

KINOULTON
ANNUAL PARISH COUNCIL MEETING
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Minutes of the Parish Council Meeting held in Kinoulton Village Hall on Tuesday 14th May 2019.

Present Councillors: Cllr. S. Hill (Chairperson)
Cllr. M. Marriott (Vice-Chairman)
Cllr. N. Oxby (Treasurer)
Cllr. S. Campbell
Cllr. G. Earl
Cllr. M. Kaiser

J Holland (Clerk to the Council)

Visitors Cllr. T. Combellack (Borough Councillor)

Apologies Cllr. P. Cadwallader
Cllr. R. Butler (County Councillor)

Meeting opened at 7.30pm.

Apologies received from Cllr. P. Cadwallader and Cllr. R. Butler

Meeting was formally opened at 7.35pm.

15. DECLARATION OF ACCEPTANCE OF OFFICE

Cllr. Oxby advised the Parish Council that as a new Parish Council has been formed, the outgoing Chairperson would normally chair the meeting until a new Chairperson is elected, but as Cllr. Freeston was unable to attend the meeting, the Parish Council should elect a Chairperson.

Cllr. Oxby proposed Cllr. Hill as Chairperson for the meeting, this was seconded by Cllr. Hill.

Cllr. Oxby, Cllr. Hill, Cllr. Campbell, Cllr. Earl, Cllr. Kaiser and Cllr. Marriott all signed the Declaration of Acceptance of Office form, witnessed by the Clerk. The Parish Council authorised Cllr. Cadwallader to sign his Declaration of Acceptance of Office form at or before the meeting that will be held on the 19th June.

All members of the Parish Council handed in their Register of Interest forms (Cllr. Cadwallader had returned his prior to going on holiday). The Clerk will send the completed forms to the Monitoring Officer at Rushcliffe Borough Council.

16. ELECTION OF OFFICERS – Chairperson, Vice-Chairperson and Treasurer

It was understood that Cllr Cadwallader was willing to have his name put forward as Chairman, but he could not attend this meeting. Under these circumstances, it was unanimously agreed by the Council to consider the election of a Chairman at the Parish Council meeting in June

The Chairman of the meeting invited nominations for Vice-Chairperson.

Cllr. Marriott asked for a summary of role.

Cllr. Oxby stated that the Vice-Chair would step into the Chairperson's role if the Chairperson is unable to attend a meeting, also that two signatures are required on Parish Council financial paperwork so the Vice-Chair would become a signatory for this.

Cllr. Hill nominated Cllr. Marriott as Vice-Chairperson, seconded by Cllr. Earl and unanimously agreed by the Parish Council.

Cllr. Hill invited nominations for Treasurer. Cllr. Earl proposed Cllr. Oxby for Treasurer, this was seconded by Cllr. Campbell and unanimously agreed by the Parish Council.

17. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRPERSON

Cllr. Hill said that Election of Chairperson needs to be an agenda item for the next meeting.

Action Point: Clerk to put Election of Chairperson on the agenda for June.

18. DECLARATION OF INTEREST BY MEMBERS AND OFFICERS

Cllr. Hill asked if any members wished to sign the Declaration of Interest book.

Cllr. Oxby declared a personal interest in the planning application **19/01018/OUT** Cllr. Oxby explained to the new Councillors that, if members had a pecuniary interest (financial interest in any matter) this should be declared, and the councillor should not participate in any decision on the matter. It was at the discretion of the councillor whether or not they declared a personal interest. This was not strictly speaking necessary, but it was a matter of how participating in any decision may be perceived by the local community.

19. NEW COUNCILLOR PACKS

Cllr. Hill asked if there are any questions concerning the New Councillor Packs that were sent out prior to the meeting – none were raised.

Cllr. Combellack advised the new Councillors that training is offered by the Nottinghamshire Association of Local Councils (NALC). This can be beneficial; details are sent out centrally by NALC.

Action Point: Clerk to advise the councillors of the dates of the training for the new councillors.

