

RUDDINGTON PARISH COUNCIL

DRAFT MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

HELD AT ST. PETER'S ROOMS ON TUESDAY 17th MAY 2011 AT 7.30PM

Membership

Councillors		Mrs. B. Breakwell
	A	Miss S.A. Chambers
		A. Chopra
		Mrs. S. Kaur Samra
	A	P. Lyons Lewis
		M.S. McGowan
		P.F. McGowan
		Mrs. M. Pell
		K.S. Piggott
		N.J. Tegerdine
		Mrs. B.M. Venes
		M. Walsh
		Mrs. R. Wilson
		W.A. Wood

Persons absent are marked 'A'

Persons representing the Parish Council on other business are marked 'O'

ALSO IN ATTENDANCE

Mrs. J.A. Goodbody	Clerk to the Council
Mrs. L.M. Cooke	Deputy Clerk
10 members of the public	

Prior to the commencement of the meeting the retiring Chairman, James Norton, welcomed everyone to the beginning of the new Council term and remarked that in his 8 years on the Parish Council he had never had such a big audience at a Parish Council Meeting. He also said that this would possibly be his shortest meeting as Chairman!

Mr. Norton welcomed the new Councillors to the Council, not as Chairman but as a resident of Ruddington, and said the first meeting is virtually a step into the unknown. He thanked Members for putting in the time and effort and said he hoped they get as much out of it as he had done, working with great people and fantastic staff. Mr. Norton said he would always be available to answer questions.

Finally, Mr. Norton wished Members all the best and hoped that over the next four years they achieve a lot for the village of Ruddington which will make them as proud of their time on the Parish Council and he is of his.

C. 11/1454 APPOINTMENT OF CHAIRMAN

It was proposed by Councillor W.A. Wood and seconded by Councillor P.F. McGowan that Councillor Mrs. B.M. Venes be elected Chairman of the Council for the ensuing year.

It was proposed by Councillor Mrs. S. Kaur Samra and seconded by Councillor A. Chopra that Councillor W.A. Wood be elected Chairman of the Council for the ensuing year.

Following a vote by all Members, Councillor Mrs. B.M. Venes was elected by a majority as Chairman of the Council for the ensuing year.

RESOLVED:

That Councillor Mrs. B.M. Venes be appointed Chairman of the Council for the ensuing year.

The Declaration of Acceptance of Office was subsequently signed by the Chairman.

The Chairman said she wished to place on record her thanks to those past Parish Councillors who had not sought re-election – Don Bakewell, Margaret Grice, David Hall, James Norton and Muriel Woodhead.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Miss S.A. Chambers and P. Lyons-Lewis.

C. 11/1455 DECLARATION OF MEMBERS' INTERESTS

No declarations of interest were made.

C. 11/1456 APPOINTMENT OF VICE-CHAIRMAN

It was proposed by Councillor Mrs. B.M. Venes and seconded by Councillor Mrs. B. Breakwell that Councillor K.S. Piggott be elected Vice-Chairman of the Council for the ensuing year. No other nominations were made.

RESOLVED:

That Councillor K.S.Piggott be appointed Vice-Chairman of the Council for the ensuing year.

The Declaration of Acceptance of Office was subsequently signed by the Vice-Chairman.

C. 11/1457 APPOINTMENT OF MEMBERS TO THE AMENITIES
COMMITTEE AND ENVIRONMENT & COMMUNITY COMMITTEE

RESOLVED:

That Members be appointed to Standing Committees as set out below:-

Amenities Committee

Councillors Mrs. B. Breakwell
A. Chopra
P.F. McGowan
Mrs. B.M. Venes
M. Walsh
Mrs. R. Wilson
W.A. Wood

Environment & Community Committee

Councillors Miss S.A. Chambers
Mrs. S. Kaur Samra
P. Lyons-Lewis
M.S.McGowan
Mrs. M. Pell
K.S. Piggott
N.J. Tegerdine

C. 11/1458 APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN OF
THE AMENITIES COMMITTEE AND AN ADDITIONAL MEMBER TO SERVE
ON THE FINANCE & POLICY COMMITTEE

It was proposed by Councillor Mrs. B.M. Venes and seconded by Councillor A. Chopra that Councillor W.A. Wood be appointed Chairman of the Amenities for the ensuing year. No other nominations were made.

