

Minutes of the Annual Meeting of Guilsborough Parish Council held in Guilsborough Village Hall

Monday, 10 May 2021 at 7.15 pm

Present: Cllr A Hart, Cllr G Metcalfe, Cllr K Fulcher, Cllr I Miller, Cllr D O'Neil, Cllr G Ashworth, Cllr D Wooldridge, Cllr S Harris, Mrs C Holifield (Clerk) and one member of the public.

074.2021 Election of Chairman and completion of necessary paperwork

The Clerk stated that Cllr Hart was willing to stand again as Chairman unless anyone wished to nominate someone else. Cllr O'Neil proposed that Cllr Hart continue as Chairman, seconded by Cllr Metcalfe and it was unanimously resolved to appoint Cllr Hart who accepted the appointment. Declaration of Acceptance of Office was signed. Cllr Hart then took the chair.

075.2021 Election of Vice Chairman

Cllr Hart proposed and Cllr Wooldridge seconded the continued appointment of Cllr O'Neil as Vice Chairman and it was unanimously resolved to appoint Cllr O'Neil as Vice Chairman. Declaration of Acceptance of Office was signed.

076.2021 Public Forum

The Chairman asked the member of the public if she wished to address the meeting. She stated that she had attended to observe the meeting only.

077.2021 Resolution to accept apologies for absence

None

078.2021 Declarations of interest for items on the agenda

None

079.2021 Resolution to consider written requests for dispensations on agenda items

None received

080.2021 Resolution to sign and approve the minutes from the previous meeting held on 12 April 2021

The minutes were circulated prior to the meeting. The Chairman asked if there were any amendments required. It was then resolved to approve the minute which the Chairman then signed.

081.2021 Officer's Roles and Responsibilities

After discussion, it was agreed that Councillors would fulfil the following roles:

Village Hall Trustees: Cllr Hart and Cllr O'Neil

Village Hall Management Committee: Chairman and Cllr O'Neil

Highways: Cllr Wooldridge

Planning – Cllr Metcalfe, Cllr O'Neil and Cllr Wooldridge

Tree Warden – Cllr Metcalfe

Staff Committee – Cllr Fulcher and Cllr Harris

Budgets – Cllr Fulcher and Clerk

Internal Audits – Cllr Harris

Parish Website – Cllr Hart

Small Playing Field – Cllr Hart

Footpath Warden – Cllr Metcalfe

Parish Assets – Cllr Miller

Street Lighting - Clerk

Academy School Liaison – Cllr Miller

GPFA Liaison – Cllr Fulcher

Village Link – Cllr Hart and Cllr Fulcher

Police Liaison – Cllr Harris

Church Liaison – Cllr Jaggard and Cllr O'Neil

Extreme Weather Warden – to be decided

Emergency Planning Co-ordinator – to be decided

082.2021 Matters arising (for information only)

None

083.2021 Village and Other Matters

083.2021/1 Consideration of payment of annual allowance to Chairman

The Chairman left the meeting at this point

After discussion, it was unanimously resolved that the Chairman should be paid an allowance of £300 per year to cover his expenses in carrying out his duties.

The Chairman returned to the meeting

083.2021/2 Adoption and Improvement of Roadway outside Village Hall

Cllr O'Neil stated that he was still awaiting a response from Highways.

083.2021/3 Consideration of venue for holding Parish Council meetings going forward

The Clerk and Cllr O'Neil stated that the main Village Hall could be used for meetings going forward as the Indoor Bowls Club were going to change their sessions to Monday afternoons.

083.2021/4 Consideration and approval of locations for planting the donated Japanese Cherry Trees

Cllr Metcalfe stated that he had not found out all the relevant information as yet and asked for the item to be taken forward to the June meeting.

083.2021/5 Consideration of applications received for Parish Councillor vacancy

The Chairman stated that only one application had been received and that Lisa Phillips was attending the meeting to see what was involved. It was agreed that should she still be interested following the meeting then she could be co-opted at the June meeting.

083.2021/6 Update on Traffic Monitoring in Nortoft

Cllr Wooldridge stated that the monitoring survey had been completed and a summary had been circulated to Councillors prior to the meeting. The survey showed that over 90% of

traffic was below 35 mph. Large vehicles were recorded as travelling well below the speed limit. Thus Highways would not consider speed to be a problem in this area of the village. It was agreed that the results would be published in Village Link. Investigations into possible solutions in respect of problems of vehicles mounting kerbs etc were continuing.

083.2021/7 Consideration and approval of purchase of new litter bin for Village Green

It was unanimously resolved to order a Hercules pole mounted litter bin in black for the Village Green from Broxap at a cost of £205 (excl VAT and carriage).

083.2021/8 Consideration of findings from annual Playground Inspection Report

The Chairman stated that he had not had an opportunity to look at the report yet so the matter to be taken forward to the June meeting.

