3 parishes into the scheme to potentially receive the appropriate grant, PPE and training available. **2)** The Clerk must process the Warden's wages via the HMRC Database. **3)** Pay the Warden the £40 underpayment back pay due from 2021/22. **4)** Later this year once the amount of annual grant is known and the Council has worked out how many additional hours to offer for the Lengthsman element of the Warden's Role, give the Warden first refusal to take on the additional responsibilities of the Lengthsman Scheme (should the Council be successful in joining it).

5) Once the Council has finished commenting on the draft litter picker contract, the Clerk to issue the replacement contract to the Warden for signing at the earliest opportunity, the Clerk explained the NALC recommended scales for other staff members and the Council agreed to move the Warden from Minimum Wage and onto the NJC scales, initially SCP 1.

There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 9:20pm.