It was proposed by Councillor W.A. Wood and seconded by Councillor Mrs. B.M. Venes that Councillor Mrs. B. Breakwell be appointed Vice-Chairman of the Amenities Committee for the ensuing year. No other nominations were made.

It was proposed by Councillor Mrs. B.M. Venes and seconded by Councillor W.A. Wood that Councillor P.F. McGowan be appointed the additional Member from the Amenities Committee to serve on the Finance & Policy Committee.

It was proposed by Councillor A. Chopra and seconded by Councillor Mrs. B. Breakwell that Councillor M. Walsh be appointed the additional Member from the Amenities Committee to serve on the Finance & Policy Committee.

Following a vote by Members of the Committee, Councillor M. Walsh was appointed as the additional Member from the Amenities Committee to serve on the Finance & Policy Committee.

RESOLVED:

1. That Councillor W.A. Wood be appointed Chairman of the Amenities Committee for the ensuing year.
2. That Councillor Mrs. B. Breakwell be appointed Vice-Chairman of the Amenities Committee for the ensuing year.
3. That Councillor M. Walsh be appointed as the additional Member from the Amenities Committee to serve on the Finance & Policy Committee for the ensuing year.

The Declaration of Acceptance of Office was subsequently signed by the Chairman and Vice-Chairman of the Committee.

C. 11/1459 APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN OF THE ENVIRONMENT & COMMUNITY COMMITTEE AND AN ADDITIONAL MEMBER TO SERVE ON THE FINANCE & POLICY COMMITTEE

It was proposed by Councillor Mrs. S. Kaur Samra and seconded by Councillor K.S. Piggott that Councillor N.J. Tegerdine be appointed Chairman of the Environment & Community Committee. No other nominations were made.

It was proposed by Councillor N.J. Tegerdine and seconded by Councillor M. McGowan that Councillor K.S. Piggott be appointed Vice-Chairman of the Environment & Community Committee. No other nominations were made.

It was proposed by Councillor N.J. Tegerdine and seconded by Councillor Mrs. S.Kaur Samra that Councillor Miss S.A. Chambers be appointed as the additional Member from the Environment & Community Committee to serve on the Finance & Policy Committee.

RESOLVED:

1. That Councillor N.J. Tegerdine be appointed Chairman of the Environment & Community Committee for the ensuing year.
2. That Councillor K.S. Piggott be appointed Vice-Chairman of the Environment & Community Committee for the ensuing year.
3. That Councillor Miss S.A. Chambers be appointed as the additional Member from the Environment & Community Committee for the ensuing year.

The Declaration of Acceptance of Office was subsequently signed by the Chairman and Vice-Chairman of the Committee.

C. 11/1460 APPOINTMENT OF MEMBERS TO THE FINANCE AND POLICY COMMITTEE

The Clerk advised that the Finance & Policy Committee is made up of the Chairman and Vice-Chairman of the Council, the Chairman and Vice-Chairman of each of the Amenities Committee and the Environment & Community Committee plus the appointed representatives from those two Committees.

It was pointed out that as Councillor K.S Piggott qualifies on two counts, it would be necessary for the Council to appoint an additional Member to serve on the Finance & Policy Committee.

It was proposed by Councillor Mrs. B.M. Venes and seconded by Councillor K.S. Piggott that Councillor P.F. McGowan be appointed as the additional Member of the Finance & Policy Committee.

It was proposed by Councillor Mrs. R. Wilson and seconded by Councillor Mrs. S. Kaur Samra that Councillor A. Chopra be appointed as the additional Member of the Finance & Policy Committee.

