

# Minutes of the Annesley & Felley Parish Council meeting – Acacia Centre – 2nd July 2012.

**Present:** Councillors MA Thomas (Chair), PD Thomas (Vice chair), A McDonald, A Cope, P Olko, R Madden, R Lawrence, N Thomas (Youth Worker) and the Clerk were in attendance.

1. **Apologies for Absence:** None
2. **Declaration of interest:** Cllr R Madden – ADC and Nott’s CC.
3. **To accept the minutes of the meeting held on Wednesday 6th June 2012:** The Minutes of the meeting were accepted as a true record and signed by the Chair Cllr MA Thomas.
4. **Matters Arising:**
  - 4.1. Dog waste bins to be requested for the new housing development. This item has now been discharged.
  - 4.2. Parish Council owned land is vulnerable to illegal access. Discuss with Nott’s CC options available.
  - 4.3. Nott’s CC outstanding funding - Over 50’s club £300 and Parish Council £400. Funding of £700 has now been received.
  - 4.4. Liaise with Rev L Loisel to prepare a “Community Emergency Action Plan”. To be completed in August 2012.
  - 4.5. All electrical equipment to be PAT tested before it is moved back into the Parish Hall.
  - 4.6. Full Asset listing of all Parish Council and Youth Club assets to be produced.
  - 4.7. Dog fouling is an increasing problem throughout the Village. Warning signs/notices to be produced.
  - 4.8. Flooding had occurred on the road opposite no.1 Newstead Road. Problem reported to Nott’s CC - Highways on 7th June 2012.
  - 4.9. Obtain written confirmation of the specification of the Bouncy Castle. This item has now been discharged.
  - 4.10. Produce list of draft questions, for the new Parish Plan, by 14th July 2012.
  - 4.11. Produce a draft of the new Parish Plan questionnaire by September 2012.
5. **Public Questions**
  - 5.1. None
6. **Chair’s Urgent Items**
  - 6.1. New Code of Conduct - It was agreed that Annesley and Felley Parish Council would adopt a modified version of the Association of Council Secretaries and Solicitors Code of Conduct, as recommended by ADC, effective 2nd July 2012. All Councillors must send the “Declarations of Interest” forms to ADC within 28 days. It was also agreed to request “Code of Conduct” training from ADC in September 2012.
  - 6.2. Travelling expenses – it was agreed that the mileage rate payable to Councillors, for the use of their own car on Parish Council business, would be at the rate of 40 pence per mile plus 5 pence per mile for each passenger. All payments to be approved prior to payment.
7. **Members Items**
  - 7.1. Cllr P Olko gave a brief update on Little Oak Plantation and Forest Road nature area. All Parish Councillors were invited to visit the sites.
  - 7.2. Cllr R Madden reported that a meeting was being held on 10th July 2012 relating to the Green Belt review.

