Minutes of the Annual Meeting of

Carlton-on-Trent Parish Council held on

Tuesday 16th May 2023 at 7.30pm

in Carlton on Trent Village Hall

Present:

Cllr L Hopkins (Chair), Cllr M Martin (Vice-Chair), Cllr M Eley, Cllr M Hopkins, T Grimes (Clerk), CCllr B Laughton plus 5 members of the public.

Prior to the meeting each councillor signed their Declaration of Acceptance of Office which was countersigned by the clerk.

1. To elect a chair

LH was nominated and having ascertained that she was willing to continue as chair, MM proposed and ME seconded. LH was duly elected by 2 votes with 2 abstentions.

1. Declaration of acceptance of office

LH signed the acceptance, which was countersigned by the clerk.

1. To elect a vice chair

MM was nominated and agreed to continue as vice chair. LH proposed and ME seconded it and MM was elected by 3 votes with 1 abstention.

1. To consider any apologies for absence

SM gave apologies having left for another meeting and BL apologised for not being able to stay very long due to other meetings.

1. To co-opt up to three new councillors to fill the vacancies following the election

The council had received three expressions of interest.

**RESOLVED**:: To co-opt June Mear, Fred Mear and Gary Hendrickson to the Parish Council.

(proposed LH, seconded MM, carried unanimously)

The meeting was paused whilst the new councillors signed their Acceptance of Office and the clerk counter signed to enable them to take part in the remainder of the meeting.

1. To receive any declarations of interest in items on the agenda

MM declared an interest in the clerk’s wages and the defib battery payment.

1. To accept the minutes of the Parish Council meeting held Tuesday 4th April 2023

The minutes were accepted as a true record and duly signed by the chair.

1. 10-minute open forum to receive questions and comments from members of the public

There were no comments from members of the public but MM noted it was good to see that there had been a lot of pothole repairs in the area.

1. To note the following matters arising from previous minutes
	1. Ferry Lane Signs

LH reported no news and said she would chase the matter again.

* 1. Bank Signatories

The clerk informed the meeting that the new signatories should have received 2 letters from the bank with log in details, but both had only received one so had been unable to access the account. The clerk said that the application had expired and would need to be started again. It was suggested another councillor be added in place of the two signatories who had left the council. GH agreed to be a signatory with MH.

1. To receive updates on any District and County Councillor matters

CCllr BL informed the council that Notts CC had agreed to sell County Hall in West Bridgford as a cost saving exercise – the building was expensive to repair and had very low energy efficiency due to its age and construction. The sale will take place in about 8 months with staff moving to Hucknall in approximately 18 months.

He reported that Ofsted had found the Special Educational Needs and Disabilities Services to be poor and as a result a program of improvement had been put in place.

1. To consider how to spend the remaining CIL money

LH reported having discussed a potential site on the wall of Carlton Hall garden at the North of the village. Whilst the land owner had agreed and offered an electrical connection, councillors questioned whether NSDC Conservation officers would given that the property is listed.

MM informed the meeting that a defib would cost £1200-£1500 and would then need a cabinet at £400 to £500 and an electrical installation estimated at £300, though prices could not be ascertained without a known site.

This would mean approx. total costs of £2300, plus a minimum ongoing commitment of annual pad replacement and battery replacement every 5 years.

It was suggested that the existing defib would then need to be moved to the telephone kiosk for those at the South of the village, with the associated costs.

The clerk confirmed that the present CIL money balance was £2,162 which meant the council would be subsidising the installation. It was agreed the matter should remain on the agenda and councillors would continue thinking of ways to spend the money.

1. To consider matters arising from the presentation by Newark & Sherwood Anti-Social Behaviour Team and comments from the public including relocating the bench on Ferry Lane.

LH noted that the land was not registered at Land Registry and maps suggested it may be Highways adopted land.

The clerk reported that she had approached Highways asking that they identify any acceptable locations and they had suggested two: opposite the village hall (not realising the Jubilee bench was already there) or opposite Carlton Lane. In effect this means there are no alternative sites because the Carlton Lane site is still in the vicinity of the river.

