

## **BRADMORE PARISH COUNCIL**

Confirmed Minutes of the Parish Council meeting held in  
the Church Room at 7:30 pm on Wednesday 2<sup>nd</sup> September 2015

Present: Councillor R Adair (Chair)  
Councillor R Colwill (Vice Chair)  
Councillor K Buksmann (co-opted)  
Councillor F Cattell  
Councillor J Nathanson  
Councillor C Skoyles  
The Clerk

- 1 APOLOGIES: Cllr S Maxwell (holiday)
- 2 DECLARATIONS OF INTEREST (Personal and Prejudicial):

### **OPEN SESSION – No residents**

- 3 MINUTES OF PREVIOUS MEETING  
The Minutes of the Annual Council meeting held on Wednesday, 1<sup>st</sup> July 2015 were approved and signed at the meeting.
- 4 MATTERS ARISING FROM PREVIOUS MINUTES  
Cllr Maxwell had requested further information on the role of the Neighbourhood Watch. Material from Cllr Nathanson was passed to Cllr Maxwell.
- 5 FINANCE  
The Financial Statement and Six Monthly Report had been circulated prior to the meeting. A letter of apology, together with a goodwill payment of £75, had been received by the Clerk from NS&I and deposited in the new HSBC Business Account. NS&I had now closed the account and transferred the balance of £4,860.64 (includes interest of £19.26 for the period ending 5 April 2016). Following approval of payments for September, the transfer of £6,000 from the Community Account to the Business Account was approved, leaving a balance of £497.76 in the Community Account.

HSBC Business Account – The Mandate for the new account had been signed by all signatories: Cllrs R Colwill (Primary User), F Cattell and J Nathanson as second signatories and the Clerk, Monica Mills (who is restricted to communication with the bank and transfer of funds between accounts). Payments to suppliers would continue to be made by cheque. Cllrs R Colwill and F Cattell were asked to sign a letter to HSBC requesting the cancellation of cheque no 100823 dated 04/03/2015 to Bunny & Bradmore PCC for room hire which had been raised in March and subsequently lost by the payee.

The Governance Statement had been submitted to Grant Thornton before the deadline of 30<sup>th</sup> June. The Notice of Conclusion of Audit had expired and been removed from the notice boards.

The Council approved amendments to the "Internal Financial Control" form following the closure of the NS&I account. Verification of bank statements and reconciliations had also been changed to six monthly, rather than quarterly due to bi-monthly meetings. Bank statements and reconciliations were given to Cllr Skoyles (non-signatory) for reporting to the next meeting.

6 CORRESPONDENCE

**NALC**

A fund of £4.7m over three years would be available from DCLG to help smaller authorities meet the requirements of the Transparency Code. The completed questionnaire had been submitted to NALC for possible funding for a village website. Cllr Adair commented that a person would need to be found to develop the website.

"Employing Staff with Confidence" seminar for Cllrs and Clerks on 29 September 2015. No attendees.

Nomination forms had been received for the election of officers for 2015/2016. Councillors were invited to attend the 70<sup>th</sup> AGM on 18<sup>th</sup> November 2015 at Epperstone Village Hall. No attendees or response.

A poster had been received for the Police & Crime Commissioner's Custody Visiting Scheme.

**RBC**

The closing date for "Responses to the Housing Delivery Plan Consultation" was 14th September 2015.

*(Note: In addition to correspondence presented at bi-monthly meetings, additional correspondence, either for information or requiring action, is circulated to Councillors between meetings)*

7 PLANNING MATTERS – None

8 APPRAISAL FORMS

Appraisal forms appropriate to the Clerk's job description were discussed. Cllr Cattell would bring samples to the next meeting.

9 REMEMBRANCE SUNDAY

The Clerk was awaiting confirmation of the visit by the RHR Corps of Drums on 8<sup>th</sup> November. A donation of £50 was available in the budget and £25 would be given to the Methodist Community Hall towards refreshments. (n/board). The Clerk would contact Anne Shirtcliffe and the Preacher.

10 AMENITIES

The Clerk had received a telephone call from a non-resident vehicle owner who was known to park her car regularly by the Post Box at the entrance to the village. The lady had been approached by a resident (who had also taken a photograph of the offending vehicle), and who had expressed concern that being parked so close to the road junction was causing a hazard to other motorists entering and leaving the village. The caller also said that she had been approached by another resident on a previous occasion who had expressed similar concerns.

Mr Terry Maxwell had reported flying tipping to the Local Authority at the entrance to the field owned by Mark Woodhouse on the private perimeter road. Since this was on private land the matter fell outside the remit of the Parish Council.

The hedge and shrubbery belonging to 27 Farmer Street were now overtaking the narrow path along Farmer Street.

15 Farmer Street, 25 Far Street and 38 Main Street: Visibility was difficulty when driving round these corner properties. The Clerk was asked to write to the residents requesting the cut back of overgrowing trees, hedges and shrubbery.

The Clerk reported that the warning sign regarding broken glass had been sited at the top of Moor Lane.

The Clerk was asked to write to Mrs Peregrine to thank her for her donation of Agapanthus plants for the flower bed on the A60, also to Mr Bill Barrett and Mr Bob Dickinson for their help with mowing and watering of plants in the bed.

11 FOOTPATH WARDEN

Report circulated prior to the meeting. Cllr Colwill added that the Borough Council had changed suppliers resulting in the paths being cut to just within the regulated width.

12 NEW RESIDENTS

- i) "Meet and Greet". Cllr Skoyles requested funding from the unallocated NS&I goodwill monies (total £155) for tea/coffee and cake for residents who had moved to the village during the past two years, to introduce Councillors and other groups within the village. It was agreed to hire the Church Room so that wine could be served. The Clerk was asked to organise a date during mid-November (Tuesday, Wednesday or Thursday), which was convenient for all Councillors, and also representatives of the Bunny & Bradmore WI and the Bradmore Events Group to attend.
- ii) Cllr Maxwell had added four residents to the electronic mailing list and would be willing to help in other areas of the village if needed.
- iii) Welcome Packs had been delivered to 5 Far St; 10 Main St; 93 and 103 and Loughborough Rd. Those for 12 Main St and 87 Loughborough Road had yet to be delivered.
- (iv) The Clerk would deliver a Welcome Pack to all Councillors prior to the next meeting for suggestions on updating the material.

13 DRAFT AGENDA (November) – circulated prior to the meeting.

14 NEXT MEETING

Wednesday, 4<sup>th</sup> November 2015 in the Methodist Community Hall. Cllr Adair reminded Councillors of the need to submit holiday dates to the Clerk for the purpose of planning applications and signing of cheques.

The meeting closed at 8.30 pm.

Signed:

Dated: