



Email: newsteadClerk@outlook.com

Minutes of the meeting held at 7.30pm on Wednesday 8th May 2024
at the Newstead Centre, Tilford Road

Present: Cllrs: Emma Astill, Kyle Futers, Ernest Hardy, Tim Moore, Melanie Sherlock and Glynis Williams.

Also present: Vikki Arkell (Clerk & RFO), Jane Johnson (Locum Clerk), Cllrs; Chris Barnfather (County Councillor), Stuart Bestwick and Martin Smith (Borough Councillors).

24.18 Election of the Chairman for 24/25

Cllr Astill was proposed as Chairman by Cllr Moore and seconded by Cllr Hardy. The Council resolved to appoint Cllr Astill as Chairman for 24/25 and her 'Declaration of Office' was signed

24.19 To replace Chairman's expenses with grant to be awarded at Chairman's Discretion

It was agreed by the Council that rather than pay an allowance to the Chair each month to reflect the additional expenses of holding office, this would be replaced by a grant of £200 per annum, which at the discretion of the Chair could be awarded towards any item of her/his choosing, provided it is of benefit to some or all of the residents of the parish.

24.20 Election of the Vice Chairman for 24/25

Cllr Futers was proposed as Vice-Chairman by Cllr Hardy and seconded by Cllr Sherlock. The Council resolved to elect Cllr Futers as Vice-Chairman for 24/25 and his 'Declaration of Office' was signed.

24.21 To receive and approve apologies for absence.

Apologies were received from Cllr Sue Pickering

24.22 Declaration of Members' interests for this meeting

No declarations

24.23 Public session: Members of the public can take this opportunity to discuss Parish matters with Councillors.

There were no members of the public present.

24.24 To confirm the minutes of the Parish Council Meeting of the 12th April as accurate

The Council resolved to accept the minutes as accurate.

24.25 Update from the Clerk

24.6 - The Kings Portrait has been delivered to the Newstead Centre.

24.12 -The audit has now been successfully completed and update will be given by the RFO at the May meeting.

24.14 - Garden Competition - Leaflets printed for the garden competition to the specification sent by Cllr Williams, which have since been distributed.

24.15 – War Memorial - Site meeting arranged between the Clerk and Cllr Sherlock on Friday 3rd May, when a start was made on cutting back the shrubs. Due to the amount of work required, which included the removal of a large self-set sycamore, only a quarter of the site has been cut back so far with further work sessions planned. Cllr Astill and Cllr Sherlock both volunteered to assist with the work in future.

24.16 – Email sent to CAST regarding the planter as agreed. The response received from CAST regarding lack of formal notification to the Council is that they had put numerous posts on the 'Newstead Born and Bred' Facebook page, so assumed the Council would be aware of developments. The Council were advised that so far over200 likes on Facebook have been received on the new planter, which was placed in that particular location following suggestions from residents. Volunteers from the village and CAST students will be

undertaking the maintenance. In future, CAST will be constructing more planters and are currently seeking suggestions from the public as to where to site them. Once a location has been identified, the Council will be contacted beforehand for our views/permission, if necessary. The Clerk has also liaised with our contractor, who has had no issues in terms of the existing maintenance of this area.

23.181 Police Surgery – This had been held on the 16th April and was attended by several parishioners. A request had been made by residents that future surgeries be held in the evenings to allow anyone currently working to attend. The Council had received a request from PC Dennis for a schedule of future council meetings so that further meetings could be arranged in tandem with meetings of the Council. The Clerk had explained that meetings of the council were open to the public, so a separate meeting room would be needed for the purpose of holding a Police surgery, although there was no reason why the Police could not report a summary of concerns raised to the council later that evening. Mrs Johnson also expressed concern over room hire charges as from previous experience she was aware individual police officers did not hold funds to pay room hire charges. A pledge of £100 was made by Cllr Barnfather towards these costs, if required.

Annual Meeting business

24.26 Review of the following.

a. Standing Orders

Mrs Johnson explained the standing orders at present require the review of a number of policies and procedures specifically at the Annual Meeting. This makes the agenda somewhat overlong and complicated and the recommendations now put forward by the Clerks seek to distribute the review of policies throughout the year and also delete those sections of the standing orders, that at present, are surplus to requirements. These included

- Deletion of any reference to the formation of, appointments to and consideration of any recommendations from other committees (Note - the Council has no committees at present)
- Review of arrangements with other bodies
- Review of land and other assets, insurance and subscriptions plus complaints procedures
- Review of policies for dealing with the press, freedom of information

In future the Council would review annually but not necessarily at the annual meeting, its policies and procedures, any risk assessments and arrangements for insurance cover, review the inventory of land and other assets and any employment policies and procedures.

