



ELSTON

PARISH COUNCIL

Est: 1894



ANNUAL MEETING OF THE COUNCIL

THURSDAY, 6 MAY 2021

Held at 7.00pm remotely by Video link

MINUTES

Present: Cllrs Pinchera, Clark, Murray, Biddlecombe, Wright and Key

In Attendance: Cllr Ivor Walker (NSDC), Lynda Ogilvie (Acting Clerk) and 5 members of the public

1. Election of Chairman

Cllr Wright proposed Cllr Murray as Chairman, seconded by Cllr Biddlecombe.

Cllr Clark proposed Cllr Pinchera as Chairman, but this proposal was not seconded.

Cllr Wright's proposal was then voted on. Five votes were cast in favour of Cllr Murray, one vote against. Cllr Murray was therefore duly elected Chair.

It was agreed that the Declaration of Acceptance of office would be emailed to Cllr Murray for signature.

Cllr Murray took office and thanked the outgoing Chairman for his years of service, and the commitment he had shown to the community and the parish council. She hoped he would continue his support to the village.

2. Election of Vice Chairman

Cllr Biddlecombe nominated Cllr Clark as Vice Chairman, seconded Cllr Pinchera, all in favour. Cllr Clark was duly elected Vice Chairman, and will sign the Declaration of Acceptance of Office

3. Appointment of HR Chair

After discussion it was resolved that Cllrs Wright and Biddlecombe will share this role.

4. Appoint of Representatives on other bodies (Village Hall)

Elston Parish Council nominates four people to sit on the village hall committee, and currently these are Stuart Blair, Ann Sankey, Chrissy McFadyen and Peter Clark. All have indicated their agreement to continue in this role. It was therefore resolved to confirm these appointments for the coming year.

5. Apologies for Absence

Cllr Dyer submitted his apologies due to work commitments. Cllr Saddington was unable to attend as it was election day.

6. Declarations of Interest

Cllr Wright declared an interest in the sports field project because of her family connection to the possible cladding supplier.

Cllr Clark declared an interest in the sports field project because it is possible that he may be involved in a tender for the project.

7. Minutes of the meeting on 25 March 2021

Cllr Wright proposed the minutes be approved as a correct record, seconded by Cllr Biddlecombe, all in favour. The Minutes will be signed by Chairman.

8. Public Questions

A resident asked the following questions:

- Is there any news on the outcome of the faculty application in relation to changes to the war memorials? Acting Clerk replied that no response has been received to date.
- What is the position regarding a request to establish a footpath along Lodge Lane to the A46. Cllr Walker commented that Cllr Saddington has tried to get some action on this but it would be prohibitively costly. It was noted that the Parish Council has approved regular cutting of the grass to make the verge easier for pedestrians.
- What is the situation with the gateway sign which was damaged? Acting Clerk said that the matter is with the Council's insurers, and that Cllrs Pinchera and Key had met with Shaun Brown of Via to agree a new site for the sign to avoid the same problem in the future. Cllr Key also commented that Via will need to cut back a stretch of hawthorn to enable the sign to be reinstalled in the new position.

9. Reports from District/County Councillors

Cllr Walker said that the Parish Council would receive information from the planning department which sets out new rules and regulations regarding commenting on planning applications

He also commented that this evening was the 32nd time he had appeared at an Elston Parish Council Annual Meeting as District Councillor, and it was also the 52nd time he had attended a meeting of Elston Parish Council. Members extended their congratulations and thanks to Cllr Walker for his dedication to the community.

10. Chairman/Clerk Report

Acting Clerk reported on an email exchange which had taken place after submitting her report. A resident had emailed to say that her dog had become sick and she enquired about the application of weedkiller to the sports field. It transpired that weedkiller had been used by a member of the football club some weeks prior. This was a product which is harmless to children and animals when dry and it had been applied at night. However, no sign was erected and the former Chairman has asked that signs be erected in future when weedkiller is used. The resident did not think that this was the cause of her dog's illness, and the dog has now recovered.

There were no further comments on the Clerk's' Report.

11. Finance

a) Approval of Payment Sheet 1

This was approved and will be signed by Chairman and another member and forwarded to Mike Elliott to effect payments.

An invoice had been submitted separately by Cllr Pinchera for Zoom in May. This is for £52.79. This invoice was approved for payment unanimously.

