

MINUTES

Present;
Councillors Ken Peet (Chair), Shaun Holmes, Sharon Foster, Peter Clifford
10 Members of the public
Locum Clerk; Susan Stack

- | | |
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| 24/24 | Apologies for absence
None |
| 25/24 | Declaration of Councillors Interest;
None |
| 26/24 | Public Participation (maximum 15 minutes in accordance with Standing Orders)
Solar farm meeting has taken place and Caroline Lloyd with Cllr Pete Clifford as support is happy to go on behalf of the Parish Council if the Council are happy to convey their feelings – Agreed. Caroline will need help collating information needed around traffic management and other land, businesses and householders affected. This will be formally ratified on the May agenda. Caroline may need help from the district council. Next meeting 8th May. Chair is John Hobson and the organisation of the group was decided on. Eakring Farms – protection for hedges on left hand side is breaking up and needs removing. Do we know the funding term left for Solar and Windfarms? The Council is still investigating old paperwork. |
| 27/24 | To receive only - Reports from Police, District and County Councillors
None present – Clerk to enquire as to if there is a diary clash or reason for not attending |
| 28/24 | To receive and approve – Minutes from meeting of 13th March 2024
It was resolved to receive and approve the minutes (KP/SH) |
| 29/24 | To report – Matters arising from minutes not covered elsewhere on the agenda
None |
| 30/24 | To receive only – Chairman's announcements
Notices put up around the village to encourage people to become Parish Councillors. Newsletter will also carry the ad. Litterpicking group is resulting in additional refuse at the hall. The March outing was cancelled (due to weather) and so catching up. Kindly Eakring Farm disposed of it for us. We are grateful to the volunteers who give up their time to keep us tidy. |
| 31/24 | To discuss and comment on outstanding planning matters;
Nothing on file |
| 32/24 | To receive and approve – Financial matters;

Receipts and payments since last meeting
The Clerk reported verbally on items on the Bank Statements |

Items to be authorised for payment

The Clerk reported on items on the Bank Statements and additional invoices that were to be paid after the meeting – Agreed.

1	K Peet	Cator hall cleaning Nisbets	£10.78
2	K Peet	Cator hall cleaning Nisbets	£56.58
3	K Peet	Cator hall cleaning Nisbets	£14.38
4	K Peet	Cator hall keys Timpson	£19.00
5	K Peet	Stationery Tesco	£6.90
6	K Peet	Stationery Amazon	£34.97

33/24

To discuss – Items raised at Cator Hall User Group meeting held 20th November 2023;

- a) Fix heating – investigate “hive” heating
Fixed – larger pump installed. Hive heating to be considered for the future
- b) Poor acoustics
Ask RCAN to assist with suppliers and funding for acoustic work
- c) Floor in main hall not level
Defer
- d) Decoration
**Decorate in sections after deep clean.
Potentially replace towels with hand dryers.
Ideally volunteers to carry out the work in preference to using contractors.**
- e) Limited storage/purchase shed
Additional storage within the building has been found
- f) Kitchen ceiling
One quote received but needs adapting and additional quotes needed.
- g) Furniture cleaning/replacement
Query over fire retardant quality. Some chairs need removing as damaged. Need cleaning and spraying with retardant.
- h) Garden work
The garden needs attention and suggested to install laurels as a fence
- i) Hire rates
The hire rates will remain the same until the quality of the hall improves
- j) Premises licence
Clerk is researching with RCAN and NSDC
- k) Vent in storage cupboard door
Monitor – may not be needed
- l) On-line booking system
**It was resolved to do a two free trials and review after both completed.
Manual system to be maintained in the interim.**

34/24

To discuss – other items relating to Cator Hall;

- a) Monitoring of hall use – entry panel/alarm system/CCTV
Clerk to contact neighbours formally regarding CCTV and obtain alternative quotes.
- b) Appointment/advertisement for Booking Clerk
Advertising in leaflet
- c) Cleaning arrangements/advertisement for cleaner
Advertising in leaflet
- d) PAT testing

Clerk has contacted last year's supplier – no response yet

- e) Review Terms of Hire for Cator Hall

Introduce a bond system

Emphasise cleaning

Streamline agreement

- Defer to future meeting

- f) Review Terms of Reference for the Village Hall working party –

Defer to May

- g) Responsibility for monthly hall checks/inspections/legionella/fire/emergency lights/risk assessments

Potentially become part of the new role – Cllr Peet undertaking in the interim. Fire evacuation to be tested with a regular hirer.

- h) Risk to wall on installation of gate

Noted that the wall is not the property of the Parish Council and so must not be damaged

- i) Agreement to use hall by Church

It has been found and is now held on file

35/24

To discuss – Arrangements for Annual Parish Meeting;

- a) Who to invite

RCAN attending,

Councillors to display ideas for the upcoming projects in the hall.

- b) **Start time and duration (7pm with initial 30 minute duration)**

36/24

To discuss – other items needing doing;

- a) Cutting of grass/strim around Mompesson Cross

Part of advertisement or appoint contractor

- b) Green Lane annual site check

This has to be carried out – Cllr Peet will undertake and report any obstructions, maintenance and interference with wires.

- c) Fitting of E-On meter by the gate on the Playing Field and check timer for lights

There has been no meeting of the committee for 8 months. Clerk to make contact with membership and invite them to give a report at the Annual Parish Meeting.

- d) Source/construct Terms of Reference for Playing Fields Committee

Needs to be located or constructed.

37/24

Councillor vacancies;

- a. To note the advertisement for Councillor Vacancies.

- b. To adopt – Councillor co-option procedure/policy (interviews May)

It was resolved to adopt the policy (PC/SH)

38/24

Newsletter;

- a. To agree content – **Add to invite people to see our future plans**

- b. To appoint printer (or do in-house) – **Clerk to print 230 copies on her printer**

- c. Delivery arrangements – **Councillors and Volunteers organised by Chairman**

- d. Public copies and wider distribution – **Extra 10 copies as above**

39/24

To receive – A report from the Clerk on progress in the month;

Banking arrangements **Unity Bank is challenging but we continue to work on it**

*End of year preparation **Done and going for audit on Friday**
Invoicing for additional annual income **Solar farm e-mailed / Windfarm invoiced**
VAT reclaim S126 -**Ready to submit after audit**
Website – **Under development**
Facebook – **Needs to be used more**
Old records – **The vast majority of outdated records have been incinerated and the remainder will be worked through as and when time allows***

40/24 *To note – Date of next meeting 8th May(APM/APCM)
Noted*

41/24 *Confidential Item – Staffing update
It was resolved to offer the outgoing Clerk the option of an exit interview with NALC
The Locum Clerk's invoice was agreed and from 15th Monday she will undertake 5 hours per week on current terms.
A community matter was discussed and a spend limit of £100 allocated for the Annual Parish meeting*