The Council resolved to adopt the Standing Orders as per the changes recommended by the Clerks.

b. Financial Regulations, including delegated spend to the Clerk & RFO

The Council resolved to re-adopt the Financial Regulations with no changes.

c. Social Media Policy

Cllr Moore added as previously agreed by Council, otherwise no changes

d. Co-option Policy and Application Form

No Changes

e. Grant policy and Application form

No Changes

f. The Code of Conduct

The Council resolved to readopt the Code of Conduct with no changes.

g. The Council's Risk Assessment

It was agreed consideration of this item would be deferred until the June meeting.

h. The Council's and/or staff subscriptions to other bodies

There are no currently no subscriptions and none were agreed.

i. To agree time and dates of meetings

Two additional dates had been added to the schedule sent out previously. These were: -

Wednesday 9th April.

Wednesday 14th May.

- 24.27 To review the requirement of:
- Employment Policies – NALC model policies available
 - A Data Protection Policy
 - A Freedom of Information Policies
 - Complaints Procedures

The Council resolved as per the revised standing orders these policies should be reviewed within the next 12 months.

24.28 Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 in 23-24 It was explained by Vikki Arkell that as the Council had previously resolved to adopt the General Power of Competence, this review was no longer required

Finance

24.29 To note/approve payment of invoices received in April 2024
 Vikki Arkell confirmed four payments as shown in the April Bank Statement to the Newstead Centre included two lots of rent incurred by the 1st Abel Scouts group in respect of sessions held at the Youth Centre. She also advised that in order to improve the audit trail, she will also be asking 2 Councillors to sign a copy of the payments approved at each meeting as well as asking the Chair to sign to confirm that the bank statements match the bank reconciliation produced from the account’s software.
 The Council noted the pre-authorised payments within the April bank statements and the following payments were approved for payment.

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
17	Stationery and Office Items	09/05/2024		Current Account		Expenses	Jane Johnson	E	6.80		6.80
17	Travel Expenses	09/05/2024		Current Account		Expenses	Jane Johnson	E	5.40		5.40
											12.20
19	Stationery and Office Items	09/05/2024		Current Account		Expenses - Stationary	Poundland	S	3.75	0.75	4.50
											4.50
15	IT & Software	09/05/2024		Current Account		Accounts Software	Starboard Systems	S	619.20	123.84	743.04
											743.04
16	Locum Clerk	09/05/2024		Current Account		Locum Clerk	Jane Johnson	E	603.30		603.30
											603.30
20	Audit & Legal Fees	09/05/2024		Current Account		Internal Audit	Ken Goddard	E	90.00		90.00
											90.00
18	Insurance	27/05/2024		Current Account		Insurance	Clear Councils	E	1,145.98		1,145.98
											1,145.98
Total									2,474.43	124.59	2,599.02

24.30 To review the financial summary and budget up to 30th April 2024
 The Council reviewed the financial summary and had no further questions.

24.31 The approval of the regular payments schedule for 24-25
 The RFO advised that preapproval of some of the costs allows regular payments to be paid on invoice rather than waiting for the next scheduled council meeting. The RFO advised that any payments that were substantially outside the “normal” amount would be brought to Council. Cllr Moore informed the Council that he was currently investigating a new host for the Council’s web site and further advice would follow.

Payments delegated to the Clerk and RFO which do not require additional Council authorisation for the 24-25 financial year. These payments must be presented in the form of a bank statement for the Council to note at the next monthly full council meeting		
Description	Supplier/Payee	Frequency of Payment
Meeting Room Hire	Newstead Centre	Paid Monthly
Wages	Vikki Arkell	Paid Monthly
Nest Pension	Nest	Paid Monthly
PAYE/NI	HMRC	Paid at least quarterly
Insurance	TBC	Paid Annually
Christmas Tree Electricity Bill	Npower	Paid Annually
Christmas Tree	Reuban Shaw Garden Centre	Paid Annually
Christmas Tree Delivery	Joe Walker Haulage	Paid Annually
Office 365 subscription	Microsoft	Paid Annually
Website Fees	Variable	Paid Annually
Stationary and Office Supplies	Variable	As Required - Up to £50 per year
Mobile Phone Credit	Variable	As Required
Cemetery Fees	Anthony Clarke	As Required
Internal Audit Fees	Variable	Paid Annually
External Audit Fees	Variable	Paid Annually
Authorised Direct Debits and Standing orders		
Description	Supplier/Payee	Frequency of Payment
Data protection fee	ICO	Paid Annually
Grounds Maintenance	Anthony Clarke	Paid for 7 months
Mobile Phone Credit	Variable	As Required
Monthly Ink Subscription	HP	£11.99 Paid Monthly
Bank Fees	HSBC	£5 Paid Monthly
All purchases, expenses and grant payments authorised by the resolution of the Council can be paid by the Clerk & RFO on receipt of a satisfactory invoice or claim		
Any invoice that relates to the provision of none regular works or services, will only be paid by resolution of Council that the work provided is satisfactory and complete		

The Council approved the list of payments as shown.

