

TETFORD & SALMONBY PARISH COUNCIL

Minutes of the Parish Council Meeting held on
Wednesday, 21^h June 2023 at 7:30pm, Hamilton Hall, Tetford

Present: Chairman Cllr Cawthorne
Cllr Whitley
Cllr Osborne
Cllr Larder
Cllr Muirhead
Cllr Kilby

Cllr Simpson – District Councillor

Clerk – E Hopwood taking minutes

There were 8 members of the public in attendance.

PART A

- 01599 Election of Chairman** – Cllr Cawthorne indicated his interest in becoming Chairman, he was then officially nominated by Cllr Whitley, seconded by Cllr Osborne and **it was resolved** to elect Cllr Cawthorne as Chairman. Cllr Cawthorne signed his declaration of acceptance of office.
- 01600 Election of Vice Chairman** – There was no interest from the councillors in attendance. It was suggested that Cllr Upton, who sent his apologies for this meeting, was interested and **it was resolved** the vote would be taken at the next meeting.
- 01601 Apologies for absence** – Apologies had been received from Cllr Upton. **It was resolved** to accept the reason for absence.
- 01602 Election of Personnel Committee** – It was acknowledged by Council that for the purposes of best practice it was not advised that the Chairman sat on the Personnel Committee. Cllr Larder and Cllr Osborne agreed to sit on this committee, and this was **resolved** by all.

PART B

- 01603** The Chairman introduced himself to those in attendance and opened the second part of the meeting for business.
- 01603 Declarations of interest** – No declarations of interest were raised.
- 01604** Minutes of the Parish Council Meeting held on the 12th April 2023 had been circulated prior to the meeting and **it was resolved** to accept the minutes as correct. The Chairman signed the minutes.
- 01605 Financial Matters**
- a. Accounts to be paid/authorised – The Clerk circulated a payment sheet for authorisation, and it **was resolved** to authorise all payments. (Copy minute **ref 01605a below**)
 - b. Bank Reconciliation – Bank Reconciliation as at the end of May 2023 had been circulated for review and was accepted as correct, signed by the Chairman and Clerk.

- c. Councillors Budget Statement – Budget statement as of the end of May 2023 was circulated for review and it was accepted as correct, and signed by Chairman.
- d. Insurance – It was noted by the clerk that because the council could not meet in May, the insurance had auto-renewed. The council will consider a new insurance provider next year.
- e. Annual Internal Audit Report – The report was read to the Council and **it was resolved** to accept the report. The only action occurring from the report was to amend the figures for staff costs on the AGAR in accordance with proper practice. This has no impact on the overall figures and the balance remains correct. It was noted that on two occasions the amounts for payment had been incorrectly entered into the minutes. Furthermore, the website needed to be updated for the new clerk.
- f. External Audit 1st April 2022 to 31st March 2023 – **It was resolved** that the Council was exempt from submitting a completed Annual Governance & Accountability Return to the external auditor for a limited assurance review on the grounds that it was exempt due to the gross income or gross expenditure was under £25,000 threshold; the documents would be placed on the council web site and exemption certificate forwarded to the external auditor.
- g. Annual Governance & Accountability Return Section 1 – The document was circulated, and Council were asked to confirm the entries were accurate. **It was resolved** to approve Section 1 as so.
- h. External Audit – Exercise of public rights – Council confirmed the period of the exercise of public rights as required by Regulation 15(2) Accounts & Audit regulations 2015 as commencing on Monday 26th June 2023 and ending on Friday 4th August 2023. The clerk is to place all relevant paperwork on the website following the meeting and return the exemption certificate to the auditor.

01606 Planning Matters: -The following applications had been received for consultation:

- a) S/I77/01149/23 – Brook House Farm, Little Lindon, Tetford – The planning was discussed amongst the Council and **it was resolved** to support the planning application.

01607 The Annual Parish meeting will be held on the 19th July 2023. The agenda will largely follow the same as the previous year.

