

SELSTON PARISH COUNCIL

Minutes of meeting of the Parish Council held on **Wednesday, 16 May 2018** at 7.00pm at the Parish Hall, Mansfield Road, Selston, NG16 6EE

Present

Cllr M Ashmore	Cllr D Hodgman	Cllr P Pilgrim
Cllr B Briggs	Cllr B Jackson	Cllr D Wilson
Cllr C Chapman (also ADC)	Cllr S Jackson	Cllr S Wilson (Chair) (also ADC)
Cllr S Fletcher	Cllr D Justice (Vice Chair)	Cllr R Young
Cllr A Gascoyne	Cllr D Martin (also NCC)	
Cllr S Hey	Cllr J O'Byrne	

Apologies:

Cllr J Banks – holiday	Cllr A Justice - illness
Cllr J Butler – work commitments	Cllr C Quinn-Wilcox (also ADC) - holiday

Also present: Lisa Simpson (Clerk), Tracey Kirkland-Walker (Assistant Clerk), Lorraine Griffiths (RFO) and 9 members of the public.

- To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office
Cllr S Wilson was elected as Chairman and duly signed his acceptance of office.
- To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office
Cllr D Justice was elected as Vice Chair and duly signed her acceptance of office.
- To receive apologies for absence
Apologies were received as above
- To receive declarations of interest from Councillors
Cllr B Briggs – item 28 non-pecuniary
Cllr S Hey – item 28 non-pecuniary
Cllr C Chapman – item 32 (V/2018/0272) non-pecuniary
- To determine which items, if any of the Agenda should be taken with the public excluded

The Clerk advised that there was a staffing matter that needed to be moved to Confidential Items at the end of the meeting.
- Members of the public are invited to address the Council
A resident of Lea Lane Selston complained about a vehicle parking on the double yellow lines. The Chair advised that the police have been notified and it is a matter for Notts County Council Highways.

S. Wilson

7. To approve the minutes of the meeting held on Monday, 30 April 2018

RESOLVED: To accept the minutes of the full council meeting held 30 April 2018 as a true record.

8. To approve and adopt the new Standing Orders

It was requested that an additional standing order is added so that Cllrs email any questions regarding Agenda's prior to the meeting so that staff can be prepared for the meeting. After discussion it was proposed that Agenda's are sent out earlier to allow Councillors to read them over a weekend and respond within 5 working days of receipt.

RESOLVED: The new Standing Orders were approved and adopted with an addition to section 1 - Questions arising on receipt of the Agenda shall be forwarded to the Clerk within 5 working days and no later than the morning of the meeting.

9. To review and adopt any alterations to the Financial Regulations

RESOLVED: The current Financial Regulations were approved and adopted

10. To review and adopt any changes to Internal Controls

The Clerk advised that the only amendment was in relation to the protection of assets for insurance purposes.

RESOLVED: The current Internal Controls were approved and adopted

11. To review Risk Management

The Clerk advised of the changes to the Risk Management Plan as had been highlighted on the copy previously emailed out.

RESOLVED: The amended Risk Management Plan was approved

12. To confirm Selston Parish Council Members' Code of Conduct

RESOLVED: The current Code of Conduct was approved. It was agreed that this would be reviewed when Ashfield District Council complete the review of their policy.

13. To review and adopt any changes to the Complaints Procedure Policy

RESOLVED: The current Complaints Procedure Policy was approved and adopted. It was agreed that this would be reviewed when Ashfield District Council complete the review of their policy.

14. To review and adopt any changes to the Media Policy

RESOLVED: The current Media Policy was approved and adopted

15. To review and adopt any changes to the Social Media Policy

RESOLVED: The current Social Media Policy was approved and adopted

16. To review and adopt any changes to the Equal Opportunities Policy

RESOLVED: The current Equal Opportunities Policy was approved and adopted

17. To review and adopt any changes to the Lone Working Policy

RESOLVED: The current Lone Working Policy was approved and adopted

18. To approve and adopt the Data Protection Policy

RESOLVED: The Data Protection Policy was approved and adopted, together with the two Privacy Notices and Consent Form.

19. To approve and adopt the Data Breach Policy

RESOLVED: The Data Breach Policy was approved

20. To approve and adopt the Records Retention Policy

RESOLVED: The Records Retention Policy was approved

21. To approve GDPR Security Compliance Checklist

The Clerk advised that everyone would need to fill one of the forms in and return to the Clerk.

