

# **Kirklington Annual Parish Council Meeting & Ordinary Parish Council Meeting (combined) – minutes**

*Minutes for the meetings on Monday 22nd May 2023 (following on from the Annual Parish Meeting).*

Present: Bob Radford (RSR)(Chair) Ian Woolridge (IW)(Treasurer/RFO), Andrew Twidale (AT), Sarah French (SF), Graeme Wheatcroft, Cllr Penny Rainbow (PR), Helen Cowlan (HC)(Clerk).

Public: two residents present, including Colin McGarrigle

## **Annual Meeting formalities**

### **1. Election of new Chair**

There was unanimous agreement for RSR to continue, and be re-elected as Chairman of the Parish Council. Proposed IW, seconded GW.

### **2. Election of new Vice-Chair**

There was unanimous agreement for MS to continue (in his absence), and be re-elected as Vice-Chairman of the Parish Council. Proposed GW, seconded IW.

### **3. Election of new Treasurer**

There was unanimous agreement for IW to be re-elected as Treasurer/RFO of the Parish Council. Proposed RSR, seconded AT.

### **4. Apologies for absence**

MS was unable to attend due to prior commitments – apologies were accepted by the Parish Council.

### **5. Declarations of Interest**

None.

### **6. Minutes of last Annual Parish Council Meeting**

The minutes from the last Annual Parish Council Meeting held on 9<sup>th</sup> May 2022 were approved and signed as being a true record of the meeting, Prop RSR, sec IW.

### **7. Minutes of last ordinary Parish Council Meeting**

The minutes from the last ordinary Parish Council meeting, held on 3rd April 2023, were agreed and signed as being a true record of the meeting. Proposed IW, seconded IW.

### **8. Roles for the forthcoming year (2021-22)**

RSR – Chair - Highways – Health and Safety – Church Christmas tree – bank signatory.

MS – Vice Chair – Village School - village school liaison.

AT – Planning – VPMC Liaison - bank signatory – defibrillator.

IW – Treasurer - accident reporting - Wings School liaison – bank signatory.

PM - verges – street lighting - footpaths.

GW – flooding – drains.

SF – Wings School liaison – SNG Committee/Police Liaison (when meetings restart).

Roles were unanimously agreed, however, in reality any Parish Councillor is happy to take ownership of any issues as required in order for actions to be completed in a timely manner.

### **9. Adoption of the Chairman's Annual Report**

The Chairman's Annual report was unanimously agreed and adopted. Proposed AT, seconded IW.

### **10. Treasurer's Annual Report / adoption**

The most significant item in the annual accounts for 2022/23, was the receipt of a further Community Infrastructure Levy (CIL) grant of £13.2k in December. We now have until 2027 use these funds on suitable projects for the benefit of the community. The remaining £700 from the previous grant was used on the existing defibrillator installations and the Church hedge, as identified last year.

Income – In 2022/23, KPC increased the annual precept by just £100 to £6,500 in line with our stated policy to achieve overall reserves at the recommended levels of 1 1/2 our annual precept.

KPC received a £200 grant for the Late Queen's Diamond Jubilee that was used towards the Jubilee Garden Party organised by the Village Hall committee.

Costs – (Excluding CIL expenditure)

Overall, the Parish Council spent £5,511, Slightly more than last year (approx. £100)

As KPC has done for several years, the continued regular practice of helping towards the major village assets, KPC donated £1,200 towards the Village Church upkeep, allowed under S137 Local Gvt Act, and a further £1,200 towards the upkeep of the Village Hall. Again, this is permitted within national guideline Section 19.3 of the Local Gvt Act.

KPC spent an additional £300 for keeping the Village War memorial clocks on the Church tower running and a further £500 towards the Church hedge refurbishment.

Our other costs, were in line with budget expectations again, covering items such as the Church Christmas tree, GPDR licence, NALC membership, training etc. KPC also purchased replacement Poppies for the village lampposts

In conclusion, KPC achieved a day to day surplus of £530 for 2022/23, just above the budgeted objective of £500. KPC has been gradually building up the overall financial reserves to the recommended levels over a number of years, and reached that objective in 2022/23.

When the new CIL income is taken into account, the net Income over Expenditure was £13,691.

Formal thanks were, again, given to IW for his work. The Finance report was unanimously agreed and adopted. Proposed RSR, seconded AT.

### **Ordinary Meeting formalities**

#### **11. Action points review**

Number	PC member	Subject	Date Raised	Status
16-45	HC/PR	<u>Ivy Farm</u> No further updates have been received. Concerns were shared as part of the Annual Parish Meeting. <b>Action: PR to speak to Enforcement Team to see if there are any options currently. HC to draft letter to MP (MS) if no progress is forthcoming.</b>	Nov-16	ongoing
19-57	HC	<u>School Playing Field</u> Feedback on the document: clarify if it meant that motor vehicles, rather than 'wheeled' vehicles, should not access to make sure bicycles / pushchairs retain access; politely challenge proposals to charge for use of field as the School isn't charged for use of the Church / Village Hall facilities. <b>Action: HC has contacted Head to see if an agreement can be put in place between School and PC while waiting for response from NCC.</b>	Nov-19	ongoing
20-25	HC	<u>Flooding / drainage projects</u> HC has been in contact to advise that the annual grid cleaning is insufficient. LP-R is now the highways point of contact. Hall Farm Lane junction is struggling and Eaking Road drains also need reviewing. Would like it to be six-monthly rather than annually. <b>Action: HC to liaise with Highways to request site visit to cover all issues in village; consideration to be given to writing to MP (MS) if not resolved.</b>	Oct-20	ongoing
20-26	HC	<u>Potholes/road issues</u> no further updates at this time. <b>Action – will review upon receipt of issues.</b>	Oct-20	ongoing
21-22	HC/PR	<u>National Grid</u> <b>Action - HC to try and contact office of Chairman of National Grid; PR to request a speed check / speedwatch in the area; see if the local Policing Team can offer help.</b>	Sep-21	ongoing

