# Normanton on the Wolds Parish Council

Minutes of the Parish Council Meeting of Normanton on the Wolds Parish Council held at

**Burnside Memorial Hall, Church Hill, Plumtree** on **Tuesday 18th October 2022** at **7.00pm.**

**Councillors present:**  Cllr Kay Cutts (Chairman), Cllr Aruna Day, Cllr Jodi Gray, Cllr Dawn Clements, Cllr Vivienne Ives,

 Cllr Mike Westwood, (x1 Vacancy).

**Officers**: Lesa Gilbert – Parish Clerk.

**Also present:**  1 resident *(Apologies from NCC Cllr Richard Butler and RBC Cllr Debbie Mason).*

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1. **Apologies for absence** – None.
2. **Declarations of interests** – Cllr Clements – agenda item 11d.
3. **Chairman’s announcement** – delighted to welcome the newly appointed Parish Clerk - Lesa Gilbert.
4. **Minutes from the extra-ordinary meeting held on Tuesday 16th August 2022 for acceptance** - Council agreed accurate and signed by the Chair Cllr Cutts.
5. **Open Session for the public to raise matters of council business *-***No resident comments.
6. **Reports – to consider:**
	1. **District and County Council Members.** – apologies given.

**Parish Clerk** – updated council on the Leys and Old Melton Road footbridge repairs; NCC has resecured current planks and will shortly be replacing all the deck planks with an improved none slip surface. -- Also highlighted correspondence with Internal Auditor, David Dixon who is closing down HMRC payroll services undertaken for the previous Clerk.

* 1. **Parish Councillors –** Cllr Clements shared correspondence from resident regarding their concerns re. the potential housing development near The Plough. -- Resident queried when the next newsletter with be. -- Cllr Westwood raised concern re. ditch overgrowth. -- Cllr Day reported resident request for another community litter picking event. Council discussed and agreed to organise another litter picking date shortly.
1. **Financial matters:** Clerkexplained that the bank mandate changes are still being processed so no payments can currently be made – noted by Council.
	1. Expenditure – payments agreed by Council:
		1. *Roffesoft Email – inv no 7349: x9 Cllr emails for 1 year - £97.20 (inc vat).*
		2. *Streetwise - inv no 20356: Bin empty July-August 2022 - £19.56 (inc vat)*
		3. *RBC - inv no 70961780: Bin empty Sept 22 - £9.78 (inc vat)*
		4. *Calico UK - inv no 124620: Annual renewal domain name normanton-on-the-wolds.org.uk - £24 (inc vat)*
		5. *Carruthers - inv no 00353: Prof services to maintain NOTW PC website. May to November 2022 and annual hosting and SSL cert - £218*
	2. Income – no income to note since the last meeting.
	3. Bank balance and reconciliations – Clerk explained no bank access to be able to do the bank rec. – noted by Council.
	4. Budget to actuals – Clerk explained again no bank access – note by Council.
	5. Adding the new Parish Clerk onto the bank mandate/online banking – Council agreed.

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* 1. Spending under urgency delegated powers for the Parish Clerk – Clerk explained that should an urgent spend be required the Financial Regulations can include terms for the Clerk to make emergency payments under delegated authority whilst also informing the Chair of the matter – Council agreed to £300 urgent spend delegated to the Clerk.
1. Parish Council services and operations:
	1. New payroll system: Payroo – Clerk explained the Payroo payroll system @ £5 per month – Council agreed to a monthly subscription to process employee salary.
	2. New email and cloud-based system: Microsoft 365 – Clerk explained risks/need for cloud-based file storage. Microsoft 365 popular, good system and includes email, approx. £4.50 per month – Council agreed to set up a Microsoft 365 account for the Clerk.
	3. New website – Clerk explained current set up of the Parish Council website and how to set up a new website should Council wish – Council agreed a new website. Clerk delegated to source options/set up to share with Council.
	4. Casual vacancy – Cllr Clements and Cllr Day proposed to invite potential candidates to the next pc meeting. – Council agreed to this and to also continue to advertise the casual vacancy.
	5. Polling district and places 2022 – Chair Cllr Cutts explained that RBC propose moving the villages polling station to Cotgrave. Council agreed that Plumtree is more accessible for residents and to lobby this back to RBC, NCC Cllr Butler and RBC Cllr Mason.
	6. Defibrillator – Chair Cllr Cutts explained that the pub Landlord has agreed in principle to the Parish Council installing a defibrillator at The Plough. – Clerk to get this in writing. Council agreed to purchase a defibrillator for the village and delegate the Clerk to circulate best options and to apply for any grants available.
	7. Notice board glass order – Chair Cllr Cutts explained that the notice board glass needs replacing (misting up) – Council agreed to replacement glass.
	8. Village planters – Cllr Ives shared reports from residents unhappy about the planter being in front of the village stone – Council agreed to move the planter to under the 30mph speed sign. Also agreed for Council to source winter flowers for planters – budget £100.
2. Jubilee mugs – Chair Cllr Cutts explained latest jubilee mug stock/petty cash – Council agreed to consider other possibilities to sell the remaining mugs. – Council also agreed to pay for the Poppy Wreath (plus £5 British Legion donation) out of the petty cash as currently no bank access.
3. Highways land near the Polster Brook – Chair Cllr Cutts proposed wildflowers/bulbs are planted into this area to make it more appealing. – Council agreed and delegated Clerk to seek NCC permission.
4. Planning Matters:

To consider and comment on live applications notified to the Parish Council, including:

* 1. No live applications for review.
	2. Any other application received prior to the meeting.
		1. 22/01837/FUL - Park Side, Old Melton Road - Proposed brick wall with timber gates to front boundary – Object: out of character – should be soft hedging.

Confirm expired planning applications responded to under delegated authority:

* 1. 22/01682/FUL - Normanton House Old Melton Road – Extension to the existing detached timber garage – Object: privacy/close proximity/fire hazard to Chirton Lodge / Listed building over development/not appropriate in conservation area.
	2. 22/01352/LBC - Avenue Farm Old Melton Road - Replace tiles/fixings/mortar on roof and chimney: Do not object. (Application now withdrawn).

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Notices received of planning decisions taken by Rushcliffe Borough Council:

* 1. None received since the last meeting.
1. Urgent matters received prior to the meeting.
	1. Cllr Westwood shared news of Sidney Jordon’s passing – Council agreed to send Sidney’s family a condolence letter.
	2. Council agreed to compile newsletter articles for Clerk to compile another newsletter to be delivered around the village shortly.
2. Date for the next Parish Council meeting: Tuesday 6th December 2022 at 7pm, Burnside Memorial Hall.

Meeting closed: 8:05pm.