

**DRAFT Minutes of the Meeting of Nocton Parish Council held at 7.00 p.m. on Tuesday, 8 November, 2022
in Nocton Hub.**

PRESENT: Councillor Ian Goldsworthy (Chair)
Councillors Andy Hone, Mike Kaye and George McDonnell

County Councillor Ian Carrington (present for part of the meeting only)

PUBLIC QUESTIONS UNDER STANDING ORDERS, ETC

No questions had been submitted in advance and none were raised at the meeting

1. WELCOME

The Chair welcomed councillors and members of the public to the meeting.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Richard Marshall and MaryAnn Williams (reason accepted) and District Councillors Amelia Bailey and Fran Pembury.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES OF THE MEETING HELD ON 11 OCTOBER, 2022

MOVED by Councillor Mike Kaye; SECONDED by Councillor George McDonnell and RESOLVED that the minutes of the meeting held on 11 October, 2022 be approved.

The minutes were then signed by the Chair.

5. COUNTY COUNCILLOR REPORT

County Councillor Ian Carrington gave a brief summary of the key points in his monthly report which would be posted on the Parish Council's website.

It was agreed that the village "walkabout" to assess the condition, etc of the road and other aspects of the infrastructure for which the County Council was responsible would take place on the morning of 16 November. A member of the public asked if the existing speed limit on Nocton Park Road could be reviewed and other residents were invited to email the Acting Parish Clerk with any particular issue that they would like investigated.

6. RESPONSIBLE FINANCIAL OFFICER'S REPORT

The RFO's report was received and noted with specific reference to the following points:

(i) **Payments made/to be made and income received since the last meeting:**

INVOICE DATE	ITEM DESCRIPTION/PAYEE	EXPENSE ACCOUNT	TOTAL (£)
30/09/22	RUTH KEILLAR	CLERK SALARY	468.65
30/09/22	RUTH KEILLAR	CLERK OFFICE EXPENSES	15.00
09/09/22	RUTH KEILLAR	REMEMBRANCE WREATH	25.00
10/10/22	AG PROPERTY	GARAGE RENT	65.00
14/10/22	MICHAELA HALL	HUB SALARY	238.33
14/10/22	CAMERON LINTIN	HUB SALARY	54.00
13/10/22	FILLINGHAM XMAS TREES	HUB XMAS TREE	180.00
18/10/22	HMRC	HMRC (PC)	210.20
18/10/22	HMRC	HMRC (HUB)	64.20
18/10/22	HUB BOOKINGS	HUB REFUND	50.00
18/10/22	E.ON NEXT	HUB ELECTRICITY	451.54
11/10/22	WAVE	HUB WATER	27.00
28/10/22	HUB BOOKINGS	HUB REFUND	50.00
28/10/22	HUB BOOKINGS	HUB REFUND	50.00
25/20/22	PLUSNET	PLUSNET/INTERNET	26.40
20/10/22	OPUS	ENERGY - STREETLIGHTS	13.08
20/10/22	OPUS	ENERGY - STREETLIGHTS	45.54
20/10/22	OPUS	ENERGY - STREETLIGHTS	17.59
25/10/22	COLIN SMITH	PC SALARY	0.00
14/11/22	MICHAELA HALL	HUB SALARY	256.53
14/11/22	ELLEN CARTY	HUB SALARY	82.00
14/11/22	CAMERON LINTIN	HUB SALARY	90.00
13/10/22	E.ON	MAINTENANCE - STREETLIGHTS	480.00
19/10/22	B&M	MISCELLANEOUS	12.00
19/10/22	POUNDSTRETCHER	MISCELLANEOUS	27.00
26/10/22	TESCO	VILLAGE MAINTENANCE	2.50
30/10/22	EE TOP-UP VESTA	HUB MOBILE	10.00

Income received from Hub Bookings: September (updated) - £1,586.69; October £1,324.40; Litter Grant (NKDC) - £173.69

(ii) **Bank Accounts**

As at 3rd November 2022 there was a total of £28,422.21 across each of the three Parish Council accounts, plus a credit balance of £45.90 on the Equals Card.

(iii) **Budget Monitoring**

A report summarising the overall financial situation of the Parish Council “mainstream” expenditure was noted.

(iv) **Payment of Responsible Financial Officer**

MOVED by Councillor Andy Hone; SECONDED by Councillor Miek Kaye and RESOLVED that a payment of £470.70 (including a £15.00 Office Allowance and £25.00 reimbursement for her purchase of the Remembrance Day Wreath (approved at the last meeting but not yet paid)) be made to Ruth Keillar, the temporary RFO, in respect of the work she had carried out (including

that associated with rebuilding the Parish Council's website and undertaking certain administrative tasks to support the Acting Parish Clerk) for the period 3 to 31 October.

