

**Minutes of the Annual Council Meeting of  
Radcliffe-on-Trent Parish Council held in The Radcliffe Room, The Grange,  
on Monday 15 May 2017 at 7.00pm**

**Councillors**

Keith Agar	Rodney Brears	Georgia Moore (Vice Chairman)
David Astill(A)	Graham Budworth	Jean Robinson
Penny Astill	Sue Clegg	Josephine Spencer
Joe Bailey	Martin Culshaw	Pam Thompson
Bill Banner	Gillian Dunn	John Thorn
David Barton (Chairman)	Graham Leigh-Browne(A)	Alice Tomlinson

**Also present:** Mrs Jacki Grice (Clerk), Mrs Jacquie Earp (Admin Assistant) and one member of the public

**1. Election of Chairman and To Receive the Declaration of Acceptance of Office**

Cllr Georgia Moore proposed Cllr David Barton, seconded by Cllr John Thorn, there were no other nominations, it was

**Resolved:** “That Cllr David Barton be duly elected as Parish Council Chairman.”

Cllr David Barton accepted the position and signed the Declaration of Acceptance of Office.” The Cllrs thanked the outgoing Chairman Cllr Georgia Moore for all her hard work and Cllr Moore thanked all the Cllrs for being a great team and their support in the last 2 years. Cllr Moore also gave her best wishes to Cllr David Barton in his new role as Chairman of the Parish Council. Cllr Barton then continued to Chair tonight’s meeting.

**2. Apologies for Absence:** Cllr David Astill and Cllr Graham Leigh-Browne – Approved. It was also noted RBC Cllrs and NCC Cllrs were not in attendance due to other work commitments.

**3. Chairman’s Announcements**

There has been a recent meeting to discuss changes and ideas for the Parish Council. The Chairman thanked Cllr Banner for his contribution and a report will be circulated to Cllrs and staff in due course.

**4. Election of Vice Chairman and To Receive the Declaration of Acceptance of Office**

Cllr David Barton proposed Cllr Georgia Moore, seconded by Cllr John Thorn there were no other nominations, it was

**Resolved:** “That Cllr Georgia Moore be duly elected as Parish Council Vice Chairman.”

Cllr Georgia Moore accepted the position and signed the Declaration of Acceptance of Office.

**5. Declarations of Interest**

None Received

**6. Open Session for Members of the Public to Raise Matters of Council Business, Limited to 15 Minutes**

Standing Orders suspended at 7.10pm

- *A member of the public was aware that there had been a sewerage overflow problem by the Infant school in the village. The problem has hopefully been sorted out after Cllr Upton contacted Severn Trent Water. They have suggested there may be a problem with fat waste at the school. Cllr Culshaw is delighted with the response by Severn Trent and the good working relationship it has with the PC. It was asked that Adam Greest attends a meeting to provide an update and Cllr Spencer will also contact the school as the PC Representative.*

Standing Orders resumed at 7.12pm

7. **Minutes of the Full Council Meeting held on 10 April 2017, for Approval**  
**M.18: Signing Choir.** Cllr Dunn noted that an amendment was required. This was amended to “The Choir *signed* to the words they were *hearing*” It was: **Resolved:** “That the minutes subject to this amendment, were approved as an accurate record and signed by the Chairman.”
8. **Clerk’s Report on Previous Minutes**  
**M.15** The PC are still in the process of liaising with RBC and NCC Cllrs for joint Surgery dates with PC Cllrs at the Grange.
9. **Minutes of the Planning & Environment Committee Meeting held on 24 April 2017 for Acceptance**  
Cllr Culshaw confirmed that Adam Greest from Severn Trent Water had attended and provided updates for the village at the last Planning Meeting. Regarding the Trains Working Group, the Consultant has now completed a draft report for the Poacher Line Business Plan. Cllr Culshaw has not had opportunity to look at the report, but will comment in due course. It was: **Resolved:** “That the minutes were accepted and referred back to Committee.”
10. **Minutes of the Extraordinary Finance and General Purposes Committee Meeting held on 08 May 2017 for Acceptance**  
It was: **Resolved:** “That the minutes were accepted as an accurate record and referred back to Committee.”
- Membership of Standing Committees**
11. **Amenities**  
**Resolved:** Cllrs, Keith Agar, David Astill, Joe Bailey, Bill Banner, David Barton, Rod Brears, Graham Budworth, Sue Clegg, Martin Culshaw, Gillian Dunn, Graham Leigh-Browne, Georgia Moore, Jean Robinson, Josephine Spencer, Pam Thompson, John Thorn, Alice Tomlinson
12. **Grange Hall and Grange Management**  
**Resolved:** Cllrs, Penny Astill, Joe Bailey, David Barton, Graham Budworth, Sue Clegg, Martin Culshaw, Gillian Dunn, Georgia Moore, Jean Robinson, Josephine Spencer, Pam Thompson, Alice Tomlinson.
13. **Finance and General Purposes**  
**Resolved:** Cllrs, Keith Agar, David Astill, Bill Banner, David Barton, Rod Brears, Graham Budworth, Sue Clegg, Martin Culshaw, Gillian Dunn, Graham Leigh-Browne, Georgia Moore, Josephine Spencer, Pam Thompson, John Thorn.
14. **Planning and Environment**  
**Resolved:** Cllrs, Keith Agar, Penny Astill, Joe Bailey, David Barton, Rod Brears, Graham Budworth, Sue Clegg, Martin Culshaw, Gillian Dunn, Graham Leigh-Browne, Georgia Moore, Jean Robinson, Pam Thompson.
- Election of Standing Committee Chairman and Vice Chairman**  
*(nominations and voting for each position from members of relevant committee only)*
15. **Amenities Committee Chairman**  
Cllr David Barton proposed Cllr John Thorn, seconded by Cllr Georgia Moore, there were no other nominations, it was  
**Resolved:** “That Cllr John Thorn be duly elected as the Amenities Committee Chairman.”

