

KIRTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 18TH JUNE 2024 IN THE CONFERENCE ROOM AT THE FORTERRA BRICKWORKS

PRESENT R FEGAN, D SURGEY, R BATTY, H ATHERTON, T WILDGUST

IN ATTENDANCE K HALL (CLERK)

LOCAL RESIDENTS IN ATTENDANCE, T ATHERTON, L BRYAN, L STENNETT & C BOWN

NUMBER	AGENDA ITEM	DISCUSSION/DECISION	ACTION POINTS
1	APOLOGIES FOR ABSENCE	Apologies were received and accepted from Councillor Nicola Batty	
2	DECLARATION OF INTEREST	Cllr H Atherton declared an interest as her husband has expressed an interest in the Councillor vacancy and was in attendance at the meeting.	
3	TO APPROVE MINUTES OF THE LAST 2 MEETINGS.	The minutes of the last 2 meetings were agreed by all and signed off by the Chair.	PDF of April and May minutes sent to Cllr Surgery for inclusion on the website 19 June.
4	PUBLIC PARTICIPATION	Cllr Fegan explained to the residents present, 3 of whom were interested in the Councillor vacancy, that there is one vacancy and therefore voting would not take place on the night but that this meeting would be quickly followed by an “interview” meeting so that the vacancy can be filled quickly.	
5	ELECTION OF PARISH COUNCIL CHAIR AND VICE CHAIR	This election had been deferred from the May meeting which was not quorate. Cllr Fegan stepped down as the Parish Council chair and proposed Cllr Surgery as the new chair, this was agreed by all Cllr Wildgust had agreed to stay on as Vice Chair, this post was again proposed by Cllr Fegan and agreed by all. At this point Cllr Surgery as the new Chair took over the meeting.	The Clerk has advised NCC,NSDC and NALC of these changes 19 June 2024.

		All the Parish Councillors would like to thank Cllr Fegan for his support and hard work during his time as the Chair of the Parish Council.	
6	COUNCILLOR VACANCY	Cllr Beard stepped down from the Council in May 2024. A notice was displayed within the village and on social media of the vacancy and residents were given 14 working days to decide if they wanted this post to go forward to an election. No such request was received and the Parish Council have now been given permission by Newark & Sherwood District Council to co opt a person into the vacancy. The 3 people who have put their names forward have been thanked by the Chair and will be interviewed on 25th June 2024.	
7	THE HEDGE AT LEASIDE	The situation with the hedge has now been ongoing for 4 months and the hedge needs to be replaced with new plantings. Discussion with VIA is proving to be a challenge and therefore the Parish Council ,in order to prevent further delay and upset, wish to alleviate the situation in the shortest timescale Cllr Surgey proposed that we go ahead and purchase the trees and get them planted, this was agreed by all and allows the opportunity for the Parish Council to clarify with VIA the ownership/boundary position and finalise a formal response to the residents to close the matter. A suggestion was made that to ensure the plantings survive and thrive ,larger plants are purchased rather than saplings which sometimes do not take as well.	Clerk to email residents with update Cllr Fegan to source plantings as agreed.
8	PARISH COUNCIL & RESIDENTS INVOLVEMENT, UPDATE TO STANDING ORDERS.	The Clerk had prepared a guidance document regarding interactions with residents and responses to requests from parishioners to the Parish Council Cllr Surgey stated that being a Parish Councillor did mean that you were active in the Community and likely to be asked questions by residents and that this was part of the responsibility of the role	

