

Annual Meeting of Clayworth Parish Council

Minutes of **Clayworth Parish Council Meeting** held on the 15th May 2025 at Clayworth Memorial Hall, the meeting commenced at 6:30pm.

Council Members & Officer Present:	Cllr Edwin Rose	Chairman
	Cllr Eve Moralee	Vice-Chair
	Cllr Peter Wilkinson	
	Cllr Sarah Brack	
	Ed Knox	Clerk/Responsible Financial Officer
Also, Present	1	Member of the Public

- 17/25 To Elect a Chairman of the Council
Cllr Moralee **Proposed**, Cllr Wilkinson **Seconded** that Cllr Rose be Chairman. Therefore, the Council **resolved** that Cllr Rose be elected Chairman. Cllr Rose together with the Proper Officer, signed the Declaration of Acceptance of Office of Chairman form.
- 28/25 To Elect a Vice-Chair of the Council
Cllr Wilkinson **Proposed**, Cllr Moralee **Seconded** that Cllr Moralee be Vice-Chair. Therefore, the Council **resolved** that Cllr Moralee be elected Vice-Chair.
- 29/25 To Approve Apologies for Absence
None.
- 30/25 To Record Declarations of Interest in any items to be discussed
None.
- 31/25 To Approve the previous meeting Minutes
After discussion, Cllr Moralee **Proposed**, Cllr Wilkinson **Seconded** and the council **resolved** to accept the minutes. The chairman signed the minutes of the previous meeting.
- 32/25 To Receive District & County Councillors Reports
Dist Cllr McFarland: Did not attend.
County Cllr Robertson: Did not attend but sent a hello email to the parish council and hopes to attend future meetings. Cllr Rose advised that the Council has sent a goodbye email thanking Tracey Taylor for all her efforts for local people during her years in post.
- 33/25 To discuss Lengthsman Activities
Cllr Rose gave an update of the latest activities of the Lengthsman. Cllr Wilkinson provided the key code for the flooding container, so that the Lengthsman can oil the lock.
- Adjournment – (10 Minute max) Public Forum
A member of the public emailed in an update on their efforts with investigating various drainage issues in the local area. They have requested that Savills have a walk about the village with them to discuss various drainage and watercourse maintenance. They also expressed their admiration to Cllr Moralee and all those contributed to the Landscape Character Assessment, Technical Support & Design Code. The member of the public also advised that they will reach out to the new County Councillor if the problems in the Savills owned field (where the flood shipping container is cited) persist.
The Council welcomed the new East Drayton Clerk who was here to watch the proceedings and gain knowledge of the functions/operation of a Council meeting.
- 34/25 To Approve the Certificate of Exemption for the previous financial year
The Clerk circulated by email prior to the meeting the Certificate of Exemption. After discussion, Cllr Brack **Proposed**, Cllr Moralee **Seconded** that the Council unanimously **approved** the signing of the certificate by the Chairman and the RFO. **Action**, the Clerk will submit the Annual Return Exemption Certificate (because turnover is below £25,000) to the External Auditor along with any required supporting documents and upload copies to the webpage.
- 35/25 To Approve Annual Governance Statement (Section 1 Annual Return) for the previous financial year

The Clerk reported the findings of the internal auditor, Cllr Moralee **Proposed**, Cllr Brack **Seconded** and the Council **approved** the Annual Governance Statement. The Clerk and the Chairman signed the Annual Governance Statement.

36/25 To Approve Accounting Statements (Section 2 Annual Return) for the previous financial year

The Clerk circulated by email prior to the meeting the Annual Return Section 2 Accounting Statements. Cllr Rose **Proposed**, Cllr Moralee **Seconded** and the Council **approved** the Accounts and the Clerk and the Chairman signed the Accounting Statements. **Action**, the Clerk will submit the documents to the External Auditor along and upload the AGAR form to the webpage, including the certification of exemption.

37/25 Finance:
Monthly Income & Expenditure

After discussion of the Financial Information, circulated by email before the meeting, the council unanimously **resolved** to accept them as a true and accurate record.

