

Minutes of the Clarborough & Welham Annual Meeting of the Parish Council held at 7.00pm on Monday 16th May 2022 in the Clarborough Village Hall, Main Street, Clarborough.

Present: Cllr Gibson, Cllr Avery, Cllr Done, Cllr Palfreman, Cllr Willcock, Cllr Weingaertner and Cllr Baines

Others: Mrs Davies (Parish Clerk), County Councillor Tracy Taylor, Mr Herdman (CDCA) and members of the public

2137/22 Election of Chair

Cllr Avery proposed Cllr Gibson as Chair for 2022-23; this was seconded by Cllr Done and resolved by the Council. Cllr Gibson signed his Declaration of Office which was countersigned by the Clerk. Cllr Gibson then chaired the meeting.

2138/22 Election of Vice-Chair

Cllr Palfreman proposed Cllr Willcock as Vice-Chair; this was seconded by Cllr Done and resolved by the Council. Cllr Willcock then signed his Declaration of Office; this was countersigned by the Clerk.

2139/22 To receive and approve apologies for absence

No apologies received.

2140/22 To receive any Declaration of Interest in any items on the agenda

No declaration of interests received.

2141/22 To suspend the meeting for open session for members of the public to speak and to receive reports from the District & County Councillors and CDCA

- Apologies received from District Councillor Ben Sofflet
- County Councillor Tracey Taylor gave her County update
- Mr Herdman gave his CDCA and IT reports

2142/22 To approve the minutes of the meeting held 4th April 2022

Cllr Weingaertner proposed to accept the minutes of the meeting held 4th April 2022 as a true record; this was seconded by Cllr Done and resolved by the Council. Cllr Willcock and Cllr Baine were not at the last meeting and did not vote on this item.

2143/22 To review the asset register

Cllr Weingaertner proposed to approve the asset register as of 31st March 2022; this was seconded by Cllr Baines and resolved by the Council. It was noted from the last review that no future items under £200 will be included on the register.

2144/22 Finances - to approve payments as listed and receive end of the year financial updates as of 31st March 2022

The Clerk circulated the year-end figures as of 31st March 2022, bank reconciliation, and budget for the councillors to view.

The Clerk also circulated the April 2022 finances, and bank statement for the councillors to view.

Cllr Done proposed to approve the above finances and the following payments; this was seconded by Cllr Palfreman and resolved by the Council.

- 1) Holmes Ground Maintenance – 2 x April grass cuts £418.36 (2291)
- 2) D Savill – Internal Auditor £50.00 (2292)
- 3) Wages & PAYE £211.65 (SO)

Opening bank balance 1.4.22		£35,893.80
Plus income to date	£8,903.26	
Less expenses to date	£0,779.75	
Closing bank balance 30.4.22		<u>£44,017.31</u>
Made up of: Restricted and Ear marked reserves		£17,758.82
General Reserve & precept		£26,258.49
		<u>£44,017.31</u>

2145/22 To receive and note the Annual Internal Audit Report for the year 2021-22

The Internal Audit took place on the 12th May 2022; no issues raised. A copy of the report was circulated to all Councillors.

Cllr Avery proposed to note the Internal Audit Report; this was seconded by Cllr Palfreman and resolved by the Council.

2146/22 To approve the Annual Governance statement for the year 2021-22

The Clerk circulated copies of the Annual Governance Statement for the Councillors to consider.

Cllr Weingaertner proposed to approve the Annual Governance Statement; this was seconded by Cllr Baines and resolved by the Council.

2147/22 To approve the Accounting Statements for the year 2021-22

The Clerk previously circulated the Account Statements for the Councillors to consider.

Cllr Willcock proposed to approve the Account Statements for 2021-22; this was seconded by Cllr Palfreman and resolved by the Council.

2148/22 To approve the Certificate of Exemption for the year 2021-22

The Clerk circulated copies of the Certificate of Exemption to consider for the year 2021-22 as the receipts and payments are under the £25,000 limit.

Cllr Palfreman proposed to certify the Parish Council as exempt from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) Regulations 2015; this was seconded by Cllr Willcock and resolved by the Council.

2149/22 The Responsible Finance Officer to set the commencement date for the exercise of public rights

The Responsible Finance Officer has set the commencement date for the exercise of public rights from Monday 13 June 2022 to Friday 22 July 2022.

CLlr Done proposed to note the above dates; this was seconded by CLlr Avery and resolved by the Council.