		The attached document was discussed and adopted to standing orders. This was agreed by all present	
9	UPDATED FINANCIAL STANDING ORDERS 2024.	These updated orders have come through from central government as they were last updated several years ago. The Clerk has amended them to reflect the size of the Parish Council and taken out items that do not reflect the Parish Council in Kirton. Most of the guidance is already followed by the Parish Council with regard to the signing off of invoices and the requirement that no single Councillor can place an order without the agreement of the Council at a meeting. A couple of items were highlighted that need to be adhered to moving forward 1. Unless under extreme circumstances Parish Councillors should not use their own credit cards to pay for items, suppliers should send an invoice to the Parish Council and the item should be paid for via BACS 2. The main signatory for the bank account and the person who can change signatories should be the Responsible Financial Officer not a Councillor 3. Currently the VAT reclaim is undertaken by a Councillor, this should moving forward be completed by the RFO These new regulations were adopted at the meeting and the Parish Council standing orders have been updated.	This item to be actioned at next Parish Council meeting.
10	THE PLAYING FIELD		
10.1	CHECK LIST OF EQUIPMENT MAINTAINENCE	The Clerk highlighted that in this litigious society we need to cover the Parish Council by keeping a record of when equipment is mended/maintained following the Playing Field inspection	Clerk to purchase a book that can be used to record the maintenance work completed.
10.2	ASSISTANCE WITH UPKEEP OF THE PLAYING FIELD	A couple of the prospective Councillors present at the meeting highlighted that if they as residents received forward notice of volunteers required for this work they would indeed come forward. It was suggested that a Whats App group for village volunteers would be a good way to get the message out quickly and that if a	Cllr Surgey to look at the viability of setting up a Whats App group.

		maintenance schedule was published on there people could offer help in their areas of “expertise”																	
10.3	AGREEMENT ON REQUEST FOR THE PURCHASE OF PEA GRAVEL.	Additional pea gravel was required to complete the work on the Playing Field, this was agreed via e mail and ratified at the meeting 18 June 2024.																	
10.4	WORK REQUIRED FOLLOWING THE PLAYING FIELD INSPECTION.	The Playing Field inspection was undertaken in May by RoSPA and was very positive about most aspects of the maintenance and management of the field. Some items were advisory as follows; Finger Entrapment on the wooden house, this is a long standing advisory notice as the equipment would have to be completely dismantled to close this gap. It was advised as a medium risk and will be monitored. The swing basket required some cap covers to be replaced and this work has been completed The Agility high bars and parallel bars have natural splints and these have been sanded back and will be monitored. All the missing caps have been replaced. New bark has been installed under the play house and slide The goal posts have been on the playing field for over 40 years and are in poor condition. The cannot be welded in situ .	Cllr R Batty to investigate the cost of new goal posts.																
11	REFILLS FOR DOG BAG DISPENSERS		Defer this item to next meeting																
12	ACCOUNTS PAID	<table><tr><td>Hugo Fox website management</td><td>£11.99</td></tr><tr><td>R Batty fuel for mower</td><td>£30.08</td></tr><tr><td>Key Builders fixings for donated seat</td><td>£29.42</td></tr><tr><td>RoSPA Playing Field Inspection</td><td>£117.60</td></tr><tr><td>N Batty Fuel for mower</td><td>£48.78</td></tr><tr><td>K Hall Gift for Auditor</td><td>£21.35</td></tr><tr><td>CS Arable Diesel for Mower</td><td>£18.48</td></tr><tr><td>Key Builders Pea Gravel for Playing Field</td><td>£65.00</td></tr></table>	Hugo Fox website management	£11.99	R Batty fuel for mower	£30.08	Key Builders fixings for donated seat	£29.42	RoSPA Playing Field Inspection	£117.60	N Batty Fuel for mower	£48.78	K Hall Gift for Auditor	£21.35	CS Arable Diesel for Mower	£18.48	Key Builders Pea Gravel for Playing Field	£65.00	
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		N Batty Pegs for Membrane on field £7.00 Hugo Fox website management £11.99 N Batty fuel for mower £52.44 H Atherton pea gravel for playing field £106.87 NALC Training Course for D Surgey £ 50.00 K Hall Bark for playing field £390.00 K Hall postage of AGAR forms £7.95 Zurich Parish Council Insurance £848.43	
	INCOME RECEIVED	VAT Rebate £1745.26	
13	VILLAGE CONTRIBUTIONS	The Parish Council would like to thank the following residents for helping to make Kirton a more pleasant place to live Colin Haywood for mowing Lauren Kennedy Drury, Richard and Nicola Batty for moving and placing all the bark on the playing field Richard Batty for mowing the banking Richard and Nicola Batty for clearing away excess soil and preparing the Pinfold for Phase 2 of its restoration.	
14	CORRESPONDANCE RECEIVED AFTER THE PUBLICATION OF THE AGENDA		
14.1	REQUEST TO PUT BANNER ON THE PLAYING FIELD FENCE	A representative of Slimming World has requested permission to put a banner 6ftX 2ft on the playing field fence facing the Main road. A concern was raised regarding the placing of such a banner as to whether it would be a distraction to drivers and if planning permission was required.	The Clerk has contacted Planning at NSDC 19/06 to clarify these queries before we can respond.
14.2	PLANNING APPLICATION FOR THE LYTCH GATE RESTORATION	The Parish Council are all delighted that this work will be going ahead and the Clerk has advised NSDC Planning Department of this support for the work.	

