

# BLEASBY PARISH COUNCIL



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Website: <http://www.bleasbyparishcouncil.uk/community>

## Statutory Annual Meeting of Bleasby Parish Council

Monday 15 May 2023 at 7.30 pm, in Bleasby Village Hall

### Minutes

**Present:** Cllrs Coombs, Roscoe, and Winn

**In Attendance:** Denise Bryant (Clerk), Stephen Andersen, Robert Wallin and 6 members of the public. District Cllr Keith Melton arrived at 8.20pm

Cllr Coombs welcomed attendees and opened the meeting at 7.30pm

- 1. Declaration of acceptance of office for Councillors** were signed as each role was elected
- 2. Election of Chair** Cllr Roscoe nominated Michael Coombs as Chair for the coming year, seconded by Cllr Winn. All voted in favour. Cllr Coombs was therefore duly elected Chair and signed the Declaration of Acceptance of Office.
- 3. Election of Vice Chair** Cllr Winn nominated Cllr Roscoe as Vice Chair, seconded by Cllr Coombs. All voted in favour. Cllr Roscoe was duly elected as Vice Chair for the coming year and signed the Declaration of Acceptance of Office.

#### **4 Chair's Welcome**

Cllr Coombs in the chair welcomed everyone to the meeting and thanked everyone for their support throughout the last year.

#### **5 Co-option of new members.**

Mr Andersen and Mr Wallin were co-opted onto the Council. This was proposed by Cllr Coombs and seconded by Cllr Roscoe. Declarations of office were duly signed. The council noted that there were empty roles for two more parish Councillors. It was agreed to write an article to be circulated using the Bleasby Community Website news facility and the notice boards.

#### **6 Apologies**

No apologies received

#### **7 Declarations of Interest**

- All officers to receive and complete a "Register of Members' Interests" form that must be completed and returned to the Monitoring Officer at NSDC within 28 days. The Clerk to send out the forms on 16.5.23
- To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting  
None Received.

## **8. Appointment of Representatives on other bodies/groups**

The following were appointed.

- Village Hall Management Committee – Cllr Winn
- Grasshoppers – Cllr Coombs (assisted by Jo Dunseath)
- Flood Advisory Group – Peter Cast
- Station Adoption Scheme – Jenny Sterland
- Any other bodies
  - Footpaths – Cllr Winn
  - Events Group – Cllr Roscoe

## **9. Minutes**

Minutes of the meeting held on 17 April 2023 were approved as a correct record and signed.

## **10. Public Participation**

Jenny Sterland gave an update on latest activities regarding the Station Adoption Scheme. She enquired about the verge at the Station that needs mowing. Parish Council to resolve.

A member of the public raised 3 concerns at the meeting. He was unable to contact the Parish Council via email. Clerk to resolve.

He wished to propose that Bleasby have a number of Parish Entrance signs. The feasibility, cost effectiveness and number of signs was debated. Cllr Coombs pointed out that there used to be signs in the village. It was suggested that a village survey was held periodically. This could be included in the next edition of the village magazine.

Lastly there was concern expressed about the increase in traffic and importantly the increased number of large agricultural vehicles. It was noted and appreciated that Cllr Saddington is chasing this on the village's behalf. Traffic surveys etc have been undertaken in the past and the results have been analysed and fault found.

The Thurgarton Speed watch presentation to the Parish Council scheduled for 12th June was discussed. It was agreed to publicise this presentation within the village such that interested parishioners could attend. It was suggested that farmers could ask that their drivers reduce their speed limit to 20mph. Additionally it was suggested that we ask for a 20mph limit in the whole village.

It was noted that the Parish Council budget for 23/24 contains proposed funding for one village entrance sign.

It was noted that the creative element of the sign itself might be difficult to agree but whatever is purchased, it must be kept clean and well-maintained. This would be the role of the Bleasby Parish Council Lengthsman.

## **11. District/County Council Reports**

As Cllr Saddington and Cllr Melton had not arrived yet, this item was deferred.

District Cllr Keith Melton arrived at 8.20pm. Cllr Coombs welcomed Cllr Melton to our meeting. Cllr Melton had no official update for the Council as he was so new. He offered to help in whatever way he can. As Cllr Melton is covering Trent Ward, he is very focussed on not only the Trent villages, but also in cleaning up the River Trent and using it as a resource. Wooded areas, trees etc are also a major focus. Cllr Melton is keen to be included in all the planning matters especially those which impact the natural landscape of Bleasby village.