2150/22 To appoint councillor's responsibilities

The Chair and councillors went through the councillor's responsibilities for 2022-23. The Chair will forward an up-to-date list which will be put on the website.

2151/22 To review the Standing Orders and Financial Regulations

Copies of the Standing Orders and Financial Regulations were previously circulated to the Councillors to consider.

CLlr Done proposed to approve the Standing Orders which no amendments; this was seconded by CLlr Baines and resolved by the Council.

CLlr Avery proposed to alter 4.1 first bullet point to the cost of £500; this was seconded by CLlr Weingaertner and resolved by the Council.

2152/22 To review the policies as listed

The Clerk previously circulated copies of the following policies for the Councillors to consider.

- Code of Conduct
- Safeguarding Policy
- Complaints Policy
- Equality Policy
- Health & Safety Policy

CLlr Avery proposed to approve the above policies with no amendments; this was seconded by CLlr Weingaertner and resolved by the Council.

2153/22 To receive updates on any actions from the previous meeting

- Min ref 2121/22 – The Clerk has arranged for independent payroll processor Darby's Accountants to process the Parish Council wages.
- Min ref 213-/22 – No update on the website – to put on the next agenda
- Min ref 2134/22 – The Chair has spoken to Rights of Way and they will keep monitoring the situation

2154/22 To receive reports from any other meetings attended

No meetings attended.

2155/22 To receive play area inspection reports

The Chair reported that two inspections have taken place with no additional actions. The Chair has also carried out the half yearly ancillary routine inspection; slight damage on some items and wear and tear – bins may need replacing in due course but no actions required.

2165/22 To consider any planning applications as listed and note any planning correspondence**Application: 22/00221/HSE**

Proposal: Rear single storey extension

Location: Whitsunday Pie House, Welham Road, Retford

Consideration: No objections

Application: 22/00409/HSE

Proposal: Proposed single storey rear extension

Location: Leacroft, Main Street, Clarbrough

Consideration: No objections

CLLr Done proposed not to make any objections; this was seconded by CLLr Willcock and resolved by the Council.

Application: 22/00524/FUL

Proposal: Demolition and removal of existing agricultural buildings and erect a detached single storey dwelling

Location: Land adjacent Drive End, Little Gringley Lane, Welham

After discussion the Council objects to the above application and wishes to express serious reservations to this application on the grounds;

1 - Neighbourhood Plan policy 4 - Infill Development. This development meets none of the criteria to be classed as 'infill' being neither a gap in a street frontage nor surrounded by other housing

2 - There are details lacking in respect of the eventual number and use of buildings remaining on the site once the new building is completed.

The Council wishes to see confirmation of these details before any development is approved.

CLLr Avery proposed to object the above application with concerns as shown; this was seconded by CLLr Done and resolved by the Council.

2157/22 To consider a Neighbourhood Plan review and the Bassetlaw Local Plan

CLLr Willcock previously circulated his report on the Neighbourhood Plan review as below

Review of Parish Council Neighbourhood Plan - 6 April 2022 from 6.30 pm at Clarbrough Village Hall

Present - Representing the Parish Council: Andrew Avery, Lesley Baines, Wendy Davies, Phil Gibson, Jill Palfreyman, Anton Weingaetener, Paul Willcock

Representing Bassetlaw District Council's Neighbourhood Planning Team: Will Wilson (WW), Tom Gill

Purpose - Discussion between Parish Councillors and BDC Planners to the Parish Council to decide whether to launch a Review of the Parish Council Neighbourhood Plan.

Background - A group of residents requested permission from the Parish Council in 2012 to establish a Steering Group in order to produce a Neighbourhood Plan (NP) for the whole Parish. This permission was necessary as the Parish Council is the Operating Authority for any such NP under the law governing Neighbourhood Planning. The Parish Council agreed and a Steering Group was formed. Working with BDC Planners and other planning consultants, this Steering Group produced a final NP in the autumn of 2016. This was sent for Examination and then put to a Referendum of eligible voters in the Parish on 2 February 2017.

The NP was 'Made' – approved – by an 88% vote in favour by those who voted.

Why should a Review be considered?

WW suggested that a Review be carried on the basis that:

- National Planning Policy Framework (NPPF) had been re-written in 2019;
- The Bassetlaw Local Plan (BLP) is nearing submission to Inspection later in 2022.

Both these higher authority planning documents affect the validity of the NP which, as it predates both of these higher-level documents, cannot reflect the changes in those documents.

To maintain the validity of the Parish NP it should reflect those documents.

What of the NP should we Review?