Cllr Pinchera stated that he no longer wished to be one of the two councillors

nominated to authorise payments under the Council's delegate authority policy. As this was not on the Agenda, councillors approved unanimously that Cllr Wright should take over this role on a temporary basis until the matter could be placed on the next Agenda. Cllr Clark suggested that it might be better for the Chair and any other councillor to have this authority, and this will be considered.

b) Approval of Annual Accounts

These are not yet available, and will need to be approved at a later meeting.

c) Approval of purchase of audio equipment to record PC meetings in future

Purchase of this equipment was approved up to a budget of £200.

d) To note expenditure authorised under delegated authority

i) £100 for Easter Camp Out

ii) £600 (£500+VAT) for work on the spinney

These payments were duly noted.

11. To Adopt Complaints Procedure

The Complaints Procedure, amended as per instructions at the meeting on 25 March 2021 and circulated, was proposed for adoption by Cllr Murray, seconded Cllr Clark, and all in favour. The Complaints Procedure was duly adopted.

13. Planning Applications

a) 21/00842 Treboren, Toad Lane

Single storey rear extension

No objections

b) 21/00883/LBC 2 Elston Hall

Replacement windows and other works

No objections

c) 21/00953/HOUSE 19 Pinfold Lane

Alteration and extension to existing dwelling

No objections

14. Sports field

a) Terms and Conditions document – appointment of Solicitor

This item was moved to the end of the meeting so that Councillors who had declared an interest could leave the meeting without missing other items.

15.. Annual Parish Meeting

To agree date, and arrangements for the Annual Parish Meeting

Acting Clerk explained that it was required in law that an Annual Parish Meeting is held between 1 March and 1 June each year. Although this is not a parish council meeting it is nevertheless the responsibility of the parish council to facilitate the meeting

After discussion, it was agreed that because of the difficulties caused by the pandemic this meeting would be held in the Autumn, and a date will be agreed at the July meeting.

16. Recruitment update

Currently there have been two expressions of interest in the post, but the closing date is 14 May. Chairman explained that dates had been changed in order to put the advertisement in Octave.

Cllrs Wright and Biddlecombe will be the interview panel, and Acting Clerk will forward interview information to them.

17. Dates for next Meetings

17 May 2021

8.10 Cllrs Wright and Clark left the meeting.

14. Sports field

a) Terms and Conditions document – appointment of Solicitor

This item had been deferred as recorded above.

Acting Clerk reminded Council that the purchase of template Terms and Conditions had been approved at the March meeting, and these had been obtained. This is an industry standard document, but is lengthy and very detailed. The advice of Welland Procurement is that the Council obtain legal advice on the document to ensure that it correctly represents the needs of the Council in this project. Cllr Pinchera has looked through it, and completed sections, but he felt that it would be appropriate to obtain legal advice.

Acting Clerk has been in touch with solicitors in Manchester who undertake such work. Their cost for doing this would be £1000+VAT and they indicated that they would be able to meet the deadline of 17 May.

Cllr Pinchera went through the documents which Council would need to consider at its dedicated meeting on 17 May as follows:

1. Tendering process – Welland Procurement will complete this
2. Specification document – already prepared and circulated to councillors
3. Terms and conditions. This is an 'off the shelf' document, but is lengthy and detailed and the advice is that it is checked by a solicitor for the Council
4. Response document – this will be completed by those wishing to tender for the project
5. Pricing document – this has been completed and will cover every element of the project

In addition, Council will need to approve/obtain the following:

- An application for borrowing approval, supported by a Report to Council.
- Grant application(s) to other bodies, primarily the Football Foundation, but possibly others
- Landlord's consent which will be required from Nottinghamshire County Council as owners of the land which the parish council leases.
- Hire agreement between the Parish Council and Elston United Football Club.

There will also be running costs of the facility to consider, and agree how these will be covered.

Currently the estimated cost of the whole project is £130,000. Thus this sum will need to be obtained by loans and grants.

Council approved the appointment of solicitors to advise Council on the Terms and Conditions document. Councillors considered whether to appoint solicitors straightaway or wait until planning permission had been received. It was agreed that Acting Clerk would contact the solicitors and inform them that we anticipated instructing them to advise the Council on the Terms and Conditions, but that we would wait for planning permission because of the possibility of either conditions being applied which might affect the project, or that planning permission is not granted.

Chairman thanked everyone for their attendance and closed the meeting at 20.44 pm

Acting Clerk

Approved as a correct record

CLLr E Murray

Chair

10 June 2021