

Annual Meeting of Clayworth Parish Council

Minutes of **Clayworth Parish Council Annual Meeting** held on the 16th May 2024 at Clayworth Memorial Hall, the meeting commenced at 6:30pm.

Council Members & Officer Present:	Cllr Edwin Rose	Chairman
	Cllr Eve Moralee	Vice-Chair
	Cllr Sarah Brack	
	Cllr Peter Wilkinson	
	Ed Knox	Clerk/Responsible Financial Officer
Also, Present	4	Members of the Public
	Will Wilson	Lead Neighbourhood Planner
	Mariko Fukunaga	Neighbourhood Planner

19/24 To Elect a Chairman of the Council

Cllr Moralee **Proposed**, Cllr Wilkinson **Seconded** that Cllr Rose be Chairman. Therefore, the Council **resolved** that Cllr Rose be elected Chairman. Cllr Rose together with the Proper Officer, signed the Declaration of Acceptance of Office of Chairman form.

20/24 To Elect a Vice-Chair of the Council

Cllr Wilkinson **Proposed**, Cllr Brack **Seconded** that Cllr Moralee be Vice-Chair. Therefore, the Council **resolved** that Cllr Moralee be elected Vice-Chair.

21/24 To Approve Apologies for Absence

None.

22/24 To Record Declarations of Interest in any items to be discussed

None.

23/24 To Approve the previous meeting Minutes

After discussion, Cllr Rose **Proposed**, Cllr Moralee **Seconded** and the council **resolved** to accept the minutes. The chairman signed the minutes of the previous meeting.

24/24 To Progress the Know your place Priorities Statement

The Lead Neighbourhood Planner advised that the Know Your Place report is now complete and will be published shortly, that there is plenty of material to justify potentially proceeding onto a lighter version of a Neighbourhood Plan. Cllr Moralee asked the Lead Neighbourhood Planner:

- Landscape character appraisal, can AECOM undertake this? The Lead Neighbourhood Planner advised that it is possible for the Parish Council to request for Technical Support reporting via the Locality Grant process when the next application window is live.
- Conservation area character appraisal - can BDC conservation team update this asap to inform planning decisions/design? The Lead Neighbourhood Planner advised that the Parish Council can request this by emailing the Bassetlaw Council Conservation Manager and that this process at no cost to the Parish Council
- Flooding - do you think there is anything else we can do using this as an evidence base:
 - Project list
 - MH
 - village pond
 - the green
 - the wharf etc

The Lead Neighbourhood Planner advised that these type of policies can be included within a potential Neighbourhood plan.

After discussion with the Bassetlaw Planning representatives, Cllr Moralee **Proposed**, Cllr Wilkinson **Seconded** and the council **resolved to 1)** write to the Lead Neighbourhood Planner to ask that the parish area is marked as 'Neighbourhood Area Designated', **2)** The Council applies to AECOM for Technical Support via the Locality Grant process once the application window is open, **3)** The Council applies to the Bassetlaw Council Conservation Manager to undertake a Conservation area Character Appraisal, **4)** The Lead Neighbourhood Planner and his team to arrange a further open day at Clayworth Memorial Hall to showcase the Know Your Place report to the public and answer any questions on the document and gauge a feel from the public as to whether they would like to proceed with a Neighbourhood Plan.

24/24 To Receive District & County Councillors Reports

Dist Cllr McFarland: Did not attend

County Cllr Taylor: Did not attend

25/24 To discuss Lengthsman Activities

Cllr Rose discussed the recent activities of the Lengthsman, which have been well received by the local residents.

➤ Adjournment – (10 Minute max) Public Forum

A member of the public talked about a potential Neighbourhood Plan for Clayworth. A member of the Emergency Planning Group provided an update to the Parish Council on various flooding and flood defence matters. Another member of the public stated there are no street lights on the road that they live on and asked what could be done about this, the Council advised that they would need to request this of the County Council and would ask County Cllr Taylor.

26/24 To Approve Annual Governance Statement (Section 1 Annual Return) for Year Ending 2023/24

The Clerk reported the findings of the internal auditor, Cllr Moralee **Proposed**, Cllr Wilkinson **Seconded** and the Council **approved** the Annual Governance Statement. The Clerk and the Chairman signed the Annual Governance Statement.

