

# Great Coates Village Council

## MINUTES OF PARISH COUNCIL MEETING OF GREAT COATES VILLAGE COUNCIL HELD ON THURSDAY 27<sup>TH</sup> FEBRUARY 2014 AT GREAT COATES VILLAGE HALL, COOKS LANE, GREAT COATES at 7.00 PM

**Present:** Cllr. Maasdam (Chairman)  
Cllrs. Mrs. L. Winterburn, B. Winterburn, Mrs. C. Frankish, M. Frankish,  
Bagley, Souter-Smith and Redgrift

**Apologies:** Cllr. Cutting

**In Attendance:** Stephen McGrath, NELC  
James Lockwood, Hodson Architects  
Cllr. R. Sutton, NELC Ward Cllr.

There were 5 members of the public and 1 member of the press present

### **13/142 To receive and accept apologies**

Apologies received from Cllr. Cutting (holidays) - accepted.

**Resolved: That apologies be received and accepted**

### **13/143 DECLARATIONS OF INTEREST (Code of Conduct 2012)**

To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and of interest being declared.

To note dispensations given to any member of the council in respect of the agenda items listed below.

Cllr. Maasdam declared prejudicial interest in newsletter distribution due to family member acting as distributor.

### **13/144 To approve the minutes of the previous meeting**

Minutes of the meeting, as circulated, approved as true record.

**Resolved: That minutes be accepted as true record**

### **13/145 Police Report for information**

Written report received and circulated to all Cllrs. and read out by Chairman for members of the public. Police had asked residents to be mindful of vehicle security in particular.

### **Public Break:-**

Resident asked questions about war memorial and why the Council felt it had to take responsibility for the war memorial with regard to relocation costs etc. Clerk advised that it was usually the Parish or Town Council who would look after a village war memorial. Chairman advised that the Council had previously made a decision after the closure of the Reading Room building to take charge of relocating the war memorial and preserving it for the village. Resident advised she would make an FOI request to obtain further details. Resident also asked a question about Ward Cllr. funding towards the Village Hall project which was given in March 2010 but since the Hall did not proceed, why was the funding not given back. Chairman advised that the funding had since been spent on the village hall

project. And costs had also been incurred in the planning and design of the Hall not just the actual building of one, and so funding had been put towards this.

#### Ward Cllr. Report

Cllr. Sutton's Ward Cllr. report brought forward. Budget at NELC discussed and areas where cuts were taking place. Mentioned verge parking restrictions and garages off Newbury where NELC is trying to establish ownership. War memorial mentioned and that Ward Cllrs. wish to see it in place as soon as possible. He had also attended meeting at Whitgift regarding Arts and Social Events taking place. Next meeting to be held in April 2014.

#### **13/150      War Memorial**

Cllrs. agreed to bring this item forward for presentation by Hodson Architects. James Lockwood from Hodson Architects gave overview of design brief and consultation talks with NELC Planners, Conservation Officers and also War Memorials Trust representative. Two designs presented and Chairman also invited public to participate and give opinions on preferred design from two tabled. Option 1 was advised as preferred option for NELC and agreement at the meeting, and also from public present, that Option 1 was preferred choice for the village. Agreed that Hodson Architects submit planning application based on that design during following week.

**Resolved:      That Option 1 be chosen from the two designs tabled for the Relocation of the Village War Memorial and that Hodson Architects submit Planning application on behalf of the Village Council within one week**

#### **13/137      Highways/Footpaths**

- a) To consider scheme for verge and footway parking restrictions

Agreed that Clerk send out information and when Cllrs. had considered information they may wish to invite Mr. Poucher from NELC to advise on implications and issues to do with scheme. Agreed Clerk circulate information.

**Resolved:      That Clerk circulate information to Cllrs. and re-agenda for March Meeting**

To receive Clerk's report on general highways/footpaths/traffic issues  
Anything not already circulated placed in circulation bag for information.

