

**Minutes of the first meeting of Farnsfield Parish Council held at 7.00 pm on Tuesday 7<sup>th</sup> May 2019 in The Lower Hall, Village Centre, New Hill Farnsfield. NG228JN**

**Present:** Cllrs. K. Clarke, I. Clarke, Dennis, Selby, Frost, Johnson, Waterfield, Purcicoe, Westbury and Rachel Waterfield (Clerk).

6 members of the public were in attendance.

**Cllr. Clarke opened the meeting at 7pm**

**19.1 Apologies for absence**

Apologies were received and accepted from Cllr. Healy. (A previous engagement)

**19.2 Declarations of Interest**

None

**19.3 Declaration of intention to record the meeting**

None

**19.4 Election of Chair**

**Council resolved with a majority of 4 to 3 to elect Cllr. Purcicoe as Chairman**

Cllr. Clarke stood down as Chair and Cllr. Purcicoe chaired the remainder of the meeting.

**19.5 Election of Vice Chair**

**Council resolved with a majority of 4 to 3 to elect Cllr. Johnson as Vice Chairman**

**19.6 Approve minutes of 23<sup>rd</sup> April 2019**

All councillors present at the meeting on 23<sup>rd</sup> April resolved to accept the minutes

**19.7 Approve the minutes 30<sup>th</sup> April 2019**

All councillors present at the meeting on the 30<sup>th</sup> April resolved to accept the minutes with the amendment to minute 19.181 as recorded.

**19.8 Planning Applications**

No Planning Applications

**19.9 Acceptance of TOR for the Facilities and Planning Management Committee**

19.9.1 It was proposed that there be a minimum of 5 members on the committee.

Council resolved to carry this motion with one abstention

19.9.2 It was proposed that the Quorum of the committee should be 4

Council resolved unanimously to carry this motion.

19.9.3 It was proposed that Council appoint the Chairman of the committee at the annual Parish Council Meeting

Council resolved 7 to 1 in favour with 1 abstention to carry this motion

19.9.4 Council resolved unanimously to accept the TORs with the above amendments.

**19.10 Acceptance of TOR for the Finance and Risk Management Committee**

19.10.1 It was proposed that there be a minimum of 5 members on the committee.



**Council resolved unanimously to carry this motion**

19.10.2 It was proposed that the Quorum of the committee should be 4  
Council resolved unanimously to carry this motion.

19.10.3 It was proposed that under 1. Membership  
“the clerk of the Council will attend for items requiring Clerk input or action” be removed  
Council resolved unanimously to carry this motion.

19.10.4 It was proposed that Council appoint the Chairman of the committee at the annual Parish  
Council Meeting  
Council resolved 8 to 1 in favour with 1 abstention to carry this motion

10.10.5 Council resolved unanimously to accept the TORs with the above amendments.

**19.11 Acceptance of TOR for the Staff Management Committee**

19.11.1 It was proposed to amend point 4 of responsibilities and delegated authority of the staffing  
committee to  
“To review pay scales for all staff and recommend to full Council....”  
Council resolved unanimously to carry this motion

19.11.2 Council resolved unanimously to accept the TORs with this amendment.

**19.12 Election of Councillors to the Facilities and Planning Management Committee**

Council resolved unanimously to elect Cllrs. Cllrs. K. Clarke, I. Clarke, Dennis, Selby, Frost,  
Johnson, Waterfield, Purcicoe, Westbury and Healy to the Committee.

**19.13 Election of Councillors to the Finance and Risk Management Committee**

Council resolved unanimously to elect Cllrs. Cllrs. K. Clarke, I. Clarke, Dennis, Selby, Frost,  
Johnson, Waterfield, Purcicoe, Westbury and Healy to the Committee.

**19.14 Election of Councillors to the Staff Management Committee**

Council resolved unanimously to elect Cllrs. Johnson, Purcicoe and Westbury to the Committee.

Cllr. Waterfield left the meeting

**19.15 Clerk to present the end of year accounts and budget report**

The clerk presented the end of year accounts and budget report for review prior to the 28th May  
PCM

**19.16 Clerk to present the End of year risk assessment document**

The clerk presented the end of year risk assessment document for review prior to the 28<sup>th</sup> May  
PCM

**Cllr. Purcicoe suspended standing orders at 8pm**

**19.17 Public open session**

A member of the public addressed Council. Parking is a problem. Parking needs to be a priority for  
the PC .

**Action: clerk to put on the agenda for the June FPMC meeting. “Council to discuss and make a proposal to NCC”**

Other instances of dangerous parking were reported on Church side where emergency services would not have access to properties due to the obstructions caused by parked cars.

A member of the public stated that parking on the double yellow lines outside of the ironing shop was not always customers of the ironing shop.

The positioning on the 30mph sign on the East of the village was discussed.

The possibility of school children making signs to direct cars to park at Hadleigh Park was mentioned.

Cllr. Selby reported that when she had brought up parking matters at the safer neighbourhood meeting group, she had been told that parked cars prevents speeding and that is why NCC will not put double yellow lines along main street.

It was also commented upon that all these matters had been brought to the attention of Cllr. Laughton and NCC in the past but no action had been taken.

The possibility of using the old school field for parking was also discussed.

A member of the public asked whether the Parish Council had the powers to buy speed cameras and enforce compulsory purchase orders.

A member of the public addressed Council. They cited the process of implementing the recommendations of the Fire Risk Assessment as a blueprint for future projects undertaken by Council. They stated that the believed Council was reluctant to give delegated responsibilities to Committees which lead to decisions taking longer.

**Cllr. Purcicoe closed the meeting at 8.41pm**

**Minutes of a meeting of Farnsfield Parish Council held at 7.30 pm on Tuesday 28<sup>th</sup> May 2019 in Lower Hall, Village Centre, New Hill, Farnsfield, NG228JN**

**Present:** Cllrs. Purcicoe (chair), Johnson (vice chair), Selby, Frost, K. Clarke, Healy, Waterfield, I. Clarke, Westbury, Dennis, district and County Councillor Bruce Laughton and Rachel Waterfield (Clerk)

9 Members of the public were in attendance

**Cllr Purcicoe opened the meeting at 7.40pm**

**19.18 Apologies for absence**

None

**19.19 Declarations of Interest**

None

**Cllr Purcicoe suspended standing orders at 7.42pm.**

**19.20 Public Open Session**

Cllr. Laughton reported that Severn Trent have relocated the proposed site of the attenuation tank to relieve flooding in Farnsfield to the Lion Car Park. There has been an exploratory dig. The Proprietors of the Lion are concerned about Trade. Severn Trent are looking to start works in the 1<sup>st</sup> week in August.

Cllr. Laughton has accessed funds from NCC to improve road drainage during that time. It is his hope that the Beck running along Beck Lane to the Acres can be cleared improving road drainage. Hoping for funding to clear the dyke out along Beck Lane.

He also reported that at the NSDC Planning meeting on the 4<sup>th</sup> June Cobblers Cottage would be on the agenda. He would be presenting the Parish Councils view on the plans.

**Cllr Purcicoe reinstated standing orders at 7.47pm**

**19.21 Approve draft minutes of 7<sup>th</sup> May 2019**

**Councillors present at the meeting resolved unanimously to accept the minutes.**

**19.22 Items for Consideration and Resolution**

19.22.1 Acceptance of bills for payment for May 2019

**Councillors resolved unanimously to accept the bills for payment .**

**Appendix 1**

19.22.2 Council to approve the amendments to the Ear Marked Reserves

**Councillors resolved unanimously to approve the amendments to the Ear Marked reserves.**

19.22.3 Management of the Village Centre Fire Risk Assessment and associated spending

Cllr Purcicoe delivered his report to Council.

**Appendix 2.**

19.22.4 Council to resolve on the testing of the Village Centre electrical circuits

**Council resolved unanimously to accept the Quote from Barker and Sheldon for £932.18 to do the required works**

19.22.5 Following Cllr. Purcicoe's Report

Council resolved unanimously to accept the quote from JD Islip for £6,696.58 plus VAT to replace the remainder of the fire doors and the toilet doors at the Village Centre.

19.22.6 Council resolved unanimously that minuted items 19.22.4 and 19.22.5 would be paid for from the s106 EMRs budget.

**19.45 Planning Applications:**

**Householder application for proposed new garden room. 2 Yates Croft. NG22 8WL.**

**19/00788/FUL**

Council resolved unanimously not to object to this planning application.

**19.22 Council to resolve whether to Co-opt a Councillor to fill the Casual Vacancy from the 3 applications received up to 20<sup>th</sup> May 2019.**

Councillor Dennis voiced his concern that the Parish Council Co-option procedure had not been followed correctly.

The Clerk stated that as the Vacancy has occurred following an election that the correct process was to advertise the Vacancy but that NSDC did not require the option of another election to be made available to residents.

Cllr. Purcicoe stated that the Vacancy did not arise until close of the meeting on Tuesday 7<sup>th</sup> May when Mr. McDowall did not sign his acceptance of office and that the vacancy had been advertised prematurely.

Council resolved unanimously to re-advertise the casual vacancy as per protocol with a view to co-opting at the Parish Council Meeting on June 25<sup>th</sup>.

It was stated that the 3 applicants did not need to resubmit their applications but that they would be carried forward and considered at the meeting on the 25<sup>th</sup> June.

**19.23 Appointment of Chairs of the Management Committees.**

It was proposed that the appointment of chairs to the committees be held over until the co-option of the 11<sup>th</sup> Councillor had taken place on 25<sup>th</sup> June

An amendment to this proposal was put forward that as all the members of the Staffing Committee were at the meeting the chair of the Staffing Committee should be appointed at this meeting.

19.23.1 Council resolved with a 6-4 majority to defer the appointments of the Chairs of the Facilities and Planning and Finance and Risk Management Committees until the 25<sup>th</sup> June

19.23.2 Council resolved unanimously to appoint Cllr. Johnson as Chair of the Staffing Management Committee

**19.24 Appointment of Councillor/s to the Safer Neighbourhood Meeting Group**

**Council resolved with a 8-2 majority to defer the appointment until the meeting on the 25<sup>th</sup> June**

**19.25 Review and acceptance of Farnsfield Parish Council Standing Orders**

Council resolved with a 5-3 majority and 2 abstentions to approve the current policies and procedures in agenda items 8-14 until such time as they can be reviewed. A timetable for review should be produced over a 7 month period.

Cllr Laughton offered his assistance if required

**19.32 Review of the Asset Register**

Council resolved unanimously to carry this item forward to the June FRMC Meeting

### **19.33 Review Farnsfield Parish Council Annual Risk Assessment**

**Council acknowledged receipt of the annual risk assessment.**

### **19.34 Review and confirmation of arrangements for insurance cover in respect of call insured risks**

**Council resolved unanimously that arrangements for insurance cover in respect of all insured risks was in place.**

### **19.35 Review and acknowledge receipt of the internal audit**

**Council acknowledged receipt of the Internal Audit.**

### **19.36 Review of Councils expenditure incurred under s.137 of the Local Government Act 1972.**

#### **Appendix 3**

### **19.37 Acceptance of 2018-19 end of year accounts**

**Council resolved unanimously to accept the end of year accounts**

**On file and on the website.**

Clerks 2018-19 End of year report

**Receipts and Payments summary**

**Opening Balance £283,344.99**

**Closing Balance £290,015.69**

Opening Unity Trust Balance: £157,187.13

Closing Unity Trust Balance: £ 163,731.67

Opening Nation Wide BS Balance: £ 126,157.86

Closing Nation Wide BS Balance: £ 126,284.02

Total Receipts for 2018-19: £ 145,094.16 (CIL receipts in 2018-19: £27,408)

Total Payments for 2018-19: £ 138,423.46

Closing Current Year Fund: £6,670.70

Closing General Reserves:£85,689.72

BKV EMR:£986.29

Allotment Water supply EMR: £31

Closing CIL,s106 and SANGS reserves:£196,637.97

### **19.38 Review of Council's and Staff subscription to other bodies**

**Council resolved unanimously to approve the annual subscriptions.**

#### **Appendix 4**

Cllr Johnson left the meeting at 21.03 pm

### **19.39 Review and approval of Regular Payments for the financial year**

**Council resolved unanimously to approve the regular payments for the financial year**

#### **Appendix 5**

### **19.40 Approval of the 2018-19 annual governance statement**

**Council resolved unanimously to take this item forward to the meeting on 25<sup>th</sup> June**

#### **19.41 Approval of the 2018-19 accounting statements**

**Council resolved unanimously to take this item forward to the meeting on 25<sup>th</sup> June**

#### **19.42 Review and acceptance of Farnsfield Parish Council Parish Council and Committee Meeting Dates**

**Council resolved unanimously to alter swap the timings of the FPMC meetings and FRMC meetings to allow Councillors on The FPMC to attend the safer neighbourhood meetings.**

#### **Appendix 6**

##### **19.43 Clerk's Report**

19.43.1 Presentation of the April 2019 Accounts

#### **FPC Financial summary as of 30<sup>th</sup> April 2019**

Unity Trust Balance: £296,825.13

Nation Wide BS Balance: £126,284.02

Total Receipts for April 2019: £139,925.70

Total Payments for April 2019: £6,586.72

Current Year Fund £133,093.46

General Reserves £95,170.56

EMR £194,845.13 of which £181,465.72 are unallocated CIL and s106 receipts

19.43.2 Actions following the last meeting

None to note

19.43.3 Other Actions

None to note

19.43.4 Correspondence received

None to note

19.43.5 Update on Current Projects

Skatepark Project:

The topographical survey is complete, and the noise survey has been completed. The desktop environmental appraisal should be complete early next week and the noise impact assessment report within the next couple of weeks.

19.43.6 Safer Neighbourhood report

Action Notes from 12/03/2019

Farnsfield: Concern over number of burglaries in the village: **Police to Patrol**

Traffic congestion due to parking: **Cllr. Blaney to request Wardens**

19.43.7 Notices from Principle Authorities and Grant Opportunities

None to note

#### **19.44 Items for Information Only**

19.44.1 Update on the Library Lease and process for reclaiming the library BT telephone costs from NCC.

Cllr Waterfield awaiting response from Valerie.

**Action: clerk to put on the agenda for the FPMC meeting in June**

#### **19.45 Agenda Items for the committee meetings and next Full Council Meeting.**

Planting of the Bramley Apple Trees FPMC June



Lottery funding for the Old Gaol. FPMC June  
Fire risk assessment update FRMC June  
APM Report PCM meeting June

**Cllr. Purcicoe closed the meeting at 9.30pm**

**Date and time of next meeting**  
**7.30pm Tuesday 25<sup>th</sup> June**

### Appendix 1.

#### Farnsfield Parish Council. Bills for Payment

May		Agenda Item 19.44.1				
Authorisation	Supplier	Description	£ NET	£ VAT	£ GROSS	
PCM 19.167.2	Zurich	FPC Annual Insurance	4541.19	544.94	5086.13	
FPMC 19.64	FLP	Playground Maintenance	491.25	98.25	589.5	
FPMC 19.64	FLP	Playground Maintenance	381.89	76.38	458.27	
PCM 18.17	Ulyetts	Grounds Maintenance	1328	265.6	1593.6	
PCM 18.17	Reprotec	Copier Charges	60.91	12.18	73.09	
DP/REW	GMS	Towels and toilet roll	88.5	17.17	105.67	
PCM 18.17	Tom's Gdn. Svcs	Footpaths and grass	425		425	
DP/REW	Tom's Gdn. Svcs	VC clearing works	100		100	
DP/REW	KG Ent.	Internal Audit	89		89	
DP/REW	Mr. G	VC Window cleaning	15		15	
DP/REW	Handicentre	VC Supplies	45.63	9.12	54.75	
DP/REW	Roffe Elec.	VC electrical repairs	112	22.4	134.4	
DP/REW	Glasdon	Litter bin clamp kit	20.92	4.18	25.1	
DP/REW	Viking	Printer and office files	467.1	93.42	560.52	refund of £230.78 + VAT pending
PCM 18.17	AS Pest Control	Moles control Acres	120		120	
DP/REW	Safelincs	Grab Bags/ fire safety	48.85	9.77	58.62	PAID
DP/REW	NALC	New Councillor training	140		140	PAID
PCM 18.17	EON	Floodlights elec.	26.5	1.33	27.83	DD
PCM 18.17	EON	VC Gas	50.9	10.18	61.08	DD
PCM 18.17	EON	VC Elec.	156.62	31.32	187.94	DD
PCM 18.17	EON	Pavilion Elec.	7.36	0.37	7.73	DD
PCM 18.17	FPC Staff	May Staffing Costs	2551.3		2551.3	
DP/REW	Waterfield expenses	Fire safety signs	25.1	5.02	30.12	
		Del Charger	15.17	3.03	18.2	
		Postage	5.15		5.15	
DP/REW	Sprigg Expenses	Maintenance supplies	13.91	1.5	15.41	
DP/REW	Purcicoe expenses	Fire safety purchases	72.95	14.59	87.54	

### Appendix 2.





Fire Doors - 13 No. FD30 fire doors and associated hardware and, where used fire rated glazing have been fitted. A new window with fire rated glazing to the clerk's office has also been fitted.

Full data sheets have been supplied electronically by the contractor which Councillor Westbury is arranging to be suitably stored.

3 No. automatic door retainers have been fitted, additional numbers will be required to allow a safe method of keeping doors open allowing equipment etc. to pass through without the use of wedges etc. I would suggest that when completed we make centre users aware that the use of wedges on fire doors will not be acceptable.

Fire detectors - A new 8 zone panel, 15 No. smoke detectors, 6 No. remote indicators, 5 No. sounders/beacons and sound levels checked throughout ground floor. Upper floor works to take place next week along with minor snagging on ground floor .



## **Appendix 3**

**FPC 2018-19**

### **SECTION 137 PAYMENTS 2018-19**

The limit for spending under Section 137 of The Local Government Act 1972 for this Council in the year of account was £ 18,911.16 and the following payments were made:

PAYEE	Amount
Farnstock Grant	£100.00
1st Responders Grant	£500.00
RBL. Silent soldiers	£500.00

TOTAL	£1,100.0
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**NB s137 payments 2018-19 £7.86 per capita. Farnsfield Parish Electorate: 2404 person**



#### Appendix 4

##### FPC Annual subscriptions to other bodies

year	body	Cost
2018-19		
	NALC	£474.26
	SLCC	£175.00
	CPRE	£36.00
	RCAN	£35.00
Total		£720.26
2019-20		
	NALC	
	SLCC	
	CPRE	
	RCAN	

Approved by Council on  
Minute reference:



## Appendix 5

### FPC 2019-20 approved regular payments

Payee	description	2018-19
PWLB	VC Loan repayments	£7,343.88
EON	VC Electricity	£2,616.16
	VC Gas	£2,196.60
	Pavilion Electricity	122.76
	Unmetered supply Electricity	£214.97
	Wilsons Field Electricity	£192.16
Water Plus	VC Water	£1,459.29
	Pavilion Water	£108.79
BT	VC phone and broadband	£2,060.70
MSH	Annual Pat Testing	£120.00
Mr. G	VC Window Cleaning	£165.00
AS Pest Control	Monthly Mole Control	£1,080.00
Toms Gdn	footpaths and grass	£3,975.00
Services		
Ulyett	Grounds maintenance	£5,151.00
Reprotec	Copier charges	£341.51
PEAC	Copier Hire	£476.08
Staff Costs		
Clerk		£21,396.70
cleaner/booking clerk		£3,524.50
caretaker		£3,737.40
Unity Trust Bank		£180.15
Charges		
Rocreative	Annual Contract	£240.00
Hallmaster	Annual Subscription	£187.00
Microsoft	Annual Licence	£79.99
Parish Online	Annual Subscription	£50.00
Music Licence	Annual licence	£252.80

Approved by council  
on  
Minute



## Appendix 6

Month	Full Council	Finance and Risk Management Committee	Facilities and Planning Management Committee	Staffing Management Committee	Annual Parish Meeting
June	7.30pm Tuesday 25th	7pm Tuesday 11th	8pm Tuesday 11th	1pm Monday 10 <sup>th</sup> and 24th	
July	7.30pm Tuesday 23rd	7pm Tuesday 9th	8pm Tuesday 9th	1pm Monday 8 <sup>th</sup>	
August	No Meeting	No Meeting	No Meeting	No Meeting	
September	7.30pm Tuesday 24th	7pm Tuesday 10th	8pm Tuesday 10th	1pm Monday 9th	
October	7.30pm Tuesday 22nd	7pm Tuesday 8th	8pm Tuesday 8th	1pm Monday 7th	
November	7.30pm Tuesday 26th	7pm Tuesday 12th	8pm Tuesday 12th	1pm Monday 11th	
December	7.30pm Tuesday 18th	No Meeting	No Meeting	No Meeting	
January	7.30pm Tuesday 28th	7pm Tuesday 14th	8pm Tuesday 14th	1pm Monday 13th	
February	7.30pm Tuesday 25th	7pm Tuesday 11th	8pm Tuesday 11th	1pm Monday 10th	
March	7.30pm Tuesday 24th	7pm Tuesday 10th	8pm Tuesday 10th	1pm Monday 9th	
April	7.30pm Tuesday 28th	7pm Tuesday 14th	8pm Tuesday 14th	1pm Monday 13th	
May	7.30pm Tuesday 26th	7pm Tuesday 12th	8pm Tuesday 12th	1pm Monday 11th	6pm Tuesday 26th

**Minutes of a meeting of Farnsfield Parish Council held at 7.30 pm on Tuesday 25<sup>th</sup> June 2019 in Lower Hall, Village Centre, New Hill, Farnsfield, NG228JN**

**Present:** Cllrs. Purcicoe(chair), Johnson, Frost, Selby, K. Clarke, Westbury, Dennis, I. Clarke and Rachel Waterfield (clerk) Cllr Laughton part of the meeting. Cllr. Murden joined the meeting after signing her acceptance of office.

9 Members of the public were also in attendance

**Cllr. Purcicoe opened the meeting at 7.30PM**

**19.46 Apologies for absence**

Apologies were received and accepted from Cllr. Waterfield and Cllr. Healy

**19.47 Declarations of Interest**

None

**19.48 Declaration of intention to record the meeting**

Cllr. Dennis asked whether the clerk would be recording future meetings. The clerk responded that a suitable device was not in place as yet. She would consult Cllr. Westbury on the matter.

