

Minutes of the Ordinary Meeting of Guilsborough Parish Council

held in Guilsborough Village Hall, The Green, Guilsborough, NN6 8PT

Monday, 6 March 2023 at 7.15 pm

Present: Cllr A Hart (Chairman), Cllr D O'Neil, Cllr I Miller, Cllr G Metcalfe, Cllr S Caldwell, Cllr L Phillips and Mrs C Holifield (Parish Clerk)

040.2023 Public Forum

There were no members of the public present

041.2023 Resolution to accept apologies for absence

Apologies were received and accepted from Cllr S Harris and Unitary Cllr Morton.

042.2023 Declarations of interest for items on the agenda

None

043.2023 Resolution to consider written requests for dispensations on agenda items

None received

044.2023 Resolution to sign and approve the minutes from the previous meeting held on 6 February 2023

The minutes of the meeting held on 6 February 2023 were circulated prior to the meeting. The Chairman asked if there were any amendments required from those Councillors who had been present at the meeting. It was then resolved to approve the minutes which the Chairman of the meeting then signed.

045.2023 Matters arising (for information only)

045.2023/1 Update on recent Grant application to Police, Fire and Crime Commissioner for Speed Awareness Device

The Clerk stated that the Council's application had been successful and that a grant of £3,000 was due to be paid shortly. The Clerk stated that she had ordered the agreed portable speed awareness device from TWM but there was an 8 week delivery delay. Cllr Phillips/Cllr Miller arranging completion of the required installation location form for TWM.



045.2023/2 Update on responsibility and payment for repair to damage to cemetery wall following liaison with PCC

Cllr O'Neil stated that the Church was seeking estimates for the work and would be taking responsibility for the full cost.

046.2023 Village and Other Matters

046.2023/1 Consideration of email from John Hunt (Chairman of Spratton PC) re continuation of funding for bus route 59/60 from 1 April 2023

Following consideration of Mr Hunt's email, it was resolved that the Council would be prepared to donate up to the same amount as last year which was £1,443.85 towards the costs of funding the continuation of the bus service.

046.2023/2 Approval of Fixed Asset Schedule for 2022/23

The Fixed Asset schedule prepared by the Clerk was discussed. The picnic bench to be removed from the schedule as it had been dismantled as no longer fit for purpose. The three replacement litter bins had been added and the value adjusted. Clerk to send revised copy of the schedule to Councillors. There was a discussion about the values of the Cob Barn and storage units and whether the War Memorial should be included as a Council asset.

046.2023/3 Arrangements for Annual Parish Meeting – 3 April 2023 at 8.00 pm

It was resolved to invite representatives from the Village Hall, GPFA, Community Police, MMM Group, GMADS, the Playground Fund Group, Tennis Club, the Academy and Primary School and the Surgery to give short presentations.

046.2023/4 Consideration of advertising of Casual Vacancies for 2 Councillors

The Clerk stated that the Council could now advertise the current vacancies and she would prepare a notice for the board an website. Chairman to add to Village Hub etc.

046.2023/5 Consideration of any action to be taken in respect of recent 'emergency' road closures in Nortoft.

Cllr O'Neil and the Chairman stated that they had both written to Unitary Cllr Morton to complain about the lack of notice for the recent 'emergency' road closures and to query whether they were actually 'emergency' or part of planned works. It was resolved that Cllr

Neil

O'Neil would draft email to be circulated to Councillors and if agreed to be sent by Clerk on behalf of the Council to Unitary Cllr Morton.

046.2023/6 Consideration of Organisation of Annual Village Litter Pick

It was resolved that the annual litter pick would take place on Saturday, 29 April 2023 to meet at Village Hall at 10.00 am. Cllr Metcalfe to co-ordinate.

047.2023 Planning

047.2023/1 New applications

WND/2023/0028 – Bramstead House, Nortoft, Guilsborough

Two storey side extension, single storey front/side extension, two storey bay windows, rear terrace, Front and rear porches, carport render and cladding (Revisions pursuant to WND/2021/0838 to include a first floor extension, material alterations and changes to front porch detailing)

The Council considered the application and had no observations to make

047.2023/2 Completions

None

048.2023 Finance

048.2023/1 Receipts

The Clerk reported there had been no receipts.

048.2023/2 Payments

It was resolved to approve and sign off the following payments.

