

LAXTON AND MOORHOUSE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 22 September 2016 in Laxton Visitor Centre commencing 7.30 pm

Present: Councillors:

M. Manning (Chair)
D. Brown
S. Hill
J. Hill
R. Hennell
M.Hennell

In attendance:

C. Millward (Clerk)
Councillor Michael
Members of the public (5)

	DISCUSSION AND DECISIONS	ACTION
LMPC/1/16	Apologies for absence: Mr Godson was absent. Councillors consented to the absence.	
LMPC/2/16	Chairman's welcome and introduction of new clerk: The chair welcomed the public to the meeting and introduced the new clerk.	
LMPC/3/16	Declarations of interest: At the chair's request, the clerk reminded councillors of their obligations in relation to the disclosure of interests. There were no declarations of interest, direct or indirect, in any items of business on the agenda.	
LMPC/4/16	Dispensations: At the chair's request, the clerk explained the purpose of dispensations and when they are required.	
LMPC/5/16	<p>10 Minutes public speaking: The possible availability of two free defibrillators was noted. A member of the public is enquiring into one. The chair will email the resident who has offered the other. The need for volunteers and training was agreed. Three members of the public left the meeting at this stage.</p> <p>The council was updated regarding the progress of the lottery application for funding for the renovation of the village hall. The £204984 sought is broken down as follows:</p> <ol style="list-style-type: none"> 1. £95700 - Building works 2. £40000 - Renewable energy systems 3. £15000 - Professional fees 4. £15000 - Contingency 5. £10000 - Fixtures and fittings 6. £19000 - Revenue funding (5 years) 7. VAT <p>Councillors welcomed plans to incorporate a post office, not for profit shop and internet café. Village Hall refurbishment project to be standard agenda item for the future. A further member of the public left the meeting.</p>	<p style="text-align: center;">Chair</p> <p style="text-align: center;">Agenda</p>
LMPC/6/16	<p>Minutes of the previous meeting: The minutes of the meeting held on 3 August 2016 were agreed as a true record and signed by the chair, subject to the following:</p> <ol style="list-style-type: none"> 1. Meeting attendees - Removal of Mr J Hill from the list of attendees and addition of Mr S Hill 	

	<p>2. 1.01 Ten Minutes parishioners' time - Amend to refer to one parishioner being present</p> <p>3. 11.01 – Transparency Code – Include words, "except external audit report" at end of sentence.</p>	
LMPC/7/16	<p>Matters arising: 10 – Sports field - The source of the original funding for and current ownership of the mowers was discussed at length. Once the clerk receives the council's minutes in electronic form, she will search back to 2006. The chair will check the sports filed committee minutes so the two sets of minutes may be cross referred to establish the sequence of events. Further discussion deferred to the next meeting on 10 November 2016.</p> <p>There were no other matters arising.</p>	<p>Clerk Chair</p> <p>Agenda</p>
LMPC/8/16	<p>Reports from district and county councillors: Councillor Michael reported on the following:</p> <ol style="list-style-type: none"> 1. NSDC's Think Big Loan Fund initiative to support job creation in the district 2. Progress in relation to the construction of the new NSDC offices 3. The opening of section 1 of Newark's southern relief road 4. The forthcoming SNG meeting on 6 October 2016. Mr Brown will attend. 	<p>DB 6.10.16</p>
LMPC/9/16	<p>Reports from Councillors: The chair and Mr Brown reported on the NALC chair's training they had recently attended.</p> <p>Councillors appointed Mr M Hennell as snow warden.</p>	
LMPC/10/16	<p>Approve circulation of meeting papers by email: Councillors resolved to adopt a system of email circulation of council meeting summonses and associated documents.</p>	
LMPC/11/16	<p>Employment matters:</p> <p>a. New clerk - Contract of employment: Councillors, having considered the document, unanimously resolved to approve the clerk's written contract recording the terms and conditions on which she has been employed since 1 September 2016 and the monthly payment set out in the salary breakdown.</p> <p>b. Former clerk – Retirement: Councillors again expressed their thanks to Ken for his many years of dedicated service as the clerk to the council and their gratitude for his longstanding commitment to the parish. They agreed that his huge contribution over so many years should be formally recognised at an appropriate time in conjunction with Ken's wishes. In the meantime, the chair will write a formal letter of thanks on behalf of the council.</p>	<p>Chair</p>
LMPC/12/16	<p>Financial Matters:</p> <p>a. Financial position as at 31 August 2016: The clerk reported on the current and reserve account balances, £3400.08 and £1125.46 respectively. She will prepare a more detailed financial report once the necessary financial information is available.</p> <p>b. External auditor's report: Not yet available. The clerk will press for its return.</p> <p>c. Banking arrangements including appointment of signatories: Councillors reviewed their banking arrangements. They agreed that only two signatures were required on all future cheques in accordance with usual practice. The former clerk and former chair being two of the four signatories to the council's bank accounts, councillors unanimously decided that:</p> <ol style="list-style-type: none"> i. Having retired as such, the former clerk and former chair should 	<p>Clerk</p>

