

WESTON WITH GAYTON PARISH COUNCIL

Minutes of the Parish Council Meeting that took place on Tuesday 18th May 2021 in Weston Village Hall at 8.00pm

PRESENT:

Councillor J Griffiths (Chair), Councillor Mrs H Hart (Vice Chair), Councillor K Barber, Councillor M Hardenberg, Councillor D Icke, Councillor J Tallentire, Parish Clerk DW Croxford

One member of the public.

APOLOGIES:

Councillor G Church, Councillor Mrs G Wray, Councillor D Leake,

ELECTION OF CHAIRPERSON

2952. The election of Councillor Jan Griffiths as Chairman was proposed by Councillor Hart and seconded by Councillor Hardenberg. **RESOLVED** - by unanimous agreement that Councillor Jan Griffiths be elected as Chairman for the coming year. The Declaration of Acceptance of Office was signed by Councillor Griffiths and witnessed and signed by the Parish Clerk.

APOLOGIES:

Councillor G Church, Councillor Mrs G Wray, Councillor D Leake,

ELECTION OF VICE-CHAIRPERSON

2953. The election of Councillor Hilary Hart as Vice-Chairman was proposed by Councillor Tallentire and seconded by Councillor Hardenberg. **RESOLVED** - by unanimous agreement that Councillor Hart be appointed as Vice-Chairman. The Declaration of Acceptance of Office was signed by Councillor Hart and witnessed and signed by the Parish Clerk.

COUNCILLORS ACCEPTANCE OF OFFICE

2954 Not required as not an election year.

DECLARATIONS OF INTEREST

2955 There were no declarations of interest.

PARISH COUNCIL MEETING 27th APRIL 2021 - MINUTES

2956 RESOLVED – that the minutes of the Parish Council (PC) Meeting held at 7:30pm on the 27th of April 2021 be confirmed and signed by the Chairman as proposed and seconded by Parish Councillors Hart and Hardenberg.

COMMITTEES

2957 The Parish Council has no committees currently.

ADOPTION OF DOCUMENTS

All circulated prior to the meeting and will be reviewed periodically during the year.

2958 RESOLVED – that the Parish Council Standing Orders have been reviewed and remain fit for purpose.

2959 RESOLVED – that the Financial Regulations have been reviewed and remain fit for purpose.

2960 RESOLVED – that the Register of Land and Assets has been updated in March 2021 and remains fit for purpose.

2961 RESOLVED – that the procedures for handling requests made under the Freedom of Information Act has been reviewed and remains fit for purpose.

2962 RESOLVED – that the Accident Reporting Procedure has been reviewed and is fit for purpose.

2963 RESOLVED – that the Complaints procedure has been reviewed and is fit for purpose.

2964 RESOLVED – that the Risk Assessment has been reviewed and remains fit for purpose.

2965 RESOLVED – that the Parish Council’s Media Policy has been reviewed and remains fit for purpose.

2966 RESOLVED – that the Parish Council’s Internal Controls policy has been reviewed and remains fit for purpose.

2967 RESOLVED – that the Parish Council’s GDPR Policy has been reviewed and remains fit for purpose.

2968 RESOLVED – that the Parish Council’s Safeguarding Policy has been reviewed and remains fit for purpose.

2969 RESOLVED – that the Parish Council’s Social Media Policy has been reviewed and remains fit for purpose.

EXTERNAL BODIES

2970 Councillor Wray will continue to represent the Parish Council on the Village Hall Management Committee.

2971 Councillors Hart and Church will continue to represent the Parish Council on the Trent Valley Collaboration Group.

INSURANCE

2972 The 2021 insurance premium renewal, which is part of a three-year agreement entered into in 2020, was reviewed. **RESOLVED** – to approve the renewal at a cost of £1,151.73.

HIGHWAYS AND RIGHTS OF WAY

2973 Councillor Hardenberg has reported several pothole and flooding issues in Gayton. These are logged on the Clerk’s list of faults to be monitoring.

2974 Concern was expressed at the potholes and patching on the A518/A51 junction.

PARISH PLAN

2975 Areas of responsibility will be updated at the June meeting reflecting changes of Councillors, possible new areas of focus and consideration of a Strategic Policy Statement.

