

**KINOULTON**  
**PARISH COUNCIL MEETING**  
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**Minutes of the Parish Council Meeting held in Kinoulton Village Hall on Tuesday 15<sup>th</sup> May 2018.**

Present Councillors:

Cllr. K. Freeston (Chairman)  
Cllr. J. Cadwallader  
Cllr. G. Earl  
Cllr. S. Hill  
Cllr. N. Oxby (Treasurer)

J Holland (Clerk to the Parish Council)

Visitors Cllr. T. Combella

Apologies Cllr. D. Bilton (Vice-Chairman)  
Cllr. S. Roberts  
Cllr. R. Butler (County Councillor)

**Parishioner's Question Time**

No parishioners were present.

**The Parish Council meeting formally opened at 7.30pm.**

**13. APOLOGIES**

Cllr. D. Bilton (Vice-Chairman) and Cllr. S. Roberts. County Cllr. R. Butler stated that he hoped to join the meeting if another meeting he was attending finished in time.

**14. ELECTION OF OFFICERS**

Cllr. Freeston stated that the first task was the election of officers and did anyone wish to put anyone forward for the positions?

Cllr. Oxby proposed Cllr. Freeston as long as she was happy to stand again as Chairman, this was seconded by Cllr. Hill.

Cllr. Freeston accepted the position of Chairman and signed the "Declaration of acceptance of office" form.

Cllr. Freeston advised that the next position was Vice-Chairman and did any members of the Parish Council have any suggestions, Cllr. Hill nominated Cllr. Bilton and this was seconded by Cllr. Freeston (Cllr. Freeston will check with Cllr. Bilton regarding the position, as he was unable to attend the meeting).

Cllr. Freeston asked the Parish Council if anyone would like to stand as Treasurer or if Cllr. Oxby would be happy to accept the position, Cllr. Oxby stated that he would. Cllr. Freeston then proposed Cllr. Oxby as Treasurer and this was seconded by Cllr. Cadwallader.

**15. DECLARATION OF INTEREST BY MEMBERS**

Cllr. Hill signed the declaration of interest book regarding Time Assured invoice under Sanction of Accounts, concerning the Parish clock.

## 16. APPROVAL OF THE MINUTES HELD IN APRIL

Cllr Hill asked for a slight amendment to the wording concerning item 5, Cllr Freeston wrote in the comments and stated that these changes would be incorporated and then she would sign the minutes.

No other changes were requested, the minutes of the Parish Council meeting held on the 17<sup>th</sup> April 2018, as previously circulated, were taken as read and will be signed by the Cllr. Freeston as a true record once the amendment is incorporated.

Village Questionnaire. As Cllr. Freeston could not attend the meeting held in April, she stated that she had made the amendments requested at the meeting and had re-circulated the draft questionnaire.

Cllr. Hill questioned the timing of getting the questionnaires back, it was decided that the questionnaire should be collected in by the July Parish Council meeting.

Cllr. Oxby advised that if parishioners state on the completed questionnaires that they would be interested in helping with the volunteer work, then the Parish Council would have to write a letter *re* the new GDPR guidelines.

Cllr. Freeston checked with the Parish Council that the Questionnaires are going to be handed out rather than placed in envelopes, this was agreed by the Parish Council. Cllr. Freeston advised that she would contact the editor of the village newsletter and ask for a piece put in the next edition to advise the parishioners that a questionnaire will be delivered to each house over the next few weeks.

Cllr. Hill asked how the village would be divided for each parishioner, Cllr. Earl suggested that the editor of the village newsletter is asked *re* distribution and quantity printed of the village newsletter.

Cllr. Oxby advised the Parish Council that the bench has been installed along the canal footpath at the 12.5mile post.

**Action Point: Cllr. Freeston amended the minutes as per comments from Cllr Hill and will sign them once re-printed. Cllr. Freeston will contact Village Newsletter editor re print quantity, distribution plan and to put an article in the newsletter. Clerk to arrange for the printing by South Wolds School when quantity is confirmed.**

### PLANNING APPLICATIONS

**REFERENCE NUMBER: 18/00833/FUL**  
**APPLICANT: Mr J Doherty**  
**DEVELOPMENT: Erect two storey and single storey rear extension, front extension to form porch, and new soil and vent pipe to front elevation.**  
**LOCATION: 2 The Barns, Wolds Farm, Kinoulton Lane, Kinoulton, Nottinghamshire.**

The Parish Council discussed this application and would like the Clerk to feed back that they do not object in principle as long as it does not impact on the neighbour's natural light.

**REFERENCE NUMBER: 18/00880/FUL**  
**APPLICANT: Mrs Melanie Hibbitt**  
**DEVELOPMENT: Single storey rear extension, and extensions of existing gable to rear by 1.2m**  
**LOCATION: Stone Cottages, Hall Lane, Kinoulton. NG12 3EF**

As above comment.

**REFERENCE NUMBER: 18/01008/FUL**  
**APPLICANT: Mr A Butters**  
**DEVELOPMENT: Front porch and store**  
**LOCATION: 26 Pinfold Lane, Kinoulton, Nottinghamshire. NG12 3EB.**

No objection from the Parish Council.

**Action Point: Clerk to state on the Rushcliffe Borough Council planning website the Parish Council's views as per comments above.**

## **17. JOINT USE AREA**

Cllr. Oxby confirmed that the Joint Use Area had been inspected twice a week and no issues were identified, and that the Caretaker still needs to replace the bolt.

Cllr. Oxby met with a member of the Orston Playground Association on 8<sup>th</sup> May to help them with what to look for on an inspection.

