

NORTH WINGFIELD PARISH COUNCIL

Minutes of the meeting of North Wingfield Parish Council held at 7.00pm on Wednesday 15th May 2018 at the Community Resource Centre, Whiteleas Avenue, North Wingfield.

Present:

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

In attendance –

Mrs Y Colverson – Clerk

040/18 Election of Chair

Cllr M Stanley moved Cllr N Barker as Chair

All in favour

RESOLVED Cllr N Barker will be Chair for the next year

041/18 Election of Vice-Chair

Cllr E Holmes moved Cllr J Fisher as Vice-Chair

All in favour

RESOLVED Cllr J Fisher will be Vice-Chair for the next year

042/18 To receive apologies for absence

Cllr J Lilley – Holiday

RESOLVED That these apologies be accepted and approved

042/18a 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 and Cllr G Butler declared an interest in planning matters as reserve members of District Council planning committee

RESOLVED That this information be recorded

043/18 Minutes – To approve and sign minutes of the meeting held on 17th April 2018

RESOLVED That these minutes be approved and signed by the Chair

044/18 Parish Administrator's Report

Items for Consideration and Decision

Cemetery Signs

Cemetery signs and notice boards have now been ordered

Action taken following the Parish Council meeting held on Tuesday 17th April

Community Centre

Offices

Work to knock the two offices in to one will start on Monday 21st May and should be completed by Friday 1st June.

Lighting

Lighting in the Internet Cafe has now been changed to LED

Live&Local

The performance by Dan Walsh was very well received despite having a smaller audience than usual, only 42 tickets sold. We have applied for three performances for next year.

GDPR – The following item regarding GDPR included in SLCC Newsletter

Parishes and Communities to be exempt from appointing a DPO

The House of Commons this week, during the Report Stage, accepted a Government amendment to the Data Protection Bill, the effect of which will be to remove all parish, town and community councils, parish meetings and Charter Trustees in England and Wales from the initial requirement that they must appoint a Data Protection Officer.

All other obligations under the General Data Protection Regulation (GDPR), as we have previously advised, will come into force on 25th May.

We will be working towards compliance next week while work is being done to the office.

Summer Fayre & Plant Sale

Saturday 2nd June – 10am – 2pm

Any help would be very gratefully received.

045/18 Exclusion of Public

The Clerk requested that item 10(g), staff salaries, be discussed in private session.

046/18/17 Planning

No planning applications had been received

047/18 Arrangements for Committees and Working Groups

Cllr K Turton moved all committees and working groups to stay as last year
All in favour

RESOLVED All committees and working groups of the Council will remain as last year

048/18 Representation on External Bodies

Cllr M Stanley moved that representation on external bodies remain as last year
All in favour

RESOLVED That representation on external bodies will remain as last year

049/17 Items for Consideration and Decision

i. Risk Assessment

The Clerk presented the risk assessment, reviewed by the Chair and Clerk. Amendments were recommended to the role and cover of the RFO position now undertaken by the Clerk

Cllr E Homes moved to adopt the risk assessment
All in favour

RESOLVED that this risk assessment is adopted to be reviewed again in May 2019 and/or with any change of circumstances

ii. Standing Orders

New model Standing Orders have been issued by NALC, as the Clerk had not had time to update the Council's Standing it was recommended that this be included as an agenda item in a future meeting

iii. Financial regulations

The Financial Regulations were reviewed.

Cllr J Fisher moved these be approved and re-adopted
All in favour

RESOLVED That the Financial Regulations be adopted and reviewed again in May 2019 and/or with any change of circumstances.

iv. 137 Grants

The Clerk reported that grant requests had been received from all community groups.