20. CONTACT INFORMATION FOR THE NEW COUNCILLORS FOR THE NOTICE BOARD AND INFORMATION BOARD BY THE SCHOOL

Cllr. Hill asked if the members of the Parish Council agreed to have their contact information put on the village notice board, by the play equipment and printed in the village newsletter. All councillors agreed and entered their details on the sheet that was passed around the meeting.

Action Point: Clerk to advise the newsletter editor of the contact details, and to replace the contact details on the notice board and by the play area.

21. APPROVE MINUTES FOR THE MEETING HELD IN APRIL AND THE EXTRAORDINARY MEETING HELD IN MAY

Cllr. Hill explained that there is normally only one set of minutes but that, on this occasion, the Extraordinary minutes also needed to be signed off. This Extraordinary meeting had to take place to discuss a planning application that had been submitted, and which had a feedback date prior to the next regular meeting.

Cllr. Oxby added that the original application had been submitted in January and that the to comment on the amended application an Extraordinary Meeting of the Parish Council had been held by the councillors who remained in office at the date of the meeting. (The new Councillor had not come into office at the time of the meeting)

Cllr. Hill asked for a slight amendment to be made to the minutes of the meeting held on the 16th April, these were amended and signed by the Chairperson as a true and accurate record. The minutes from the Extraordinary meeting that was held on the 3rd May were signed by the Chairperson as a true and accurate record.

22. MATTERS ARISING FROM THE MINTUES

Cllr. Hill asked if, as per the minutes, the areas on the Joint Use area had been repaired as there were no taped off areas.

Cllr. Oxby informed the Parish Council that he had put tape on the slide a couple of times, however this had been removed by persons unknown. This equipment had now been fixed by Proludic. Cllr. Oxby had not been able to source a bolt for the lorry, the School Caretaker is aware that this is required, and this equipment was taped off.

23. TO CONSIDER – REPRESENTATIVE FOR VILLAGE HALL COMMITTEE, WEEKLY INSPECTION OF JOINT USE PLAY AREAN, WEEKLY INSPECTION OF DEFIBRILLATOR AT THE NEVILLE ARMS

Cllr. Hill asked if anyone from the Parish Council would like to become a representative for the Village Hall Committee.

Cllr. Oxby advised that this Committee meets typically once every 2 months for about an hour, and deals with the management of the Village Hall. Cllr. Oxby is a representative from the Cricket Club, ex Cllr. Bilton was the previous Parish Council representative.

Cllr. Campbell volunteered to go on Committee as the representative from the Cricket Club if Cllr. Oxby acts as the representative for the Parish Council. Cllr. Oxby was nominated by Cllr. Kaiser and seconded by Cllr. Earl.

Cllr. Oxby said that he had approached Cllr. Earl prior to the meeting regarding the weekly inspection of the Joint Use Area, Cllr. Earl accepted this nomination, seconded by Cllr. Hill and Cllr. Hill said he would help if it is needed. Cllr. Oxby will continue to do the weekend inspection and will show Cllr. Earl how to carry out the inspection.

Action Point: Cllr. Oxby to supply Cllr. Earl with the inspection sheet and show Cllr. Earl how to carry out inspection. Completed weekly sheets are to be given to the Clerk to file.

Defibrillator inspection: Cllr. Oxby checks the Village Hall Defibrillator however ex Cllr. Bilton used to check the Nevile Arms Defibrillator, it is suggested that the Clerk contact ex Cllr. Bilton regarding the weekly check and if he intends to continue to check it.

Cllr. Marriott volunteered to check the Nevile Arms Defibrillator if ex Cllr. Bilton wishes to hand this over.

Action Point: Clerk to contact ex Cllr. Bilton concerning if he intends to continue with the weekly Defibrillator check at the Nevile Arms.

24. PLANNING APPLICATION

Reference Number:	19/01018/OUT.
Applicant:	Mr Egglestone
Development:	Outline planning permission for 1 No dwelling with all matters reserved.
Location:	Land adjacent to Newbold

Cllr. Hill asked if the Parish Council had managed to look at the application online?

Cllr. Oxby had signed the declaration of interest book and therefore was not included in the following vote.