#### **13/148      Great Coates Village Hall**

- a) To receive minutes/report from Village Hall Committee Meeting

And to consider any recommendations made and agree any necessary actions

Hall Committee to meet following day – 28<sup>th</sup> February 2014.

- b) To receive notification of new hirings from Clerk

New skipping club hiring booked in. Still very popular and busy for party hirings at weekends.

- c) To consider request from Village Nursery to use hall as emergency centre and agree action

Great Coates Village Nursery School had requested use of Hall in emergency only if evacuation from nursery premises required. Agreed by all members. Proposed and agreed that Nursery would need to be key holder due to emergency nature of access and this was agreed. Clerk to notify and ask if Nursery would be prepared to fund cost of key cutting.

**Resolved:      That Great Coates Village Nursery school be allowed key for access To Village Hall for emergency use only should school premises not be usable. Clerk to request funding for key cutting and discuss arrangements for Notification of emergency etc.**

d) To receive notification of repairs undertaken at Hall Centre light had been leaking and this was being addressed by the Architects/Contractors.

**13/149      Planning Matters**

The following planning applications were considered:

**DM/0099/14/FUL      Huntsman Tioxide UK, Moody Lane, Grimsby  
Development of a renewable power facility for the production of  
Electricity using pre-treated fuel feedstocks**

Cllrs. had not looked at the application on line and in light of the large amount of documentation it was agreed to defer to March meeting to allow Cllrs. to inspect online.

**DM/0024/14/FUL      21 Cooks Lane, Great Coates**

**To replace existing 2m close boarded fencing with 1.8m square Trellis fencing**

Clerk advised this application had already been considered and dealt with by NELC.

**Resolved:      That comments/decisions as above be actioned**

To consider any other planning matters and/or receive correspondence

None.

**13/150 Great Coates War Memorial**

Already dealt with earlier in meeting.

**13/151      Future Dates**

Next Meeting Date – Thursday 27<sup>th</sup> March 2014

Office closure – 17<sup>th</sup> to 21<sup>st</sup> March inclusive

Any further future dates – Clerk had circulated ERNLLCA training programme.

**13/152      Reports**

To receive minutes from Personnel Committee held on 10.02.14

Minutes had now been circulated by Personnel Committee member.

Town and Parish Liaison – Thursday 30<sup>th</sup> January 2014

No one had attended.

ERNLLCA Training Session – 27.02.13

Cllrs. Maasdam, B. and Mrs. L. Winterburn and M. Frankish had attended. Extra fifth place had been reserved but Cllr. Mrs. C. Frankish had been unable to attend so Clerk had offered the place to Healing PC Cllr. and HPC would reimburse GCVC the cost of this one member's training. All Cllrs. felt training session was very worthwhile and reinforced the whole Council training which had been undertaken earlier.

**13/153      Information Update**

a) Information received from NELC, ERNLLCA

Either circulated electronically already or in circulation bag.

b) Input from Ward Councillors if present

Already given earlier in meeting from Cllr. Sutton.

c) To receive update on casual vacancy position

Clerk advised that election had been called and NELC had notified of this. NELC to coordinate and notify of deadline dates, outcomes etc. Noted.

d) To consider update on next stage of Community Governance Review with NELC and consider any action required

Chairman had heard nothing further from NELC since meeting prior to Christmas and Stephen McGrath, from NELC, who was present at meeting had confirmed that no communication had been forthcoming due to Officers/Members being busy with budget matters etc. This would now be actioned by NELC and Chairman would receive communication shortly. Next meeting of panel would be 13<sup>th</sup> March but Village Council would not be required to attend. Noted.

**13/154**      **Great Coates Community News**

Next edition – April/May 2014

Closing date – 15.03.14

To receive expressions of interest for waiting list for distributors and agree necessary action

Advertisement in Newsletter had brought in several expressions of interests from young people wishing to be considered for distribution rounds for Newsletter. Agreed that Clerk place in 'received' order, ie first received at top of list, and then allocate vacant rounds on this priority basis and maintain other names on waiting list.