**Cllr. Purcicoe suspended standing orders at 7.31pm**

**19.49 Public Open Session**

Cllr. Laughton addressed the meeting:

- He reported that NSDC had recommended refusal of the White Post Garage planning application as it conflicted their Local Plan. The Planning Committee may still approve it as they have the powers to do that.
- He congratulated Farnsfield British Legion on their summer BBQ
- He reported on the Cockett Lane appeal. Interested parties need to resubmit their objections to the Planning Inspectorate by 15<sup>th</sup> July. The appeal is against the decision on the Planning Application Process for the site not the Licence.

Members of the public voiced their concern that all interested parties had not been contacted by NCC informing them of the appeal process. Cllr. Laughton replied that he would follow this up with NCC.

- He reported that Cobblers Cottage had been reviewed by the Planning Committee. The Planning Department have agreed to accept the application if the design is changed. The applicant's architects are meeting with the conservation department to discuss the plans.
- He reported no information on the Rustic Crust Planning Application

A neighbour of the Village Centre complained of VC users parking in front of his garage blocking access. Cllr. Laughton asked for his details to speak to him about the matter

**Action: The clerk will post notices at the Village centre and write to hirers asking them not to park there.**

A member of the public reported an unsightly mess where the riparian owner of a dyke on Mansfield Road had dredged it and deposited the materials alongside the dyke by the roadside. Cllr. Laughton responded that he would speak to Mike Keeling from Via East Midlands but the responsibility was the farmers. He will forward the resident the contact details of Ross Marshall from NCC who is responsible for this matter.

A member of the public asked if benches could be sited on Hadleigh Park Open Space.

**Action: Put on the agenda for the Facilities and Planning Committee.**

**Cllr. Purcicoe reinstated standing orders at 7.50pm**

**19.50 Council to co-opt a new Councillor to fill the Casual Vacancy**

**Cllr. Purcicoe suspended standing orders at 7.51pm**

The two candidates addressed Council.

Councillors completed ballot papers to cast their vote.

**Successful applicant was Gabriella Murden who signed her declaration of acceptance of office and joined the meeting.**

**Cllr. Purcicoe reinstated standing orders at 8.00pm**

**19.51 Approve minutes of 28<sup>th</sup> May 2019**

Cllr Purcicoe pointed out item 19.37 had been amended to include BKV and Allotment water supply

All Councillors present at the meeting resolved unanimously to approve the minutes.

**19.52 Items for Consideration and Resolution**

19.52.1 Acceptance of bills for payment for June 2019 reviewed by Cllr. Westbury

**Council resolved unanimously to accept the Bills for Payment**

Appendix 1.

19.52.2 Council to review and approve the Annual Governance Statement

**Council resolved with 1 abstention to approve the Annual Governance Statement**

Council responded:

Yes to Items 1,2,4,6,and 7

No to Items 3, 5 and 8

The AGAR is on the website, on file and posted on the Village Noticeboards.

**Appendix 2** outlines the reasons for answering NO to items 3,5 and 8 and the action plan for addressing the issues identified.

19.53.3 Council to review and approve the Annual Accounting Statement



**Council resolved with 4 abstentions to approve the Annual Accounting Statement**

19.53.4 Council to adopt the amended Standing Orders as recommended by the FRMC  
**Council resolved with 1 abstention to adopt the amended Standing Orders.**

19.53.5 Election of representatives from Council on the Safer Neighbourhood Group  
**Council elected Cllrs. Selby and Murden to represent it on the Group.**

**19.54 Facilities and Planning Management Committee**

19.54.1 Election of Chairman

**Council resolved unanimously to elect Cllr. Westbury as Chairman**

19.54.2 Acceptance of minutes of 9<sup>th</sup> April 2019

**Those Councillors present at the meeting resolved unanimously to accept the minutes.**

19.54.3 Acceptance of minutes of 11<sup>th</sup> June 2019

**Those Councillors present at the meeting resolved unanimously to accept the minutes.**

19.54.4 Council to consider comments, if any on the **Cockett Lane appeal**  
**APP/L3055/C/18/3208501**

**Council resolved with 2 abstentions that FPC reiterate the previous objections as sent to planning inspectorate**

19.54.5 Fire risk assessment update from Cllr. Purcicoe

Cllr. Purcicoe presented his report: Fire doors - Work will continue during the school holidays to minimise disruption

- Detectors - Outstanding are two exterior lights on exit ramp from upper hall and beacon to replace alongside the upper hall stage. This will be carried out at the same time as the proposed monitoring system installation if agreed by council.
- Electrical Tests - Work started on Wednesday 19<sup>th</sup> June to continue

19.54.6 Council to consider and resolve on the options for the ongoing monitoring of the Village Centre Fire Alarm

Appendix 3

**Council resolved unanimously to implement option 3.**

**Action Cllr. Purcicoe will action this matter**

**19.55 Finance and Risk Management Committee**

19.55.1 Election of Chairman

**Council resolved unanimously to elect Cllr. I. Clarke as Chairman**

19.55.2 Acceptance of minutes of 9<sup>th</sup> April 2019

**Those Councillors present at the meeting resolved unanimously to accept the minutes.**

19.55.3 Acceptance of minutes of 11<sup>th</sup> June 2019

**Those Councillors present at the meeting resolved unanimously to accept the minutes.**

19.55.4 Acceptance of the May 2019 Accounts reviewed by Cllr. Westbury

**Council resolved with 2 abstentions to accept the accounts as summarised below.**

**FPC Financial summary as of**

Unity Trust Balance: £ 285,179.66

Nation Wide BS Balance: £ 126,284.02

**Closing Balance £ 411,463.68**

Total Receipts for May 2019: £5,835.16

Total Payments for May 2019: Gross £17,480.63 NET.£16,729.37

**Current Year Fund** £ 121,447.99

**Reserves**

General Reserves: £95,170.56

CIL/s106 EMR: £181,465.72

SANGS EMR: £12,393.68

19.55.5 Follow up report from Cllr. I. Clarke on the CIL , SANGS and s106 management Report Attached appendix 4.

**Action: Cllr. Purcicoe will convene an extraordinary meeting for the 2<sup>nd</sup> July to discuss this matter further.**

19.55.6 Follow up report from Cllr. Westbury on the BT contract - On file

**Action: Cllr . Westbury is progressing this matter**

19.55.7 Follow up report from Cllr. Westbury on the EON contracts - On file

**Action: Cllr. Westbury is progressing this matter**

19.55.8 Council received a copy of the Financial Regulations with a view to review at the July FRMC meeting.

**19.56 Staffing Management Committee**

To receive a report from the committee and consider recommendations for resolution as reported Appendix 5.

**Council resolved unanimously that a working party be set up to review hire terms and conditions and the process including the use of Hallmaster.**

**Action: The working party will comprise of Cllrs. Westbury, Johnson, Dennis and Murden.**

**19.57 Council to its relationship with the public with a view to establishing a working party consisting of 3 Councillors and interested members of the public to make recommendations to Council on this matter**

**Council resolved unanimously to create a working party to review this matter.**

**Action: Cllrs Murden, I. Clarke and Dennis will action this.**

**19.58 Clerk's Report**

Update on Current Projects

The three surveys of Hadleigh Park relating to the suitability for build of a skatepark have been completed. These will be discussed at the next FPMC.

**19.59 Agenda Items for the committee meetings and next Full Council Meeting.**

Benches at Hadleigh park: FPMC

Skatepark: FPMC

**Cllr. Purcicoe closed the meeting at 9.25pm**

**Date and time of next meeting Tuesday 23<sup>rd</sup> July. 7.30pm. Lower Hall, Village Centre.**

## Appendix 1.

### Farnsfield Parish Council. Bills for Payment

Jun- Agenda Item 7 19.52.1

Authorisation	Supplier	Description	£ NET	£ VAT	£ GROSS
PCM 19.39	MR. G	VC WINDOWS	15		15
DP/REW	NALC	CLLR. TRAINING	60		60
DP/REW	HANDICENTRE	VC KEYS	93.11	18.62	111.73
DP/REW	ROCREATIVE	IT SUPPORT	25		25
DP/REW	GLASDON	BIN FIXING	15.92	3.18	19.1
DP/REW	HEALY	BKV EXPENCES	151.56		151.56
DP/REW	JOHNSON	DEFIB EXPENCES	93.33		93.33
DP/REW	VIKING	OFFICE SUPPLIES	177.93	35.59	213.52
DP/REW	VIKING	OFFICE SUPPLIES	69.99	14	83.99
PCM 19.39	TOMS GDN SVCS	GRASS AND PATHS	425		425
PCM 19.39	RIALTAS	ANNUAL CONTRACT	121	24.2	145.2
PCM 19.39	AS PEST CONTROL	MOLE CONTROL	90		90
PCM 19.39	ROCREATIVE	ANNUAL CONTRACT	420		420
PCM 19.39	EON	VC ELECTRICITY	213.08	42.62	255.7
PCM 19.39	EON	PAVILION ELECTRICIT	12.08	0.6	12.68
PCM 19.39	EON	WILSONS FIELD ELEC	7.36	0.37	7.73
PCM 19.39	EON	VC GAS	199.44	9.97	209.41
PCM 19.39	PEAC	COPIER HIRE	101	20.2	121.2
PCM 19.39	JUNE STAFF COST	WAGES	2382.06		2382.06
	J.R.ISLIP	FIRE DOORS &	5660.54	1132.11	6792.65
		ASSOCIATED WORKS			

Date  
Minute

Signatory  
Signatory

## Farnsfield Parish Council AGAR 2018-19

### Explanation of No responses to the Annual Governance Statement

#### **Statement 3**

Council identified that the Grants Policy used during 2018-19 conflicted with the s106 spending guidelines issued by NSDC.

**Action:** The Grants policy has been withdrawn

Council are undertaking a full audit and analysis of the CIL, s106 and SANGS spending procedures with a view to ensuring full compliance in the future.

3 hours per week has been ringfenced for clerk study time to complete the CiLCA

Councillors have been enrolled on NALC training

#### **Statement 5**

Council identified a risk that some s106 monies may not be spent by the allocated date and hence lost +

#### **Action:**

Council are undertaking a full audit and analysis of the CIL, s106 and SANGS spending procedures with a view to ensuring full compliance in the future.

3 hours per week has been ringfenced for clerk study time to complete the CiLCA

Councillors have been enrolled on NALC training

#### **Statement 8**

Council did not correctly forecast the s106 monies expected for the financial year 2019-20.

#### **Action:**

Council are undertaking a full audit and analysis of the CIL, s106 and SANGS spending procedures with a view to ensuring full compliance in the future.

3 hours per week has been ringfenced for clerk study time to complete the CiLCA

Councillors have been enrolled on NALC training



### Appendix 3.

1) Leave as is, no exterior alarm or monitoring - at times when the village centre is unoccupied rely on neighbours or members of the public to raise the alarm.

2) Install Speech dial system with 4No. pre-set telephone numbers which will be called in sequence with a pre-recorded message that the alarms have been activated.

Cost £295 + Vat plus SIM card as PAYGO or monthly contract

3) Install Dualcom Grade 3 monitoring as described below: -

- They will call as many keyholders as you want until someone takes responsibility for the activation.
- They will make you aware if a fault occurs that will prevent the monitoring equipment from working.
- The monitoring equipment can work off multiple paths like the phone line, local internet connection, mobile network and has no limitation on data like a pay-as-you-go SIM card.
- The monitoring station need a confirmation from someone on site there is a fire and then they will ring the fire brigade.

## Appendix 4 CIL/106 Analysis and Recommendation

### Total Forecast Funds Available:

#### CIL

	Owed	Paid	Balance
Ash Farm 1	86,209	86,209	0
Ash Farm 2	11,975	11,975	0
Bellway	61,731	61,731	0
Miller	48,328	48,328	0
Other Sources	15,591	15,591	0
<b>Total</b>	<b>£223,834</b>	<b>£223,834</b>	<b>£0</b>

#### S106

None of these funds claimed by FPC

	Ash Farm 1			Ash Farm 2			Bellway			Miller			Total
	Contract	Claimed	Balance	Contract	Claimed	Balance	Contract	Claimed	Balance	Contract	Claimed	Balance	
SANGS	20,240	20,815	0				0	0	0				20,815
Community Facilities	104,753	107,729	0	21,263	24,128	0	56,700	0	56,700	70,875	77,531	0	266,088
Play facilities							91,575	0	91,575	54,194	59,284	0	150,859
Southwell Trail										5,000	0	5,000	5,000
										Tot 106 excluding SANGS & Trail			416,947

Indexation effects

Total S106 Available (Excluding SANGS & Trail)	416,947
S106 claimed by NSDC	268,672
S106 Remaining to be claimed by NSDC	148,275
S106 Claimed by FPC	107,729
S106 Remaining to be claimed by FPC	309,218

May yet increase due to indexation effects

Must be spent by 3/09/20

#### Total Monies available from all developments

#### Current Funds which should be in our Accounts

£640,782	(Excluding SANGS & Trail)	CIL	223,834	S106	107,729	Total	£331,563
£666,597	(Including all funds)	CIL	223,834	S106	128,544	Total	£352,378

### Conditions for use of Funds:

#### **CIL –**

The provision, improvement, replacement, operation or maintenance of infrastructure OR anything else that is concerned with addressing demands that development places on an area.

#### **SANGS –**

Open Spaces

#### **Community Facilities/Sports Groups -**

Anything with a roof on and For Ash Farm; Tennis, Cricket, Football, for Bellway and Miller; Tennis, Cricket, Football and Bowls

#### **Play Facilities –**

- > Miller any of the children's playground areas at Wilson field, Lady Goodwin, Hadleigh Park or Acres
- > Bellway any off-site children's play area use

#### Accessing Funds:

**CIL** -Paid automatically to FPC when NSDC receive payments from developer according to occupation triggers

**S106** – Paid to NSDC by developer according to occupation triggers Must be requested by FPC through the agreement of a contract for use

#### Deadline for use where known:

So far only CIL and S106 SANGS and Community Facilities funds have been received by FPC. No funds for Play Facilities.

## CIL – Sources and timescale for spend

	Ash Farm 1 #1	Hexgrave Hall #2	Ash Farm 1 #3	Hexgrave Hall #4	Burgess Cot #5	Burgess House #6	Ash Farm 1 #7	Ash Farm 2 #8	Bellway #9	Silverwood #10	Bellway #11	Miller #11	Briar Cottage #13
CIL Source	20,734	2,054	43,650	6,486	1,269	1,243							
NSDC Payment Total	22,788			52,648			21,825	11,975	15,433		99,166		
Running tot	22,788			75,435			97,260	109,236	124,669	128,392	223,019	176,720	223,834
Received	20/4/15			2/5/16			30/5/17	13/4/18	13/4/18	21/8/18	31/10/18	1/11/18	14/12/18
Spend By	19/4/20			1/5/21			29/5/22	12/4/23	12/4/23	21/8/23	31/10/23	1/11/23	14/12/23

Totals should be visible in FPC Accounts

Cumulative Spend	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20
Required												
Demonstrated												

Cumulative Spend	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
Required	22,788											
Demonstrated												

Cumulative Spend	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22
Required		75,435										
Demonstrated												

Cumulative Spend	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23
Required		97,260										
Demonstrated												

Cumulative Spend	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Required	124,669				128,392		174,690	223,019	223,834			
Demonstrated												

### S106 SANGS -

Need to spend £20,815 by 30/9/20

### S106 Community Facilities/Sports Groups –

	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
Required Spend						107,728						
Demonstrated Spend												

	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22
Required Spend												
Demonstrated Spend												

	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23
Required Spend												
Demonstrated Spend												

	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Required Spend												
Demonstrated Spend						209,388						

Timescale for spend according to table

### S106 Play Facilities

Timescale for spend according to table

	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Required Spend												
Demonstrated Spend						59,284						

### Recommendations:

1. Correct discrepancies between FPC and NSDC accounts for CIL and S106 Funds
2. Ensure funds are appropriately segmented within FPC accounts to allow monitoring and audit
3. Re-evaluate previous spend made against CIL and S106 funds received
4. Plan to claim Ash Farm 2 S106 funds
5. Plan to spend current CIL and S106 Communities facilities/Sports Group Funds by set deadlines.  
The plan should include a consideration of the associated best use of future funds.
6. Not make significant investments in play facilities until funds become available and plans can be made to claim them.

**Note:** we need to be creative in order to use the funds in a way that will maximise their benefit to the whole of the community rather than the relatively small numbers of groups who are specifically mentioned i.e. sports club members and children. The limitations of the S106 contracts are a result of failure to engage at the negotiation stage rather than a reflection of planned need.



## **Appendix 5.**

### **Report to full Council from the Chair of the Staff Management Committee**

This report covers the meetings held on 10th and 24th June 2019.

The Clerk is collecting leave requests from staff so that we can make sure that essential tasks are covered during absences.

The Clerk reported on current staff issues.

- There is an increase in litter in the summer months and the caretaker may not have the capacity to clear it along with other duties within the 30 hours allocated per month.
- Cleaning of the Village Centre is time consuming and may need more than the 30 allocated hours per month. Cllr. Johnson pointed out that the cleaner should not be cleaning the insides of the windows and this job should be undertaken by the window cleaners.
- Workload is not currently allowing the Clerk time to do necessary training. The Clerk is expected to achieve the Certificate in Local Council Administration (CiLCA) and is working towards this. The committee confirmed with the Clerk that a minimum of 3 hours a week should be set aside for time to be spent preparing for the CiLCA qualification. This means that while essential and statutory duties will be completed other tasks such as responding to correspondence might have to wait.

The caretaker, cleaner and booking clerk have been in post since January and have completed their six-month probationary employment. They will be receiving emails to confirm this.

Council have not been checking salary payments as required by our internal control procedure. Payments from January have been reviewed by Cllr. Johnson and will be reviewed quarterly by a member of the staffing committee.

The three yearly pensions re-enrolment and redeclaration has been completed. This involves re-enrolling any eligible staff who have previously opted out of a pension scheme and redeclaring our compliance with the Pensions Regulator. The Clerk reported that Farnsfield Parish Council currently contribute 3% to eligible employee pensions and this has not changed recently.

Staff contracts need further review.

The cleaner and booking clerk job descriptions have been reviewed and some minor changes identified. The caretaker job description is being reviewed on 8th July. Performance Development Reviews are being arranged for all staff for July or August.

**The Committee recommends that a working party be set up to review hire terms and conditions and the process including the use of Hallmaster.**

**Minutes of an Extraordinary meeting of Farnsfield Parish Council held at 7.30 pm on Tuesday 2<sup>nd</sup> July 2019 in The Lower Hall, Village Centre, New Hill Farnsfield. NG228JN**

**Present:** Cllrs. Purcicoe (Chair), Johnson, Selby, K. Clarke, Frost, Healy, Murden, I Clarke, Westbury, Waterfield,  
15 Members of the public were also in attendance.

**Cllr Purcicoe opened the meeting at 7.30pm**

**19.60 Apologies for absence**

Apologies were received and accepted from Cllr. Dennis

**19.61 Declarations of Interest**

None

**19.62 Declaration of intention to record the meeting**

None

Cllr Purcicoe addressed the meeting: For those members of the public who may unsure of the procedure of tonight's meeting, the meeting is for the council to discuss matters of business that are outlined on the agenda.

There will be a 10 minute Public Open Session during which any member of the public can ask a question, the question will be noted by the clerk and may be responded to after the meeting.

**Cllr. Purcicoe suspended standing orders at 7.32pm**

**19.63 Public Open Session**

A member of the public addressed council stating that there is still massive public support for a skatepark in the village. They went on to ask why Councillors were opposed to the idea and stated that a Facebook group believed that this may be the case.

Cllr. Purcicoe replied that this meeting would only address the matters on the agenda.

**Cllr. Purcicoe reinstated standing orders at 19.34**

Cllr Purcicoe addressed the meeting as follows:

Following Cllr, I Clarke's work it has been highlighted within the Annual Governance and Accountability Return significant issues with the governance of the CIL and S106 funding.

In conversation with Cllr Bruce Laughton he informed me that both NCC and N&SDC are setting up teams to review S106 funding.

The purpose of tonight's meeting is to form a working group that will develop a firm financial management plan that will protect council in the event of any future scrutiny and/or audit investigation. Such a plan will ensure that future spend will be compliant with the councils own financial regulations and grants policy as well as following any contractual obligations or limitations imposed by developers or N&SDC. This will prevent any future breach of contractual obligations that may put at risk the funds that are available. It will also protect council members with regards their collective responsibilities and liabilities.

The skatepark project has been a long time in being developed causing frustration for parishioners, it has also been challenging for the council and clerk in addition to the carrying out of their statutory duties necessary for the operation of the council.

We received great news yesterday that County Cllr. Bruce Laughton has secured Local Improvement Scheme funding of £20,000 for the skatepark project, I feel that recognition of the councils' appreciation should be duly noted in the minutes. However, we need to be patient as the issues we face regarding S106 funds we currently hold and are contracted to spend in a specific manner are both complex and difficult. As a council we need to focus on the resolution of the issues if we are to avoid the possibility of losing the funds and even having to pay an interest charge of 5% on such sums lost.

Additional significant S106 funds that we will be contracted to spend on play facilities are not yet available and should be considered for the skatepark project to allow the maximum use and distribution of the CIL and S106 monies to give the greatest benefit to the greater age demographic throughout the village.

The council has committed to a skaters facility within the village, this must be delivered as part of a strategic plan that maximises the use of and benefit from all available funds currently held and promised for the future.

**19.64 Councillors to discuss the CIL/s106 Analysis and Recommendations report presented by Cllr. I. Clarke at the June 25<sup>th</sup> PCM (on file)**

A discussion between the councillors regarding the s106 and CIL monies followed.

Issues discussed included:

- the audit trail of monies allocated to the village sports clubs
- Frustration at how Council was not spending monies
- The contract which governed how s106 monies could be spent
- Concern how the Council is being perceived in the community with regard to this matter
- The lack of clarity from NSDC as to where all funds had come from
- The contractual obligations with the developers of Ash Farm as being separate the FPC Grant Policy and practice.
- Appreciation that this matter is being fully audited and reviewed
- To investigate the process of virement of monies to enable the progression of the skatepark
- The importance of spending the s106 monies in accordance to contract to avoid claw back from the developers

**6 19.65 Council to consider the management of the funds with a view to establishing a working party to make recommendations to the Finance and Risk Management Committee**

Discussions followed around the subject of forming a working party to progress this matter and clarification on what the scope of the working party would be.

