

Elkesley Parish Council

I hereby give you notice of the Annual Meeting of the Elkesley Parish Council to be held on Tuesday 20th June 2023 at 7.00pm in the Elkesley Memorial Hall, High Street, Elkesley.

All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder. Please note that meetings may be recorded.

Dated this 12th June 2023

Mrs W Davies

Clerk to the Parish Council

AGENDA

- 1) Election of Chair
- 2) Election of Vice-Chair
- 3) To receive signed Acceptance of Office forms
- 4) To receive apologies and reasons for absence
- 5) To receive and record declaration of interests from Members in any item on the agenda
- 6) To receive the Chair's report
- 7) To suspend the meeting to hold a 10 minute public session
- 8) To receive reports from the District & County Councillors
- 9) To approve the minutes of the meeting held 18th April 2023
- 10) To received feedback on the progress of the Neighbourhood Plan review
- 11) To review the asset register as of 31st March 2023
- 12) To confirm that the criteria has been met for the Council to continue using the General Power of Competence
- 13) To receive and note the Annual Internal Audit report for the year 2022-23
- 14) To approve the Annual Governance statement for the year 2022-23
- 15) To approve the Accounting Statements for the year 2022-23
- 16) To approve the Certificate of Exemption for the year 2022-23
- 17) The Responsible Finance Officer to set the commencement date for the exercise of public rights
- 18) To review & approve the insurance for 2023-24
- 19) To approve the payments as listed and the financial reports for 30th April and 31st May 2023
- 20) To consider using an accounts software package
- 21) To appoint Councillor's responsibilities
- 22) To appoint representatives for external groups
- 23) To review the Standing Orders and Financial Regulations
- 24) To consider any planning applications as listed or planning correspondence
- 25) To consider joining the Lengthsman Scheme
- 26) To consider hiring a tractor for the grass cutting
- 27) To organise the next steps for a public meeting with Mack Craighead - Climate Change Manager
- 28) To receive reports and consideration of any expenses on the following:
 - a. Sports field, play area and BMX safety inspections
 - To discuss and consider options to resolve the issue with stones from the BMX track
 - To discuss and consider not allowing any electric vehicles on the sports field
 - To discuss and consider request for additional trees as a shade for the play area
 - b. Cemetery
 - c. Defibrillator inspections
- 29) To receive highways and service faults
- 30) To receive items for information only
- 31) Time and date of the next Parish Council meeting

Payments:

- 1) Wages £667.20 (SO)
- 2) April wage difference after living wage increase of £32.20 (2265)
- 3) R May – Reimbursement for grass cutting fuel £26.65 (2266)
- 4) J O’Brien – reimbursement of expenses for the Coronation and refreshments £15.41 (2267)
- 5) Elkesley Memorial Hall – room hire for Village clean-up day £17.00 (2268)
- 4) Elkesley Memorial Hall – room hire and PO contribution £TBA (2269)
- 5) S.L.C.C – subscription for 2023-24 £101.00 (2270)
- 6) Zurich – Insurance for 2023-24 £1827.65 (2271)
- 7) D Savill – Insurance for tractor £104.44 (2272)
- 8) A Palfreman – Internal Audit £50.00 (2273)
- 9) South Yorkshire Mowers Ltd – repair/part for mower £290.18 (2275)
- 10) Darbys Accounting – Payroll processing for 2022-23 £108.00 (2336)
- 11) Information Commissioner’s Office – Data protection fee renewal £40.00 (2338)
- 12) R May – fuel for grass cutting £73.06 (2339)

Planning applications:**Application: 23/00579/LBA**

Proposal: Replace non-historic wooden windows references as A, B, C, D & H on the front (South) elevation and I, J, K, L & M on the side (East) elevation with Accoya wood and glazed with slimline double glazing and repair historic windows references as E, F, & G by cutting out rotten timber and splicing in new timber of the same species

Location: Meadow Farm, High Street, Elkesley

Nottinghamshire County Council’s application: F/4530

Proposal: Change of use of land from B2 and C3 to a waste transfer station and associated infrastructure (sui generis) (retrospective).

Location: Eco Prime Recycling Ltd, Alpine Industrial Park, Jockey Lane, Elkesley, Retford, DN22 8BN

Minutes of the Annual Meeting of the Elkesley Parish Council held on Tuesday 20th June 2023 at 7.00pm in the Elkesley Memorial Hall, High Street, Elkesley.

