

# BLEASBY PARISH COUNCIL



Email: [bleasbyparishcouncil@outlook.com](mailto:bleasbyparishcouncil@outlook.com)

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

## Statutory Annual Meeting of Bleasby Parish Council

Monday 23 May 2022 at 7.30 pm, in Bleasby Village Hall

### MINUTES

**PRESENT:** Cllrs Andersen, Coombs, Dunseath, McCormick, Roscoe, Wallin and Winn

**IN ATTENDANCE:** Lynda Ogilvie, Locum Clerk, and one member of the public

Cllr Andersen welcomed attendees, and opened the meeting at 7.30 pm

#### 1. Election of Chair

Cllr Dunseath nominated Cllr Coombs as Chair for the coming year, seconded by Cllr McCormick, all in favour. Cllr Coombs was therefore duly elected Chair, and signed the Declaration of Acceptance of Office

Newly elected Chair, Cllr Coombs thanked the outgoing Chair, Cllr Andersen for his work during his term of office, and his contribution to the wellbeing of the parish council and the community.

#### 2 Apologies

There were no apologies for absence.

#### 3 Declarations of Interest

There were no Declarations of Interest

#### 4. Election of Vice Chair

Cllr Anderson nominated Cllr Roscoe as Vice Chair, seconded by Cllr Winn, all in favour. Cllr Roscoe was duly elected as Vice Chair for the coming year and signed the Declaration of Acceptance of Office

#### 5. Appointment of Representatives on other bodies/groups

The following were appointed:

- Village Hall Management Committee – Cllr McCormick
- Grasshoppers – Cllr Dunseath and Cllr Coombs
- Flood Advisory Group – Peter Cast
- Station Adoption Scheme – Jenny Sterland
- Any other bodies
  - Footpaths – Cllr Winn
  - Events Group – Cllr Roscoe

## **6. Public Participation**

Suggestion from a resident that the Council speak to Cllr Saddington about the LIS grant in respect of the money, and other aspects of the project.

## **7. Minutes**

Minutes of the meeting held on 14 March 2022 were approved as a correct record and signed.

## **8. To receive reports from Nottinghamshire County Councillor and Newark and Sherwood District Councillor**

Neither were present.

## **9. Annual Parish Meeting – date**

This will now be on 31 May 2022, and Cllr McCormick has invited representatives of groups in the village to speak. The Agenda has been posted.

## **10 Update Railway Station Adoption Group**

There is no further information on this.

## **11. Land and Assets**

### a. Glebe Field

A rota will be established for watering the newly planted trees.

### b. Jubilee Ponds

Nothing reported

### c) Ferry End (this item to be added to Agenda in future)

Cllr Coombs had asked the Canal and Riverboat Trust for assistance with the emergency work which needed to be done to remove a fallen tree, but was told that they were not responsible for that part of the river bank. Local help was forthcoming, and a letter of thanks will be sent to the person who was particularly helpful with dealing with the situation.

## **12. Tree Working Group**

### a. Update

As reported below.

### b. Planting of the Christmas Tree and Glebe Field Oak Tree

These have now been planted, and as noted above a rota for watering will be established.

### c. To discuss avenue of trees

Some hiccups about siting have now been ironed out, and VIA are happy with size and species. They will be planted in early December. However, it has become unclear who owns the land in question and Cllr Coombs undertook to speak to neighbouring property owner to try to clarify.

## **13 Village Projects - To discuss and decide on next steps**

### a. Orchard Close

#### i) Choice of planter available

Council was updated on restrictions which VIA have placed on the type and size of planter, which will not allow for the planting envisaged. The bench has been purchased and is ready to install next to the bus stop. Clerk to make arrangements with VIA for this to be actioned.

### b. Gypsy Lane

VIA has indicated that they would not support a fence along the dyke at Gypsy Lane

Members were concerned that the late intervention of VIA has put the brakes on both these two projects, and a meeting with Cllr Saddington and representatives of VIA will be sought in order to find a way forward.

#### **14 Green Spaces Working Group Update (Grasshoppers)**

Cllr Dunseath updated members on activities, which include clearing the meadow area on Jubilee Ponds, planting trees, and tidying up paths.

#### **15 Glebe Field Play Area Working Group Update**

A further meeting will be arranged with the City Council to decide next steps. Cllr Coombs said that an outline of the scheme and equipment is required.

#### **16 Events Group Update including Queens Platinum Jubilee**

Events for the Platinum Jubilee are in hand.

The Bike Fest is scheduled for 17 July, and a request for £50 has been made to cover incidental expenditure. Members approved this request.

Clerk will request road closure, and the organiser will be asked to prepare a risk assessment for insurance.

#### **17 To consider and agree Terms of Reference for PC working group to organise purchase and installation of Christmas lights etc**

Deferred to July meeting

#### **18 Financial Matters**

- a. To update bank mandate to remove former Clerk and add other Councillors as approved  
Members approved the removal of previous clerk from the Bank Mandate
- b. To approve payments  
Council approved all payments on the payment sheet. It was noted that insurance renewal is due, and Cllr Dunseath will check insurance cover re Jubilee Ponds and Grasshoppers activities.
- c. To receive and note bank reconciliation and bank statement (attached separately)  
Noted and approved.
- d. To receive and approve Receipts & Payments Year End report  
Approved
- e. To receive and approve Statement of Accounts  
Approved
- f. To note that Audit Exemption will not be applicable as gross income exceeds £25,000  
Noted
- g. Complete Annual Governance Statement 2021/22  
Members agreed each section and the document to be signed after the internal audit has been completed.
- h. Review and approve AGAR Accounting Statement – Section 2  
Reviewed and noted.
- i. Approve internal audit arrangements  
Dixons will be asked to undertake this work again.
- h. To check Asset Register and agree date for physical inspection of assets.  
Asset Register was checked, and approved.

#### **20. Planning**

There were no planning applications to be considered..

## **21. Correspondence**

None received.

## **22. To consider and sign contract for dog waste bin emptying**

This matter has already be dealt with.

## **23. To consider request for financial assistance to cost of mowing the grass at St Mary's Church.**

Ulyetts will be consulted, as well as Grasshoppers and Church Wardens, on this to ascertain likely cost and number of cuts per year required.

## **24 Staffing Matters**

- a. To consider recruitment of locum clerk

Members approved the appointment of Lynda Ogilvie as Locum Clerk.

Members also approved the establishment of an HR committee made up of Cllrs Coombs, Andersen and Dunseath to consider the recruitment of a new Clerk. Their remit will include a review of hours and pay scale, as well as a job description.

## **25 Agenda items for next meeting**

Speeding and traffic survey results

School Gate locking arrangements

## **26.Date of next meeting**

**13 June 2022**

**Chair thanked everyone for attending, and closed the meeting at 9.55 pm**