

Croppwell Butler Parish Council



Minutes for Annual Parish Council Meeting held on 13 May 2024 at 7.30 PM

Location: Croppwell Butler & Tithby Village Hall, Main Street, Croppwell Butler, NG12 3AB

MINUTES

Welcome and open the meeting.

- Cllrs David Wells (Chair), Chris Davenport, Paul Goodwin, Roy Morledge, Graham Allen, Jeremy Williams; Dermot Daly (Clerk); County Cllr Neil Clarke; 1 member of the public.

24/25/001

To agree on the Parish Council Chair for the forthcoming year.

- It was RESOLVED unanimously to accept Cllr David Wells as the Chair for the year 2024-25.
- There was a vote of thanks to Cllr Chris Davenport for the many years' of work as Chair.

24/25/002

To agree the Vice Chair for the forthcoming year.

- It was RESOLVED unanimously to accept Cllr Jeremy Williams as the Vice Chair for the year 2024-25.

24/25/003

To receive and approve any apologies for absence.

- There were no apologies received.

24/25/004

To receive disclosures of interests from Councillors on matters at this meeting.

- There were no disclosures of interests.

24/25/005

To suspend Standing Orders and allow for Parishioner Questions and Observations and to receive reports from County and Borough Councillors.

- A discussion took place regarding the need for extra volunteers to assist with the maintenance for Sheldon Field. This was seen as fitting closely with the RCAN volunteer session held a few weeks before. Approach has been made to the Young Farmers.

- Amendment is required to sheet of works for Sheldon Field covering the pavilion.

- Is there any resource to assist with the maintenance tasks. This possibly plays in to the RCAN conversations around volunteering. Possibility of using social media such as WhatsApp group for the village. Question was raised about using Facebook.

The potential for a Use it or Lose it campaign?

- There was a challenge as to whether Sheldon Field should separate into Sports Venue and Leisure Venue to split down the resource and funding.

- 20:00 Neil Clark joined the meeting.

MEETINGS

24/25/006

To approve the Minutes for the Parish Council meeting held on 8th April 2024.

- It was RESOLVED unanimously to approve the Minutes as circulated.

24/25/007

Matters arising from previous meeting, not covered in points below (for information only).

- There were no matters arising.

ANNUAL POLICY & PROCESS

24/25/008

To adopt updated Standing Orders.

- It was RESOLVED by a majority to approve the Standing Orders as circulated.

Authorising Signature

Name: D. Wells Date: 10/6/24 Signature: 

- 24/25/009** To adopt updated Financial Regulations.
- It was RESOLVED unanimously to approve the Financial Regulations as circulated.
- 24/25/010** Review and agree the current asset list.
- The Asset Register is to be reviewed to ensure we have an up to date list of assets with both original values and insurance values.
- 24/25/011** To review and agree the insurance cover for 2024-25.
- It was RESOLVED unanimously to approve the Insurance Schedule as circulated. The Asset Register is to be completed to assist the Insurance Schedule.
- 24/25/012** To review and agree the annual subscriptions.
- It was RESOLVED unanimously to approve the Annual subscriptions list as circulated.
- 24/25/013** To adopt an updated Complaints Procedure.
- It was RESOLVED unanimously to approve the Complaints Procedure as circulated.
- 24/25/014** To adopt an updated Data Protection Policy.
- It was RESOLVED unanimously to approve the Data Protection Policy as circulated.
- 24/25/015** To adopt a Freedom of Information Policy.
- It was RESOLVED unanimously to approve the Freedom of Information Policy as circulated.
- 24/25/016** To review and agree updated cemetery fees and policy.
- It was RESOLVED unanimously to approve the Cemetery Fees and Policy as circulated.

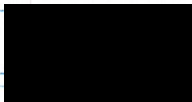
PLANNING

- 24/25/017** Rookery Farm (update for information only).
- The Clerk reported that the Parish Council response has been sent as agreed at the last meeting - there has been no formal response as of yet and expect the conversation to be delayed until Spring 2025.
- 24/25/018** 24/00482/LBC - The Grange, Hardigate Road, Cropwell Butler, NG12 3AH - Change of use to a single dwelling. Internal reconfiguration works to the ground and first floor rooms, the realignment of ground floor window and door openings on the north-east elevation, construction of a new lean-to porch to the north-west elevation and installation of replacement doors to the courtyard outbuilding. [Deadline: 15/05/2024]
- It was RESOLVED unanimously to respond as standard – no objection and will defer to the conservation officer.
- 24/25/019** 24/00668/FUL - The Grange, Hardigate Road, Cropwell Butler, NG12 3AH - Change of use to a single dwelling. Internal reconfiguration works to the ground and first floor rooms, the realignment of ground floor window and door openings on the north-east elevation, construction of a new lean-to porch to the north-west elevation and installation of replacement doors to the courtyard outbuilding. [Deadline: 16/05/2024]
- It was RESOLVED unanimously to respond as standard – no objection and will defer to the conservation officer.

