

RUDDINGTON PARISH COUNCIL

Draft Minutes of the Parish Council Meeting

Held at St Peter's Rooms on Tuesday 25th June 2013 at 7.00 p.m.

Action

Membership

Councillors

P F McGowan
W A Wood
A Mrs A Auckland
Mrs B Breakwell
Miss S A Chambers
D J Hall
Mrs S Kaur Samra
M S McGowan
Miss H Opie
Mrs M Pell
K S Piggott
Mrs M Robinson
N J Tegerdine
Mrs B M Venes
M Walsh

Chairman
Vice-Chairman

PCO =
Parish
Council
Office

PCG =
Parish
Council
Ground
staff

Persons absent are marked 'A'

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

Also in Attendance

G D Long	Clerk to the Council
Mrs R Turner	Deputy Clerk
Mr I Whitehead	Nottinghamshire County Council
Mr A Foulks	Nottinghamshire County Council
2 members of the public	

In the absence of the Chairman the Vice-Chairman took the Chair.

Apologies for Absence

Apologies for absence were received from Councillor Mrs A Auckland, and the reasons accepted.

Declaration of Member's Interests and Dispensations from Non-participation

Councillor Mrs B M Venes declared an interest in any item relating to the allotments and Vicarage Lane Cemetery.

Minutes

The minutes of the meeting held on 14th May 2013 having previously been circulated, were confirmed as a correct record and signed by the Vice Chairman.

C. 13/1692 Action List Update

An update on actions resulting from recommendations had previously been circulated.

Members noted this information

C. 13/1693 Motion for Adjournment

Resolved that: The Council adjourns to allow the members of the public present to make statements on agenda items.

Committee in Session

C. 13/1694 Chairman's Announcements

The Vice Chairman informed the meeting that the Chairman had delivered flowers to Maisie Towers on the occasion of her 100th birthday, Audrey Bagguley on the occasion of her 90th birthday and a planted arrangement to Derek Able on the occasion of his diamond wedding, all on 20th June at the Balmor Nursing Home, Loughborough Road.

C. 13/1695 Communications

The Clerk reported that Mrs Marilyn Parker had written on behalf of the British Legion thanking the Parish Council; members; groundstaff, and office staff, for the support given during the renovation work carried out on the War Memorial and for the re-dedication ceremony.

C. 13/1696 Questions under Standing Order No.8

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

Councillor P F McGowan arrived during discussion of the following item and took the chair for subsequent items.

C. 13/1697 Development - New Applications

New Applications:

There were no new applications to discuss.

Appeals

The planning appeal, Appeal Ref: APP/P3040/D/13/2198993, Mr Jonathon Parker, re-roof dwelling, incorporating dormer windows and roof lights to facilitate provision of accommodation at first floor, 1 Flawforth Avenue, 13/00367/FUL, against a refusal to grant planning permission was noted.

Councillor Mrs B M Venes arrived during discussion of the following item.

C. 13/1698 Committee Reports and Minutes

The minutes and reports as set out below were presented and motions made for approval and adoption:

Amenities Committee	21 May 2013
Environment & Community Committee	4 June 2013
Finance and Policy Committee	11 June 2013

Resolved that: The recommendations contained in the minutes and reports mentioned above are adopted.

Councillors N J Tegerdine and M Walsh arrived during discussion of the following item.

C. 13/1699 Ruddington Youth Centre

Mr Ian Whitehead, Locality Manager, and Mr Andy Foulks from the Ruddington Youth Centre had been invited to give a brief explanation of developments at the Centre.

Mr Whitehead explained that there had been extensive refurbishment work both internally and externally. The Centre is now being used on Wednesday, Thursday and Friday daytimes by the Children's Centre and Sure Start in addition to the 5 evening sessions (Monday Friday) put on by the Youth Service. The Centre was also in use as a 'drop in' for Youth Service staff and the Youth Offending Team.

The Baptist Church (Sunday's) and the table tennis on Thursdays will continue as at present.

Mr Foulks explained that an average of 30 young people attended each of the Monday – Thursday sessions with up to 60 on a Friday. There is a varied programme of activities: sports, music, arts and crafts.

Issues were raised about:

- promotion of the youth service in Ruddington – which Mr Whitehead agreed could be improved,
- having a 'launch' to let local residents see what is going on,

- rubbish on the Green on Friday nights – Mr Foulks said he would organise weekly clean ups,
- a visit to the Centre by Parish Councillors, and
- liaison between the Youth Service and the Parish Council.

The Chairman thanked Mr Whitehead and Mr Foulks for coming.

Resolved that: The above information is noted.

