

Eakring Annual Parish Council Meeting

Wednesday 14th May 2025 at 7.30pm. Held in Cator Hall, Eakring.

Present;

Councillors Ken Peet, Marion Peet, Sharon Foster

- 1/25 Apologies for absence
Jeff
- 2/25 Election of Chairman (and signing of the Declaration of Acceptance of Office)
Sharon Foster elected (KP/MP)
- 3/25 Election of Vice Chairman
Marion Peet (KP/SF)
- 4/25 Declaration of Councillors Interest;
Members must ensure that they complete the Declaration of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or stay in the meeting to make representations and then leave the meeting prior to any considerations or determinations of the item). Where a member indicates that they have an interest, but wish to make a representation regarding the item before leaving the meeting, those representations must be made under public participation The Declarations of Interests for matters other than Disclosable Pecuniary Interests will be read out from the sheet and members will be asked to confirm that the record is correct.

Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the Code of Conduct relating to agenda items shall do so at this stage.

None
- 5/25 Public Participation (maximum 15 minutes in accordance with Standing Orders)
Opened 19:36
Resident raised concerns that there is not enough representation for this meeting and it is void. Councillors advised that 3 is a quorum and this meeting is legal.
Residents advised that Democratic Services at Newark and Sherwood can be contact if required.
- 6/25 To receive only - Reports from Police, District and County Councillors
County Councillor James Gamble introduced himself and thanked the past County Councillor. If any outstanding highways issues need raising, please contact him. Cllr Gamble advised that he does train for the SLCC and is happy that the meeting is quorate and advised that there is a turnover of councillors at parish councils sometimes.

District Cllr Linda Tift advised that social housing programme changes will make things easier for Newark and Sherwood tenants. Licensing is changing, and they will keep the Parish updated.
Advised that Cllr Penny attended for the April meeting but it did not take place.
- 7/25 To receive and approve – Minutes from meeting of 12th March 2025
Approved (KP/MP)
- 8/25 To report – Matters arising from minutes not covered elsewhere on the agenda
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None

9/25 To receive only – Chairman’s announcements
Nothing to report

10/25 To complete the annual AGAR return;
a. Receive and approve the internal auditors report [Documents | Eakring Parish Council](#)
Approved (KP/SF)
b. Consider, complete and sign the Annual Governance Statement
Completed and signed (KP/SF)
c. Consider and approve the Accounting Statements
Approved (KP/SF)
d. To agree Notice of public rights to be issued
Agreed (KP/SF)

11/25 Annual reviews of;
a) The Council’s Standing orders [model-standing-orders \(EPCP 17 V1\).pdf \(eakring.org\)](#)
b) Financial regulations [Documents | Eakring Parish Council](#)
c) Annual risk assessment/Risk Management scheme [Documents | Eakring Parish Council](#)
d) Fixed Asset register and inspection of assets held for risk and H&S
[Documents | Eakring Parish Council](#)
e) Insurance renewal and confirm adequate cover in place [Documents | Eakring Parish Council](#)
f) Cllrs Code of Conduct [Documents | Eakring Parish Council](#)
g) Disability discrimination [Documents | Eakring Parish Council](#)
h) Internal Audit Controls [Documents | Eakring Parish Council](#)
i) Lone working Policy [Documents | Eakring Parish Council](#)
j) Safeguarding Policy [Documents | Eakring Parish Council](#)
k) Social Media Policy [Documents | Eakring Parish Council](#)
l) Health and Safety Policy Statement [Documents | Eakring Parish Council](#)
m) Complaints procedure [Documents | Eakring Parish Council](#)
n) Grievance procedure [Documents | Eakring Parish Council](#)
o) Disciplinary procedure [Documents | Eakring Parish Council](#)
Approved all of the above (KP/SF)

12/25 To discuss and comment on outstanding planning matters (others may be reported only at the meeting – no decisions permitted)

25/00634/HOUSE

Ryalls Cottage Main Street Eakring NG22 0DD

Proposed Two storey rear extension, replacement windows, alterations to ground levels to form driveway and removal of hedge to form access
Noted, no comments.

