

Edwinstowe Parish Council

Working to make a difference

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Minutes of the **Annual General Meeting of the Parish Council** held on **Wednesday 10th May 2023** proceeded by the **Annual Meeting of the Parish Council** and followed immediately by the **Ordinary Meeting of the Council**, in the Council Chambers, Village Hall, Edwinstowe.

Present: Cllrs Brooks, Freeman, Parkin, Peacock, J Peck, K Peck, Steele

Apologies: Cllr Watkinson, C/Cllr Carlton

A G E N D A

Meeting opened by the Chairman.

- 23/001** To elect a Chairman for the ensuing year
Cllr Freeman nominated Cllr Parkin, Cllr Peacock seconded
Approved unanimously
- 23/002** To receive the Chairman's Declaration of Acceptance of Office
Cllr Parkin signed the Declaration of Acceptance of Office
- 23/003** To elect a Vice Chairman for the ensuing year
Cllr K Peck nominated Cllr J Peck, Cllr Peacock seconded
Approved unanimously
- 23/004** To receive the Vice Chairman's Declaration of Acceptance of Office
Cllr J Peck signed the Declaration of Acceptance of Office
- 23/005** Councillors Register of Members Interest Form
Councillors present at the meeting completed the forms.
- 23/006** To appoint Chairs / representatives onto Sub Committees, Committees and Organisations

N.B. Working Groups & Sub Committees are closed meetings with no decision-making powers; Committees are public meetings with the ability to make decisions. (Working Groups & Sub Committees can include non-council members.

After a discussion, it was agreed to change the Finance Committee to Finance and Governance Committee

Proposed Cllr K Peck Seconded Cllr J Peck.
Agreed unanimously.

The following committee membership were proposed

- i. Finance & Governance Committee
 Cllrs Brooks, Cllr Peacock, Cllr J Peck (Chair), Cllr Steele
- ii. Human Resources Committee
 Cllr Freeman (Chair), Cllr Parkin, Cllr K Peck, Cllr Watkinson
- iii. Amenities Committee
 Cllr Brooks (Chair). All Councillors able to attend.
- iv. Events Committee
 Cllr J Peck, Cllr K Peck (Chair), Cllr Steele, Cllr Watkinson
- v. Village Hall Committee
 Cllr Brooks, Cllr K Peck
- vi. Sherwood Forest Trust
 Cllr J Peck – not as representative of the council.
- vii. Sherwood Education Partnership
 Cllr K Peck
- viii. H & S Representatives
 Cllr Freeman (Chair) and one other to be nominated from Human
 Resources Committee.

All nominations agreed unanimously.

The meeting was informed that the policies that were normally approved at this meeting will be deferred to a future meeting to allow councillors time to read the policies.

Meeting closed at 1930hrs

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Minutes of the Ordinary Meeting of the full council held on Wednesday 10th May 2023, immediately following the Annual Parish Meeting. The meeting will be held at the Council Chambers, Village Hall, Mansfield Road, Edwinstowe. Public and Press welcome to attend.

- 23/007** **Welcome by the new Chair**
- 23/008** **Receive apologies and reasons for absence**
Reasons were approved unanimously
- 23/009** **Disclosures of interests by members**
NONE
- 23/010** **Approve minutes of the Extraordinary Meeting held on Friday 28th April 2023.**
Minutes were approved unanimously and signed by the Chair.
Minutes from the Ordinary Meeting of 12th April 2023 were approved at the Extraordinary Meeting held on Friday 28th April 2023.
- 23/011** **Matters arising (following NALC guidelines)**
NONE
- 23/012** **Public participation, standing orders will be suspended for the duration of this section**
NONE
- 23/013** **To receive any questions to council from members**
NONE
- 23/014** **To receive draft minutes and reports from committees, sub-committees and working groups – verbal reports**
- i. Village Hall Committee
The Committee are keen for repairs to the roof to be carried out before the winter.
It was proposed to commission a roof survey for the roof lantern to be paid for by s106 monies. D/Clrs to request a list of accredited roofing specialist from N&SDC Conservation Officer.
The window in the corridor is rotten and needs replacing.
It was agreed to request quotes from local window

companies. Clerk to make enquiries and bring back to future meeting for approval.

Agreed unanimously.

- ii. Amenities - Hanging Baskets
Final numbers are being collated but there will be approximately 100 baskets.

23/015

Agenda

- i. **Amenities**
 - a. John Benson Pavillion
Councillors have previously approved the installation of solar panels on the Pavillion – to be paid for by grant funding and contribution from the Parish Council.
Cllr Peacock to forward specification and Cllr J Peck to provide details of Solar Panel Companies to enable Clerk to obtain quotes to bring back to future meeting.
 - b. Village Hall
Dealt with under agenda item 14(i)
 - c. Parking Permits
It has previously been agreed to charge £50 per year for permits in Mansfield Road car park. Charges will come into place from July and will be a pro rata cost - £37.50 to March 2024.
Clerk to check with NSDC re parking order.
 - d. East Lane Car Park
The hole in the car park has been inspected and it is a sunken Severn Trent manhole cover which has been reported to NCC.
 - e. Bowling Green
Edwinstowe in Bloom would like to develop the Bowling Green. After a discussion it was agreed to take to next Amenities Committee Meeting.
- ii. **Book Festival**
This year's Book Festival will take place on Saturday 3rd June. There will be activities in the Library, Craft Centre and Visitor Centre. The event is being run by the Newark Book Festival Group.

Correspondence

East Lane Car Park

Dealt with under agenda item 15(i)(d)

23/017

Financial Matters (to be referred to the finance committee, if necessary)

Full financial information will be presented at the next Full Council Meeting.

BANK BALANCE	Including Precept Received (as of 04.05.23)	£223,595.71
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After a discussion it was agreed to make the following changes to the access to Unity Bank.

Cllr Freeman View / Authorise
Administrator View / Authorise / Submit
Clerk/Locum Clerk View / Authorise / Submit
Approved unanimously

Cllr J Peck to meet with Locum Clerk to look at finance asap.

The locum Clerk informed the meeting that the Annual Return (AGAR) has been completed and the internal audit is arranged for the end of May.

The insurance is due for renewal on 1st June. The buildings need to be re-evaluated. D/Cllrs to make enquiries at NSDC to assist.

Clerk to contact insurance company.

23/018

Reports from County Councillor (verbal report; bullet points sent to the Clerk prior to meeting)

NONE

23/019

Planning Matters – Cllr Freeman declared an interest
Planning Application – 22/01934/RMAM – Barratt Homes, 99 dwellings, Thoresby Vale.
The application needs further discussion/review. Defer to June meeting.

23/00668/HOUSE – no comment made

23/020

To resolve to exclude the Press and public from the following item(s) in accordance with The Public Bodies (Admissions to Meetings) Act 1960.

Confidential Matters

a. Staffing

The Cemetery Groundsman has resigned. After a discussion it was agreed to advertise the vacancy asap – noticeboards/around the village/prominent locations and website.

Post Cemetery Groundsman/Amenity Worker– 20hrs per week, £11.21 per hour.

The Locum Clerk left the meeting whilst councillors discussed the temporary position.

It was agreed to increase the hours to 28 per week with some flexibility.

23/021

Date of next meeting; Wednesday 21st June 2023.

Meeting closed 2100hrs