

Minutes of the Meeting of Eakring Parish Council

Held in the Cator Hall, Eakring

At 7.30pm on Wednesday 9th March 2022

Present

Councillor Cllr R Ford (in the Chair)

Councillors, R Brown, A White, G Reay, J Sweeney, S Foster and J Pennicott.

Also, Present: Sian Bacon (Clerk) and 1 Parishioner

18/22 **Apologies of Absence**

No apologies were given.

19/22 **Co-option of New Councillor**

It was **RESOLVED** to co-opt Mrs S Foster to the Council. They were issued with the code of conduct and signed the declaration forms. At this point Cllr Foster joined the councillors at the table

20/22 **Variation of Order of Business**

None

21/22 **Declarations of Interest**

Cllrs Ford and Sweeney declared an interest in agenda Item 20 the Playing Field and item 17 replacement of playing field repairs as committee members.

22/22 **Public Participation**

None

23/22 **Report from Police and/or County/District Councillors**

None

24/22 **Minutes**

It was **RESOLVED** after proposal by Cllr Reay, seconded by Cllr Brown, and agreed unanimously that the Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 9th March 2022 be accepted with a small amendment changing Kirklington Lane to Kirklington Road in the Public Participation section. They were then signed by the Chair as a true record. They will be placed on the website.

26/22 **To Determine if any items are to be moved into Confidential Session.**

It was **RESOLVED** to move agenda item 19 Clerk's Contract Alterations into confidential section.

27/22 **To Approve the Following Policies (Previously Circulated)**

1. **Fire Emergency Evacuation Policy**

It was **RESOLVED** to approve the Fire Evacuation Policy as presented.

2. **Fire Checklist handbook**

It was **RESOLVED** to approve the format of the checklist handbook as presented.

3. **Fire Precautions Log Book**

It was **RESOLVED** to approve the Fire Precautions Log Book as presented.

4. **Fire Risk Assessment for the Cator Hall**

It was agreed to defer this until the next meeting to allow for the installation of the fire alarm.

28/22 **Planning Applications**

There were no planning applications to be discussed.

It was noted that Newark and Sherwood District Council have informed the Parish Council that any tree work in a conservation area requires permission before any work is done.

It was noted that a Lawful Development Certificate does not require the Parish Council be consulted as it is only a confirmation that something is lawfully allowed.

29/22 **Finance**

A) The Council considered the schedule of payments to be made.

It was unanimously **RESOLVED**, after proposal by Cllr Brown, seconded by Cllr Pennicott,

(1) That the schedule of bill payments detailed below be approved

<u>Payment requests for the Parish Council March 2022</u>				
	Supplier	Description	Budget Item	Total £
	BACS	S Bacon	Clerk Wages	596.31
	BACS	R Ford	Litter pick equipment	9.00
	BACS	HMRC	PAYE Tax	18.60
	BACS	S Bacon	Printer Cartridges	151.58
	BACS	S Bacon	Petrol	30.00
	BACS	G Reay	Asbestos Test	29.95
				835.44
<u>Payment Requests for the Cator Hall March 2022</u>				
	Supplier	Description	Budget Item	Total £
	DD	Eon	Electricity	18.00
	DD	Talk Talk	Phone, internet & postage	22.00
	BACS	PPL PRS	PRS Licence	699.13
	BACS	GB Heights Roofing Ltd	Roof repair	108.00
	BACS	R Brown	Cleaning supplies	15.35
				862.48

- B) It was unanimously **RESOLVED** to make payment of £699.13 for a PLL PRS Music Licence
- C) It was unanimously **RESOLVED** to pay up to £40 for fire safety signage at the Cator Hall
- D) Income - £112.50 in Cator Hall income
- E) It was unanimously **RESOLVED** that the Bank Reconciliation for March 2022 be approved.
- F) It was unanimously **RESOLVED** that the Budget monitoring for March 2022 be approved.
- G) It was unanimously **RESOLVED** that the Bank Reconciliation for the Cator Hall for March 2022 be approved.
- H) It was unanimously **RESOLVED** to use Mr Brian Wood as Internal Auditor for the 2021/22 financial year for £50.

30/22 **Chair's Announcements**

None

31/22 **Heritage Walks Leaflet**

It was agreed to put an advert in the Eakring Echo and on Nextdoor to look for a volunteer to put the information together.

32/22 **Cator Hall**

1. Update on Bookings, Booking Forms and Hall Storm Repairs

Cllr Brown reported that bookings are low at the moment, the booking forms are done and the hall now has its own email address: thecatorhall@gmail.com. The website will be updated and a Cator Hall page added with a calendar. The hall roof has been repaired after storm damage.

2. Cleaning Contract

£2308 quote has been received by TQ. It was agreed that the Cator Hall would be cleaned by the Councillors until the refurbishment work has been done.

3. Fire Alarm System

It was **RESOLVED** to delegate authority to the Clerk and Cllr Sweeney to select the best value alarm system after further research.

4. Path around back of Hall

It was agreed to get quotes to put a ramped path around the back of the hall to add another fire escape from the hall. Cllr Sweeney will get builders quotes.

5. Action Plan

The action plan below was noted.

