



NORTON • CUCKNEY • HOLBECK and WELBECK

PARISH COUNCIL

Minutes | Thursday 9th May 2024 | 7:15 PM Norton and Cuckney Village Hall

In Attendance

Cllr. Nancy Wright (Chairman)
Cllr. Jackie Cuckson
Cllr. Shelia Brailsford
Cllr. Georgina Smith

Cllr. Gemma Palmer
Cllr. Stacie Cuckson
Cllr. Conor Marples

Cllr. Matthew Evans
Cllr. Kelvin Wright
Cllr. James Palmer

NCHW/01/24 Election of Chairman for the ensuing year 2024/2025

The Chairman invited members to propose candidates for the Office of Chairman for the ensuing Council year:

One proposal for Chairman was received for Cllr. N. Wright.

Proposer: Cllr. J. Palmer
Seconder: Cllr. G. Palmer

The sole nomination was put to a vote, and Cllr. N. Wright. was duly elected by unanimous agreement to the office of Chairman of the Council for the ensuing Council year 2024/2025.

NCHW/02/24 Election of Vice Chairman for the ensuing year 2024/2025

The Chairman invited members to propose candidates for the Office of Vice Chairman for the ensuing Council year:

One proposal for Vice Chairman was received for Cllr. Wall.

Proposer: Cllr. J. Cuckson
Seconder: Cllr. K. Wright

The sole nomination was put to a vote, and Cllr. Wall was duly elected by unanimous agreement to the office of Vice Chairman of the Council for the ensuing Council year 2024/2025.

NCHW/03/24 Sign Declarations of Acceptance of Office – Chairman and Vice Chairman

Declarations to be signed in front of the Clerk outside of the meeting.

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NCHW/04/24	<p>Apologies for Absence:</p> <p>All members were in attendance</p>
NCHW/05/24	<p>Declaration of Interest:</p> <p>Declarations of Interest were received from Cllr. N. Wright and Cllr. K. Wright in item 32/24 of the meeting.</p>
NCHW/06/24	<p>To approve the minutes of the Full Council meeting held on Thursday, 11th April 2024</p> <p>Cllr. Smith raised that no action appears to have been taken by the landowner regarding the collapsed at Spinks Farm.</p> <p>The minutes of the meetings held on 8th and 21st February were proposed by Cllr. J. Cuckson and seconded by Cllr. K. Wright and agreed upon unanimously.</p>
NCHW/07/24	<p>Questions from Members of The Public:</p> <p>No members of the public were in attendance.</p>
NCHW/08/24	<p>District & County Councillors Reports:</p> <p>The District and County Councillors were absent, and no reports were provided.</p>
NCHW/09/24	<p>Planning Applications:</p> <p>23/01460/PAN [Councillors made no comment]</p>
NCHW/10/24	<p>To consider new business and receive updates about progress on existing resolutions:</p> <p>a) HR Committee Update</p> <p>Cllr. K. Wright updated the Council on the work the HR Committee has been under taking in relation to the recruitment process for a new Clerk and Responsible Financial Officer.</p> <p>b) Jubilee Garden</p> <p>Cllr. N. Wright updated the Council on the current situation of the Jubilee Community Garden in Cuckney and the need for paid/professional maintenance of the garden following the decline in volunteers.</p> <p>It was proposed by Cllr. N. Wright and seconded by Cllr. Evans that options be investigated. This was agreed upon unanimously.</p> <p>c) Equipment for Clerk (Mobile phone and Laptop)</p>

Cllr. Evans proposed that the Council purchase new IT equipment for the incoming Clerk and budget of £500.00 should be set for this purpose. This was seconded by Cllr. J. Cuckson and agreed upon unanimously.

d) Sickness Policy

Cllr. N. Wright deferred the item to the next meeting.

e) Five-Year Strategy Plan

Cllr. G. Palmer proposed that the Parish Councillors should meet to discuss the plans of the Parish Council for the next five years so a clear vision for the Council's projects could be defined.

