

Minutes of the first annual meeting of the Misterton Parish Council held on the 18th May 2010 in the Church Hall, Misterton, Nottinghamshire.

Present: Cllrs Hazel Brand, Irene Charman, Barry Cooper, Nicola Jaggard-Smith, Peter Potter, Raymond Simpson, Alan Stead, Steven Taylor, Ian Trossell, Margaret Trossell, Annette Wilkinson, and John Wilkinson.

Also present: PC Thomas and 12 members of the public.

Cllr Hazel Brand, current Parish Council Chair, in the Chair.

PC 001/11 Declarations of acceptance of Office

The acting Clerk, Malcolm Plumb, confirmed that all Councillors had completed and signed their declarations of acceptance of office as Parish Councillor and that these were now held in the Council's records.

PC 002/11 Election of Chair of the Council for the Council year 2010/11.

Cllr Alan Stead proposed that Cllr Ian Trossell be elected Chair of the Council for the current year 2010/11. Cllr Irene Charman seconded the proposal. There being no further nominations, the proposal was put to the meeting. By show of hands the votes cast were 9 in favour with 3 abstentions. The proposal was therefore carried.

Cllr Ian Trossell then made and signed the declaration of acceptance of office of Chair of the Parish Council.

Cllr Ian Trossell Chair of the Parish Council, in the Chair.

PC 003/11 Apologies for absence

Cllr Peter Marsden (Work Commitments)
Cnty Cllr Liz Yates. (Earlier Commitment)

Cllr Ian Trossell (Chair) then thanked all former Councillors and Cllrs Hazel Brand (retiring Chair) for all their work for the Council and community of Misterton during their period of office.

PC 004/11 Agenda Items (this meeting)

The meeting agreed that in view of the lengthy list agenda items for discussion, it would be appropriate to defer non urgent items to future meetings. Each item would be considered individually.

PC 005/11 **Declarations of interest**

Cllrs Annette and John Wilkinson declared prejudicial interests in item 50 (freedom of information request). Cllrs Charman, Cooper, Ian Trossell, Annette and John Wilkinson declared personal interests in item 21 (Victoria Institute). Cllr Brand declared personal interests in item 53 (Code of Conduct).

PC 006/11 **Election of Vice Chair for the Council year 2010/11.**

Cllr Annette Wilkinson proposed that Cllr Barry Cooper be elected Vice Chair of the Council for the current year. Cllr Alan Stead seconded the proposal. There being no further nominations, the proposal was put to the meeting. By show of hands the votes cast were 9 in favour and 3 abstentions. The proposal was therefore carried.

PC 007/11 **Minutes**

Strategic Review Committee

The minutes of the meeting held on 8th May 2010 were adopted as a true and accurate record and signed by the Chair.

Extra Ordinary Council Meeting

The minutes of the meeting held on 8th May 2010 were adopted as a true and accurate record and signed by the Chair.

PC008/11 **Matters of information arising from the above Meetings**

It was suggested, that for future guidance, any anonymous letters received by the Council be not reported to the Council meeting. The need to observe the law in these matters (e.g. threats, slander etc.) was also noted.

PC 009/11 **Public discussion period**

Mr Buxton referred to a planned development proposal for land situated outside the Parish boundary and expressed the hope that the Parish Council would consider the detailed impact that would happen to the Misterton infrastructure, should the proposed development proceed.

PC010/11 **District Council elections**

The meeting noted that Cllr Hazel Brand had been elected Councillor in the recent District Council elections.

PC 011/11 **Crime and Policing**

PC Thomas gave a detailed report to the meeting upon crime incidents and statistics during April 2010. He also gave details of staffing changes and new policing priorities, involving surgeries and community meetings. The meeting thanked PC Thomas for his report which was noted by the meeting.

PC 012/11 **Accounts for payment**

No accounts were submitted for approval at this meeting.

PC 013/11 **Bank reconciliation to 31st March 2010.**

The meeting received and NOTED the bank reconciliation for the Councils accounts up to 31st March 2010, a copy of which is attached to these minutes.

PC 014/11 **Monthly Budget Statement**

The meeting received and NOTED the monthly Budget report for May 2010.

PC 015/11 **Sports field report**

No report was given under this item of business.

PC 016/11 **Village infrastructure and Public Services**

Marsh Lane Flooding

A response from the County Council to complaints concerning this matter was circulated to all Councillors. After consideration it was agreed that the Acting Clerk express the Councils dissatisfaction with the County Councils response to a long standing serious complaint. A copy of the letter to be sent to County Cllr Liz Yates for her information.

Road safety problems on High street.

A letter of thanks was circulated to all Councillors for the Councils response to his concerns about road safety on the High Street. The letter was NOTED by the meeting.

A question was asked about a past proposal to remove yellow lines from Wharf Road. Cllr Brand undertook to investigate and discuss with appropriate Officers at District Council.