It was suggested the bench is not the cause of the problem - the hot weather and water attract the anti-social element and neither of these are in the council control.

It was therefore decided that the situation be monitored in light of NSDC/Police remedies before taking any decision to relocate the bench.

1. To make a declaration concerning the General Power of Competence

The clerk explained that a council must have a qualified clerk and 2/3 of its councillors elected. Having only had 4 elected councillors, the council would no longer be eligible to use the General Power.

1. To review Councillor responsibilities and amend as appropriate

FM agreed to become flood warden and MH agreed to be the Safer Neighbourhood Rep. MM was happy to continue as Health & Safety rep and to be the council rep on the Village Hall committee.

1. To review the present committees and amend as appropriate

It was felt that these were only occasionally used and this should remain the case – no changes were needed to terms of reference or membership.

1. To consider a program of review of Council policies and determine whether any others are required

All policies had been reviewed since 2020. The clerk was not aware of any legislative changes which had impacted the policies so it was decided not to review at present.

1. To consider the following financial matters
	1. To note the bank reconciliation

This was checked and signed by the chair.

* 1. To receive the Internal Audit Report

The clerk informed councillors that there had been a clean report from the auditor. Petty cash said Not Covered because the Council don’t operate Petty Cash.

* 1. To complete the declaration of Exemption from External Audit

Having noted the year end accounts it was clear the council fell way below the £25,000 threshold for External Audit.

RESOLVED: To sign and submit the declaration of Exemption.

(proposed LH, seconded MM, carried unanimously)

* 1. To complete the Annual Governance Statement

The clerk had circulated the statements with the agenda and members had considered each statement.

RESOLVED: To answer yes to all applicable statements, sign the form and display as required with the public notice.

(proposed LH, seconded MM, carried unanimously)

* 1. To complete the Accounting Statement

The statement of account was circulated with the agenda so members had considered the figures.

RESOLVED: To sign the form and display as required with the public notice.

(proposed LH, seconded MM, carried unanimously)

* 1. To approve the following payments
		1. Clerks wages and HMRC – usual amounts
		2. Defib pads - £61.14
		3. Insurance – Zurich £214 (BHIB £369, Came & Co – no quote received)

It was agreed to stay with Zurich being the most cost-effective insurance provider.

RESOLVED: To make these payments.

(proposed LH, seconded ME, carried unanimously, MM did not vote)

* 1. To note receipt of the precept, NSDC Coronation Grant and VAT reclaimed for 2022/23

The clerk reported the first precept payment had been issued at £1782, NSDC had deposited £150 in the account and the VAT reclaim had amounted to £294.16.

* 1. To approve transfer of remaining jubilee funds (£36.01) to the Coronation Funds

The clerk reported that this had been suggested via email to increase Coronation spending and all had agreed to allow it, enabling the community donation to increase. The decision was ratified in the meeting. This takes the total Coronation budget to £486.01.

* 1. To note the following payments (made by the clerk since the last meeting under delegated authority as donations for the Coronation Events)
		1. T-Shirts £42.24 (£41.24 less VAT on postage)
		2. Mugs £266.40 (£222 less VAT)
		3. Fabric Pens £19.98 (£16.64 less VAT)
		4. Stencils £7.95 (£6.62 less VAT)
		5. Bunting £35.85 (£29.88 less VAT)
		6. Freezer Hire £60 (not entitled to reclaim VAT)
		7. Ice cream - TBC (not entitled to reclaim VAT)
		8. Refreshments - £5.72 and £8.29

The clerk noted that total Coronation spend would be £486.01 once a payment of £95.62 was made as a donation towards ice cream costs.

ME thanked LH for leading the community group in organising an enjoyable event to be remembered.

1. To raise any other business which may need to be included on the agenda of the next meeting

The clerk tabled a copy of Clerks & Councils Direct.

1. To set the pattern of dates for the coming year’s meetings and to note the date of the next meeting

It was agreed the meetings should continue to be held on the first Tuesday of every month at 7.30pm.

The next meeting will be 6th June 2023 at 7.30pm.

The meeting closed at 21.30.