Action	Minute Ref	Responsible Person	Priority	Notes	Completion Date
Organise an Asbestos Test for the Cator Hall	65/21.2	G Reay	High	Done	10/11/2021
Cleaning Tender Issue and Select at October Meeting	65/21.1	Clerk	High	Tender issued and one received	13/10/2021
Kitchen quote updated with existing equipment removal costs	65/21.2	Clerk	High	Quote Received, Approved and ordered	13/10/2021
Fire & Front Door replacement - Contact Fire Brigade for assesment	65/21.3	G Reay	High	Fire Brigade sent information	13/10/2021
Wheelchair Access - Low threshold door - Companies to be found	65/21.3	R Ford	High	Completed	10/11/2021
Weed Spraying outside and ground works	65/21.3	J Pennicott	Medium	Completed	13/10/2021
Slabs	65/21.3	J Pennicott	Medium	After window fixed in March	
Window blocking - To be completed with door replacement	65/21.3	TBC	High	Completed	10/11/2021
Plastering - Source Plasterers and give initial estimate	65/21.3	J Sweeney	Medium		
Hearing Loop initial research	65/21.3	Clerk	Low		
Repair of outside light	65/21.3	J Pennicott	High	Repaired	13/10/2021
Quotes for additional Security Lighting	82/21.4	G Reay/ R Brown	High	Completed and quote selected	28/02/2022
Fire Risk Assesment Company to assess hall	82/21.5	R Ford	High	Completed - Assesment in feb 22	10/11/2021
Meeting with WI re Cabinet installation	82/21.5	R Ford	Medium	Completed	10/11/2021
Outside door replacement quotes and order	98/21.4	R Ford	High	Completed - insataltion 14th March	10/11/2021
Cleaning Tender reissue and select		Clerk	High	Completed - 1 for selection	28/02/2022
Fire Door replacement quotes	11/22.3	R Ford	High	Cllr Ford will source quotes	
Fire Alarm quotes	11/22.3	Clerk	High	Complete ready for selection at March meeting	28/02/2022
Fire Policies and procedures	11/22.3	Clerk/ R Brown	High	Meeting 2nd March - Approval on 9th	09/03/2022
Pat test & Fire extinguisher test	11/22.3	R Brown	High	Completed	09/02/2022
Emergency lighting service and additional lights placing	11/22.3	R Brown	High	22nd April	22/04/2022
Wiring check	11/22.3	R Brown	High	22nd April	22/04/2022
Roof Tile replacements	Emergency	R Brown	High	Done	02/03/2022
Fence removal - ramp and path round side		J Sweeney	High	Cllr Sweeney will look for builders quotes	
Hall noticeboard removal or cover	11/22.3	R Brown	High	Robert calling Firecrest	
PRS Licence		Clerk	High	quote received	02/03/2022
Outdoor Painting		Clerk/ J Sweeney	Low		
Boiler change and heating app (wiser)		Clerk	Low		
Painting and decorating of hall			Medium		
Skirting boards repair in hall		J Pennicott	Medium		
Hiring policies and booking forms complete		Clerk/ R Brown	High	Meeting 2nd march - Done	02/03/2022

33/22 Parish Council Plan

Mompesson's Cross

Cllr Pennicott reported that he will paint the seat soon.

Welcome to Eakring Signs

Cllr Ford had nothing to report

Community Orchard

Nothing to report.

Spring Litter Pick Update

The litter pick was a great success and many bags were collected. Many thanks were given to those who took part.

34/22 **Jubilee Celebrations 2022 Update**

Cllr Ford reported the committee who are organising the Jubilee had finalised the plans for the weekend. A leaflet will be sent out to every house in Eakring with the details. Events include a scarecrow hunt, souvenir decorating, children's fancy dress, Royal pudding bake off, party and BBQ and a service of thanksgiving.

35/22 **Playing Field Damaged Gate and Bench Repair**

Cllr Sweeney reported that a van had driven through the gate and two benches on the playing field destroying the gate and benches. The Parish Council will pay the costs of the benches. It was agreed to not replace the gate at the present time.

36/22 **Parish Clerk's and Councillor's update of matters in hand**

Flooding Issues with Drains and Gullies, Highways and Verges: Cllr Ford will send drain locations to the Clerk to report for repairing. Cllr Ford has asked the Highways Department to look at the Side Lane at the end of Back Lane as it seems to be disappearing into the dyke.

37/22 **Reports from Representatives on Outside Bodies and Working Parties**

Playing Field Committee: Cllr Sweeney reported they had the first quote for phase two and the first cut has been done and the area looks lovely.

38/22 **Correspondence/Information**

All correspondence had previously been forwarded to the Councillors.

39/22 **Dates of Next Meeting**

The next meeting will be an Ordinary Meeting held on Wednesday 13th April 2022 beginning at 7.30pm in the Cator Hall.

Confidential Section

40/22 **Clerk's Contract Alterations**

It was **RESOLVED** to alter the Clerk's contract to state working hours as 5 hours per week increased from 16 hours per month. The SCP scale will be altered to bring it into line with the new pay scale numbering set out in the 2019/20 NALC pay scales. The yearly salary increase of 1 scale point per year for 5 years will be changed to start increases from April 2022. The Clerk's appraisal will be held prior to the April meeting.

The Clerk will produce a new contract with the above alterations for signing.

The meeting closed at 9.20 pm

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