

**KINOULTON ANNUAL PARISH COUNCIL MEETING**  
**17<sup>TH</sup> May 2022**  
[www.kinoulton.com](http://www.kinoulton.com)

**Minutes of the Parish Council Meeting held at Kinoulton Village Hall, Main Street, Kinoulton at 7.30pm on Tuesday 17<sup>th</sup> May, 2022.**

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

Mrs J. Holland, Clerk to the Parish Council

Visitors: None

Apologies: Cllr. S. Campbell  
Cllr. T. Combellack (Borough Councillor)  
Cllr. R. Butler (County Councillor).

**Parishioner Question Time.**

**None present**

**Meeting opened at 7.30.pm.**

**17. Declaration of Interest**

**18. Apologies**

Apologies were received from Cllr Campbell, Cllr Tina Combellack (Borough Councillor) and Cllr Richard Butler (County Councillor).

**19. Election of the Chairperson, Vice-Chairperson and Treasurer.**

Cllr Cadwallader asked if anyone would like to be Chairperson, if not he would be happy to do another year. Cllr Kaiser proposed Cllr Cadwallader and Cllr Marriott seconded, unanimously agreed by all.

Cllr Cadwallader asked if Cllr Marriott wanted to stand for Vice-Chairperson again, Cllr Marriott said she would unless anyone else would like to stand. Cllr Kaiser proposed Cllr Marriott and Cllr Earl seconded, unanimously agreed by all.

Cllr Cadwallader asked if Cllr Oxby would continue as Treasurer, he agreed. Cllr Oxby proposed as Treasurer by Cllr Earl and seconded by Cllr Marriott unanimously agreed by all.

Cllr Cadwallader signed the declaration of office form, form also signed by Clerk.

## **20. Minutes of the Parish Council Meeting held on 19<sup>th</sup> April 2022.**

The Minutes of the meeting held on 19<sup>th</sup> April 2022 were approved as a true record and signed by the Chairperson. Proposed by Cllr Hill, seconded by Cllr Kaiser and agreed by all.

## **21. Matters Arising**

Clerk to contact Nottingham County Council regarding the repainting of the markings at the top of Kinoulton Lane.

Cllr Oxby has obtained clarification from the Internal Auditor in relation to use of the Clerk's home for working and it is understood that each council is treated separately in relation to these expenses by HMRC. Therefore, the Council is able to issue the Clerk a cheque for £21 for the period 1<sup>st</sup> January 2022 to 31<sup>st</sup> March 2022.

## **22. Planning Applications – Planning Appeal to the Planning Inspectorate**

TOWN AND COUNTRY PLANNING ACT 1990  
**TOWN AND COUNTRY PLANNING (APPEALS)** (WRITTEN REPRESENTATIONS  
PROCEDURE) (ENGLAND) REGULATIONS 2000

RUSHCLIFFE BOROUGH COUNCIL as the Local Planning Authority for the area have considered the following application for planning permission:-

OUR REFERENCE: 21/01947/FUL  
PLANNING INSPECTORATE REFERENCE: APP/P3040/W/21/3289855  
APPLICANT: Mr David Smith  
PROPOSAL: Change of use from annex to holiday let accommodation.  
ADDRESS: Green View Owthorpe Lane Kinoulton Nottinghamshire

As circulated prior to the meeting, please see associated paper at [www.kinoulton.com](http://www.kinoulton.com).

The Parish Councillors discussed the above Planning Appeal and unanimously agreed to object to this appeal.

### **Appeal Reference is APP/P3040/W/21/3289855**

Please find attached the Parish Council representations in relation to the appeal reference in question (APP/P3040/W/21/3289855).

The Parish Council would emphasise that an appeal decision (APP/P3040/W/20/3261320) has recently considered the change of use of existing annex to separate dwelling, refusing permission. The Inspector found that:-

*“the development would result in harm to the character and appearance of the area. I also have concerns over the effect the change in use would have on the living conditions of existing and future occupants. While the building may have been occupied since its construction, this has been on a different basis to how it would function in the future. This does not therefore lead me to conclude the change of use would be acceptable.”*

The Parish Council agrees with the conclusion of the Inspector on that appeal and does not consider that the proposed change of use to a holiday letting negates the impact on the character and appearance of the area. Further, it is considered that there is the potential for the future use to have noise impacts in relation to neighbouring properties. Therefore, the Parish Council strongly objects to the proposal.

**Action Point: Clerk to forward the Parish Council’s objection to:-  
East3@planninginspectorate.gov.uk**

### **23. Decision Notices**

None of the time of publishing agenda.

