



ELSTON

PARISH COUNCIL

Est: 1894



MINUTES OF THE MEETING OF THE COUNCIL

Thursday 10 June 2021

at 7.00pm in Elston Village Hall

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

In attendance: Lynda Ogilvie, Acting Clerk, and one member of the public (part)

1. Apologies for Absence

Cllr Andy Biddlecombe tendered his apologies, which were accepted.

2. Declarations of Interest

Cllr Wright withdrew her earlier declaration of interest in the sports field project, because the installation of cladding will not now be handled by a family member.

Cllr Clark also withdrew his earlier declaration of interest in the sports field project, as he would no longer be involved in providing a tender for the project.

There were no further declarations of interest.

3. Minutes of the meeting on 6 May 2021

Minutes of the meeting held on 6 May 2021 were accepted as a correct record and signed, Proposed Cllr Murray, seconded Cllr Wright, four votes in favour. Cllr Clark did not vote as he had not been present for the full meeting.

4. To Note Resignation of Cllr Dyer, and Declare Casual Vacancy

Members noted the resignation of Cllr Dyer due to work commitments. A casual vacancy notice had been posted on the website, and on the notice board. Acting Clerk advised on the process, and said that if no election is called for by electors in the parish, the parish council would be free to co-opt and there is no set method of co-option. This will be considered further at the next meeting.

5. Delegated Authority revision

A revised delegation of authority had been circulated. Cllr Pinchera proposed an amendment to this revision so that any two councillors could approve actions permitted, rather than the Chair and one other councillor. Cllr Clark seconded this proposal. Members voted on the amendment: 2 votes in favour, 3 against, therefore the proposed amendment failed. Cllr Murray then proposed adoption of the revised delegation of authority, as circulated. Cllr Wright seconded this proposal, 4 votes in favour, 1 against. Motion carried.

6. Approval of Accounts, and Annual Return, and associated papers

Members considered the Annual Accounts, and the Annual Return. These were approved, and Cllr Murray and Clerk were authorised to sign relevant documents.

7. Approval of invoices for Payment.

Payment Sheet 2 had been circulated. An issue was raised with one payment, and it was resolved that Cllrs Murray and Key would meet the contractor on site to consider options for completing the approved work.

With this exception, all other payments were approved

8. Public Questions

There were no members of the public present at this time, so there were no questions from the public

9. To Approve revision of Delegated Authority

This Agenda item was inadvertently included twice, so no further comment was made.

10. To consider who will sign legal documents on behalf of Council until Clerk and Proper Officer is appointed

This matter was raised for confirmation because of the position of Acting Clerk, who is not an employee of the Council, and therefore does not have the same status as an employed Clerk and Proper Officer would have. It was proposed to approve Acting Clerk, Lynda Ogilvie, and the Chair, to sign legal documents as required. Proposed Cllr Clark, seconded Cllr Wright, 4 in favour, 1 against. Motion carried.

11. Report on Willow Tree in sports field

The contractor who had carried out work on the willow tree had reported that he felt it needed further work because of its poor condition. It was agreed that Cllrs Murray and Key would meet the contractor on site and discuss his concerns, and proposals. It was noted that if it was decided that the willow needed further extensive work, this should be reported to Nottinghamshire County Council, as landowners, under the terms of the lease agreement

12. Sports Field

a. Newark and Sherwood Planning Department Decision notice

This has been delayed because of issues raised by Sport England, which is a consultee in the project. Its concern is to ensure that no play area is lost by the proposal. This concern is being addressed. There is also a query about the car parking, and this may require a separate planning application.

Cllr Pinchera proposed, seconded Cllr Clark, that two councillors should seek a meeting with the planning officer so that the hold-ups in approving the planning application could be discussed in detail. All in favour. It was agreed that Cllrs Pinchera and Clark would be the two councillors to meet the planning officer together with Acting Clerk if appropriate.

b. Approval to move to Tender stage

This will be delayed until planning permission has been granted.

c. Approval of Tender Documents

i. Document 1 - Tender Open Procedure

Delay discussion to after planning permission received

ii. Document 2 - Contract Specification

Delay discussion to after planning permission received

iii. Document 3 - Summary of Terms and Conditions

Members were reminded that Council had agreed to obtain legal advice on this document once planning permission was granted. It was agreed that this document would be circulated to members for their perusal

iv. Document 4 - Contractor's response

Delay discussion to after planning permission received

V. Document 5 - Pricing detail

Delay discussion to after planning permission received

vi. To consider installing vehicle charging points on the car park

Cllr Pinchera considered that Council should install the initial ducting/cabling to allow electric charging points to be established at a later date. This could provide an additional income stream for the Council. It was agreed that Cllrs Pinchera and Clark will discuss this with planning officer.

d. Appoint Tender Evaluation Members

Cllr Murray proposed, seconded by Cllr Pinchera that the following persons should be appointed to the evaluation panel: Cllr Michael Key, Cllr Peter Clark, Jim Sweeting, Wayne Eason and James McFayden. It will be important that they are available at the appropriate time and this will be agreed with Welland Procurement.

e. Pitch Maintenance Agreement with Football Club

Elston Football club has requested that this be signed by the Council, so that the football club can complete their application to the football foundation for funding for pitch maintenance. Cllr Pinchera felt that this should be discussed in conjunction with the hire agreement which will be agreed between the Parish Council and Elston United Football Club, and that it should include a clause which clearly states that there will be no inferred financial implications to the Parish Council. Cllr Clark proposed that the agreement be accepted and signed as it is, seconded by Cllr Wright, three votes in favour, two against, motion carried.

13. To Approve Report to Council and Loan Application

The Report to Council to support the loan application has been circulated, but is not yet completed and will require additional information regarding costs.

It was noted that running costs to the parish council are likely to be around £10,000 per annum for ten years, less the contribution from the football club, and any other income which can be raised.

Cllr Murray undertook to develop a flow chart to clarify the options which will need to be considered before a final decision is made.

14. To Approve Request to landlord for permission to construct proposed facilities, and to adopt the name Darwin Park for the Sports Field.

This cannot be submitted until planning permission is granted. However, it was noted that there would be an additional cost to this: £600 for the license to be drawn up, and £300 for a survey.

15. To note other matters which will need approval at later meeting, date to be agreed:

a. Review Grant application progress

Cllr Murray will liaise with Jim Sweeting re grant applications

b. Review Draft Hire Agreement with Elston United FC

Elston United Football Club presented a draft hire agreement. It was agreed that this would be put on hold to give members the opportunity to examine the document in detail.

16. To consider resolving that under Section 100 A (4) of the Local Government Act 1972 the public and press be excluded from the meeting for the following item of business on the grounds that it may disclose exempt information.

Council so resolved.

17. Recruitment

Following interview, Cllr Wright recommended the appointment of an applicant who met the required criteria, and was an Elston resident. Acting Clerk will deal with necessary paperwork.

Council also approved retaining Lynda Ogilvie until December, to assist the new Clerk to settle in and understand the role, and also to support the work needed to completed the sports field project.

18. Date for next Meeting: 1 July 2021

Chair thanked everyone for their attendance, and closed the meeting at 10.16 pm.

Signed as a correct record:

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Cllr E Murray
Chair

1 July 2021