



## Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB

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### Minutes of the Full Council meeting held on 19 March 2024 at 19.00 in the Radcliffe Room, The Grange Radcliffe on Trent

#### Members Present:

Cllr Anne McLeod (Chair)	Cllr Oliver Furniss	Cllr Irene Dovey
Cllr Harry Curtis	Cllr Matt Douglas-Kirk (left at 21.11)	Cllr Nikki Farnsworth (left at 21.11)
Cllr Tracie Bere	Cllr Oli Bere	Cllr Annie Mackenzie
Cllr Amelie Pira		

#### Members Absent:

Cllr Alice Tomlinson	Cllr Phil Thomas	Cllr Sue Clegg
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#### In attendance:-

Belina Boyer (Clerk)	Hayley Gandy (Admin Officer)	
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Also present: 2 members of the public and representative from Trent first responders

Agenda no	Agenda Item title	Resolution	Action	
	Chair's welcome	Welcome to Full Council. The Chair commented that they had been to the ROT Juniors school,		

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		<p>who will be giving a talk at the APA. Also, been to the ROT infants school, who have had issues with inconsiderate drivers being verbally abusive to the new lolly pop lady. The County Council have been asked about the zigzag lines on the road and whether a patrol car can be present. The head teacher and staff have been keeping an eye on the situation.</p> <p>The Royal Oak pub are planning a litter pick around the village on 25<sup>th</sup> March and have asked to borrow the PC litter picks.</p>		
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Council for a period not exceeding 5 minutes, with a maximum of 15 minutes in total. Please see the Standing Orders 3 d-n for details.	<p>The representative for the Trent 1<sup>st</sup> Responders spoke in regard to item FC24/200 and explained why they were asking for a grant. The grant is to pay towards providing kit to a new first responder from the village.</p> <p>A member of the public asked for the draft minutes to be posted to the website – the clerk explained that with the current staffing problems and the website issues this is not possible at the moment.</p>		Public Bodies (Admissions to Meetings) Act 1960, s 1(1).
FC24/189	To receive and note reports from Borough and County Councillors.	There were none present. RBC Cllr Upton emailed an update that stated the Shelford Road zebra crossing were ongoing, Surface		

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		water issues are ongoing, Thomas Avenue and Hillside resurfacing soon.		
FC24/190	To note apologies for absence and the reasons given and formally approve the absence if applicable.	Cllrs Thomas, Tomlinson and Clegg - Accepted		Local Government Act 1972, s85 (1) & Sch 12, p40.
FC24/191	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	<b>Cllr Furniss for Item FC24/200 as he is a trustee of Trent 1<sup>st</sup> responders</b>		Localism Act 2011, s31.
FC24/192	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	The Clerk received a dispensation request from Cllr Furniss with regard to item FC24/200/ The Council resolved unanimously to allow Cllr Furniss to remain to discuss and vote on the FC24/200.		Localism Act 2011, s33.
FC24/193	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	FC24/210		Public Bodies (Admissions to Meetings) Act 1960 1 (2)
FC24/194	To receive the minutes of the previous Radcliffe-on-Trent Parish Council meeting(s) and resolve to sign these as a true record of the meeting(s). Parish Council meeting, Tuesday 23 <sup>rd</sup> January 2024 and the extraordinary meeting on Tuesday 20 <sup>th</sup> February 2024.	The draft minutes had ben missing from the published pack.		Local Government Act 1972, Sch 12, p41 (1).

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FC24/195	<p>To <b>note</b> the (draft) minutes of the council's committees:</p> <ul style="list-style-type: none"> <li>a) The Grange and Grange Hall 6<sup>th</sup> February 2024</li> <li>b) Amenities 20<sup>th</sup> February 2024</li> <li>c) F &amp; GP 27<sup>th</sup> February 2024</li> <li>d) Human Resources Committee 27 February 2024</li> <li>e) Planning and Environment 5<sup>th</sup> March 2024</li> </ul> <p>And <b>appoint</b> a Vice Chair to the F&amp;GP committee.</p>	<p>The Council noted the following draft committee minutes:-</p> <ul style="list-style-type: none"> <li>a) The Grange and Grange Hall 6<sup>th</sup> February 2024</li> <li>b) Amenities 20<sup>th</sup> February 2024</li> <li>c) F &amp; GP 27<sup>th</sup> February 2024</li> <li>d) Human Resources Committee 27 February 2024</li> <li>e) Planning and Environment 5<sup>th</sup> March 2024</li> </ul> <p>The Council resolved to appoint Cllr Furniss as Vice Chair of F &amp; GP - carried</p>		
FC24/196	To consider the recommendation of the Amenities Committee to engage in a formal tender process for the repair of the culvert in light of the potential cost and to consider commissioning a video survey to inform the council as to the most cost effective and value for money course of action.	The Council discussed whether to fix the whole culvert on Wharf Lane or part. It was resolved unanimously to commission a video survey of the culvert to be undertaken with authority to the clerk to progress.	Clerk to book a company to take a video survey of the culvert	
FC24/197	To <b>receive and note</b> a verbal update by the clerk	<p>The Clerk reported that the staffing problem is to be looked at in item FC24/210.</p> <p>Internal audit is booked – clerk to liaise.</p>		

