

## Warslow and Elkstones Parish Council

### Minutes

A meeting of Warslow and Elkstones Parish Council Meeting was held at 7.45 pm on Wednesday, 25<sup>th</sup> May 2022 in Warslow Village Hall, following the annual parish council meeting.

**Present:** Mr N Searston, Miss L Gordon, Mr P Moakes, Mrs A Wardman, Mr S Gould, Mr N Gilman, Mrs J Nash (Temporary Acting Clerk), Mrs S Hampson (new Clerk), County Councillor, Mrs T Riley and two members of the public.

**Absent:** Mr C Booth

The new clerk had been welcomed to the parish council during the previous annual parish council meeting.

#### **22.5.1 Attendance and apologies for absence**

The members had completed the attendance register and absence noted at the annual parish council meeting which had taken place immediately prior to the beginning of the ordinary parish council meeting.

#### **22.5.2 To witness members of the public identifying themselves and being handed the document “Advice to members of the public attending parish meetings”**

There were two members of the public in attendance throughout the meeting.

#### **22.5.3 To consider any requests for Variation of Order of Business**

See agenda item 5

#### **22.5.4 Declaration of members’ interests**

There was no need, by any member present, to declare an interest in the agenda items.

#### **22.5.5 To determine which items, if any, from the agenda should be taken with the public excluded and defer such items to be taken under item 16 of this agenda.**

**Resolved:** to discuss the burial ground update as a confidential item at the end of the meeting.

#### **22.5.6 To confirm the minutes of the parish council meeting held on 23<sup>rd</sup> March 2022 as an accurate record.**

**Resolved:** to accept the minutes as an accurate record of proceedings.

**Resolved:** Chairman, Mr Searston to sign the minutes.

#### **22.5.7 To discuss any matters arising from the minutes**

Members discussed the parish council’s asset register and a noticeboard at Elkstones. Some health and safety/risk issues were considered regarding the ownership of the proposed noticeboard at Elkstones.

#### **22.5.8 To hear members of the public speaking**

Two members of the public were in attendance but did not wish to speak.

**Resolved:** to place the Elkstones’ noticeboard on the next agenda.

#### **22.5.9 Accounts**

The temporary acting clerk provided details of:

- (1) Bank balances
- (2) Income and expenditure
- (3) Payments for approval

These included:

Cq 699	D Malley Payroll Services	S Mansfield Clerk's payroll	£108.00
Cq 700	Zurich Municipal Insurance	Annual insurance premium	£257.60
Cq 701	void		
Cq 702	S Billings	Lengthsman duties Jan-May	£858.00
Cq 703	The Ford Partnership	Internal Audit fee	£144.00 VAT £24.00
Cq 704	J Nash	Acting clerk services	£50.00
Cq 705	L Gordon	Primary Care Supplies	£83.94 VAT £13.99
		New defibrillator pads	

A request had been received for a donation to the Community Magazine. It was thought that the production of the magazine is now entirely on line, resulting in no printing costs.

**Resolved:** Chairman, Mr Searston to make enquiries to establish if printed versions are available for those without access to the internet and advise members accordingly.

#### (4) Audit

The temporary acting clerk had met with a member of the Ford Partnership to complete the internal audit of the accounts for the financial year ended 31<sup>st</sup> March 2022.

Following discussion with all members present:

**Resolved:** to accept the annual governance statement.

**Resolved:** to accept the annual return accounting statements

**Resolved:** to accept the certificate of exemption from full audit, as both the income and expenditure figures were less than £25,000 during the audit period ended 31<sup>st</sup> March 2022.

**Resolved:** the temporary acting clerk and the chairman to sign all relevant sections of the annual documents and for the temporary clerk to make the submission to the external auditors, Mazars.

#### 22.5.10 Planning applications

NP/SM/0522/0597 Dane Cottage, Back Lane, Warslow – erection of aluminium greenhouse

This application was discussed.

**Resolved:** To support the above planning application.

The temporary acting clerk advised that an appeal had been received regarding a previously declined application for a riding area at Upper Elkstones.

**Resolved:** No further communication to be submitted by the parish council and the appeal documentation to be placed in the old noticeboard at Elkstones.

#### 22.5.11 Highways

It was reported that some surveying work had been undertaken within the parish. A large pot hole had been filled, near the give way sign. However, an issue remains with the cattle grid at Stoney Fold Lane.

**Resolved:** The clerk to report the issue at the cattle grid.

Some issues were reported regarding overnight parking near the bus shelter which is not a parish council matter, but a police matter. The clerk asked if a PCSO regularly visited the village and could be contacted regarding this matter.

**Resolved:** Chairman, Mr Searston to make enquiries regarding the identity of the local PCSO for the parish.

### **22.5.13 Queen's Jubilee**

The temporary acting clerk provided a grant application for monies towards the Queen's jubilee events within the parish. Vice Chair Person, Miss Gordon provided some information on the schedule of parish celebratory events. The clerk questioned whether the deadline for submission had passed.

**Resolved:** Miss Gordon to liaise with the clerk after the meeting, with further details of planned events, to enable the clerk to complete the grant application form and submit, in the sum of £425.

### **22.5.14 Website**

Cllr. Mr P Moakes provided an update on the speed of opening some of the website pages and the domain name. The clerk asked about an accessibility plan.

**Resolved:** to place the website on the next agenda.

### **22.5.15 Chairman's announcements**

The chairman had no announcements to make.

### **22.5.16 Any other business**

Members would like to express thanks and gratitude to those residents who have undertaken litter picking within the parish.

### **22.5.17 Date and time of next meeting**

Wednesday, 27<sup>th</sup> July 2022 at 7.30 pm

### **Confidential business**

### **22.5.18 The burial ground**

Cllr. Mr Moakes provided an update on discussions which he had undertaken regarding the burial ground.

The meeting was declared closed at 9.25 pm

Mrs S Hampson  
Clerk  
Warslow and Elkstones Parish Council

28<sup>th</sup> May 2022