

RUDDINGTON PARISH COUNCIL

Draft Minutes of the Parish Council Meeting

Held at St Peter's Rooms on Tuesday 21st October 2014 at 7.30 p.m.

Action

Membership

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

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
7 members of the public

Before the start of the meeting the Chairman of the Council, Councillor Allen Wood, presented prizes for the Allotment Competition and a trophy for the winner.

Winner	Mr E Dorman
Second	Mr I Murdoch
Third	Mr & Mrs Wright

Mr & Mrs Gurbutt, the fourth prize winners, were unable to be present.

C. 14/10/01 Apologies for Absence

Apologies for absence were received from Councillors Mrs B Breakwell, Miss S A Chambers, D J Hall and K S Piggott, and the reasons accepted.

C. 14/10/02 Declaration of Members' Interests

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

Councillor M Walsh declared an interest in the item relating to the allotments.

C. 14/10/03 Minutes

The minutes of the meeting held on 9th September 2014, having previously been circulated, were confirmed – subject to the addition under the report of the Village Plan Steering Group (minute C. 14/01/19) of “Concerns were expressed regarding an incorrect reference in the Village Plan Steering Group minutes to the group as a ‘sub-committee’ of the Parish Council and a reference in minutes of a later meeting to the group taking legal advice regarding the possibility the Parish Council would review the Parish Council representatives on the group”.

Councillor Miss H Opie said she did not like the Clerk ‘picking and choosing’ what to minute.

The Clerk explained that the essential part of the minutes was the resolution and that sufficient information should also be provided to enable the reader to understand the issue and the considerations in coming to a decision. Quoting the opinions of individual councillors is not considered necessary.

Councillor Miss H Opie abstained.

C. 14/10/04 Action List Update

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

Members noted this information.

C. 14/10/05 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. 14/10/06 Development - New Applications

Resolved that: The observations contained in Planning Schedule 727 are adopted.

C. 14/10/07 Committee Reports and Minutes

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

Amenities Committee	23 rd September 2014
Environment & Policy Committee	7 th October 2014

The following amendments were agreed:

Insert a note that the meeting was being recorded under a pilot scheme.

Minute E. 14/10/11 Resolution 1: insert 'verges to' between 'in' and 'footways'

Minute E. 14/10/19 Brackets for Xmas Trees: Replace 'use the brackets for Xmas trees' with 'use the Xmas tree brackets to decorate the Village during the summer.'

Minute E. 14/10/19 War Memorial: Delete. The Clerk reported that this is a matter that is the responsibility of Amenities Committee. Both he and the Chairman of Environment and Policy had apologised to the Chairman of Amenities Committee.

Minute E. 14/10/22 Resolution: delete 'if required'.

Resolved that:

1. The above amendments are made to the Environment and Policy Committee minutes.
2. The recommendations contained in the minutes and reports mentioned above are adopted.

C. 14/10/08 Questions under Standing Order No. 26

There were no questions raised under Standing Order No. 26.

C. 14/10/09 Schedule of Payments

Resolved that: The schedules of payments, attached, are noted:

Month	Total Payments £
August 2014	29,174.67
September 2014	26,317.60

C. 14/10/10 Statement of Income Received

Resolved that: The statements of income received, attached, are noted:

Month	Income Received £
August 2014	4,207.84
September 2014	2,376.58

C. 14/10/11 Outstanding Sundry Debtors Accounts

The Clerk reported that there are no outstanding sundry debtor accounts that caused concern.

Resolved that: The above information is noted.

C. 14/10/12 Statement of Income and Expenditure to 30th September 2014

Copies of the Summary Report on Income and Expenditure to 30th September 2014, attached, had previously been circulated to members.

Resolved that: The above information is noted.

C. 14/10/13 Final Accounts 2013/14

The Clerk reported that the external auditor's had reported "On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."

They also reported there were no 'Other matters not affecting our opinion which we wish to draw to the attention of Ruddington Parish Council for the year ended 31 March 2014'

The Clerk was congratulated on a clear report. The Clerk replied that the work had involved both the Deputy Clerk and the Project Officer.

Resolved that: The above information is noted.

C. 14/10/14 Allotment Rents

The Parish Council needs to give one year's notice of any increase in allotment rents. The bills for 2015 go out during November/December 2014.

The rent for 2016 needs, therefore, to be agreed before this so that the notification for 2016 can be included in the 2015 bills.

A report had previously been circulated recommending an increase in the allotment rents from 17p to 18p per square metre for 2016. This was agreed.

Resolved that: Allotment rents are set at 18p per square metre for 2016.

C. 14/10/15 Apologies

A paper on the process for apologies had previously been circulated.

The Clerk reported that Parish Council, on 3rd July 2012, (see minute C. 12/1611) altered the process of accepting apologies in order to avoid a

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member being automatically disqualified for failing to attend for 6 months when there are good reasons for the absences.

However, there have been a number of adverse comments about the operation of this process in practice.

The issues can be resolved by returning to the practice of an individual member being responsible for requesting that their reason for long term absence is considered by Parish Council before the 6 month period expires.

The request must be considered by a meeting of Parish Council before 6 months of non-attendance occurs, thus the member needs to ensure the request is submitted at least 2 weeks before the last Parish Council meeting before the 6 month period expires.