PC 017/11 **Monthly Risk Review. Asset inspection arrangement**

The acting Clerk understood that two Councillors need to be appointed to assist in this work. After discussion it was agreed to DEFER this item to a later meeting when the Groundsmans contract of employment can be considered.

PC 018/11 **Millenium House. Public Consultation Exercise**

It was agreed to DEFER this item of business to a future meeting.

PC 019/11 **Victoria Institute**

Insurance Premium

It was agreed to ask the Insurance Company to explain the reduction in premium for this building.

Progress report

No report was given under this item of business.

PC 020/11 **Appointment of Representatives**

It was agreed to appoint Cllr Barry Cooper, Cllr Alan Stead and Cllr Annette Wilkinson to the Misterton and West Stockwith Joint Burial Committee.

It was agreed to DEFER the remaining appointments to a future meeting.

Former Cllr Batty and Cllr Hazel Brand thanked the meeting for their past representative services.

PC 021/11 **Appointment of Trustees.**

It was agreed to DEFER this item of business to a future meeting.

PC 022/11 **New Council Structure and Strategy.**

It was agreed to DEFER this item of business to a future meeting.

PC 023/11 **Quality Council. Application for Re-Accreditation.**

It was agreed to DEFER this item of business to a future meeting.

PC 024/11 **Community Publications**

It was agreed to DEFER this item of business to a future meeting.

PC 025/11 **Citizen of the Year Competition.**

After discussion, it was agreed, in principal, to continue this policy for the time being.

PC 026/11 **Bank Mandates**

Misterton Parish Council (including Haxey Gate Endowment)

It was RESOLVED that the following Councillors (any TWO from the four) plus the Clerk be authorised to sign payment cheques and account transfers of funds between the Parish Council's bank accounts for the current year.

Cllr Hazel Brand.
Cllr Barry Cooper
Cllr Nicola Jaggard-Smith
Cllr Ian Trossell

Misterton Community Trust

It was agreed to consider this item of business at a future meeting when the required number of Councillors was known.

Misterton Poores Fund

It was agreed to consider this item of business at a future meeting when the required number of Councillors was known.

PC 027/11 **Standerling Charity Trustees**

It was agreed to DEFER this item of business to a future meeting.

PC 028/11 **Final Accounts of the Parish Council. Year ending 31st March 2010.**

It was RESOLVED to adopt the final Accounts Statement for the Misterton Parish Council, year ending 31st March 2010, a copy of which is attached as part of these minutes.

It was agreed to clarify why no payment was received during 2009/10 from the Misterton Community Trust and to delegate authority to the Council Chair to consider the response to this question.

PC 029/11 **Haxey Gate Endowment Trust. Accounts for year ending 31st March 2010.**

It was RESOLVED to adopt the final accounts of the Trust for the year ending 31st March 2010, a copy of which is attached to these minutes.

PC 030/11 **Misterton Community Trust. Accounts for the year ending 31st March 2010.**

Subject to the matter referred to in minute PC 028 above, it was RESOLVED to adopt the final accounts of the Trust for the year ending 31st March 2010, a copy of which is attached to these minutes.

PC 031/11 **Poors Fund Trustees. Accounts for the year ending 31st March 2010.**

It was agreed to DEFER this item of business to a future meeting.

PC 032/11 **The Misterton Centre**

Cllr Hazel brand gave a detailed report upon major aspects of the Misterton Centre with particular reference to holiday cover, Saturday morning staffing, replacement of cleaner, review of key holders and imprest arrangements.

After discussion it was agreed that Cllr Barry Cooper, Cllr Alan Stead, and Cllr Margaret Trossell do what they can to provide support cover when need; that a new cleaner be appointed (local advertising); and that additional limits be applied on the number of key holders for reasons of increased security. It was also agreed that a petty cash account be opened to facilitate payment for low cost items (limit £50).

PC 033/11 **Items listed on the agenda for deferring**

It was agreed that items specified and numbered 35 to 43 in the agenda for this meeting (excluding item 42) be deferred to a later meeting.

PC 034/11 **Nottinghamshire County Council. Local Improvement Scheme Initiative. Launch Event.**

It was agreed that Cllr Ian Trossell and former Cllr Sharman attend the event on Tuesday 15th June 2010 at Newark (10am to 1.30pm).

PC 035/11 **Precepts and Grants.**

A letter from Bassetlaw District Council concerning precept and grant payments, having been circulated to all Councillors, was received and NOTED

PC 036/11 **Bassetlaw District Council. Local Strategy Partnership**

It was agreed to DEFER this item of business to a later meeting.

PC 037/11 **Bassetlaw District Council. Achievers Awards**

Cllr Hazel Brand gave a report upon this item and mentioned she had asked for additional information about the District Councils policy.

PC 038/11 **C E Electric UK. Maintenance Reports**

A letter from the Customer Operations Manager of C E Electrics UK, relating to a new method of reporting routine maintenance problems via their web site, had been circulated to all Councillors. The letter was received and NOTED. A copy of the letter will be displayed on the notice board for community information purposes.