The following resolution was proposed and seconded

**Resolution: The formation of a working party to recommend the process for securing CIL and s106 funds into the future according to contractual requirements.**

An amendment to this resolution was proposed and seconded:

Amendment to resolution: The formation of a working party to recommend the process for securing CIL and s10-6 funds into the future according to contractual requirements and to look at how the monies can be used to advance the projects already resolved by Council

**Council voted 5 to 5 with a casting vote from the chair in favour of not amending the original substantive motion.**



**19.65.1 Council resolved unanimously to move the substantive resolution:**

**The formation of a working party to recommend the process for securing CIL and s106 funds into the future according to contractual requirements.**

The following resolution was proposed and seconded:

**Resolution: The working party to consist of Cllrs. Waterfield, K. Clarke, Westbury, Purcicoe and be headed by Cllr. I. Clarke**

An amendment to this resolution was proposed: that Cllr. Johnson also be on the working party.

This amendment was not seconded

**19.65.2 Council resolved with 1 abstention to move the substantive resolution:**

**The working party to consist of Cllrs. Waterfield, K. Clarke, Westbury, Purcicoe and be headed by Cllr. I. Clarke**

**Cllr. Purcicoe closed the meeting at 8.22pm**

**Date and Time of next meeting**

**Tuesday 23<sup>rd</sup> July. 7.30pm. Lower Hall. Village Centre. New Hill.**

**Minutes of a meeting of Farnsfield Parish Council held at 7.30 pm on Tuesday 23<sup>rd</sup> July 2019 in the Lower Hall, Village Centre, New Hill, Farnsfield NG228JN**

**Present:** Cllrs. Purcicoe (Chair), Johnson, I. Clarke, Westbury, K. Clarke, Healy, Frost, Dennis, Waterfield, Selby and Rachel Waterfield (Clerk) and Cllr Bruce Laughton was there for part of the meeting

10 Members of the public were also in attendance

**Cllr. Purcicoe opened the meeting at 7.30pm**

**19.65 Apologies for absence**

Apologies were received and accepted from Cllr. Murden

**19.66 Declarations of Interest**

None

**19.67 Declaration to record the meeting**

None

**Cllr. Purcicoe suspended standing orders at 7.31pm**

**19.68 Public Open Session**

Cllr. Laughton addressed the meeting:

He reported that Council have been awarded £20k from the Local Improvement Scheme for the skatepark project. He reported that Severn Trent would be presenting at the Village Centre on Wednesday 24<sup>th</sup> July 2019

He reported that the Clerk's concerns regarding the possible traffic management issues along Chapel Lane during the works had been noted and remedial action along Chapel Lane would be taken in an attempt to prevent it being used as a shortcut

He reported that residents responses to the Planning Directorate regarding the Cockett Lane Appeal have been received on time

He reported that work proposed on the Ollerton and Bilsthorpe roundabouts has been well received by residents. White Post roundabout will have its infrastructure upgraded but no alterations to the actual roundabout and roads.

Cllr. Waterfield questioned whether the Longlands lane junction with the A614 would be reviewed owing to the number of accidents which have occurred. Cllr. Laughton responded that he would follow this up with Highways at NCC.

A member of the public questioned how many young people there were in Farnsfield.

The Clerk responded that the 2017 population statistics for Farnsfield record 479 5-20 year olds and over 500 above the age of 22.

**Cllr. Purcicoe reinstated standing orders at 7.41pm**

Cllr. Purcicoe addressed the meeting and presented the following statement:

"A few weeks ago, I received a telephone call from County Councillor Bruce Laughton who passed on information regarding a number of matters. At the end of the conversation Bruce suggested that I ought to contact North Muskham Parish Council about the problems they were having with their skatepark. This was not a subject that we had previously spoke about and was raised by Bruce.

I contacted the clerk to North Muskham who told me that she was also the clerk at Farndon. She outlined a number of problems that they were having at North Muskham but also said that they had no such problem at Farndon.

After this conversation I wondered if these two similar facilities, but different experiences could be used to benefit the provision of a Young Persons Facility here in Farnsfield and to ensure that the facility is maintained as an asset for the village and our young people.

I then asked our colleague Cllr Ian Clarke if he would look at Farnsfield's proposal for a Young Persons Facility using his professional experience to produce an in-depth report for discussion by council.

This report was finalised today with the last information being received by Ian today. The report will be sent out to councillors and hopefully it will be put on the council website"

Discussion between councillors followed this statement.

Cllr. Purcicoe stated that following a conversation with the North Muskham Parish Council regarding skateparks last week he had asked Cllr. I. Clarke to prepare an in depth report with recommendations for actions to Council on proposed young people's facilities in Farnsfield. He suggested that this document be circulated to Councillors and the public and an extraordinary meeting be called in 1 week to discuss the document.

Cllr. Waterfield questioned why a report was commissioned by the Chair on a matter which had not been discussed by Council. He asked whether the report should be put in the public domain considering Council had not seen or discussed it at a meeting.

He voiced his concern over an extraordinary meeting in 1 week when Council have not had the opportunity to review the report and public and Councillors may not be available for the meeting due to holiday commitments.

He suggested that Council should have the opportunity to review the report and should discuss it at the Council meeting in September.

Cllr. Dennis asked whether the report was a discussion document or a report with recommendations

Cllr. Healy stated that she was surprised that this was being discussed at the meeting without Councillors been given prior notice and the matter not being on the agenda. She questioned whether the report was objective. She voiced her concerns that the skatepark project had been under discussion for many years and that although Farnsfield is well equipped with playparks there is nowhere young people can have free play. She also stated that 1 week was not sufficient time for review.

Cllr. I. Clarke stated that when Cllr. Purcicoe had asked him to prepare a report he had looked at the Neighbourhood Plan, the decision making process to date and spoken to officers at NSDC and the police. He had also visited 10 local skateparks. The main focus of the report is to review the whole issue of play facilities in Farnsfield. It is an audit report with recommendations. He also stated that any decisions based on the report would have to be taken through resolution by Full Council.

Cllr. Dennis stated that he had visited the Rainworth Skatepark had had concerns over it

Cllr. Waterfield questioned Cllr. Purcicoe as to why he had not addressed the matter with full Council at this meeting if he believed a report needed to be commissioned. This would have allowed discussion and a potential working party to be formed.

Cllr. Purcicoe responded that it was a decision he had made independently

Cllr. Waterfield addressed Cllr. I. Clarke and suggested that he was anti skatepark. Cllr. Waterfield cited previous correspondence from Cllr. I. Clarke prior to joining Council.

Cllr. I. Clarke responded that he was not anti-skatepark and that his objections previously were related to the quality and transparency of the Council's decision making process.

He went on to state that his report included a skate park. Cllr. I. Clarke requested that the clerk formally minute that he was not anti-skatepark.

Cllr Purcicoe closed the discussion by suggesting Councillors read the report.

#### **19.69 Approve minutes of 25<sup>th</sup> June 2019**

Those councillors present at the meeting resolved unanimously to approve the minutes

#### **19.70 Approve the minutes of 2<sup>nd</sup> July 2019**

An amendment to minute 19.65.1 was proposed changing committee to working party.

This amendment was unanimously approved by those Councillors present at the meeting.

Those councillors present at the meeting resolved unanimously to approve the amended minutes

#### **19.71 Approve the minutes of the FRMC 9<sup>th</sup> July 2019**

Those Councillors present at the meeting resolved unanimously to approve the minutes

#### **19.72 Approve the minutes of the FPMC 9<sup>th</sup> July 2019**

An amendment to minute 19.15.13 was proposed changing Wilson's Field to The Acres

This amendment was unanimously approved by those Councillors present at the meeting.

An amendment to minute 19.15.16 was proposed changing 'a suggestion' to it was strongly recommended

This amendment was unanimously approved by those Councillors present at the meeting.

Those Councillors present at the meeting resolved unanimously to approve the amended minutes

#### **19.73 Financial report from the clerk**

**Action: It was agreed that Cllr. I. Clarke would review the June accounts and report back to the September PCM where Council would accept them.**

19.74 Acceptance of the July 2019 Bills for payment

Appendix 1.

Cllr. Johnson questioned the NSDC payment in June which was not on the June or July Bills for Payment

The clerk stated that she could not confirm what the payment was for or whether it was on a previous bills for payment at the meeting but would follow it up after the meeting

**Action: The clerk will review previous bills for payment records and report back to Cllr. Johnson**

**Councillors resolved unanimously to approve the July bills for payment which had been reviewed by Cllr. Westbury.**

#### **19.75 Items for Discussion / Information**

19.75.1 Notification of code of conduct review at September meeting

Cllr. Purcicoe identified the Code of Conduct as the policy to be reviewed in September

19.75.2 Use of network connected mobile devices during Council Meetings

Cllr. Purcicoe stated that following additional information he would be withdrawing resolution 19.76.2.



19.75.3 Report from Cllr. Healy re. the Old Gaol.  
Appendix 2

19.75.4 Report from Cllr. Johnson on the VC roof - Appendix 3

19.75.5 Report from Cllr. Johnson on VC user staff, visitors and users risk assessment document. Cllr Johnson presented the VC user staff, visitors and users risk assessment document which was noted by Council and is on file.

Cllr. Johnson asked for volunteers to undertake the Village Risk Assessment for the caretaker's outside duties

**Action: Cllr. Westbury to progress**

19.75.6 Discussion of how to manage litter at Council Owned Facilities during the summer months

Discussion followed as to how littering at Village Play facilities can be managed during the summer months.

Cllr. Healy reported that it happens every summer and could a brush be provided for individuals to clear up after themselves.

The possibility of CCTV was discussed. Cllr. Johnson did not feel that littering would be adequate justification for CCTV.

Cllr. Johnson also pointed out that Council does not have a volunteer policy to enable the use of volunteers to clear up

Cllr. Westbury questioned

It was agreed that employing additional staff to litter pick at this time would not be viable.

Cllr. Healy suggested monitoring the situation over the summer months and reviewing in September

**Action: Cllr. Dennis agreed to check on the litter situation and speak with users of the facilities.**

19.75.7 Discussion of the NCC LIS grant offer

Following the offer of £20,000 towards the skatepark project Cllr. Waterfield suggested responding with option 2, set out below

☐ We can accept the offer of capital funding 2019-20, however, the project may change (e.g. to reflect the amount awarded. If this is the case an officer from the Communities Team will contact your organisation to discuss your proposed changes to the project.

19.75.8 Report from Cllr. K. Clarke on the Skate Park surveys

Cllr. k. Clarke reported that following conversations with the officer from NCC who undertook the 3 surveys she did not believe additional surveys in alongside the fourth planned survey were necessary. She considered the recommendations to undertake additional surveys to be 'covering the back of the individual who undertook the surveys'

Cllr. Purcicoe stated that he had asked for the cost of an additional in depth targeted geotechnical survey which may be needed following the fourth survey

Cllr. K. Clarke reported that she had no costings and would obtain them when Council agreed to which surveys they required.

Discussion followed regarding the process of commissioning the fourth survey and the matter that a resolution had previously been passed to commission the fourth survey if the first 3 surveys did not flag up any problems.

**A resolution was proposed not to undertake the fourth survey until Council had read and made a decision on Cllr. I. Clark's report**  
**Council voted 5 to 5 for and against the resolution. The casting vote of the chair led to the resolution being carried.**

19.75.9 Report from Cllr. Westbury on the telephone and broadband contracts

**Appendix 4.**

19.75.10 Report from the Clerk on Unity Trust Multipay credit card

The clerk reported that the card would incur a £50 set up cost and a subsequent £3.00 per calendar month fee

19.75.11 Report from Cllr. I Clarke proposed grant policy

Cllr. I. Clarke presented his draft Policy.

Cllr. Johnson identified a number of issues with the policy.

Cllr. Johnson suggested the decisions about awarding S137 grants should be made by a sub-committee as a working party cannot make decisions.

Cllr. Johnson suggested that there is no need to seek consent to hold personal details in respect of grant applications. I suggest removing the reference to the Data Protection Act on the S137 grant application and making a reference to our privacy notice instead, available from the Clerk or on our website. As advised by the Information Commissioner's Office FPC do not rely on consent when processing personal data. This is because we only hold personal data where consent cannot be withdrawn as the data held is essential to the process. Our lawful basis here would be public task.

Cllr. Johnson made an observation with reference to the S137 budget. Council have budgeted for only £2000 for S137 grants in this financial year of which £450 has been granted to the British Legion. The total S137 fund that we are allowed to raise is  $£8.12 \times 2406 = £19,537$  but we haven't done this in this financial year and might choose not to any other. This should be reflected in the document.

Cllr. Johnson suggested that the eligibility criteria are too restrictive and as such might well not be followed in practice. She suggested we remove the restriction on revenue and leave it to the sub-committee to decide.

**Action: Cllr I. Clarke stated that he would withdraw agenda item 19.76.7, discuss the document with Cllr. Johnson and bring the amended Policy to Council in September**

19.75.12 Report from Cllr. Johnson from the Staffing Management Committee Meeting on 8<sup>th</sup> July  
This report covers the meeting held on 8<sup>th</sup> July.

The litter picking at the MUGA was the main staffing issue as it needs doing daily and is taking too much of the caretaker's time.

To manage workload the Clerk has been asked to focus wherever possible on the essential and statutory responsibilities of the role and this is reflected in the revised job description.

The Clerk reported that workload was now more manageable and suggested that rather than engage a locum clerk to manage the process of getting our land and buildings registered with the land registry she felt that she should take this forward herself. The committee considered that in view of the time it would take to engage a locum clerk and the overheads of hand over and management that this was a sensible approach.

The staffing management committee is reviewing HR related policies, starting with Health & Safety, Equal Opportunities, Disability and Dignity at Work and followed later by Manual Handling, First Aid, Lone Worker, Grievance, Disciplinary. Other policies need to be prepared including Volunteer, Young person's/children's safeguarding, Performance Review and Training.

All four staff job descriptions and staff responsibilities have been reviewed and agreed. Performance Development Reviews (PDRs) and objective setting sessions are being arranged.

We are reviewing staff contracts and the review is not intended to change any conditions but to resolve any anomalies in the contracts.

The committee will report to the Finance & Risk Committee on staff establishment and salaries as input to the 2019/2020 budget review.

## **12 19.76 Items for Resolution**

19.76.1 Conversion of existing garage for use as a granny flat. 15, Branston Avenue. NG22 8JZ.

**19/01004/FUL**

**Council resolved with 1 abstention not to object to this application.**

19.76.2 Resolution: Council to resolve to prohibit the use of network connected mobile devices during council or committee meetings and to restrict the use of non-network connected devices to only being used as a platform for assessing council related information or documentation

**Withdrawn**

**19.76.3 Resolution: Council to approve the apply for Lottery Funding to restore the old Gaol**  
**Council resolved unanimously to support this resolution**

**19.76.4 Resolution: Council to consider appointing Richard Jordan as an expert roofing specialist to assist us with our specification for Village Centre roof repairs, to assist us in arranging quotes from suitable contractors and in the selection of a contractor to undertake the work and to support to us during and after the works as required**

**Council resolved unanimously to support this resolution**

**19.76.5 Resolution: Council to resolve on how to respond to the NCC LIS grant offer for the provision of a skatepark in Farnsfield**

**Council resolved unanimously to respond with option 2.**

☐ We can accept the offer of capital funding 2019-20, however, the project may change (e.g. to reflect the amount awarded. If this is the case an officer from the Communities Team will contact your organisation to discuss your proposed changes to the project.

**19.76.6 Resolution: Council to resolve to accept the proposed change of telephone and broadband contract and Cllr Westbury to arrange the change**

**Council resolved unanimously to support this resolution**

**19.76.8 Resolution: Council to consider replacing the glazing or the windows in the attic room or other appropriate remedial action**



**An amendment to this resolution was proposed: Cllr. Johnson to source quoted for hopper style double glazed windows**

**This amendment was carried unanimously**

**Council resolved unanimously to support the amended resolution.**

19.77. Cllr Waterfield addressed the chair. He stated that in his opinion resolution minuted 19.75.8 was unlawful. He cited standing order 8b that the resolution or matter was not on the agenda.

**Action: The clerk was unable to confirm whether this was the case and will seek advice from the professional bodies.**

**19.78 Agenda Items for the committee meetings and next Full Council Meeting.**

Closing date for written resolution from Councillors for September meetings:

SMC 27<sup>th</sup> August/FRSMC 28<sup>th</sup> August/FPMC 28<sup>th</sup> August/PCM 11<sup>th</sup> September

- Investment policy for review
- Data breach policy
- Grants policy

**Cllr. Purcicoe closed the meeting at 9.23pm**

**Date and time of next meeting: Tuesday 24<sup>th</sup> September 2019**

## Appendix 1.

### Farnsfield Parish Council. Bills for Payment

July		Agenda Item 9 19.74			
Authorisation	Supplier	Description	£ NET	£ VAT	£ GROSS
FRSMC 19.80	Barker Sheldon	Electrical works VC	1135.48	227.1	1362.58
PCM 19.168.2.	Mercury	Fire detection	4057	811.4	4868.4
FPMC 19.99	Judsons signs	VC and Library sign	850.56	212.64	1063.2
REW/DP	Best Sports	Tennis Net	90		90
REW.DP	Viking	Suspension Files	19.49	4.55	27.32
PCM 19.39	Wages	Staff Costs	2369.44		2369.44
PCM 19.39	AS Pest Control	Mole Control Acres	90		90
REW/DP	Handicentre	Sundry supplies	33.52	6.7	40.22
PCM 19.39	Mr. G	VC Windows	15		15
PCM 19.39	Reprotec	Copier Charges	18.2	3.64	21.84
PCM 19.39	Toms Gdn Svcs	Footpaths and grass	425		425
PCM 19.29	Eon	VC Electricity	227	45.5	272.5
PCM 19.29	Eon	VC Gas	62.07	3.1	65.17
PCM 19.29	Eon	Pavilion Electricity	10.02	0.5	10.52
PCM 19.29	Eon	Pavilion Electricity	0.61	0.03	0.64
PCM 19.29	Eon	Wilsons Field Lights	7.12	0.36	7.48
PCM 19.29	PWLB	VC Loan	455.27		455.27
PCM 19.29	Water Plus	VC Water	320.75		320.75
PCM 19.29	Water Plus	Pavilion Water	38.39		38.39
			10224.9	1315.4	11543.72

## **Appendix 2. Background to the Lock Up Project**

Approximately 2 years ago The Farnsfield Strategic Plan contained an item on the gaol to look into the possibility of restoring and utilizing the building in some way. Museum/information centre etc The plan was shelved and not considered a priority at that time.

However, Community Spaces has opened up the gaol on 2 occasions as part of scarecrow Day and the response from members of the community has been positive. we have also hosted 2 educational visits from St Michaels School.

It is evident from the comments in the visitor book that there is an appetite for this project in the village and we would like to apply for a lottery grant for the work mentioned in the document attached.

The research that Gill Sarre and I have done reveals a rich history of Farnsfield Life. Last year we looked at Crime and Punishment in Farnsfield.

This year we found evidence of the people who were locked up in the gaol and also photos of old Farnsfield Our Proposal therefore is to apply for lottery funding.

## Appendix 3

Cllr. Johnson report on the VC Roof

PCM 23rd July 2019. Agenda Item 19.75.4

We had confirmation that the whole of the Village Centre was re-roofed by a local builder around 1992 when other major work was done. Some reclaimed pantiles were used and I understand that this was at the insistence of NSDC conservation.

We will not know the extent of any repairs until we get suitable roofing contractors to investigate.

The Proenergis building survey report from April 2017 is attached. The survey reported that the roofs covered in modern interlocking tiles (lower hall) are in good order and repairs are not required and the ridge and hip tiles appear to be firmly fixed in place the roofs covered in the handmade tiles are not in bad overall condition.

Jackie

On 09/07/2019 16:22, Jackie Johnson wrote:

All,

Council agreed that I would source an independent roofing expert to help us with our specification for the Village Centre roof repairs.

Richard Jordan, a local roofing historic roofing specialist and SPAB fellow, was recommended to me by Declan Cahill of Historic Environment Scotland. Declan is an historic building surveyor. Richard looked at the roof in May with myself and Derek and said he would be able to help us to specify the necessary work and source contractors to quote for us. He can assist us in the selection of a suitable contractor to do any necessary work.

The roof is currently leaking and I understand this is where the roof meets the building or the roofs join and possibly near the Velux window in the upper hall landing.

Richard's rate is £75 per hour. His opinion is that from the ground the roof looks in fair condition and needs repair only but more investigation would be needed to check the extent of any work and Richard can help with this.

It is my own understanding that the whole roof was refurbished in about 1992 when a new extension was added and I'm trying to get confirmation of this.

I would like to agenda an item for 23 July 2019 meeting to appoint Richard Jordan as an expert roofing specialist to assist us with our specification for Village Centre roof repairs, to assist us in arranging quotes from suitable contractors and in the selection of a contractor to undertake the work and to support to us during and after the works as required.



#### Appendix 4. BT Broadband and landline proposal – July 2019

Description	Current Quarterly Costs (£)	Proposed Quarterly Costs (£)
Landline Rentals	235	50
Microsoft Cloud	24	24
Superfast Broadband	105	126
Static IP Address	17	0
Classified Paid Line Entry	72	0
Call Usage Costs	82	10 (est)
VAT	107	40
<b>Total</b>	<b>641</b>	<b>240</b>

#### Notes

Library line costs removed for landline and burglar alarm

Classified Paid line entry costs removed and previous six months rebated from our bill

#### Enhancements to current offering

4G assure is a failsafe that utilises the EE mobile network to ensure your broadband is never offline again.

Free Guest Wi-Fi on our Smart Hub keeps your customers and clients connected when they visit. While also protecting your own broadband speeds and security

With the free BT Sport app on your smartphone or tablet you can watch live sport you won't get anywhere else

New and Enhanced IP Phone, scalable to 8 phones throughout the VC (If required)



**Minutes of an extraordinary meeting of Farnsfield Parish Council held at 7.30pm on Tuesday 13<sup>th</sup> August 2019 in the Lower Hall of the Village Centre New Hill Farnsfield NG22 8JN**

**Present:** Cllrs. Purcicoe (chair), Johnson, Waterfield, K. Clarke, Selby, Healy, Dennis, Westbury, Murden, I. Clarke and Rachel Waterfield (Clerk)  
Members of the public were also in attendance

**Cllr. Purcicoe opened the meeting at 7.30pm**

**19.78 Apologies for Absence.**

Apologies were received and accepted from Cllr. Frost

**19.79 Declarations of Interest.**

Cllr. Healy declared a pecuniary interest in the matter to be discussed. (Young People's Facilities Review)

The clerk confirmed that she should leave the meeting during Council discussion of that matter.

