

Eakring Parish Council Meeting
Minutes of meeting held 13th November 2024

Present;

Councillors Ken Peet (Chair), Sharon Foster, Shaun Holmes, J Parks,

Joined by Elaine Cottingham

NSDC Councillor Linda Tift

8 Members of the public

Clerk; Susan Stack

- 129/24 Apologies for absence
Pete Clifford
County Cllr Scott Carlton
- 130/24 Declaration of Councillors Interest;
Cllr Parks on Beer tender
- 131/24 Public Participation (maximum 15 minutes in accordance with Standing Orders)
Hedge update – NSDC are trying to locate officers who attended site. NSDC Linda Tift has asked for an inspection after which further action can be ascertained. It is obstructing a streetlight and catching high sided vehicles. Notts CC have ascertained that it is the homeowners responsibility. Electric fenceposts are being put up on the grass verges without permissions narrowing the access. Probably put up to stop damage by vehicles.
- 132/24 To receive only - Reports from Police, District and County Councillors
Cllr Linda Tift – NSDC. Richard Marshall is the person to contact about solar panels on the Cator Hall – they will come out and inspect before giving us a decision.
Solar Farms are being considered in December and on a recent visit planning members had the chance to appreciate the impact they will have on the area. The levelling up fund for Clipstone and Ollerton is going ahead but we still do not know if there is to be an upgrade to the A614/Ollerton roundabout – which is a pre-requisite to an additional 850 houses.
- 133/24 To receive and approve – Minutes from meeting of 9th October 2024
It was resolved to receive and approve the minutes (JP/SF)
- 134/24 To report – Matters arising from minutes not covered elsewhere on the agenda
None
- 135/24 To receive only – Chairman's announcements
Very successful litter pick on Saturday morning but disappointing that litter is coming back already.
Children in need at Cator Hall on Friday is hoping to generate £1000
- 136/24 To invite representations from and vote on appointment(s) to the office of Councillor
Elaine Cottingham was duly elected (JP/KP), signed her Declaration of Acceptance of office was and invited to join the meeting
- 137/24 To discuss and comment on outstanding planning matters (others may be reported only at the meeting – no decisions permitted)
- [Application for a non-material amendment to allow for the installation of a filter trench attached to planning permission 12/01594/FULM.](#)
Bilthorpe Disused Colliery Eakring Road Bilthorpe
Ref. No: 24/01684/NMA | Received: Mon 23 Sep 2024 | Validated: Mon 23 Sep 2024 | Status: Registered
 - [Request for confirmation to discharge condition 5 \(windows and doors\) attached to planning permission 24/00694/HOUSE Erection of detached Garden Room](#)
The Barn Sikey Lane Eakring NG22 0DD
Ref. No: 24/01650/DISCON | Received: Mon 16 Sep 2024 | Validated: Mon 16 Sep 2024 | Status: Registered
 - [Request for confirmation to discharge condition 4 \(roof tiles\) attached to planning permission 24/00694/HOUSE Erection of detached Garden Room](#)
The Barn Sikey Lane Eakring NG22 0DD

138/24

All noted

Financial matters;

- a) To note that a DD has been set up with HMRC for PAYE payments
- b) To discuss and note we have had to pay an outstanding HMRC fine and interest accumulated during a six month period in 2022 that has come to light and was continuing to accrue interest £322.92
- c) To note that a card reader, as part of a larger EPOS system has been acquired on a minimum 12 months contract. To agree to set up a Direct Debit for EPOS to pay the monthly subscription fee £45 plus VAT
- d) To receive and agree to implement the NJC pay scale increases from April 2024. Clerk's pay to rise by 61p p/hr backdated to September 24
- e) To note that in spite of numerous E-mails PPR/PPS have continued to fail to respond within their own set down timescales. New income figures for last 3 financial years have been sent 1st Nov requesting a review.
- f) To note that a request to remove ex-Councillors from Unity Trust bank has been submitted
- g) To note that a request for a debit card has been submitted and we await the outcome
- h) Receipts and payments since last meeting to 31st October 2024