13/25 To receive and approve – Financial matters;
Receipts and payments from 1st March to 30th April 2025

10-Mar-25	Direct Debit (YU ENERGY)	Electricity	-£	59.59
12-Mar-25	Direct Debit (TALKTALK TELECOM T)	Internet	-£	39.30
12-Mar-25	CREATIVE CARE (EAST MIDLANDS) LIMIT	Room Hire	£	162.00
13-Mar-25	Epos Now (UK) Ltd	Epos Receipts	£	9.40
14-Mar-25	L Randles	2025/03	£	36.00

17-Mar-25	Direct Debit (LLOYDS CORP CARD)	Card Purchases	-£	30.98
17-Mar-25	B/P to: JAMIE T WILSON	1 WINDOW CLEAN	-£	15.00
17-Mar-25	B/P to: Susan Stack	HOL PAY FEB 25	-£	57.03
17-Mar-25	B/P to: Susan Stack	MILEAGE FEB MAR25	-£	51.30
17-Mar-25	B/P to: Susan Stack	GIFFGAFF JANFEB25	-£	20.00
17-Mar-25	B/P to: Staff	SALARY FEB 2025	-£	64.80
17-Mar-25	B/P to: Staff	HOL PAY FEB 25	-£	7.78
17-Mar-25	B/P to: BAUGH HORTICULTURE	Grass Cutting	-£	75.00
17-Mar-25	B/P to: Susan Stack	SALARY FEB 25	-£	473.37
17-Mar-25	B/P to: BAUGH HORTICULTURE	Grass Cutting	-£	30.00
18-Mar-25	Credit	53 Room Hire	£	117.00
20-Mar-25	Epos Now (UK) Ltd	Epos Receipts	£	4.95
21-Mar-25	TAYLOR BA & R	Room Hire	£	54.00
21-Mar-25	B/P to: Mrs M Peet	EPOS-SNOWDROP	-£	9.40
21-Mar-25	B/P to: BAUGH HORTICULTURE	Grass Cutting	-£	75.00
21-Mar-25	B/P to: BAUGH HORTICULTURE	Grass Cutting	-£	30.00
24-Mar-25	B/P to: Mrs M Peet	WARM HUB 18/03/25	-£	4.95
26-Mar-25	Direct Debit (GOCARDLESS)	EPOS Charges	-£	112.80
26-Mar-25	B/P to: Morris Cast Signs	Roadsigns	-£	7,282.20
27-Mar-25	Epos Now (UK) Ltd	Epos Receipts	£	16.82
31-Mar-25	Service Charge	Bank Charges	-£	6.00
09-Apr-25	Direct Debit (YU ENERGY)	Electricity	-£	78.21
10-Apr-25	Epos Now (UK) Ltd	Epos Receipts	£	17.32
11-Apr-25	Direct Debit (TALKTALK TELECOM T)	Internet	-£	41.74
11-Apr-25	Newark and Sherwood District Council	Grant?	£	2,494.80
14-Apr-25	B/P to: Mrs M Peet	EPOS-SNOWDROP	-£	16.82
14-Apr-25	B/P to: BAUGH HORTICULTURE	Grass Cutting	-£	75.00
14-Apr-25	B/P to: BAUGH HORTICULTURE	Grass Cutting	-£	30.00
14-Apr-25	B/P to: JAMIE T WILSON	WINDOW CLEAN	-£	15.00
14-Apr-25	HMRC VTR	VAT refund for 24/25	£	4,596.93
14-Apr-25	B/P to: Staff	SAL AND HP TO 31/3	-£	43.09
16-Apr-25	Direct Debit (LLOYDS CORP CARD)	Card Purchases	-£	22.28
22-Apr-25	B/P to: BAUGH HORTICULTURE	Grass Cutting	-£	105.00
22-Apr-25	B/P to: East Midlands Audi	Internal Audit 24/25	-£	76.00
23-Apr-25	Newark and Sherwood District Council	VE Grant	£	200.00
24-Apr-25	Epos Now (UK) Ltd	Epos Receipts	£	6.93
25-Apr-25	NEWARK & SHERWOOD	Precept (half year)	£	4,250.00
25-Apr-25	Direct Debit (GOCARDLESS)	EPOS Charges	-£	112.80
25-Apr-25	Direct Debit (HMRC SDDS)	HMRC	-£	451.80
30-Apr-25	Service Charge	Bank Charges	-£	6.00