**19.80 Declaration to record the meeting.**

The chair declared that the clerk would be recording the meeting. A member of the public also declared that they would be recording the meeting.

A member of the public questioned whether under proprietor interests should members of the Council who live on Hadleigh Park disclose a proprietor interest in the matter to be discussed and excuse themselves from any discussion.

Cllr Purcicoe responded that the clerk had contacted the monitoring officer at NSDC regarding this matter. The monitoring officers response had been that individual councillors must decide for themselves whether they have a disclosable interest.

Cllr. Purcicoe concluded that the process of the meeting should be followed and any further questions could be asked in the public open session.

**19.81 Opening Statement.**

Cllr. Purcicoe addressed the meeting as the chair of the Council. Appendix 1.

**Cllr. Purcicoe suspended standing orders at: 7.35pm**

**19.82 Public Open Session**

As stated at the beginning of the meeting and as is Farnsfield Parish Council Policy a verbatim report of the public open session is not included in the minutes. Questions are noted by the clerk.

**Cllr. Purcicoe reinstated standing orders at: 8.15pm**

Cllr. Purcicoe stated that there had been a request from Cllr. Waterfield to address the Council.

**19.83** Cllr Simon Waterfield addressed the meeting: Report attached. Appendix 2.

**Cllr Healy left the meeting.**

**19.84 Parish Council - Council to discuss Young People's Facilities Review**

Cllr. Purcicoe stated that there had been a request from Cllr. Waterfield to address the Council.

Cllr. I. Clarke addressed the meeting:  
Report Attached. Appendix 3

Cllr. Waterfield stated that if Council proceeded and make a having established whether any specific Councillor has a pecuniary interest or non-pecuniary interest the decision made could be potentially unlawful

Cllr. Johnson stated that she did not believe this to be correct and that a non-declaration of interest would not invalidate any decisions but may “reputationally not be great”

Cllr. Murden: declared that she had no pecuniary interests anywhere except Branston Avenue. She acknowledged that the matter of interests was confusing. She stated that she did not believe the Council now or in the past had done justice to the residents of Farnsfield. She explained her negative views of the prospect of a skatepark before joining the Council. Since joining the Council, she stated that she had put down her personal opinion and become a vessel for the Village. She has canvassed opinion from many people in the Village. She stated that she still feels after spending a week reviewing the skate park files, 3 months trying to get onto the working group and 1 meeting of being part of the working group that we are not as far ahead as we need to be. Her concern for the village is that it needs a number of play facilities. Safety issues with Wilson’s Field need solving and disabled access across Wilson’s field to the bus stop. She stated that there are many passionate people on the skatepark working party but that matters have not been collated very well, and no price has been allocated to designs. To be 4 years into a project without knowing what it is going to cost is worrying as a Councillor for the Village.

Cllr. Johnson made a comment in respect of the 4<sup>th</sup> survey. She identified that Council do need to commission a 4<sup>th</sup> survey but we haven’t yet resolved how we are going to allocate the developer contributions and the spend has been frozen.

Cllr. Dennis addressed the meeting  
Appendix 4

Cllr. Westbury addressed the meeting stating that he does live on Hadleigh Park. He agreed with much of what Cllr. Dennis said and is also frustrated with the lack of progress. He identified Cllr. I Clark’s report as fact based, having taken advice from at least 3 third parties and identifying a cohesive plan. Identifying possible amenities in the village which appeal to a wider demographic than a small number of skatepark enthusiasts. He supports this inclusive wider vision as being more inclusive than. He believes that many people in the village support this wider ranging view

Cllr. Waterfield addressed the meeting. He challenged the statement that there had been a lack of progress referring to what he had previously stated as to the necessary steps to proceed with the project. He stated that there were minutes of a meeting where the location was discussed and a decision had been made accordingly.

#### **19.85 Council to discuss resolution 19.75.7 from 23<sup>rd</sup> July 2019 following advice that it may be outside of standing orders.**

“A resolution was proposed not to undertake the fourth survey until Council had read and made a decision on Cllr. I. Clark’s report.  
Council voted 5 to 5 for and against the resolution. The casting vote of the chair led to the resolution being carried”.

Cllr Dennis addressed the meeting. He stated that on 1<sup>st</sup> February Council resolved to undertake 3 surveys but defer the 4<sup>th</sup> and decide whether to undertake it on the basis of the first 3. On the 23<sup>rd</sup> July Council voted to defer the 4<sup>th</sup> survey and the default position was to wait for a new motion. He stated that if Council voted today it would be to wait for a new motion.

The clerk clarified that the motion to be voted on at this meeting was whether the resolution made on the 23<sup>rd</sup> was within standing orders.

Cllr. Waterfield questioned if the resolution was rescinded would the clerk authorise the 4<sup>th</sup> survey.

Cllr. Johnson stated that the committee delegated the authority to the clerk to authorise the surveys. In her opinion this should not have been done as the survey cost is £3000 and delegated authority for the clerk is £500 in an emergency. Council need to consider the other surveys and make a decision whether to undertake the fourth.

**Cllr. Purcicoe suspended standing orders at 9pm.**

**Cllr Healy re-joined the meeting. Cllr. K. Clarke left the meeting at 9.02pm and returned at 9.05 pm**

### **19.86 Public Open Session**

As stated at the beginning of the meeting and as is Farnsfield Parish Council Policy a verbatim report of the public open session is not included in the minutes. Questions are noted by the clerk. An audio recording of the meeting including the public open session has been made by the clerk.

**Cllr. Purcicoe reinstated standing orders at 9.14pm**

Cllr. Dennis made a point of order He asked the clerk to confirm what the distance is that you need to be within to make a declaration of interest. The clerk responded that there was no definitive distance

Cllr. Waterfield stated that an interest is present if business under discussion by the council could affect one's own interest. Hence, would a skatepark near to your property potentially affect the financial value of that property, would it affect the amenity value of that property.

### **Items for resolution**

The clerk requested to make a comment which was allowed.

She stated: "as a clerk I am responsible for advising the Council on good practice and think that council should consider the possibility of an independent survey which couldn't be accused of being biased in any way"

**19.87 Resolution - Council to accept the Young People's Facilities Review as a reference document.**

Cllr Healy abstained from the vote. 4 councillors voted in favour of the resolution and four against. Cllr. Purcicoe did not cast his vote and stated that the matter would be taken forward to the September meeting as he felt it unwise to use his casting vote on this matter.

**19.88 Resolution - Council to form a working party to review the provisions of a Young People's Facility to produce a definitive final project document.**

**Council voted 4 to 3 against the resolution with 2 abstentions. The resolution was not carried.**

**19.89 Resolution: Council to decide whether to rescind resolution 19.75.7.**

**Council voted with 1 abstention to rescind the resolution.**

**Cllr. Purcicoe closed the meeting at 9.26pm.**

Date and time of next meeting Tuesday 24<sup>th</sup> September. 7.30pm. Lower Hall. Village Centre



## **Appendix 1**

Cllr. Purcicoe stated that this extraordinary meeting had been called at the request of two of his fellow councillors. He explained the process of the meeting.

He stated that during the public open session questions will be noted by the clerk and may be responded to after the meeting.

He stated that purpose of the meeting was to discuss Cllr. I Clark's report not specifically the location of a facility or how it is best achieved.

He went on to explain his reasons for asking Cllr. I Clarke to write the report. He stated that if the Chair of a Council is made aware of a potential risk to that Council's operations of finances it is in his opinion entirely appropriate to ask the chairman of the Finance and Risk Management Committee to look into the matter and establish whether it is necessary or appropriate to bring this to the full Council. As previously explained at the July meeting it was suggested by County Councillor Bruce Laughton that he should speak to North Muskham Parish Council about problems that they were having with their skatepark. Following conversations with the clerk and reviewing minutes of their meetings he identified that Council had found it necessary to draw on their financial reserves to address vandalism and inappropriate use of the facility. He went on to state that he firmly believed that any young person's facility to be built in Farnsfield should be subjected to a full comprehensive study to prevent such risks to our finances.

He stated that he believed it necessary for such a report to be made to protect the interests of all councillors and ultimately all the residents of the village.

## **Appendix 2.**

### **1.0 Defining Interest**

**1.1** At the recent Finance Risk and Staffing Committee the Chair reminded us of the Nolan principles for conduct in public life. Relevant to this discussion is principle 7 dealing with self interest

**1.2** There are two types of interest “pecuniary” and “non-pecuniary”. Statute dictates what type of pecuniary interests are registrable.

**1.3** For the purpose of this discussion the most relevant registrable pecuniary interest, that Councillors should declare, is when they have property within the Parish. The law states that if the business being transacted by the Council relates to or is likely to affect a registered interest then the Councillor with the interest should not take part in the discussions further.

**1.4** The fundamental test for a non-pecuniary interest is that a Councillor should declare an interest which members of the public armed with all the relevant knowledge could reasonably think could influence their actions, speeches or votes.

**1.5** It is worth noting that an “interest” can also extend to decisions affecting close family members

### **2.0 Interest in the context of the proposed report**

**2.1** We currently have a position where only one councillor has declared any interest. However we have a number of Councillors who have registrable interest in properties near to both Wilsons Field and Hadleigh Park which might be affected financially and in terms of amenity.

**2.2** We also have a number of councillors who, when they were not Councillors, expressed their very clear opposition to the citing of a Skate park on Hadley Park.

### **3.0 Progress of the existing Skate Park Project**

**3.1** Pausing there for a moment there is talk of there being lack progress on this project. However it has been resolved by the Council as follows:

**3.3.1** To obtain 4 reports for the suitability of the siting of the skatepark at Hadleigh Park. 3 surveys have been completed. The fourth report has not been commissioned.

**3.3.2** Assuming the reports are clear NCC would be employed to manage the procurement and build of the Skatepark in the same way as Lady Goodwin Children’s play facility was procured and installed.

**3.3.3** The preferred contractor would consult with the skatepark working party, Council and members of the public on the type of skatepark required and provide some options within the budget agreed.

**3.3.4** The Council would choose an option following public consultation and NCC would manage the build undertaken by the preferred provider.

**3.3.5** The current position is that the Council is in a position to commission the fourth report and in my view we could have a built skate park within the next 6-8 months at the Hadleigh Park site.

#### **4.0 Recent Council Decisions**

**4.1** Prior to the last meeting Councillor [Karen] Clarke requested an agenda item to make a resolution to commission the fourth survey. In accordance with standing orders this was refused by the Chairman and Clerk because it had not been submitted within the prescribed 10-day notice period.

**4.2** However at the last meeting the Chairman, without any prior warning or consultation with the existing Skatepark Committee or the Council informed the Council that he had asked Councillor [Ian] Clark to prepare the report under consideration to review Play facilities in Farnsfield including whether the skate park should be located elsewhere than Hadleigh Park.

**4.3** The Chairman then proposed a resolution not to commission the fourth report until Councillor [Ian] Clarke's report had been considered. The resolution was placed before the Council in breach of standing orders. The resolution was only passed when the Chairman used his casting vote. I submitted at the end of the meeting that this resolution was unlawful and subsequent enquiries by the Clerk appear to confirm this.

**4.4** This type of hurried resolution does not in my view cast the Council in a good way.

#### **5.0 Conclusions**

**5.1** Even though we are at the height of school holidays when many interested parties will be away (one of our Councillors and member of the skatepark committee is on holiday and cannot attend this meeting), and even though this matter has been ongoing for years an extraordinary meeting has been called to discuss Councillor [Ian] Clarke's report. The reasons behind this apparent urgency may raise concerns amongst the public.

**5.2** If we are considering a change to the location, management and budget of the project which was agreed by resolution of Council prior to the May 2019 elections then before doing so we have to consider whether any councillors, viewed by the public through the prism of self-interest, should declare their interests and ultimately whether those councillors should take part in the debate further.

**5.3** Councillors remain ultimately responsible for their own behaviour however failures to behave in a legal and ethical way can cause very serious damage to public trust in the Council, attract personal liability and jeopardise the legitimacy of decisions made exposing the Council to potentially expensive legal action.

**5.4** The council works hard on many projects for the benefit of the village and I am concerned that the handling of this issue will deflect from the momentum, progress and good work made recently on other Council projects.

**5.5** My view is that any decision about this report should be deferred until all councillors have had chance to reflect and potentially taken independent advice on their position as far as personal interests are concerned.



### Appendix 3.

Cllr I. Clarke stated that:

"There have been a number of points made today on personal interest. I'd like to thank Cllr. Waterfield for his reminder about that and also like to point out that the clerk circulated advice regarding personal interest in specific relations to this evenings topic in an email dated 26<sup>th</sup> 2<sup>nd</sup> 2019. The advice was given by the monitoring officer at NSDC and that was to refer Councillors to the Government Toolkit for Parish and Town Councils. I of course followed this advice and for the purposes of the meeting record regarding my personal interest before I became a Councillor, I've never been a member of a group that has lobbied or campaigned on this issue. The emails sent by me to the Council as a member of the public which have been gleaned from the skatepark file have no bearing on my role as a Councillor. Regarding personal interests as a Councillor I will state that I have an interest in everything that impacts the village as should every Councillor in this room. Considering the skatepark facility my interest is making sure the Council make the most appropriate decision for the benefit of the community using a robust and transparent decision making process. Regarding prejudicial or pecuniary interests in the matter I have none and hold the view that a well designed and implemented skatepark facility would actually be a benefit for everybody in the village. Regarding bias on becoming a Councillor I have deleted all emails I sent to the Council on all topics and they weren't just about the skatepark, to ensure an open mind towards decision making. Due to this I cannot confirm or deny previous observation made that I described what I and other members of the public were led to believe would be a large monolithic expandable skatepark facility as a carbuncle. However, since understanding budget limitations it has become clear to me that a facility will be modest and more in keeping with the village and I am fully openminded towards this wherever it might be located. I would like to point out that I have made similar observations about the aesthetics of the MUGA on Wilson's field and offered to jet wash its structure and paint it green to make it more sympathetic with its surroundings. I am sure that Cllr. Purcicoe, Stuart Dennis and Westbury would all confirm this. I actually welcome today's meeting because it has engaged many people from across the village and it has brought this into a more transparent and open state than it has ever been in so thank you for everybody for attending. That's all I have to say on my personal interests.



#### **Appendix 4**

Cllr. Dennis addressed the meeting as follows:

I'd, first of all like to thank Ian for producing this report and it certainly crystallises a lot of my thoughts. When, and if the time comes, I shall volunteer to sit on a working party. The contributions so far have highlighted so far to me the lack of consultation that's taken part over the last 5 or 6 years and we need to do something for this age group. But this meeting is not about arguing what and where we put things, it's purely to accept or reject this report. I think that Simon has made some interesting points about declarations of interest and maybe we can discuss that at another meeting. But tonight we are talking about an evidence based report and we can challenge anything in that report, but it's a last resort to go for the man and not the ball, the ball being the report. I look forward to a court case where someone is accused of thinking things through logically and properly.

But this meeting has been primarily called because of the failure to deliver a project originally listed as a Young Persons Facility in the Neighbourhood Plan. Somehow, and it's not clear how, the Young Persons Facility morphed into being a skatepark. I can't find anything, anywhere, how and when this decision was made. The siting decision is shrouded in mystery. When an advisor from NCC advised Wilsons field would be the best, and then in the minutes it says: "and then a short discussion at a parish Council meeting took place and it was decided that Parfitt Drive was the perfect choice." Nobody made any facts or any argument about how that had been. It was just "a short discussion took place." So what was the justification for that choice? I can't find any.

Now I want to make my position clear. A skatepark to me looks like a big lump of concrete and not particularly attractive. I don't know whether anybody else finds them attractive and I can't imagine anyone wanting it in their line of view from their house, but as a Parish Councillor, I want to help provide facilities for the village needs and wants. And if this village wants a skatepark, it's our responsibility to choose where it goes with as much objectivity as possible. Many people will be upset, some will be delighted and at the moment, I'm not fully convinced either way whether a skatepark is what the Village wants, or whether there is another young person's facility that might be more appropriate. I don't know! And that's not me saying we shouldn't have one. I just don't know. The current working party has been meeting on and off since 2013 and there is very little progress and we are here, six years on from then. If I was on the working party then, the issues that I would have raised, and it's not a complete list, is 1, the PC kick-started a fundraising appeal with a donation of £200. How much more money has been raised? I don't know if Karen can answer that. It's not about the money it's to see how committed people are. There is no mock-up, no design of an £80,000 facility how it would look in situ! The budget, this £80,000 budget, does it include the landscaping? Nobody can tell me. Is there a budget for personal liability Insurance? Nobody can tell me! Have there been any discussions at other parishes to learn from their experiences? No! Have there been any discussions with the police to minimise antisocial behaviour? Because there is antisocial behaviour sometimes. What was the advice that was offered by Notts County, why was it ignored? Why was the idea of other facilities like 5 a side pitch discarded? Some individuals seem to think that these questions are tantamount to stopping the project. (Cllr Dennis was interrupted by the Chair that his time was up). It's very important to get this out! This report's got a lot of information that we should consider and there may well be alternative opinions and additional facts and we welcome all of those facts as long as they are constructive and well formed, but just to stamp your feet and say I want a skatepark is not really constructive.



(interrupted by the chair to finish off). Any Councillor that votes against accepting this report as a reference document is just promoting the mantra that "ignorance is bliss"!

**Minutes of a meeting of Farnsfield Parish Council held at 7.30 pm on Tuesday 24<sup>th</sup> September 2019 in The Lower Hall, Village Centre, New Hill Farnsfield. NG228JN**

**Present:** Cllrs. Purcicoe (Chair), Johnson, Westbury, I. Clarke, Murden, Dennis, Waterfield, Frost, Healy, Selby, County and District Cllr. Laughton (for part of the meeting) and Rachel Waterfield (Clerk)

Members of the public were also in attendance.

**Cllr. Purcicoe opened the meeting at 7.30pm**

19.90 Apologies for absence

Apologies were received and accepted from Cllr. K. Clarke.

19.91 Declarations of Interest

None.

19.92 Declaration of intention to record the meeting

The clerk declared that she would be making an audio recording of the meeting

A member of the public declared their intention to record the meeting.

**Cllr. Purcicoe suspended standing orders at 7.31pm**

19.93 Public Open Session.

The public open session was recorded and questions asked noted by the clerk and Chair.

**Cllr. Purcicoe reinstated standing orders at 7.50pm**

19.94 Approve minutes of

19.94.1 Full PC 23<sup>rd</sup> July 2019

Those Cllrs. Present at the meeting responded unanimously to approve the minutes of 23<sup>rd</sup> July 2019

19.94.2 Full PC 13 August 2019

. Dennis proposed the following amendments to the draft minutes: Appendix 2.

1 2.1 'No' Councillors be changed to 'only one'

2 3.3.1 'YPPF' be changed to 'skatepark'

3 3.3.5 '6 months' be changed to '6-8 months'

Those councillors present at the meeting resolved unanimously to approve the amendments stated above.

Those Councillors present at the meeting resolved unanimously to approve the amended minutes. Cllr. Healy abstained as she was not present for the whole of the meeting

19.94.3 FPMC 10<sup>th</sup> September 2019

**Action: Carried for forward to next PCM**

19.94.4 FRMC 10<sup>th</sup> September 2019

**Action: Carried for forward to next PCM**

19.95 Council to resolved unanimously that That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of item 9 19.99 as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

### **19.96 Items for consideration and discussion**

19.96.1 Council to discuss a way forward following the extraordinary meeting of the 13<sup>th</sup> August 2019 with a view to a strategic working party meeting to progress all projects.

Cllr. Johnson suggested removing the reference document discussed at the meeting on 13<sup>th</sup> August from the website as it had not been accepted by Council. Councillor Dennis pointed out that it had not been rejected.

Discussion followed whether this needed a Council resolution. It was agreed that it did not

**Action: The clerk to remove the document from the website and Facebook**

19.96.2 Review of the Code of Conduct:

Council discussed the present code of conduct and compared it with the NSDC Code of Conduct.

General consensus was that the NSDC Code of Conduct was more appropriate then the adopted NALC one.

19.96.3 Council to consider changing standing order 9b that "No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting."

Cllr. Purcicoe stated that currently Standing Orders state 10 clear days. He suggested 7 days more appropriate due to the length of time between committee meetings and the deadline for resolutions for the next agenda as it would allow Councillors 3 more day to prepare resolutions for the Agendas.

19.96.4 Council to discuss the need of an additional administrator for the PC website and the Facebook page.

Council discussed the need for an additional administrator for the website and Facebook when the Clerk was unavailable due to holidays, illness, part time status or workload.

19.96.5 Review of the Village Centre Utilities Contracts Report: Cllr. Westbury - Report on file.

Cllr. Westbury stated that EON had offered the best deal for the renewal of the Electricity contracts. He had quotes for a 2 year and a four year contract.

Cllr. Johnson suggested the 4 year contract to assist with budgeting. Eon have come back with the best offer.

19.96.6 Council to consider the arrangements for a Christmas Fayre at the Village Centre on Tuesday 3<sup>rd</sup> December 2019:

Cllr. Murden reported that Cllr. Dennis had rearranged the Fayre and switch on to Sunday 1<sup>st</sup> December. The School Choir would not be available but the Church Choir may be.

Cllr. Dennis is liaising with the school Choir whether they may be available to perform on another evening between the switch on and Christmas and asked for volunteers to assist with this. The switch on will be at 5pm and the Scout Fair will be held at the Village Centre before and after the switch on.

19.96.7 Council to consider promoting a Village stage play of As You Like It performed by the Folksy Theatre in August 2020:

Cllr. Dennis suggested that this would be a fun event at the end of the School Holidays held on the Flood Protection Area of Hadleigh Park. Audience would bring chairs and refreshments and the show would go on irrespective of the weather.

The cost of the touring troupe is £1,200 and they are a non-profit making educational company. Additional costs may be up to £500. He stated that if 150 tickets were sold at £12 per ticket costs would be covered. He requested that Council under right £1,700 for this event.