### **24. Internal Auditor Report**

An associated paper dated 17<sup>th</sup> May 2022 on the Internal Auditor’s Report had been circulated with the agenda. Cllr. Oxby informed the Parish Council that the Internal Audit Report had been undertaken. Mr Dixon has signed Annual Internal Audit Report 2021/22. The Internal Auditor has made the following comments on his covering letter:

1. Variance Reports and Bank Reconciliations are not required as the Parish Council is an AGAR2 council.
2. It may be prudent to put in place a simple Equal Opportunities Policy.
3. Would you please confirm that Councillors are not using their personal emails for Council business?
4. Please confirm that all electronic files related to the Council are held in a secure place.

The Parish Council

1. Noted the Internal Auditor’s Report.
2. Considered the comments made and agreed to put in place appropriate action responding to the comments made.

#### **Action Points:**

- **Clerk to consider an Equal Opportunities Policy.**
- **Cllr Cadwallader to enquire at Aubergine concerning individual parish council email addresses for all Parish Councillors.**
- **Clerk to put on June’s agenda parish council email addresses for all councillors.**

## **25. Certificate of Exemption AGAR2021/22 Part 2**

An associated paper dated 17<sup>th</sup> May 2022 on the Certificate of Exemption had been circulated with the Agenda. Cllr Oxby, as Treasurer, advised that the Parish Council qualified for the Certificate of Exemption. Therefore, if the Certificate was signed and returned to the external auditor, there was no requirement to submit the Annual Government Statement and Accountability Return to the external auditor. However, the Certificate of Exemption must be sent to the appointed auditor otherwise they will presume the authority does not meet the qualifying criteria and is not exempt.

Cllr. Oxby proposed that the Council authorises the Chairman of the meeting and Treasurer as Responsible Finance Officer to sign the Certificate of Exemption –AGAR 2021/22. Seconded by Cllr Earl. Approved by councillors present.

### **Actions**

**The Treasurer to forward the signed Certificate of Exemption to the Auditor.**

## **26. Annual Governance Statement 2021/22**

An associated paper dated 17<sup>th</sup> May 2022 on the Annual Governance Statement had been previously circulated with the agenda. No questions were raised by councillors.

Proposed by Cllr. Oxby the Council resolve the following:

1. We acknowledge as members of Kinoulton Parish Council our responsibility for 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 meet the governance requirements and is able to responds “Yes” to all applicable Assertions set out in the Report.
2. Approves and authorises the Chair and the Clerk to the Council to sign the Annual Governance Statement in the Annual Governance and Accountability Return 2021/22.

Seconded by Cllr.Marriott. Approved by councillors present.

## **27. Year End Accounts and Annual Return 2021/22**

An associated paper dated 17<sup>th</sup> May 2022 on the AGAR Section 2 Accounting Statement 2021/22 and the Year End accounts had been previously circulated with the agenda. Cllr. Oxby set out his report with an explanation of the summarised Annual Accounts. Proposed by Cllr. Oxby that the Parish Council resolved to:

- a) Approve the AGAR Section 2 Accounting Statement 2021/22, authorising the Chairman of the meeting to sign the Statement.
- b) Approve the annual accounts year end accounts authorising the Chairman of the meeting and the Treasurer to sign the accounts.

Seconded by Cllr Kasier. Approved by councillors present.

Cllr Hill would like to thank Cllr Oxby for all his hard work over that last year. Proposed by Cllr Hill and seconded by Cllr Kaiser, unanimously agreed by all.

## **28. Joint Use Play Area**

Cllr Oxby reported that the Chickies seat had been replaced, however the trim trail with rope the end is loose and has a split in it, therefore this needs to be replaced. Cllr Oxby will contact the supplier with regards to replacing this part.

Clerk to contact Wicksteed re annual inspection.

### **Action Points:-**

- **Cllr Oxby to obtain a quote for replacement part.**
- **Clerk to arrange annual inspection with Wicksteed.**

## **29. Annual Risk Assessment**

Health and Safety inspection to be carried out every three months on the assets in the village. The areas had been divided up in 2019, and the Parish Councillors that had signed up for these to carry out inspections were Cllr Marriott, Cllr Kaiser, Cllr Cadwallader and Cllr Oxby.

### **Action Point:**

- **Cllr Kaiser will submit the Health and Safety inspection to the Clerk.**
- **Clerk to put this on the agenda for June and then every three months.**
- **War Memorial to be followed up by Cllr Oxby**

## **30. Website**

Cllr Campbell could not attend the meeting so this will be carried over to June's meeting.

**Action Point: Website to be on the agenda for June.**

## **31. Operation London Bridge**

Clerk had received replies from Nottingham County Council (NCC) and the Parochial Church Council (PCC). NCC had advised that there was no information that involved the Parish Councils, and the PCC have advised that the Church of England will update their website. The Parish Council has their Action Plan drawn up for when this event happens.