**16. Amenities Committee Vice Chairman**

Cllr John Thorn proposed Cllr Pam Thompson, seconded by Cllr Bill Banner, there were no other nominations, it was

**Resolved:** “That Cllr Pam Thompson be duly elected as the Amenities Committee Vice Chairman”.

**17. Grange Hall and Grange Management Committee Chairman**

Cllr Gillian Dunn proposed Cllr Sue Clegg, seconded by Cllr Jean Robinson, there were no other nominations, it was

**Resolved:** “That Cllr Sue Clegg be duly elected as the Grange Hall and Grange Management Committee Chairman.”

**18. Grange Hall and Grange Management Committee Vice Chairman**

Cllr Gillian Dunn proposed Cllr Joe Bailey, seconded by Cllr Jean Robinson, there were no other nominations, it was

**Resolved:** “That Cllr Joe Bailey be duly elected as the Grange Hall and The Grange Management Committee Vice Chairman”

**19. Finance and General Purposes Committee Chairman**

Cllr Bill Banner proposed Cllr Josephine Spencer, seconded by Cllr David Barton, there were no other nominations, it was

**Resolved:** “That Cllr Josephine Spencer be duly elected as the Finance and General Purposes Committee Chairman.”

**20. Finance and General Purposes Committee Vice Chairman**

Cllr Josephine Spencer proposed Cllr Bill Banner, seconded by Cllr Georgia Moore, there were no other nominations, it was

**Resolved:** “That Cllr Bill Banner be duly elected as the Finance and General Purposes Committee Vice Chairman.”

**21. Planning and Environment Committee Chairman**

Cllr Joe Bailey proposed Cllr Martin Culshaw, seconded by Cllr Sue Clegg, there were no other nominations, it was

**Resolved:** “That Cllr Martin Culshaw be duly elected as the Planning and Environment Committee Chairman.”

**22. Planning and Environment Committee Vice Chairman**

Cllr David Barton proposed Cllr Keith Agar, seconded by Cllr Joe Bailey, there were no other nominations, it was

**Resolved:** “That Cllr Keith Agar be duly elected as the Planning and Environment Committee Vice Chairman.”

**Membership of Sub Committees**

**23. Amenities – Football Liaison Radcliffe Olympic**

**Resolved:** Cllrs, Joe Bailey, Josephine Spencer and Alice Tomlinson

**24. Finance and General Purposes – Personnel and Wages**

For the purposes of continuity it was

**Resolved:** “That the Personnel Committee will comprise of all Committee Chairman and the Chairman and Vice Chair of Council”.

**Membership of Working Parties**

25. **Amenities – Grounds Maintenance/Nature Reserves**  
**Resolved:** Cllrs, Graham Leigh-Browne, Josephine Spencer, Pam Thompson, John Thorn and Joe Bailey
26. **Amenities - Play Equipment**  
**Resolved:** Cllrs, Joe Bailey, Bill Banner, Graham Leigh-Browne, Pam Thompson, John Thorn, Alice Tomlinson
27. **Amenities - Leisure Hub**  
**Resolved:** Cllrs, Keith Agar, Graham Budworth, Josephine Spencer, John Thorn, Pam Thompson
28. **Grange Hall and Grange Management– Housekeeping and Maintenance**  
**Resolved:** Cllrs, Joe Bailey, Graham Budworth, Sue Clegg, Georgia Moore, Josephine Spencer
29. **Grange Hall and Grange Management - Events and Marketing**  
**Resolved:** Cllrs, Joe Bailey, Graham Budworth, Sue Clegg, Georgia Moore, Gillian Dunn, Jean Robinson, Josephine Spencer, Pam Thompson, Martin Culshaw
30. **Finance and General Purposes – Audit**  
**Resolved:** Cllrs, Bill Banner, Sue Clegg, Josephine Spencer, John Thorn
31. **Finance and General Purposes - P.R and Communications**  
**Resolved:** Cllrs, David Barton, Georgia Moore, John Thorn
32. **Finance and General Purposes - Health and Safety**  
**Resolved:** Cllrs, Keith Agar, Graham Budworth, Sue Clegg
33. **Planning and Environment – Train Service**  
**Resolved:** Martin Culshaw, Pam Thompson

