16th May 2018

To: The Chairman and Members of Pinxton Parish Council

Dear Councillor

**You are summoned to attend the Annual Meeting of Pinxton Parish Council which is to be held in the Village Hall, 3 Kirkstead Road, Pinxton on Wednesday 23rd. May 2018 at 7.00 p.m.**

**Members are asked to sign the attendance sheet for the meeting and to complete the Declaration Sheet (if appropriate). These will be located in the main Hall.**

**Please note the meeting will be in the main hall for this meeting.**

**Yours sincerely**

**M. John Ritchie**

**Clerk & RFO**

**AGENDA**

**18/001 To elect a Chairman for 2018/2019**

**18/002 To elect a Vice Chairman for 2018/2019**

**18/003 To receive apologies for absence**

**18/004 To receive Declaration of Members Interest/Update of Register – if you require**

**guidance from the Parish Clerk this must be sought well in advance of the meeting and, in any**

**event, by no later than 5pm two working days before the day of the meeting.**

**Please note: Members must ensure that they complete the Declaration of Interest sheet prior to the**

**start of the meeting. Column 5 of the Declaration of Interest sheet must be completed in all cases to**

**indciate the action to be taken.**

**18/005 To receive and approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest.**

**18/006 To confirm minutes of the Annual Parish Council meeting held Wednesday 19th May 2017**

**18/007 To confirm the Minutes of the Parish Council meeting held on the 18th April 2018**

**18/008 To note updates on matters arising from the minutes (for information only)**

**18/009 Public Speaking**

 **009.1 Parishioner Matters**

 **009.2 Police Matters**

 **009.3 Reports from Council Representatives on Outside Bodies**

 **009.4 Reports from District and County Councillor Representatives on matters of direct relevance to Pinxton Parishioners**

**18/010 Planning Applications**

 **To receive, and where appropriate comment on the following applications:**

**18/00200/FUL Erection of two storey dwelling and associated detached garage at Sunningdale Storth Lane.**

**18/00221/FUL Erection of 2no semi detached and 1no detached two storey dwellings rear of 54 and opposite 59 fronting West End Pinxton.**

**18/00208/FUL Two pairs of semi-detached 2 storey dwellings at former 7 Mill Lane Pinxton.**

**18/00229/FUL Drop kerbs for off road car parking at 16 Victoria Road Pinxton Nottingham NG16 6LR**

**18/00238/FUL construction of a three-bed dormer bungalow with double garage to the rear of 16 George Street Pinxton, therefore at 16 George Street, Pinxton.**

 **The following applications have been granted permission:**

**18/00125/VAR Variation of condition of planning permission 17/00571/FUL – amended site plan and sections, land to the South 16 & 18 Ash Close Pinxton.**

**17/00660/REM Approval of reserved matters for the erection of 6 dwellings(access, appearance, landscaping, layout and scale), of application 16/00010/OUT at land to the West of the Sun Inn public house Town Street Pinxton.**

**18/00131/FUL additional on-site car parking spaces on existing banked area containing soft landscaping at Slimming World Clover Nook Road South Normanton.**

**18/00033/FUL Change of use from retail with ancillary café to restaurant use and new extract to rear at Unit 12 East Midlands Designer Outlet Mansfield Road Pinxton.**

**18/00038/FUL two storey extension to the side at 11 Oak Meadows Broadmeadows, Pinxton.**

**18/00166/FUL Construct first floor rear extension above existing ground floor extension approved under 17/00581/FUL**

**18/00150/FUL Extension to existing foundry building at 15-17 Brookhill Road Pinxton**

**18/00054/FUL Change of use from paper shop to Micro pub and retention of 2 windows at 21 Victoria Road Pinxton. Opening times 4pm – 10pm Monday to Friday, 2pm- 10pm Saturday and Sunday.**

**17/00567/FUL Erection of two storey dwelling to replce mobile home at 2 Guildhall Drive Pinxton.**

 **The following applications have been refused:**

**18/00128/FUL Retrospective consent for the construction of the front elevation boundary wall and entrance gates at The Poplars Kirkby Lane Pinxton.**