22-10	HC	<u>Speeding on Southwell Rd</u> Speed / traffic monitoring checks have been requested for A617 and the Mill end of the Village. Road strips have been in place near Maxey's and near Hexgreave but unsure if this is linked. <b>Action -HC chase updates from NCC</b>	Apr-22	ongoing
22-12	HC	<u>Policy Review</u> <b>Action - HC to amend 'last reviewed' dates on policies and ensure up to date on website - after July's meeting.</b>	May-22	ongoing
22-17	HC	<u>Civility and Respect Project</u> <b>Action - HC to review information, draft a policy to agree at a future meeting.</b>	Sep-22	ongoing
22-20	HC	<u>Police surgeries</u> meeting has taken place and info circulated - action closed.	Nov-22	closed
23-04	HC	<u>The Mill</u> Hedges and Ivy are encroaching (bridge). Opportunity to review signage / road markings in the area. <b>Action - HC to chase site visit (JH/LP-R).</b>	Feb-23	ongoing
23-05	HC	<u>CIL Funding</u> Ideas include village signs or gates at entrance(s), Village Hall sign, planting of bulbs within the village (entrances/The Mill), accessible stiles - need to review potential 'red tape' e.g. for any installations. <b>Action - HC to contact other villages to ask who they used for signage; HC to contact NCC about stiles.</b>	Feb-23	ongoing
23-06	IW	<u>Defib lighting</u> Motion sensor solar powered light has been bought and is ready to be installed. <b>Action - HC to contact School (courtesy).</b>	Feb-23	closed
23-08	HC	<u>A617 safety</u> <b>Action - HC to contact JH/NCC to chase for options / possible site visit.</b>	Mar-23	ongoing
23-09	HC	<u>Belle Eau Park issues</u> <b>Action - HC to make contact with Lineage to discuss issues and concerns.</b>	Apr-23	ongoing

## 12. WINGS (IW/all)

Repairs have been made to boundary walls. No other known issues or concerns at this time.

## 13. Traffic Report – Accident stats (IW)

None.

## 14. Financial matters (IW):

- Balances - current account £6092.68, deposit account £7681.24 plus CIL £13938.30.
- Clerk payment – payment for April - proposed RSR, seconded AT.
- Receipt of precept – confirmation that first instalment has been received £3350.00.
- Insurance renewal – payment of £394.64 was unanimously approved - proposed RSR, seconded AT.
- Coronation Grant – *a grant of £200 was received and will be donated to the Village Hall – proposed GW, seconded RSR.*
- CIL funding – additional funding has been awarded £776.80.

## 15. End of Year Finances Review 2021-22 (IW):

- Annual Approval of accounts for the year ended 31 March 2023. – unanimous approval – proposed RSR, seconded GW.
- Approval of Certificate of Exemption for the year ended 31 March 2023 – unanimous approval – proposed RSR, seconded GW.
- Approval of the Annual Governance Statement for the year ended 31 March 2023 – unanimous approval – proposed AT, seconded SF.

- iv) Approval of the Accounting Statements for the year ended 31 March 2023 – unanimous approval – proposed AT, seconded SF.

**ACTION – IW to send HC documentation to be published online as per guidelines for audit and Transparency Code (23-10).**

**16. Planning Matters (HC) – any planning requests/updates to review:**

- i) Bilsthorpe Incinerator – although an application has not yet been submitted (at the time of this meeting) comments will be submitted and will include questions / comments about what the waste will be, and where it will be from (as existing facilities are coping with current demand).

**17. Annual Review of Policies (HC/all)**

It was agreed to move this item to the next meeting.

**18. Register of Members Interests Forms**

An overview of process and deadline was given – all Councillors to complete and return the form to HC to forward to NSDC once circulated and completed.

**19. CIL Funding suggestions**

Covered under Actions Log.

**20. Training**

Overview of future training sessions provided, and will be circulated by email.

**21. Belle Eau Park issues**

Residents of Belle Eau Park remain concerned about the number of lorries incorrectly entering the site when looking for Lineage, and the subsequent impact on safety (including damage caused to property) – lorry movements have been recorded. **ACTION – HC to contact Lineage to find out who the site manager / deliveries manager is, and draft a letter to outline issues and request a meeting to discuss / agree possible options (23-09).**

**22. Policing Surgery**

Key updates from the meeting on 18<sup>th</sup> May were discussed and minutes will be circulated.

**23. Flooding**

Covered under Actions Log – IW will send an email, with photos to LP-R and BL as evidence.

**24. School traffic**

Concerns noted as part of the Annual Parish Meeting.

**25. Potholes**

**ACTION – HC to report potholes at The Mill and outside the entrance to The Green (20-26).**

**26. Correspondence**

The only correspondence requiring attention is covered within other agenda items.

**27. Date of next meeting – 10<sup>th</sup> July at 7.30pm at the Village Hall.**

The next Annual Meetings date will be agreed early in 2024.

*Meeting ended 21.15.*