C. 13/1700 Casual Vacancy – Camelot Ward
(See minute C. 12/1678)

The Clerk reported that there had been no request by the legal deadline for an election to fill the vacancy in Camelot Ward. The Parish Council has, therefore, to fill the vacancy by co-option. A report outlining the process used at the most recent co-option had previously been circulated.

Members agreed to follow the process used at the previous co-option. This would involve:

1. A panel of 5 members including the Chairman of the Council, Vice Chairman of the Council and Chairman of Finance and Policy Committee plus one female member from each of Amenities Committee and Environment and Community Committee. Councillors Miss H Opie and Mrs B M Venes volunteered to be on the panel.
2. The co-option being advertised with a deadline for applications of 9th September, the panel meeting on 17th September to interview applicants, and the final decision being made at Parish Council on 24th September.
3. At the interview each applicant being asked to give a brief presentation and to answer 3 questions (as in the previous co-option)

This was agreed.

Resolved that:

1. A panel of 5 members should be set up consisting of the Chairman of the Council, Vice Chairman of the Council, Chairman of Finance and Policy Committee, Councillor Miss H Opie and Councillor Mrs B M Venes.
2. The co-option is advertised with a deadline for applications of 9th September, the panel meets on 17th September to interview applicants, with the final decision being made at Parish Council on 24th September.

PM/
WAW/
NJT/
HO/
BMV

PCO

3. At the interview each applicant is asked to give a brief presentation and to answer 3 questions (as in the previous co-option).

PCO

C. 13/1701 Final Accounts for year ended 31st March 2013

Copies of the Final Accounts for the year ended 31st March 2013, together with the Internal Auditor's Report, the Annual Return and the Annual Governance Statement had previously been circulated to members.

Internal Auditor's Report

Members noted the comments made by the Internal Auditor in his report. The Clerk reported that he had investigated the issues raised about possible under insurance and, after consulting the Parish Council's brokers, was satisfied that the Parish Council's insurance was adequate.

Resolved that: The Internal Auditor's comments are noted.

Final Accounts for the Year Ended 31st March 2013

Members noted the outcome of the financial year 2012/13.

Resolved that:

1. The Final Accounts for the year ended 31st March 2013 are adopted.
2. The Chairman and the Clerk sign the Final Accounts 2012/13.

PM/
GDL

Annual Governance Statement and Annual Return

Members answered the questions contained within the Annual Governance Statement.

Resolved that:

1. The Annual Governance Statement is approved.
2. The Chairman and the Clerk sign the Annual Governance Statement and the Annual Return.

PM/
GDL

C. 13/1702 Review of Standing Orders (See minute C. 13/1687)

The Parish Council's Standing Orders set out the rules and guidelines by which Parish Council decisions are made. A revision of these is under way and suggestions for inclusion were requested by 10th June.

The following suggestions had been submitted and were discussed:

1. Committee Structure
The Parish Council should have 2 committees rather than the current 3.
The Parish Council should meet monthly with no committees.
2. The new Standing Orders should be based on the NALC model Standing Orders.
3. Standing Order 9 Rules of Debate, (2) (d) should be retained.
4. Authorising expenditure
The employees of the Council can only order up to a value of £500 (Currently the limit is £2,000, with a requirement for three written quotes for expenditure in excess of £1,000). Three written quotes should be obtained for all expenditure in excess of £500.
Obtain 2 quotes for items between £500 and £1,000 (and 3 quotes, as current, for items over £1,000).
Remove any reference enabling the Senior Groundsman to authorise expenditure.
5. Delegation to Senior Groundsman
Remove reference to the Senior Groundsman on pages 12, 13 & 18 of the delegation document.
Delegation Document pages 12 & 13: replace Senior Groundsman with Deputy Clerk on items 1a, 1e, 1g, 1j, 2 and 3.
6. Remove reference to the Amenities Manager (A post which no longer exists).
7. Clarify throughout that the Deputy Clerk can deputise for the Clerk both in the absence of the Clerk and to enable the efficient and effective running of the Parish Council.

Resolved that:

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| 1. In principle the Parish Council should have 2 committees rather than the current 3. A more detailed proposal should be brought to the next Parish Council meeting. | PCO |
| 2. The new Standing Orders should be based on the NALC model Standing Orders, amended to reflect the way Ruddington Parish Council decides to operate. | PCO |
| 3. Standing Order 9 Rules of Debate, (2) (d) should be retained. | PCO |
| 4. The existing limits for authorising expenditure should be retained. | PCO |

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| 5. In the Scheme of Delegation remove reference to the Senior Groundsman being able to let allotments, programme facilities, arrange interments and vire between cost centres. | PCO |
| 6. All references to the Amenities Manager (a post which no longer exists) should be removed. | PCO |
| 7. The new Standing Orders should make clear that the Deputy Clerk can deputise for the Clerk both in the absence of the Clerk and to enable the efficient and effective running of the Parish Council. | PCO |

C. 13/1703 Business Guide
(See minute F. 13/1218)

Finance and Policy Committee was due to consider a revised proposal to produce a business guide on 11th June. Unfortunately Councillors D J Hall and K S Piggott (who had produced the proposal), as well as the Clerk, were unable to attend the meeting. In order not to cause an undue delay the proposal was considered by Parish Council.

Members agreed: A 'trade directory' insert for each business. The guide will be advertised via the newsletter, website and on notice boards as well as direct to businesses and distribution is to be agreed between Councillor D J Hall and the Clerk.

Consideration was given to either free entry in the guide, with production costs being covered by the Parish Council or a charge of £5 per entry. Free entry was agreed.

Resolved that:

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| 1. The guide should consist of a 'trade directory' insert for each business, by trade. | DH |
| 2. The guide will be advertised via the newsletter, website and on notice boards as well as direct to businesses. | PCO |
| 3. Entries in the guide should be free. If costs look high they are to be considered by Finance and Policy Committee. | DH |
| 4. Distribution will be agreed between Councillor D J Hall and the Clerk. | DH/
PCO |

C. 13/1704 Garden of Rest

Councillor D J Hall suggested that a stone should be placed in the Garden of Rest commemorating the three graves in Ruddington from Rorke's Drift. He suggested that it would be possible to obtain grant funding for this. This was agreed subject to grant funding being obtained.

Resolved that: A stone should be placed in the Garden of Rest commemorating the three graves in Ruddington from Rorke's Drift, subject to grant funding being obtained.

DH

C. 13/1705 Restoration in Conservation Area

Councillor N J Tegerdine suggested that it would be a nice idea for the Parish Council to be able to recognise sympathetic restoration in the conservation area. Members agreed that this was a good idea in principle and that Environment and Community Committee should consider the practical application.

Resolved that: Environment and Community Committee should consider the practical application of the Parish Council recognising sympathetic restoration in the conservation area.

PCO

C. 13/1706 Possible Planning Meetings during August

The Clerk reported that 2 dates, 6th and 20th August, had been set aside for possible planning meetings to be held if required.

Resolved that: This information is noted.

C. 13/1707 Parish Council Surgery

Copies of the reports of issues raised at the Parish Council surgery held on 8th June 2013 had previously been circulated to members

Resolved that:

1. The reports of issues raised, which are appended to these minutes, are noted.
2. Actions are taken as necessary.

PCO

C. 13/1708 Reports

Borough Councillors

The Clerk reported that had received a report from the Borough Councillors.

Local Plan/Core Strategy: The independent planning inspector appointed by the Government did not agree with the proposals sent in by Rushcliffe Borough Council. More public exhibitions are being held during July 2013. Although no more dwellings are proposed for Ruddington than have already been agreed, land South of Clifton and at Sharpill Woods could have a major impact.

The Mayor has signed a 'Community Covenant on behalf of the Armed Forces'

The three Borough Councillors continue to have their ward meetings to discuss issues relating to Ruddington and have jointly donated £1000.00 to the Framework Knitters Museum for their continuing project and £450.00 to the Army Cadets from their Community Fund.

Leys Court: Nothing to report at the moment. Expecting more details very soon.

Parish Conference

Councillor Mrs M Pell reported she and Councillor Mrs B Breakwell had attended the Parish Conference earlier that day. It was an excellent event with useful information and good speakers.

C. 13/1709 Nottinghamshire and Nottingham Waste Core Strategy

The Clerk reported that modifications to the Nottinghamshire and Nottingham Waste Core Strategy are now being consulted on and a response was required by 22nd July. It was agreed that Councillor W A Wood should consider the documentation and submit a response on behalf of the Parish Council.

Resolved that: Councillor W A Wood should consider the modifications to the Nottinghamshire and Nottingham Waste Core Strategy and submit a response on behalf of the Parish Council.

WAW

The meeting closed at 9.16 p.m.

Chairman

Council Surgery

8th June 2013

In attendance:

Ruddington Parish Councillor: Martin Walsh

County Councillor: Reg Adair

Mrs Beecroft – 20 Devon Drive

Problems with vans obstructing view when exiting Devon Drive. Mrs Beecroft has reported this to the police but the problem persists. (advised that this is a police matter)

Mrs Bedford – 23 Elms Close

4 big houses being built at the top of Elms Close. The big heavy lorries are breaking the road up. No room to turn round. Cllr Jean Greenwood has been informed. Cllr Reg Adair will follow up.

Mr Lyons – The Avenue (off Mere Way)

Problem with Dustcart mounting the kerb due to parked cars.
Cllr Reg Adair aware.

Mrs Tribble

Wants to know what is happening with The Garden of Remembrance (weeds growing)