**18/011 Parish Council – Items for Decision/Action**

**011.1 Minute to rectify typing error on reporting of precept percentage increase. Reported 0.29% when it is 2.9%. This was picked up by Cllr. Watson who reported it to the Internal auditor. The auditor can see it was a typo and asked for this meeting to minute the fact and agree the increase should have read 2.9%**

**011.2 Requirement to complete The Annual Governance Statement for 2017/2018**

 **This document once completed then needs to be uploaded for the external auditors.**

**011.3 Requirement to approve the accounting statement for 2017/2018**

 **This document is required by the external auditors.**

**011.4 To receive the income/expend. Account and balance sheet 2017/2018**

 **This document is required by the external auditors**

**011.5 To receive year end supporting notes for 2017/2018**

 **This document is required by the external auditors**

**011.6 To receive the Internal Audit Report and letter 2017/2018**

 **Members need to accept this report and letter, and again it is required by the**

 **external auditors. Members may recall at the last meeting reviewing the Financial**

 **Regulations, Standing Orders, Internal Audit Review/ Internal Controls but**

 **because they were in Aprils meeting it doesn’t count for 2017/2018 hence the**

 **note in the IA report. It is also the same with the Risk Assessments, the IA saw**

 **the Risk assessments but they haven’t been to council in 2017/2018. They will**

 **be brought in 2018/2019**

**011.7 To receive reply from Internal auditor to Cllr. Watson.**

 **Cllr. Watson emailed the internal auditor regarding items he wasn’t satisfied with**

 **and the internal auditor went through them with the Clerk and here you have the**

 **internal auditors reply to Cllr. Watson. The Clerk will in future list everything for**

 **decision or action on the Notice of Meeting and no decision can be made by the**

 **Council unless it is an agenda item on the notice and agenda.**

**011.8 The Clerk brought to the last meeting a chance to enter a competition for upgrading recreation grounds, namely Wharf Road, and the Council agreed to enter the competition with an input of £15,000 to be matched by the playground firm should we win the competition.**

 **The Clerk has taken some advice and simply to enter and offer £15,000 of our money, should we win, without testing the market may not be showing due financial diligence.**

**The Clerk has since contacted seven firms asking for brochures and giving them an outline of what we may require, and found three grant opportunities to bid for, which would be in addition to funding provided by the Parish Council. Members will recall discussing the total cost being over £100,000 and possibly funding this through the capital receipt of the flat and shop and the money available after the VH is paid for, and reserves. It wouldn’t be done overnight and may take up to 5 years.**

**The Clerk asked BDC Leisure to produce a scheme which would be the basis to start the project. Pinxton Brookhill Group put the idea out on their media and there have been over 5,000 hits regarding the project, mainly positive, some sceptical and some fearing vandalism and teenage mayhem.**

**As the Park is currently in situ, the situation cannot suddenly become worse because the Park has had a face lift.**

**The Clerk requests members views on continuing the project without entering the competition, but progressing the three grant opportunities, and still having available the initial £15,000 to match any grant requirement.**

**The Clerk has sent out the basic plan for members perusal and comment.**

**Cllr. Dooley also wishes to discuss Talbot Street Recreation Ground.**

**The Clerk wishes to seek Members views on another approach from D. Cox & Son Amusements for a funfair, a small family funfair, on the Wharf Road recreation**

**ground from the 11/6/18 – 17/6/18 or the 13/8/18 -19/8/18 on the basis, it is a smaller fair than the “fireworks” fair and the ground should have recovered by mid-summer from the fair last September, and the project for Wharf Road will not be underway before those dates.**

**011.9 The vacancy created by the resignation of Cllr. A. Wright has been duly advertised for the required period and there has been no call for an election, therefore the vacancy remains, and the position can be filled by co-option. Members wishes are requested.**

