

NORTH WINGFIELD PARISH COUNCIL

Minutes of the meeting of North Wingfield Parish Council held at 7.00pm on Tuesday 12th December 2017 at the Community Resource Centre, Whiteleas Avenue, North Wingfield.

Present:

Cllr N Barker - Chair
Cllr G Butler
Cllr D Edinboro
Cllr E Holmes
Cllr J Lilley
Cllr K Turton
Cllr M Smith
Cllr M Stanley

In attendance –

Mrs Y Colverson - Clerk
Mr J Marriott – Internal Auditor
3 Members of the public were in attendance

Public Speaking –

Concerns had been raised with Cllr Barker regarding vehicles being parked on a small piece of land adjacent to The Green.

The Clerk reported that this land does not form part of The Green and is not owned by the Parish Council as Common Land. This being the case the Council is not in a position to take any action.

RESOLVED That this information be received

The Clerk had received an enquiry as to why there are no Lampost mounted Christmas trees in the village similar to those in Heath.

Cllr Stanley moved that a response be sent stating that the Council had considered this but resolved that the cost did not prove value for money.

RESOLVED That the Clerk will respond accordingly

PART I – ITEMS TO BE DISCUSSED IN PUBLIC MEETING

114/17 To receive and approve apologies for absence and reasons given

Cllr J Fisher - Away, Cllr D Ward - weather

RESOLVED That these apologies be accepted and approved

115/17 To receive declarations of interest

Members were reminded to declare any interest on any item on this agenda at this point or at any point during the meeting in accordance with North Wingfield Parish Council's Code of Conduct.

Cllr N Barker, Cllr G Butler and Cllr J Lilley declared an interest in item 7, planning, as reserve members of District Council planning committee

RESOLVED That this information be recorded

116/17 Minutes – To approve and sign minutes of the meeting held on 21st November 2017

RESOLVED That these minutes be approved and signed by the Chair

117/17 Parish Administrator's Report

Parish Administrator's Report – 12.12.17

Action taken following the Parish Council meeting held on Tuesday 21st November 2017

11/17 a – Christmas Tree

The Christmas Tree is now in place outside Hoult's Funeral Directors

112/17 a – Correspondence

Jamie and Clare Glasebrook have thanked the Parish Council for allowing them the use of the Community Resource Centre as head quarters for the Spire Ultra Trail Race to take place in May 2018. All money raised will be donated to the McMillan Cancer Care unit at the Chesterfield Royal Infirmary in memory of Ken Trodden

Other

Christmas Fayre

The Christmas Fayre was held on Saturday 2nd December was very successful with many people visiting the stalls and enjoying a cup of tea and mince pie. Santa was particularly busy and he gave over 50 gifts to local children. There is no charge to see Santa and the gifts were given by the Parish Council.

Most of my time has been spent on the day to day running of the Community Centre as this is a particularly busy time so, once again, I have little Parish Council business to report.

RESOLVED That this information be received

118/17 Exclusion of public

RESOLVED that as no members of the public were in attendance there were no items to be moved

119/17 Planning

None received

120/17 Items for Consideration and Decision

a. Community Resource Centre lighting

The Clerk requested the Council consider changing the current fluorescent strip lighting in the Community Resource Centre to LED lights. This would save electricity and money. The Clerk presented a quotation to replace the lights in the small meeting room at a cost of £435.

Cllr M Smith moved that the lights in the small meeting room be changed and if this is successful similar work to be done to other parts of the centre at a later date.

All in favour

RESOLVED That the lighting in the small meeting room will be changed to LED

b. Staffing structure

The Clerk requested the Council consider some changes to the current staffing structure as follows.

New role to be developed, Assistant Clerk/Centre Coordinator. Full-time
This will replace the Community Centre Assistant Manager giving more administrative support to The Clerk.

Key Holder – Part-time (minimum 2 hours per week)
To recognise the responsibility of being a key holder

Cllr Butler moved that these changes to the staffing structure be implemented
All in favour

RESOLVED That two new roles will be created and the Assistant Manager role will be discontinued.

RESOLVED That Cllr N Barker, Cllr J Fisher, Cllr G Butler, Cllr M Stanley and Cllr D Ward will meet on Tuesday 28th November at 7pm

c. Staff vacancy

Three expressions of interest had been received for the role to replace Mr Trodden.

Cllr E Holmes moved to interview all three candidates

All in favour

RESOLVED That three candidates will be interviewed on Thursday 14th December. Cllr Barker, Cllr Stanley and Cllr Turton will form the interview panel.

