

Radcliffe-on-Trent Parish Council
Minutes of the Full Council Committee Meeting, held in the Radcliffe Room
at The Grange, on Monday 13 May 2019 at 7pm

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| Cllr John Addiscott | Cllr Sue Clegg | Cllr David Graham |
| Cllr Norman Bradley | Cllr Barbara Deavin | Cllr Alan R Harvey |
| Cllr Abby J. Brennan(A) | Cllr Gillian Dunn | Cllr Anne McLeod |
| Cllr Maggie Clamp | Cllr Diane Farthing | Cllr Alice Tomlinson |
| | | Cllr Josephine Spencer (A) |

Also present Jacki Grice (Parish Clerk), Jacquie Earp (Admin Assistant), RBC Cllr Neil Clarke (until 7.20pm), RBC Cllr Roger Upton, NCC Cllr Kay Cutts, three members of the public and 2018/19 PC Chairman Cllr David Barton.

1. Election of Chairman and to Receive the Declaration of Acceptance of Office
2018/19 PC Chairman, Cllr David Barton welcomed new members of the Parish Council to the first Full Council meeting and it was also noted the meeting was being recorded.
Cllr Barbara Deavin proposed Cllr Josephine Spencer seconded by Cllr David Graham there were no other nominations, it was
Resolved: "That Cllr Josephine Spencer be duly elected as Parish Council Chairman, the Clerk will arrange for the Declaration of Acceptance to be signed."
Resolved: In the absence of the Chairman, Cllr David Graham proposed Cllr Alice Tomlinson seconded by Cllr Sue Clegg, chair the next item on the Agenda.
2. Election of Vice Chairman
Cllr Alice Tomlinson proposed Cllr Sue Clegg seconded by Cllr Norman Bradley there were no other nominations, it was
Resolved: "That Cllr Sue Clegg be duly elected as Parish Council Vice Chairman."
In the absence of the Chairman, the Vice Chairman Cllr Sue Clegg continued to chair the meeting.
3. Apologies for Absence
PC Chairman Cllr Josephine Spencer and Cllr Abby Brennan – Approved. In the absence of the new PC Chairman, the Vice-Chairman then read out the following message:
"Firstly my apologies for absence, thank you for putting your faith in me as your Chairman. I look forward to working with all of you together with the officers for Radcliffe on Trent and it's residents. I would like you all to consider items to put forward for a 4 year plan."
4. To Confirm Receipt /To Receive the Declaration of Acceptance of Office from all Council Members
Resolved: "Receipt for the Declaration of Acceptance of Office from all Council Members was confirmed."
5. To Confirm Receipt/To Receive the Register of Interests Forms from all Council Members
Resolved: "Receipt for the Register of Interests Forms from all Council Members was confirmed."
6. Open Session for Members of the Public to Raise Matters of Council Business, Limited to 15 Minutes
There were no comments from members of the public.
7. Declarations of Interest
There were no declarations of interest.
8. Minutes of the Full Council Meeting Held on 29 April 2019 – For Approval
Resolved: "That the minutes were approved as an accurate record and signed by the Vice-Chairman."
9. Clerk's Report on Previous Minutes
M.4: There has now been new Village Twinning Signs installed to replace the 20 year old ones.

10. Standing Orders and Financial Regulations: To Note/Review
Noted reviewed and approved. It was Resolved: "The Full Council Committee have reviewed the PC Standing Orders and Financial Regulations, there were no amendments."
11. To Note/Review Committee Terms of Reference
Noted reviewed and approved. It was Resolved: "The Full Council Committee have reviewed the PC Committee Terms of Reference, there were no amendments."
The Clerk also confirmed the previous Vice-Chairman of Planning & Environment presented Power Point presentations to Committee Members. The Clerk has this in hand for the first Planning Meeting, however Cllrs were asked to make themselves familiar with submitted Planning Applications before the next Planning and Environment meeting.
12. Membership of Standing Committees
Finance and General Purposes
Resolved: Cllrs John Addiscott, Maggie Clamp, Sue Clegg, Gillian Dunn, Alan R Harvey, Jo Spencer, Alice Tomlinson
13. Amenities
Resolved: Cllrs Norman Bradley, Abby J Brennan, Maggie Clamp, Sue Clegg, Barbara Deavin, Gillian Dunn, Diane Farthing, David Graham, Anne McLeod, Jo Spencer, Alice Tomlinson
14. Planning and Environment
Resolved: Cllrs John Addiscott, Norman Bradley, Maggie Clamp, Sue Clegg, Barbara Deavin, Gillian Dunn, Diane Farthing, David Graham, Alan R Harvey, Anne McLeod