**011.10 Members will recall Pinxton Brookhill Group (PBG) wanting permission to plant up**

 **several areas of grass and verge around Pinxton. PBG have now come back with**

 **a list of streets and areas they would like to plant. They are also asking if there**

 **are any funds to help regarding this. Members views are sought.**

**011.11 The Defibrillator Group have booked the village hall on the 23rd June 2018 in**

 **order to have a celebration and gathering of all the people who have helped with**

 **the group, those who have given donations and the SJAB for the training and**

 **ongoing training provision. Members are asked to consider allowing the Group**

 **free use of the VH or giving a small S137 grant which would cover the cost of the**

 **hire. The hire would be in the region of £72.00. Members views are sought.**

**011.12 In the past the PPC have looked at producing a Newsletter but have not**

 **progressed it of late. PBG do produce a Newsletter and have an excellent**

 **media coverage through Facebook and twitter etc. Members views are sought**

 **on PPC funding or help to fund the PBG Newsletter with the following proviso’s**

* **The Newsletter is delivered to every house in the Parish.**
* **PPC have a couple of pages for their own input**
* **PPC have a right of reply to any letter sent to the PBG Newsletter which mentions**

**the PPC in a good light or a bad light.**

**Members views are sought.**

**011.13 The Pinxton Remembers WW1 Group have written to the Clerk and asked if on**

 **the 11/11/18 following the parade to the Memorial from the Church,**

* **The VH would be available for refreshments**
* **The Group would like to have 74 trees to remember the fallen in perpetuity and**

**wish to know if the PC would support an approach to Bolsover DC for the trees**

**to be planted at Hilltop Park and;**

* **The group would like to rename the park “The Pinxton Memorial Park”**
* **The group would like the PC to reaffirm their agreement to a Memorial Board**

**being sited in the entrance to the VH.**

**The Clerk can remind members that they have already agreed for the VH to be available free of charge all day on the 11/11/18.**

**Members views are sought, and it may be appropriate to consider any funding**

**the PC can support for the 74 trees and their planting if it happens.**

**011.14 The Clerk wishes to report that The Pinxton United Football club have applied for**

 **use of the Tops football pitch for the 2018-2019 season. Members views are**

 **sought.**

**011.15 Cllr. Kelly has asked that the Charity shop and flat be placed on the agenda. The Clerk can report that at least a dozen people have been taken around the flat and shop, but only one offer has been made and members are aware of that from an earlier meeting. The void rate free period has now been reduced to three months from six months and therefore we now have a bill of £1100.00 for 2018/2019 for as long as we retain ownership. Members wishes are requested.**