Present: Cllr O'Brien, Cllr May, Cllr Savill and Cllr Stronach
Others: Mrs Davies (Clerk), District Cllr Charles Adams and members of the public

2953/23 Election of Chair

After nominations, Cllr May propose Cllr Skelton for the position of Chair, this was seconded by Cllr Savill and resolved by the Council – 3 votes

2954/23 Election of Vice-Chair

Cllr Savill proposed Cllr O'Brien for the position of Vice-Chair; this was seconded by Cllr May and resolved by the Council – 3 votes

In the absence of Cllr Skelton, Cllr O'Brien chaired the meeting.

2955/23 To receive signed Acceptance of Office forms

The Clerk received Acceptance of Office forms from all councillors and countersigned them.

2956/23 To receive apologies and reasons for absence

Apologies and reason given for absence received from Cllr Skelton. Cllr Savill proposed to accept the apologies and reasons; this was seconded by Cllr May and resolved by the Council.

2957/23 To receive and record declaration of interests from Members in any item on the agenda

A declaration of interest was received from Cllr Savill at agenda item 26.

2958/23 To receive the Chair's report

The Chair read out Cllr Skelton's Chair report in his absence.

2959/23 To suspend the meeting to hold a 10 minute public session

- Mike Rowley, the Chair of the Memorial Hall Committee gave his report – a copy of which is at the end of the minutes
- A resident asked when the skateboard track was going to be repainted; the graffiti looks a mess. The Chair will put in on the next agenda.

2960/23 To receive reports from the District & County Councillors

County Councillor Turner was not present.

The newly elected District Councillor Charles Adams introduced himself and discussed local issues and passed on other information. The Parish Council is looking forward to working with Cllr Adams.

2961/23 To approve the minutes of the meeting held 18th April 2023

Cllr Savill proposed to accept the minutes of the meeting held 18th April 2023 as a true record; this was seconded by Cllr May and resolved by the meeting – 4 votes.

2962/23 To received feedback on the progress of the Neighbourhood Plan review

Mrs Douglas, a member of the Elkesley Neighbourhood Plan (ENP) Steering Group, gave the following report:-

Chair: Neil Oldbury

Members: John Skelton, David Pell, Paul Morris, Mark Crossley, John Douglas and Patricia Douglas.

On behalf of the Parish Council the above group is reviewing Elkesley Neighbourhood Plan adopted in 2015. Neighbourhood Plans should be monitored and reviewed at least every five years. Elkesley's Neighbourhood Plan should have been reviewed in 2020, but due to Covid and delayed time line of Bassetlaw District Council emerging Local Plan the review was delayed until 2023.

Ownership – The Parish Council is responsible overall for the review; but they can delegate responsibility to a group which the Parish Council did previously and lately, the current Parish Council asked the original group to take forward this review. Therefore, it is very important that the Steering Group communicates regularly with the Parish Council; keeping them abreast of planned action, to ensure they are fully aware of the emerging plan, because ultimately the Parish Council will use the plan when reviewing planning applications in the Parish.

Support – The ENP Steering Group is fully supported by the Parish Council and Bassetlaw District Council, however, this is not enough to complete the task and other support is needed from 'Locality' which is a government funded organisation which gives Technical Support and Grant Funding to Neighbourhood Planning groups. Unfortunately, the Department for Levelling Up, Housing and Communities which funds 'Locality' have not yet confirmed funding for 2023 to 2024, but Locality are continuing to accept applications for Technical Support, which the Chair of the Steering Group has done. Once the funding is confirmed the Chair of the Parish Council supported by the group will seek grant funding.

Community – Neighbourhood planning is very much a community led initiative and requires the participation of not only the Parish Council, Bassetlaw District Council and the Elkesley Neighbourhood Plan Steering Group but the whole community. Therefore, our first consultation with the parish will take place on Friday 23rd June 12am to 7pm in the Memorial Hall, combined with Chatty Friday and the bar opening at 6pm. Please come along and help shape the parish for future generations.

2963/23

To review the asset register as of 31st March 2023

The Clerk previously circulated copy of the asset register at 31st March 2023 which includes the disposal of a small lawnmower.

Cllr May proposed to approve the asset register as of 31st March 2023; this was seconded by the Chair and resolved by the Council – 4 votes.