**Resolved:      That waiting list be organized in date/time received order and Any vacant rounds allocated from top of list as agreed**

**13/141**      **Finance**

a) To approve cheques for authorisation as per list presented

All payments authorized as per list circulated.

**Resolved:      That all payments be made as per list**

b) To consider formation of Finance Committee and agree action (request received from Personnel Committee)

Chairman asked Personnel Committee members present to give reason for request. Members advised that they wished to alleviate pressure on Clerk's resources and that a couple of Cllrs. would be able to assist with financial matters. Clerk advised that all Cllrs. should be responsible for financial controls and unless delegated powers were given to any Finance Committee it would seem to be doubling up on workload rather than alleviating it and delegated powers should not be recommended since all Cllrs. should take part in financial decisions and controls of the Council. Cllr. Souter-Smith advised that he had concerns over the Council's previous 'financial acumen' and that the Council had demonstrated it had very little of it. This was objected to by the Chairman and the Clerk requested that this item, since it may involve discussion of matters involving the role of the Responsible Financial Officer, be taken as exempt item. This was agreed but Cllr. Redgrift asked that his vote against this request for an exempt item be recorded.

**Resolved:      That discussions on this request be taken as exempt item**

c) To receive short report from Clerk on financial matters for Information only

Clerk had submitted short written report reminding all Cllrs. of their financial responsibilities as members and encouraging Cllrs. to take an active part in all of the financial controls of the Council.

d) To consider appointment of internal auditor for fy 13/14 and Agree action  
Current internal auditor would be stepping down/retiring from position and Council needed to appoint new internal auditor. Clerk asked to bring suitable information/quotations to next meeting for the members to consider.

**Resolved: That information/quotations regarding appointment of new internal Auditor be provided for March 2014 meeting**

e) To consider request from Personnel Committee to review funding pot  
For village hall staffing and agree action

Agreed that this be taken also as exempt item due to discussions regarding staffing issues.

**Resolved:** Exemption of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information<sup>1</sup>

### **Exempt Items c/f**

#### **Consideration of Finance Committee**

Clerk advised that she was confident that ERNLLCA would not recommend a separate Finance Committee for a Council the size of Great Coates Village Council. She gave examples of Councils where one did exist and the functions of that Committee as aid to consideration for members. Transparency and openness was discussed and majority agreed that this was achieved better by involvement through all members, not just finance committee. Agreed that more detailed checks should always be actioned and aided transparency and control. Clerk suggested additional measures for financial monitoring of a) quarterly budget reviews to go with account reconciliations and b) pre-availability of invoices etc. set out on separate table prior to Council meeting commencing so that members could clearly see background information for payments to be made. Agreed that separate finance committee not required and all members should take active part in financial monitoring. Five members for and two against and Cllr. REdgrift asked for his vote against to be recorded.

**Resolved: That no separate finance committee be set up but additional Financial monitoring measures be actioned as set out above**

#### **To consider request from Personnel Committee to review funding pot For village hall staffing and agree action**

Request received from Personnel Committee to consider additional funding for village hall staffing as Committee felt that adequate staffing levels could not be provided with budget figure for village hall staff set for coming financial year.

Cllr. Winterburn advised on current situation with current sole job share post holder and Clerk and Cllr. Winterburn had worked on schedule for village hall and had broken down each hiring with regard to time required and cleaning time required as well as general overall cleaning time and this demonstrated that number of hours originally agreed could be maintained and set at rate of pay shown on information provided to each Councillor. Members agreed that this should be adopted at present stage and staff vacancy advertised along these terms and Council would review again if hirings substantially increased or postholders felt time was inadequate for successful running of Hall. Agreed 5 for and 2 against and Cllr. Redgrift asked for his vote against to be recorded.

**Resolved: That staffing funding pot for village hall staff, as agreed in budget Set for fy 14/15 be left as agreed and that job vacancy be advertised to Fit in with the parameters agreed on the detailed breakdown discussed**

The Chairman closed the meeting at 9.05 pm.

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<sup>i</sup> Under Part 1 of Schedule 12A of the LGA 1972 (as amended)