07-Oct-24	144	WI	Room rental	£240.00
07-Oct-24	145	M Peet	Baby Club Sept	£30.00
08-Oct-24	146	Coupland	Room Rental St Andrews	£30.00
11-Oct-24	147	Talk Talk	Internet	£(39.30)
15-Oct-24	148	Staff	Holiday Pay	£(16.64)
15-Oct-24	149	Identitag	Plaques	£(64.78)
15-Oct-24	150	Baugh Horticulture	Mow Pfield/C Hall	£(110.00)
15-Oct-24	151	Staff	Salary Sept	£(458.80)
15-Oct-24	152	Staff	Mileage Sept	£(79.20)
15-Oct-24	153	Staff	Salary Sep/Oct	£(136.80)
15-Oct-24	154	NSDC	Dog bin emptying	£(143.52)
15-Oct-24	155	Staff	Holiday Pay	£(55.41)
17-Oct-24	156	Transfer	Deposit to current	
18-Oct-24	157	Susan Stack	CCTV Equipment	£(1,389.85)
18-Oct-24	158	London Hearts	Defibrillator and case	£(900.00)
18-Oct-24	159	Susan Stack ref Microsoft	One Drive subscription	£(19.99)
24-Oct-24	160	HMRC	PAYE	£(80.00)
25-Oct-24	161	EPOS Now	CH payment/stock system	£(109.07)
25-Oct-24	162	Signs of Cheshire	Notice Board keys	£(12.50)
29-Oct-24	163	Ulyett Landscapes	Damaged window payment	£35.38
29-Oct-24	164	HMRC	Penalty fine and interest ref 2022/23 year	£(322.92)

- i) To approve accounts and bank reconciliation presented at the end of the agenda
- Approved and signed by Councillor**
- j) To review items to be included in the 2025/26 budget for finalising in December

- **Investment in interactive speed signs on 4 entrances to the village**
 - **Better grounds maintenance**
 - **Re-render areas of the exterior of Cator Hall and repaint**
 - **Accessibility study for access for Cator Hall and Church**
- k) To note the 2024/25 NSDC Band D precept figures for Eakring compared with other parished areas.

Noted

- l) To note that windfarm grant has been received £7,500 on 4th November

Noted

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

167	Staff	Salary Oct (plus Sept backpay)	£(488.13)
168	Staff	Holiday pay Oct (plus Sept backpay)	£(58.84)
169	Staff	Mileage 2 visits	£(34.20)
170	YU Energy	Electricity CH	£(76.11)
171	NSDC	Playground Inspection	£(90.00)
172	Staff	Salary Oct	£(144.00)
173	Staff	Hol Pay Oct	£(17.33)
174	Beth Hall	Expenses Diary	£(3.25)
175	Ken Peet	CCTV Cleaning cupboard lock	£(69.00)
176	Ken Peet	Poppy appeal	£(24.49)
177	Ken Peet	Screwfix CCTV materials	£(8.37)
178	Ken Peet	Screwfix Oakring Tables	£(63.95)
179	Ken Peet	Wickes Ramp repair	£(10.00)
180	Susan Stack	Corporate Xmas Tree	£(158.48)
181	Susan Stack	Lights for fun Reindeer	£(126.99)
182	Susan Stack	Christmas Direct Xmas lights	£(204.97)

All approved for payment (SH/SF)

139/24

To discuss quotations and actions regarding:

- a) Quotation from Macaw security for various electrical works

Approved

- b) Quotation from Plantscape for 30 half circle lamp post baskets

Approved

- c) Quotation from Plantscape for 30 solar Christmas trees on lamp posts

Approved

- d) Potential need for lamp post testing (for b) and c) above)

Noted

- e) Purchase of replacement window (re-imbursed by contractor) £35.38

On order

- f) Quotations received for signage at Playing Field (£73 and £90 plus VAT)

It was resolved to accept the quote from Lone Wolf £73

- g) Purchase of cones for use on Kirklington Road (JP) Approx cost £80 for 12

Will be included in the Resilience fund application

- h) To purchase a mini safe to hold internal keys and confidential items

Cllr Holmes will donate one

140/24

Matters relating to Cator Hall Management Committee:

- To receive and accept minutes of meeting held

It was resolved to receive and accept (KP/SH)

- Decisions arising from the Management Committee meeting

Cllr Parks outlined the decisions made at the meeting and subsequently clarification was received on the licencing elements and how to decide if it is

“Covered by the licence, or TENS licence required, or Not Applicable.” These have been incorporated in the new Terms and Conditions which Cllr parks summarised for the audience present. These T&C’s were approved.