2964/23

To confirm that the criteria has been met for the Council to continue using the General Power of Competence

The Clerk reported that at every 'relevant' meeting (the Annual Meeting of the Council of the elections occur every 4 years); the Council has to confirm that the criteria has been met to be able to continue using the General Power of Competence:

- The number of Member of the Council that have been declared to be elected, or equal to or greater than two-thirds of the total number of members of the Council – the Clerk confirmed that this criteria has been met;
- The Clerk to the Parish Council holds the Certificate in Local Council Administration – the Clerk confirmed that this criteria has been met;
- The Clerk to the Parish Council has completed the relevant training in the exercise of the general power – the Clerk confirmed that this criteria has been met.

Cllr Savill proposed that the Parish Council continues to use the General Power of Competence; this was seconded by Cllr Stronach and resolved by the Council – 4 votes.

2965/23

To receive and note the Annual Internal Audit report for the year 2022-23

The Clerk previously circulated copies of the annual internal audit report for the Councillors to view.

Cllr May proposed to note the report with no actions required; this was seconded by Cllr Savill and resolved by the Council – 4 votes.

2966/23

To approve the Annual Governance Statement for the year 2022-23

The Clerk previously circulated copies of the Annual Governance Statement for the Councillors to view. The Clerk went through each statement which the Council gave positive responses.

After consideration, Cllr May proposed to approve the Annual Governance Statement; this was seconded by Cllr Stronach – 4 votes. The Chair and Clerk duly signed the statement.

2967/23

To approve the Accounting Statements for the year 2022-23

The Clerk previously circulated copies of the Accounting Statements for the Councillors to view.

The Chair proposed to approve the Accounting Statements for the year 2022-23; this was seconded by Cllr May and resolved by the Council – 4 votes.

The Clerk had previously signed the statements upon completion of the accounts. The Chair duly signed the Accounting Statements as required.

2968/23

To approve the Certificate of Exemption for the year 2022-23

The Clerk previously circulated copies of the Certificate of Exemption for the Councillors to view.

The Clerk reported that the Parish Council's finances has not gone over the £25,000 limit for a limited assurance review; therefore, if it wishes the Parish Council can certify itself as exempt from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) Regulations 2015. The Parish Council also fits the criteria given to certify itself as exempt as explained on the certificate of exemption.

Cllr Stronach proposed to certify the Parish Council as exempt for a limited assurance review; this was seconded by Cllr May and resolved by the Council – 4 votes.

The Annual Internal Audit Reports, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by the Regulation 15 (2) , Accounts and Audit Regulations 2015 including the period for the exercise of public rights will be published on the Parish Council's website before 1st July 2023.

2969/23

The Responsible Finance Officer to set the commencement date for the exercise of public rights

The Responsible Finance Officer (Clerk) has set the commencement date for the exercise of public rights to start on Monday 26th June 2023 till the Friday 4th August 2023.

Cllr Stronach proposed to accept the above dates; this was seconded by Cllr May and resolved by the Council – 4 votes. The Clerk will publish this information on the website as required.

2970/23

To review and approve the insurance for 2023-24

The Clerk reported that this is the second of a three year insurance policy.

After consideration, Cllr Stronach proposed to approve the renewal for 2023-24; this was seconded by Cllr May and resolved by the Council – 4 votes.

2971/23

To approve the payments as listed and the financial reports for 30th April and 31st May 2023

The Clerk previously circulated copies of the April and May financial reports and list of the payments for approval.

The Chair proposed to approve the financial reports as above; this was seconded by Cllr Savill and resolved by the Council – 4 votes.

The Clerk went through the payments listed below. Cllr Savill proposed to approve the following payments; this was seconded by Cllr May and resolved by the Council.

- 1) May Wages £667.20 (SO)
- 2) April wage difference after living wage increase of £32.20 (2265)
- 3) R May – Reimbursement for grass cutting fuel £26.65 (2266)
- 4) J O'Brien – reimbursement of expenses for the Coronation and refreshments £15.41 (2267)
- 5) Elkesley Memorial Hall – room hire for Village clean-up day £17.00 (2268)
- 6) Elkesley Memorial Hall – room hire and PO contribution £55.00 (2269)
- 7) S.L.C.C – subscription for 2023-24 £101.00 (2270)
- 8) Zurich – Insurance for 2023-24 £1827.65 (2271) approved under minute 2970/23
- 9) D Savill – Insurance for tractor £104.44 (2272)
- 10) A Palfreman – Internal Audit £50.00 (2273)
- 11) South Yorkshire Mowers Ltd – repair/part for mower £290.18 (2275)
- 12) Darbys Accounting – Payroll processing for 2022-23 £108.00 (2336)
- 13) Information Commissioner's Office – Data protection fee renewal £40.00 (2338)
- 14) R May – fuel for grass cutting £73.06 (2339)
- 15) June wages £667.20 (SO)