It is considered good practice to record reasons for absence (when given) so that if a request is made to extend the 6 month period members may already be aware of some of the background. To date reasons have been recorded but not minuted. It is suggested that any reasons given should be included in the minutes.

Whilst it is recognised that there will be some circumstances when members are only able to communicate reasons for absence at the last minute (e.g. caught in a traffic jam) it is again good practice for members to communicate their apologies in person at least 30 minutes before the start time of the meeting.

Members considered the options and agreed:

Ruddington Parish Council no longer routinely considers reasons for absence and notes (rather than accepts the reason for) apologies.

Members who anticipate they may miss meetings for over 6 months are responsible for requesting consideration of accepting reasons for long term absence at least 2 weeks before the last planned Parish Council meeting prior to the 6 month deadline.

Members are encouraged to give reasons for their apologies so that if a request for extending the period of non-attendance is received other members may already be aware of at least some of the background. Any reasons given are recorded in the minutes.

Ordinarily members will be expected to contact the Parish Council office at least 30 minutes before the start of the meeting with their apologies.

Resolved that:

1. Ruddington Parish Council no longer routinely considers reasons for absence and notes (rather than accepts the reason for) apologies.
2. Members who anticipate they may miss meetings for over 6 months are responsible for requesting consideration of accepting reasons for

long term absence at least 2 weeks before the last planned Parish Council meeting prior to the 6 month deadline.

3. Members are encouraged to give reasons for their apologies and any reasons given are recorded in the minutes.
4. Ordinarily members with apologies are expected to contact the Parish Council office at least 30 minutes before the start of the meeting.

C. 14/10/16 Job Evaluation Group

Environment & Policy Committee adopted a policy on 7th October 2014 which included the process for undertaking job evaluations for the 'Non Clerk' post. This work is due to proceed.

The process for setting up the group includes the Chairman of the Parish Council drawing up a shortlist of members with the appropriate skills and experience to perform the job evaluation and then members voting to select one member of the group.

The Chairman presented a shortlist of two members, both of whom were willing to be on the group: Councillors K S Piggott and M Walsh.

Members voted and Councillor K S Piggott was elected.

Resolved that: Councillor K S Piggott is a member of the Job Evaluation Group for 'Non-Clerk' posts.

KSP

C. 14/10/17 Xmas Event

A report by Councillor Mrs M Robinson had previously been circulated. She emphasised the importance of as many members as possible being present on the day and took the names of those able to attend.

Resolved that: The report, appended to these minutes, is noted.

C. 14/10/18 Estates Working Group (See minute C. 14/09/22)

The Clerk reported that he had been unable to locate previous flood risk assessment. He had become aware that an agent is interested in building houses in the field next door and requested they share their Flood Risk Assessment information. The initial response had been positive and a meeting was expected within the next few weeks.

Resolved that: The above information is noted.

C. 14/10/19 Parish Council Surgery

Copies of the reports of issues raised at the Parish Council surgeries held on 13th September and 1th October 2014 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.

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C. 14/10/20 Reports

Chairman's Announcements

The Chairman reported that the following people had received flowers for 90th birthdays or planters for 50th wedding anniversaries

Eileen Walker	Flawforth Lane	90 th
John & Ann Monk	St. Johns Road	50 th
Joyce Gibson	Elms Close	90 th

Communications

The Chairman reported that letters of thanks had been received from Eileen Walker for the flowers and the Co-op for support on a fund raising event.

Town and Parish Forum

Councillors Mrs M Pell reported she had attended the latest Town and Parish Forum. There had been a number of useful and interesting sessions including: a parish council developing nature reserves; paying for a Neighbourhood Plan to be done; provision of public toilets; and working with Streetwise who are willing to undertake extra work (at a cost).

Induction of new Baptist Minister

Councillor Mrs B M Venes reported that she had attended the induction of the new Baptist Minister, to which all members had been invited.

Village Plan Working Group

Councillor Mrs A Auckland reported back from the Village Plan Working Group: The report is appended to these minutes.

C. 14/10/21 Delivery of Agenda Papers

Members were aware of delays over a period of months in the delivery of agenda papers which had been posted. The papers for the current meeting had been posted on Wednesday 15th October and none had yet arrived.

The Clerk had circulated a proposed change in process to address this and to try to keep costs down.

1. For all meetings send every councillor an e-mail with the agenda and all papers attached. This will also act as notification for councillors on the list under 3 below.
2. Have a list of councillors who want a paper copy posted to them every meeting and post to them 1st class.
3. Have a list of councillors who are happy to pick up their papers from the Parish Council office. For some, who are happy to read papers on the computer but would like a paper copy for the meeting, this could be as late as the start of the meeting.
4. Anyone not on either of the two lists above does not have a paper copy produced.

If anyone, for a particular meeting, wishes to have something different from their normal they can just let the Parish Council office know.

It was agreed that this should be trialled for 6 months.

Resolved that: For a 6 month trial period:

1. For all meetings every councillor is sent an e-mail with the agenda and all papers attached. This also acts as notification for councillors on the list under 3 below. PCO
2. A paper copy is posted 1st class to councillors who request it. A list of such councillors is maintained by the Parish Council office. PCO
3. A paper copy is produced and held at the Parish Council office for those councillors who are happy to pick them up. A list of such councillors is maintained by the Parish Council office. PCO

The meeting closed at 9.15p.m.

Chairman