

Minutes of the meeting of the Kings Clipstone Village Council held on Monday 22nd April 2013 in the Community Room, Sherwood Forest Holiday Park, Gorsethorpe Lane, Kings Clipstone, Nottinghamshire. The meeting commenced at 7.40pm (following the Annual Parish Meeting held earlier.

Present Cllr M Bradley (Chair of the Council)
Cllr J Govan
Cllr J Harbottle
Cllr S Parkhouse
Cllr M Rowe
Cllr J Smyth
Mr M Plumb (Clerk to the Council)

Also present County Cllr John Peck
One member of the public

Before the commencement of the meeting Cllr Parkhouse proposed that he be given permission to record the meeting. Cllr J. Harbottle proposed an amendment that the Clerk (only) records meeting, but that the recordings are made available to Councillors upon request. After discussion the amendment was put to the meeting and was **CARRIED** by 3 votes to 2.

182/13 Apologies for Absence

Cllr D Maguire and Cllr M Rowe. Business Commitments.
District Cllr S. Soar. Attending another meeting.

183/13 Declarations of Interest

None

184/13 Minutes

Cllr S. Parkhouse recorded his concern at the apparent growing incidences of items of business being dealt with under “exempt” items (following the exclusion of the public and press). After hearing his comments, the meeting **NOTED** his concerns.

Subject to the following amendments, the minutes of the meeting held on the 11th March 2013, were **ADOPTED** as a true and accurate record and were signed by the Chair.

- Minute No 165/13, Page 1 final bullet point. Delete “confining” replace with “confirming”.
- Minute No 168/13, second bullet point. Delete “s” from “Lane”
- Minute No 170/13, First bullet point, second line. Delete “Peas” replace with “Pens”.
- Minute No 171/13, second line. Delete “one” and change “response” to “responses”.
- Minute No 179/13, Add after the word “requested” in the fifth line, add “and this was accepted by the meeting”.

In respect of “action taken”, the Clerk referred to Minute 180/13. At this point Cllr Parkhouse questioned whether this item should be dealt with under “confidential items of business”. The Clerk reported upon the high cost of the Valuation service concerned in this matter and after discussion, the meeting **AGREED** to delay implementing the decision (to arrange a valuation survey) for the time being.

185/13 Questions/Statements from Members of the Public

It was **AGREED** to suspend standing orders whilst this item of business was dealt with.

The report received from a resident earlier during the Annual Parish Meeting concerning a speeding dustbin lorry on Archway Road, was again **NOTED**. Clerk to pass on report to appropriate body.

Standing orders were then re-instated for the remainder of the meeting.

186/13 District Councillors Report

The Clerk reported that Cllr Sheila Soar had sent information by e-mail for her report. This information was.

- The next SNG meeting had been arranged for 1st May 2013 at the Clipstone Village Hall.
- A new fund to help local/community organisations help to tackle crime and disorder had been set up by the Police and Crime Commissions Office. Details provided.
- A Public consultation meeting had been arrayed in (New) Clipstone to seek views upon a proposal to build a Skate Park at Highfield Road Play Area.

The meeting **NOTED** the information provided and recorded thanks to Cllr Soar for her report.

187/13 County Councillors Report

A full report from Cllr John Peck had been given to the Annual Parish Meeting held earlier. However, under this item of business the Clerk reported that the application for a grant towards the cost of the new bus shelter from the County Councils LIS Fund had been approved. Within this grant was a contribution towards a new notice board which the Village Council had agreed would be sited near to the new bus shelter. The Clerk had requested from the County Council, a cost estimate for a notice board similar to the existing one at the Dog and Duck Car Park. It was likely that a contribution would be needed from the Village Council to meet the difference in cost.

After discussion it was **AGREED** to express the Village Councils appreciation to Jan Pauley (Nottinghamshire County Council) for her continuing support towards Village signage, public seats, notice boards and the bus shelter. Given the Village Councils own limited funds, this support was most welcome.

188/13 Village Councillors Reports

- Cllr J. Smyth reported upon continuing incidents of a particular car being parked blocking the whole main entrance gate to the Village Recreation Ground. This was despite the sign on the gate stating “access required at all times”. The car owner was known. The meeting confirmed this action must be stopped for a number of reasons. It was **AGREED** that this case be reported to the next SIG meeting and the Police be asked if they could help in this matter.
- Cllr J. Harbottle reported that the old seat on Archway Road had been vandalised and that this had been reported to the Police. The seat now needs repairing or replacing. Matter referred to next Council meeting for further consideration.
- Cllr S. Parkhouse referred to a recent e-mail received by himself from Mr Keith Laver, alleging inconsistency in Councils policies in dealing with Planning Matters. Matter referred to next Council meeting for further consideration.

189/13 Planning Matters

The Clerk reported that no planning consultations or information upon planning decisions had been received. During the ensuing discussion, a query was raised as to whether a block building erected on Squires Lane was subject to planning regulations. Clerk to write to the District Council.