083.2021/9 Consideration of formation of action group to raise funds for new Playground equipment

The Chairman stated that he would like to start a fund raising action group with another Councillor and then encourage volunteers to join the Group from outside of the Council. Cllr Wooldridge agreed to assist the Chairman in this task and it was unanimously resolved that the Council would commit an initial amount of £5,000 to the fund.

083.2021/10 Update on Cemetery Extension

Cllr O'Neil stated that now that the land the Parish Council had been interested in purchasing was no longer available it would be more appropriate for the Parochial Church Council to approach neighbouring landowners to see whether a suitable piece of land could be purchased for the cemetery extension in future years.

084.2021 Planning

084.2021/1 New applications

DA/2021/0295 The Stables, Church Way, Guilsborough

Construction of garden room, wooden gazebo and potting shed within the front garden.

Construction of shed (retrospective) within the front garden

No observations but the Parish Council would like the opportunity to speak to applicant about any possible impact on the old Roman Fort site as the application lies over one of the two remaining above ground features

DA/2021/0345 Land at Dripwell House, High Street, Guilsborough

Construction of two (number) 2 bed dwellings with widened shared driveway and alterations to stone gateway

The Parish Council is fully supportive of the application to build two new houses which are in line with the DDC Housing Needs Survey and GNP Policy 3(a), subject only to the planners' views on access to the public highway.

DA/2020/1111 (Amended) Paddock House, High Street, Guilsborough

Extensions and alterations to dwelling (revised scheme)

The amended application's Heritage Statement provides no acceptable response to the issues raised by the Parish Council. The Parish Council's original objections remain.

084.2021/2 Completions

None

084.2021/3 Neighbourhood Plan Review

Cllr O'Neil stated that he had nothing new to report.

085.2021 Finance**085.2021/1 Receipts**

None

085.2021/2 Payments

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

Details	Amount (£)	Cheque Number
Clerk's Salary – May 2021	356.55	102337
HMRC – PAYE on Clerk's salary	89.00	102338
Clerk's expenses and office administration costs	29.92	102339
Mark Hazle (Elm Tree Garden Maintenance)	285.00	102340
Maximow – Mowing Small Playing Field	92.00	102341
TC Landscapes Ltd – Playground inspection	180.00	102342
Village Link - Advertising	35.00	102343
Chairman's Allowance	300.00	102344

085.2021/3 Bank reconciliation for period ended 30 April 2021

The Clerk presented the bank reconciliation for the period ended 30 April 2021 showing a balance at bank of £23,780.03.

085.2021/4 Internal Audit Report

The Clerk stated that the internal audit had been completed and a copy of the auditor's report had been circulated to Councillors prior to the meeting and it was agreed that the recommendations regarding back-up of data to the cloud would be implemented.

085/2021/5 Approval of Section 1, Annual Governance Statement of AGAR Return for period ended 31 March 2021

The Council unanimously resolved to approve Section 1 of the Annual Return, after the Chairman had read out the various annual governance statements contained within Section 1 of the Annual Return (previously circulated to Councillors).

085/2021/5 Approval of Section 2, Annual Governance Statement of AGAR Return for period ended 31 March 2021

The Council unanimously resolved to approve Section 2 of the Annual Return (previously circulated to Councillors).

086.2021 Playground

The Chairman stated that reports of broken glass in the playground had been made and asked that if Councillors were passing the playground if they could do a quick check. He stated that he was arranging a meeting with the local PCSO to discuss various acts of vandalism that were being experienced in the Playground.

087.2021 Highways

Cllr Wooldridge stated that he had nothing to report. See Tree Warden report below for details of problems with Copper Beech tree on Nortoft.

088.2021 Street Lights

The Clerk stated that she had received no new reports of faults with the street lights.

089.2021 Parish Assets Inspection Report

Cllr Miller stated that he would now like to place an order for the glass panels for the telephone kiosk as per the previously agreed budget for this item. To liaise with Clerk

090.2021 Footpath Report

Cllr Metcalfe stated that he had nothing to report this month but would walk the paths and report back at the June meeting.

091.2021 Tree Warden Report

Cllr Metcalfe stated that Mr Venton had yet to update him about the situation at The Poplars. He stated that discussions were ongoing regarding suitable trees to replace the dead trees at Pineways. Cllr O'Neil stated that he had been in discussion with a parishioner regarding the large Copper Beech tree on Nortoft which was in need of some work. Cllr Metcalfe stated this tree was subject to a TPO but was the responsibility of Highways. He agreed that he would look into this.

092.2021 Correspondence received

- Email from parishioner re broken glass found on frequent basis in children's play area (see playground report above)

093.2021 Items for next meeting – 14 June 2021 at 7.15 pm

- Co-option of New Councillor
- Planting of Cherry Trees
- Annual Playground Inspection Report
- Adoption of Standing Orders/Financial Regulations
- Risk Assessment policy for 2021/22
- Code of Conduct
- Internal Finance Checks

Meeting closed at 8.45 pm