2972/23 To consider using an accounts software package

The Chair and Clerk previously received a zoom presentation from the company Scribe which provides accounts software packages set up for parish councils and includes all the statutory items required. The one-off payment for the software and set up would be £177 and thereafter and cost of £23.00 per month.

After consideration, Cllr Savill proposed to subscribe to the accounts software; this was seconded by Cllr May and resolved by the Council – 3 votes. Cllr Stronach abstained. Cheque no.2342 £543.60.

2973/23 To appoint Councillor's responsibilities

This item was deferred to the next meeting.

2974/23 To appoint representatives for external groups

Cllr May was proposed for the council's representative on the Elkesley Memorial Hall Committee. Cllr O'Brien and Cllr Savill were proposed to continue attending the Bassetlaw South East Forum meetings for this area.

Cllr Savill proposed the above representatives; this was seconded by Cllr Stronach and resolved by the Council – 4 votes.

2975/23 To review the Standing Orders and Financial Regulations

The Clerk reported that only one alteration is required in both documents; this is the increase from £25,000 to £30,000 limit of when any tenders have to go through the 'Public Contracts Regulation 2015'; no other amendments were put forward.

The Chair proposed to approve the above update for the Standing Orders and Financial Regulations; this was seconded by Cllr Stronach and resolved by the Council – 4 votes.

2976/23 To consider any planning applications as listed or planning correspondence

Application: 23/00579/LBA

Proposal: Replace non-historic wooden windows references as A, B, C, D & H on the front (South) elevation and I, J, K, L & M on the side (East) elevation with Accoya wood and glazed with slimline double glazing and repair historic windows references as E, F, & G by cutting out rotten timber and splicing in new timber of the same species

Location: Meadow Farm, High Street, Elkesley

Consideration: No objections

Nottinghamshire County Council's application: F/4530

Proposal: Change of use of land from B2 and C3 to a waste transfer station and associated infrastructure (sui generis) (retrospective).

Location: Eco Prime Recycling Ltd, Alpine Industrial Park, Jockey Lane, Elkesley, Retford, DN22 8BN

Consideration: After discussion, the Parish Council will ask for conditions to be included so that the site can be managed properly.

The Chair proposed to approve the above considerations; this was seconded by Cllr May and resolved by the Council – 4 votes. The Councillors will arrange to meet and put a response together for submission

2977/23 To consider joining the Lengthsman Scheme

Following on from a previous discussion; the Chair reported that following a meeting with Via regarding the Lengthsman Scheme; the Parish Council has been accepted to join the Scheme if approved.

Cllr Stronach proposed to join the Lengthsman Scheme; this was seconded by Cllr May and resolved by the Council – 4 votes.

2978/23 To consider hiring a tractor for the grass cutting

Following on from information previously circulated regarding the lawnmower which is beyond repair due to the cost of the parts against the value of the mower.

After discussion and consideration of all the options, Cllr Stronach proposed to hire a ride on lawnmower for the cost of £500 per year with no extra cost for the storage (a saving of £250 per year); this was seconded by Cllr May and resolved by the Council – 3 votes.

A hire agreement is to be arranged and brought back to the meeting for approval.

2979/23 To organise the next steps for a public meeting with Mack Craighead - Climate Change Manager

The Chair reported that following a conversation with the Mack Craighead; the Councillors looked at what information he was asking for. There were only two things which the Councillors considered because they didn't want to limit anybody in the village applying.

The first was to raise the limit of household income to £50k for one of the items and the other option could be to look at two streams – either by household income or EPC rating of the building. This way it would reach as many people as possible.

Secondly, it was to identify the stone properties or single brick properties in the village. If Mack looks at the Neighbourhood Plan there is a list of heritage assets stone or single brick which are 200yrs old and the rest could be picked up as part of their surveys. The Council is now waiting for a date to be set for a further meeting with him to discuss further.

