

**MARKHAM CLINTON PARISH COUNCIL**

**DRAFT Minutes of the meeting of Markham Clinton Parish Council held on  
Monday 19 August 2019 at 7.00pm at East Markham Village Hall**

Minute	<b>Present:</b> Cllrs L Hayton (Chair), B Smethurst, C Bradley, C Stevens <b>Others present:</b> M Malcolm (Parish Clerk)																								
697/19	<b>15 minutes open discussion for members of the public</b> No members of the public were in attendance																								
698/19	<b>To receive and approve apologies for absence</b> No apologies for absence had been received																								
699/19	<b>To receive Declarations of Interest on any agenda item to be discussed</b> Cllr Stevens declared an interest in item 8b of the agenda, due to his business as a provider of defibrillator training services.																								
700/19	<b>Approval of the Minutes of the Meeting held 6<sup>th</sup> June 2019</b> Proposed Cllr Stevens, seconded Cllr Hayton. The minutes were signed by Cllr Hayton as Chair of the meeting. <b>Approval of the Minutes of the Extraordinary Meeting held 25<sup>th</sup> June 2019</b> Proposed Cllr Stevens, seconded Cllr Hayton. The minutes were signed by Cllr Hayton as Chair of the meeting. <b>Approval of the Minutes of the Extraordinary Meeting held 5<sup>th</sup> August 2019</b> Proposed B Smethurst, Seconded C Bradley. The minutes were signed by Cllr Smethurst as Chair of the meeting.																								
701/19	<b>To receive updates from the Minutes of the Extraordinary Meetings held on 25<sup>th</sup> June and 5<sup>th</sup> August.</b> <b>Minute 690/19</b> – The Clerk confirmed that appropriate audit paperwork had been submitted to the external auditor and also published on the website and noticeboards within the statutory timeline laid down by the auditor.																								
702/19	<b>To consider planning applications, appeals, note decision notices and planning correspondence received from Bassetlaw District Council.</b> No new planning applications had been received. It was noted that Bassetlaw District Council had refused application 19/00603/FUL for erection of a fishing lodge at Milton.																								
703/19	<p><b>Finance</b></p> <p><b>a. To approve payments and receive financial update</b></p> <p>Invoices payed at extraordinary meeting on 5th August 2019</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Notts ALC</td> <td>Annual membership</td> <td>£67.44</td> </tr> <tr> <td>D Savill</td> <td>Internal audit fee</td> <td>£50.00</td> </tr> </tbody> </table> <p>Invoices for Payment</p> <table border="1"> <tbody> <tr> <td>Came &amp; Company</td> <td>Annual Insurance Renewal</td> <td>343.55</td> </tr> </tbody> </table> <p><b>Cash at Bank 31.06.19</b></p> <table> <tbody> <tr> <td>Current account</td> <td>£4,499.15</td> </tr> <tr> <td>Business reserve account</td> <td>£0.00</td> </tr> <tr> <td>Building Society account</td> <td>£5,289.29</td> </tr> <tr> <td></td> <td><b>£9,788.44</b></td> </tr> <tr> <td>less o/s cheques</td> <td>£117.44</td> </tr> <tr> <td><b>Balance</b></td> <td><b>£9,671.00</b></td> </tr> </tbody> </table>	Payee	Details	Amount	Notts ALC	Annual membership	£67.44	D Savill	Internal audit fee	£50.00	Came & Company	Annual Insurance Renewal	343.55	Current account	£4,499.15	Business reserve account	£0.00	Building Society account	£5,289.29		<b>£9,788.44</b>	less o/s cheques	£117.44	<b>Balance</b>	<b>£9,671.00</b>
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	<p>The above accounts were approved. Proposed Cllr Hayton, seconded Cllr Smethurst</p> <p><b>b. To receive the internal auditors report for 2018-19</b> Mrs D Savill had completed an internal audit of the Council's accounts and procedures for the year ended 31<sup>st</sup> March 2019. In her report she had confirmed that Policies etc are in place and in order. She had advised that the Clerk's wages for PAYE should be set up over the coming year.</p> <p><b>c. Community Infrastructure Levy</b> Bassetlaw District Council had advised that Community Infrastructure Levy (CIL) money of £1,569.40 is due to the parish. This can be retained by Bassetlaw for subsequent transfer at a later stage or paid directly to the Parish Council. It was agreed that the money should be paid directly to the Parish Council. The Clerk advised that there are certain restrictions on what the money can be used for (i.e. specific types of projects/works which comprise infrastructure) but that the proposed purchase of the defibrillators should fall within the guidelines.</p> <p><b>d. Bank signatories</b> TSB had advised that a resolution needed to be passed by the Parish Council in order to add new signatories to the account. It was resolved that Cllr Cynthia Bradley and Cllr Brian Smethurst should be added as signatories for the Parish Council Bank Account. Proposed Cllr Hayton, seconded Cllr Stevens. It was noted that until the new signatories had been authorised by TSB no invoices would be able to be paid.</p> <p><b>e. To review annual insurance renewal</b> Councillors had been provided with details of the insurance renewal prior to the meeting. Last year the Parish Council had resolved to enter into a 3-year agreement with the current insurer. No changes were identified to the insurance requirements over last year's. Damage/Theft of the defibrillators is covered under the core property damage cover of the policy, up to the value of £5,000. It was proposed that the insurance renewal is accepted. Proposed Cllr Smethurst, seconded Cllr Bradley.</p>
704/19	<p><b>Defibrillators</b></p> <p><b>a. To authorise the purchase of the defibrillator for West Markham</b> Cllr Smethurst had obtained a number of quotations from different suppliers for the purchase of defibrillator and ancillary equipment. After much discussion it was agreed to purchase an identical defibrillator and cabinet to the existing defibrillator (located in Milton) from the supplier Defibshop. It was also agreed that a training unit should be purchased, plus carry sleeves and paediatric pads for both defibrillators. Proposed Cllr Stevens, seconded Cllr Bradley. The Clerk advised that the Parish Council would be able to reclaim VAT on the defib purchase.</p> <p>Cllr Bradley confirmed that the siting of the new defibrillator on a board outside the church (and powered from the churchyard entrance light) had been agreed in principle by the Vicar and he will put the Parish Council's request to the Diocese at their September meeting.</p>

