

Minutes of the Meeting of Eakring Parish Council

Held in the Cator Hall, Eakring

At 7.30pm on Wednesday 13th April 2022

Present

Councillor Cllr R Ford (in the Chair)

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

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

41/22 Apologies of Absence

Cllr J Sweeney and Cllr S Carlton (NCC) gave their apologies.

42/22 Variation of Order of Business

None

43/22 Declarations of Interest

Cllrs Ford declared an interest in agenda Item 17 the Playing Field

44/22 Public Participation

A Parishioner raised the following issues that had arisen from previous meetings:

1. The Back Lane parking - This has been raised with Cllr Colton (NCC) and Cllr Ford will be discussing this further with him when they meet.
2. Dog Muck in the hall – it was noted that this issue has been resolved and the fine retracted. There is a condition in the new hall booking terms that dogs are not allowed in the hall.
3. Access for the hall from the front of the Church – Cllr Ford and the Clerk are still looking into this and will report back once they have further information.
4. Draft Minutes stuck on drafts – Cllr Brown will be looking at the computer error that has caused this.
5. Dog bins on Tenters Lane requires emptying – Cllr Ford reported that this had been emptied on Monday
6. Fishpond corner – a sunken drain is forcing people into the centre of road - photos will be taken and this will be reported to NCC and Cllr Colton (NCC).
7. On way to Wellow there is a large rock that has been placed on the verge at the big house in woods – this will be raised with Cllr Colton (NCC).

45/22 Report from Police and/or County/District Councillors

Minutes of Eakring Parish Council Meeting

13th April 2022

S L Bacon Parish Clerk and Responsible Finance Officer

Page 1

The following report was received from Cllr S Carlton (NCC):

- We are awaiting an update report on the condition of Back Lane from VIA, however I have walked it this and reported the various potholes and sides of the lane that appear to be giving way, so it is now properly recorded on NCC highways.
- I've reported all the junctions that I have requested the re-painting of the white lines. Most have more or less worn away.
- Requested a full road sweep of Kirklington Road.
- Several drains along Kirklington Road are full of leaves and other debris. They have been reported for clearing.
- Hedges in various locations along Kirklington Road have been reported to VIA to have them cut back by the relevant landowners. In places they are currently blocking the pavement.
- Junction of Eakring Road/A617 is being added to the Highway Improvement Plan for resurfacing. Dates etc being waited on.
- I am still pushing for improvements to various sections of Eakring Road particularly near the National Grid Training Centre.
- My County Council divisional fund is back again for the new financial year.

Separately, I would be grateful if at your convenience if we could have a chat about the Village Entry Signs, whilst getting an update on the playground project. I am eager to use some of my divisional fund monies in the village whilst getting an application into NCC for capital funding for say, Village Entry Signs? NSDC has a new community fund in place as well. Changes made to the programme previously known as the Cleaner Greener Safer fund will benefit smaller parish councils.

46/22 **Minutes**

It was **RESOLVED** after proposal by Cllr Reay, seconded by Cllr Foster, and agreed unanimously that the Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 9th March 2022 be accepted as a true record. They were then signed by the Chair as a true record. They will be placed on the website.

47/22 **To Determine if any items are to be moved into Confidential Session.**

It was **RESOLVED** to move agenda item 16 Clerk's Appraisal Update into confidential section.

48/22 **To Approve the Following Policies (Previously Circulated)**

1. **Standing Orders**

It was **RESOLVED** to approve the Standing Orders as presented.

2. **Financial Regulations**

It was **RESOLVED** to approve the financial regulations as presented.

3. **Code of Conduct**

It was **RESOLVED** to approve the Code of Conduct as presented.

It was agreed that the Clerk will discuss with NottsAlc a training budget amount for the financial year.

It was also agreed that the Clerk will ask Tom Smith (NSDC) if he would be prepared to come and give a planning session to the Councillors.

4. **Risk Assessment 2022**

It was **RESOLVED** to approve the Risk Assessment 2022 as presented.

49/22 **Planning Applications**

Comments to be submitted to the District Council on the following applications.

<u>No</u>	<u>Application Number and Website Link</u>	<u>Description and Details</u>	<u>Applicant</u>	<u>Comments</u>
<u>1.</u>	<u>22/00424/OUTM</u> https://publicaccess.newark-sherwooddc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R82PW7LBJT600	<u>Creation of flexible commercial/industrial units (Use Class E(g), B2, B8) and provision of allotments</u>	<u>Bilsthorpe Business Park</u> <u>Eakring Road</u> <u>Bilsthorpe</u> <u>Nottinghamshire</u> <u>NG22 8ST</u>	<u>No Comment</u>
<u>2.</u>	<u>22/00607/HOUSE</u> https://publicaccess.newark-sherwooddc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R95B6VLB04M00	<u>Replacement gates</u>	<u>Brail Farm Barn</u> <u>Mill Lane Eakring</u> <u>Newark On Trent</u> <u>NG22 0DL</u>	<u>No Objection</u>
<u>3.</u>	<u>22/00569/HOUSE</u>	<u>Erection of double garage on driveway (re-</u>	<u>Jesmond Dene</u> <u>10 Wellow Road</u>	<u>No objection</u>

	https://publicaccess.newark-sherwooddc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R8VNGILBK2000	<u>submission of 21/02374/HOUSE)</u>	<u>Eakring Nottinghamshire NG22 0DF</u>	
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50/22 Finance

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

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

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

Payment requests for the Parish Council April 2022				
	Supplier	Description	Budget Item	Total £
BACS	S Bacon	Jubille Flags	Community Initiatives	64.97
DD	ICO	Data Protection Fee	IT	35.00
BACS	Eakring Echo Subs	S137 Grant	S137	20.00
BACS	NSDC	Dog Bin Emptying	Dog bins	124.80
BACS	Npower	Defib Electricity	Telephone box/ defib	31.69
				276.46
Payment Requests for the Cator Hall April 2022				
	Supplier	Description	Budget Item	Total £
DD	Eon	Electricity	Electricity	18.00
Bacs	S Bacon	Fire Signage	Maintenace	68.58
DD	Talk Talk	Phone & internet	Communication	24.00
Bacs	Sunrise	Door Replacement	Capital Works	3,570.00
				3,680.58

B) It was unanimously **RESOLVED** to approve the Asset Register 2022.

