

Overseal Parish Council

Minutes of the Annual Meeting of the Parish Council
Thursday 6th May, 2021
Zoom Online

Present: Cllr Carole Knight (CK) (Chairman), Cllr Allen Cook (AC) (Vice Chairman),
Cllr Robert Cox (RC), Cllr Joe Cunningham-Gardner (JCG), Cllr Rachael O'Brien (RO'B),
Cllr Darren Patrick (DP), Cllr Mark Knight (MK), Cllr Steve Sharpe (SS), Cllr Sue Ward (SW),
Cllr Mandy Elton (ME)

In Attendance: Karen Turrell – Clerk, John White – Retiring Clerk
Cllr Amy Wheelton – District Councillor

1. Apologies

None

2. Declaration of Interests

None

3. Election of Chairman

Cllr Carole Knight

Nominated by Cllr RO'B

Seconded by Cllr SS

All in Favour – Declaration of Acceptance - Signed

4. Election of Vice Chairman

Cllr Allen Cook

Nominated by Cllr RO'B

Seconded by Cllr JCG

All in Favour – Declaration of Acceptance - Signed

5. Public Recess

None in Attendance

6. Minutes

Approved by Full Council

7. County Council Report

None in Attendance

8. District Council Report

Please see the Minutes of the Annual Parish Meeting for Cllr Wheelton's report – this was held immediately prior to this meeting.

9. Police Report

None in Attendance. However, PC Andrea Thompson 3858 has started as a beat officer in the area and will be visiting all the parishes that she will be covering. The Clerk will invite her to the next meeting and future ones.

10. Appointment of Committees

Agreed as set out below:

Disciplinary Committee - (To deal with dismissal of an employee, should the case arise) - Vice-Chairman, Mrs R O'Brien and Mr M A Knight.

Appeals Panel - (to hear any appeals on disciplinary matters) – Chairman and Mr S C Sharpe.

Two members to act as local contacts in the event of a major emergency – Mrs G Edwards (subject to her being willing to continue) and Mrs C M Knight.

11. Appointments to outside bodies

The Council are represented on a number of other bodies, and this may be reviewed from time to time.

Currently agreed as set out below:

Heart of the Forest Forum – Cllr M A Knight

Safer Neighbourhoods Forum - Chairman of the Council, Cllr Sharpe acting as deputy

Netherseal, Overseal and Lullington Charity - Cllr C Knight (appointed until October 2022)

New Albion Liaison Committee - Mr G S Knight

12. Councillor Inspection Reports – Cllr Carole Knight

Village Hall gutter leaking, issues with gutter elbow – Cllr AC to inspect, men’s toilet light not working – Clerk is aware and awaiting Bartlett’s Electricians to visit, railway sleeper on triangle flowerbed rotten – Cllr AC to inspect, pavilion ladies’ toilet flooring is lifting – Cllr AC to repair if possible, volunteer litter picker – Paul Murray had been collecting all the rubbish in the Nature Reserve – Clerk to send letter of thanks.

Cllr MK – Golf club found on field; taken home in case somebody comes back for it – Clerk to take to the village hall.

19:37 Cllr M Elton entered the meeting.

Next Cllr to undertake inspection for the month – Cllr Mark Knight – Clerk to email forms.

19:47 Cllr Joe Cunningham-Gardner left the meeting.

13. Clerk’s Reports

Progress Report – The report on outstanding matters was received.

Forward Planning - The report on projects/objectives was received.

Clerk’s Report - See Appendix 2 which contains information on Items for Approval and Updates for info only.

19:53 Cllr Joe Cunningham-Gardner entered the meeting.

14. Finance

a. Accounts for Payment - reviewed and approved.

PROPOSED by Cllr MK

SECONDED by Cllr AC

RESOLVED

b. Receipts – A report was received and approved.

c. Audit – The relevant invoices and reconciliation was reviewed prior to the meeting by Cllr RO’B who signed them off, they were passed to Cllr CK for review and signing.

d. Accounts for 2020/21 – A report was received from Retiring Clerk, John White.

e. Internal Auditors Report – Received, with the following recommendations noted for review by the Clerk, Karen Turrell – various policies and schedules would need reviewing and/or writing, Dancey’s Daycare would require an invoice being produced (Dancey’s Daycare do not wish to be sent invoices but the council still need a copy for audit trail purposes), terms of hire for the village hall and pavilion should be amended (for Covid purposes only) to state that any relevant government guidelines at the time of hiring should be adhered to, a prepaid debit card for the clerk, caretaker, chairman and vice-chairman were recommended for purchases and finally, it is best practice for the clerk to administer the council’s website to allow for prompt updating of documents and information, in line with the Transparency Code.

f. Annual Governance Statement in the Annual Governance and Accountability Return – Considered and approved.

PROPOSED by Cllr AC

SECONDED by Cllr RC

RESOLVED

g. Accounting Statements in the Annual Governance and Accountability Return – Considered and approved.