	<p>be removed as signatories and</p> <ul style="list-style-type: none"> ii. The current chair (Mr Manning) and new clerk (Ms Millward) appointed in their place as signatories to all the council's accounts. iii. The remaining two signatories to be Mr Brown as vice chair and Mr Hennell. <p>The clerk will obtain and complete the relevant forms for signature.</p> <p>d. Review appointment of internal auditor: The chair will enquire whether Ms Naylor wishes to continue in the role for a further year. Councillors thanked the resident present for her offer to undertake the role if Ms Naylor decided not to continue.</p> <p>e. Accounts for payment: The council unanimously approved two payments as follows:</p> <ul style="list-style-type: none"> i. £300 – 2016 sports field rent ii. Retired clerk's salary to 30 September 2016 (to be calculated by the clerk). <p>f. Appoint accounts scrutineer: Councillors appointed Mr S Hill as accounts scrutineer.</p> <p>g. Risk assessment 2016-17: Councillors considered and approved the draft risk assessment for 2016 -17 circulated by the clerk. They thanked Mr Brown for his time and effort setting up the website. He and the clerk will liaise regarding future editorial control of the website.</p>	<p>Clerk</p> <p>Agenda</p> <p>DB/ Clerk</p>
<p>LMPC/13/ 16</p>	<p>Training opportunities: Mr J Hill and Mr M Hennell will try to attend the new councillor training on 24 November 2016 in Epperstone.</p>	<p>JH/MH</p> <p>24.11.16</p>
<p>LMPC/14/ 16</p>	<p>Property matters:</p> <ul style="list-style-type: none"> a. Sports field: See LMPC/7/above (Matters arising) and c below (cricket pitch). b. Glebe field: Rent paid to May 2017. Annual rent review to be agenda item for May 2017 meeting c. Cricket pitch: The chair reported that: <ul style="list-style-type: none"> i. Walesby Junior school had stopped using the sports field ii. The sports field income had, therefore, fallen significantly iii. Arrangements are in place for both the sports field and cricket pitch to be mown iv. The council is to be notified when either open space needs to be cut <p>Councillors agreed that the cricket pitch should be maintained so as to be available for use in the future as the villages' needs change.</p> 	<p>Chair</p>
<p>LMPC/15/ 16</p>	<p>Planning matters:</p> <ul style="list-style-type: none"> a. Applications: None. b. To note planning decisions by NSDC: None. c. Enforcement matters: None to refer to NSDC. Item to be re-named "Compliance" on future agenda 	
<p>LMPC/17/ 16</p>	<p>Village environment and appearance, including:</p> <ul style="list-style-type: none"> a. Re-location of Moorhouse Road 30mph speed limit sign at Laxton: The clerk will report to NCC that the sign is in the middle of the newly widened drive b. Moorhouse "bumps": Councillors noted reports that there is insufficient warning of the speed bumps at Moorhouse Lane. meaning that drivers are not fully aware of the severity of the speed bumps and are, inadvertently, approaching the bumps at an inappropriate speed. In the case of buses, this is leading to significant discomfort for passengers. Councillors discussed the matter and agreed that the issue could be avoided if there were white warning triangles painted on the 	<p>Clerk</p>

	<p>road surface to give advance warning of the hazard. The clerk will seek the views of the bus operator's drivers and then approach NCC Highways to request warning symbols.</p> <p>c. New village signs: The chair and Mr Brown reported that, following Mr Brown's approach to the Crown for funding, the Crown had offered £6500 to fund three village signs for Laxton and information boards. The chair circulated a suggested design for the signs. Councillors welcomed the Crown's offer and agreed that an open meeting should be held on 5 October 2016 in the village hall to discuss and choose the signs' design. Councillors regretted that the Crown's funding was limited to Laxton, although they understood the reasons. They recognised that Moorhouse should also have a sign and discussed potential funding sources. The clerk will check when the new round of NCC funding opens and request a donation from Mr Laughton's divisional fund.</p> <p>The clerk will check with NSDC whether any consents will be required for the signs.</p> <p>Village signs to be agenda item for meeting on 10 November 2016</p> <p>d. Dog fouling: Councillors regretted that this continues to be a problem. The chair will display signs asking people to clear up behind their dogs and include an article in the magazine. The clerk will check the details of the current NSDC dog warden.</p>	<p>Clerk Clerk</p> <p>Chair</p> <p>Clerk Clerk</p> <p>Clerk</p> <p>Agenda</p> <p>Chair Chair Clerk</p>
LMPC/17/16	Access to the castle: Councillors noted that the Crown had agreed to permit access but would erect a sign setting out the "Dos and Don'ts" for visitors.	
LMPC/18/16	New bus service: Councillors agreed that the timetabled 3 minutes to travel from Ollerton to Laxton was inadequate. The clerk will raise their concerns with NCC. The chair reminded villagers of the importance of using bus services if they are to be retained for the future.	Clerk
LMPC/19/16	Defibrillator training – Arrangements – Discussed at LMPC/5 above (10 minutes public speaking time)	
LMPC/20/16	Service faults: The clerk will report the following to NCC Highways: <ul style="list-style-type: none"> a. The cow warning sign opposite the phone box on Ossington Road, Moorhouse needs to be re-secured b. The wobbly kerbstone outside Corner Farm 	Clerk Clerk
LMPC/21/16	<p>Correspondence: Item a - NSDC– Plan Review Preferred Approach - Strategy consultation – Councillors discussed the preferred approach to SP3. They agreed that no relaxation of the location criteria in SP3 should be permitted and that SP3 should remain unchanged. The clerk will inform NSDC..</p> <p>Item b – NSDC - Annual Conference 3 October 2016 – Mr S Hill will attend. The clerk will let NSDC know.</p> <p>Item c – NALC AGM – 16 November 2016 – The chair and Mr Brown will attend. The clerk will let NALC know.</p> <p>All other items of correspondence noted.</p>	Clerk SH Clerk Chair/ DB/ Clerk
LMPC/22/16	10 Minutes public speaking time: The clerk will seek an update from NCC regarding the provision of high speed Broadband for Moorhouse.	Clerk
LMPC/23/	Agenda items for next meeting: As above and:	

16	History Group/Visitor Centre – Updated equipment and increased coordination of information Village development – Long term strategy	
LMPC/24/16	Date of next meeting: Thursday 10 Novembr 2016 at 7.30 pm	

The meeting closed at 10.00 pm.