

HOPTON AND COTON PARISH COUNCIL

MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD ON WEDNESDAY 11th AUGUST AT 7.30 P.M. (FACE TO FACE) IN HOPTON AND COTON VILLAGE HALL

Present: Cllr. Gilbert (Chair), Cllr. Spennewyn (Vice Chair), Cllr. Miss. Brown-Bullivant, Cllr. Brindley and Cllr. Lamond.

Also in attendance. Mrs. K. St. Leger (Barlaston Parish Council), Mrs. L. Coates (Barlaston), J. Blount (Clerk) and 4 members of the public.

Public participation. Questions were asked about the hall cleaning. The Clerk said that he would talk to the Knit and Natter Group.

21/197 Apologies.

Resolved that apologies be accepted from Cllr. Rogers.

21/198 Declarations of interest. No declarations were made.

21/199 Requests for dispensations under the Localism Act 2011. There were none.

21/200 Minutes of the ordinary meeting of the Council of 21st July 2021.

Resolved that the Minutes of the ordinary meeting of the Council of 21st July 2021 be accepted as a true record.

21/201 Update by Borough Councillor. Cllr. Mrs. Beatty sent her apologies.

21/202 Update by County Councillor. Cllr. Francis sent his apologies.

21/203 Bovis Homes estate. Cllr. Spennewyn updated the Council on work on Bayswater Square and the balancing pond. An informal group of residents were dealing with the replacement of the service company and speed signage.

21/204 Moved to later in agenda.

21/205 Presentation on the use of social media to communicate with Parish Residents.

Mrs. St. Leger said that the Barlaston web site was quite dry because of the need to ensure legal compliance. The Facebook site was the chief means of communicating with residents and this had 700 followers. It worked well with community groups and residents used it to communicate with the Council rather than via email. Mrs. Coates arranged for the posting of material.

Resolved to thank Mrs. St. Leger for her excellent presentation.
Resolved that the Clerk explore this issue further and come back to the Council with recommendations to improve the Council's communication following Barlaston's model.

21/206 Matters arising from recent meetings which are not otherwise on the agenda.

21/178 Trent Valley Collaboration Group Meeting.

Resolved to add an agenda item to encourage inter-parish collaboration on climate change. Cllr. Lamond to be added to attendees.

21/185 Report by County Council's HS2 project manager.

Resolved to note the report. Item discharged.

21/177 New Terms of Reference for the Neighbourhood Plan Working Group.

Resolved to adopt the draft with the exception of the final paragraph relating to Standing Orders.

21/189 Arrangements for community engagement events.

Awaiting clarifications on the work programme at Bayswater Square.

21/183 Highways issue 4243400 (inspection of pipework between two gullies).

Awaiting response from Cllr. Francis.

21/180 Replacement Clerk/RFO.

The Clerk reported that he had received 93 applications. So far this had taken up 15 hours of his allocated 10 hours overtime. Weeding out unacceptable candidates, arranging interviews and servicing meetings was likely to take another 10 hours.

Resolved to agree to a further 10 hours overtime for locum clerk.

21/207 Membership and Terms of Reference for the Employment Committee.

Resolved to confirm the appointment of Cllr. Rogers as Chair of the Employment Committee together with Cllrs. Brindley, Lamond and Spennwynne.

Resolved to adopt the draft Terms of Reference.

Resolved to call an Employment Committee meeting for 2.30pm on 17th August in Hopton Village Hall to short list candidates for Clerk's post.

21/208 Draft Communications Policy.

Resolved to consider the draft Communications Policy in with changes to the web site and other communication with residents.

21/209 Deeds of the village hall grounds and the village green.

Resolved that the safe custody of the deeds of the village hall and village green be confirmed. Item discharged.

21/210 Changes to the Council's web site.

Resolved to consider this in with other communication with residents.

21/204 Recommendations from the Neighbourhood Plan Working Group.

Resolved that the Clerk put together a list of questions for the door-to-door survey following consultation with Members.

