

## Annual Meeting of Clayworth Parish Council

Minutes of **Clayworth Parish Council Meeting** held on the 18<sup>th</sup> May 2023 at Clayworth Memorial Hall, the meeting commenced at 6:30pm.

<b>Council Members &amp; Officer Present:</b>	Cllr Edwin Rose	Chairman
	Cllr Eve Moralee	Vice-Chair
	Cllr Peter Wilkinson	
	Ed Knox Clerk/Responsible Financial Officer	
<b>Also, Present</b>	5	Members of the Public
	County Cllr	Tracey Taylor

### 01/23 To Elect a Chairman of the Council

Cllr Wilkinson **Proposed**, Cllr Moralee **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.

### 02/23 To Sign Declaration of Acceptance of Office Forms

Cllrs Rose, Brack, Moralee & Wilkinson, were elected at the 4<sup>th</sup> May elections. All new Cllrs signed the Declaration of Acceptance of Office forms together with the Proper Officer. All Cllrs have 28 days to log on to the District Council website to complete their Register of Members' Interests General Notice of Registerable Interests at <https://selfservice.bassetlaw.gov.uk/renderform.aspx?t=718&k=AD82EDB36916E03A0A9CE90ED5A1D3B6E569F926&refresh=1> to comply with the Localism Act 2011. **Action**, All Cllrs.

Any Cllr elect who did not attend, must sign their declaration of acceptance of office by tonight's meeting, or their seat is automatically vacant and they are disqualified as a Cllr. However, there is provision in the Local Govt Act 1972 to allow the Parish Council to vote whether to allow a onetime extension to this rule, to allow the absent Cllr elect to sign their acceptance of office at the next meeting. Cllr Rose **Proposed**, Cllr Moralee **Seconded** and the Council **resolved** that Cllr Brack may sign the declaration form at the next meeting.

### 03/23 To Approve Apologies for Absence

After discussion, Cllr Rose **Proposed**, Cllr Moralee **Seconded** and the Council **resolved** to approve the apologies of Cllr Brack.

### 04/23 To Record Declarations of Interest in any items to be discussed

Cllr Wilkinson declared a non-pecuniary interest in 07/23.

### 05/23 To Elect a Vice-Chair of the Council

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

### 06/23 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.

### 07/23 To Appoint One Trustee to the Clayworth Educational Foundation

After discussion, Cllr Rose **Proposed**, Cllr Moralee **Seconded** and the council **resolved**, as per the governing document of the charity, appoint Cllr Wilkinson as a Trustee to Clayworth Educational Foundation for a 4-year term. **Action**, Clerk to inform the Charity.

### 08/23 To Appoint Three Nominated Trustees to the Clayworth Memorial Hall Charity Management Committee

After discussion, Cllr Rose **Proposed**, Cllr Moralee **Seconded** and the council **resolved**, as per the governing document of the charity, appoint Cllrs Moralee & Wilkinson as the Nominated Trustees to Clayworth Memorial Hall Management Committee for a 4-year term. **Action**, Clerk to inform the Charity.

### 09/23 To Appoint Two Cllrs as Internet Banking Signatories

District Cllrs Sofflet & Paulk require changing for two new Cllrs on the internet banking. The Council banks with Unity Trust Bank on the basis of 3 signatories, the Clerk and 2 Cllrs, with any 2 to sign, the Clerk uploading and one of the other signatories authorising. After discussion, Cllr Rose **Proposed**, Cllr Wilkinson **Seconded** and the council **resolved** to appoint Cllrs Rose & Wilkinson to replace District Cllrs Sofflet & Paulk. **Action**, Clerk to arrange with Unity Trust Bank.

### 10/23 To appoint a Cllr as website editor/designer

After discussion, Cllr Rose **Proposed**, Cllr Wilkinson **Seconded** and the council **resolved**, to appoint Cllr Brack as the website editor and designer. **Action**, Bassetlaw District Council to advise Cllr Brack passwords so that the website can be updated.

11/23 To Receive District & County Councillors Reports

**Dist Cllr McFarland:** There was recently a change of District Cllr and the new Dist Cllrs are in the process of getting set up with their email accounts and tablets with Bassetlaw.

**County Cllr Taylor:** Cllr Taylor gave thanks to former District Cllr Sofflet for his time as interim Chairman of the Parish Council and the interim Cllrs. Cllr Taylor provided an update on County Council matters to the Council which included:

- Devolution has now been signed off with the potential for a Mayoral Election.
- Freeport deal has been signed off.
- The STEP nuclear fusion project has a public open event in Gainsborough on the 14<sup>th</sup> June.
- The planning application is live for the demolition of West Burton Power Stn
- The Notts County Council Local Communities Fund grant scheme is live again for applications to seek up to 50% funding for projects up to £20,000. The County Cllrs discretionary grant scheme is also live but has a small budget of £3,000 over 17 villages.

