

Eakring Parish Council Meeting held on 11th December 2024

MINUTES

Present;

Councillors Ken Peet (Chair), Sharon Foster, Shaun Holmes, Elaine Cottingham and Pete Clifford

County Councillor Scott Carlton

NSDC Councillor Claire Penny

22 Members of the public

Clerk; Susan Stack

- 147/24 Apologies for absence
Mr Barrows – Eakring Echo
- 148/24 Declaration of Councillors Interest;
None
- 149/24 Public Participation (maximum 15 minutes in accordance with Standing Orders)
***Request for access path to go on a future agenda
CCTV concerns from WI were answered***
- 150/24 To receive only - Reports from Police, District and County Councillors
Council is preparing the budget for the upcoming year and there will be an impact with the uplift in wages. Still awaiting decision on A614. New library strategy agreed for 10 years and none will be closing. Expecting the devolution paper for England to arrive which will amalgamate County and Borough. Speed tubes will be going down on local roads to help ascertain any speed issues and also there will be survey for overweight vehicles through Eakring. Taking responsibility for the highways – Scott has maps and some additional information regarding some long outstanding issues.
- 151/24 To declare a vacancy following the resignation of Cllr J Parks
The Clerk will notify NSDC and arrange the statutory notice to be issued.
- 152/24 To invite representations from and vote on appointment(s) to the office of Councillor
None received
- 153/24 To receive and approve – Minutes from meeting of 13th November 2024
It was resolved to receive and approve the minutes (SH/SF)
- 154/24 To report – Matters arising from minutes not covered elsewhere on the agenda
None
- 155/24 To receive only – Chairman's announcements including:
- Thanks to Mark Hazzard for mounting the volunteer plaques.
 - Stacey for free installation of CCTV
 - Mr Tuck for the woodwork at the Hall
 - Thanks to everyone who helped with the Remembrance poppies and Christmas lights
 - Andrew Woods for licencing
 - Kirk Richards for general village
 - Elaine Nick and Holly for flowers
 - Litterpickers

The Chairman wished everyone a Happy Christmas

156/24

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

- [Single storey rear extension.](#) 

Manor Farm Bilsthorpe Road Eakring NG22 0DG

Ref. No: 24/02052/HOUSE | Received: Fri 22 Nov 2024 | Validated: Mon 25 Nov 2024 | Status: Registered

- [Deodar Cedar - Fell to ground level](#)

Cratley Back Lane Eakring NG22 0DJ

Ref. No: 24/01978/TWCA | Received: Fri 08 Nov 2024 | Validated: Fri 08 Nov 2024 | Status: Registered

- [Application for removal of 30 metres of hedgerow which is dying](#) 

10 Triumph Close Eakring NG22 0DP

Ref. No: 24/01939/HRN | Received: Mon 04 Nov 2024 | Validated: Mon 04 Nov 2024 | Status: Registered

- [Replacement single-storey rear extension and demolition of conservatory.](#) 

Ancaster Villa Back Lane Eakring NG22 0DJ

Ref. No: 24/01748/HOUSE | Received: Wed 02 Oct 2024 | Validated: Thu 24 Oct 2024 | Status: Registered

Noted

157/24

Financial matters;

- The matter with PRS/PPL is still under way. We hope to get a refund for 24/25 year and we now have a “case manager”
- Receipts and payments since last meeting to 30th November 2024

31-Oct-24	165	Unity Trust	Bank charges	£(5.40)
04-Nov-24	166	Bilsthorpe Windfarm	Annual donation	£7,500.00
06-Nov-24	166.1	Transfer	Transfer of balance	£(6,000.00)
15-Nov-24	various	STAFF	Various staff pay	-708.33
15-Nov-24	169	Susan Stack	Mileage 2 visits	£(34.20)
09-Nov-14	170	YU Energy	Electricity CH	£(76.11)
15-Nov-24	171	NSDC	Playground Inspection	£(90.00)
15-Nov-24	174	Beth Hall	Expenses Diary	£(3.25)
15-Nov-24	175	Ken Peet	CCTV Cleaning cupboard lock	£(69.00)
15-Nov-24	176	Ken Peet	Poppy appeal	£(24.49)
15-Nov-24	177	Ken Peet	Screwfix CCTV materials	£(8.37)
15-Nov-24	178	Ken Peet	Screwfix Oakring Tables	£(63.95)
15-Nov-24	179	Ken Peet	Wickes Ramp repair	£(10.00)
15-Nov-24	180	Susan Stack	Corporate Xmas Tree	£(158.48)
15-Nov-24	181	Susan Stack	Lights for fun Reindeer	£(126.99)
15-Nov-24	182	Susan Stack	Christmas Direct Xmas lights	£(204.97)
15-Nov-24	183	EPOS Now	Swipetest	£0.99
12-Nov-24	184	Talk Talk	Internet	£(39.30)
06-Nov-24	185	HIRER	CH Room hire	£15.00
18-Nov-24	186	EPOS Now	Bar receipts	£44.65
19-Nov-24	187	HIRER	CH Hire	£22.50
21-Nov-24	188	Transfer deposit	tferr	£2,000.00
21-Nov-24	189	Thorpe Baby Club	CH Hire	£30.00
23-Nov-24	190	Transfer deposit	tferr	£2,000.00
25-Nov-24	191	HIRER	CH Hire	£50.00
25-Nov-24	192	EPOS Now	CH Hire	£417.41