PROPOSED by Cllr AC

SECONDED by Cllr RC

RESOLVED

h. Annual Governance and Accounting Statements – Signed by the Clerk/RFO and Chairman.

15. Planning

See Appendix 4.

16. Village Hall Matters

Cllr SS had noted when arriving at the village hall on polling day that the fire doors had been opened but not secured in place and were left to swing in the wind. He raised the issue with the polling station staff who ensured the doors were secured whilst open.

17. Website

John White would produce a statement regarding the commencement of work starting on the MUGA, on Monday 10th May, for Cllr MK to post on Facebook and for Cllr RC to add to the website.

18. Councillors' Reports

Cllr CK – None

Cllr AC – None

Cllr SS – A property at Spring Cottage was of concern with old furniture, white goods and recycling containers being laid out along a perimeter of the front garden – the Clerk and Chairman were aware and the Clerk would liaise with Ashby Woulds Town Council as it was in their boundary.

Cllr MK – Raised the issue of bad language and shouting at football matches on a regular basis. Cllr AC suggested that other football teams in the area were contacted to see if they had the same issues and to try and organise an area-wide charter which would require teams to pay a retainer charge at the beginning of each season, that would be refunded if there had been no reports of unacceptable behaviours such as bad language and litter. Suggestions were also made for the football club to be spoken to about the matter.

Cllr RC – None

Cllr DP – The sewing club had requested information on dates they could begin classes in the pavilion again. Cllr CK advised she would make contact again.

Cllr RO'B – Reported the triangle of land at the front of the church as being unsightly. Cllr CK would contact Pete Stone to tidy up.

Cllr ME – Reported that the Gala committee had raised funds in memory of a member who had sadly passed away, the money was to be used to purchase standard roses to be planted on land owned by the Parish Council. Cllr CK would contact Pete Stone.

Cllr JCG – None

At the time of issuing the agenda; item no. 20 had to be included as a confidential item, due to only one company having quoted for the work. Between issuing the agenda and holding the meeting a response from the other two companies had been received to say they were not able to provide quotes.

19. Confidential Items (20&21) – CLOSED SESSION

In accordance with the **Public Bodies (Admission to Meetings) Act 1960** and in view of the CONFIDENTIAL nature of the business to be transacted it was AGREED by all Cllrs to enter in to a PRIVATE SESSION.

20. MUGA Quotes

A quote had been sought from 3 companies with only one of those companies, Harvey and Clarke, being willing and able to provide a quote and undertake the work required. It was AGREED to accept the quote received by Harvey and Clarke of £5635 ex. VAT, if VAT could not be claimed then this would increase the quote to £6762.

PROPOSED by Cllr CK

SEDCONDED by Cllr RC

RESOLVED

21. Staffing Matters

It was AGREED that the retiring Clerk would receive payment backdated, for holidays accrued but not taken and should remain as a Consultant to the council for a year from the 1st June, 2021, receiving a lump sum payment in advance.

PROPOSED by Cllr CK

SEDCONDED by Cllr RC

RESOLVED

22. Open Session

It was AGREED by council to return to an OPEN SESSION.

RESOLVED

The Chairman closed the meeting.

Overseal Parish Council
PAYMENTS LIST

Voucher	Code	Date	Description	Supplier	Net	VAT	
13	Caretaker - Village/Toilet	14/04/2021	Pension	Nest	38.64	0.00	
2	Office Consumables	16/04/2021	Stationery	Viking	92.87	18.57	
12	IT & Telephone Charges	21/04/2021	Mobile Phone	EE	16.72	3.34	
17	Repairs	22/04/2021	CCTV Service	Yee Group	118.00	23.60	
14	IT & Telephone Charges	24/04/2021	Broadband	Talk Talk	18.00	3.60	
15	Gas	26/04/2021	Gas	British Gas	462.65	92.53	
16	Electricity	30/04/2021	Electricity	Southern Electric	272.03	54.41	
18	Dog Bins	07/05/2021	Dog Bins	SDDC	1,507.48	301.50	1
22	Cleaning Materials	07/05/2021	Village Hall Supplies	KH Packaging	68.20	13.64	
19	Pavilion	07/05/2021	Mowing	P Stone	185.00	0.00	
20	Repairs	07/05/2021	Strimming	P Stone	35.00	0.00	
Total					2,814.59	511.19	3,

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Total

38.64

111.44

20.06

141.60

21.60

555.18

326.44

1,808.98

81.84

185.00

35.00

325.78

Overseal Parish Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Receipt No	Description	Supplier	Net	VAT	
1	Pavilion	22/04/2021			Daycare	Danceys Daycare	240.00	0.00	
2	Precept 1st Half	22/04/2021			Precept	SDDC	19,301.00	0.00	19
3	VAT Refund	22/04/2021			VAT Refunds	HMRC	2,175.89	0.00	2
4	Lullington Road Allotmer	22/04/2021			Lullington Rd Allotments	Lullington Rd Allotment A	225.00	0.00	
Total							21,941.89	0.00	21,

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Total

240.00

9,301.00

2,175.89

225.00

941.89