

Minutes of the Full Council Meeting

**held THE BEECHES COMMUNITY CENTRE, Birch Court, Tuxford on Thursday
18th April 2024, commencing 7:00pm**

PRESENT: Cllrs E Atkin, E Bett, G Frost, J Moorhouse, I Nicholls, R Patman, M Richards, S Richardson, K Rutherford, R Walker and E Whitley,

IN ATTENDANCE: Clerk (L Donaldson), and 2 members of the public.

FC001 Inform Members and the Public (if any in attendance) that the meeting is being recorded.

Meetings are recorded for the purpose of accurate minute recording. Recordings are destroyed once the minutes have been approved.

FC002 Apologies for Absence: Cllr J Temple, and District Councilor Cllr E Griffin

RESOLVED: Reasons for apologies were given and accepted.

No apologies were received from Cllr M Harris or Cllr S Leslie-Dakers

FC003 Declarations of Interest: No declarations declared.

FC004 Minutes of the previous meeting held on 18th January 2024 (folio ref 2023/141-143) and **15th February 2024 Private & Confidential** (folio ref 2023/122-123).

- Minutes of the Full Council Meeting for the 18th January 2024

RESOLVED: Proposed by Cllr EA, seconded by Cllr KR, all in favor that the that the minutes of the meeting held above, having been circulated prior to the meeting, were taken as read, approved, and signed by the chairman as an accurate record.

- Minutes Private & Confidential of the 15th of February 2024

RESOLVED: Proposed by Cllr RW, seconded by Cllr GF, all in favor that the minutes of the above meeting, having been circulated prior to the meeting, were taken as read, approved, and signed by the chairman as an accurate record.

FC005 Action Update from previous meeting

- a) Newark Road Car Park – Letter has been sent, need to have a discussion with a Valuer so that the car park can be assessed. We need a report from the RFO and to report back to Council. Cllr SR and MR to look at lease with 11 years left.

- b) Pollution Meters/Re-sited/New Site – Cllr IN is to re-site one of the meters and Cllr RW is sending one to a member of the public.
- c) S106 funding to pay for some pathways which is ongoing, many documents.
- d) Letter about Lighting at the Scout Hut – meeting with Bassetlaw about moving the 30-mph sign which does not look possible due to traffic report and there are no funds for lighting. *it was agreed to go back to via and refute their findings. Cars and Lorries drive too fast past the scout hut and play area.* RFO requested to obtain costs for signs. *Chair said we had 2 quotes and got agreement to spend up to a maximum of £300. RFO to order and install.* We are reminded that a Petition needs to be organized for the other road safety outside the Co-op as recommended by Cllr J Ogle.
- e) Placement of Saplings – Now agreed, Top of Steps Village Hall/Fending Gilbert Avenue/Gap in fence Clarke Lane (big gap)
- f) Proposed Visit to the Allotments – Clerk and Cllr MR to agree a date to go and take photos etc.

ACTION: The RFO to get price for the road signs. and purchase to 'No Overnight Parking' sited opposite the Scout Hut and to contact the Scouts and request they make a Grant to the TTC to enable the purchase of a Flood Light to protect the children on dark nights.

FC006 To receive, accept and resolve to approve any recommendations contained within the Minutes of the following meeting, including to ratify action made by the Clerk.

Finance & Services Committee – 04 April 2024 (folio ref 2024/001-005)
recommendation to undertake Christmas Market and Light Switch on)

The Christmas Market has been handed back to the Council and there is not enough money, we would like to ring fence £1000 for all the extra activities.

RESOLVED: Proposed by Cllr EA, seconded by Cllr KR, all in favor to ringfence the £1000

Planning Committee – 04 April 2024 (folio ref 2024/006-008)

All members noted the minutes with no further comments.

FC007 District Councilor and County Councilor Reports

No Councilors present.

FC008 Update – Town Plan and Neighborhood Plan

We are advised that we had to return the sum of £6700 and within the next financial year we will be applying for that back. Our time has been used well and it is very busy and the choices for the business questionnaire has been completed. There are 3590 properties who will receive the card with the QR card (code works and has been tested). Another round of input to the Masterplan and the Neighborhood Plan which is expected shortly in draft form. There will also be the Traffic Survey and a draft report is expected within the next few weeks.

The meeting was adjourned to allow questions from the public.

FC009 Finance

All the following paperwork was sent electronically to all members prior to the meeting and paper copies were given to the Chair to authorise in the presence of members and any public present.

a) To approve invoices for payment

Payments on the report attached at Appendix 'e' were approved and signed.

Bank Transfers totalling: £19,610.02.

Direct Debits totalling: £1,226.80.

Debit Card payments totalling: £124.66.

Cheque payments totalling: £0.00.

Income received totalling: **-£25,001.52.**

The bank account balance of £45,980.39 was approved and authorised.

RESOLVED: Cllr GF states she had checked through the above and agreed with the totals. Proposed by Cllr GF seconded by Cllr KR, all in favour.

b) Bank Reconciliation/Budget Variation

Bank Account Balance at 09/04/2024 of £45,980.39 Co-op Current Account, Co-op Saving Account, £28,205.26 Hampshire Trust Bank £37,254.66 and £100.00 Petty Cash float.