24.32 To approve the quote for the insurance renewal

The RFO advised as a result of the Old Chapel not being occupied only the current insurer had agreed to quote for the renewal, so it had not been possible to obtain alternative quotes. On further examination, it was noted that some of the sums Insured under various sections of the policy were over and above that actually required, although these were provided as standard, so no further discount would be given. The Council noted that previously a discount had been given for locking into a three-year agreement and also noted the premium paid. The terms currently offered were seen as favourable and it was resolved to lock into a further three-year agreement with Clear Councils at a cost of £1,145.98.

24.33 To review and extend grant awarded to the 1st Able Scouts Group

Mrs Arkell explained that the deadline for spending the funds awarded by the Council to the group was the 15th June 2024. As this deadline was now fast approaching, a request had been made by this group to extend the deadline for a further 12 months. Out of the original grants awarded to the group, £99 was left towards rent of the youth club and £128.14 left to purchase items for activities and day to day running of the Newstead Uniform groups. The Clerk then asked the Council to agree that the remaining £128.14 be transferred to the bank account of the 1st Able Scout group. This was agreed by Council along with a 12 month extension in respect of the rent element.

24.34 To approve the Annual Governance Document for the year ending 31st March 2024

a) To accept the report from the internal auditor

The RFO advised that as per the letter circulated to Cllrs from the auditor Ken Goddard, no issues had been raised as a result of the audit. This was noted by the Council.

b) The Annual Governance Statement

The Council approved the completion of Section 1 of the Annual Governance Statement.

c) To consider, approve and sign statement of Accounts

The Council considered the Statement of Accounts and signed Section 2 of the Annual Governance Statement.

d) Annual Governance and Accountability Return (AGAR)

The AGAR was approved and signed by the Chair and Locum Clerk on behalf of the Council

General Matters Concerning the Parish

24.35 To discuss jobs for the Lengthsman

The following jobs were put forward: -

- Hucknall Road (route to school) - To side up this path from junction of Tilford Road/Hucknall Road until Hazelford Way.
- Planter – To remove graffiti from the side of the planter on the small green at the junction of Tilford Road/Hucknall Road. Watering of the planters was then discussed with Cllr Astill agreeing to water the planter near the bus turn round point with Cllr Hardy to water the planter adjacent to his home. The difficulty in getting a supply of water of sufficient quantity to the planters was discussed, with possible suggestions being the use of an aqua roll to transport water to the sites. The purchase of several large water bottles was discussed.
- To remove weeds and spray the small island on Tilford Road
- Seat Adjacent bus stop – The Council also asked the locum clerk to chase the return of the seat adjacent the bus stop, which had been taken away by the Lengthsman for painting some weeks earlier.
- The painting of the gates leading to the Old Cemetery was suggested by Mrs Johnson, although Mrs Arkell advised she would speak to the company who had previously painted the gates at the new cemetery to ask for a quote.

During discussion of this item Cllr Barnfather advised he had an accumulation of empty hanging baskets in his shed, which he is happy to donate to the Council and may be of use in the garden competition.

24.36 To note vacancies on the Council

The Clerk advised that as a result of the vacancy created by the departure of Paul Bruch and subsequent notification of the same, no requests had been received by the borough council, from the electorate, to fill the vacancy by way of a poll. As a result, the Council were now free to co-opt a further member to the Council. There are now three vacancies on the council.

24.37 To note and agree tree work at the Old Cemetery

Following receipt of one quote, Cllr Astill advised that she had been unable to obtain a second quote as the contact she had in mind was on holiday. Mrs Arkell confirmed she was happy to recommend the contractors who had provided the quote as they had undertaken work for other councils she had served in the past. She confirmed the tree concerned was suffering from Ash Dieback and whilst currently not in a dangerous state the advice received from the tree surgeon was to fell and remove the tree completely, thereby avoiding problems in the future. A discussion ensued as to whether the tree could be pollarded rather than removed completely, or whether the remains could be left to rot down. As any action to fell the tree could not yet be taken, pending the end of the bird nesting season, it was agreed to take no decision at this time pending further advice on what was possible in this case.

24.38 To discuss the following

a) Garden Competition

Leaflets have been sent out to residents and details posted on noticeboards. Mrs Johnson said she had not yet approached any companies as having spoken with Vikki very few companies had responded to a request for prizes. In terms of prizes. It was understood some of the previous prize winners were unable to spend vouchers previously given due to the need to be spent at physical outlets. Discussion ensued on the type of prize and the general conclusion was that an Amazon voucher could be spent by all with costs possibly being met from the Chairman's allowance. All member of the Council agreed the winners should be awarded with a certificate.

b) Pavement Parking

A discussion ensued on problems created by vehicles parking on the pavement following new legislation which gives local authorities greater powers to fine motorists for pavement parking. This included large motorhome near the top of Byron Street and a large horse trailer on Fraser Street. This form of parking is now seen as antisocial behaviour and details should be reported both the Police and Gedling borough Council.

24.39 To confirm the date and time of the next meeting.

The Council confirmed that the next meeting would be held on the 12th June at 7:30pm