01608 Social Media Policy – The Chairman explained that the policy was under review following its inadequacy to provide any guidance in a complaint against how a Councillor had used it. The Chairman will circulate proposed amendments to all Council in the following weeks which will then be discussed at the next Council meeting.

01609 Recreation Ground Update – There were no updates given to the council. **It was resolved** that The Clerk will contact Pere Sparks prior the Council meeting to receive any update.

01610 Grass Cutting – It was raised by the Chairman that the grass cutting had not been done as previously requested. Cllr Whitley also noted that Beech trees on his property had been damaged in the process and he has had to purchase replacements. It was resolved that the Clerk would contact Tudor Maintenance to get the next planned date of works so the Council can communicate their issues.

01611 Neighbourhood Projects –

- a. Cllr Kilby advised the Council that he had collected the Phonebox and it was ready to be installed once final specification for installation had been received from the supplier. Cllr Kilby also advised he would dispose of the old box correctly which the Council thanked him for.
- b. The repairs to the final bench have been started.

01612 Highways & Footpaths –

- a. The Chairman informed the Council that the Salmonby Road sign had been taken out and the sign was leaning against the other sign there. **It was resolved** that the Clerk would advise LCC of this issue.
- b. Cllr Whitley informed the Council that the lamppost on East Road near the public footpath is leaning. **It was resolved** that the Clerk would advise LCC of this issue.
- c. It was noted that the drains had been blocked on East Road.
- d. The Chairman raised the question of a new dog bin on the gate near the fishing Lake. **It was resolved** the Clerk would make enquires.

01613 Patients Participation Group – It was discussed by the Council that as an important part of the community there should be a representative from the Parish Council within this group. The Chairman agreed to do so, and the clerk would make enquires into the next meeting.

01614 Defibrillators – Cllr Larder advised both defibrillators were checked every ten days, in good working and unused. Cllr Larder also reiterated that should you need to use the defibrillator you should call 999 to give you the number to unlock the box.

01615 District Councillors Report – Cllr Simpson introduced himself to the Council and those members of the public in attendance. He reported that Councillors had received community grants and there was one relating to Tetford in consideration. Cllr Simpson also highlighted the issue of fly tipping which can be reported to him or on the website. ELDC is actively prosecuting those that are caught. Finally, Cllr Simpson advised that there may be notices from the Nottingham Ramblers Association around who are campaigning for the retention of footpaths. For any footpath that is unregistered in 2026, all rights will be extinguished.

01616 County Councillors Report – Cllr Marfleet had been unable to attend the meeting.

01617 Councillors Reports – There were no further reports from council.

01618 Items for Next Agenda – Election of Vice Chariman, Social Media Policy,

01619 Next Planned Parish Meeting – Wednesday 12th July 2023

01605a

Accounts for Payment	Meeting			21.06.2023
Payee	Net	VAT	Total	Payment / Chq.No
Clerks March Salary & Expenses	£581.93	0.00	£581.93	Bacs
HMRC Tax	£135.40	0.00	£135.40	Bacs
Tudor Ground Maintenance (INV 382,351,410)	£581.40	£116.28	£697.68	Bacs
Hamilton Hall (INV 234)	£16.00	0.00	£16.00	Bacs
Jen Cooper Internal Audit	£45.00	0.00	£45.00	Bacs
Gallagher – Invoice 524559612 – Insurance Renewal	£457.87	0.00	£457.87	Bacs
		Total	£1933.88	

The chairman opened the public forum. It was noted by one member of the public that there was no anti-slip on the footpath near Brook House Farm. Another member of the public suggested it would be good practice of

the new Parish Council to contact those whose business is to be disused prior to the meetings. This would be particularly applicable to planning applications. Finally, a member of the public asked if Michelle Walker had been in contact with ELDC and advised she would be making contact in the coming weeks.

There being no further business the Chairman closed the meeting.

Meeting closed at 20:27

Chairman Date

Clerk Date