All approved (KP/SF)

Items to be authorised for payment (other items may be added to this list at the meeting)

02-May-25	B/P to: NALC Training	SUBS 3602	-157.98
02-May-25	B/P to: NSDC - Receipts	Dog bin emptying	-143.52
14-May-25	Staff Final Payment	Salary	-54.82
14-May-25	Susan Stack Locum Clerk	5 th April-5 th May	-591.77

All approved (KP/SF)

14/25 To review and approve the accounts as at 30th April 2025;

Approved (SF/KP)

- 15/25 To discuss quotations received regarding:
a. Replacement road sign, installation issues with the remaining units and potential insurance claim.
KP advised that the quote has been received of £1850+VAT and £200 for installation. It is believed this can be claimed on the council insurance. The quote was challenged as the casting was created for the sign originally and it is hoped that this cost would be lower if the casting still existing. To be claimed on insurance (SF/MP)
- 16/25 To delegate authority to pay essential items and deal with urgent issues to Chair and Vice Chair until such time as a Clerk has been appointed and is in post
Delegation approved to SF and MP (KP/SF)
- 17/25 To consider applications for co-option to the Parish Council
None available
- 18/25 To resolve to exclude public and press from the meeting due to the confidential nature of the business to be transacted
Resolved (SF/KP)
- 19/25 To consider applications for post of Clerk and RFO, agree interview panel, delegate authority to appoint (subject to satisfactory references being received) and terms of engagement.
Applications considered.
Clerk to attempt to rearrange the interview timings as per email.
Interview panel.
SF and MP appointed to interview panel.
Delegation given to SF and MP.
(SF/MP)

EAKRING PARISH COUNCIL - Accounts as at 30th April 2025

INCOME

Precept
VAT Reclaim
Light source
Wind farm
Other NSDC
Savings Interest

BUDGET		ACTUAL	
8500		4250	
3000		4597	
25000		0	
7500		0	
0		2695	
750	44750	0	11542

EXPENSES

Staff Expenses inc PAYE
Admin/ Audit fee
Office Expenses
Subs NALC/ICO/Rcan
Defib & Box

-11500		-495	
-460		-76	
-1000		0	
-500		0	
-400		0	

Insurance	-3500		0	
Bank Charges	-80		-6	
Community	-500		0	
Donations	-100		0	
Dog Bins	-550		0	
Clerk Mileage	-650		0	
CLlr Training	-300		0	
Playing Field	-15000		-150	
Website	-500		0	
Volunteers	-400		0	
S137	-50		0	
Warm Hub Holding	0	-35490	24	-703
VAT paid over				-13
CATOR HALL INCOME AND EXPENDITURE				
Hall Hire	3000		0	
Warm Hub paid out	0		-17	
Running Expenses	-5600		-317	
Capital Improvements	-12000		0	
PRS/ Alcohol Licence	-1000		0	
Repairs/ Testing	-1500		0	
-	0	-20100	0	-334

EAKRING PARISH COUNCIL - Bank Reconciliation

Opening Bank Balances

Current £ 1,172.66

Reserve £ 72,582.32

£ 73,754.98

Add receipts £ 11,541.73

Less Payments -£ 1,049.49

Closing Balance £ 84,247.22

Made up of:

Current £11,664.90

Reserve £72,582.32

£ -

£ -