- Damage caused by hirers to the Cator Hall and actions to be taken
Damage has been caused by tables/chairs being taken through the small doors and notices have been put on the doors asking people to use the double doors

- Request for favourable rates (Children in need 15th Nov and any others)

Agreed along with Solar meeting on 4th December

- Agree Terms and Conditions

The Terms and conditions were approved (KP/SH)

- Installation of Fire Assembly point notice

Assembly points should be 50ft from potential fire. Therefore Cator Hall garden is the one for St Andrews church and the memorial garden for Cator Hall. Signs will be erected in both areas. Concern over access for disabled people was raised and will be investigated.

- Awarding of Tender for brewery appointment (if available)

Five suppliers were approached and only two replied. Beer Mats and Woodfordes. The Chairman outlined both proposals to the meeting.

It was resolved to appoint Woodfordes on a three year deal. (SH/SF)

- To order a licencing plaque

Agreed that Cllr parks will research

- To order 24 replacement chairs for Oakring Room (up to £1,250) in addition to four samples already purchased (approx. £265)

Agreed to purchase velvet chairs (EC/SH)

- To purchase coffee machine for the Oakring Room (up to £1.100 including initial stock)

Agreed to purchase (SH/EC)

- To purchase a TV for the Oakring Room (up to £600)

Agreed to purchase with a donation from a local social group (SH/EC)

- To purchase a wireless PA system for the Centre (up to £600)

Agreed to purchase with a donation from a local social group (SH/EC)

141/24

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

- a. Update on the speed watch

Keith reported that there has been no response, some volunteers were found at the meeting and he can now progress training.

- b. Remembrance 2024 – review of 2024 event and changes for 2025

A wreath was purchased, Charlie as the last serviceman placed it on our behalf and Charlie and Marie put the soldiers and poppies up in the village. Nick may be able to make us some soldiers for 2025

- c. Road signs – S115 application has been submitted

noted

- d. State of grass verges and footpaths and byways(e-mailed Scott 20th/25th Oct)

Ongoing

- e. Floral displays on lamp posts (for 2025) S115 has been submitted

Noted

- f. Christmas solar trees on lamp posts S115 has been submitted

Noted

- g. CCTV installation

Work in Progress

- h. Defibrillator training

- i. ***Local Bilsthorpe resident has provisionally booked 7th December and the Council will donate £100 (JP/SH)***

- j. Defib unit on Playing Field – received and ready pending power supply

Noted

- k. Flood resilience grant application – note Clerk has submitted a suitable application to NSDC

Noted

- l. To fit lock on cleaning cupboards

Completed

- m. Solar panels for Cator Hall – e-mailed Linda Tift for advice 21/10

As above in Councillor reports

- n. Great Northern Solar park – have requested hall hire for stage 2 consultation

As above in Councillor reports

142/24

To note;

- a. Receipt of Playground report carried out by NSDC

Noted

- b. Instigation of weekly checks of playground by SH based on checklist

Agreed and Cllr Holmes will undertake weekly checklist provided

- c. That the Defibrillator has been checked

Noted

143/24

To agree various procedural matters:

- a. To resolve that Councillors will commit to monitoring their e-mails regularly and will respond if requested to by a fellow Councillor or the Clerk. If a councillor does not respond within 72 hours then it will be assumed that they have no objections or observations to add to the matter concerned and the Clerk or designated Councillor will progress pre agreed/delegated matters based on a majority of those responding.

Agreed

- b. To delegate 1 or 2 Councillors to decide on the content, design and dates of issue relating to Newsletters along with the Clerk who will ensure the content is accurate/legal to print and produce them for distribution. The Chairman will continue to write a report.