C) It was noted that the Exercise in Public Rights would take place from Monday 13th June to Friday 22nd July 2022

D) The following income was noted - £277.50 in Cator Hall income and a £150 Grant for the Jubilee celebrations.

E) It was unanimously **RESOLVED** that the Bank Reconciliation for April 2022 be approved.

F) It was unanimously **RESOLVED** that the Budget monitoring for April 2022 be approved.

G) It was unanimously **RESOLVED** that the Bank Reconciliation for the Cator Hall for April 2022 be approved.

H) It was unanimously **RESOLVED** that the Budget monitoring for the Cator Hall for April 2022 be approved.

51/22 Chair's Announcements

There were no announcements.

52/22 Cator Hall

1. Update on Bookings

Cllr Brown reported that he has dipped the tank and more boiler oil is required. The cheapest quote was from boiler juice. It was noted that the path around the side required urgent attention. Cllr Reay will look for three quotes from builders to do the work.

There will be a wire test on the 22nd April to bring the hall up to scratch with the fire regs inspection.

2. Fire Alarm System

It was Resolved that provided the fire alarm for AT Alarms passed the insurance company the council will go with the quote of £2313.82 + VAT for AT Alarms including signalling and the 1st year maintenance charge.

3. Asbestos Register Expenditure

It was **RESOLVED** to spend £450 on having an Asbestos Register put together for the hall by Lockharts.

4. Action Plan

The action plan below was noted.

Cator Hall Actions List					
Column1	Column2	Column3	Column4	Column5	Column6
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	On hold	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	Completed	28/02/2022
Fire Policies and procedures	11/22.3	Clerk/ R Brown	High	to be completed on fire alarm installation	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		G Reay	High	Cllr Reay will look for builders quotes	
Hall noticeboard removal or cover	11/22.3	R Brown	High	Robert calling Firecrest	
PRS Licence		Clerk	High	Completed	02/03/2022
Outdoor Painting		Clerk/ J Sweeney	Low		
Boiler change and heating app (wiser)		Clerk	Low		
Painting and decorating of hall			Medium		
Keysafe			medium		
Skirting boards repair in hall		J Pennicott	Medium		
Fire Signage		Clerk	High	Purchased and awaiting installation	
Asbestos Register		Clerk	High	Booked with Lockharts	
Hiring policies and booking forms complete		Clerk/ R Brown	High	Meeting 2nd march - Done	02/03/2022

53/22 **Parish Council Plan**

Mompesson's Cross

Cllr Pennicott reported that he will paint the seat soon. It was noted that the bulbs were fine.

Welcome to Eakring Signs

Cllr Ford is discussing this with Cllr Carlton (NCC). The motif will be the same as the chain.

Community Orchard

Cllr Ford noted that some rubbish needs clearing and the area will need strimming soon.

Heritage Walks Leaflet

There has been no response for the leaflet project advert.

54/22 **Jubilee Celebrations 2022 Update**

Cllr Ford reported the Council has had £150 from NSDC and £300 from Eakring Farms in cash grants. Grid have agreed to provide 100 sausages and 100 burgers as they cannot give money. An advertisement leaflet has been sent out to all residents with information on the activities. One more meeting is to be held on Tuesday 26th April. The flag and bunting have now arrived and Cllr Reay will make more bunting.

55/22 **Parish Clerk's and Councillor's update of matters in hand**

Flooding Issues with Drains and Gullies, Highways and Verges: 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 but no response has been received. There is a pot hole on Stonish Hill which Cllr Foster will report.

56/22 **Reports from Representatives on Outside Bodies and Working Parties**

Playing Field Committee: Cllr Ford reported that the electrical supply was still ongoing. It was noted that there was an issue with kids kicking balls into residents' gardens. Cllr White will look into this. Phase two is still £20,000 short at present.

57/22 **Correspondence/Information**

1. A Resident raising a request for Back Lane to be one way due to the amount of traffic and noting that traffic parking on verges which is damaging them. A 20mph limit has been looked at before. – Cllr Ford will request people are more considerate in parking in the Eakring Echo and raise it in his chat with Cllr Colton (NCC).

58/22 **Dates of Next Meeting**

The next meeting will be the Annual Parish Council Meeting and the Annual Parish Meeting followed by an Ordinary Meeting held on Wednesday 11th May 2022 beginning at 7.30pm in the Cator Hall.

Confidential Section

59/22 Clerk's Appraisal Update

Cllrs Ford, Brown and Pennicott were present for the Clerk's Appraisal

It was agreed to look at setting up a Council and Clerk WhatsApp group. The Clerk will put this on the next meeting agenda for discussion.

Cllr Ford noted that he was happy with the Clerk's performance despite the difficulties of the past year and the Clerk reported that she was very happy to be working for the Council and grateful for the support they had given her over a personally difficult time.

The Clerk's updated contract was signed and the contracted pay increase to £11.05ph was approved.

The meeting closed at 9.09PM