12/23 To note the New Council's Proactive Planning Presentation

Cllr Rose presented an action plan for the future aspirations of the Council, to build positive relations with the local community, Bassetlaw District Council and the County Council. The Council will develop a plan for the village and look for protection of its character and the enhancement of its assets. The Council will move to Bi-monthly meetings with immediate effect and look to review the Emergency Plan. Cllr Rose ended by saying that the Cllrs were here to represent the village.

➤ Adjournment – (15 Minute max) Public Forum

Several members of the public thanked the new Cllrs for standing at the election and that should they need help from local people, they were confident it would be forthcoming.

A member of the public asked the parish council to consider commenting on the consultation on the solar farm to be built in Lincolnshire, taking a look at the latest information available online.

Cllr Rose thanked the public for all their litter picking efforts.

13/23 To Approve Annual Governance Statement (Section 1 Annual Return) for Year Ending 2022/23

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

14/23 To Approve Accounting Statements (Section 2 Annual Return) for Year Ending 2022/23

The Clerk circulated by email prior to the meeting the Annual Return Section 2 Accounting Statements. Cllr Rose **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.

15/23 To Sell the PC Filing Cabinet

The PC filing cabinet in the V Hall is surplus to requirement since the majority of documents are now internet based and the cabinet cannot be locked.

After discussion, Cllr Moralee **Proposed**, Cllr Wilkinson **Seconded** and the Council **resolved** to dispose of the cabinet by any means. **Action**, Cllrs to arrange to remove the cabinet from the hall in due course.

16/23 To Register the Wharf and the Green with HM Land Registry

In 1981 the Parish Council began the process of defining and agreeing the boundaries of the Wharf with the neighbouring land owners via Geo Ball & Co Estate Agents and Valuers. The file on record states the adjacent landowners agreed in January 1982 the current boundaries with the Council: *“that the parish council would then maintain the Wharf thereafter in a pleasant and tidy condition erect fences on the boundaries and the boundary fences shall be the property of the parish council and the maintenance of them in perpetuity”*. Following this agreement, the records of the parish council show that the Parish Council have maintained both these sections of land since 1982 when tenders were agreed for grounds maintenance on them. In 1983 the parish council erected fencing on the boundaries of the Wharf and re-landscaped it, in 1987 a picnic bench was installed on the Wharf and the parish council installed a bench on the Green in 1990.

Because the Council has entered the land, and been responsible for both sections of lands ground maintenance, consistently since 1982, it would be in its best interest to show it on the records of HM Land Registry. The land isn't currently registered because, it was only since 2002 that land has to be compulsory registered. NALC advised that where land is unregistered ownership is proved by showing good root of title of 15 years and this requires a review of documentation in the owner's possession. A registered title is guaranteed. The Register is an accurate and conclusive reflection of ownership of title and relevant interests affecting the land. The Government decided to introduce compulsory registration of land throughout the United Kingdom incrementally. Under Land Registration Act 2002, owners are required to register their land when they next dealt with it. All land in the UK is now subject to compulsory registration which means that when an owner deals with land in the future the land will need to be registered if it is not registered at the time of the transaction. Many owners (including some councils) have not entered into any transactions involving their land since the date of compulsory registration. Consequently, their land is still unregistered and will remain so until (i) there is a transaction involving the land or (ii) the Council decide to register the land voluntarily.

Many councils are likely to find registering their land beneficial – even if they are not required to register it. The Government is keen to promote voluntary registration and has reduced the fees for doing so. In 1999 the Land Registry introduced the following press release:

*'The registration of title to unregistered properties is compulsory following most types of transaction with land. However, the Land Registry is anxious to encourage owners of unregistered land to register their title to it, even where such a transaction has not occurred. That is why the fee for voluntary first registration of title to land has been reduced. There are a number of significant advantages to owners who register their title to their property: legal title is guaranteed; an accurate plan is provided; there is an up-to-date and authoritative record of ownership, rights, covenants and mortgages; simple forms replace complicated documents in conveyancing transactions; repeated examinations of the title are no longer necessary.'*

NALC has worked with the Land Registry to encourage voluntary registration.

In 2014 the Council checked with the Land Registry to see if it had previously registered the land. The result stated that the Wharf, land in between Bridge House & Teal Cottage, Wheatley Road, and the land known as the Green are unregistered with the land registry.

The Clerk has recently shopped around local Solicitors for charges relating to registering land at another Parish Council, two declined to quote and Jones & Co quoted between £750 and £1500.