2980/23 To receive reports and consideration of any expenses on the following:

a. Sports field, play area and BMX safety inspections

Cllr May reported on his play area inspections - bearings requires replacing on the hanging bars; Cllr Stronach will help him to replace these.

Expenses for consideration:

- Consideration of the purchase of the new bearings £TBA
- Consideration of the purchase of a new strimmer at £199.00
- Consideration for hiring a ride on mower whilst sorting out a replacement at a total cost of £375.20

The Chair proposed to approve the above purchases and hire cost; this was seconded by Cllr May and resolved by the Council – 4 votes.

South Yorkshire Mowers Ltd – hire of ride on mower £360.00 (360.00)

South Yorkshire Mowers Ltd - new strimmer £199.00 (2344)

South Yorkshire Mowers Ltd - hire of ride on mower £375.20 (2345)

Replacement bearings as above £tba

The Chair had been in contact with Neil Meakins (Environment Services) and organised a meeting to discuss the removal of the bin from the play area.

To discuss and consider options to resolve the issue with stones from the BMX track

The Councillors discussed the BMX and the damage causing stones to be deposited on the grassed area. Stones and soil are degrading partially because there isn't any grass or weeds to hold the structure together; along with the children continually digging into it.

Currently the member of staff is collecting the stones which take a lot of time away from other tasks.

There are a couple of options:

- Strim it continually throughout the year and poison the weeds etc. which exacerbates the issue;
- Or look at removing/altering the area that is causing the main issue

The Chair obtained prices for strimming and grass cutting down the BMX track plus work at the church yard. Each job to be a day's work and includes disposal of the waste under a waste licence.

After discussion and consideration, Cllr Stronach proposed to initially trim, grass cut and clear the BMX, and then do an assessment on the work required. The Church yard to trim and grass cut around the grave stones; to collect and dispose of the waste; plus the contractor and parish council to take turns cutting and maintaining the grave yard ; this was seconded by Cllr Savill and resolved by the Council – 4 votes.

To discuss and consider not allowing any electric vehicles on the sports field

The Chair reported on a complaint from a resident regarding the use of electric scooters on main roads, pavements etc; these scooters are not insured to be on the highways and police are now cracking down on them. Unfortunately, the Parish Council does not have the remit to deal with this issue; the Chair will contact the resident.

To discuss and consider request for additional trees as a shade for the play area

The Chair reported that a resident has asked for some trees to be planted to provide shade for people using the play area. Unfortunately, the sports field has underground pipes and a covenant will not permit any trees to be planted in that area.

The Chair also reported an incident regarding a child on a motorbike on the pavement and then later using the motorbike on the small BMX track; this will cause damage to the surface which the council paid for not too long ago. The Council will put some signs up

Cemetery - Cllr Stronach reported that the cemetery is okay.

Defibrillator inspections – Cllr Savill reported that the defibrillators are okay; however, one requires a new battery shortly.

2981/23

To receive highways and service faults

- The Chair reported that the magnet vehicle and the brush vehicle have been working in the village and the bridge
- The Chair has also reported the river of oil going down Jockey House lane and into the fields

2982/23

To receive items for information only

Nothing received to include in the next meeting.

2983/23

Time and date of the next Parish Council meeting

The next Parish Council meeting will be held on Tuesday 18th July 2023 at 7pm in the Elkesley Memorial Hall, High Street, Elkelsey.

Memorial Hall Committee Report – June 2023

Mike Rowley the Chair of the Committee gave the following report:

This time last year, I reported to the Council that a new set of Trustees had taken over at the Memorial Hall and were looking to breathe new life into the Hall. Our first year has not been easy, as we came to grips with the issues arising from a building that had not really been used for 3 years, the cost of living crisis and not unlike you, a shortage of committee members.

We successfully applied for a bar and entertainments licence, and also ensure our kitchen was inspected and rated excellent by Bassetlaw District Council. During the last year we have run events celebrating the Platinum Jubilee and the Coronation, in conjunction with the Parish Council which have been very successful. In January we started a Line Dancing class and a Chatty Fridays drop in centre which continue to be supported by the village. In addition, we have run a Quiz Night and a Medium Night and have plans for a Bottle Bingo and a Live Music night.

We are also working with the Parish Council to arrange a Christmas Light switch on in December. We are now beginning to put the Memorial Hall on a firmer financial footing, but we know there is still some hard work to come. I would like to thank my fellow trustees and the Parish Council for all their support over the last year and look forward to working closely with them over the coming