RESOLVED: The GDPR Security Compliance Checklist was approved

22. To review Committee Structures and to appoint Councillors to serve on Committees and other bodies

The Clerk read through the summary of the 13 responses received to the Committee Choices Form and the members for each Committee was discussed.

It was agreed that it was not necessary for the chair and vice chair to be on every committee and that just one of them should attend meetings. Members volunteered to serve on Committees with a shortfall and the list of Committee Choices was agreed.

The chair and vice-chair of each committee will be elected at the first meeting of the committee.

23. To review and adopt any alterations to Terms of Reference for the Staff & Complaints Panel

RESOLVED: The Terms of Reference for the Staff & Complaints Panel was approved and adopted.

24. To review and adopt any alterations to Terms of Reference for Strategic Planning & Finance Committee

RESOLVED: The Terms of Reference for Strategic Planning & Finance Committee was approved and adopted.

25. To set the Chairman's Allowance

RESOLVED: It was agreed to set the Chairman's Allowance at £250 as in previous years

26. To set an amount for S137 donations

5017

The Clerk informed that the maximum allowance for S.137 is £7.86 per electorate for 2018/19 and that the Parish Council has budgeted for a total of £2000. It was proposed that the allowance be increased by £500 and to include who donations are given to in the Community News Parish Council article.

RESOLVED: S.137 was set at £2500

27. To consider Correspondence received and required action

The SLCC will be discussed under Confidential items

The cost of SLCC membership is £185 and was approved

28. Request for RFO and Clerk to attend Budgeting & Financial Management training on 4 July 2018 (10am to 1pm) and Understanding Internal Audit on 3 July 2018 (1pm to 3pm)

RESOLVED: It was approved for the Clerk and RFO to attend both training dates

29. Finance

There was no questions regarding the year-end finances and these were approved.

The Clerk read out Section 1 of the Annual Governance and Accountability Return

RESOLVED: Section 1 of the AGAR was approved and signed by the Chairman

Section 2 of the Annual Governance and Accountability Return was then discussed

29a - RESOLVED: Section 2 of the AGAR was approved and signed by the Chairman

30. Recreation Grounds Update

Nothing to report at the moment – but admin work for prioritised projects continues.

Cllr D Martin informed that Notts County Council have increased the LIS fund from £500,000 to £2,000,000 and that the application for £5250 for gym equipment on Friezeland and £1000 for Stay n Play from Selston Parish Council have been recommended for approval at tomorrows meeting.

31. Planter at top of Palmerston Street and Wagstaff Lane

It was agreed that this should be on the Agenda for the first meeting of the Environment Committee and to be reported back to full council.

32. Planning Applications

Appeal Consultation 3190792 – It was agreed that the Clerk should write to the Planning Inspector to reiterate the Parish Council's objections.

On behalf of Underwood Cricket Club Cllr B Jackson raised concerns on the outside seating area at the Ginger Giraffe but as it wasn't on the Agenda the Parish Council was unable to comment but advised that the cricket club and individuals could write to ADC.

33. Allotments

Letters have been sent to the tenants who are not maintaining their plots.

We do not have a waiting list at the moment.

34. Community Centre Update

S.137

RESOLVED: to order new signs for Selston Parish Hall and Jacksdale Community Centre including the Parish Council logo.

Addendum item – To discuss the Telecoms Ground Lease between Shared Access and Selston Parish Council, as Custodian Trustee of Selston Parish Hall and Recreation Ground

The Clerk asked if everyone had read through the Lease and whether there were any questions. No questions were asked.

RESOLVED: To approve the Telecoms Ground Lease between Shared Access and Selston Parish Council

35. Date of next meeting – Monday, 25 June 2018 at 7.00pm at Underwood Community Centre, Church Lane, Underwood

Confidential Items –

The National Joint Council for Local Government has reached an agreement on new pay scales for 2% increase from 1st April 2018. 1% has already been implemented and it was agreed to pay the extra 1%.

The HR Committee will report back on other staff issues.

Photographs from the landlord at the Railway Inn at New Selston have been forwarded to our Insurance Company for advice.

Tommy Silhouettes – it was agreed that they should be ordered and aim to have them in place for Armed Forces Day on the 30th June 2018.

Proposed locations were - the memorial site at Town Green Recreation Ground in Selston, the planter at the top of Wagstaff Lane and Palmerston Street in Jacksdale and Alfreton Rd opposite the Welfare in Underwood. The Clerk will request permission from Notts County Council.

Meeting Closed at 20.30 hrs

S. J. C. M.