After discussion, Cllr Rose **Proposed**, Cllr Moralee **Seconded** and the Council **resolved** that the Council arranges to register both sections of land with HM Land Registry via Jones & Co Solicitors. **Action**, The Clerk will contact Jones & Co and explain what records are on file, in the hopes that this evidence will reduce the cost towards the lower end of the quotation.

## 17/23 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>
Clerk	Wilko's Box File & Document Holder	£3.80
Clerk	VistaPrint Ltd - Leaflets	£42.14
Clerk	24/7 Locksmiths	£35.00
Clerk	Postage of Minutes to Binders & old accounts ledgers to Archives	£22.40
Clerk	Paper to reprint missing minutes	£8.00
M.Cree	Internal Audit 2022/23	£60.00
Gallagher Ltd	Insurance Renewal	£415.70
S.Ashworth Diggers Ltd	Replacement Toughened Glass Installation Noticeboard	£293.00
Helix Binders Ltd	Minute Binding 1982 – 2022	£179.56
Clayworth Memorial Hall	S.137 Grant 2022	£500.00
North Notts Landscapes	Grass Cutting Mar 2023	£81.60
North Notts Landscapes	Grass Cutting Apr 2023	£81.60
NALC	Annual Membership 2023	£101.56
NALC	New Cllr Training – Cllr Wilkinson	£45.00
NALC	New Cllr Training – Cllr Moralee	£45.00
NALC	New Cllr Training – Cllr Rose	£45.00
<b>Total Payments</b>		<b><u>£1,959.36</u></b>

2. Receipts:

<u>From</u>	<u>Item</u>	<u>Amount</u>
Bassetlaw District Council	1 <sup>st</sup> ½ Precept 2023/24	£4,500
Bassetlaw District Council	1 <sup>st</sup> ½ Concurrent Grant 2023/24	£5
<b>Total Receipts</b>		<b>£4,505</b>

Bank Balances

The Current Account Balance **£16,422.50#**

Direct Debits and Standing Orders for staff salaries including PAYE and Pension, all **approved** unanimously. **#£10,000 ring-fenced as reserves. (Unity Bank £863.19 & Barclays £15,559.31)** Because there has been no access to bank statements for 3 months at Barclays, the Clerk has balanced the books to the end of the last Barclays statement and the accounting statements and reconciliation are based on this assumption. The Chairman signed the reconciliation and Unity Bank statements recording this fact.

The funds are low in the Unity Account and there's no way currently to access the Barclays Account. After discussion, the Cllr Rose **Proposed**, Cllr Moralee **Seconded** and the Council **resolved** that the Clerk will continue to pursue the complaint with Barclays to arrange account closure and transfer of the £15,559.31 as soon as possible, however, as this may be a long process, the Clerk will ask the Head of Corporate Services at Bassetlaw District Council if they can temporarily load £15,559.31 to the Parish Council, which would then be returned as soon as the Barclays £15,559.31 has been received into the Unity Trust Bank. **Action**, Clerk to contact Barclays and Bassetlaw District Council.

18/23 To Discuss the Lamppost Poppies & Litter Picking Equipment

The Council owns litter picking equipment and lamppost poppies currently in the possession of previous Council members. After discussion, Cllr Rose **Proposed**, Cllr Moralee **Seconded** and the Council **resolved** that Cllr Wilkinson takes these and makes arrangements to store them at the village hall. County Cllr Taylor handed over the items at the end of the meeting. **Action**, Cllr Wilkinson.

19/23 To Agree a licence for the Flooding Container at Beck Lane Yard

The land which the parish council flooding emergency container sits upon is owned by the Henry Smith Charity at Wiseton. Savills who are the estate management company for the charity have agreed to put a licence in place for the Parish Council's container under the following terms:

*Licence Agreement between The Henry Smith Charity (Licensor) and the Clayworth Parish Council (Licensee) as follows:*

1. *The Licence is granted to the Clayworth Parish Council for the siting of a small container on the land at Beck Lane Yard, to store flood prevention equipment*
2. *It will commence from the date of this letter, and continue year to year until terminated*
3. *Either party has the right to terminate the Licence giving not less than 3 months written notice to the other*
4. *The Licence is granted for a yearly fee of £1, however The Charity reserves the right to vary this in the future, after giving 3 months written notice*
5. *The Licensee will maintain the area immediately around the container and keep the access from the gate to the container clear*
6. *The Licensor reserves the right to request the Licensee to relocate the container to another position on the site after giving 3 months' notice*

After discussion, Cllr Rose **Proposed**, Cllr Moralee **Seconded** and the Council **resolved** that the licence terms be accepted with immediate effect. **Action**, Clerk to inform Savills.