Following a vote by Members of the Council, Councillor P.F. McGowan was appointed as the additional Member of the Finance & Policy Committee.

RESOLVED:

That the following Members constitute the Finance & Policy Committee:-

Councillors Mrs. B. Breakwell
Miss S.A. Chambers
P.F. McGowan
K.S. Piggott
N.J. Tegerdine
Mrs. B.M. Venes
M. Walsh
W.A. Wood

C. 11/1461 APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN OF THE FINANCE & POLICY COMMITTEE

It was proposed by Councillor K.S. Piggott and seconded by Councillor Mrs. B. Breakwell that Councillor N.J. Tegerdine be appointed Chairman of the Finance & Policy Committee.

It was proposed by Councillor W.A. Wood and seconded by Councillor Mrs. B.M. Venes that Councillor P.F. McGowan be appointed as Chairman of the Finance & Policy Committee.

Following a vote by Members of the Committee, Councillor N.J. Tegerdine was appointed Chairman of the Finance & Policy Committee.

It was proposed by Councillor K.S. Piggott and seconded by Councillor N.J. Tegerdine that Councillor P.F. McGowan be appointed Vice-Chairman of the Finance & Policy Committee. No other nominations were made.

RESOLVED:

1. That Councillor N.J. Tegerdine be appointed Chairman of the Finance & Policy Committee for the ensuing year.
2. That Councillor P.F. McGowan be appointed Vice-Chairman of the Finance and Policy Committee for the ensuing year.

The Declaration of Acceptance of Office was subsequently signed by the Chairman and Vice-Chairman of the Finance and Policy Committee.

C. 11/1462 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

Ruddington Local History & Amenity Society

Councillor W.A. Wood proposed and Councillor Mrs. B.M. Venes seconded that Councillor P.F. McGowan be appointed as the Parish Council's representative on the Ruddington Local History & Amenity Society.

RESOLVED:

That Councillor P.F. McGowan be appointed as the Parish Council's representative on Ruddington Local History & Amenity Society.

Allotments Working Group

Councillor P.F. McGowan proposed and Councillor Mrs. S. Kaur Samra seconded that Councillor Mrs. B.M. Venes be appointed as the Parish Council's representative on the Allotments Working Group.

RESOLVED:

That Councillor Mrs. B.M. Venes be appointed as the Parish Council's representative on the Allotments Working Group.

MINUTES

The Minutes of the meeting held on 22nd March 2011, having been previously circulated, were confirmed and signed by the Chairman.

C. 11/1463 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the Minutes.

C. 11/1464 MINUTES OF THE PLANNING MEETING HELD ON
3rd MAY 2011

The Minutes of the Planning Meeting held on 3rd May 2011 having been previously circulated, were confirmed and signed by the Chairman.

C. 11/1465 CHAIRMAN'S ANNOUNCEMENTS

90th Birthdays

The Chairman reported that in her capacity as Vice-Chairman of the previous Council she had delivered an outdoor planted arrangement to Terry Mullarkey of Manor Park on the occasion of his 90th Birthday on 7th May 2011. She advised that Mr. Mullarkey had been delighted with the gift and the Council's good wishes.

The Chairman advised that the Clerk had delivered a planted arrangement to Mrs. Rhoda Basson of Musters Road on the occasion of her 90th Birthday on 13th May 2011. The Clerk advised that Mrs. Basson was extremely surprised and delighted with the flowers and the Council's good wishes.

C. 11/1466 COMMUNICATIONS

Ruddington Village Football Club – 25th Anniversary Dinner

The Clerk read to Members the contents of an email from the General Secretary of Ruddington Village Football Club inviting Members of the Parish Council to make up a table of 10 at the 25th Anniversary Dinner to be held on Saturday 4th June 2011 at Notts. County Football Club.

The Clerk requested that anyone interested in attending the dinner should contact her direct in order that their choice of menu could be noted.

Members noted this information.