190/13 Consultations with Village Residents reference a Village Plan

The Clerk reported that further suggestions had been received from Councillors concerning the questionnaire to residents upon a Village Plan. He circulated a new draft for consideration.

After discussion the meeting **AGREED** the final draft of the questionnaire.

191/13 Clerk's Terms of Appointment

In response to a Councillors question, the Clerk confirmed that in order to meet current regulations it would be necessary for his relationship with the Village Council to change from “self-employed” to “Council employed”. In order to do this he had instructed an Accountant to settle any income tax due, arising from fees received from the Village Council, up to the 31st March 2013. Thereafter the Village Council would need to register itself with HMRC as an employer, and for payments to the Clerk to be made in the form of employees' wages, with monthly deductions of PAYE. During the ensuing discussion, Cllr J. Smyth offered to set up the new system on the Council behalf. This offer was gratefully accepted by the meeting (Cllr Smyth and Clerk to implement the new system from 1st April 2013).

The meeting **NOTED** the Clerks report upon arrangement to close down the “self-employed” status and the completion of all income tax liability up to 31st March 2013. After completion of this, the Clerk would become an Employee of the Village Council.

192/13 End of Year Accounts for Financial Year 2012/13

The Clerk reported that he had now completed the end of year accounts for the financial year 2012/13, and circulated a copy of the draft statutory statement of accounts. This showed a balance of £10,368.81 as at 31st March 2013. A copy of the draft statement, together with full explanations for variations from the previous financial year is attached to the minutes as a formal record. The Clerk further circulated to all Councillors a copy of the bank balance sheet confirming the 31/3/13 balance specified above. The Councils Cash book and budgetary analysis records were available for Councillors inspection.

After a full discussion it was **RESOLVED** to formally approve and adopt the attached statement of accounts, to authorise the Chair of the Council and Clerk to sign the accounts and to authorise their submission for internal audit. Subject to the completion of the internal audit, the accounts can then be submitted for final audit by the external Auditor.

193/13 Accounts for Payment

The following payments were approved

<u>Chq. No</u>	<u>Payee</u>	<u>Item</u>	<u>Net Cost</u>
0001	M. Plumb (Clerk)	Fees for March 2013	
(first Cheque		5 weeks * 4hrs *£10	£200.00
on new		Use of home office	£20.00
account for		Travel expenses	NIL
Lloyds TSB)		Underpayment from	£10.00
		December 2012	
		Total	<u>£230.00</u>

194/13 Date of the next Village Council Meeting

2013 Annual Council Meeting 20th May 2013.

There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 9.10pm.

Kings Clipstone Village Council

Audit of Accounts for year ending 31st March 2013.

Clerks report to Village Council meeting on 22nd April 2013

I have now completed the end of year accounts for 2012/13. The accounts records will be available for inspection by Councillors at the Council meeting. The statutory statement of accounts which I am recommending is submitted for audit, is as follows together with explanations for variations from the financial year 2011/12.

	<u>*31.3.12</u>	<u>31.3.13</u>
1. Balances brought forward	nil	£6,125. 86p
2. Annual precept	£8,500	£8,500. 00p
3. Total other receipts	£ 430	£1,240. 05p
4. Staff Costs	£1,280	£2,040. 00p
5. Loans/capital repayments	nil	nil
6. All other payments	£1,524	£3,457. 10p
7. Balances carried forward	£6,126	£10,368.81p
8. Total cash/investments	£6,126	£10,368.81p
9. Total fixed assets	£15001	£16,001.00p
10. Total borrowings	nil	nil
11. Trust funds	nil	nil

***Rounded figures**

- Item 1. Cumulative end of year balances
- Item 2. No change
- Item 3. Two grants were received for the Queens Jubilee Celebrations. They were
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|---------------------------------|----------|
| Nottinghamshire County Council | £500 |
| Newark and Sherwood District C. | £601.41p |
- Item 4. Staff costs for 2011/12 were for July to February, whereas costs for 2012/13 were for a full year.
- Item 5. No change.
- Item 6. Increased payments principally due to the following
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|---|------|
| Village Councils contribution to Queens Jubilee Event | £460 |
| Stationary costs | £200 |
| Travel costs (Clerk) | £300 |
| Community amenities | £250 |
| Reference books/SLCC Conference | £200 |
- Other (lessor) increases were associated with 2012/13 being a **full** year, whereas 2011/12 was for approx. 9 months.

Item 7. The increase in balances is in line with the Councils agreed policy of building up reserves for a future capital project.

Item 9 Allowance for increased (inflationary) costs for Recreation pavilion replacement.

Recreation pavilion.	£16,000 (Up £1,000)
Leased land (nominal value)	£1. (same)

- The bank statement for funds held as at 31st March 2013 confirms the book balance of £10,368. 81p
- Councillors are reminded that from the end of year balances £1,000 has been earmarked as the Councils contribution during 2013/14, towards the cost of the new bus shelter. This presumes that the application by the Village Council for funds from the County Council's (2013/14) LIS fund is successful.

Malcolm Plumb,
Clerk to Kings Clipstone Village Council