25-Nov-24	193	Susan Stack	Phone handset	£(78.89)
25-Nov-24	194	Susan Stack	Giff Gaff SIM only	£(10.00)
25-Nov-24	195	Susan Stack ref Argos	CH Coffee Machine	£(854.00)
25-Nov-24	196	Macaw Security	Fire Check	£(120.00)
25-Nov-24	197	Susan Stack	Chairs for CH	£(1,016.97)
25-Nov-24	198	Joe Parks ref Hallowood limited	Chairs for CH	£(149.99)
25-Nov-24	199	Joe Parks ref Amazon	Chairs for CH	£(109.98)
25-Nov-24	200	Macaw Security	Switches/bulbs/Hive CH	£(814.00)
25-Nov-24	201	WI	CH hire Oct/Nov	£120.00
26-Nov-24	202	EPOS Now	Charges	£(54.00)
27-Nov-24	203	HIRER	Ch Hall hire xmas	£45.00
30-Nov-24	204	Unity Trust	Charges	£(6.00)

It was noted that item 197 was subsequently returned and we await credit.

- c) To approve accounts and bank reconciliation presented at the end of the agenda

It was resolved to approve (PC/SH)

- d) To review and agree the 2025/26 budget

The budget was approved at a net cost of £16340 for the year (SH/EC)

- e) To set the precept for 2025/26

The Precept was approved as £8,500 (approx. 3% increase) (KP/SF)

- f) To sign Direct Debit to Woodfordes Brewery for bar stock subject to a Councillor or approved representative signing the delivery notes.

Agreed

- g) To note that we have been successful in obtaining funding for up to £2,500 of flood assistance from NSDC

Noted – there were no volunteers willing to undertake the purchasing

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

various	STAFF	Salaries and hol Nov	£(624.67)
207	Susan Stack	Nov mileage	£(51.30)
210	Joe Parks	Xmas decorations	£(43.85)
211	Joe Parks	Bar Stock (no vat)	£(28.21)
212	Ken Peet	Nisbeth Cleaning Matls CH	£(54.30)
213	Woodfordes	Bar Stock (no vat)	£(90.00)
214	Woodfordes	Bar Stock (no vat)	£(336.90)

It was resolved to approve the above (PC/SH) and a number of additional bills (sent to the Councillors by e-mail) were agreed. (PC/EC)

- 158/24 To discuss any quotations received
None

- 159/24 Matters relating to Cator Hall Management Committee:

- To elect a Council members to the Committee following the resignation of Cllrs Parkes and Clifford OR suspend the Committee until further notice

The Committee was suspended which will mean the alcohol licence is suspended forthwith. Events will be allowed to go ahead as long as they are not in breach of the current licence status.

- To receive and accept a summary of meeting held Dec 5th (minutes are not applicable as there were not enough Councillors present)

Received

- To agree the decisions arising from the Management Committee summary
Bake off (community event – no cost except “free” hall hire)

Agreed – will be a private booking

New year's Eve (cost of 12x Prosecco approx. £80-100 and “free” hall hire)

Cancelled

- Potential Burns night 18th January (poss date change no cost “free” hall hire)

Cancelled

*****Other ideas were discussed but are yet to be firmed up and will come to Committee/Council at another meeting.***

- To receive and approve the summary of receipts, payment and stock.

Approved (EC/SF)

- To introduce excel spreadsheet for future meetings to aid understanding.

Approved (EC/SF)

- To draw up a Risk Assessment and procedure for the Cash sales to reconcile to the EPOS system

No volunteers

- Request for favourable rates (if any)

None

- Installation of Fire Assembly point notice

Fire Assembly point notice to be ordered and put up by Cllr Peet

- Purchase watertight mail box to double as suggestion box (replace existing)

Cllr Peet to buy and Cllr Clifford to put up

- Toilet seat in Gents toilet

Cllr Holmes will source and fit

- Volunteer needed for booking Clerk role including Hive heating controller. Suspend all non regular bookings until one is found

No volunteers – no additional bookings will be taken until one is found.

- Introduce electronic booking system – delegate to 2 Cllrs to select one up to a budget of £15 (ex vat) per month.

Cllr Holmes and Peet to investigate and report back

160/24

Other Cator Hall matters:

- a. To designate three people to undergo EPOS stock control training

Defer

- b. To introduce excel spreadsheet for future meetings to aid understanding.

Defer

- c. To restrict access to CCTV to on site playback only with added security in place that the access code be retained on the Council mobile. In the event of access being required this code will be issued and subsequently changed until the next event.