1. To Approve Payments:

The Council **approved** the following: -

<u>Payee</u>	<u>Item</u>	<u>Amount</u>
NALC	Annual Membership	£127.65
Five Villages 1 st Responders	Defib Maintenance	£250
Wix.com	Website Domain Name	£14.99
North Notts Landscapes Ltd	March Grass Cutting	£222
M.Cree	Internal Audit	£100
Savills UK Ltd	Ground Rent for Flood Resilience Container 2023, 2024, 2025	£3
North Notts Landscapes	Grass Cutting Apr	£444
Gallagher UK Ltd	Insurance Renewal	£427.33
Total Payments		£1,585.97

2. Receipts:

<u>From</u>	<u>Item</u>	<u>Amount</u>
Bassetlaw District Council	1 st ½ Precept	£7,453
Bassetlaw District Council	1 st ½ Concurrent Grant	£5.50
Bassetlaw District Council	1 st ½ Street Cleaning Grant	£163.50
Total Receipts		£7,622

Bank Balances

The Current Account Balance **£18,788.63#**

Direct Debits and Standing Orders for staff salaries including PAYE and Pension, all **approved** unanimously.

#£10,000 ring-fenced as reserves.

Cllr Moralee and Cllr Rose discussed the budgetary amount of up to £500 towards the Memorial Hall. Cllr Rose has met with the hall treasurer; the hall will invoice the parish council for the 6 meeting hires and advise by the PC July meeting of a project to contribute towards.

38/25 To Note any Planning Responses by the Scheme of Delegation + any update on the technical support, character assessment and Design Code of the parish by AECOM

Since the previous meeting the parish council responded via the scheme of delegation as follows and also discussed the following at today's meeting:

- **21/00632/HSE & 21/00633/LBA- Proposed Swimming Pool and Detached 4-Bay Garage - Clayworth Manor Wiseton Road Clayworth Retford** - The Council responded that: *"the pc has the concerns with the applications, it echoes the comments made by BDC's Conservation area officer which seek to secure amendments to the design of the garage and annex to ensure the character of this Listed Building and Conservation area is maintained. In addition to seeking to include the works which have already been implemented without the benefit of Listed Building and planning consent.*
- *There has also been unauthorised removal of trees from the site, what are the views of the Bassetlaw DC Tree Officer? Have they been fully consulted by the Planning Dept and are any to be replanted."*
- **Clayworth Landscape Character Assessment, Technical Support & Design Code** - Cllr Moralee gave an update – Funding is not yet available for Neighbourhood Plans; however, it is hoped it will be in a few months' time. Two members of the public who have been heavily involved with the Character Assessment, Technical Support and Design Code Processes have expressed a potential desire to form a potential Neighbourhood Plan Steering Group with the parish council.

After discussion, Cllr Moralee **Proposed**, Cllr Wilkinson **Seconded** that the Council unanimously **Resolved** that should funding become available, the Council will proceed with a full neighbourhood plan, appoint Will Wilson the Bassetlaw Lead Planner as the consultant to the Neighbourhood Plan, and form a Steering Group, to be made up of the 2 members of the public and parish council members.

39/25 To Receive an update on the Emergency Plan

Cllr Wilkinson advised that a member of the Emergency Plan team has resigned and the team membership currently stands at 12. Several of the members helped move sand bags out of containers and checked each one and altered the sand content of many that were too full and counted the bags as we restacked them. A Clipboard with a recording sheet devised by Cllr Brack is now hanging up in the container. along with a very sharp Stanley knife and 3:1 oil for the Lengthsman to oil the combination locks on the field gate and container on a monthly basis starting in June.

Cllr Brack has updated the latest version of the plan document.

Cllrs Wilkinson & Brack are meeting soon to consider:

1. A final check on The Emergency Plan
2. The printing of First Responder Contact details to be printed and distributed to residents.
3. Cllr Brack taking charge of The Emergency Plan Team during a period when Cllr Wilkinson is on leave

A summary of the contents of the flooding container:

- 198 sandbags (+ 21 to be returned) = (119)
- 3 X wheel barrows
- 2 x shovels
- 2 x rolls of waterproof sheeting
- 4 x boxes of Flood sacks
- 1x roll of tape
- A viz vest.
- A variety of empty sandbags.
- 1 x Stanley knife.
- 1 x Clipboard with Recording sheet and pen
- 1 x 3:1 oil for combination
- locks on gate and container.

After discussion, Cllr Rose **Proposed**, Cllr Moralee **Seconded** that the Council unanimously **Resolved** that £30 be allocated for printing costs for the Emergency Plan information distribution leaflets.

There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 7:20pm.