121/17 Items for Information Only

a. Correspondence

None receive

b. Items for Information

None received

122/17 Finance

a. 2018/19 Budget

The Clerk presented a draft budget as follows

Draft Budget 2018/19

Income	17/18	18/19	
Precept	£160,177	£166,320	3.835% Increase
Countil tax grant	£16,004	£10,670	
Bank interest	£560	£500	
Solar panels	£2,750	£2,500	
Burial ground	£3,630	£4,000	
Rents	£280	£280	
CRC Profit	£7,000	£10,000	
Grants	£430	£430	
Total		£194,700	

Expenditure	17/18	18/19
Staff Costs	£116,150	£121,500
Vehicles	£2,100	£2,500
Village maintenance	£1,050	£2,500
Garage/store	£2,100	£2,200
Burial Ground	£2,500	£2,500
Playing fields	£23,000	£17,000
137 grants	£15,000	£8,000
Sports provision	£2,000	
Alma Allotments	£240	£250
Audit	£1,200	£1,200
General Admin	£2,010	£1,500
IT contract		£7,000
Subscriptions	£550	£300
Training	£1,000	£1,000
Streetscene	£10,500	£10,500
Communication	£1,000	£500
Insurance	£9,000	£9,000
Whistle Wood	£750	
Chair's Allowance	£600	£600
Charges	£150	£150
2020 Vision		£2,500
School Crossing		£4,000
Totals	£190,900	£194,700

Cllr E Holmes moved that this budget be approved
All in favour

RESOLVED That this above budget is approved for the financial year 2018/19

b. 2018/19 precept

Following the approval of the budget for 2018/19 the Clerk requested a precept of £176,990, including Council Tax grant, be requested. This is an increase of 3.835% on last year's precept

Cllr G Butler moved that a precept of £176,990 be requested
All in favour

RESOLVED That a precept of £176,990 be requested for financial year 2018/19

c. Account balances

Account Name	Account No.	Balance at 31.01.17
Unity Trust Bank		
Current Account	20332790	£64,919.94
Resource Centre Repairs and Renewals	20332800	£30,125.79
CCLA – Deposit Accounts		
Capital Projects		£81,060.39
Allocated Funds, Vehicle/gratuities		£32,852.22
Reserve Account		£62,827.00
Total		£253,785.34

RESOLVED That this information be received

d. Accounts for payments

The following details of invoices for payment were presented

BACS	Hutton Wholesale	Bar stock	268.07	44.68	223.39
BACS	Hutton Wholesale	Bar stock	619.46	103.24	516.22
300465	North Wingfield Team	s.137 grant	164.00		164.00
300466	Belmont Mowers	Mower repairs	213.17	35.53	177.64
300467	Royal British Legion	s.173 grant (2 x wreaths)	36.50		36.50
300464	Carlton House	Bar audit	70.00		70.00
300463	NEDDC	Play areas & Dog bins	1473.45	254.45	1227.88
BACS	Hutton Wholesale	Bar stock	267.61	44.60	223.01
300462	Chris Curley	Bond returned	100.00		100.00
DDR	BT	Phone and broadband	136.96	22.82	114.14
DDR	T Mobile	Mobile phone	4.99		4.99
DDR	Allstar Business	Fuel	105.01	17.50	87.51
300474	NEDDC	Skip	306.00		306.00
300477	M&M Timber	Compost & padlocks	34.48	6.42	32.06
BACS	Designs Direct	Cleaning materials	158.34	26.39	131.95
BACS	DCC	License(Williamthorpe Rd)	40.00		40.00
BACS	Seven promotions	Leaflet distribution	93.60	15.60	78.00
BACS	Capital Floors	F/R Floor maintenance	543.35	90.56	452.79
300476	Frank Berry Otter	Office supplies	32.61	4.93	27.68
300473	B&Q Trade UK	Paint etc	76.12	12.68	63.44
DDR	Lloyds Bank	Credit card (bar stock etc)	653.50	79.72	574.08
300486	NW Primary Sch	Stevenson's fund	335.00		335.00
300469	Pilsley Primary Sch	Stevenson's fund	100.00		100.00
300471	Tupton Parish Council	Stevenson's fund	200.00		200.00
300472	Stretton Parish Council	Stevenson's fund	130.00		130.00
BACS	Clay Cross Parish Cllr	Stevenson's fund	335.00		335.00
DDR	Water Plus	Station Road pavilion	35.34		35.34
DDR	Water Plus	Cemetery	22.14		22.14
STO	NEDDC	Payroll	10400.00		10400.00

300477	Yell.com	Advertising 17/18	151.20	25.20	126.00
DDR	Allstar Business	Fuel	60.00	10.00	50.00
DDR	Sharpe Group	IT contract	594.00	99.00	495.00
		Total	18,504.80	871.96	17,623.84

RESOLVED that these payments be approved.

e. Bank Reconciliation

Bank reconciliation was presented for approval

RESOLVED That bank reconciliation for November be approved and signed by the Chair

Meeting closed at 8.15pm