The Chair confirmed that both he and the Vice-chair had inspected her time-sheet and work diary for the period in question, both of which documents were available to other parish councillors should they also wish to see them.

(v) Nocton Hub Financial Position

The Parish Council received and noted a report prepared by the Chair/Acting Clerk which set out the Hub's actual income and expenditure to end October (Month 7) together with the projected position against each of the originally agreed budget headings to the financial year end.

The report concluded that assuming (i) the current level of bookings was maintained; (ii) there were no unforeseen major items of expenditure; and (iii) the hire charges were increased from 1 January 2023 as proposed (Minute No. 11(i) below), then the Hub was projected to achieve a surplus of income over expenditure of approximately £1,600.

It was noted, however, that the Hub was also expected to contribute £2,820 towards the Public Works Loan repayment, a figure that was built into the agreed Parish Council budget on which the precept was based. Depending upon the final position at the year-end, however, any shortfall would be met from the Parish Council's General Reserve.

Going forward, it was anticipated that the proposed increase in hire charges would be sufficient to (i) enable a similar level of contribution in 2023/24; (ii) cover any increase in expenditure as a consequence of inflation; and (iii) provide a small investment budget for the Hub.

(vi) General

The Parish Council noted a range of other issues which had been dealt with by the RFO since the last meeting.

7. ACTING PARISH CLERK'S REPORT

(i) Correspondence

The Chair reported that no relevant correspondence had been received since the last meeting which was not otherwise included on the agenda. He did, however draw attention to a recent email received from the Information Commissioner regarding the appeal by a resident against the ICO's decision to uphold the Parish Council's earlier decision not to provide certain documentation in respect of a Freedom of Information request

(ii) Tree Inspection

It was noted that the Chair and Vice-chair had recently met with Lincolnshire Eco-arborists to discuss the works identified by the NKDC Tree Officer as being necessary to those nine trees in the Parish Council's ownership. Although a detailed quotation was awaited, it was MOVED by Councillor George McDonnell; SECONDED by Councillor Mike Kaye and RESOLVED that a sum of up to £1,000 be earmarked from the General Reserve to meet the likely cost involved.

(iii) Website Update

The Parish Council noted that the new site was still on schedule to go “live” on 1 December, 2022. The Chair reported that he had now received a range of photographs from Mr David Chapman, all of which were of such excellent quality that he hoped it would be possible to use more than the number originally envisaged.

(iv) Appointment of Parish Clerk/Responsible Financial Officer

The Chair reported that an advert for a Parish Clerk/RFO had now been placed on the LALC website and with a closing date of 30 November. Details would also be included in the November edition of Limespring One Hundred and on the “What’s On in Nocton” FaceBook page since the job might prove to be of interest to local residents.

8. REVIEW OF PARISH COUNCIL POLICIES – FINANCIAL REGULATIONS

It was MOVED by Councillor Mike Kaye; SECONDED by Councillor George McDonnell and RESOLVED that the revised the Financial Regulations as recommended by NALC and as amended to reflect the local situation, be approved and adopted with immediate effect. A copy of the document would be posted on the Parish Council’s website.

A report regarding the remaining Parish Council Policies would be presented to the next meeting.

9. LINCOLNSHIRE POLICE PRIORITY SETTING MEETINGS

It was noted that Neighbourhood Policing Teams Priority Setting Meetings were held quarterly, where the Force and other Partners, e.g. The Office of Police and Crime, Council representatives etc. attended and, as a group, discussed policing priorities. These priorities are based on crime statistics as well as community thoughts and ongoing work in the area and inform local engagement.

The Parish Council has, therefore, been invited to contribute to this process by indicating its three main priorities for policing in the area to feed into this process. Accordingly, it was MOVED by Councillor George McDonnell; SECONDED by Councillor Andy Hone; and RESOLVED that the following be submitted to the Police:

Priority 1 – Actual and real, investigation of Burglary and Rural Crime with appropriate feedback.

Priority 2 – Some Visible Neighbourhood Policing, to include traffic policing on roads through the village in order to deter speeding motorists.

Priority 3 – An active and meaningful presence at Parish Council Meetings, ideally once per six months (one of which should be at the Annual Parish Meeting)

10. PARISH COUNCIL RISK ASSESSMENT

It was agreed to defer consideration of this item to the end of the meeting to allow those members of the public present to contribute to the discussion.

11. NOCTON HUB

(i) Revised Hire Charges

In accordance with the decision at the last meeting, the Parish Council considered a detailed report prepared by the Chair/Acting Parish Clerk reviewing the level of hire charges for the Hub

which had remained unchanged since they were introduced nearly three years ago, and proposing new rates.