This was seconded by Cllr. Wall and agreed upon unanimously. A date is to be agreed amongst councillors.

f) Village Hall Booking System

Cllr. N. Wright informed the Council of a request by the Norton and Cuckney Village Hall Charity, to use the Parish Council website and its built in booking system to administer bookings for the Hall and that the fee for the online payment would be paid by the Charity.

It was proposed by Cllr. J. Cuckson and seconded by Cllr. Evans that the Parish Council facilitate the booking system, this was agreed upon unanimously.

NCHW/11/24 To receive updates on projects assigned to the Action Register and to consider the addition or removal of projects.

The Action Register was updated with the progress of projects.

NCHW/12/24 Finances:

a) Approval of Payments

It was proposed by Cllr. J. Cuckson and seconded by Cllr. K. Wright that the payments (attached) be approved. This was agreed upon unanimously.

b) Approval of Bank Reconciliation (April 2023 – February 2024)

It was proposed by Cllr. Marples and seconded by Cllr. J. Cuckson said that the bank reconciliation should be accepted and signed.

c) Approval of Statement of Accounts

It was proposed by Cllr. J. Palmer and seconded by Cllr. K. Wright that the Statement of Accounts be approved. This was agreed upon unanimously.

- d) Approval of Asset Register

This item was deferred.

- e) Approval of Risk Register

This item was deferred.

NCHW/13/24 Year End

- a) To receive and accept the Internal Auditor Report

This item was deferred.

- b) To agree that a Limited Assurance Review is required

This item was deferred.

- c) To review and sign the Annual Governance Statement for 2023/2024

This item was deferred.

- d) To review and sign the Accounting Statement for 2023/2024

This item was deferred.

- e) Elector's Rights – to note and agree that dates of the Exercise of Public Rights as Monday 3rd of June 2024 and ending on Friday 12 July 2024.

This item was deferred.

- f) To acknowledge the loss of the General Power of Competence in accordance with the Localism Act 2011.

Cllr. Evans informed the Council that following the departure of the previous Clerk and under the regulations set out under the Localism Act 2011, the Parish Council no longer has the General Power of Competence and must base all its decisions on legally given powers.

NCHW/14/24 To review, amend, create and approve the Council's core documents

- a) Council's Standing Orders

It was proposed by Cllr. J. Cuckson and seconded by Cllr. K. Wright that the policy be accepted as stated. This was agreed upon unanimously.

- b) Council's Code of Conduct

It was proposed by Cllr. J. Cuckson and seconded by Cllr. K. Wright that the policy be accepted as stated. This was agreed upon unanimously.

c) Council's Financial Regulations

It was proposed by Cllr. J. Cuckson and seconded by Cllr. K. Wright that the policy be accepted as stated. This was agreed upon unanimously.

d) Council's Complaints Procedure

It was proposed by Cllr. J. Cuckson and seconded by Cllr. K. Wright that the policy be accepted as stated. This was agreed upon unanimously.

e) Council's Equal Opportunities and Diversity

It was proposed by Cllr. J. Cuckson and seconded by Cllr. K. Wright that the policy be accepted as stated. This was agreed upon unanimously.

f) Council's Privacy Policy

It was proposed by Cllr. J. Cuckson and seconded by Cllr. K. Wright that the policy be accepted as stated. This was agreed upon unanimously.

g) Council's Data Protection Policy

It was proposed by Cllr. J. Cuckson and seconded by Cllr. K. Wright that the policy be accepted as stated. This was agreed upon unanimously.

h) Creation of New Policies

It was proposed by Cllr. J. Cuckson and seconded by Cllr. K. Wright that the policy be accepted as stated. This was agreed upon unanimously.

NCHW/15/24 Correspondence

a) Co-option

Cllr. Evans informed the Council that Bassetlaw District Council had authorised the Parish Council to co-opt following no request for an election to be called.

It was proposed by Cllr. J. Cuckson and seconded by Cllr. Wall that the position be advertised for co-option.

NCHW/16/24 Items to be added (or carried forward) to the Agenda of the next meeting.

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- Jubilee Community Garden

NCHW/17/24

To confirm the date and time of the next meeting as Thursday, 13th June 2024 at 7:00PM

The meeting was closed by the Chairman at 20:06

Chairman's Signature _____ | Date _____

DRAFT

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