Resolved as above (PC/SH)

- d. To adopt an overall CCTV policy

Proposed policy was adopted (SH/PC)

- e. To draw up a Risk Assessment and procedure for the Cash sales to reconcile to the EPOS system

Deferred

- f. To designate CCTV operators to access the system in the case of an event as per c) above, and task with drawing up a code of conduct for the role.

Resolved that any two Councillors will be present at any viewing (PC/SF)

- g. To set earliest opening time and latest closing times at the monitoring station for the alarm as follows:

Sunday	8am	8pm
Monday	8am	10pm
Tuesday	8am	10pm
Wednesday	8am	10pm
Thursday	8am	10pm
Friday	8am	12am
Saturday	8am	12am

Agreed - Two local keyholders will be nominated (EC/SF)

162/24 To report on ongoing and potential projects from previous meetings (if available)

- Update on the speed watch – **No update**
- State of grass verges and footpaths and byways(e-mailed Scott 20th/25th Oct) – **Scott is chasing – National Grid trees, KP to contact Kirk Richards**
- Defib unit on Playing Field – quotation expected shortly – **No update**
- Solar panels for Cator Hall – e-mailed Linda Tift for advice 21/10- **Not present**
- Great Northern Solar park - **No update**
- Lamp posts – **They are too short for any flowers or lights. Cllr Carlton may have additional background**
- Village signs final installation date – **At foundry SF to chase Vanessa**

163/24 To note - Playground and defib inspected (SH/SS)
Noted

164/24 To resolve to exclude public and press
Resolved

DATE OF NEXT MEETING TUESDAY 14TH JANUARY 2025

165/24 To clarify the role and working hours of the Clerk as follows:
The Clerk will work her 7 hours per week between Monday and Wednesday (only).
The Clerk will not undertake any social posting on the website or facebook except for Statutory notices (such as Agenda and Minutes, Notices and similar).
Noted

Key Holders are needed for the next meeting for Cator Hall
Councillors prepared to be on alarm callout needed for the next meeting as Cllr K Peet will be stepping back from duty.

EAKRING PARISH COUNCIL - Accounts as at 30th November 2024							
INCOME		BUDGET		ACTUAL		BUDGET FOR 2025/26	
Precept		5632		5632			To be set after budget process
VAT Reclaim		14159		14159		3000	
Light source		26397		26397		25000	
Wind farm		7500		7500		7500	
Other Income		0		35			

Grants		25		225			
Playing Field		1441		8025			
Savings Interest		700	55854	950	62924	750	
EXPENSES							
Staff Expenses inc PAYE		-6000		-4876		-11500	Addl Beth NI
Admin/ Audit fee		-460		-385		-460	
Office Expenses		-400		-385		-1000	? Laptop
Subs NALC/ICO/Rcan		-250		-130		-500	
Defib Box		-300		-273		-200	Electricity
Insurance		-2924		-2924		-3500	
Bank Charges		-72		-68		-80	
Community		-150		-245		-500	
ECHO/CAB donations		-75		0		-100	
Dog Bins		-550		-182		-550	
Clerk Mileage		-600		-395		-650	
ClIr Training		-300		-90		-300	
Playing Field		-1000		-413		-1300	£300 insp/£1000 repairs
Website		-850		-881		-500	
Defib		-150		-750		-200	Pads/batt
Volunteers		-400		-296		-400	
S137		0		-45		-50	wreath
Fines		0	-14481	-323	-12661		
VAT paid over					-2645	0	
CATOR HALL INCOME AND EXPENDITURE							
Hall Hire		2250		2103		3000	
Bar receipts		0		463		0	Needs to be decided
Other1		0		0		0	
Other2		0	2250	0	2566	0	
Running Expenses		-5000		-1878		-5000	
Bar Stock and events							Needs to be decided
Capital Improvements		-12000		-14520			Needs to be decided
PRS/ Alcohol Licence		-832		-1225		-1000	
Repairs/ Testing		-1450		-2039		-1500	
Insurance		-550	-19832	0	-19662	-600	
			23791.00		30521.39	9360	Net Inc/yr
							Potential new items:
							Flowers 30 lamp posts
							Christmas lights 30 lamp posts
							CH Furniture
							CH Solar panels
							Community Event budget
							Annual mowing costs (nett)
							Potential Reserves for:
						25000	Cator Hall contingency

						10000	Playing Field contingency
						3000	General asset loss contingency

EAKRING PARISH COUNCIL - Bank Reconciliation			
Opening Bank Balances			
	Current	£	9,169.17
	Reserve	£	45,664.75
	Cator Hall	£	1,601.35
		£	56,435.27
	Add receipts	£	65,489.49
	Less Payments	-£	34,968.10
	Closing Balance	£	86,956.66
	Made up of:		
	Current		£2,444.40
	Reserve		£84,512.26

My accounts		Download balances
Eakring Parish Council		£ 86,956.66
20427427 · Instant Access	£ 84,512.26	Available: £ 84,512.26
20427414 · Current T1	£ 2,444.40	Available: £ 2,444.40