It was MOVED by Councillor George McDonnell; SECONDED by Councillor Andy Hone; and RESOLVED that:

(a) With effect from 1 January, 2023, the hire charges for the Hub be as follows:

Room/Service	Charge Per Hour (£)	Single Discount for Regular OR Local Group Bookings	Enhanced Discount for Regular AND Local Group Bookings
Event Hall	13.50	11.00	9.00
Lounge	7.75	6.50	5.25
Meeting Room	7.00	5.50	4.50
Kitchen (No change to existing rates)	5.00 (up to 2 x hrs) 10.00 (over 2 x hrs)	Standard Rate with no discount	Standard Rate with no discount
Next Day Tidying Fee	TBC Depending on nature of event	-	-
Damage Deposit	50.00	-	-

- (b) Discounted rates be limited to those set out above;
- (c) The effect of these new rates on bookings and income be kept under regular review so that any necessary corrective action can be taken at an early stage;
- (d) This report be referred to the Hub User Group for the information of its member organisations; and
- (e) The Hub Manager advise other regular hirers of the new rates.

(ii) Hub Manager's Report

The Hub Manager's report was noted. The Parish Council thanked both the Hub Manager for her continued excellent work in supporting the Hub and Maddie Parker, a local resident, for her generous donation of baubles for the internal Xmas Tree which has also been donated by the Chair and his wife.

(iii) AG Property Consultants

It was noted that on 4 November, the Chair and Vice-chair had met with the solicitor acting on behalf of the Parish Council and who would now contact the legal representative of AG Property Consultants to begin the process of removing the restrictive covenants, etc on the Hub.

(iv) Hub User Group

It was noted that arrangements had now been made for the first meeting of the HUG to be held on 17 November at 7.30 p.m. and that an agenda would be circulated by the Chair/Acting Clerk within the next few days.

In accordance with the HUG's Constitution, it was agreed to appoint Councillors George McDonnell and MaryAnn Williams as the Parish Council's representatives thereon.

(v) Service Level Agreement between the Parish Council and Ripon Arms

The Chair reported that he, the Vice-chair and Hub Manager had held a positive and productive meeting with representatives of The Ripon Arms to begin the process of carrying out the first formal review of the SLA. It was noted that the RA was currently considering the amendments, etc which had been proposed and was awaiting the new Terms and Conditions of Hire and further information on the PRS/PPL Licensing situation before being in a position to respond further.

(vi) Additional Building Works to The Hub

It was noted that, in accordance with earlier discussions, Councillors George McDonnell and MaryAnn Williams were currently investigating the cost of carrying out additional works to the Hub, for which estimates had currently been obtained as follows:

New external Store Room	£28,540
Improve lighting and ventilation to Meeting Room	£2,220
Automatic Main Door to improve access for people with disabilities	£6,850

Given that costs of this order could not be met from within the Parish Council's budget, and if the works were to proceed, then it would be necessary to investigate the possibility of grant-aid. As such, Councillor George McDonnell was obtaining further quotes from other builders to facilitate this process.

12. VILLAGE GREEN BENCH

Further to Minute No. 14 of the last meeting, Councillor Andy Hone reported that he had investigated various options and suppliers and had identified a traditional replacement bench for the Village Green from Marmax at a total cost (including fixings and delivery) of £447 (ex VAT). The price also included a plaque which, it was suggested, might be used to commemorate in some way the ascension to the throne of King Charles III.

It was MOVED by Councillor George McDonnell; SECONDED by Councillor Mike Kaye and RESOLVED that the purchase of the bench as proposed be agreed in principle but an order be deferred until the meeting in February 2023 when the Parish Council's overall budget position would be clearer. In the meantime, Councillor Andy Hone would contact the manufacturer to ascertain whether any price increase was currently being contemplated.

13. PLANNING, ETC ISSUES

(i) Tree Works

It was agreed to make no comment on an application relating to the felling of a Hawthorn Tree at The Old Post Office, Main Street.

(ii) Outline Planning Permission for up to 6 x dwellings on land south of Wellhead Lane (22/1387/OUT)

It was noted that at the request of the Parish Council, one of the local District Councillors had now asked for this application to be called in so that the decision could be made by the

relevant Planning Sub-committee rather than by officers under delegated powers. Councillor Mike Kaye would then be able to address the Members directly on the Parish Council's concerns. There would also be an opportunity for a resident to do likewise and Councillor Mike Kaye asked anyone interested in so doing to contact him so that the appropriate arrangements could be made.