19.98.8 Council to consider the proposed environment policy with a view to adopting  
The policy was circulated to Councillors by Cllr. Johnson prior to the meeting - On file.

Cllr. Murden stated that a framework was needed to start looking at Council's environmental stance.

19.98.9 Update from the Parking Working Group:

Cllr. Ian Clarke reported that the working party had met and presented his report.  
Appendix 3.

19.98.10 Update from the Acres Working Group:

Ian Clarke presented a report from the Working Party.  
Appendix 2.

19.98.11 Council to consider nominations for 2 voting councillors for the NALC AGM on Thursday 21 November at Epperstone Village Hall.

Cllr. Johnson requested the herself and Cllr. Murden attend the meeting and vote on behalf of Council.

Council resolved unanimously that Cllrs. Johnson and Murden represent Council at the meeting and vote on its behalf.

19.98.12 Council to consider whether to submit any motions for debate at the NALC AGM  
None presented.

Cllr. Purcicoe suspended standing orders at 8.47pm

19.97 Public Open Session.

The public open session was recorded and questions asked noted by the clerk and Chair.

Cllr. Purcicoe reinstated standing orders at 8.54pm

19.98 Items for Resolution

19.98.1 Council to resolve whether to accept bills for payment for August and September 2019

19.98.1.1 Council resolved with 1 abstention to approve the bills for payment for August

19.98.1.2 Council resolved with 2 abstentions to approve the bills for payment for September with the 3 points of order noted regarding Councillors using personal credit cards for the purchase of Council supplies in the absence of a Council Credit Card.

19.98.2 Council to resolve whether to change Standing Order 9b as proposed in agenda item

19.96.3

Council resolved unanimously to amend standing order 9b to 7 clear days rather than 10 clear days

19.98.3 Council to resolve whether to appoint additional administrator for the PC website Chair  
Cllr. Johnson proposed that

the clerk has control of who is an administrator for the website and Facebook and that Cllr Westbury is an additional administrator for the Website and Cllrs. Healy, K. Clarke and Westbury are editors for Facebook

This motion was carried unanimously by Council.

19.98.4 Council to resolve whether to accept the recommendations of the review of the Village Centre Utility Contracts.

An amendment to Cllr. Westbury's recommendation was made as follows.

2 years should be replaced by a four year contract

Council resolved unanimously to accept this amendment

Council resolved unanimously to undertake a four year contract with EON at identified in the report for the Village Centre Electricity, Electricity at the Acres Pavilion and the Electricity supply at Wilson's Field

19.98.5 The Council resolve whether to agree a budget of up to £1700 to underwrite the costs to promote a Village stage play of As You Like It performed by the Folksy Theatre in August 2020. All revenue to be retained by the Parish Council.

An amendment to the resolution that the s137 budget be used was made.  
Council resolved unanimously to accept this amendment

Council resolved unanimously that a budget of up to £1700 from s137 be allocated in the 2020-21 budget to underwrite the costs to promote a Village stage play of As You Like It performed by the Folksy Theatre in August 2020. All revenue to be retained by the Parish Council.

19.98.6 Council to resolve whether to adopt the Environmental Policy proposed

Council resolved unanimously to adopt the environmental Policy.

Action: post on the website

Cllr. Purcicoe asked members of the public to leave at 9.15pm to allow Councillors to consider the confidential items

19.99 To consider recommendations from the Staffing Management Committee Cllr. Johnson  
Council note report from staffing management committee

19.99.1 Resolution: "To consider a correction to the agreed hourly pay rate for a staff member as recommended in the confidential staffing management committee report and to accept that this rate was paid from 1 January 2019".

Council resolved unanimously to accept this resolution

19.100 Agenda Items for the committee meetings and next Full Council Meeting.

VC Roofing works/Solar farm/Council to discuss how correspondence received is distributed to other Councillors.

Cllr. Purcicoe closed the meeting at 9.27

Date and time of next meeting: Tuesday 22<sup>nd</sup> October. 7.30pm Lower Hall. Farnsfield Village Centre. New Hill. Farnsfield. NG22 8JN

Appendix 1

19.98.9 Update from the Parking Working Group: attached

Appendix 2

19.98.10 Update from the Acres Working Group: attached

**Minutes of a meeting of Farnsfield Parish Council held at 7.30 pm on Tuesday, 22 October 2019 in the Lower Hall, Village Centre, New Hill, Farnsfield, NG228JN**

**Present:** Cllrs. Purcicoe (Chair), Dennis, Frost, Johnson, K. Clarke, I. Clarke, Murden, Selby, Waterfield, Westbury, County and District Cllr. Laughton (for part of the meeting).  
Members of the public were also in attendance.

**Cllr. Purcicoe opened the meeting at 7.30pm**

**19.99 Apologies for absence.**

Apologies were received and accepted from Cllr. Healy.

**19.100 Declarations of Interest.**

Cllr. K. Clarke declared an interest in items 19.104.1 and 19.104.3 and did not join in the discussion or vote.

Cllr. Waterfield declared a non-pecuniary interest in item 19.104.1 and joined in the discussion and voted.

Cllr. Waterfield stated, "that for the sake of transparency the applicants are acquaintances but there is no pecuniary interest under the Localism Act so I have a right to take part and vote in the discussion".

**19.101 Declaration of intention to record the meeting.**

The meeting was recorded by council. A member of the public declared their intention to record the meeting.

Cllr. Purcicoe made an announcement in order to comply with regulation 6.11 of Farnsfield Parish Council's Financial Regulations as follows. " I have to formally notify all members at the next available meeting that the sealed, dated and signed envelope containing the access passwords for the council's records on the council's computer has been opened by me, the Chairman in the presence of two other councillors. The password has been changed and such details contained in another sealed, dated and signed envelope which is now in the possession of the Chairman.

**Cllr. Purcicoe suspended standing orders at 7.32pm**

**19.102 Public Open Session (20 minutes).** The public open session was recorded and questions asked noted.

**Cllr. Purcicoe reinstated standing orders at 7.59pm**

**19.103 Approve minutes of:**

19.103.1 PCM 24 September 2019, councillors present at the meeting approved the minutes with 1 objection.

Cllr. Dennis pointed out that the appendices need to be attached.

19.103.2 FRMC 10 September 2019, councillors present at the meeting approved the minutes with 1 abstention.

19.103.3 FRMC 8 October 2019, councillors present at the meeting approved the minutes with 1 abstention.

Cllr. I. Clarke proposed an amendment to item 19.401.8 of the minutes to read "Councillor to draft a response and Clerk to send". Those councillors present at the meeting approved the amendment with one abstention. Those councillors present at the meeting approved the amended minutes with 1 abstention.

19.103.4 FPMC 10 September 2019, councillors present at the meeting approved the minutes of unanimously.



19.103.5 FPMC 8 October 2019, councillors present at the meeting approved the minutes with 1 abstention.

#### **19.104 Planning Applications**

19.104.1 Cobblers Cottage. Brickyard Lane. Farnsfield. 19/00168/FUL. Householder application for erection of a second story extension providing two bedrooms above an existing ground floor footprint.

Councillors resolved not to support this application as the extension would affect neighbouring properties adversely with regard to light with 6 supporting the proposal, 2 abstentions and 2 against.

19.104.2 Lockwell Hill Activity Centre. 19/01766/FUL. Erect underground classroom / store / toilet / shower room

#### **Cllr. Purcicoe suspended standing orders at 7.32pm**

The owner and operator of Lockwell Hill Activity Centre explained that planning application 19/01766/FUL was for the land adjacent to the Activity Centre and that the application did not fit in with their long term plans and was nothing to do with them.

#### **Cllr. Purcicoe reinstated standing orders at 7.50pm**

Councillors agreed not to comment on this application until highways comments have been added. Cllrs. Murdon and Clarke to draft a response to send to NSDC.

19.104.3 Honeypot croft Station Lane Farnsfield 19/01804/FUL Householder application for single story side extension and new porch

Councillors resolved not to object to this application with one abstention.

19.104.4 Installation of a 5m high Ventilation Stack. Footpath outside the Lion Public House Car Park, Main Street, Farnsfield. NG22 8EY

Councillors resolved unanimously not to object to this application.

#### **19.105 Items for discussion and/or resolution.**

19.105.1 Council to consider a proposal to retain the council audio recordings of meetings for one year. The proposed change is to remove the words “no recordings” from the standing orders.

Councillors discussed the proposal and the possibility of publishing the recordings in the future subject to any GDPR or other concerns being addressed.

19.105.2 Council to consider the revised website proposal from Cllr. Westbury.

The suggested changes to the website had been circulated for review.

**Action: Cllr. Westbury to progress the website redesign.**

19.105.3 Presentation of the revised Grant Policy – deferred to the November PCM meeting.

19.105.4 Report on Southwell Rd traffic survey and other traffic matters from Cllr. I. Clarke, Appendix 1 attached.

19.105.5 Report from Strategic Review working group from Cllr Westbury.

The group had the first meeting on 15 October 2019 and agreed the Terms of Reference and to meet monthly. Cllr. Westbury was nominated as chair. A summary of the CIL/S106 finances was discussed and has been published. Analysis of feedback so far was considered and further feedback is welcomed.

19.105.6 Report on Village Centre roof from Cllr. Purcicoe, Appendix 2 attached.

**Action Cllr. Purcicoe to check if the guarantees offered have insurance backing.**

19.105.7 Presentation by Cllr. Johnson of the Equality Policy for adoption (to replace the Equal Opportunity Policy and the Disability Policy).

19.105.8 Report from the Cllr. Johnson from the Staffing Management Committee covering the meeting held on 7 October 2019.

"We agreed to recommend a training budget of £1150 and noted that training should support performance development or be to satisfy an identified need, such as after a risk assessment. Training requests should be reviewed and recommended by the staffing management committee.

"We noted that employers are not allowed to pay employees in lieu of statutory leave unless the employee is leaving and so annual leave should be taken by employees spread over the year.

"The Clerk had asked for advice on the preparation of the minutes. We confirmed that when preparing the minutes the guidance given in the training the clerk had done with SLCC should be followed and no attempt should be made to write the minutes verbatim and that specifically arguments made during the discussion should only be recorded if the decision cannot be clearly expressed in any other way. The same advice on preparing minutes is provided in Arnold Baker."

19.105.9 Council to consider the consultation on the repeal of the Designated Public Protection Order (DPPO) and the implementation of Public Space Protection Orders. Refer to Appendix 3, letter from NSDC, attached. In view of the content of the letter the consultation will not be responded to.

### **Cllr. Purcicoe suspended standing orders at 7.32pm**

#### **19.106 Cllr. Purcicoe suspended standing orders at 7.31pm for a 10 minute public open session**

The public open session was recorded and questions asked noted.

### **Cllr. Purcicoe reinstated standing orders at 7.50pm**

#### **19.107 Items for Resolution.**

19.107.1 October 2019 bills for payment were accepted unanimously and signed by the bank signatories.

Authorisation	Supplier	Description	£ Net	£ VAT	£ Gross
PCM 19.39`	Mr. G	VC Windows	£15.00		£15.00
PCM 19.39	Tom's Garden Services	Sept grass/paths	£280.00		£280.00
PCM 19.39	Eon	VC electricity	£191.61	£9.58	£201.19
PCM 19.39	Eon	VC gas	£11.12	£0.56	£11.68
PCM 19.39	Eon	Acres electricity	£18.31	£0.92	£19.23



PCM 19.39	Eon	lighting Wilson's Field	£16.77	£0.84	£17.61
PCM 19.39	BT	staff mobiles x3	£15.00	£3.00	£18.00
PCM 19.39	Waterplus	VC water	£76.95		£76.95
PCM 19.39	Staff Costs	wages	£2,302.22		£2,302.22
DP 19.44	Barker & Sheldon	VC emergency lighting	£233.03	£46.61	£279.64
PCM 18.102.2	Lesley Healy	BKV expenses	£189.36		£189.36
PCM 18.102.2	St. Michael's Church	churchyard maintenance	£500.00		£500.00
Total			£3,849.37	£61.51	£3,910.88

19.107.2 Resolution: Council to amend our Record Retention Policy and Standing Order 12.f as below:

"Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes of the meeting for which approved minutes exist shall be retained for 1 year."

The proposed resolution was accepted by 9 councillors with 1 abstention.

19.107.3 Resolution: Council to resolve on a preferred option for the Village Centre roof repairs. Councillors resolved unanimously to carry out the full programme of work from The Roofing Corporation as presented during the meeting with the option of GRP channels.

19.107.4 Resolution: Council to adopt the Treasury Management Statement and Investment Strategy – deferred

19.107.5 Resolution: Council to adopt the Equality Policy.  
Councillors resolved unanimously to adopt the Equality Policy.

**19.108 Correspondence received.** None to note

### **19.109 Planning Decisions.**

19.109.1 Full permission granted for 19/0020/FUL - change of use former Co-op retail store(A1) to Pizza Restaurant, Café Bar (A3 & A4) including interior and exterior alterations and refurbishments, new shopfront and new access door to courtyard.

### **Agenda items for the committee meetings and next full council Meeting.**

Report on the churchyard and possible financial implication to council, update on electrical compliance works at the Village Centre and the replacement of front upper level Village Centre windows.

## **Appendix 1 - Report from Cllr. I. Clarke on the meeting between himself Mike Keeling of Via East Midlands and Cllr. Purcicoe 9 October 2019**

### **Acres Access - Cotton Mill Lane:**

- > NCC will not fund remedial works as this is classed as a bridleway and damage has been caused by vehicles.
- > Establishing vehicle right of access to acres would require extensive works to bring road up to necessary standards for adoption by NCC e.g. draining, footpaths, road surface lighting.

### **Acres Access - Hadleigh Park:**

- > No objections to single track linkage from car park to allotments area with additional green parking in allotment area and at the top of Hadleigh park. This should be cleared with N&SDC planning.

### **Southwell Road – speed concerns:**

- > The results show an 85th percentile speed, for both directions of 35.2mph which does not meet the qualifying criterion of 36mph for Vehicle Activated Sign fitting. It was suggested we might consider establishing a community speed watch approach.

### **Southwell Road – 30mph signs:**

- > Work is logged within the VIA EM 20/21 program to establish and implement proposals. However this will require a Traffic Regulation Order and no date for the conclusion of the work could be offered.

### **Southwell Road / Ridgeway - junction concerns**

- > The introduction of double yellow lines opposite the ridgeway junction would not be favourably considered due to the lack of reported incidents and complexity and cost of implementing the necessary Traffic Regulation Order.

### **Station lane - pavement**

- > Difficulties with the pavement were accepted but any changes would require new road standards to be adopted which would not be possible for the full length of the lane. No feasible improvements could be suggested.

### **Station Lane – speed concerns**

- > A speed survey has been requested but a date of implementation could not be supplied

### **Wilsons Field – Station Lane exit**

- > Reconfiguration of the entry exit point for vehicles and pedestrians was suggested. This is to be discussed with the VIA EM Safer Highways team.

### **Wilsons Field – Mansfield Road exit**

- > NCC would not fund the installation of a barrier due to lack of reported incidents. However, they would not object to FPC requesting a review and assuming approval the installation of a 2m long barrier at the cost of approximately £1000 to be met by the council.

### **Mansfield Road – Knee rail fencing**

- > The fencing was installed approximately 7-years ago by VIAEM to prevent vehicles parking on the verge, this reduces the likelihood of mud etc. being tracked on to the carriageway and also prevents verge and drain damage. VIA EM would be unlikely to support its removal.

### **Mansfield Road – Flood Alleviation Ventilation stack**

- > Agreed in principle agreed to the VS being installed to the back of the footway and adjacent to the existing BT pole. It will narrow the footway by approximately 200-300 mm, but this will still leave greater footway width than at adjacent locations.

### **Blidworth Road Main Street - Junction**

- > Not supportive of restricting the bus stop to general traffic. This would require a Traffic Regulation order and modifications to the central island.
- > The road marking at the end of the bus stop simply designates the edge of Blidworth road. To add give way lines would require a Road Traffic Order and not be supported due to the lack of reported incidents.



> Work to re-site the weight restriction sign for Blidworth road would be considered if requested by the council.

**Use of H-Bar Markings**

> H-bar markings may be installed across Dropped Vehicle Kerbs at the council's expense with an approximate cost of £205.00.

**Pavement Parking**

> It is an offence to park on the footpath however not all police forces actively enforce this law. Notts police will only act if a vehicle is reported for the total obstruction of a footpath. Traffic wardens only have the power to ticket vehicles infringing restrictions due to double yellow lines or other parking limitation schemes they cannot issue tickets for pavement parking or parking near junctions etc.

Traffic Regulation Orders (TROs) are the only way county councils can ban pavement parking in specific areas. Commonly a TRO is made to introduce residents' parking schemes, controlled parking zones or changes to on-street parking, for example yellow lines. These have an indirect effect on the enforcement of restrictions on pavement parking. Due to the cost of a local authority putting a TRO in place very few TROs are made to solely address pavement parking.

**Note:** <https://publications.parliament.uk/pa/cm201719/cmselect/cmtrans/1982/198202.htm>

## **Appendix 2 - Report from Cllr. Purcicoe Village Centre Roof Repair**

"On Thursday 10th October 2019 Cllr K Clarke, Selby, Purcicoe and Westbury met to discuss the two quotes and schedules of work that had been submitted for repairs to the village centre roof. One quote was for a patch and repair schedule whilst the second quote was for a more substantial schedule of works.

After discussion it was decided that the preferred choice would be the more substantial schedule of work.

Cllr Purcicoe then arranged for a follow up meeting with the preferred contractor to take place on Friday 11th October 2019.

The follow up meeting took place with two of the representatives of The Roofing Corporation and Cllrs. K Clarke, Selby and Purcicoe. Councillors asked a number of questions including: -  
An additional quote to install roof insulation

1. Could a weathervane (Twinning Association) be installed - yes but would need lightning protection and may affect the insurance.
2. Scaffolding requirements and notification of N&SDC - this would be carried out by contractors,
3. Estimate of timings - very dependent on weather conditions, examples i) mortar works cannot be carried out if expected temperature below 5C, ii) daylight hours through winter
4. Closure of building - not required
5. Additional cost to original quote if attic room rear elevation to be re tiled.

A very informative discussion took place regarding community involvement in the project with several ideas being suggested by Councillors and contractors.

1. Specially formed tile in the shape of a Fern to fit over the reception area pyramid roof.
2. Visit to the tile factory with the contractor to see the tiles being made.
3. The porch area at the centre reception has approx. 150 tiles, these could be individually personalised (maybe as a sponsor a tile) where each tile is individually impressed with a Fern stamp and thumb print and signed on the reverse. A map of the porch roof would then be produced showing the location of each individual tile.
4. A time capsule could be located under the new roof

A site visit took place between Cllr Purcicoe and the scaffolding company on Thursday 17th October. If a full schedule of work as proposed is to be carried out then a full scaffold system will be required around the building. Neighbours where scaffolding may be required have provisionally given their permission. The scaffolding on New Hill will intrude onto the road and the scaffolding company will arrange the required permits.

It is intended that we will give all neighbours and centre users plenty of notice of the works. Pedestrian access along New Hill will be maintained as will access to the Village Centre. It is intended that the work will cause the minimum amount of disruption to pedestrians, centre users and neighbours.

If works are approved by resolution, then an application to the Veolia Environmental Trust will be made - a provisional check has indicated that our location is compliant with their location requirements.



### **Appendix 3 Consultation on the repeal of the Designated Public Protection Order and the implementation of a Public Space Protection Order – letter from NSDC**

“We are inviting all Parish Council’s to take part in consultation about several Designated Public Protection Orders (“DPPO”) currently in place but which have been superseded by the newer Public Space Protection Orders (PSPO). From 20<sup>th</sup> October 2014 Designated Public Place Orders (DPPO) were replaced by Public Space Protection Orders (PSPOs) under the Anti-social Behaviour, Crime & Policing Act 2014. DPPOs that were in existence prior to 20<sup>th</sup> October 2014 automatically converted to PSPOs under the Act and can remain effective for 3 years.

Evidence collated by the Council, Nottinghamshire Police, Parish Surveys, Police and Crime Commissioner statistics, shows that despite there being a DPPO in your area, there has been little, if any, cause to use the powers it provided. There is no evidence of any legal enforcement action being taken in respect of any of the existing DPPOs other than from within Newark Town Centre.

Your response within the Council’s Parish Survey, which I enclose a copy of, does not raise alcohol related nuisance concerns however at Licensing Committee on 5<sup>th</sup> September 2019, we were asked to consult further with you. The Council is also consulting further with Nottinghamshire Police on alcohol related nuisance in your area.

The DPPOs would have allowed Police or PCSOs to request that those people who were drinking in a public place and who were or were likely to cause a nuisance or antisocial behaviour to:

- Leave the area covered by the DPPO
- hand over any open alcohol containers or to throw away any alcohol containers
- Stop drinking alcohol at that time within the DPPO area.

Where there is insufficient evidence that a DPPO is necessary, it is the Council and Police’s view that it is appropriate aim to revoke those DPPOs and not to replace them with the new Public Spaces Protection Orders. This is because the Antisocial Behaviour Crime and Policing Act 2014 requires that in order to make a PSPO (or to continue to convert a DPPO into a PSPO) there has to be evidence of:

- Alcohol related anti-social behaviour that has a detrimental effect on the local community’s quality of life
- It is persistent or continuing in nature
- Is likely to be persistent or continuing in nature
- The issue of alcohol related antisocial behaviour and its impact, justifies the restrictions imposed by the order

Where there have been no identified breaches of the DPPO; we believe it is unlikely to be appropriate or proportionate to replace it with a new PSPO.

This does not mean however that there are no powers available in your area to tackle alcohol related antisocial behaviour. The Police and Council can use alternative laws to e.g. disperse groups of people causing antisocial behaviour, seek injunction orders or criminal behaviour orders where there is persistent evidence of nuisance behaviour/ criminal behaviour.

The initial penalty for breaching a PSPO a Fixed Penalty Notice however the using of Fixed Penalty Notices to enforce a PSPO does not apply to any person under the age of 18 years. Anyone under the age of 18 years would still be approached if they are in a designated area but would not be subject to a Fixed Penalty Notice or prosecution. However, in partnership with



agencies, such as the Youth Offending team, the Council and Police use other methods of enforcement with young people such as restorative justice.”