Details	Invoice Number	Amount (£) including VAT where applicable	Payment Method
Clerk's March Salary	n/a	551.68	Online
HMRC – PAYE on Clerk's salary	n/a	137.80	Online
Clerk's Office expenses	n/a	25.00	Online
Cllr A Hart – reimburse Website Hosting fee	71433803	66.00	Online
Mark Hazle – Mowing and installing litter bins	1419	570.00	Online

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Guiltsborough Village Hall – Room Hire (Feb 23)	761	20.00	Online
MMM Group – Donation for Warm Space initiative*	n/a	332.00	Online
HSBC – Bank Charges (Feb 23)	n/a	5.00	DD
Npower – Street Light Electricity (Jan 23)	n/a	287.86	DD

**Payment listed in February minutes for £250 to MMM Group did not get paid following advice from NCALC. Invoice now produced and a revised payment of £332 would be made in respect of Warm Space Initiative*

048.2023/3 Bank reconciliation for period ended 28 February 2023

The Clerk had circulated the bank reconciliation for the period ended 28 February 2023 showing a balance at bank of £31,404.86 which was signed by the Chairman.

048.2023/4 Presentation of Budget report as at 31 January 2023

The Clerk had previously circulated to Councillors an updated budget report to 31 January 2023. There were no questions raised.

048.2023/5 Internal Finance Checks

In the absence of Cllr Harris this matter to be taken forward to April meeting. Chairman to ask Cllr Harris to send details of the outcome of her checks by email to Councillors.

048.2023/6 Update on HSBC bank mandate to remove Mrs Fulcher and to add Cllr Miller and Cllr Phillips as signatories

The Clerk stated that she had completed a new bank mandate as instructed by HSBC Customer Services section. It was resolved to add Cllr Miller and Cllr Phillips as signatories and the mandate was duly signed by all parties concerned.

048.2023/7 Approval of quarterly PAYE payments from 1 April 2023 and update on appeal to HMRC in respect of late filing penalties

The Chairman stated that due to an oversight, the Clerk's address had not been updated on the Government Gateway and a letter notifying the Council of a change to the filing dates for submission of online data had not been received and acted upon and penalties had been raised even though all payments of PAYE had been made on time. Following a successful appeal, HMCR confirmed all penalties had been cancelled and no liabilities are outstanding.

It was resolved that to assist with the filing of data that the Clerk's PAYE would be paid quarterly rather than monthly with effect from 1 April 2023.



049.2023 Playground Report and Update on Fund Raising Group

The Chairman reported that the Clatterbridge was still in need of attention. Cllr Phillips stated that she would try to source a wooden crossbar and Cllr Miller agreed to assist with the repair.

050.2023 Highways

Cllr Phillips stated that Cllr Miller had forwarded his written notes of the meeting that had taken place in respect of the proposed footpath to GPFA to both the Academy and the Police but they had not been acknowledged.

Cllr Phillips stated that there were concerns about vehicles parking on the grass areas in Pells Close and causing damage. Agreed she would provide further details so the Clerk could write to the Housing Association.

051.2023 Street Lights

The Clerk stated that she had reported street light number 4 in Church Mount.

052.2023 Parish Assets Inspection Report

Cllr Miller reported that the litter bins had now been installed.

053.2023 Village Trees

Cllr Metcalfe stated that Maurice Fitch had informed him that works to the large trees would be carried out very shortly.

054.2023 Footpath Warden Report

Cllr Metcalfe stated that he had nothing to report.

055.2023 Police Liaison Representative's Report

Cllr Harris had reported to the Clerk that she had been in touch with PCSO Craig Egdell and that there were no current concerns in the Guilsborough area.

056.2023 Items for Village Link

The Chairman stated that he would include details of the Councillor vacancies, the Litter Pick date, the award of a grant and the purchase of a mobile speed awareness device and details of the forthcoming Annual Parish Meeting in the next edition.

AWH

057.2023 Correspondence received

- Email from John Hunt (Spratton PC) re funding of the bus route (circulated to Councillors) – see minute 046/2023/1 above
- NCALC Training letter (circulated to Councillors)

058.2023 Items for next meeting – Monday, 3 April 2023 at 7.00 pm (note earlier time)

Meeting closed at 8.30 pm

Abel Hk
3rd April '23