Election of Standing Committee Chairman and Vice Chairman
(nominations and voting for each position from members of relevant committee only)
15. Finance and General Purposes Chairman
Cllr John Addiscott proposed Cllr Alan R Harvey, seconded by Cllr Jo Spencer there were no other nominations, it was
Resolved: "That Cllr Alan R Harvey be duly elected as the Finance and General Purposes Committee Chairman."
16. Finance and General Purposes Vice-Chairman
Cllr Jo Spencer proposed Cllr Gillian Dunn, seconded by Cllr Sue Clegg there were no other nominations, it was
Resolved: "That Cllr Gillian Dunn be duly elected as the Finance and General Purposes Committee Vice-Chairman."
17. Amenities Chairman
Cllr Jo Spencer proposed Cllr Alice Tomlinson, seconded by Cllr Barbara Deavin there were no other nominations, it was
Resolved: "That Cllr Alice Tomlinson be duly elected as the Amenities Committee Chairman."
18. Amenities Vice-Chairman
Cllr Alice Tomlinson proposed Cllr Barbara Deavin, seconded by Cllr Anne McLeod there were no other nominations, it was
Resolved: "That Cllr Barbara Deavin be duly elected as the Amenities Committee Vice-Chairman."
19. Planning and Environment Chairman
Cllr Sue Clegg proposed Cllr Anne McLeod seconded by Cllr Jo Spencer there were no other nominations, it was
Resolved: "That Cllr Anne McLeod be duly elected as the Planning and Environment Committee Chairman".

20. Planning and Environment Vice-Chairman

Cllr Maggie Clamp proposed Cllr David Graham seconded by Cllr Barbara Deavin there were no other nominations, it was

Resolved: "That Cllr David Graham be duly elected as the Planning and Environment Vice-Chairman."

RBC Cllr Neil Clarke congratulated all the new Cllrs, Chairmen's and Vice-Chairmen before leaving the meeting at 7.20pm.

21. Membership of Subcommittees

Finance and General Purposes – Personnel and Wages (as per terms of reference)

For the purpose of continuity it was

Resolved: That the Personnel Committee will comprise of all Committee Chairman and the Chairman and Vice-Chair of Council." (Chairs can delegate to Vice Chairs in their absence)

22. Membership of Working Parties

Planning and Environment – Neighbourhood Plan

Resolved: Cllrs, John Addiscott, Norman Bradley, Sue Clegg, Barbara Deavin, David Graham, Anne McLeod

23. Environment

Resolved: Cllrs, Norman Bradley, Maggie Clamp, Sue Clegg, Gillian Dunn, David Graham, Alan R Harvey, Anne McLeod

24. Trains

Resolved: Cllr Maggie Clamp

25. Amenities – Grounds Maintenance / Nature Reserves

Resolved: Cllrs, Norman Bradley, Maggie Clamp, David Graham, Anne McLeod, Jo Spencer

26. Play Equipment

Resolved: Cllrs, Norman Bradley, Barbara Deavin, David Graham, Anne McLeod, Jo Spencer, Alice Tomlinson

27. Leisure

Resolved: Cllrs, Norman Bradley, Maggie Clamp, Barbara Deavin, David Graham, Jo Spencer