14.3	RESIDENTS REQUEST FOR A BABY SWING AT THE PLAYING FIELD.	A resident has requested the possible addition of a baby swing on the Playing Field. Currently the Parish Council does not have the budget available (approx. £945.00) to buy a new stand alone swing to match the other equipment but will investigate the cost of replacing one of the current swings with a baby swing dependant on cost.	Clerk has emailed resident 19/06 advising of this discussion.
15	DATE OF NEXT MEETING	The next Parish Council meeting will be on Tuesday 02 July 2024 at 7.30 in the canteen at Forterra. The meeting after this will be on Tuesday 03 September at 7.30pm	

At the close of the formal business of this meeting, the Clerk ,Kate Hall advised all present that she had tendered her resignation and would be finishing work with the Council on 31 October 2024.

If a suitable candidate is found to replace Kate in the meantime, she is happy to stand aside and mentor the new person in their role.

Kate would like to thank all the Councillors for their support during her almost 6 years in this role, she has indeed learnt a great deal about local government and has become very fond of the village of Kirton and proud to have served its residents since 2018.

The meeting closed at 21.50 hours

Minutes prepared by Kate Hall, Clerk to Kirton Parish Council 19th June 2024.

KIRTON PARISH COUNCIL

AMENDMENT TO STANDING ORDER

COMMUNICATION WITH RESIDENTS AND LOCAL ORGANISATIONS BY PARISH COUNCILLORS

10 APRIL 2024.

As part of the role of a Parish Councillor, there are occasions when individual members of the Council are approached by residents or local organisations with a request which required an action or a decision following consultation.

The aim of this document is to give guidance to all members of the Parish Council as to their responses in these situations.

1. Within the remit of the Parish Councillors role having one to one discussions with residents or local organisations regarding any issue that is of concern to the village and its environs is part of the Parish Councillor responsibilities.
2. When a Parish Councillor is involved in a one to one discussion, no agreements should be made without the assent of the full Parish Council at the next scheduled meeting .
3. No agreement or contract should be entered into until the issue has been minuted and discussed at the next Parish Council meeting. The resident who has raised the issue or concern should be invited to attend the Parish Council Meeting.
4. Once a conversation or discussion has taken place and an action is required, the resident shall write to the Clerk and outlines the nature of the discussion and actions requested.
5. Only once the individual/persons concerned has returned a written response confirming the details outlined in the Parish Council communication will the matter be taken forward.
6. A timeline will be included in the letter/email for a response and where appropriate for an action to be undertaken.
7. All written/email communication will be via the Clerk who will keep a log of all letters received.

This guidance will make our communications more transparent and will create a log of all requests received from the Community.

Prepared by Kate Hall

Clerk to Kirton Parish Council

10 April 2024.

Adopted by Kirton Parish Council at Meeting held on 18th June 2024.