Ruddington Community Event

The Clerk reported that she had received a communication from Councillor Mrs. B. Breakwell regarding the possibility of organising a Community Event in order 'to bring the village together'. The suggestion has come about through various individuals and representative from village organisations commenting to Councillor Breakwell that 'the village needs something to bring it together'.

The Clerk advised that she is proposing to include the correspondence for discussion at the next meeting of the Environment & Community Committee. Members noted this information.

JG

NCC Travel & Transport Briefing

The Clerk reported the following article which appeared in the latest edition of the Notts. County Council Travel & Transport Briefing Document and concerns Ruddington:

“Flawforth Lane and Kirk Lane, Ruddington – There will be temporary closures of these roads from Saturday 6 August 2011 until Sunday 21 August 2011 ((Weekends only). This is in order for Nottinghamshire County Council to undertake carriageway reconstruction works on the A60 Loughborough Road”

Members noted this information.

C. 11/1467 QUESTIONS UNDER STANDING ORDER NO. 8

There were no questions raised under Standing Order No. 8.

C. 11/1468 MOTION FOR ADJOURNMENT

RESOLVED:

That the Council adjourn to allow the members of the public present to make statements on Agenda Items.

During the adjournment the following items were raised:-

James Norton congratulated the new Chairmen and Vice-Chairmen of the Council and Standing Committees. He also explained in layman's terms the meaning of Standing Order No. 8.

David Hollingworth pointed out that on Page 5 of the Parish Council Minutes dated 19th April 2011 in the Borough Council report into the survey undertaken with regard to the need for a crossing patrol, the article should read 'the junction of Easthorpe Street and Rufford Road' and not 'the junction of Easthorpe Street and Packman Drive'. Members noted this information but the Deputy Clerk said the Minutes reflected what was actually said at the meeting.

COUNCIL IN SESSION

C. 11/1469 DEVELOPMENT

New Applications

RESOLVED:

That the observations contained in Planning Schedule 650 be adopted.

C. 11/1470 CHAIRMAN'S ALLOWANCE

Members were reminded that the sum of £600 has been budgeted for the Chairman's Allowance for the current year and this will be paid in accordance with the agreed arrangements. The Clerk advised that

approximately £500 had been spent from the Chairman's Allowance during the year 2010/2011.

It was proposed by Councillor P.F. McGowan and seconded by Councillor K.S. Piggott that the Chairman's Allowance for the coming year be as per the budget i.e. £600. Members unanimously agreed to the proposal.

RESOLVED:

That the Chairman's Allowance for 2010/2011 be as per the Budget sum of £600.

C. 11/1471 CO-OPTION OF PARISH COUNCILLORS

The Clerk advised that following the recent election the Parish Council is two members short – one to represent Easthorpe Ward and one to represent Manor Ward. Members were informed that the Parish Council is able to co-opt two people who meet the necessary criteria to fill these vacancies.

The Clerk reported that although she had received notification from two local residents of their interest in being co-opted to the Council, Members may wish to consider adopting the previous method used for co-option which is as follows:-

- That the vacancies be advertised both on the Parish Council's Website and in the next issue of the Village Newsletter.
- That those who showed an interest be invited to attend the next meeting of the Council in order to make a short presentation about themselves and answer three previously advised questions.
- That the person/s to be co-opted be elected by a ballot.

Members agreed to adopt the same procedure for the current vacancies and agreed that interested persons should write in expressing their interest by Friday 10th June 2011. This would enable sufficient time for the proposed questions to be asked to be formulated at the Finance & Policy Committee Meeting scheduled to take place on 14th June 2011.

RESOLVED:

1. That the current vacancies on the Parish Council be advertised on the Parish Council Notice Board, on the Parish Council Website and in the June edition of the Village Newsletter.
2. That the closing date for applications of interest be Friday 10th June 2011.
3. That this matter be further discussed at the Finance & Policy Committee Meeting on 14th June 2011.