Resolved that the Clerk use the list, and estimates of time to answer questions, to seek quotations for a door-to-door survey from suitable organisations

Resolved to add '*To mitigate and adapt to climate change*' to the Neighbourhood Plan objectives.

Resolved to exclude flooding issues and policy from the Neighbourhood Plan.

Resolved that the case for new infrastructure be made in the Neighbourhood Plan but to adapt this to emerging policy.

Resolved that no changes be made to the Communication, Consultation and Engagement Strategy.

21/211 Tree inspection at village hall.

Resolved that the Clerk advise BT of the roadside tree growth and commission a survey of all trees in the playing field. Neighbour to be advised when this survey is due to be carried out

21/212 Final OpenReach offer.

Resolved that Clerk discuss financial implications with Mr. Ramster and report.

21/213 Boundary Commission changes.

Resolved to note these changes. Item discharged.

21/214 Use the land set aside as a crematorium extension as a play area.

Resolved that the Clerk explore the issue with Cllr. Mrs. Beatty.

21/215 Commemorating those residents who have died from Covid 19.

Resolved that the Council support the Borough Council's plans for commemoration. Item discharged.

21/216 Starting Ordinary Meetings of the Council at 7pm.

Resolved to change the start time of ordinary meetings of the Council to 7pm. Item discharged.

21/217 Proposals for PCSO attendance at Parish Council meetings.

Resolved that:

1. Attendance at every third ordinary meeting unless otherwise requested or the PCSO attendee would prefer to physically attend .

2. Ideally the PCSO report would be in the main body of the meeting so as not to lessen any time available for public involvement.
 3. If non attended , then the PCSO team will provide an email update to be read out in the agreed section .
 4. Ideally given the pressure on PCSO's time , the section will as near to the start of the meeting as possible allowing the individual to leave once that section is completed .
 5. The PCSO section to be limited to 10 minutes.
- Item discharged.

21/218 Planning applications and appeals: There were no applications to consider.

21/219 Changes to banking arrangements.

Resolved that the Clerk open both a current and savings account with the Unity Trust Bank. All Members to be authorising signatories on both accounts. Deposit into current account to be £1,500 and deposit into savings account to the entire Business Reserve.

Resolved that the authorised signatories in the current NatWest mandate be changed by adding Cllrs. Lamond and Spennewyn and the current mandate continue as amended.

21/220 Payments.

Resolved to authorise the following payments:

| Items | Net | VAT | Gross |
|---|------------|------------|--------------|
| Salaries and expenses | 1203.09 | 0 | 1203.09 |
| Cllr. Gilbert, refund Tixall hall hire | 34.00 | 0 | 34.00 |
| SLCC. Job advertisement | 184.00 | 36.80 | 220.80 |
| Trent Grounds Maintenance, June mowing. | 408.00 | 81.60 | 489.60 |
| Trent Grounds Maintenance, July mowing. | 408.00 | 81.60 | 489.60 |

21/221 Bank reconcilliation statement.

This showed a discrepancy of £155.14. The external auditor had issued a clear completion of audit notice. Interim internal audit due in October.

Resolved that RFO investigate the discrepancy with the ex-assistant clerk.

21/222 Correspondence.

Resolved to note correspondence.

21/223 Resolved to exclude the press and public during consideration of item 21/224 and 21/225 under the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

21/224 Further actions regarding the petition.

Resolved to release the petition to the Chairman.

Resolved to suspend SO 3 (w) to allow the meeting to continue beyond 2½hrs in order to allow the outstanding business to be addressed.

21/225 Historic employment issues.

Resolved to take up the ACAS conciliation option.

21/226 Next meetings.

Resolved that the next meeting of the Parish Council be an extra-ordinary meeting on Thursday 26th Aug to select a new clerk. The meeting to be held in Hopton Village Hall starting at 6.30pm.

Resolved that the next ordinary meeting of the Parish Council be on Wednesday 8th September at 7pm in Hopton Village Hall.

Meeting closed at 10.20pm.