Cllrs Parks and Cottingham were nominated

- c. To enter into a Council mobile 'phone contract and handset to enable the use of Whatsapp and similar communication options, to improve GDPR and continuity risk (many items including the bank to HMRC matters are linked to secure mobile confirmation numbers/codes being sent).

Agreed

- d. To delegate authority to the Chairman of the Cator Hall Committee and Clerk to pursue funding applications in relation to the Village Hall and Community events. An initial example would be to continue the upgrade of the hall. Any successful applications to go to Full Council for approval.

Agreed

- e. To delegate authority to the Chairman of the Council and Clerk to pursue funding applications into all other Parish Council responsibilities (eg. Community group support such as Speedwatch, Flood resilience, Neighbourhood watch etc) Any successful applications to go to Full Council for approval.

Agreed

- f. To instigate for a six month trial period a "Question the Clerk" session to be held every month on the Friday morning immediately before a Council meeting at the Cator Hall/Daffodil tea room to give everyone opportunity to meet in a daytime and pass on/ask anything they want to know in time for it to potentially go on the agenda in a timely fashion.

Agreed

- g. To adopt NALC model Sexual and general Harassment policy

Agreed

- h. To delegate to 1 or 2 Councillors and the Clerk to update and expand the village Emergency plan

Councillors Peet and Holmes were nominated

- 144/24 Date of next meetings; 11th December
2025 – 8th January, 12th February, 12th March, 9th April, 14th May (incl Annual PM)
Noted
- 145/24 To resolve to exclude public and press
Staffing matters were discussed.
- 146/24 To discuss unpaid hall hire accounts and agree actions
No longer required

EAKRING PARISH COUNCIL - Accounts as at 30th October 2024

INCOME

	BUDGET	ACTUAL	Info for 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	0	7500	
Other Income	0	35		
Grants	25	225		
Playing Field	1441	8025		
Savings Interest	700	950	55424	750

EXPENSES

Staff Expenses inc PAYE	-6000	-4168	-11500	Addl Beth NI
Admin/ Audit fee	-460	-385	-460	
Office Expenses	-400	-296	-1000	? Laptop
Subs NALC/ICO/Rcan	-250	-130	-500	
Defib Box	-300	-273	-200	Electricity
Insurance	-2924	-2924	-3500	
Bank Charges	-72	-57	-80	
Community	-150	-245	-500	
ECHO/CAB donations	-75	0	-100	
Dog Bins	-550	-182	-550	
Clerk Mileage	-600	-361	-650	
CLlr Training	-300	-90	-300	
Playing Field	-1000	-338	-1300	£300 insp/£1000 repairs
Website	-850	-881	-500	
Defib	-150	-750	-200	Pads/batt
Volunteers	-400	-296	-400	
S137	0	-25	-50	wreath
Fines	0	-14481	-323	-11723
VAT paid over			-2314	0

CATOR HALL INCOME AND EXPENDITURE

Eakring PC Parish Council Minutes 13th November 2024

Hall Hire	2250		1865		3000
Grants	0		0		0
Other1	0		0		0
Other2	0	2250	0	1865	0
Running Expenses	-5000		-1770		-5000
Capital Improvements	-12000		-12166		
PRS/ Alcohol Licence	-832		-1225		-1000
Repairs/ Testing	-1450		-979		-1500
Insurance	-550	-19832	0	-16139	-600
		23791.00		27112.48	9360 Net Inc/yr

Potential new items:

Flowers 30 lamp posts
Christmas lights 30 lamp posts
CH Furniture

EAKRING PARISH COUNCIL - Bank Reconciliation 30th Oct 2024

Opening Bank Balances

Current	£ 9,169.17
Reserve	£ 45,664.75
Cator Hall	£ 1,601.35
	<u>£ 56,435.27</u>

Add receipts £ 57,288.94

£
27,112.48

Less Payments -£ 30,176.46

Closing Balance £ 83,547.75

Made up of:

Current	£1,035.49
Reserve	£82,512.26
Cator Hall	-