**18/012 Financial Matters**

 **012.1 Income and expenditure Details for April 2018**

 **012.2 Bank reconciliation Statement as at 30th April 2018**

 **012.3 Monthly analysis of cash book for April 2018**

**012.4 Budget to date**

**012.5 Statement of Parish Council Investment.**

 **012.6 To consider Parish Council Insurance Cover for 2018/2019**

 **18/013 To receive – Clerks Report**

 **013.1 The Clerk wishes to bring to Members attention two speakers for the 20th June**

 **Meeting. One the Clerk was asked to arrange with the Police & Crime**

 **Commissioner, Hardyl Dhindsa, and he is coming at 7.00pm, but before that**

 **Cllr. Dooley has asked Richard Scott, BDC Planning Enforcement Officer to**

 **come and speak. He is only available at 6.00pm. It may be an adjournment at**

 **6.30pm for a drink before the PCC starts or have Richard as a separate meeting**

 **outside of the Parish Council meeting. Members views are sought.**

**013.2 The Clerk wishes to report that BDC have completed the Local Plan and have**

 **Started the last round of Public consultation before it goes to the Inspector.**

 **The consultation dates are posted in the foyer and all members have been**

 **sent a copy of the letter informing the public and other interested parties with a**

 **link to the document itself (The Plan)**

**013.3 The Clerk can report that the MUGA (Astro turf) on Welfare Drive has been**

 **completely upgraded and will be maintained therafter on a quarterly basis by Dura**

 **Sport who gave the best price.**

 **Reports from the users of the MUGA say it is a fantastic job and great**

 **Improvement.**

**013.4 The Clerk wishes to report that on Monday 30th April an audit, in readiness for**

 **GDPR, was undertaken. Members will recall engaging Diane Malley payroll**

 **Services who had set up GDPR as another arm of her business, having great**

 **experience as a Town clerk in her own right and understanding what PC’s**

 **tend to keep, and what an audit should entail. Two of her staff came to the**

 **VH to carry out the audit and I have enclosed the full report.**

 **GDPR and enhanced Data Protection Laws have come about due to the new**

 **technology we are all using which makes it far more easier for someone’s**

 **identity to be stolen and misused. So for instance I keep a copy of all the staff**

 **payslips, under Financial Reg’s, and on those payslips are each staff members**

 **NI number. Under GDPR I can keep the payslip but must obliterate the NI No.**

 **When the Chairman signs the Minutes, I can file the Minutes but I have to**

 **obliterate that signature. If challenged, as a Government Officer, I can say I saw**

 **The Minutes signed.**

 **Nothing can be kept which would help another person use the information in**

 **stealing an identity, for example, an NI No. or a personal signature.**

 **Everything that is kept must be extremely secure and if on the computer be**

 **encrypted and when deleted must be “computer shredded” so it cannot be used**

 **or retrieved in any legible form.**

 **The storage of paper files should be at a minimum and in locked cupboards with**

 **the keys kept secure. Our cupboards all lock and the keys are in the key safe**

 **which is behind a locked door inside our office. That is excellent, BUT, the office**

 **itself has files on desks and therefore the office must only be available to the**

 **Clerk and Assistant Clerk from the 25th May 2018. This will require a lock change.**

 **As you know the Clerk has reported previously, that in order to comply, there is a**

 **great deal of work to do, to rid the office and different storage areas of information**

 **we can no longer hold.**

 **It is very important that as Members you also recognise that you too are liable if**

 **you have information at home, which is beyond its usefulness or contains**

 **information that could be stolen and used to help someone steal an indentity or**

 **build up an identity, signature here, NI. No there, address, bank details and so on.**

 **GDPR also impacts on any group like a football club, Community Group or society.**

 **They must all comply with the new Laws from the 25th May 2018.**

 **The other matter is, for every user of the VH or hirer of the hall, we must give them**

 **a letter stating why we have their information, where we keep it, for how long and**

 **when we will dispose of it.**

 **Once I have more information I will share it.**

 **013.5 The County Council have agreed a grant of £16,000 for the hammerhead and**

 **Garden at the top of Queen Street. DCC will be sending the money to the PPC.**

 **Cllr. Coyle applied for the money and was successful. The work now needs**

 **Organising, and the Clerk wishes to know who is doing this?**

**18/014 To note – Correspondence received**

 **014.1 GDPR (Data Protection Audit Report) Dealt with elsewhere.**

 **014.2 Came & company insurance renewal (dealt with elsewhere)**

 **014.3 Bolsover DC details on Local Plan and last round of consultations. (circulated)**

 **014.4 Report from Internal auditor (dealt with elsewhere).**

 **014.5 Letter from Highways England about further road closures on A38 (circulated)**

 **014.6 Letter from DCC regarding grant for Queen Street. (dealt with elsewhere)**

 **014.7 Letters from Internal Auditor (dealt with elsewhere)**

 **014.8 Letter from BDC pointing it out it is collect your plastic weekend with a permit**

 **to enter the recycling site with all your plastic in the special bags. The email**

 **came on the 11th May 2018 and the weekend in question is the 11th, 12th and 13th**

 **May 2018, giving no time to be part of the event and there are no special bags.**

 **014.9 Letter from PBG regarding Pinxton in Bloom (Dealt with elsewhere)**

 **014.10 Letter from WW1 Group (Dealt with elsewhere)**

 **014.11 Letter from DCC replying to PPC letter regarding the Library proposals.**

 **Cllr. Lewis says the County are in the process of further consultation events.**

 **014.12 Poster received for the “Get creative kids” 2018/2019 in Pinxton & SN**

 **18/016 To note – The date of the next Parish Council meeting – 20th June 2018**

 **NB: This will be at 6.00pm if Members want to listen to the BDC Enforcement Officer concerning issues like Plymouth Avenue, with the proper meeting at 7.00pm with the PCC, Hardyl Dhindsa in attendance.**