PC 039/11 **Community Web Site. Message board and hosting charges.**

It was agreed to DEFER this item of business to a future meeting.

PC 040/11 **Fabulous Arts in Bassetlaw and Chesterfield Canal**

It was agreed to take no further action under this item of business.

PC 041/11 **Freedom of Information Request**

(Cllrs Annette and John Wilkinson left the meeting whilst this item of business was dealt with).

Cllr Hazel Brand reported that the information requested principally related to a list of powers delegated by the Council to Committee's or sub committee's of the Council and the limits of powers. Her report was received and NOTED.

PC 042/11 **Core Strategy Preferred Options Consultation. District Council Services.**

A letter from the District Council had been received inviting two members of the Parish Council to attend a consultation workshop which will consider how the Parish fits in with the proposed settlement hierarchy and the likely development proposals for the area up to 2026. After discussion, the meeting NOTED the request.

PC 043/11 **Energy Efficiency and Sustainability**

It was agreed to consider this item of business at a future meeting.

PC 044/11 **Alleged Breach of the Code of Conduct**

A letter received from the Standards Board had been received concerning the final decision in respect of an alleged breach of conduct by a member of the District and Parish Councils. The letter confirmed that the Member concerned had not breached the code of conduct.

After discussion it was agreed to refer this matter to the next meeting of the Strategy Review Committee.

PC 045/11 **Matters of Information Only**

No matters were brought up under this item of business.

PC 045/11 **Correspondence arriving after the agenda was printed**

No matters were brought up under this item of business.

PC 046/11 **Items for future agenda**

It was agreed that the following item be considered at a future meeting

Consultations with residents in relation to Highways maintenance matters

PC 047/11 **Urgent Items of Business (exchange of information)**

No matters were brought up under this item of business

PC 048/11 **Planning Applications received after agenda printing**

No matters were brought up under this item of business.

PC 049/11 **Planning decisions to past applications**

The meeting NOTED the following determinations of past planning applications.

Change of use of retort house to pharmacy. Misterton Group Practice.

Application withdrawn

Redevelopment of former Village hall for residential use.

Permission granted.

PC 050/11 **Public Discussion Period**

Mrs Buxton emphasised the need for people carrying out risk or safety evaluations to be ROSPA trained. The meeting noted the comment.

PC 051/11 **Exclusion of the public and press**

It was RESOLVED that, in view of the confidential nature of the business remaining to be transacted, it is advisable in the public interests that the public and press be excluded and they are therefore requested to withdraw from the meeting.

The items of business concerned relate to:-

Recruitment of Council Clerk/Responsible Financial Officer

Interim arrangements prior to the new Clerk commencing work

Request for financial assistance

Gateway Triage Advisers

Confidential minutes, for the attention of Parish Councillors only, under these items of business are attached as a confidential record.

**Misterton Parish Council Meeting
18th May 2010.**

**Confidential Minutes Attached paper
(For Parish Councillors attention only)**

PC 052/11 Recruitment of Clerk to the Council/Responsible Financial Officer

The Chair reported that consultations were currently taking place amongst Councillors to agree the job description, specific responsibilities and conditions of service for a permanent replacement for David Wright, the former Clerk to the Council. David had indicated his willingness to offer consultancy advice to the Council in connection with the recruitment of his successor and to temporarily maintain the Parish Councils accounts until the new Clerk was in post.

After a full discussion, it was agreed:-

- That an appointments sub committee be formed to manage the recruiting process and to select a final short list of candidates for consideration by the full Council. The sub Committee to comprise Cllr Hazel Brand, Cllr Barry Cooper, and Cllr Alan Stead.
- That the Council Clerks surgery sessions be temporarily suspended until the new Clerk is in post.

PC 053/11 Interim Arrangements

The Chairman reported, for record purposes, that under David Wright's delegated powers, Malcolm Plumb (former Town Clerk, Eastwood Town Council) had been appointed acting Clerk to the Council for a period of three months, whilst a new permanent appointment is being made. Mr Plumb would provide a locum service to the Parish Council and would concentrate on general administrative and meetings work (agenda, minutes, and correspondence). Rate of pay to be £20 per hour with travelling expenses from his home address. David Wright would offer consultancy service relating to the recruitment of a permanent Clerk and would maintain the Council's accounts until the new Clerk takes over. Rate of pay for David Wright to be equal to Mr Plumb fees.

The meeting NOTED this report.

PC 054/11 **Request for financial assistance**

A request for financial assistance had been received from a young resident of Misterton towards the cost of attending a UK Scouts Association Jamboree in Sweden.

After discussion it was agreed to refer the application to the Wells Charity.

PC 055/11 **Gateway Triage Advisors**

Cllr Hazel Brand that two volunteer advisors need appointing after receiving a period of training. It was understood that Pauline Dickinson was interested in this work and was a most suitable candidate. Cllr Brand was willing to advise upon this matter and it was agreed to try and find a second volunteer for this important work.

The meeting NOTED this report.

End of confidential section of the minutes.