20/23 To Adopt/Update Various Formal Documents

The Clerk has worked through all of the existing policies and procedures. Some are new, others are several years old, others only on paper format, scans with no editable version on file. Therefore, the Clerk recommends that the Council adopts the following documents with immediate effect, which includes the Council going to bi-monthly meeting frequencies (instated of 10 meetings a year) and the earlier start time of 6:30pm:

Main Council Polices & Procedures:

- Meeting Recording Policy
- Civility & Respect Statement
- Responsibilities List
- Standing Orders
- Planning Delegation Scheme
- Grants Policy
- Code of Conduct

- Financial Regulations
- FOI Publication Scheme
- Health & Safety Policy
- Petitions Policy
- Public Participation Policy
- Risk Assessment

Council Internal Staffing HR Policies:

- Annual Leave Policy
- Whistleblowing Policy
- Expenses Policy
- Dignity at Work Policy
- Equality & Diversity Policy
- Flexible Working Policy
- Maternity Leave & Pay Policy
- Paternity Leave & Pay Policy
- Homeworking Policy
- Performance Improvement Policy
- Training & Development Policy
- Emergency, Dependants and Bereavement Leave Policy
- Sickness Absence Policy
- Grievance & Disciplinary Procedure

After Discussion Cllr Rose **Proposed**, Cllr Moralee **Seconded** and the Council **resolved** that the above documents be adopted with immediate effect subject to suitable adjustments as necessary outside of the meeting.

21/23 To Amend the Emergency Plan

The existing emergency plan is due a review, it needs Cllr(s) to review and update the contents regards to the incident volunteers, distribution list sections etc in relation to the changes on the parish council. After Discussion Cllr Rose **Proposed**, Cllr Moralee **Seconded** and the Council **resolved** that Cllrs Wilkinson & Brack will work updating the document.

22/23 To Discuss the Lengthsman Scheme

Since 2012, certain parishes in Nottinghamshire have received a grant from the county council which the parish council can use towards the cost of a parish Lengthsman/Warden. In exchange for the grant the Council can arrange cleaning or reinstatement of road signs, removal of storm debris and tidying of pavements and verges, painting/cleaning of bus shelters, benches and similar street furniture and ironwork, clearing drains/ditches, and reporting other highways matters to the County Council. However, parishes like Clayworth, whilst employing a warden for several years, could not join the scheme to receive the grant towards the cost of the Lengthsman.

The County Council has decided to review the scheme with a view to allow additional parishes to join, previously £1000 was paid per parish to each Council who had joined the scheme. The County Council has advised that:

- Additional Parishes will be invited to apply and those existing members will have an opportunity to continue as they are, or become part of a cluster of Parishes or stand alone. Training and PPE will be provided to participating parishes.
- Applications for payment will be invited at the end of the financial year accompanied by supporting documentation and photos illustrating the work that has been completed during that year.
- Funding allocation will be calculated on receipt of an expression of interest and will be agreed at the start of the year and form part of the Contract which will be issued subsequently.
- Parish Councils have been asked to consider this proposal and respond by May 31st indicating whether you wish to continue as an existing Member or be considered as a new applicant.

The Clerk has spoken with the Highways Liaison Officer in charge of the scheme and if the Council chooses to sign up to the scheme, free training would be given to our Lengthsman, free PPE and a grant to the parish council to offset against the Lengthsman's Salary costs.

An annual grant of £960 is available. Additionally, it may be possible to register for an annual £300 approx. street cleaning grant, this together with the annual £10 Concurrent Grant would allow for £1,270 towards the cost of a Lengthsman. It may be possible to apply for funding to jointly with Wiseton Parish.

After discussion, Cllr Rose **Proposed**, Cllr Moralee **Seconded** and the Council unanimously **resolved** that the Council would like to apply for the Notts CC Lengthsman Grant and the Bassetlaw. If successful, the Council will then look to potentially appoint a Lengthsman.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 the following agenda items the council may vote to close the following item to members of the public due so that the Council can discuss information which is relating to an individual for example Contracts of employment, salaries, financial or personal business affairs of the individual. Minutes of the decisions made under this item will be open to the public.

Before the public left, Cllr Rose gave thanks to all those who have undertaken litter picking in the parish, over 96 bags of rubbish were collected, together with other larger items. Cllr Rose also thanked former Dist Cllr Sofflet for his term as Dist Cllr, and as Chairman of the Interim Parish Council, thanks to the interim Cllrs, Locum Clerk and Head of Corporate Services. Cllr Rose also thanked the previous Parish Council members for their service over the years.

23/23 To Discuss the Clerk Role

After discussion, Cllr Rose **Proposed**, Cllr Moralee **Seconded** and the Council unanimously **resolved** that the Council would appoint the current locum clerk as the replacement clerk with effect from 1<sup>st</sup> May as per the terms and conditions detailed in the confidential appendix document. The Clerk & Chairman signed the contract.

There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 7:20pm.