Cllr G Butler moved the following funds to be given in grant funding

GRANT FUNDING

Group	2018
Alma Fishing Club	£250.00
Club FC	£300.00
Hepthorne Lane FC	£300.00
AFC North Wingfield	£300.00
East Midlands Ju Jitsu	£200.00
Hepthorne Lane Allotments	£250.00
Hepthorne Lane Show	£250.00
Highfields Allotments	£250.00
Hepthorne Lane Craft Group	£200.00
1st North Wingfield Brownies	£300.00
1st North Wingfield Scouts	£300.00
Winning Wednesday (MW)	£200.00

NW Luncheon Club (MW)		£200.00
DUWC		£1,000.00
Small Wonders		£250.00
	Total	£4,550.00

All in favour

RESOLVED That grants will be given as outlined above

v. Burial fees

The Clerk presented current burial fees.

Cllr M Stanley moved that the fees be increased by 5%

8 in favour

1 against

RESOLVED That burial fees will increase by 5%

vi. War memorial

After being asked for ideas to commemorate the 100th anniversary of the end of WW1, the Clerk suggested the British Legion's 'Silent Soldiers' campaign, these are near life-size silhouettes of a First World War 'Tommy' cut from black dibond, which is both tough and weatherproof: they are supplied with bolts and angle iron posts for free-standing display, can be fixed to a wall or attached to an upright pole in either public or private spaces.

The cost is not specified but a donation is asked for

Cllr E Holmes moved that £600 be spent

All in favour

RESOLVED That 'silent soldiers' will be purchased to the cost of £600

vii. Staff salaries

The Clerk presented recommendation for staff salary increases following the recent national pay increase and staff appraisals. The total cost of staff salaries for 2018/2019 being £105,966 if agreed

Cllr J Fisher moved to agree recommended salary increases

All in favour

RESOLVED That incremental pay rises and national pay rises will be applied to all staff

050/18 Items for Information Only

a. Correspondence

Member of public – Letter of thanks for the excellent condition upkeep of Dark Lane Cemetery and The Green

DCC - Acknowledgement of letter and comments regarding planned cuts to library service

NEDDC Governance Officer – Letter of thanks for donation to Chair’s appeal

b. Items for information

None received

051/18 Finance

a. Account Balances

Account Name	Account No.	Balance at 30.04.16
Unity Trust Bank		
Current Account	20332790	£74,557.60
Resource Centre Repairs and Renewals	20332800	£16,796.84
CCLA – Deposit Accounts		
Capital Projects		£81,155.90
Allocated Funds, Vehicle		£25,890.76
Reserve Account		£54,950.25

Cllr M Smith moved that this information be noted as received
All in favour

RESOLVED That this information be received

b. Accounts for payments

Invoices for payment are detailed on separate sheet

RESOLVED that these payments be approved.

c. Bank Reconciliation

The Clerk reported she had not been able to complete the bank reconciliation due to work on the annual return taking precedence. Bank reconciliations for April and May will be presented at the June meeting.

d. Bar Audit

The Clerk presented the Bar Audit report following the audit undertaken on 31st March 2018, profit being at 50.13%.

RESOLVED That this information be received.

e. Annual Governance Statement

The Clerk presented the Annual Governance Statement to the Council, each item was agreed and a 'Yes' response recorded.

Cllr M Stanley moved to resolve to approve the Annual Governance Statement
All in favour

RESOLVED That the Annual Governance Statement be approved and signed by the Chair

f. Annual return

The Clerk reported that the annual return had not been completed at this time as figures did not balance and requested a special meeting to be held to approve this.

RESOLVED That a meeting to approve the annual return will be held at 9.30am on Saturday 2nd June.

g. Finance Committee meeting

The following recommendations were made following the Finance Committee Meeting held on Tuesday 8th may 2018.

- i. Telephone and broadband provision to be moved from BT, currently costing £115 per month. The Following quotations for service being provided.

BT (new contract)	£63 per month
Sharpe Systems	£95 per month
ZEN	£53 per month

Cllr E Holmes moved to remain with BT, a little more expensive but would save having to move suppliers
All in favour

RESOLVED That the telephone and broadband will remain with BT under a new contract

- ii. Community Centre income and expenditure to be reported separately from the Parish Council accounts

RESOLVED That the Council supports this recommendation

- iii. The Finance Committee to meet a minimum of four times per year

RESOLVED That the Council supports this recommendation

The meeting closed at 8.50pm