28. Radcliffe Olympic Football Liaison

Resolved: Cllrs, Norman Bradley, Jo Spencer, Alice Tomlinson

29. Grange Hall – Housekeeping and Maintenance

Resolved: Cllrs, Maggie Clamp, Sue Clegg, Barbara Deavin, Jo Spencer

30. Grange Hall – Events and Marketing

Resolved: Cllrs, Maggie Clamp, Sue Clegg, Barbara Deavin, Jo Spencer

31. Finance and General Purposes

Audit

Resolved: Cllrs, Sue Clegg, Gillian Dunn, Alan R Harvey, Jo Spencer

32. Publicity and Publications

Resolved: Cllrs, Maggie Clamp, Gillian Dunn, Alan R Harvey

33. Health and Safety

Resolved: Cllrs, Maggie Clamp, Sue Clegg, Gillian Dunn,

34. Other Appointments and Representatives on Outside Bodies and Organisations
RESOLVED:

- a) Rural Community Action Nottinghamshire (2) Cllrs Alan R Harvey, Maggie Clamp
- b) Radcliffe on Trent Sports Association (2) Cllrs Jo Spencer, Sue Clegg
- c) Jeffrey Limmer (Dole) Charity (1) Cllr Barbara Deavin
- d) Radcliffe on Trent Carnival (2) Cllrs Gillian Dunn, Diane Farthing
- e) Radcliffe on Trent Twinning Association (tbc)
- f) Radcliffe Infants School (1) Cllr Jo Spencer (name put forward) TBC
- g) Radcliffe Junior School (1) Cllr Anne McLeod
- h) Radcliffe Community Plan Committee (2) Cllrs Abby Brennan, Sue Clegg
- i) Police Priority Setting Meetings (3) Cllrs Sue Clegg, Norman Bradley, Abby Brennan
- j) Radcliffe Residents Association (3) Cllrs Maggie Clamp, Gillian Dunn, John Addiscott
- k) RBC Economic Growth Board (2) Cllr Jo Spencer plus Parish Clerk Jacki Grice
- l) Neighbourhood Watch (1) Cllr Alice Tomlinson
- m) Village Fireworks Committee (2) Cllrs David Graham, Diane Farthing
- n) Radfest Music Event (1) Cllr Alice Tomlinson
- o) SkatePark User Group (2) Cllr Alice Tomlinson, David Graham

35. Agenda and Minutes Distribution Procedures (email/paper copies)

In addition to the normal office procedure of sending emailed copies of Agendas and Minutes, the Clerk asked if any Cllrs would prefer 'hard' copies to be placed in office docket (should they not have printing facilities). Cllrs John Addiscott, Maggie Clamp, Barbara Deavin, Diane Farthing, Gillian Dunn and Sue Clegg all would like additional 'hard' copies of Agendas and Minutes. It was also noted that Jacquie Earp will stay in the office until 6.55pm before a PC meeting, so that any papers can be collected.

36. Authorisation of Payments Procedures

Cllrs are required to be Cheque & BACS signatories and will need to complete Bank Mandates in order to do this. A representative from Natwest Bank will visit at a convenient time and offer guidance to Cllrs in how this should be done. The Clerk then asked for email confirmation for any Cllr Signatory Volunteers. The Vice-Chairman also informed new Cllrs that previous PC's held informal coffee meetings every Friday Morning in The Grange and although no formal decisions were made, there was opportunity to authorise payments and sign cheques at this meeting.

37. Councillor Corporate Email Addresses: To Consider

Noted and considered. Following the introduction of GDPR and according to NALC information, it is preferred Corporate Email Addresses are used rather than personal email addresses. It is £5 set up fee per email and £5 per email per year thereafter for this facility.

Resolved: "That Cllrs will each have a Corporate Email Address to use for PC Business. The Clerk will progress this"

38. Council Vacancies: To Consider Co-option Policy and Procedure

The Vice-Chairman confirmed the PC was already advertising a casual vacancy to replace the Cllr who had failed to take up Office, which has a deadline of 30th May. If the PC co-opt to fill the four vacant seats arising from the uncontested election, it should be done within 35 days of Election Day. The Clerk advises that the four vacancies are advertised alongside the casual vacancy so that people are aware there are other opportunities to join the PC, rather than believing this is the only seat available.

It was Resolved: "That the four Council Vacancies are advertised by the PC simply as 'Expressions of Interest, with reasons for applying required' alongside the Casual Vacancy. Deadline 27th May for consideration at the Full Council meeting on 3rd June".

39. Health and Safety Statement: To be Signed by the Chairman

The Clerk will ask the PC Chairman to sign the Health and Safety Statement on her return from holiday.

40. Website Pictures and Profiles: To Consider

Cllr David Graham took pictures of the new PC Cllrs before tonight's meeting. Five profiles have already been submitted, however the remainder are required so both the profile and pictures can be uploaded to the ROTPC Website as soon as possible.

41. 3 Tier Council Responsibilities: To Note

Noted. The Clerk has provided information regarding the 3 Tier Responsibilities for all new Cllrs. This information will also be uploaded onto the PC website. It was noted this information requires publicising as there is confusion in the village as to the different responsibilities of the 3 Tier Council, which can lead to bad feeling.