**Minutes of a meeting of the Farnsfield Parish Council held at 7:30 on Tuesday 26 November 2019 in the Lower Hall, Village Centre, New Hill, Farnsfield**

Present: Cllrs. Purcicoe (Chair), Johnson, Westbury, I. Clarke, Healy, Selby, Murden, Dennis, K. Clarke, Rachel Waterfield (clerk) and Cllr. B Laughton for part of the meeting  
8 Members of the public were also in attendance

**Cllr. Purcicoe opened the meeting at 7.30pm**

19.110 Declarations of intention to record the meeting  
Farnsfield Parish Council make an audio recording of the meeting  
A member of the public declared their intention to record the meeting.

19.111 Apologies for absence  
Apologies were received and accepted from Cllr. Waterfield.

19.112 Declarations of interest  
Cllr. K Clarke declared an interest in agenda items 19.116.1 and 19.116.2  
Cllr. Murden declared an interest in agenda item 19.116.1  
Cllr. Dennis stated that he would not be declaring an interest in agenda item 19.116.3 as the application affects the whole village.

Cllr. Purcicoe suspended standing orders at 7.32 pm

Members of the public addressed Council. Questions were noted.  
Cllr. B. Laughton reported that there was a private buyer for Old Manor Farm.

Cllr. Laughton agreed to contact the Farmer on Cockett Lane and ask him to ask his contractors/workers not to litter whilst working.

Council was asked to reference the Neighbourhood Plan in the new Strategic Plan.

Cllr. Purcicoe reinstated standing orders at 7.49

19.113 Acceptance of minutes of

19.113.1 Full council 22 October 2019

**Those Councillors present resolved unanimously to accept the minutes.**

19.113.2 Facilities and Planning committee 12 November 2019

**Those Councillors present resolved unanimously to accept the minutes.**

19.113.3 Finance and Risk Management committee 12 November 2019

**Those Councillors present resolved unanimously to accept the minutes.**

19.114 Acceptance of the November bills for payment

**Deferred until later in the meeting.**

19.115 Approval of the accounts and financial summary as at 31 October 2019

**Approved by Cllr. I. Clarke.**

19.116 To consider planning applications

19.116.1 19/01963/FUL – 1, Branston Avenue, NG22 8JZ - Householder application for erection of Two-story side and single-story rear extensions

**Council resolved not to object with 2 abstentions.**

19.116.2 19/01987/FUL - White Post Modern Farm Centre, Mansfield Road - Proposed erection of agricultural buildings

**Council resolved not to object with 1 abstention.**

19.116.3 Premise License - Rustic Crust, Main St - Sale of Alcohol, Monday to Sunday 10.00 to 22.30 Opening hours Sunday to Thursday 08.00 to 22.30 Friday to Saturday 08.00 to 23.00

**Resolution: Council oppose the application in its current form but do not object if the hours are reduced to 9pm for week and weekend nights.**

The reason for this was nuisance value to local residents.

**Council voted 5-1 in support of the resolution with 3 abstentions**

19.116.4 19/02021/FUL Forest Farm. Mansfield Road. Farnsfield. Install new access road to existing farm business

**Council resolved unanimously not to object to this application.**

19.117 To receive a report from the Strategy Working Party chair, Cllr. Westbury

Cllr. Westbury gave a report to Council. He stated that the outcome of the first meeting was on the website for review. A public open consultation meeting is planned for Tuesday 3<sup>rd</sup> December between 6 and 8 pm. A newsletter will be delivered to every house in the village on Friday. The next steps are to gather feedback from residents and update the PC Strategic priorities bearing in mind the Neighbourhood Plan.

19.118 Acceptance of the November bills for payment

**Deferred until later in the meeting.**

19.119 To receive an update on the Local Improvement Scheme Grant agreement

Cllr. I Clarke reported that the updated contract has been signed and returned by NCC for Council

Cllr Clarke provided clarification that the fund available for the skatepark, according to previous council resolution, is £80,000 for its build plus £21,945 for any additional survey, project management and contingency costs that might be incurred. The terms and conditions of the LIS grant contract state the sum of up to £20k offered by Notts County Council is a contribution towards the £80k build cost. This results in a resolved budget of £101,945.

**Action: Cllrs. Purcicoe and I. Clarke to sign.**

19.120 To discuss the Village Centre electrical report.

Cllr. Purcicoe reported that a number of C3 defects had been identified. He suggested seeking advice from 2 qualified electricians as to whether the works identified were necessary and worthwhile.

**Action: Clls. Dennis and Westbury to liaise with the qualified electricians and report back to Council.**

19.121 To receive an update on the Xmas lights event and approve any necessary expenditure.  
Cllr. Dennis reported that all was going to plan.

19.122 To consider the cricket club as a location for the NSDC tree offer of up to 50 trees.

The cricket club cannot accommodate the trees.

Cllr. Healy stated that Millennium Woods could accommodate approximately 12 trees.

**Action: Cllr. Westbury will place an announcement of the website and Facebook for residents and organisations to apply for the trees.**

**Cllr Murden will speak to St. Michael's school.**

19.123 To consider items to include in the 2020/21 budget estimates

Cllr. Johnson reported that the Playground and Outdoor Spaces Working Party would be meeting tomorrow. She also reported that the SMC had submitted its requests.

Cllr. I. Clarke requested that any requests for the budget be directed to him.

19.124 To review a report from Cllr. I. Clarke on the CIL, S106 and SANGS reporting for 2018/2019 Appendix 1.

**Action: Cllr. Westbury to put on the website**

19.125 To review the Grant Policy, presented by Cllr. I. Clarke - Appendix 2.

**Action: Clerk to put on agenda for December meeting**

19.126 Correspondence

19.126.1 Updates from NALC on confidential minutes, vehicular activated speed signs, discrimination, and a new guide to tackle loneliness, funding opportunities - On File.

19.127 Agenda items for the next full meeting on 17 December 2019

Cllr. Westbury. Registration of PC land, Cllr. I. Clarke. Budget Planning, Communications Working party. Comms policy, social media and complaints,

Cllrs. Westbury and Dennis. Update on the electrical works to be undertaken at the Village Centre. WP updates

Co-option of the new Councillor.

Cllr. Purcicoe suspended standing orders at 8.57pm

Comments and questions were noted.

Cllr. Purcicoe reinstated standing orders at 9.07 pm

**19.128 Items for resolution**

19.128.1 To propose any remedial works to minor defects identified in the electrical report - deferred till December

19.128.2 To adopt the Treasury Management Statement and Investment Strategy  
 Cllrs resolved unanimously to adopt the Treasury Management Statement and Investment Strategy

**Action: Cllr. Westbury to post on the website**

**19.128.3 To propose that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of agenda item 19.128 as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted**

**Council resolved unanimously to exclude the press and public.**

**19.129 Report and recommendations for acceptance from the Staffing Management Committee.**

Cllr. Johnson presented the report. On File

19.129.1 A resolution was proposed to increase the Cleaners hours .  
 Council resolved unanimously to support this resolution

19.129.2 A resolution was proposed to increase the Booking Clerks monthly hours  
 Council resolved unanimously to support this resolution

19.129.3. A resolution was proposed to increase the Booking Clerk and Cleaner hourly rate of pay as of 1<sup>st</sup> January 2019. Council resolved unanimously to support this resolution

**Cllr. Purcicoe closed the meeting at 9.21pm**

Date and time of next meeting - Tuesday 17 December. 7:30pm. Lower Hall. Village Centre

**Appendix 1. Financial Year 2018/19**

<b>a. Receipts</b>	<b>CIL Receipts</b>	27,408
	<b>S106 Receipts</b>	0
	<b>SANGS Receipts</b>	0
	<b>Total Receipts</b>	<b>27,408</b>
<b>b. Expenditure</b>	<b>CIL Expenditure</b>	9,631
	<b>S106 Expenditure</b>	30,459
	<b>SANGS Expenditure</b>	6,085
	<b>Total Expenditure</b>	<b>46,175</b>
<b>c. Expenditure Details</b>	<b>CIL Expenditure</b>	
	May-18 Village Centre	780Building Regulations
	Sep-18 Pre School	5,000Playground Grant
	Feb-19 Village Centre	1,996Rear Window
	Feb-19 Village Centre	250Structural Advice
	Feb-19 Village Centre	1,605Notice Board



<b>S106 Expenditure</b>		
May-18	Tennis Club	10,000Electricity and store movement
May-18	Cricket Club	10,000Pitch maintenance equipment
Nov-18	Bowls Club	2,000Irrigation System
Jan-19	Acres Pavilion	459Building Maintenance
Jan-19	Tennis Club	8,000Pavilion Extension
<b>SANGS Expenditure</b>		
	Millennium Woods	435Bench
	Millennium Woods	5,550Woods improvement
	Millennium Woods	100Bird Boxes
<b>d. Regulation 59E</b>	<b>Value of CIL recovery notices served 18/19</b>	0None
	<b>Recovery notices remaining unpaid</b>	0None
<b>e. Retained receipts</b>	<b>i. From report year 18/19</b>	
	CIL	27,408
	S106	0
	SANGS	0
	<b>ii. From previous (All) years</b>	
	CIL	212,128
	S106	71,944
	SANGS	12,393

## Appendix 2.Farnsfield Parish Draft Council Funding and Grants

### 1.0 Funding

The key funding sources available to Farnsfield Parish Council, (FPC), include:

- Precept
- Village Centre Hire Charges
- Community Infrastructure Levey
- Section 106 Funds

#### 1.1 Precept

The Precept is that portion of council tax monies distributed to the FPC to fund its activities in relation to the village. The council sets its budget in November and as part of this process makes a request for the precept rate to Newark and Sherwood District Council, (NSDC). It is the responsibility of FPC to set a rate which is sufficient to fund its activities and does not result in the generation of excess funds. Once agreed the rate is used for the next charging period running from 1 April to 31 March.

By law everyone's council tax bill must show the percentage change in the precept from the previous year, rounded to one decimal place. For the financial year running from 1 April 19 the change in FPC precept was -3.3%. The absolute level of the charge on a band G property for this year is £101.39

#### 1.2 Village Centre Hire Charges

The village centre provides a number of flexible options for room hire by groups and individuals. Part of the centre used for the library is hired on an annually contracted basis to Nottinghamshire County Council. The other rooms in the centre offer unique spaces providing facilities suitable for a broad range of activities.

#### 1.3 Community Infrastructure Levey

The Community Infrastructure Levy (CIL) is a charge collected from new housing developments which may or may not be available depending on development activity in the parish. This charge is set according to national planning guidelines. **The levy can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, if that is necessary to support development. CIL payments are collected and distributed by NSDC according to its own schedule and can be difficult to predict. Since FPC has registered its neighbourhood plan it will receive 25% of CIL monies on any new developments within its boundaries.** NSDC distribute the remainder of the CIL monies collected according to its plans. Some of this may flow to FPC within funds ring fenced for the creation and development of Suitable Alternative Natural Green Space, (SANGS).

#### 1.4 Section 106 Funds

Section 106 of the Town and Country Planning Act allows a planning authority, in our case NSDC to enter into a legal agreement with the applicant seeking planning permission to mitigate the impact of new homes on the local community and infrastructure. Section 106 Agreements often require a financial contribution, made prior to the project starting. Unlike CIL which is tariff-based, Section 106 is charged based on the specific needs of the local community and must be spent on the specific projects identified at the point of the agreement. Again Section 106 funds are collected and distributed according to its own schedule and can be difficult to predict.

#### Spending

Parish councils are expected to comply with a range of complex financial regulations to ensure correct governance in financial matters. Parish councils the size of FPC are expected to maintain a financial reserve for contingencies roughly equal in size to their annual precept payment. Larger reserves can be kept to support the appropriate use of non-recurring CIL and Section 106 monies or if funds are earmarked for future capital investments. Our current funds are in good health which allowed us to reduce the precept rate for the year running from 1 April 19. Due to its size FPC is audited on an annual basis to ensure it meets financial regulations. The last audit covering the year ending 31 March 19 identified no deficiencies.

### 2.0 Flow of general funds

General spending is controlled by the FPC Finance and Risk Management Committee. FPC are

only allowed to spend funds where it has the power in law to do so. These powers typically cover the operation and maintenance of the village centre and the general upkeep of the village area and its environment. Responsibilities for the village area and its environment are shared with a number of other agencies responsible for topics such as road maintenance, refuse collection etc. Where funds are required to be deployed for topics not controlled by FPC it will seek to work with other agencies to ensure their correct deployment.

## **2.1 Section 137 spending**

Section 137 of the Local Government Act 1972 is a statutory power. It gives a council the power 'to incur expenditure for purposes not otherwise authorised' To be used when there is no other specific power available. A power of last resort, it must benefit some or all inhabitants, not an individual, and cannot be made retrospectively. The Section 137 allowance for the year running from 1 April 19 is £8.12 for each person on the parish electoral role 1 April. Financial records must show a separate account for Section 137 spending. The available budget for grants given under Section 137 rules, which may or may not equal the maximum amount allowable within the legislation, is agreed by the FPC within the budgeting process. For the year running from 1 April 20 the budget available is **£10,000**. Groups within the parish are able to apply for grants according to the grants process detailed below. **Grants will be awarded following the S137 Grant Application Process which is administered by the FPC Grants Sub-Committee.**

## **2.2 Community Infrastructure Levey spending**

### **2.2.1 CIL Funds**

The legislation surrounding CIL spending are complex. Funds may only be used for the development of new infrastructure and should not be used to offset operating costs. They must be used within five years of their receipt, for an appropriate purpose, or they can be clawed back and redistributed by NSDC. To protect the funds from clawback and those deploying them from inadvertently breaching legal scheme guidelines CIL fund deployment by FPC will only be considered for authorised projects under FPC control. CIL funds will not be granted to any group or individual, however members of the parish are able to make representations to FPC regarding the deployment of CIL funds within the normal FPC consultation processes.

### **2.2.2 SANGS Funds**

SANGS funds are awarded for specific projects agreed between FPC and the NSDC. SANGS fund deployment can only be made directly by FPC in the pursuit of authorised projects under FPC control. SANGS funds will not be granted to any group or individual

## **2.3 Section 106 Funds**

The legislation surrounding Section 106 spending is complex. Funds may only be used for projects agreed between the developer and NSDC. Those funds that have been allocated to us from the Ash Farm, Milldale and Bellway developments are reserved for qualifying projects associated with; the village centre, which comprises the village centre building and land adjacent and a number of sports clubs. This selection of projects was made by NSDC at the point of the original agreements with the developers. They must be used within five years of their receipt, for their agreed purpose, or they can be clawed back by the developers. We are required to keep an audit trail of how the funds from each development are expended. To protect the funds from clawback and those deploying them from inadvertently breaching legal scheme guidelines Section 106 fund deployment can only be made directly by FPC in the pursuit of authorised projects under FPC control. **Members of the parish are able to make representations to FPC regarding the deployment of S106 funds within the normal FPC consultation processes.**



### **S137 Grant Application process**

#### **Eligibility**

- ☐ Applications must be submitted from recognised “not for profit” community groups.
- ☐ Applications will not be considered from individuals.
- ☐ The Council will consider applications for small scale capital expenditure such as purchase of special equipment and applications for support for specific actions or events with clear community benefit.
- ☐ Only one grant will be awarded to an organisation in any one year, unless there are exceptional circumstances.

#### **Procedure**

- ☐ At the January meeting each year the Parish Council will publicise the Council's intention to make available two tranches of money in the next financial year for the benefit of community organisations with the total S137 budget being split equally between the tranches
- ☐ The closing date for applications for the first is the end April and the second is the end Oct.
- ☐ All applications must be addressed to the Clerk at the official council address. Applications sent directly to members of the Council will not be considered.
- ☐ The Clerk will acknowledge all applications in writing within 14 days of receipt.
- ☐ The Grants sub-committee will meet to agree those applications to be supported following the application deadline.
- ☐ The Council will notify successful/unsuccessful applicants in writing and grants will be payable on or around end of May and Nov.

#### **Submitting Applications**

- ☐ Applications **must** be submitted on the Council's application form. Any other format will not be accepted.
- ☐ The applicant/s must state clearly the purpose for which the grant is to be used. Successful applicants may use the grant only for the purpose stated on the application form.
- ☐ All applications must be accompanied with an up to date set of accounts and the organisation's current Constitution or Rules. A copy of the organisations latest bank statement may be requested.
- ☐ The Council may request the applicant/s to make a presentation outlining the project proposed and the benefits accruing to the community prior to the award of the grant.

#### **After Receipt of Grant**

- ☐ Organisations awarded grants for specific capital expenditure must produce proof of expenditure within 12 months of receiving the grant. Any grant not spent within 12 months must be returned.
- ☐ Non-capital expenditure – i.e. for an event or forming a new community group, must be returned if the event is not held or the group not formed.
- ☐ Evidence of the benefit to the community from the grant must be submitted to the Council within 12 months of expenditure.
- ☐ The Parish Council would like to be included in any publicity material.





**Minutes of an extraordinary meeting of Farnsfield Parish Council held at 5.45 pm on Tuesday 3<sup>rd</sup> December 2019 in the Library Annex, Village Centre, New Hill, Farnsfield NG228JN**

**Present:** Cllrs. Purcicoe (chair), Johnson, Selby, Healy, Murden, Clarke and Rachel Waterfield (Clerk)

3 members of the public were also present

**Cllr. Purcicoe opened the meeting at 5.45pm**

**19.129 Apologies for absence**

Apologies were received and accepted from Cllrs. Dennis, I. Clarke and Westbury.

**19.130 Declarations of Interest**

Cllr. K. Clarke declared an interest in agenda item 19.133

**19.131 Declaration to record the meeting**

None

**Cllr. Purcicoe suspended standing orders at 5.46pm**

**19.132 Public Open Session**

**Cllr. Purcicoe reinstated standing orders at 5.56pm**

**19.133 To consider Licencing application for McHair, 43, Main Street Farnsfield NG22 8EF**

**Council resolved with 1 abstention not to object to the application**

**Cllr. Purcicoe closed the meeting at 5.59pm**

**Minutes of a meeting of Farnsfield Parish Council held at 19.30pm on Tuesday 17 December 2019 in the Lower Hall, Village Centre, New Hill, Farnsfield**

Present: Rachel Waterfield (Clerk), Cllrs. Purcicoe, Dennis, Johnson, Healy, I. Clarke, K. Clarke, Murden Selby, Westbury, and Cllr. Strawson following her co-option. 17 members of the public were also present.

Cllr. Purcicoe opened the meeting at 19:30pm.

**19.134** Apologies for absence - none

**19.135** Declarations of Interest - Cllr. K. Clarke declared an interest in agenda item 19.140.

A member of the public declared their intention to record the meeting. Council make an audio recording.

**19.136** Cllr. Purcicoe suspended standing orders at 19:32pm for a public open session.

Representations from the public were noted by Council.

Cllr. Purcicoe invited the three candidates for co-option to make a two-minute presentation.

Cllr. Purcicoe reinstated standing orders at 19:53.

**19.137** Councillors resolved to co-opt Helen Strawson after she achieved an absolute majority in the second round of voting.

Cllr. Purcicoe welcomed Helen to council and suspended standing orders to allow her to sign her declaration of acceptance of office. Cllr. Strawson then joined the meeting.

Cllr. Purcicoe reinstated standing orders at 20:00

**19.138** Council to approve minutes

**19.138.1** Full PCM 26 November 2019.

An amendment to minute 19.119 was proposed as follows

**19.138.1.1** Council resolved with 1 abstention to support the following amendment to the minutes of 26<sup>th</sup> November 2019 - "Cllr Clarke provided clarification that the fund available for the skatepark, according to previous council resolution, is £80,000 for its build plus £21,945 for any additional survey, project management and contingency costs that might be incurred. The terms and conditions of the LIS grant contract state the sum of up to £20k offered by Notts County Council is a contribution towards the £80k build cost. This results in a resolved budget of £101,945."

**19.138.1.2** Council resolved to approve the amended minutes of 26 November 2019.

**19.138.2** Those councillors present resolved to accept the minutes of the extraordinary meeting of 3 December 2019.

**19.139 Clerk's Financial Report**

**19.139.1** Presentation of the Financial Summary Report as of 30<sup>th</sup> November 2019

**Unity Trust Bank**

Opening Balance	£285,246.38
Total Receipts for November 2019:	£1,301.88

Total Payments for November 2019: Gross £14,177.14 ( NET of VAT £12,317.78)

Closing Balance £272,371.12

Nationwide £126,284.02

Cumulative Funds £398,655.14

**Current Year Fund** £108,639.45

**Reserves**

General Reserves: £120,672.74

EMR CIL/s106 £159,815.10

SANGS EMR (Millennium Woods) £8,193.12

EMR BKV £1,334.73

**Unclaimed VAT** £7,497.30

Budget report on file.

**19.139.2** Council resolved to accept the bills for payment with 2 abstentions

Authorisation	Supplier	Description	Net	£ VAT	£ GROSS
PCM19.36	Ulyett	Grounds Maintenance	£1,328.00	£265.60	£1,593.60
PCM19.36	Tom's Garden Services	Grass and Footpath	£135.00		£135.00
REW	Cllr. Healy	BKV expenses	£41.25		£41.25
REW	Marc Hazard	Tree Planting	£50.00		£50.00
REW	Marc Hazard	Planter	£50.00		£50.00
PCM19.36	SLCC	Annual Subscription	£180.00		£180.00
PCM19.36	NSDC	Annual Playground Inspection	£170.25	£34.05	£204.30
PCM19.36	Mr. Gs	VC Windows	£15.00		£15.00
DP/REW	Handicentre	VC Maintenance	£35.61	£7.12	£42.73
REW	Viking	Paper and stationary	£167.28	£34.05	£204.29
REW	Viking	P&P	£2.96		
PCM19.26	Staffing Bill	Dec. Staffing Bill	£2,452.44		£2,452.44
PCM19.36	Water Plus	VC Water Charges	£319.04		£319.04
PCM19.36	Eon	VC Gas	£409.93	£102.48	£512.41
PCM19.36	Eon	VC Electricity	£116.42	£23.38	£139.70
PCM19.36	Eon	VC Electricity	£203.78	£40.76	£244.54
PCM19.36	Eon	Pavilion Electricity	£25.48	£1.34	£26.82
PCM19.36	Eon	Wilson's Field Electricity	£31.53	£1.58	£33.11

**19.140** The council to decide on the appropriate action to take to definitively determine the ownership of the land and boundary between Hadleigh Park and The Old Orchard and to notify the developer that we have concerns.