- 7.3. Cllr A Cope reported that three pot holes, located between lamp posts 5 and 7 on Annesley Cutting, required repairing.
- 7.4. Cllr A Cope reported that flooding had occurred to the rear of 69/70 Byron Road. Cllr PD Thomas agreed to obtain a quote to have the problem rectified.
- 7.5. It was agreed that a “New Councillors Information Pack” should be produced containing useful information relating to the Parish area, Parish Council procedures, rules/regulations, useful contacts etc. It was agreed that the pack should be produced by the recent new Councillors. It was also agreed that the web site should be used to store this information.
8. **Youth Club**
- 8.1. The Youth Club will reopen on Wednesday 18th July 2012 at the Parish Hall.
- 8.2. Cllr MA Thomas reported that a very successful Youth Club trip to Conkers had taken place on 16th June 2012.
9. **Cemetery**
- 9.1. None
10. **Parish Hall**
- 10.1. The Parish Hall extension and refurbishment Project will be completed on 4th July 2012 and has been delivered on time and within budget.
- 10.2. The “Plan” for the Parish Hall opening event was reviewed/updated and tasks assigned. Cllr MA Thomas requested that all Parish Councillors should attend the event.
11. **Parish Plan Review**
- 11.1. The update to the Parish Plan is now published on the Parish Council website.
12. **Report of External Meetings**
- 12.1. Cllr MA Thomas had attended the Nott’s CC – Lengthsman briefing. Cllr R Madden had attended a SNC meeting and Cllr P Olko had attended a NALC “new councillor” training course and a funding briefing session.
13. **Planning Applications**
- 13.1. Cllr R Madden expressed no opinions on any Planning Applications.
- 13.2. V/2012/0271 – Annesley House, NG15 0AR – two conservatories and entrance lobby. No objection raised.
14. **Correspondence requiring attention and outstanding replies list.**
- 14.1. Other correspondence received had been circulated to Councillors prior to the meeting and was dealt with at the appropriate place in the agenda.
- 14.2. The annual safety check on the Play Area, performed by Play Safety Limited, assessed the area as “low risk”. It was therefore agreed to leave the minor maintenance work required until the plans for the potential future developments of the play areas have been decided.
15. **Finance Statement and accounts for payment**
- The Clerk presented the monthly financial statements.
- 15.1. Payments approved were as follows:

<b>Date</b>	<b>Payee</b>	<b>Chq No</b>	<b>Value</b>	<b>Description</b>
02-July-12	Two Little Fishes	DD	35.00	Web site maintenance
20-July-12	Ashfield DC	DD	45.00	Cemetery rates

27-June-12	E-ON	DD	194.81	Electric bill
27-June-12	E-ON	DD	24.99	Gas bill
07-June-12	Liberty Games	100226	1955.82	Youth Club equipment
15-June-12	MA Thomas	100227	464.31	Kitchen and Bingo equipment
20-June-12	PRS for Music	100228	245.60	Music Licence - 2012/13
20-June-12	Fire Safety Services UK Ltd	100229	545.46	Service/purchase of fire safety equipment
20-June-12	Aon Limited	100230	717.53	Additional insurance premium
02-July-12	MA Thomas	100231	2458.84	Equipment for Youth Club and Parish Hall
23-June-12	DAM (UK) Solutions	100232	1147.35	Safety/Outdoor wear for Youth Club
25-June-12	J Barlow	100233	685.44	Purchase of office equipment and stationery
02-July-12	PPL for Music	100234	131.36	Music Licence - 2012/13
02-July-12	Playsafety Limited	100235	79.20	Playground annual inspection fee
02-July-12	Clarke's Cemetery Services	100236	1665.00	Contract and non-contract work (June & July)
02-July-12	Ashfield DC	100237	49201.29	Project - prof fees/furniture/fixtures/ fittings
02-July-12	Post Office Limited (HMRC)	100238	365.94	NI & PAYE on June salary
02-July-12	Post Office Limited (HMRC)	100239	262.89	NI & PAYE on July salary
02-July-12	J Barlow	100240	1754.65	Salary and Admin expenses (June & July)
02-July-12	Harold Adkin & Sons	100241	43060.44	Interim payment no. 5 - Parish Hall project
02-July-12	Z Flanders	100242	420.00	Tree maintenance - Recreation/Byron Road
02-July-12	SD Barlow Butchers Ltd	100243	650.00	Hall opening event catering
	<b>Total Payment value</b>		<b>106,110.92</b>	

15.2. Payments approved for the Youth Club were as follows:

<b>Date</b>	<b>Payee</b>	<b>Chq No</b>	<b>Value</b>	<b>Description</b>
20-June-12	J Longden	100089	177.67	Youth Club trip - admission to Conkers
	<b>Total Payment value</b>		<b>£177.67</b>	

15.3. The Clerk informed the meeting that the latest Parish Council VAT reclaim had still not been paid by HMRC.

The meeting closed at 9.00pm.

The next meeting will be held on Monday 3rd September 2012 at the Parish Hall, Annesley commencing at 7.00pm.

Signed.....Date.....  
Chair of Annesley and Felley Parish Council