14. WEGBERG ROAD, NOCTON PARK

Further to Minute No. 16 of the last meeting, Councillor Andy Hone reported that on behalf of the Parish Council, he had been in dialogue with NKDC regarding the condition of Wegberg Road and the "bridge" with a view to ascertaining whether or not there had been any breach of the original planning approval. The response from NKDC to date indicated that this was not the case although further issues were now being investigated, including the possibility that the developer may not have completed the alterations (traffic calming measures) to Wegberg Rd as shown on the approved plans.

Councillor Andy Hone would keep the Parish Council apprised of any further response from NKDC.

15. APPLICATION TO NOCTON 200 CLUB – XMAS TREE AND CAROL SINGING ON THE VILLAGE GREEN

Further to Minute No. 12 of the last meeting, the Chair/Acting Clerk reported that he had received an application to the 200 Club from the organiser for funding for the following items of equipment, etc associated with this event:

Lights:	£73.98
Fencing:	£130.00
Electricity safety cable cover:	£34.76
Exterior plug socket:	£12.00
Total	£250.74

It was noted that residents were supplying the tree and the organiser the electricity for the lights.

He had discussed the application with the Promoter of the 200 Club who agreed that the application should be supported. However, given that the grant was being requested by an individual rather than a local group or organisation he would prefer the equipment to be stored by the Parish Council after the event so that items such as the fencing and cable cover might be available for use in connection with other events, etc during the year. It would also mean that the lights could be included in the Parish Council's PAT testing of electrical items to ensure their ongoing safety. The equipment would, however, be made available for sole use by the organiser in connection with their subsequent Xmas Tree on the Green events

It was, therefore, **MOVED** by Councillor George McDonnell; **SECONDED** by Councillor Andy Hone; and **RESOLVED** that a grant of £25.74 from the Nocton 200 Club be made to the organiser of this event subject to the condition set out above.

16. NOCTON HALL AND FORMER RAF HOSPITAL SITE

The Chair reported that Ben Wills (from Rural Solutions) would be giving a detailed presentation to the next meeting on the latest developments, etc relating to this site.

17. DATE OF NEXT MEETING

It was noted that the next meeting would be held on Tuesday, 8th November, 2022 commencing at 7.30 p.m. with the presentation referred to above commencing at 6.45 p.m.

18. PARISH COUNCIL RISK ASSESSMENT

(At the invitation of the Chair, members of the public were invited to participate in the discussion of this particular item)

Councillor Mike Kaye referred to his report to the last meeting which outlined the risks facing the Parish Council. It was his intention to concentrate on 4 or 5 of the 25 or so identified risks at each of the remaining meetings in the current municipal year to ensure that there were practical and achievable measures in place to mitigate each particular risk.

The following risks were, therefore, considered and the mitigation measures agreed as follows:

RISK	MITIGATION/ACTION
Council members unaware of their responsibilities regarding declaration of interest	Councillors to complete individual Declaration of Interests and to keep updated (including interests of spouse/partner). Regular reminder regarding the need to declare interests on each parish council agenda.
IT Failure	Ensure proper maintenance of all equipment. Ensure regular backup of all data in cloud and/or external drives/storage. Arrange dual/full access to records and accounts by ensuring disaster recovery pack is available to Chair or Vice-chair with all relevant passwords, etc.
Trees (Parish Council owned) Unsafe or Diseased	Continue with three-yearly inspections by NKDC Tree Officer. Maintain adequate budget provision for any remedial work required. Basic training for Village Keeper to identify issues of concern.
Failure to comply with Employment Law	All staff issued with contracts of employment. Awareness of legislation. Where necessary arrange training for Parish Clerk through e.g. LALC. Establish Staffing Committee with appropriate Terms of Reference and procedures for grievances, etc. Identified Councillor (GMcD) with specific skills and experience in this area.

Failure to maintain effective financial records	<p>Determine responsibility for maintenance of financial records (Parish Clerk/RFO).</p> <p>Adhere to Council Financial Regulations and carry out annual review.</p> <p>Complete budget reconciliation with regular budget monitoring reports (covering both the main PC and Hub) to Parish Council meetings in accordance with the provisions of the Financial Regulations.</p> <p>Appoint a councillor with specific brief to oversee budget and work of the RFO.</p> <p>Publish budget reports on PC website.</p>
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19. REMEMBRANCE DAY

The Chair reported that the Vice-chair would be laying the Parish Council's wreath, on behalf of the village, at the Remembrance Day ceremony at the Potterhanworth War Memorial on Sunday, 13 November.

Thereafter, and in accordance with previous years' arrangements, the Chair would remove the wreath and place it under the Memorial Tree near the Village Green prior to it being taken into Nocton Church.

20. PUBLIC QUESTIONS

There were no public questions.

SIGNED: _____

Date: _____