27/24 To Approve Accounting Statements (Section 2 Annual Return) for Year Ending 2023/24

The Clerk circulated by email prior to the meeting the Annual Return Section 2 Accounting Statements. Cllr Brack **Proposed**, Cllr Moralee **Seconded** and the Council **approved** the Accounts and the Clerk and the Chairman signed the Accounting Statements. **Action**, the Clerk will submit the documents to the External Auditor along and upload the AGAR form to the webpage, including the certification of exemption.

28/24 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.

1. To Approve Payments:

The Council **approved** the following: -

<u>Payee</u>	<u>Item</u>	<u>Amount</u>
Clayworth Memorial Hall	Annual Grant	£500
Five Villages 1 st Responders	Annual Defib Maintenance	£250
NALC	Annual Membership	£107.20
North Notts Landscapes Ltd	Grass Cutting – March	£200.40
North Notts Landscapes Ltd	Grass Cutting – Apr	£400.80
Galagher Insurance	Insurance Renewal	£424.24
M.Cree	Internal Audit	£100
Total Payments		<u>£1,982.64</u>

2. Receipts:

<u>From</u>	<u>Item</u>	<u>Amount</u>
Bassetlaw District Council	1 st ½ Precept 2024/25	£7,453
Bassetlaw District Council	1 st ½ Concurrent Grant 2024/25	£5.50
Bassetlaw District Council	1 st ½ Street Cleaning Grant 2024/25	£163.50
Total Receipts		<u>£7,622</u>
<u>Bank Balances</u>		
The Current Account Balance		<u>£16,757.28#</u>
Direct Debits and Standing Orders for staff salaries including PAYE and Pension, all approved unanimously.		
#£10,000 ring-fenced as reserves.		

29/24 To Note any Planning Responses by the Scheme of Delegation

Since the previous meeting the parish council responded via the scheme of delegation as follows and also discussed the following at today's meeting:

- **24/00311/FUL Retford And Worksop Boat Club, Clayworth Common, Clayworth - Siting of a Storage Container –** The Council resolved to *“Support the applications and has no concerns or objections.”*
- **24/00367/HSE Detached Double Garage Including Modified Access to Domestic Dwelling Beck Cottage Adjacent to Brewers Arms –** “The Council supports the application on the proviso of the following points:
 1. *At that point in Town Street the on-street parking is frequently intense and effectively narrows the road to the point of being dangerous. Provision of a double garage and turning area off-street is a good thing to help alleviate that issue.*

2. The Council had already supported a large development to the rear of the property on the basis that it couldn't be seen from the front. But this one can, so the Council is anxious that the Planning Officer satisfies themselves that it is in keeping with the character of the property and surrounding Brewers village pub and neighbours and not some concrete monstrosity.

3. There are various trees populating the drawings, whether they are there for decorative effect, or whether they are actual trees, the Council is unsure the Council has concern if the applicant is intending chopping down any significant trees to make space for this development. (The Council can't see anything that says they are in the application, please can the planning dept and the Bassetlaw Tree officer check, then if any trees are to be affected the Tree Officer is fully consulted, as usually trees in the village are covered under the Conservation Area, the Council will then be satisfied if the Bassetlaw Tree Officer has no concerns or objections)."

30/24 To arrange a petition to hand to Notts County Council Highways regards the condition of Clayworth Common Road between Clayworth and Hayton.

After discussion, Cllr Rose **Proposed**, Cllr Wilkinson **Seconded** and the Council **Resolved** to create a petition for residents of Clayworth to sign and submit it to Notts County Council Highways department requesting major improvement to the condition of the road.

31/24 To resolve to pass the maintenance responsibility of the burial ground at the corner of Church Lane/Death Lane Clayworth, under the Local Govt Act 1972 to Bassetlaw District Council.

After discussion, Cllr Rose **Proposed**, Cllr Moralee **Seconded** and the Council **Resolved** agree with the closure for the reasons quoted in part B1 of the Closure Form from the Parochial Church Council and as per the Local Govt Act 1972, the Parish Council resolves **not** to accept the maintenance responsibility and **passes the responsibility** onto Bassetlaw District Council. Bassetlaw District Council already has the maintenance responsibility of the original churchyard surrounding St Peters Church in Clayworth and the Parks & Cemeteries Dept/Manager should make arrangements as soon as practically possible to take over the maintenance of the Burial Ground at the corner of Death Lane/Church Lane, Clayworth as per the reasons in Closure form.

There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 7:15pm.