Cllr Saddington was unable to attend the meeting

## **12. Standing Orders and Annual Governance**

- a. To review and approve Bleasby PC Standing Orders  
The Bleasby PC Standing orders were reviewed and approved. Proposed by Cllr Coombs, seconded by Cllr Andersen. All voted in favour.
- b. To review and approve Bleasby PC Equality Policy  
The Bleasby PC Equality Policy was reviewed and approved. Proposed by Cllr Roscoe, seconded by Cllr Andersen. All voted in favour
- c. To review and approve Bleasby PC Financial Regulations  
The Bleasby PC Financial Regulations were reviewed and approved.  
Proposed by Cllr Andersen, seconded by Cllr Roscoe. All voted in favour
- d. To review and approve Bleasby PC Councillor Code of Conduct  
The Bleasby PC Code of Conduct was reviewed and approved. Proposed by Cllr Winn, seconded by Cllr Roscoe. All voted in favour
- e. To review and approve Bleasby PC Risk Assessment  
The Bleasby PC Risk Assessment was reviewed and approved. Proposed by Cllr Winn, seconded by Cllr Roscoe. Cllr Coombs approved as Assessor. All voted in favour

## **13. Finance and Annual Governance**

- a. To approve payments as listed on payment schedule.  
Council approved all payments on payments sheet.
- b. To receive and note bank reconciliation and bank statement (attached separately)  
Noted and approved.
- c. To receive and approve Receipts & Payments Year End report  
Noted and approved for internal audit.
- d. To receive and approve Statement of Accounts for 22/23  
Noted and approved for internal audit.
- e. Complete Annual Governance Statement 2022/23.  
Members agreed each section and noted that the document would be signed after the internal audit has been approved.

- f. Review and approve AGAR Accounting Statement – Section 2  
AGAR Accounting Statement 2 was reviewed and approved for internal audit.
- g. To receive and approve 22/23 Asset Register, agree date for inspection of assets and agree old laptop re-purposing  
The 22/23 Asset Register was received and approved for the internal audit. A physical inspection of assets was to be organised. The old laptop would be kept by the Clerk for 12 months after which it would be re-purposed.
- h. To review Insurance cover .  
Cllr Roscoe proposed that the insurance be renewed as quoted by Gallaghers. Cllr Coombs seconded. Unanimous vote.
- i. Update on progress of Year End Closure process. The clerk reported that the first set of information had been sent to the internal auditor and feedback was awaited.

#### **14. Planning**

There were no new planning matters for consideration by the Council

A member of the public had sent correspondence to the Parish Council and to NSDC relating to tree work on The Acre. The council note that the NSDC Tree officer had put in a second report on the Oak trees as he has become aware that they are over 200 years old. The tree officer had asked for clarification on their removal. It was noted that the splay visibility lines for the proposed development would not be feasible without removing these Oak trees. Cllr Coombs updated Cllr Melton on the background to the Acre development.

Cllr Melton suggested that he visit Bleasby so that the PC could show him the main development sites in the village that are of interest. Clerk to organise meeting.

It was discussed that as Bleasby is not a principal village in the neighbourhood plan, development is not really encouraged.

It was resolved that the Clerk should send the correspondence from the member of the public to the NSDC case officer for the Acre development planning application.

#### **15. Land and Assets**

- a. Jubilee Ponds - no specific activity to report. Swans nesting again and the ponds are looking in a good state. Grasshoppers will send in a regular report to the council meetings in future.
- b. Glebe Field –The recent application for a small football event had been approved but had not been held due to falling numbers.
- c. Ferry End – benches are in storage and will be installed (concreted in) by the Grasshopper group. Tree work. Meeting regarding the removal of the Crack Willows has been postponed and will be re-organised by Clerk. Ongoing.
- d. Maintenance programme for coming year Ongoing

#### **16. Update on matters from previous meetings**

- a. Grips on High Cross – Via meeting. Independent drainage survey needed.

- b. Interactive speed sign and Thurgarton Speedwatch Meeting – as minuted above, this will be highlighted using the Bleasby News service.
- c. Notice board at Goverton – Cllr Coombs to send Clerk photo and dimensions of the proposed sign. Sign to be painted black.
- d. Annual Parish Meeting Debrief. Not enough attendees. Has Covid affected people’s enthusiasm to attend? Will publicise more for next year’s meeting.
- e. Coronation Event Debrief. Successful event. £400 raised towards bench in church yard. Need to widen the number of volunteers who help to make the events successful.

Cllr Melton departed at 9pm

**17. Village Projects -**

- a. Gypsy Lane - ongoing.

**18. Green Spaces Working Group Update -** Jo Dunseath to provide regular report in future.

**19. Correspondence**

Di Temperley sent a card thanking the PC for all their efforts regarding the Coronation event.

Gypsy Lane closure – notice send to all parishioners on the Bleasby News Service

Grow your Roots flyer has been sent to the parishioners using the Bleasby News Service.

**20. Village Website –** Collaboration between Bleasby PC Clerk and Bleasby News team to be trialled over the summer.

**21. Agenda items for next meeting**

Planters plans for summer bedding – budget needed – Approved spend from Bleasby in Bloom budget.

**22. Date of next meeting – 12 June 2023.**

Chair thanked everyone for attending and closed the meeting at 21.29pm

**Approved as a correct record and signed:**

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**Cllr M Coombs, Chair, Bleasby Parish Council**

**12 June 2023**

*Distribution: Parish Councillors, Cllr S Saddington, Cllr K Melton, Noticeboards, Website*