## **32. Community Lengthsman**

### *Correspondence Received:-*

*As you may be aware since 2012 Nottinghamshire County Council have administered a Lengthsman Scheme. This has allowed Parishes, with the funding provided and their corresponding match funding, to employ a Lengthsman who would complete tasks around the area or cluster. Tasks that a Lengthsman can tackle include grass and vegetation cutting, ensuring visibility of traffic signs, maintaining heritage and non-illuminated signs, clearing drains, ditches and storm debris, tidying roadsides, painting of traditional signs and ironwork and reporting problems to us.*

*Over the last 12 months we have been approached by Parish Councils, not part of the scheme, to request inclusion. County Councillor Neil Clarke MBE (Chairman of the Transport and Environment Committee) is keen for the scheme to continue and to maximise community engagement and has decided to support the relaunch of the scheme with some subtle differences.*

*Additional Parishes will be invited to apply and those existing members will have an opportunity to continue as they are, or become part of a cluster of Parishes or stand alone. Training and PPE will be provided to participating parishes.*

*Applications for payment will be invited at the end of the financial year accompanied by supporting documentation and photos illustrating the work that has been completed during that year.*

*Funding allocation will be calculated on receipt of an expression of interest and will be agreed at the start of the year and form part of the Contract which will be issued subsequently.*

*I would be grateful if you will consider this proposal and respond by May 31<sup>st</sup> indicating whether you wish to continue as an existing Member or be considered as a new applicant.*

**The Parish Council discussed this and unanimously agree not to apply for this scheme.**

### **33. Annual Parish Meeting 2023**

Cllr Cadwallader, Cllr Oxby and Cllr Richard Butler (Nottinghamshire Council Council) attended the Annual Parish Meeting on the 29th April. The Chairperson asked if the member of the Parish Council had any ideas to make the 2023 meeting more inviting for Parishioners to attend.

Cllr Kaiser suggested that this is advertised in the Newsletter Dec/Jan.

Cllr Hill reminded the Parish Council that he had arranged for a defibrillator training session at the APM which unfortunately had to be cancelled due to Covid, and he suggested that this individual is contacted again.

Agreed that the APM would be held on 26<sup>th</sup> April 2023 and for the Clerk to check that the Village Hall would be free.

**Action Point: Clerk to book the Village Hall for Tuesday 26<sup>th</sup> April 2023 for the Annual Parish Meeting.**

### **34. Recent Planting of trees on the green at the top of Pinfold Lane**

Cllr Cadwallader asked the Parish Council if they had any concerns with regards to the four trees planted on the green at the top of Pinfold Lane. The parishioner who planted them had consulted the people that live near the green to check that there were no objections before planting them.

The Parish Council unanimously agreed that the tree enhanced the green and Cllr Cadwallader would contact Cllr Richard Butler with regards to how to ensure that Nottingham County Council cut the grass around the trees.

**Action Point: Cllr Cadwallader to check with Cllr Butler with regards to maintenance of these 4 new trees.**

### **35. Whitebeam on Village Green (opposite Nevile Arms Pub)**

The Clerk had contacted Nottingham County Council with regards to inspecting the Whitebeam on the Village Green, NCC had advised that the Parish Council would need to pay for an arborist to inspect it.

Cllr Hill suggested a local arborist and said he will contact him to quote for the inspection.

**Action Point: Cllr Hill to contact local arborist regarding a quote to inspect the Whitebeam on the Village Green.**

### **36. Borough Councillor and County Councillor update**

Not applicable.

### **37. Sanction of Account**

- Treasurer's Stamp Expenses £23.32
- Zurich Municipal Insurance 2022/23
- Aubergine 262 Ltd Website £1,372.80
- Clerk expenses Jan – Mar 2022 £21.00

Cllr Oxby asked the Parish Council if they would approve the re-newel of the Insurance as this was due 1<sup>st</sup> June, however Zurich had not been able to supply a quote as the person who was looking after the account had left the company. Cllr Oxby therefore asked the Parish Council that they would approve for a cheque to be issued as soon as the premium was received. Authorised for the Chairperson and Treasurer to pay the Zurich insurance premium once it was known.

Proposed by Cllr Marriott and seconded by Cllr Earl, that the payment of the aforementioned accounts is approved and the Treasure with the approval of the Chairperson is authorised to sign and issue a cheque to Zurich Municipal Insurance to meet the insurance premium. Agreed by all.

**Action Point: Chairperson and Treasurer to sign and issue a cheque to Zurich insurance before the next meeting.**

### **38. Parish Affairs**

- Cllr Earl raised that it was anticipated that the Contractor will be mowing the Village Green in the near future.
- Parishioner had reported the stated of the road and pavement along Old Fosse Way as the weeds are damaging the area. Cllr Cadwallader will view this and report it to Nottingham County Council.

Meeting closed at 20.48