42. The Grange Play Area: To Arrange a Working Group Meeting to Consider Action (urgent business)

Jacquie Earp carries out a weekly inspection of the Play Equipment and it has been noted the Infant Swings and Main Beam and Swings to the Timber Multi-Use Unit are 30 years old and worn out. The repairs would cost £3000 - £4000 (equivalent to this year's budget) and any new equipment would cost between £7000- £9000. A decision needs to be made quickly so Cllr Tomlinson will liaise with Jacquie and arrange an urgent Working Group Meeting to discuss the best way forward.

43. Parish Council 2019 Planned Events: For information

Noted. Radfest is not a PC event, however Cllr volunteers will be required for setting up/down and gate duties. An additional event to be added is the Village Community Litter Pick on Saturday 8th June, meet at The Grange, 10am – 12pm and Cllrs are encouraged to volunteer. The Silver Cinema are generally manned by Cllr volunteers, Cllr Dunn usually arranges this via email, but is hoping to pass on this responsibility to a member of the Events Committee in the future. The Children's Cinema event also requires Cllr Volunteers. Picnic in the Park is on Sunday 7th July and is a lovely event and the Village Show is on the 8th September, both require help from Cllr Volunteers. The Hall Manager is hopeful that an Entertainments Committee is formed comprising of residents and Cllrs in support of Grange Hall. This topic will be on the next Amenities Agenda for 17 June.

44. Reports from Borough and County Councillors

NCC Cllr Kay Cutts:

- Has been successful in obtaining a new Bus Shelter to be placed outside The Chestnuts PH.
- A joint venture by NCC and City Council is being carried out for a new War Memorial at Trent Embankment in honour of 14,000 Nottingham people who died during the First World War. Today, two Nottinghamshire family members attended as some of the first names included their grandfather were placed at the War Memorial. This is the only one of its kind in the country so far, and is an emotional event for those whose family members were involved. It is hoped the Memorial will be completed by the 28th June and will be all ready for Remembrance Sunday in November.

RBC Cllr Roger Upton:

- The Conservatives will be forming an Administration at RBC. RBC Cllr Neil Clarke, RBC Cllr Abby Brennan and Cllr Upton look forward to a constructive and pragmatic working relationship with the PC. All the appointments to the RBC Committees will be announced at the RBC Full Council meeting at 7pm, Tuesday 21st May at The Arena. All Cllrs and public are welcome to attend.
- The RBC Planning Committee meeting for Thursday 16th May is cancelled. The next Planning meeting is on Thursday 30th May at The Arena, Phase One of the Housing Application at the top of Shelford Road and North of the RSPCA may go to a Full Planning Committee or remain with delegated powers.
- Responses are still awaited from Government Planning Inspectors regarding the Local Plan Part 2 and the Community Infrastructure Levy. The LPP2 and CIL has to be adopted by a RBC Full Council. If Cllr Upton is still on the Cabinet, he will put pressure on for a special Full Council to deal with these two topics as they are large items that need discussion and transparency and not be crowded into the normal full business of the Council.

45. Reports from Outside Organisations

There were no reports.

46. Correspondence

NALC New Councillor Training

Noted. The Vice-Chairman recommended Cllrs to attend the NALC New Councillor Training. Evening training sessions will be at Epperstone on Wednesday 29th May and at Shelford on Wednesday 10th July. The Clerk advised the training gets booked up quickly and Cllrs should let her know if they wish to attend.

47. Planning 'Cluster' Training by RBC on Request

RBC are currently busy with their own new Cllrs, however they will visit the PC and go through the Planning Processes. It is very worthwhile and interesting so the Clerk will contact the RBC in a month to arrange a training session.

48. Outlaw Half Triathlon – Sunday 19 May 2019

Noted.

49. Invitation to Radcliffe Advice Centre AGM

This will take place on Monday 20th May, doors open 7pm for 7.30pm at St Marys Church Hall. Representation from the PC would be appreciated, therefore any Cllr not attending the Planning & Environment meeting next Monday evening is encouraged to attend the AGM via confirmation with the Clerk.

50. Date of Next Full Council Meeting – Monday 03 June 2019

There being no further business, the meeting closed at 8.05pm

Signed: ChairmanDate