ANNOUNCEMENTS AND NOTICES

2976 SPCA have clarified the “Rule of Six” in relation to meetings of parish Councils from 17th May. Parish Councillors plus the Clerk are deemed to be outside the “Rule of Six” for indoor meetings because they form the body corporate which is exempt as a “permitted organised gathering”. Members of the public (which would include any District or County Councillors unless they are also a member of the parish council itself) represent the body of persons subject to the “Rule of Six” for indoor meetings. Thus, NALC advise that Parish Councils should only permit six persons in addition to the Councillors and Clerk (the body corporate) to attend a parish council meeting indoors at the current time.

2977 SPCA training courses for May and June are published on their website.

PUBLIC PARTICIPATION

2978 A member of the public raised concern regarding the removal of bushes and small trees adjacent to the Woolpack car park wall following the rebuilding of the wall. The matter will be discussed at the next Parish Council Meeting

REPORT FROM COUNTY COUNCILLOR

2979 County Councillor John Francis was not in attendance to provide a report.

REPORT FROM BOROUGH COUNCILLOR

2980 Councillor Mrs F Beatty was not in attendance, but her written report had been circulated prior to the meeting. The Clerk will seek Councillor Beatty's permission to in future also post on the Parish Website.

REPORT FROM VILLAGE HALL MANAGEMENT COMMITTEE REPRESENTATIVE

2981 There was no report from Village Hall Management Committee (VHMC).

DEVELOPMENTS

2982 Ref 21/3405/FUL No comments to be submitted.

2983 Ref 21/342/66/PTEL Concern was expressed at proximity of ancient stone milepost to the development. Clerk to submit photographs seeking assurances from SBC.

TREES AND CHILDREN'S PLAY AREA

2984 Painting of the playground equipment will begin shortly when the weather is suitable.

2985 Concern was expressed at the increasing incidents of dog mess. Councillor Hart to monitor and consider a response.

FINANCES

2986 RESOLVED that the PC approve payments listed below and included on the monthly Statement of Accounts/Receipts and Payments.

- Clerks Net Salary Payment May £477.68
- Clerks PAYE £119.40
- Clerks Expenses May £10.00
- Toplis Associates Audit Fee £132.00 + VAT £26.40 = £158.40
- WGM Ground Maintenance work for April including Dog Bin Maintenance - £1221.00 +VAT £244.20 = £1465.20
- SC Grounds Maintenance work for April £240 +VAT £48 = £288.00
- SC Grounds Maintenance work for April £180 +VAT £36 = £216.00
- SPCA Training Course – Be a better Councillor £50.
- Came and Co Annual Insurance premium £1151.73.

2987 RESOLVED that the PC approve the monthly Statement of Accounts/Receipts and Payments.

2988 The internal audit of annual accounts was completed in April by the internal auditor Toplis Associates Limited. No concerns were highlighted.

2989 The Annual Governance Statement for the Annual Governance and Accountability Return for the year ending March 2021 was considered. **RESOLVED** – by unanimous agreement that the PC approve the Annual Governance Statement. The Annual Governance Statement was signed by the Chair Councillor Griffiths and the Clerk

2990 The Annual Accounting Statement for the year ending March 2021 was considered. **RESOLVED** – by unanimous agreement that the PC approve the Annual Return Accounting Statement. The completed forms were signed by the Chair Councillor Griffiths and the Clerk.

2991 The bank reconciliation and explanation of significant variances were noted.

2992 RESOLVED to set the period for the exercise of public rights to commence on the 15th of June 2021.

2993 RESOLVED to appoint Toplis Associates Ltd as Internal Auditor for 2021/22

CORRESPONDENCE

2994 Concern was expressed at the bad language heard during matches on the Village Green football pitch and the situation is to be monitored.

2995 Clerk to write to the Secretary of the football club regarding fees due.

DATE, TIME, AND VENUE OF NEXT MEETING

2996 Parish Council Meeting Tuesday 8th June at 7:30pm in Weston Village Hall.

**JAN GRIFFITHS
CHAIRMAN**