

The Minutes of the Meeting of Guilsborough Parish Council (held remotely by video conference) on

Monday, 7 December 2020 at 7.15 pm

Present: Cllr A Hart (Chairman), Cllr D O'Neil, Cllr D Wooldridge, Cllr I Miller, Cllr G Metcalfe, Cllr K Fulcher, Cllr S Harris, Cllr G Ashworth, Cllr S Jaggard and Mrs C James (Clerk)

185.2020 Public Forum

There were no members of the public present

186.2020 Resolution to accept apologies for absence

None

187.2020 Declarations of interest for items on the agenda.

None

188.2020 Resolution to consider written requests for dispensations on agenda items

None received.

189.2020 Resolution to sign and approve the minutes from the previous meeting held on 9 November 2020

The minutes were circulated prior to the meeting. The Chairman asked if there were any amendments required. The Clerk stated that the date of the next meeting had been entered incorrectly as the 14th December and this needed amending before signing which the Chairman did. It was then resolved to approve the minutes and the Chairman signed them as a true record (copy to be scanned to Clerk)

190.2020 Matters arising (for information only)

None

191.2020 Village and Other Matters

191.2020/1 Adoption and improvement to roadway outside Village Hall

No updates since last meeting

191.2020/2 Consideration of Council's response to ongoing Coronavirus pandemic

The Chairman stated that the Village Groups were continuing to respond to the needs of residents and there was no further action required from the Council at the present time.

191.2020/3 Update on lease on Small Playing Field

Cllr O'Neil stated that Mr Lowther and his family had agreed to a 25 year standard lease on the part of the playground with the equipment and a 1 year rolling lease on the football pitch area and had asked that the Parish Council draw up a draft lease for approval. A draft lease agreement had been forwarded to Councillors prior to the meeting and it was resolved that Cllr O'Neil would send a clean copy to the Clerk to forward to Mr Lowther for his consideration.

191.2020/4 Update following meeting held by Spratton PC re continuation of bus route 59/60 beyond March 2021

The Chairman stated that he had attended a Zoom meeting organised by John Hunt of Spratton PC to discuss the ongoing viability of the bus route. Documentation had been circulated to Councillors prior to the meeting in which it had been calculated that Guilsborough's contribution for the forthcoming year would be £1,443.85. After discussion, it was resolved that the Council would continue to financially support the bus route for one further year only and that the amount be capped at an upper limit of £1,443.85. (The final amount to be decided after consideration of other items in the draft budget for 2021/22).

191.2020/5 Consideration and approval of draft budget for 2021/22

Cllr Fulcher explained the reasoning behind the draft budget figures that she and the Clerk had prepared and circulated to Councillors for consideration prior to the meeting. After discussion and some adjustments between items, it was resolved to approve the budget which is attached to these minutes as a schedule.

191.2020/6 Consideration and approval of Precept amount for 2021/22

It was resolved that the Precept amount should remain as for 2020/21 which was £30,624 with the addition of an amount to cover inflation. Clerk to contact NCALC for advice as to which index to use and to report back at the January meeting for the final figure to be approved.

191.2020/7 Review and Adoption of revised Financial Regulations

It was resolved to adopt the revised Financial Regulations which had been circulated by the Chairman prior to the meeting. The amount set for emergency expenditure without prior approval at a Council meeting having been increased to £500. Copy to be uploaded to the website.

191.2020/8 Update on Traffic Issues on Nortoft

Cllr Wooldridge stated that there had been some improvement to the traffic flow since the last meeting as a result of some changes to parking vehicles on Nortoft but that the issues were not going to be easy to resolve. Traffic speed was going to be monitored by Highways and the results of this survey would be analysed. The Clerk stated that she had received two emails from residents in respect of the matter, which had arrived too late to be considered at this meeting and that these would be acknowledged and added to correspondence for the January meeting.

191.2020/9 Consideration of ongoing maintenance of defibrillator outside School and approval of purchase of battery/pads

The Clerk stated that she had received written confirmation from the Head of the Primary School that she would be happy for the Parish Council to take over ownership of the defibrillator. It was resolved to include the defibrillator as a Parish Asset. The Clerk stated that at the request of the Chairman/Cllr Fulcher she had purchased a new battery/pad set which had already been installed by Cllr Fulcher so that the equipment was viable for use again (see payments below).