WW suggested we review all the NP to make it fit for a longer period! He added that not all areas would need the same depth of Review.

In detail:

Policy 1: The development of the Broad Gores site

Possibly add - site allocations following discussions with landowners

- a design code. This would be carried out by ACOM.

Policy 2: Design of residential developments

Could have Design Code added.

Policy 3: Housing Types

Not much needed here.

A housing needs assessment would strengthen the policy – can be carried out free of charge.

Policy 4: Infill development – needs strengthening

E.g. mention back garden development.

Have a Character Assessment (CA) carried out, maybe different CAs for different sections of the Parish.

Policy 5: Reducing the risk of flooding

Update due to include recent work and tighten parameters

Enhance supporting text to include controlling flooding events

Policy 6: Improve green infrastructure and the natural environment

This should include the 'Green Gaps Policy' of the BLP as it applies to the Parish and will strongly control development beyond the current 'Village Envelope'..

This could be part of Policy 6 or a complete new Policy.

By having a new Policy this would build overlapping layers of mutually supporting Policies.

Policy 7: Supporting local businesses

Any specific sites for new businesses since being 'Made'. Eg Spar shop, Post Office, Caravan Site?

Policy 8: Better Broadband

There appears to be a discrepancy between broadband availability in different parts of the Parish, perhaps a survey of this.

Importance of broadband as illustrated during the Covid Pandemic, it's support for home working. Survey of those who are homeworking and need improved broadband.

Policy 9: Promoting tourism

Leave as it is.

Possible new Policies:

- a Establish a Development Boundary
- b Local Green Space to apply to Parish Pasture, Playing Field, Nature Reserve, Woodlands.

Process

The process of a Reviewed NP is determined by the depth of the Review:

- Level 1: Review to correct basic errors of spelling and language to ensure intentions are clear

This can be done by submission to BDC Planning Department

- Level 2: Slight changes to Policies
Requires Examination but the Examiner can determine the need or otherwise for a
Referendum dependent on the extent of the changes.
- Level 3: A full Review of the whole document. Policies can be deleted or added.
Examination and Referendum required.

Costs and Support

Locality would provide funding for the Review, as they did for the original NP, up to a value of £10,000.

Some of the suggested background surveys can be supported by this but others are available free of charge.

BDC Neighbourhood Planning Team will give technical support and advice on an on-going basis.

Cllr Willcock discussed the above further and the main point to note is the requirement of volunteers to step forward to assist with the review; without volunteers this will not happen. An article will be put into the next newsletter.

Cllr Willcock then proposed a response to the Bassetlaw Local Plan addendum consultation – The Clarbrough & Welham Parish Council will support the continued inclusion policy of the 5% growth cap in the addendum for the 2022-2038 local plan; this was seconded by Cllr Weingaertner and resolved by the Council.

2158/22

To consider the Platinum Jubilee celebrations and expenses

Cllr Done gave an update on the Jubilee event during the day.

Cllr Willcock gave the following update on the beacon lighting.

Beacon Lighting - The Beacon at the top of Howbeck Lane is now due to be lit at 21.45 (9.45 pm) on Thursday 2 June as part of the Events organised nationally. There should be over 1,500 Beacons of various types lit at that time. I have registered the Parish Council as lighting our Beacon and we are entitled to an official Certificate to acknowledge this.

Cllr Willcock went through the organising of the event, the siting of buntings and tree planning items. It was noted that the Chair has looked at the government website regarding music licence for the event and it states that one is not required.

Cllr Willcock reported that the booklet written by Mrs Kath Sutton; our former District Councillor; for the VE75 celebrations organised to mark the end of World War Two in 2020. Unfortunately, Covid prevented this event happening. The booklet was written but never published and it holds about 25 memories which were given in person or sent to Mrs Sutton. A lot of work has been put into writing this substantial booklet and Cllr Willcock thinks that as part of the history of our Parish; that the Parish Council should support it. The printing will be done by the District Council for a price £250.00.

It is hoped that the booklet can be sold at the various Jubilee events; and through the Spar Shop for a price of £1 or £2.

This booklet has already been approved previously and Cllr Willcock proposed using £250 from previous funds to pay for the printing costs; this was seconded by Cllr Avery and resolved by the Council. A cheque is to be written when it is known who it is to be made out to.

Cllr Baines gave an update on the Jubilee afternoon tea which the WI is organising on behalf of the Clarborough & Hayton Parish.