Cllr. Dennis reported to council that the developer of The Old Orchard on Southwell Road had impinged on Parish Council owned land when erecting the fence. He also reported that holly trees had been removed contrary to NSDC direction, documentation on file.

[Council resolved with 4 abstentions to write to the landowner requesting that the fence be removed forth with and Council be notified of a reasonable timescale.](#)

**Action: Clerk to write to the landowner.**

Cllr. Dennis would be pursuing the matter of the holly trees as an individual councillor.

**19.141** Council to consider a report from Cllr Purcicoe on a quote to replace or repair upper and lower hall windows.

**Action: Cllr. Purcicoe will seek a minimum of 1 additional quote.**

**19.142** Cllr. Dennis reported on Xmas light switch on and proposals for next year, on file.

**19.143** Council to discuss plans to upgrade the football pavilion - withdrawn

**19.144** To consider opening a Mansfield Building Society Community Deposit Maxi Account, how much to invest, and if interest is reinvested.

Cllr. Johnson presented the terms and conditions of the account. They were reviewed in line with the Council's Treasury Management Strategy

**19.145** To consider the revised policy for communications and social media and a "How to contact us and what to expect" procedure to replace the complaints procedure.

Cllr. Westbury presented the documents and noted all councillors had been asked for their input and comments prior to the meeting.

**19.146** Cllr. Johnson presented a report from the Play & Open Space Working Party, Appendix2

**19.147** Cllr. Purcicoe suspended standing orders at 20:48pm for a Public Open Session.

Members of the public made their representations which were noted by Council.

Cllr. Purcicoe reinstated standing orders at 20:54.

**19.148** Items for Resolution

**19.148.1** Resolution: Council to engage an architect to draw up plans to FA standards.  
Withdrawn

[19.148.2 Council resolved unanimously to open a Mansfield Building Society Community Deposit Maxi Account and invest £85,000, the interest to be reinvested.](#)

**Action: Clerk to take this forward.**

[19.148.3 Council resolved with 1 abstention to adopt the Communications and Social Media policy and the "How to contact us and what to expect" procedure.](#)

19.138.4 Councillors resolved unanimously to advertise the councillor vacancy to be filled by co-option if no election has been requested by 17:00 pm on Wednesday 18 December with a closing date for applications of Sunday 19 January for consideration at the 28 January meeting.

### **Planning Applications**

**19.138.5** 19/02148/ADV Hand painted fascia sign, signage board and projecting sign The Rustic Crust. Main Street.

Council resolved with 1 abstention not to object to the application.

**19.138.6** 19/02033/FUL Proposed residential development of 1 new dwelling, change of use of annex (former threshing barn) into an independent dwelling and conversion of adjacent (rear) barn into an annex to the threshing barn dwelling. Old Manor Farm. Main Street. Farnsfield.

Council resolved with 3 abstentions not to object to the application

**19.148.7** Council resolved with 1 abstention that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the agenda item 19.151 as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**19.149** Correspondence - none

Councillors discussed what correspondence should be included under this agenda item as there is often none.

**Action: The correspondence working party to consider this.**

**19.150** Suggested agenda items were budget, precept, authorization of works, VAT, insurance policy review, changes to the spend schedule for the Millennium Woods project for Finance & Risk and land registry for the Facilities & Planning meetings.

**19.151** Cllr. Purcicoe asked the public to leave the meeting for this confidential item.

Council resolved with 1 abstention to approve the resolution that staff hours be weekly rather than monthly in line with usual practice, so 30 hours per month becomes 7.5 per week, 32 hours per month becomes 20 hours per month becomes 5 hours per week. This allows for easy calculation of holiday entitlement and simplifies payroll.

Cllr. Purcicoe closed the meeting at 21:20pm

Date of the next meeting Tuesday 28<sup>th</sup> January 7.30pm. Lower Hall, Farnsfield Village Centre

## **Appendix 1**

### **Notes from Play and Open Space working party meeting 27 November 2019**

Attended by Cllrs. Johnson, Westbury, Selby, and the caretaker.

For updates and membership go to the FPC website [play and open spaces](#)

The terms of reference of the group are to ensure playgrounds, footpaths, open space and village outdoor areas and assets are well maintained and safe.

#### **Summary**

All risks and maintenance identified in the annual play inspection reports are low risk and many are the same as in previous years. Some recommendations have already been actioned including the removal of graffiti and fungi at Parfitt Drive playground and the removal of algae from some benches.

The group noted the main areas of concern from the annual playground inspection report and agreed to study the report in more detail and to prepare a schedule of works to be done in the new year and also to consider what work should be included in a regular maintenance schedule and in next year's budget. The main concerns were the gate at Lady Goodwin's which is not closing properly and significant rust on some items including swing shackles.

#### **Actions**

The Caretaker

- will source a grit spreader and forward the details to Cllr. Johnson, the grit spreader to be stored at the Old Gaol (Lock up) during the Winter months
- investigate possible locations for a bench which FPC has stored taking account of any restrictions in relation to fixing.

Cllr. Johnson

- will contact NSDC about a review of our litter and dog waste bins and the "Any bin will do" initiative from Keep Britain Tidy
- will check if there is an alternative to weed killer being used near fencing and trees and wooden play equipment as whilst this prevents damage from strimming it kills off the grass and leads to the soil being eroded
- will investigate improved signage including for directions to the car park off Parfitt Drive
- will investigate the possibility of the concrete bench plinth at Lady Goodwin's play park having the edge angled so that it is no longer a trip hazard (attempts to reinstate the soil and grass here have not worked).

Cllr. Selby offered to raise concerns about drug related litter at Parfitt Drive with the next Safer Neighbourhood Group meeting and to enquire about what was allowed in respect of signage and CCTV so that we can consider what can be done.

Cllr. Westbury will use the playground inspection reports to prepare an asset register of our park equipment and other outdoor assets using Parish Online.

Minutes of the extraordinary meeting of Farnsfield Parish Council held at 6.45pm on Tuesday 14 January 2020 in the Lower Hall of the Village Centre, New Hill, Farnsfield, NG22 8JN

Attended by Cllrs. K. Clarke, I. Clarke, Johnson, Healy, Murden, Purcicoe, Selby, Strawson, Westbury

Cllr. Purcicoe opened the meeting at 18.45.

1. Apologies for absence were received from Cllr. Dennis.
2. Declarations of interest – none.
3. The meeting was not recorded.
4. Council to discuss and agree on the interim arrangements to ensure business continuity following the Clerk's retirement.

Cllr. Westbury reported that the Clerk was on leave until retiring at the end of the month but was available for assistance with any handover issues if needed.

Councillors asked that a locum clerk be considered sooner rather than later. The Staffing Management Committee will be considering the interim arrangements and will consider the option of a locum clerk.

#### 5. Resolutions (Extra 20201401\_1)

It was proposed that

- that Cllr. Johnson undertake the role of clerk and responsible financial officer, with immediate effect and ongoing with a review at the February full council meeting and monthly thereafter until a locum or permanent clerk is appointed.
- that Clerk emails be forwarded to Cllr. Westbury to facilitate Facebook and website updates with immediate effect
- that Cllr. Selby be nominated to submit the bank payments.

Council resolved to accept the proposals unanimously.

5. Councillors were asked to send their thoughts and suggestions on the requirement regarding a replacement clerk to the staffing committee by 21 January 2020.

Cllr. Purcicoe closed the meeting at 19:00.



**Minutes of a meeting of Farnsfield Parish Council held at 19:30pm on Tuesday 28 January 2020 in the Lower Hall, Village Centre, New Hill, Farnsfield**

Present: Cllrs. Purcicoe, Johnson (acting clerk), Dennis, Healy, I. Clarke, K. Clarke, Murden, Selby, Westbury, Strawson. Members of the public were also present.

Cllr. Purcicoe opened the meeting at 19:30pm.

**20.01** Apologies for absence - none.

**20.02** Declarations of Interest - none.

**20.03** Declaration of intention to record the meeting - none. Council make an audio recording.

**20.04** No report from District and County Cllr. Laughton.

Cllr. Purcicoe suspended standing orders at 19:32pm for 20 minutes public participation starting with a report from PCSO Crowhurst on behalf of Community Speedwatch.

PCSO Crowhurst was unable to attend but sent notes which were delivered by Cllr. Purcicoe. Teams undertaking Speedwatch must be in groups of three or more. A suitable Speedwatch camera will need to be bought for approximately £150. PCSO Crowhurst, can train a minimum of six volunteers to form two teams and he would identify designated safe locations for the speed checks. Interested volunteers should contact Cllr. Purcicoe.

Representations from the public

a) There was concern over potholes, councillors responded that Notts County Council are responsible for fixing potholes and usually respond promptly when potholes are reported. This can be done online at <https://www.nottinghamshire.gov.uk/transport/roads/potholes/report-a-pothole> or in an emergency by phoning 030050080 and the public are encouraged to do this.

b) Mole hills are a worsening problem again on the Acres.

**Action: Our mole man had promised to attend, Clerk to follow up**

c) When will council report on the December strategy consultation? Cllr. Westbury explained that the January meeting had, had to be postponed and a response would follow the next meeting which is on 4 February.

20.04.3 Cllr. Purcicoe invited the two candidates for co-option to make a two-minute presentation. Cllr. Purcicoe reinstated standing orders at 19:53.

**20.05** Councillors voted in a secret ballot and Chris Puddephatt was co-opted after the Chairman used his casting vote.

Cllr. Purcicoe welcomed Cllr. Puddephatt to council and suspended standing orders to allow her to sign her declaration of acceptance of office. Cllr. Puddephatt then joined the meeting.

Cllr. Purcicoe reinstated standing orders at 20:00.

**20.06** Those councillors present accepted the minutes of

**20.06.1** 17 December 2019 - full council meeting

**20.06.2** 14 January 2020 - extraordinary meeting

**20.06.3** 14 January 2020 - facilities and planning committee

**20.06.4** 14 January 2020 - finance and risk management committee.



## 20.07 Finance

### 20.07.1 Acceptance of the January bills for payment

Approval	Supplier	Description	Net	VAT	Gross
DP/REW	AW fencing	Co-op Xmas tree lights	£276.00	£55.20	£331.20
F&P 19.78	Viaem	3 Skate Park Surveys	£1,735.00	£347.00	£2,082.00
PCM19.39	Parish Online	annual subscription	£52.50	£10.50	£63.00
Pre-authorised					
PCM19.39	NSDC	monthly play inspections	£180.00	£36.00	£216.00
PCM19.39	Mr. Gs	VC Windows	£15.00		£15.00
PCM19.39	Staffing Bill	Staff itemised separately	£2,881.03		£2,881.03
pre-authorised DD					
PCM19.39	Peacfinance	Copier hire quarterly	£101.00	£20.20	£121.20
PCM19.39	BT	Phone	£15.00	£3.00	£18.00
PCM19.39	ICO	Annual registration fee	£35.00		£35.00
PCM19.39	Eon	VC Gas 26 Dec	£257.37	£51.47	£308.84
PCM19.39	Eon	VC Gas 30 Dec	£54.44	£10.89	£65.33
PCM19.39	Eon	VC Electricity 26 Dec	£161.35	£32.27	£193.62
PCM19.39	Eon	VC Electricity 30 Dec	£37.82	£7.56	£45.38
PCM19.39	Eon	Pavilion Electricity 26 Dec	£12.25	£0.61	£12.86
PCM19.39	Eon	Pavilion Electricity 30 Dec	£4.48	£0.22	£4.70
PCM19.39	Eon	Wilson's Field Elec 22 Dec	£37.63	£1.88	£39.51

Council resolved to accept the bills for payment. It was noted that the window cleaning invoice was not available to verify. This will be verified by Cllr. Selby before she submits the payment.

### 20.07.2 To note the financial summary as at 31 December 2019

Unity Trust opening balance	£	272,371.12	
Monthly receipts	£	4,749.93	
Monthly payments net of VAT	-£	5,639.95	
VAT	-£	446.20	
Unity Trust closing balance		£	271,034.90
Nationwide opening balance	£	126,284.02	
Nationwide closing balance		£	126,284.02
<b>Total Funds</b>		<b>£</b>	<b>397,318.92</b>

**20.07.3** Council approved the December quarterly review of accounts reviewed at the FRMC.

**20.07.4** Cllr. I. Clarke presented an overview of our options for dealing with VAT.

1. We can reclaim all the input VAT on services that we supply in accordance with our statutory duties.
2. We can reclaim the input VAT on business activities that are VAT exempt services when the annual reclaim amount is under £7,500
3. We cannot reclaim the input VAT on business activities that carry a VAT charge as we are not VAT registered.

Because of our expected increased spend over the next few years we are at risk of not being able to reclaim all input VAT on our VAT exempt business activities (point 1) which includes the hire of the Village Centre.

Additionally, if we make a large investment in the Acres football pavilion from which we operate business activities which attract a VAT charge (point 3) we cannot reclaim the input VAT because we are not VAT registered.

Cllrs. I. Clarke and Dennis have undertaken VAT training and have proposed options for VAT treatment which have been circulated to councillors.

There is an opportunity to average the VAT on our exempt business activities at the Village Centre over seven years (the previous four years, the current year and the following two years) which allows us a higher spend next year. A decision on this might need to be made before the start of the new financial year.

If we VAT register then activities at the Acres become VAT chargeable and we can recover the input VAT up to any level.

Advice has been sought from VAT expert Steve Parkinson and he suggests the proposed options are OK. However he would need to check our VAT reclaims for the last 4 years and future spend plans. There would be a charge of £300 in order for him to confirm his advice.

As our treatment of VAT depends on our strategic plan it would be best to wait until our plans are firmer before paying for more advice.

**20.08** Cllr. Westbury reported that the next Strategy Working Party meeting was on the 4 February and an update would follow.

**20.09** Cllr. Westbury reported on registration with the land registry of council assets.

A number of council land assets are not registered with the land registry and this has been an issue on our Risk Register for a number of years. Cllr. Westbury is working with the solicitors who have been involved since 2010 to progress the registrations as a matter of urgency. £500 is required as a retainer on account by the solicitors to continue working on this and it was agreed that Cllr. Purcicoe would authorise this as Chairman. A rough estimate to complete the work is £3000 but this is subject to change depending on the complexity of the work.

It was noted that land not being registered with the land registry is not unusual but there is concern about commencing capital projects on assets that are not properly registered.

**Action: Cllr. Purcicoe to approve the retainer of £500 to commence the work and full council to approve any subsequent spend.**

**20.10** Cllr. Healy presented a new Volunteer Policy for discussion. Councillors had been invited to review the policy. A discussion followed around some aspects of using volunteers including the need for safeguarding of young people and the need for adequate risk assessments and for suitable personal protective equipment.

**Action: A revised Health and Safety policy and a Volunteer Policy to be agenda'd for adoption at the February meeting.**

**20.11** Councillors considered a recommendation that Cllr. Johnson and the booking clerk be given view access to the Unity Trust current account.

**20.12** Cllr. Purcicoe reported on the plans for the Scarecrow Festival/ VE day event on 8 May 2020.

The Early May Bank Holiday is on Friday 8 May this year and arrangements are being made for the Farnsfield Scarecrow Festival in conjunction with VE Day 75 events. Many village organisations and businesses have shown an interest in participating in events around the village and at the church school field. The next meeting of the organisers is at the cricket club on 25 February.

**20.13** To consider a draft budget to inform the 2020/21 precept request.

Cllr. I. Clarke has asked for contributions and comments from councillors on a draft budget and suggestions for the cash value of the precept. The cash value of the precept last year was set at £75,000 which due to additional housing resulted in a reduction of 3.3% for each household. It was recommended that the cash value of the precept should increase this year to ensure budget proposals could be funded. Due to the increased number of dwellings in the village the proposed increase should not lead to a significant percentage increase for property owners. Councillors discussed the level of increase that would be appropriate taking account the level of our general reserve and the anticipated spend for next year.

**20.14** To note correspondence received.

- NCC Local Improvement Scheme 2020-21 is open for applications.
- Concerns raised over damage to the verges on Beck Lane & towards Longlands Lane due to the diversions. Cllr. Purcicoe has contacted Severn Trent for assurance that the damage will be repaired once the diversion ends. Severn Trent have replied that the diversion was agreed with NCC Highways it is their responsibility. Cllr. Purcicoe has contacted county Cllr. Laughton for assistance with this and as awaiting a response.

**Action: Cllr. Purcicoe to contact Cllr. Laughton for an update on the request for the damage to be repaired.**

- NSDC have asked for responses to an environmental questionnaire in relation to climate change.

**Action: Cllr. Murden will respond to the climate change questionnaire on behalf of council.**

- NALC have advised that signatures on published documents such as agendas should be redacted in line with GDPR requirements.

Cllr Purcicoe suspended standing orders at 20:48pm for the public to make representations.

A resident thanked councillors for all their hard work for the village and asked what was happening about replacing the Clerk. Cllr. Johnson replied that we were formalising our requirements with a view to advertising soon and that the option of a locum clerk was being considered in the interim.

Cllr. Purcicoe reinstated standing orders at 20:54.

**20.15** Items for resolution



**20.15.1** Council resolved that Cllr. Johnson and the booking clerk should have view access to the Unity Trust current account.

**20.15.2** Councillors resolved to award the contract for the repair/replacement of the Village Centre front windows to J. R. Islip for hardwood windows on the basis of best value.

**20.15.3** Councillors resolved to permit the use of the Village Centre upper hall at no hire charge for a community forties themed dance evening as part of the Scarecrow Festival/ VE day event on 8 May 2020.

**20.15.4** A cash value of £85,000 was proposed for the 2020/21 precept. An amendment to this proposal was accepted and councillors approved a cash value for the 2020/21 precept of £82,000.

Cllr. Purcicoe closed the meeting at 21.18 pm

Minutes of the extraordinary meeting of Farnsfield Parish Council held at 6.45pm on Tuesday 14 January 2020 in the Lower Hall of the Village Centre, New Hill, Farnsfield, NG22 8JN

Attended by Cllrs. K. Clarke, I. Clarke, Johnson, Healy, Murden, Purcicoe, Selby, Strawson, Westbury

Cllr. Purcicoe opened the meeting at 18.45.

2. Apologies for absence were received from Cllr. Dennis.

2. Declarations of interest – none.

3. The meeting was not recorded.

4. Council to discuss and agree on the interim arrangements to ensure business continuity following the Clerk's retirement.

Cllr. Westbury reported that the Clerk was on leave until retiring at the end of the month but was available for assistance with any handover issues if needed.

Councillors asked that a locum clerk be considered sooner rather than later. The Staffing Management Committee will be considering the interim arrangements and will consider the option of a locum clerk.

5. Resolutions (Extra 20201401\_1)

It was proposed that

- that Cllr. Johnson undertake the role of clerk and responsible financial officer, with immediate effect and ongoing with a review at the February full council meeting and monthly thereafter until a locum or permanent clerk is appointed.
- that Clerk emails be forwarded to Cllr. Westbury to facilitate Facebook and website updates with immediate effect
- that Cllr. Selby be nominated to submit the bank payments.

Council resolved to accept the proposals unanimously.

5. Councillors were asked to send their thoughts and suggestions on the requirement regarding a replacement clerk to the staffing committee by 21 January 2020.

Cllr. Purcicoe closed the meeting at 19:00.

**Minutes of a meeting of Farnsfield Parish Council held at 19:30pm on Tuesday 25 February 2020 in the Lower Hall, Village Centre, New Hill, Farnsfield**

Present: Cllrs. Purcicoe, Johnson (acting clerk), I. Clarke, K. Clarke, Dennis, Healy, Murden, Puddephatt, Selby, Westbury, Strawson. Members of the public were also present.

Cllr. Purcicoe opened the meeting at 19:30pm.

**20.16** Apologies for absence - none.

**20.17** Declarations of interest - Cllr. K. Clarke, items 20.25.7 and 20.27.12

**20.18** Declaration of intention to record the meeting.

The meeting was audio recorded by Council and by a resident.

**20.19** Report from District and County Councillor

Cllr. Laughton reported that he is well aware of the disgraceful state of the highway and that the County Council are expected to make more money available in the budget for repairs and for flood alleviation.

Cllr. Purcicoe asked for an update on the question asked at a previous meeting regarding the mess made by sugar beet lorries on Cockett Lane and on the damage to Beck Lane while the recent diversion was in place. Cllr. Laughton replied that Beck Lane has been reported to ViaEm and no response has been received yet.

**20.20** Representations from the public

Resident questions for Cllr. Laughton

a) Are there plans to re-tarmac the road surface damaged when the attenuation tank was installed? Cllr. Laughton said he would check.

b) The beck on Beck Lane is still blocked at the bridge. The request for work here goes back several years and NCC inspections have already been done. When will the work be done?

Resident representations to Council

a) Sara Atkin spoke on behalf of the Scouts about a letter she had sent concerning support for the Xmas Fayre.

b) Concerns were raised about parking close to junctions.

c) Council were asked to advertise for volunteer drivers and to publicise the 7 day and evening appointments which are available at GP surgeries.

**Action: Clerk to get the information and arrange to be publicised.**

d) Inconsiderate parking on Station Lane is a continuing problem, especially on the pavement. Cllr. Laughton explained that we can put in a bid for yellow lines and he can get an assessment done if the parish council ask him to. See later item 20.24.2

e) When will the approved minutes be published? Some minutes are still in draft on the website. **Action: Cllr. Johnson will publish the approved minutes on 27 February.**

f) Regarding the strategic plan diagram, if objectives are based on the December consultation evening, where is the summary of that consultation and what does the objective "to progress facilities for young persons" mean.

Cllr. Westbury responded that the objectives are not based only on one consultation evening but on other feedback from a variety of sources which is ongoing.

g) Concerns were expressed that only councillors (and not the public) knew what the strategic plan was based on as the information from correspondence and consultation had not been shared.

20.21 The minutes of meetings of

- 28 January 2020 - Full council
- 11 February 2020 - Facilities and Planning committee
- 11 February 2020 - Finance and Risk Management committee

were accepted by resolution of those councillors present at the meetings.