	<p><b>b. To Discuss and agree training for residents in the use of the defibrillators</b> It was agreed that a flyer should be produced providing details of the new defibrillators and training for residents. Cllr Bradley undertook to deliver these to each household. Cllr Stevens will draft the details for the flyer.</p> <p>Cllr Stevens confirmed that he will run the training courses and will provide his time free of charge.</p> <p><b>c. To consider the purchase/access to a defibrillator for the Bevercotes residents.</b> After much discussion it was agreed that a third defibrillator and ancillary equipment should be purchased in line with the one to be obtained for West Markham. It was agreed that the possibility of siting the Bevercotes defibrillator on the end of Cheethams Barn should be investigated. Proposed Cllr Stevens, seconded Cllr Bradley.</p>
705/19	<p><b>To discuss upgrading the village noticeboards</b> It was agreed that the noticeboards were in need of repair, in particular the board in Milton. Cllr Hayton will to find someone to undertake the necessary work.</p>
706/19	<p><b>To discuss dog bins for the village</b> Cllr Stevens reported that the blue grit bins were currently being used as dog waste bins and that there was a particular problem with dog waste on the “dog walk” footpath in Milton. The Clerk advised that ordinary general street waste bins can now be used for dog waste. It was agreed that Bassetlaw should be approached to install general waste bins at either end of the “dog walk”. Cllr Stevens will provide the Clerk with a map showing the proposed location of the bins. Proposed C Stevens, seconded B Smethurst</p>
707/19	<p><b>To discuss the recruitment of a new Clerk</b> The Clerk confirmed that she wished to retire from the role at the end of October. It was agreed that advertisements for the role would be placed on the Notts ALC website and noticeboards.</p>
708/19	<p><b>To receive reports on Highways and Services</b> There were no items to report.</p>
709/19	<p><b>To receive items of information and for future agenda items</b> The Clerk advised that although she had applied for a place for Cllr Bradley on the Notts ALC new councillor training course unfortunately the course was already filled. Notts ALC will be holding their AGM on 21<sup>st</sup> November at Epperstone, all councillors are invited to attend. Bassetlaw DC will be holding a local transport summit on 19<sup>th</sup> Sept at Carlton in Lindrick, all councillors are invited to attend.</p> <p>It was agreed to add the following items to the next agenda</p> <ul style="list-style-type: none"> <li>• Village drainage problems</li> <li>• Interactive speed sign for Milton</li> <li>• Transfer of Microsoft subscription from Cllr Stevens.</li> </ul>
710/19	<p><b>Time and Date of next Parish Council meeting</b> Monday 28<sup>th</sup> October 7pm. It was agreed that if possible, the meeting will be held at East Markham Village Hall. The Clerk will confirm if the hall is available.</p>