GENERAL

- 24/25/020** To discuss and agree actions relating to Village Hall valuation form.
- It was recognised that this was copied for information and the Parish Council has no decision to resolve.
- 24/25/021** To discuss and agree actions relating to the provision of the village newsletter and associated finances.
- It was RESOLVED unanimously to subsidise to the level of £790. Need to allow more in the budget – suggest £750 for next year – will also need to identify other unused budget for virement for this year.
- Questions were raised about the scrutiny of editorship and allowing gossip to enter the newsletter which could be harmful within the community.

Authorising Signature

Name: D. Wells Date: 10/6/24 Signature: 

- 24/25/022 To discuss and agree actions relating to current content of the village and parish council website.
- It was RESOLVED unanimously to remain with the current set up but to do an element of refresh of the documents and clear out some of the older information – Cllr Jeremy Williams to pass through pointers to the Clerk.

FINANCE

- 24/25/023 To review the Financial Report for the period.
- It was RESOLVED unanimously to accept the Financial Report as circulated.
- Confidential marking will be required.
- 24/25/024 To review and approve the Accounts for Payment.
- It was RESOLVED to approve the Accounts for Payment as circulated and presented.
- 24/25/025 To consider the grant application from the Cropwell Cricket Club.
- It was RESOLVED unanimously to defer the item for further investigation. It may be discussed to whether provision of further information would be required on the financial management of the club and if approved whether the guidance would be to pay against presented invoices.

REPORTS (information only)

- 24/25/026 Clerks Report. - The Internal audit is in progress.
- Access gained to the NatWest account.
- There was a meeting at Cemetery regarding the state of the trees and the grounds maintenance - there may be a requirement for further green bins.
- There has been an RCAN session on local volunteering - there is a possible use of wider social media through one of the volunteers, there were comments about the use and number of noticeboards, and there is support for the best kept village competition.
- Allotments - currently all taken.
- We have registered with the Information Commissioners Office - a requirement when handling personal information.
- Available training has been circulated.
- 24/25/027 Report from a representative of the Parish Council on the Village Hall Committee.
- There is some thought about progressing further and to volunteer for the Village Hall Committee and/or a Village Hall Committee member to join as a Parish Councillor?
- Cllr Paul Goodwin stated that he would represent the Parish Council and possibly join as a full member.
- 24/25/028 Update report on flooding (County Cllr N Clarke).
- Flood assessment still in progress – looking at natural flood management – problems getting hold of land owners. The deadline is October 2024.
- Flood warden monitoring is still continuing when there is a heavy rain threat.
- Rookery Farm corner is still with the legal team.
- Natural drainage ponds in the area need to be maintained by landowners.
- 24/25/029 Update report on the Main Street / Radcliffe Road junction (County Cllr N Clarke).
- No update.
- 24/25/030 Update report on the Sheldon Field transfer (Cllr David Wells).
- No update.
- 24/25/031 Update report on village benches and green spaces.
- Work still continuing on improving the benches using volunteer resource.
- Tythby bench: composite material does not look nice – timber would be £600 to replace – could possibly get a donation from County Councillor if it is for the purchase of materials. Continue building the proposal and bring to the Council for approval.

Authorising Signature
Name: D. Wells Date: 10/6/24 Signature

NEXT MEETING

24/25/032

To consider agenda items for the next meeting on 10th June 2024 commencing 7.30pm.

- Amendment to allotment policy to stop import of waste for burning?
- Rookery corner cast iron finger point sign – need to locate it.
- Internal audit.
- External audit.
- Asset list.
- Tree condition in cemetery – awaiting report from tree surgeon.
- Cemetery Lychgate plan and options.

Meeting close.

- There being no further business the meeting was closed at 9.52pm.

Authorising Signature
Name: D. Wells Date: 10/6/24 Signature: 