## 20.22 Finance & Risk

20.22.1 Councillors accepted by resolution the bills for payment as at 23 February 2020.

Approval	Supplier	Description	Net	VAT	Gross
BW/JJ	Seton	2 car park signs	£60.34	£12.07	£72.41
FP 20.77.3	WRS	Footpath 9 hedge maint	£400.00	£80.00	£480.00
DP/JJ	Hanidcentre	4 VC keys	£10.53	£2.11	£12.64
DP/JJ	Toolstation	Hinges & light bulbs	£42.00	£8.42	£50.42
PCM19.39	Mr. Gs	VC window cleaning	£15.00	£0.00	£15.00
PCM19.38	NALC	Annual Subscription	£499.41	£0.00	£499.41
PCM19.107.3	Roofing Corp	Flat roof - lower	£2,694.00	£538.80	£3,232.80
DP/JJ	Viking	Laminates, envelopes	£26.25	£5.25	£31.50
DP/JJ	Viking	Stamps	£7.32	£0.00	£7.32

The above paid by bank transfer

Paid by cheque

PCM 20.09	Kirkland & Lane	Towards land registry			£500.00
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Paid by pre-authorised DD

PCM19.39	BT	Phone	£217.55	£43.51	£261.06
PCM19.39	BT	Phone	£15.00	£3.00	£18.00
FR19.31.2	Lloyds Bank	Monthly credit card charge	£3.00	£0.00	£3.00
PCM19.39	Eon	VC Gas 21 Jan	£193.21	£38.64	£231.85
PCM19.39	Eon	VC Electricity - 21 Jan	£122.09	£24.42	£146.51
PCM19.39	Eon	Wilson's Fled elec 22 Jan	£39.13	£1.96	£41.09
PCM19.39	NEST	Monthly pension	£67.90	£0.00	£67.90

In addition these bills were paid at the end of January by direct debit and were not in the January bills for payment summary

PCM19.39	Eon	Pavilion Electricity	£9.48	£0.47	£9.95
PCM19.39	PWLB	Loan repayment	£455.27		£455.27
FR19.31.2	Lloyds bank	Monthly credit card charge	£3.00	£0.00	£3.00



#### 20.22.2 To note the financial summary as at 31 January 2020

Unity Trust opening balance	£271,034.90	
Monthly receipts		£3,751.64
Monthly payments net of VAT		-£6,354.31
VAT		-£577.27
Unity Trust closing balance		£267,854.96
Nationwide opening balance	£126,284.02	
Nationwide closing balance		£126,284.02
<b>Total Funds</b>		<b>£394,138.98</b>

20.22.3 To approve the January accounts reviewed by F&R committee chairman Cllr. I. Clarke (Appendix 1).

20.22.4 Councillors noted the Risk Register (Appendix 2) as recommended by the 11 February Finance and Risk Management committee.

#### 20.23 To receive a report from the Staffing committee

The 10 February staffing committee concentrated on the recruitment of a replacement Clerk and Responsible Financial Officer. The only applicant from a request for a temporary locum Clerk was from a Clerk who was inexperienced in our accounting system.

The vacancy has been advertised on the website, on Facebook and through the National Association of Local Councils and there have been a number of expressions of interest. Application forms and an overview of the role including a job description and person specification have been sent out. The closing date is 20 March.

#### 20.24 To note correspondence received including

20.24.1 Response from the Newark and Sherwood District Council Monitoring Officer regarding complaints against councillors.

Cllr. Purcicoe introduced this item as he had requested it. Complaints had been made against Cllr. Purcicoe and two other councillors the basis of which was non-declaration of pecuniary interests. There were four complaints altogether. Council was informed of two. Cllr Purcicoe and two fellow councillors met with the Monitoring Officer of Newark and Sherwood District Council on 24 October 2019. In January Cllr. Purcicoe requested official notification of the findings and received a confidential email response. A further meeting was requested and held with the Monitoring Officer in February to seek further clarification.

With the permission of the other two councillors about who complaints had been made, Cllr. Johnson, as acting Clerk, has been asked to read out a statement summarising the monitoring officer's response.

"The Newark and Sherwood District Council Monitoring Officer has informed Farnsfield Parish Council that after considering the complaints concerning the extraordinary meeting of 13th August 2019, her conclusion is that in all the circumstances of this case there is no evidence of a failure to comply with the Councillor's Code of Conduct and that no further action is required in relation to these complaints. The Monitoring Officer asked the view of the District Council's Independent Person in reaching her decision.

The Monitoring Officer has further made it clear that Disclosable Pecuniary Interests do not extend to the interests of councillors family members other than a spouse or civil partner.



Additionally, the monitoring officer informed the Clerk in October 2019 that complaints had been made against other councillors regarding Declaration of Pecuniary Interest which were dealt with informally.

Any further questions should be directed to the Monitoring Officer.

#### **20.24.2 Email concerning inconsiderate parking on station lane**

This had been discussed in the public session. Cllr. Laughton suggested considering where in the village double yellow lines would be appropriate and included in one Road Traffic Order. Cllr. Laughton said there would be no cost to Farnsfield Parish Council.

Cllr. Dennis suggested including requests to residents to be considerate when parking and to highlight to residents the impact of parking on pavements in the March Newsletter.

Cllr. Murden requested that the inconsiderate parking working party meet to progress some of the initiatives considered at the first meeting.

**Action: Include consideration of double yellow lines on the Facilities & Planning agenda.**

#### **20.25. Items for consideration prior to resolution**

20.25.1 To receive the Strategy Project working party report and to consider the Strategic Plan for approval

Cllr. Westbury gave a verbal report on the strategy project. All councillors, excepting those who had joined Council in the last few months, have had an opportunity to feed into the strategic project and plan over a number of meetings. The consultation evening along with many other different sources of feedback were the inputs to the plan.

The nine elements on the strategic plan represent the recurring themes discussed in Council meetings. The two issues being progressed as a matter of urgency to inform Council decision-making are registering of assets with the land registry and drainage.

Cllr. Healy asked how councillors know which projects are the most important to the public and how would priorities be weighted. Cllr Westbury responded that completing the work on the Village Centre especially in respect of our compliance and health and safety obligations was a priority. Traffic management and parking are clearly a priority. Other considerations for the strategic plan were the restrictions on how the different funds can be allocated, for example towards children's parks. We are not going to pick one of the nine priorities over the others and Council intends to work on all nine priorities over the coming year.

20.25.2 To consider additional signage on Main Street to the Lock Up.

This had been discussed at a previous meeting. Delivery costs are still high at £60 plus VAT, but the distance is too far to travel to collect.

20.25.3 To consider options for the Best Kept Village signage.

The sign is temporary and installation in a grass verge adjacent to the highway such as the bottom of the Ridgeway needs to comply with highways safety standards. There are concerns that the sign would be damaged when it is removed.

20.25.4 To consider options for the grounds maintenance contracts for 2020/21.

The current contracts and schedules were circulated to councillors before the meeting.

Quotes requested from other contractors have not been forthcoming. The contracts are due to start in the next few weeks. The caretaker has asked that we ask the grounds maintenance contractors not to spray weed killer as it also kills the grass and leads to soil erosion.

20.25.5 To consider the new Volunteer policy with a view to adopting.

The policy had been circulated for review by councillors prior to the meeting.

Cllr. Purcicoe mentioned that the policy clarifies that the community litter pick is an NSDC rather than a parish council initiative.

The new volunteer policy does not prevent anyone volunteering at their own risk. However, to be included under our insurance policy volunteers need to be registered with Council and working at our direction with a named supervisor on one of our agreed roles.

20.25.6 To consider recommendations from the Financial Planning working party re CIL/S106 spend allocation

The recommendations had been circulated for review by councillors prior to the meeting.

20.25.7 To receive an update from Cllr. Dennis on the Old Orchard boundary with parish council land.

This matter had been referred to Cllr. Dennis by two residents. A draft letter had been circulated to councillors prior to the meeting.

20.25.8 Letter from the Scouts regarding the use of the Village Centre halls for the 2020 Xmas Fayre.

The available rooms are reserved by Farnsfield Parish Council for a community event on Sunday 29 November 2020. There will be no charge.

20.25.9 Council to consider a financial contribution to the Scarecrow Festival/VE event.

Cllr. Purcicoe has been involved with the groups who are organising the event and requested that council consider how we can offer financial support.

**20.26** 10 minutes for the public to make representations or answer questions regarding agenda items

a) A resident would like to include an item about a "Happy to Chat" table in the next newsletter. Cllr. Westbury replied that this could be included in the next newsletter due to be published in three weeks' time.

b) Questions regarding the strategic plan were asked:

Was there further detail? Will there be further consultation? Why is the Skate Park not a specific item? Cllr. Westbury replied that there would be a report after the next strategic meeting.

How we are going to decide what to spend the money on? Will the parish get to vote on the plans? Cllr. Purcicoe replied that councillors will decide by resolution.

Will funds be spent by the deadlines? Cllr. I. Clarke replied that next year's spend deadlines would be met.

Cllr. Purcicoe stressed that the priorities on the strategic plan are aspirational and council are voting on this tonight and not on the detail.

h) A resident made the point that the nine priorities are representative of the whole community and thanked councillors for this.

- i) Councillors were thanked by a resident for all of the work they are doing on behalf of the village.

## **20.27 Items for resolution**

20.27.1 To approve 2020/21 budget as recommended by the Finance and Risk Committee

Cllr. Purcicoe proposed an amendment to the presented budget to combine the tree maintenance and grass and footpaths budgets into a ground's maintenance budget.

The amendment to the proposal was approved by resolution. The amended proposal was approved by resolution.

20.27.2 Councillors approved by resolution the 2020 Strategic Plan (Appendix 3).

20.27.3 Councillors approved by resolution the purchase of the signage for the Lock Up at a cost of £301 exclusive of VAT.

20.27.4 To decide on the Best Kept Village signage.

**Action: Cllr. Healy to investigate permanent signage, from the Best Kept Village prize money, to commemorate Farnsfield winning Best Kept Village in Nottinghamshire 2019 as an alternative to the temporary signage offered by the Best Kept Village organisers.**

20.27.5 Councillors approved by resolution to continue with the existing grounds maintenance suppliers (Ulyetts and Tom's Garden Services) for 2020/21.

20.27.6 Councillors approved by resolution to adopt the reviewed Health and Safety policy recommended by the Finance & Risk Committee.

20.27.7 Councillors approved by resolution to adopt the new Volunteer policy.

20.27.8 Councillors approved by resolution to support a Speedwatch initiative with the use of trained volunteers. PCSO Keith Crowhurst has trained three volunteers who have the necessary equipment. Additional volunteers are needed, email to Cllr. Westbury.

20.27.9 Councillors approved by resolution to adopt the Grants policy.

20.27.10 Councillors approved by resolution to appoint Cllr. Puddephatt to the Finance & Risk and the Facilities & Planning committees.

20.27.11 Councillors approved by resolution to approve the changes to the allocations of spend in our accounts re CIL/S106 funds as recommended by the Financial Planning working party.

20.27.12 Councillors approved by resolution to send the response as presented regarding the Old Orchard boundary.

20.27.13 To decide on the arrangements for the 2020 Xmas Fayre. Councillors noted that the available rooms are already booked for a free community event on Sunday 29 November 2020.

20.27.14 Councillors agreed by resolution that a spend of up to £250 be allowed to support the Farnsfield combined Scarecrow/VE day event on Friday 8 May. This would be for spend appropriate to the parish council's role in the event, such as entertainment or publicity. The parish council would need to be invoiced directly.

Cllr. Purcicoe closed the meeting at 21:30pm.



## Appendix 1

**FPC Monthly Accounts review Template**

**Timetable**

Account Month: 

April	May	Jun - Q3	Jul	Aug	Sep - Q3	Oct	Nov	Dec - Q3	Jan	Feb	Mar - Q3
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Accepting FPC Mtg: 

April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
-------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

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 Review by FRM Chair 

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 Review by acceptable councillor

**Council reviewers:** SD, JS, LL, GM, MW

**Reports Required:**

R1 Detailed Receipts and Payments by Budget heading for review month  
R2 Cashbook 1 - Receipts received during review month  
R3 Cashbook 1 - Payments made during review month  
R4 Summary receipts and payments for year to end of review month (Bank Reconciliation Statement/Cashbooks 1 and 2)  
S1 Utility Trust Statement for review month  
S2 Nationwide Building Society Statement for end of review month  
A1 Bills For Payment log presented at previous month's FPC meeting

**Assumptions:**

A1 All operational payments and receipts processed through Utility Trust Bank payments from and credits to investment accounts can only be made via this account.

**Accounting Month under review**

January
---------

**Task 1:** Inspect R1 to check budget run rates are in line with expectations for the month

April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
8%	12%	20%	30%	42%	50%	58%	67%	75%	84%	92%	100%

**Notes:** Code 1233 - Library rent receipts are low at 28.2% with circa £28 outstanding  
Code 4300 Village centre water at 98.1% with apportionment yet to be made to Nottsrent Association  
Code 4321 - Village centre electricity at 97.9%

**Result:**

Yes
-----

**Task 2:** Review R2 receipts to check they are in order and correlate with S1

**Notes:** All in order

**Result:**

Yes
-----

R2 Receipts: 

£3,751.64
-----------

 S1 Receipts: 

£3,751.64
-----------

**Task 3:** Check R3 payments are in order, and correlate with S1

**Notes:** All in order

**Result:**

Yes
-----

R3 Payments: 

£6,931.56
-----------

 S1 Payments: 

£6,931.56
-----------

**Task 4:** Check availability of appropriate invoices for three payments selected at random

Payment	Date	Description
1	31/01/2020	Christmas Tree Light Fitting - £101.20
2	31/01/2020	VIA BM Skate Park Surveys - £2082.00
3	29/01/2020	Clerks retirement - £100.00 Chairman's fund

**Result:**

Yes
-----

  

Yes
-----

  

Yes
-----

**Task 5:** Check R3 payments are authorised where necessary

**Guidance:**  
Pre-authorised salary, service and utility payments do not require authorisation as long as within budget  
The FPC must authorise all non budgeted payments over £5,000  
Only delegated committees may authorise payments up to £5,000  
The Clerk & Chairman may jointly authorise payments below £500  
Contracts may not be disregarded to avoid controls imposed by the FPC Financial Regulations  
In the case of extreme risk to the delivery of services the Clerk can authorise payments up to £500 alone

**Notes:** All in order

**Result:**

Yes
-----

**Task 6:** Check deposits stated in R4 match with balances in S1 and S2

R4 (Unity Bank): 

£267,854.96
-------------

 S1 (Unity Trust): 

£267,854.96
-------------

**Result:**

Yes
-----

R4 (Nationwide): 

£126,284.02
-------------

 S1 (Nationwide): 

£126,284.02
-------------

**Result:**

Yes
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**Task 7:** Check movements into and out of allocated funds are appropriate

**Notes:** No movements in month

**Result:**

Yes
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Accounts signed off: 

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 Date: 

16/02/2020
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## Appendix 2

### FPC Register of identified risks as at 31 January 2020

Key Low (1) Medium (2) High (3)

	The impact to FPC is that	The impact on FPC could be	likelihood 1-3	impact 1-3	likelihood x impact	what actions have been taken
1	the opportunity to reclaim VAT on the costs incurred against business activities will be missed	increase in costs	3	2	6	Advice has been sought from a VAT expert, councillors have attended VAT training and recommendations are being finalised
2	one of our banks could have financial difficulties	loss of funds due to holding more than the FSCS limit of £85,000 in each bank	1	3	3	Sourcing of additional bank accounts in progress
3	a number of land or building assets are not registered with the land registry	that ownership could not be proved impacting, for example, our ability to secure	1	3	3	Cllr. Westbury to liaise with solicitors to progress the registering of our assets
4	the office laptop is not available	essential tasks might not be completed and services might not be delivered	1	2	2	A web based accounting package will be considered and payroll might be outsourced to remove the dependence on BasicPAYE
5	we are not properly insured	that losses would not be recovered in the event of an incident or that we are paying too much for insurance	2	1	2	A review of the insurance has been completed and an action plan being executed
6	staff pay and pensions are not processed in line with our obligations	non compliance with legal obligations, inaccurate finances, fines	3	2	6	Review of payroll and pensions completed, outsourcing is being considered
7	CIL/S106 funds will not be spent on time	loss of funds, payment of interest charges and loss of reputation	1	3	3	A strategic planning working party is prioritising projects and supporting their delivery



## Appendix 3

# Farnsfield Parish Council - Strategic Plan 2020

## Our Vision: "A Farnsfield everyone is proud of "

Creating a community and village environment in which residents, visitors, and businesses have a real pride, treat everyone and everything within it with respect, and look upon as a great place to be.

The Parish Council's third Strategic Plan is a call to action showing what the priorities are for the coming year. These are set out below and further detail can be found on the Parish Council website.

### Our Mission:



### This is your Councils Commitment to you



**Derek Jackie Ian Barry Gabby Lesley Stuart Chris Helen**  
**Lynda Karen**



## Minutes of a meeting of Farnsfield Parish Council held at 7pm on Tuesday 24 March 2020.

**This was a virtual meeting using the internet and not held in public due to the coronavirus emergency**

Present: Cllrs. Purcicoe, Johnson (acting clerk), I. Clarke, K. Clarke, Dennis, Healy, Puddephatt, Westbury.

Cllrs. Selby was unable to join the meeting due to technical problems. Cllr. Healy left the meeting at 7:40. Cllr. Strawson joined the meeting at 7:45

20.28 To receive any apologies for absence - Cllr. Murden

20.29 To receive any declarations of interest - none

20.30 To receive reports from the district and county councillors - none

20.31 The minutes of

20.31.1 25 February 2020 - Full council

20.31.2 10 March 2020 - Facilities and Planning committee

20.31.3 10 March 2020 - Finance and Risk Management committee

were accepted by resolution of those councillors present at the meetings.

20.32 Finance & Risk

20.32.1 Councillors approved by resolution to accept the March bills for payment

PCM18.70	Mablebeck Tree	Millennium Woods	£6,600.00	£1,320.00	£7,920.00	4730
DP/JJ	Handicentre	2 * Antislip tape	£9.98	£2.00	£11.98	4360
DP/JJ	Notts Fire Safety Ltd	Fire extinguisher chk	£105.70	£21.14	£126.84	4380
DP/JJ	GMS	Cleaning supplies	£37.00	£7.40	£44.40	4370
DP/JJ	GMS	Cleaning supplies	£100.45	£20.09	£120.54	4370
PCM19.39	Ulyett	Grounds maint	£1,328.00	£265.00	£1,593.60	4660
DP/JJ	Rainworth Fencing	Wooden post	£17.64	£3.52	£21.16	4630
DP/JJ	Viking	Deb hand wash * 6	£59.99	£12.00	£71.99	4370
DP/JJ	Viking	Bin bags	£11.74	£2.35	£14.09	4370
PCM19.39	Mr. Gs	VC window cleaning	£15.00		£15.00	4340
DP/JJ	Cllr. Healy	Expenses - mileage	£14.40		£14.40	4650
BW/JJ	Best4Pests	Mole control	£165.00		£165.00	4660
PCM19.39	Eon	Unmetered St Lights	£35.32	£1.77	£37.09	4522
PCM19.39	Tom's Garden	Grass & path maint	£368.00		£368.00	4530
PCM19.39	BT	Phone	£15.00	£3.00	£18.00	4120
PCM19.39	Eon	VC Gas	£363.22	£72.64	£435.86	4320
PCM19.39	Eon	VC Electricity	£251.23	£50.25	£301.48	4321
PCM19.39	Eon	Pavilion Electricity	£19.87	£0.99	£20.86	4670
PCM19.39	Eon	Wilson's Fld. Elec	£38.67	£1.93	£40.60	4522

20.32.2 The financial summary as at 29 February 2020 was noted.

A new Mansfield Building Society account was opened in February with £85,000 transferred from Unity Trust Bank.

Unity Trust opening balance	£267,854.96	
Monthly receipts		£3,748.23
Monthly payments net of VAT		-£86,086.98
VAT		-£111.53
Unity Trust closing balance		£185,404.68
Nationwide opening balance	£126,284.02	
Nationwide closing balance		£126,284.02
Mansfield BS opening balance	£0.00	
Mansfield BS closing balance		£85,000.00
<b>Total Funds</b>		<b>£396,688.70</b>
<b>Made up of</b>		
Best Kept Village Reserve		£2,318.48
S106 Reserve		£71,844.15
CIL received April 2016		£39,907.43
CIL received April 2017		£21,824.94
CIL received April 2018		£27,408.17
CIL received April 2019		£99,165.87
SANGS Reserve		£8,193.12
General Reserve		£82,000.00
Current fund		£44,026.54
<b>Total of EMR and current fund</b>		<b>£396,688.70</b>

20.33.3 Clerk's report - nothing additional to report

20.34 Relevant correspondence is being emailed to councillors as it arrives and if appropriate published. Only correspondence that needs discussion is noted here.

20.35a Councillors approved by resolution not to charge for bookings cancelled due to coronavirus.

20.35b Councillors approved by resolution to cancel the Finance & Planning and the Finance & Risk committee meetings until further notice.

20.36 Councillors approved by resolution to postpone the Annual Parish Meeting.

20.37 Further items for resolution

20.37.1 Councillors approved by resolution to give delegated authority to the Cllr. Johnson as Acting Clerk as follows

a) to make staffing decisions following consultation with members of the staffing committee





- b) to submit for payment wages and any bills for spend where the work or supply has already been approved by council (bank signatories to check that proper practice and financial regulations have been adhered to).
- c) to make decisions in relation to the operation and management of the village centre following consultation with the chairman and the Facilities and Planning committee chairman
- d) to make decisions in relation to the operation of the village facilities and services following consultation with the chairman and the Facilities and Planning committee chairman
- e) to renew the insurance when due and any other spends usually approved at the annual meeting.

Where explicit delegation has not been given and decisions cannot reasonably be deferred, Cllr. Johnson as acting clerk to make such decisions following consultation with councillors and such decisions to be ratified as soon as possible at a council meeting.

20.38 Update on the Coronavirus emergency and decisions on any necessary actions.

- Updates are being posted on our website and on our Facebook page
- Cllr. Westbury, Cllr. Dennis and Cllr. I. Clarke are drafting a proposal on how the parish council can support the vulnerable and the groups trying to support them.

20.39 Planning Application

20.39.1 Councillors approved by resolution not to comment on planning application 20/00412/FUL Householder application for single storey front and rear extensions. 32 Alexander Road Farnsfield Nottinghamshire NG22 8LJ.

Cllr. K. Clarke abstained.

The meeting closed at 8:20pm.