**Cllr. Butler joined the meeting at this point.**

### **INTERNAL AUDITORS REPORT**

The Internal Audit Report and accompanying letter had been received from the Internal Auditor and had been reported at the Meeting by the Treasurer. It was resolved that the Parish Council approves the Internal Audit Report.

Proposed: Cllr. N. Oxby, Seconded: Cllr.K.Freeston. Approved by all councillors.

## **18. ANNUAL GOVERNANCE STATEMENT 2017/2018**

An associated paper on the Annual Governance Statement had been previously circulated. The Council resolved that having assessed the criteria for completion of the annual governance statement and having found that, in the opinion of the Council there had been a sound system of internal control during the year, the Council approves the annual governance statement.

Proposed: Cllr. N.Oxby, Seconded: Cllr.G.Earl. Approved by all councillors.

## **19. ANNUAL ACCOUNTS & ASSET REGISTER**

An associated paper on the Annual Accounts and Asset Register had been previously circulated. The Parish Council resolved to approve the accounts and Asset Register as presented and certify that the accounting statements in the annual return represent fairly the financial position of the council for the year ended 31<sup>st</sup> March 2018. Resolved that the Chairman sign the Certificate of Exemption.

Proposed: Cllr. N.Oxby, Seconded: Cllr.J.Cadwallader. Approved by all councillors.

## **20. GENERAL DATA PROTECTION REGULATIONS**

An associated paper on the General Data Protection Regulations had been previously circulated. The Parish Council resolved to:

- Note the requirements of the General Data Protection Regulations as summarised in this report, in background documents and the summary of key changes in Appendix 1.
- Approve the data map in the Report, set out in Appendix 2 and to make it available on the village website.
- Adopts the Data Protection Policy in the Report, set out in Appendix 3 and to make it available on the website.
- Approve the Subject Access Request Procedure in the Report, set out in Appendix 4.
- Approve the Privacy Notices in the Report, set out in Appendix 5 and to make them available on the website.
- Adopt the Records Retention Policy in the Report set out in Appendix 6 and to make it available on the village website.
- Adopt the Social Media and Electronic Communication Policy in the Report set out in Appendix 7 and to make it available on the village website.
- Adopt the Data Breach Policy in the Report set out in Appendix 8 and to make it available on the village website.

- Note the Data Protection Bill includes an amendment to exempt parish councils from the requirement to appoint a Data Protection Officer and keeps this matter under review.
- If required, to register with the Information Commissioner's Office and pay the relevant Data Protection Fee.

Proposed: Cllr. N. Oxby, Seconded: Cllr.G.Earl. Approved by all councillors.

## **21. MEETING DATES FOR 2018/2019**

Cllr. Freeston asked the members of the Parish Council if they were happy for the meeting date to remain on the 3<sup>rd</sup> Tuesday of the month for each month excluding August and December, all the members of the Parish Council agreed unanimously.

The Annual Parish Meeting date of the 22<sup>nd</sup> May 2019 was set and the Clerk was asked to contact the person that books the hall to reserve that date.

**Action Point: Clerk to book Annual Parish Meeting for the 22<sup>nd</sup> May 2019.**

## **22. SANCTION OF ACCOUNTS**

Cllr. Oxby advised that the Parish Council has always contributed to the cost of maintenance of the Parish Clock, due to the fact that the strike motor needed replacing the cost for this year it is £1,056.00, Cllr. Oxby asked the members of the Parish Council what amount did they feel the PC could contribute?

Cllr. Freeston suggested that the Parish Council could contribute £500.

Cllr. Butler said that he believed that he had stated that he could contribute £200 from his funding.

Cllr. Freeston thanked Cllr. Butler for his generous contribution.

Cllr. Oxby stated that he believed Cllr. Combellack would also contribute £100 towards the cost of the repair of the Parish Clock.

Cllr. Oxby advised that the Insurance is due from the 1<sup>st</sup> June, a quote he had received was slightly cheaper if a longer term was agreed: 3yrs £545.18 and 5yrs £524.57.

The Parish Council unanimously agreed to signing up for a three-year insurance policy.

Cllr. Oxby advised the council that he has normally received the Allotment rent invoice by now which is approx. £400. Can the Parish Council agree that this is paid before the next meeting? The Parish Council agreed that the treasurer can pay this before the next meeting.

TimeAssured maintenance on Parish Clock £1,056.

Toner for the Clerk's printer £53.99.

Invoice from NALC for membership £17.00.

D.A. Dixon Internal Auditor £70.

The Parish Council agreed to defray the above costs.

## **23. PARISH AFFAIRS**

Cllr. Freeston reported a pot hole at 1pm and advised that it had been marked out with spray paint by 3.30pm.

Cllr. Freeston advised the Parish Council that a Parishioner had requested that the grass at the top of Pinfold Lane was cut.

Cllr. Butler said that he believed that the green spaces should be cut 5 times a year, he will check and advise the Clerk.

Cllr. Hill and Cllr. Cadwallader send their apologies that they cannot attend June's meeting.

Cllr. Oxby has requested that the Parish Council write to the Highways Authority as to why the verges are being cut in May, as it is the wrong time from an environmental/wildlife point of view. Can understand if it is a visibility issue but the verges are being cut all over the County.

**Action Point: Clerk to write to the Highways Authority re cutting of verges. Cllr. Butler to advise Clerk how many times a year the green areas should be cut.**

#### **24. DATE AND TIME OF NEXT MEETING**

The next Parish Council meeting will be held on Tuesday 19<sup>th</sup> June 2018 at 19.30.

**The Meeting ended at 20.40pm.**