Prosecco - you may recall that a quantity of Prosecco was bought for the ill-fated VE75 Celebrations for a toast to the fallen in WW2. I still have this. (This comes with plastic Champagne Flutes.) Cllr Willcock proposed to donate the bottles to the Clarborough & Welham Parish tea which the Parish Council is supporting; this was seconded by Cllr Palfreman and resolved by the Council. Cllr Baines abstained due to being a member of the WI.

Cllr Done reported that he has heard that someone was thinking of holding a picnic event on the football pitch on the Sunday; Cllr Done explained to the person that permission would firstly be required from the Parish Council.

The Chair proposed that if anyone comes forward for permission of holding a picnic on the football field for private use only - that permission is given; this was seconded by Cllr Done.

2159/22

To receive any update on the Parish Pasture and consider any expenses

Cllr Willcock gave the following report:

Wildflowers - We have had a good show of spring pollinator flowers over the last couple of months, with Snowdrops followed by Primroses and Cowslips. These are now all dying off – the snowdrops having long gone – but just a very few Bluebells are showing sparsely in the woodlands.

Scrapes - The southern scrape has a covering of perennial wildflowers as a result of the seed sown last year. Dense and flower filled – it looks good.

The most northerly scrape was filled with new soil, raked out and then planted with Snowdrops, Primroses and Cowslips. It was seeded with a Cornfield Mix of wildflowers. Due to the almost total lack of rain it is being watered regularly – a ‘Forth Bridge’ job!

Woodlands - The Ash Woodland has been strimmed and almost all the Ash Tree self-set saplings cut down as a result of them having Ash Die Back disease. All the material has been removed from the woodland and will be burnt when the weather is suitable. We are not allowed to remove any of the timber from the land for burning! We will interplant more tree whips or bigger saplings within this area.

The Birch Woodland has also been strimmed and will be raked clear.

Trees - Almost all of the tree whips, or larger saplings, which have been planted over the last three years have survived. Most will have the protective tubes removed this summer and will be staked for the next few years. These will be secured with Hessian straps and eventually all the existing plastic tree ties will be replaced with this strapping. We are trying to eliminate any use of plastic on the Parish Pasture as far as possible. I have also noticed that we have a couple of tree species of which we were not aware – part of the bundle of whips from the Woodland Trust. Bigger variety!

Gates - We have two wooden gates which we wish to move to stop vehicles entering the Pasture. These are quite serviceable but do need posts and ‘furniture’. Although the installation was not budgeted for, I would like to use some of the annual allocation to buy what is needed for the installation. The list of needs is below:

Gate Posts 2.4m x 175mmx175mm	£55.00	x 2	£110.00
New Gate Hooks	£0 6.99	x 4	£ 27.96
Drop Bolts	£28.44	x 2	£ 56.88
Postcrete	£06.99	x 6	£ 41.96
Chain	£10.00	x 1m	£ 10.00
Combination Lock	£17.00	x 1	£ 17.00
Gate Stop	£10.00	x 1	£ 10.00
Total			274.80 (including VAT)

This is an estimate, if items can be purchased more cheaply from different suppliers this will be done.

Memorial Seat - The Memorial Seat is much used by those using the Pasture. It will be sanded and a different preservative used on it in the next few weeks.

Cllr Willock proposed to install the two gates for the amount of £250; this was seconded by Cllr Weingaertner and resolved by the Council.

2160/22 To receive any update on the Mayflower Community Orchard and consider any expenses

No updates for the meeting.

2161/22 To approve the Flood Wardens Role and receive updates on the Flood Prevention and Flood Management Strategy

The draft Flood Wardens Role had previously been circulated to the council at the last meeting.

Cllr Avery proposed to accept the Flood Warden’s Role for the Parish Council; this was seconded by Cllr Done and resolved by the Council.

2162/22 To report any Highways, Rights of Way or Service Faults

No reports.

2163/22 To receive any correspondence or information for future agenda items

No information received to put forward for the next meeting.

2164/22 Time and date of the next Parish Council Meeting

The next Parish Council meeting will be held on the 27th June 2022 at 7pm in the Clarborough Village Hall, Main Street, Clarborough.

2165/22 To exclude members of the public under the Public Bodies (Admission to meetings) Act 1960 to be able to consider the following item

At this point members of the public left the meeting.

2166/22 To review staff salary column point

The Clerk had previously passed on information regarding the 2021 pay rise for Clerks; which has only just been agreed in March 2022 and is a year behind.

After consideration Cllr Willock proposed to increase the column point to 18 from (2021-22); this was seconded by Cllr Weingaertner and resolved by the Council.