**Other Appointments and Representatives on Outside Bodies and Organisations**

34. **Resolved:**
- a) **Rural Community Action Nottinghamshire (2)** Cllrs Graham Leigh-Browne, Sue Clegg
  - b) **Radcliffe on Trent Sports Association (2)** Cllrs Pam Thompson, John Thorn
  - c) **Jeffrey Dole Charity (2)** Cllrs John Thorn, Georgia Moore
  - d) **Radcliffe on Trent Carnival (2)** Cllrs Gillian Dunn, Georgia Moore
  - e) **Radcliffe on Trent Twinning Association (3)** Cllrs Pam Thompson, Graham Leigh-Browne, Alice Tomlinson
  - f) **Radcliffe Infants School (1)** Cllr Josephine Spencer
  - g) **Radcliffe Junior School (1)** Cllr Bill Banner
  - h) **Radcliffe Community Plan (2)** Cllrs Sue Clegg, Martin Culshaw
  - i) **Radcliffe Residents Association (3)** Cllrs Pam Thompson, Sue Clegg, Gillian Dunn
  - j) **Police Priority Setting Group (2)** Cllrs Graham Leigh Browne, Sue Clegg
  - k) **RBC Economic Growth Board (2)** Cllr David Barton, Parish Clerk Jacki Grice
  - l) **Neighbourhood Watch (1)** Cllr Alice Tomlinson
  - m) **Village Masterplan (3 contacts)** Cllrs Georgia Moore, Dave Barton, Josephine Spencer
  - n) **Neighbourhood Plan (3)** Cllrs Rod Brears, Martin Culshaw, Keith Agar
  - o) **Community Advisory Board (Hutton Energy) (3)** Cllrs Georgia Moore, Keith Agar, Martin Culshaw
  - p) **Village Fireworks Committee (2)** Cllrs Joe Bailey, Pam Thompson
  - q) **Radfest Music Event (1)** Cllr Barton
  - r) **SkatePark User Group (3)** Cllrs Alice Tomlinson, John Thorn, Georgia Moore
35. **To Review Committee Terms of Reference**  
 Noted and Approved

**36. Draft Protocol on Councillor: Staff Relations – To Approve**

Noted and discussed. Cllrs noted various amendments to the document were required and proposed to accept the Draft protocol in principle, subject to Cllrs comments. A Working Group consisting of Cllr Thorn and Cllr Dunn will work through, then submit an amended document to the Clerk.

**37. Jeffrey Dole Charity: Grange Postal Address – To Approve**

Noted and Discussed. It was

**Resolved:** “That one of the spare pigeon /postal collection boxes in the County Room at The Grange be allocated to the Jeffrey Dole Charity, for postal collection.”

**38. Neighbourhood Plan: Progress Report**

Members received a Progress Report from the Chair of the Neighbourhood Plan Steering Group providing background information, details of the next steps to take and recommendations going forward following on from a recent Steering Group Committee meeting held with Phil Marshall of RBC. There was debate regarding whether to defer holding the referendum until clarification is known on the future adoption of the Community Infrastructure Levy as there are concerns that developers may put forward applications as soon as the Neighbourhood Plan is adopted but prior to any enforcement of C.I.L. However, it was noted that it is highly unlikely that the C.I.L will be considered by RBC until the same time as the revised Green Belt adoption in summer 2018. It was also noted that without the adoption of the Neighbourhood Plan the PC would not benefit from the C.I.L allocation scheme.

**Resolved:** “That the Full Council note the progress of the Radcliffe on Trent Neighbourhood Plan.”

**Resolved:** “That the Full Council approve the holding of a Neighbourhood Plan referendum in October 2017.”

**39. Reports from Borough and County Councillors**

No reports as no Borough and County Cllrs present.

**40. Reports from Outside Organisations**

- The Skate Park Opening Day is Sunday 28<sup>th</sup> May from 12 noon until 6pm. All Cllrs are invited and to help out. Bags for the Skate Park are being sold however it was emphasised the event is an open day and not for fundraising.
- Cllr Banner has taken a leading role in arranging the sensory garden for the Junior School which is now up and running. Contributions from the PC and other monies have been well received and the school are delighted with the garden which has had new arches, plants and reconfigured paved areas. Invitations to view the garden for those who have contributed, is planned for an evening in June.

**41. Correspondence: Thankyou From Civic Award Winner**

Joan Birch thanked members for the award. Noted.

**42. Date of Next Full Council Meeting**

26 June 2017

**There being no further business the meeting closed at 8.30pm**

**Signed: Chairman.....Date.....**

DRAFT UNAPPROVED