LC

JG

C. 11/1472 NEW COUNCILLOR TRAINING

Copies of details of New Councillor Training Sessions being held in June at various locations had previously been circulated to Members.

The Clerk advised the new Members that they are not expected to pay for the training themselves as there is Budget provision for Councillor Training.

Members were requested to advise The Clerk if they were interest in attending one of the training sessions in order that places could be booked as soon as possible.

RESOLVED:

That any Member wishing to attend a New Councillor Training Session should advise The Clerk as soon as possible.

ALL

C. 11/1473 GRANT AID

Copies of correspondence from Bugle Major Russ Jones of the RGR Cadet Corps of Drums, which is part of the Ruddington Detachment of the Nottingham Army Cadet Force, seeking sponsorship to help the cadets attend and play at the war graves in France & Belgium on 1st July 2011 (Somme Day) had previously been circulated to Members.

Councillor P.F. McGowan advised that he had previously made a donation to the group from his Borough Council Grant and the Clerk reminded Members that the Parish Council had also made a grant in 2009/2010 towards the purchase of instruments and uniforms.

The Chairman advised Members that the Corps of Drums and Bugles had attended the service of Remembrance at the War Memorial in Ruddington in 2010 and members of the public had been very impressed.

Members agreed to sponsor the Robin Hood Cadet Corps of Drums in the sum of £125.00 in order to enable a cadet, preferably one from Ruddington, to attend and play at the War Graves on 1st July 2011.

RESOLVED:

That the Council, in accordance with its powers under Sections 137 and 139 of the Local Government Act of 1972, should incur the following expenditure which in the opinion of the Council is in the interests of the area or its inhabitants and will benefit them commensurate with this expenditure:

Robin Hood Cadet Corps of Drums	£125.00
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C. 11/1474 HAREHAM GARDENS ALLOTMENTS (JAMES PEACOCK BREAD CHARITY)

Copies of a letter from the Secretary of the James Peacock Bread Charity had previously been circulated to Members.

Members were reminded that the Clerk had been endeavouring to ascertain from previous records and through The Charity Commission whether the Parish Council should be represented as a Trustee on this Charity, and enquiries were still on-going.

However, as can be seen from the letter, the Charity is now inviting the Parish Council to nominate one of its Members to become a Trustee. The letter advises that the duties are not onerous, but having a common member should foster closer links between the Charity and the Parish Council. Hareham Gardens is an important part of the fabric of the village and the 62 Allotments are all tenanted by village residents. The Charity helps other needy residents both in kind and cash.

The existing trustees see running Hareham Gardens Allotments in parallel with those administered directly by the Parish Council and possibly benefitting from a common approach to common issues.

The Chairman, Councillor Mrs. B.M. Venes, volunteered to become a Trustee on behalf of the Parish Council and this was unanimously agreed.

RESOLVED:

1. That Councillor Mrs. B.M. Venes be appointed as the Parish Council's representative as a Trustee on the James Peacock Bread Charity.
2. That the James Peacock Bread Charity be advised of this decision in order that Councillor Mrs. B.M. Venes may be added to the list of Trustees registered with The Charity Commission.

C. 11/1475 REPORTS

The Clerk reported that she had written to the three newly elected Borough Councillors expressing her congratulations on their appointment and advising them of the normal practice that at least one Borough Councillor presents a report to the Parish Council Meeting and is also in attendance at the monthly Council Surgeries.

The Clerk advised that a response had been received from the Borough Councillors and therefore the schedule for attendees at Parish Council Surgeries had now been completed and will be presented to the Finance & Policy Committee for approval. The Clerk advised the new Parish Councillors that they have not been allocated a Surgery Date for 2010/2011 but they may wish to attend one or more of the surgeries in order to understand how they work.

Borough Councillors

Councillor Mrs. J. Greenwood presented the following report on behalf of the three Borough Councillors:-

“As newly elected members of Rushcliffe Borough Council we would like to thank Councillors Barbara Venes and Peter McGowan for all the hard work they have done for the people of Ruddington during their term of office at the Borough.