191.2020/10 Annual Staff Appraisal

Cllr Fulcher stated that she and Cllr Ashworth had conducted the Clerk's annual staff appraisal review prior to the meeting and that all was satisfactory. The Clerk was already on the maximum pay scale point so there was no discussion required in this respect. The Chairman thanked the Clerk on behalf of the Council for her work during the year.

191.2020/11 Consideration and Adoption of Disciplinary and Grievance Procedures

It was resolved to adopt the Disciplinary and Grievance procedures which Cllr Fulcher had circulated prior to the meeting.

191.2020/12 Approval of Schedule for Publication Scheme

It was resolved to adopt the schedule to the Publication Scheme which had been circulated to Councillors prior to the meeting.

191.2020/13 Consideration and Approval of Parish Council meeting dates for 2021

It was resolved that the meeting dates for 2021 would be as follows:

11 January, 8 February, 8 March, 12 April, 10 May (annual meeting), 14 June, 12 July,
6 September, 11 October, 8 November and 13 December.

All meetings to be held at 7.15 pm and to be via Zoom until otherwise notified.

191.2020/14 Consideration of future direction of Parish Council

Due to time constraints, this item was carried forward to the January meeting.

192.2020 Planning

192.2020/1 New applications

DA/2020/0937 – Hyview, Well Lane, Guilsborough

Installation of two additional roof lights and one Velux dormer to side elevation

No observations made

192.2020/2 Completions

None

192.2020/3 Planning Other

Cllr O'Neil stated that he had been in communication with the enforcement officer at DDC in respect of a possible infringement of an existing planning application at Paddock House, Guilsborough. As a result of the enforcement officer's investigations, the resident concerned had been asked to submit a revised planning application in respect of the building works being carried out.

192.2020/4 Review of Guilsborough Neighbourhood Plan

Cllr O'Neil stated that a meeting had been held on 3 December 2020 (Cllrs Hart, Wooldridge, Metcalfe and Miller attending) and that it was agreed that there would be some minor

amendments to be carried out to the Neighbourhood Plan mainly to bring the Plan in line with current regulations.

193.2020 Finance

193.2020/1 Receipts

None

193.2020/2 Payments

It was resolved to approve and sign the following cheque payments.

Details of Payee	Amount (£)	Invoice number	Cheque Number
Mrs C James – Clerk's December salary	356.55	n/a	102301
HMRC – PAYE on Clerk's salary	89.00	n/a	102302
Mrs C James – Office Expenses	22.00	n/a	102303
Cartridge Save – Printer Cartridges (reimburse Clerk)	34.66	ZAQW64	102304
Aero Healthcare Ltd – Purchase of Defibrillator Pds (reimburse Clerk)	130.68	226103	102305
K E Troup & Son – Purchase of Xmas Tree	100.00	n/a	102306
Zoom Fees for Meeting – reimburse Cllr Hart	14.39	56099539	102307

193.2020/3 Bank reconciliation

The Clerk presented the bank reconciliation for the period ended 30 November 2020 showing balance at bank was £31,747.74.

193.2020/4 Internal Finance Checks

Cllr Harris stated that she had recently carried out the required internal finance checks and that all was satisfactory.

194.2020 Playground

The Chairman stated that all of the hedges needed attention (apart from the one bordering the West Haddon Road). It was agreed that the Chairman would approach Mark Hazle in the first instance to see what was required to be done.

195.2020 Highways

It was reported that the drains had recently been cleaned by Drainline who are contracted to Highways.

196.2020 Street Lights

The Clerk stated that she had reported light numbers 11, 16 and 17 on the High Street to E-on but it appeared no action had been taken as yet. Clerk to chase.

197.2020 Parish Assets

A Wooden Planter had now been purchased, planted up and placed under the Noticeboard.

198.2020 Village Trees

Cllr Metcalfe stated that he had nothing to report other than a laurel close to the shop needed to be trimmed back. Cllr Ashworth agreed to talk to the householder concerned.

199.2020 Footpath Report

Cllr Ashworth stated that he had carried out an inspection of the grit bins and all were well stocked.

200.2020 Village Link

Cllr Fulcher stated that she would include the Budget/Precept, the Bus, the analysis being undertaken by Highways of speeding on Nortoft in the next edition.

201.2020 Correspondence received

- NCALC Update – November/December 2020 edition (circulated by email_

202.2020 Items for next meeting – Monday, 11 January 2020 at 7.15 pm

- Monitoring of traffic – Nortoft
- Church Field/New Cemetery extension
- Setting of Precept amount for 2021/22
- Future direction of PC

Meeting closed at 9.05 pm