The Parish Council discussed this application and voted, all voted to object to the application on the following grounds: -

Parish Council – objected

The Design and Access Statement for the application states that Kinoulton is a highly sustainable location. The Parish Council disagrees and past decisions for planning applications in the Parish set out that this is not the case. The Village has limited facilities, comprising a pub, school and church. It lacks any shopping facilities, has limited job opportunities and has a very limited bus service. Consequently, any future occupier would be highly reliant on the car.

Under Policy 3 of the Rushcliffe Local Plan Part 1: Core Strategy, Kinoulton is not classified as a key settlement for growth. The Policy allows for development which meets local housing needs and can be delivered through “small scale infill development or on exception sites”. The application site is bounded on one side by Newbold, but a substantial gap exists before the dwelling known as Ashgate House. Consequently, the application site cannot be regarded as infill and it is not on an exception site. Therefore, the proposal does not meet the requirements of Policy 3.

The application site is rooted in the open countryside setting of Hall Lane. The application represents the development of the built form into the countryside and it is considered that it would cause significant harm to the character and appearance of the local area. It would be detrimental to local character and has an adverse visual impact.

A scheduled ancient monument ‘Newbold Medieval settlement’ is located to north side of Hall Lane but it is assumed that the application site is not located within the boundaries of the monument?

Cllr. Combella asked how the Parish Council felt regarding the discontinuation of the paper plans that used to be supplied by Rushcliffe as she felt it was more difficult to analyse the plans and

especially when members of the public attend Parish Councils meetings to view planning applications. Cllr. Combellack is going to air these concerns to Rushcliffe.

Cllr. Hill agreed and asked if the Parish Council would like to write to Rushcliffe regarding the concerns of not receiving paper plans. Parish Council agreed, Clerk to write to Rushcliffe.

Action Point: Clerk to write to Rushcliffe Borough Council to state that the Parish Council would like to see the return of paper plans.

25. INTERNAL AUDITORS REPORT

Cllr. Oxby informed the Parish Council that the Internal Audit Report and accompanying letter had been received from the Internal Auditor. Mr Dixon has signed the internal audit re bank reconciliation internal auditor has pro forma forms, there are no issues with the Internal Auditors report.

Cllr. Hill asked the Parish Council to approve the Internal Auditors report; this was unanimously approved.

26. ANNUAL GOVERNANCE REPORT

An associated paper on the Annual Governance Statement had been previously circulated with the agenda. Cllr. Oxby asked that the Parish Council approve the information outlined in the associated papers that were circulated prior to the meeting. Resolved that:

- a) as members of Kinoulton Parish Council our responsibility is to ensuring that there is a sound system of internal control, including the preparation of accounting statements. We confirm, to the best of our knowledge and belief, that the Council has met the governance requirements and is able to responds "Yes" to all applicable Assertions set out in the Report.
- b) The Chair of the meeting and the Clerk sign the Annual Governance Statement in the Annual Governance and Accountability Return 2018/19.

Proposed: Cllr. N.Oxby. Approved by all councillors.

27. YEAR END ACCOUNTS AND ANNUAL RETURN

An associated paper on the Annual Accounts and Asset Register had been previously circulated with the agenda. Cllr. Oxby set out his report with an explanation of the summarised Annual Accounts, The Accounts are normally signed off by the Chairperson. As a Chairperson has not been elected it was agreed by the Parish Council that it would be signed by Cllr. Hill, elected Chairperson for the meeting and Cllr. Oxby, Treasurer.

The Parish Council resolved to:

- a) Authorises the Chairman of the meeting and Treasurer to sign the Certificate of Exemption – AGAR 2018/19 Part 2.
- b) Approve the Accountability Return 2018/19, Section 2 – Accounting Statement 2018/19, the bank reconciliation and explanation of any variance, authorising the Chairman of the meeting to sign the Statement.
- c) Approve the annual accounts 2018/19, authorising the Chairman of the meeting and the Treasurer to sign the accounts.

Proposed: Cllr. N.Oxby. Approved by all councillors.

28. MEETING DATES FOR 2019/2020

Cllr. Hill explained that the Parish Council would normally meet at 7.30pm on the 3rd Tuesday of the month apart from in August and December. Also, that occasionally an Extraordinary Meeting is called if a planning application is submitted and the lead time does not fall within the next scheduled Parish Council meeting. The members of the Parish Council agreed to continue with the historic meeting schedule.