The RFO gave all members an up-to-date report on the expenditure, receipts, variances up to and including 9th April 2024 which was sent in advance of the meeting.

RESOLVED: Cllr GF stated she had checked through the above and agreed with the totals. Proposed by Cllr EA, seconded by Cllr KR, all in favour.

c) To discuss and approve the Internal Auditors Year End 2023/24 final report.

RESOLVED: Proposed by Cllr JM, seconded by Cllr GF, all in favour to accept the report and noted excellent work from the RFO.

d) Asset Register – To approve assets from the register (2023/24 final report).

RESOLVED: Proposed by Cllr GF, seconded by Cllr SR, all in favour that the Asset Register be accepted with the Action point noted below

ACTION The RFO is requested to look at the Assets Register around the land next to the Cemetery. There is a green part which is consecrated, and we need this matter

resolved. There appears to be another triangle of land, confirm.

e) To note 2024.25 Precept - Noted

FC010 Annual Governance & Accountability Return (AGAR) 2023/24

a) Approve Statement of Accounts (including petty cash)

RESOLVED: Proposed by Cllr EA, seconded by Cllr GF, all in favour that the Statement of Accounts be accepted.

b) Approve Annual Governance Statement

RESOLVED: Proposed by Cllr KR, seconded by Cllr GF, all in favour that the Statement be approved.

c) Approval for Chairman and Clerk to sign the Annual Return

RESOLVED: Proposed by Cllr GF, seconded by Cllr EA, all in favour that the Chairman and Clerk sign the Annual Return.

FC011 To Discuss/Review and approve the following policies:

a) Health & Safety Policy – Revised

RESOLVED: Proposed by Cllr KR, seconded by Cllr RW, all in favour that the revised policy be accepted and signed by the Chairman.

b) Statement of Internal Control and Annual Review of Effectiveness on Internal Control.

RESOLVED: Proposed by Cllr KR, seconded by Cllr EA, all in favour that the revised policy be accepted and signed by the Chairman.

c) Training & Development Programme Town Council/Grounds Maintenance Employees

RESOLVED: Proposed by Cllr KR, seconded by Cllr GF, all in favour that the Programs are accepted.

FC012 Cemetery – Request for a Memorial Tree and scattering ashes.

RESOLVED: proposed by Cllr GF, seconded by Cllr EA, all in favour that the application be declined.

ACTION: That the RFO discuss with the applicant about purchasing a plot in the green cemetery and planting a tree. **and ashes.**

FC013 Grant Application Request Tuxford War Memorial Restoration Group

RESOLVED: Proposed by Cllr EA, seconded by Cllr KR, all in favour that the Grant be granted.

FC014 The Beeches

It is noted that if we apply for 100k there will be a requirement of 20k from Tuxford Town Council. We have been made aware of a Grant for the first years running costs and the RFO has put together an annual cost forecast of 55k approximately. Martyn Hudson highlighted we should note the legal fees however they will cover their legal costs. Views were noted that this Hall was in the wrong place, not suitable for its location, not likely to have civic events and unlikely to be able to run events late at night due to the community residing close by. Another suggestion was we use the facilities at Walks of Life if the Beeches goes to another. It was further noted that the Beeches requires work, issues about the level of car parking available and Cllrs would like confirmation that perhaps the 90/10 rule could be tapered/negotiated down eg. over a period of 6 years. There are other grants available and the option to be a Registered Charity, there is also the Levelling Up Fund for events. Other matters raised by Cllrs was to be careful as we are not yet even close to being able to agree anything. It is noted we may be able to address the heating but most importantly the Council and the Residents need this facility, but it is believed that Bassetlaw are already providing this and should continue to do so. There is a very heavy requirement of 'hire hours' to even cover the basic costs and this must go to consultation with our Residents. We also need a working group.

ACTION: That a working party be created, made up of Cllrs work together on the information we have, the negotiations required and the consultation to the Residents. Cllrs nominated are Cllr KR, RW, JM, SR, EA and a member of the community. Proposed by Cllr SR and Seconded by Cllr KR and all in favour.

FC015 Clerk/RFO report

Information noted.

FC016 RCAN Best Kept Village

RESOLVED: Proposed by Cllr JM, seconded by Cllr EA, all in favour that Tuxford Council take part in the Competition for best kept village.

ACTION RFO to start our application.

FC017 Receive Items for Information and Future Agenda Items

Standing Orders – to be noted

Social Media Policy – to be noted.

The Big Clean – There is to be a litter picking event for one hour only on Sunday 2nd June 2024 from 10 till 11, all welcome.

The Chairman noted that it was the D Day Landings 6th June, there will be no vicar and it is suggested that there be a Wreath laying which the Council will purchase.

ACTION The RFO to organise Wreath, bunting etc. It is also requested that we get the Soldier in the Churchyard tidied up for the event.

FC018 Private & Confidential – no discussion was required.

FC019 Date of next meeting 16th May 2024

With there being no further business, the meeting closed at 8.56.

CHAIRMAN'S SIGNATURE..... DATE