Congratulations to Councillor Barbara Venes on her appointment as Chairman of the Parish Council.

We hope we can as Borough and Parish Councillors all work together for the good of our village and its residents.

We are not sure which committees we will be serving on at the moment but we understand all will be made clear at the Annual Borough Council Meeting which takes place on Thursday 19th May 2011.

There are lots of training sessions for us to attend to enable us to serve the people of Ruddington to the best of our ability, although we know we won't be able to succeed in everything we try to do due to various legislations and restrictions out of our control. That does not stop us putting up a good fight – all three of us like a challenge!

We will do our best to attend Parish Council meetings and Parish Surgeries as required and be available to residents of Ruddington by mutual agreement.

Just a couple of snippets from the Borough:

- Following fraud investigations by Rushcliffe Borough Council Revenues and the D.W.P. a claimant has been successfully prosecuted for offences of housing benefit, council tax benefit and job seekers allowance. A second claimant has also been prosecuted for claiming benefits for property they no longer lived in.
- There is to be a public exhibition of proposals for Tollerton Enterprise Park on Wednesday 25th May and Friday 27th May 2011 from 7pm to 9pm at the Methodist Church, Burnside Grove, Tollerton. This exhibition is to inform residents of proposals for hospital and office development. This could have an impact on traffic using Flawforth Lane to take a short cut through Ruddington.

Councillor Nigel Boughton-Smith introduced himself to those present and said he was looking forward to working with the Parish Council. He thanked Peter McGowan and Barbara Venes for their hard work in the past and said they had set hard standards to meet and would be a tough act to follow.

C. 11/1476 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That in view of the confidential nature of the business about to be transacted, the public and press be temporarily excluded from the meeting during consideration of the following item in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and they be asked to withdraw.

C. 11/1477 STAFFING

Copies of a letter from Employee No. 7 tendering her resignation from the post of Clerk to the Council had previously been circulated to Members.

The Clerk advised that she had thoroughly enjoyed her time with the Parish Council over the past 19+ years and the decision to retire had not been an easy one to make. However, she felt the time was right for her to retire at the end of the calendar year so that she could spend more time with her family, especially her new grand-daughter in Thailand. She went on to say that although she is only obliged to give three month's notice of termination, she had decided to give as much notice as possible to the Parish Council in order to give plenty of time to recruit her replacement and allow for a smooth handover of responsibilities.

The Clerk suggested that the Parish Council should work backwards from the date they wished the new Clerk to commence duties, but should allow at least three months to advertise the post, draw up a short-list, interview, appoint and allow notice to be served from any existing employment. She also suggested that the Council may wish to consider herself and her replacement working together for a period of time, particularly in view of the fact that it will be 'Budget Preparation Time'.

The Chairman stated that the Clerk had been a good loyal servant to the Parish Council and had an extensive knowledge of the Parish which proved most helpful. She said the job is very demanding and this could mean that whoever is recruited as a replacement may need a considerable training period. Members echoed these sentiments and thanked the Clerk for giving such a long period of notice – this was very much appreciated.

The Clerk advised that she was proposing to update the Job Description for both the position of Clerk and Deputy Clerk as these had changed considerably over the past few years, particularly with new legislation being introduced and the Parish Council now producing the website and village newsletter.

Members agreed that this matter should be further discussed at the Finance & Policy Committee Meeting scheduled to take place on 14th June 2011 in order that an advertisement could be placed as soon as possible, bearing in mind the August break.

Members agreed that the possibility of the Clerk and her replacement working in parallel was a good idea even though it may prove more costly.

The Clerk agreed to deal with the update of Job Descriptions as soon as possible in order that these may be approved prior to the advertisement being placed.

RESOLVED:

That this matter be further discussed at the Finance & Policy Committee Meeting on 14th June 2011.

JG

The meeting closed at 9.13 pm

Chairman