Cllr. Hill asked the Parish Council to set date for the Spring Clean, a possible Autumn Clean and the Annual Parish Meeting. The following dates were set: -

- Autumn Clean 22nd September 2019 at 10am.
- Spring Clean 15th March 2020 at 10am
- Annual Parish Meeting 2020 13th May at 8pm- Cllr. Oxby was asked to book the Village Hall for this.

Action Point: Cllr. Oxby to book the Village Hall and Clerk to pass the meeting dates onto editor of the website to publish, also for the website be put on the agenda for June.

29. JOINT USE AREA

Cllr. Oxby explained that the inspection of the Joint Use Area was inspected by ex-Cllr. Roberts and ex Cllr. J. Cadwallader as well as himself, inspections are carried out twice a week and a log are sent to the Clerk. Also, the equipment is inspected by a professional company once a year. He advised that some of the equipment is now 12 years old, but generally there are no issues found with the equipment.

Cllr. Oxby confirmed that the Joint Use Area had been inspected twice a week and no issues had been identified.

30. ANNUAL PARISH MEETING

Cllr. Oxby said that the set up would start at 7.30pm, Cllr Campbell will ask if the Brownies can finish earlier to enable the set up to start.

Cllr. Oxby said that he is going to bring some re-cycling queries for the Veolia talk.

Cllr. Hill asked who will be running the meeting.

Cllr. Oxby stated that the meeting is run by the Parish Council Chairperson. As no new Chairperson has been elected ex. Cllr. Freeston will chair the meeting and will give the Chairperson's Report for 2018/2019.

31. VILLAGE SURVEY

Cllr. Hill explained that the previous Parish Council members hoped that the new Parish Council would continue with the Village Survey, and his feelings were that the Parish Council need to pick out key points.

Cllr. Oxby said that one key item was the Website, it came across in the results that the website is not really used, so the Parish Council needs to decide what does it want from a Website.

Cllr. Marriott raised that one key point was speeding in the village.

Cllr. Campbell mentioned that there is a new interactive sign by the old Lime Kiln pub.

Cllr. Oxby suggested that all councillors look at the results before the next Parish Council meeting and decide what they feel needs to be worked on.

Action Point. All councillors to look at Village Survey results and bring their suggestions as to what needs to be worked on further to the meeting in June.

32. RISK ASSESSMENT

Cllr. Oxby had circulated the Risk Assessment prior to the meeting. The Risk Assessment covers items such as benches and trees around the village. If members of the Parish Council could please check to see if any work is needed when they are walking past it would be beneficial, a simple log of what and when you looked at it would need to be kept and passed to the Clerk. Cllr. Oxby will draw up a check list for June's meeting, Clerk to put on the Agenda.

Action Point: Clerk to put Risk Assessment log on the Agenda for June.

33. SANCTION OF ACCOUNTS

- a) Cllr. Oxby explained that the Insurance needs to be paid to Zurich £575.64, this is a tied-in period of either 3 or 5 years, the insurance document will be circulated to the Parish Council.
- b) Publication by the SLCC cost of £17.
- c) Shouler & Son allotment rent £400.00, this is leased by Parish Council but run by the Allotment Society.
- d) Internal Auditors cost £70.
- e) Proludic £589.10 (£98.19 VAT will be re-claimed).
- f) Information Commissioner's Office (ICO) direct debit £35 per year.

The Parish Council agreed to defray the above costs.

Cllr. Oxby confirmed that he had now received the Direct Debit form re ICO.

34. PARISH AFFAIRS

Cllr. Hill asked if any of the Parish Councillors had any items that they wished to raise under Parish Affairs.

Cllr. Oxby explained that, if items under Parish Affairs cannot be resolved, they would need to be put on the next agenda.

No Parish Affairs.

35. DATE AND TIME OF NEXT MEETING

Cllr Oxby explained that if Councillors wish an item to go on the agenda, they should advise the Clerk, and if anything is unclear then please ask.

Cllr. Hill stated that the next meeting will be on Tuesday 18th June at 7.30pm.

Meeting closed at 9.30pm.