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		<p>South Notts Academy have requested whether the Grange Hall could be used for exams should an emergency arise, this would go on their risk assessments – Council was happy with this.</p> <p>The Cemetery survey will take place on 22<sup>nd</sup> April, Council asked if the report go to the next Amenities meeting.</p>		
FC24/198	To <b>note</b> that vacancies on the council have arisen and the actions taken.	Noted by all.		
FC24/199	<p>To <b>receive, note and approve</b> the following financial statements where available:</p> <ul style="list-style-type: none"> <li>a) Payments listings for March where available.</li> <li>b) Income and expenditure reports for January and February 2024</li> <li>c) Balance Sheets for February 2024</li> <li>d) Bank Reconciliations for February 2024</li> <li>e) Forecast to Financial Year End</li> </ul> <p><b>to follow.</b></p>	<p>The Council resolved to approve the Payments listings for March and defer the rest due to insufficient time to look at the documents.</p> <p>Thank you to staff during these difficult times.</p>		
FC24/200	<p>To <b>consider</b> the following grant applications:</p> <ul style="list-style-type: none"> <li>• Radcliffe Charity Carnival - £250 and free use of the Grange Hall and Grange as well as the Grounds</li> </ul>	<p>The Council considered the following grant applications and resolved as follows:-</p> <ul style="list-style-type: none"> <li>• Council resolved to grant £250 and free use of the</li> </ul>	Clerk to request further information on finances from ROTSA and present to a future meeting.	

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	<ul style="list-style-type: none"> <li>• Radfest - £750 plus free use of Wharf Lane Recreation Ground.</li> <li>• ROTSA - £5000</li> <li>• Trent District Community First Responders - £1,500</li> </ul>	<p>Grange Hall and Grange as well as the grounds to Radcliffe Charity Carnival</p> <ul style="list-style-type: none"> <li>• Council resolved to grant £750 plus free use of Wharf Lane recreation ground to Radfest</li> <li>• Council resolved to defer and to ask for further information from ROTSA.</li> <li>• Council resolved to grant £1500 to the Trent District Community First Responders.</li> </ul>		
FC24/201	<p>To <b>consider</b> the following policies for adoption prior to item FC24/197.</p> <ul style="list-style-type: none"> <li>a) Publication scheme as adapted from ICO model template.</li> <li>b) Councillor training and development policy</li> <li>c) Staff training policy.</li> </ul>	<p>The Council resolved to adopt the following policies:-</p> <ul style="list-style-type: none"> <li>a) Publication scheme</li> <li>b) Councillor Training and development policy</li> <li>c) Staff training policy</li> </ul> <p>Subject to replacing "must" with "should" in the councillor training policy and amending the name of the relevant committees.</p>	Admin Officer to amend and publish policies	
FC24/202	<p>To <b>consider</b> if the conditions for application to the Local Council Awards Scheme have been met.</p> <p>The council will be able to update/review existing policies prior to submission to the board.</p>	<p>The Council resolved to confirm that all documentation and information is in place to meet the criteria of the Local Council Awards Scheme – Foundation Award.</p>	Admin Officer to add draft minutes to website and update the application	

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FC24/203	To <b>consider</b> purchasing a D-Day peace Flag at a cost of £24. . <a href="http://newtonnewtonflags.com">The D-Day 80 Flag of Peace - Newton Newton (newtonnewtonflags.com)</a>	The Council resolved to purchase a D-Day peace flag at a cost of £24	Parish Clerk to purchase flag.	
FC24/204	To <b>consider</b> Civic Award Nominations and the prizes to be awarded, and to agree supporting the award from reserves.	The Council resolved to award Civic Awards to all 6 nominations.	Admin Officer to contact nominees and process the awards.	
FC24/205	To <b>receive, note and approve</b> the following financial statements where available: <ul style="list-style-type: none"> <li>f) Payments listings for March where available.</li> <li>g) Income and expenditure reports for January and February 2024</li> <li>h) Balance Sheets for February 2024</li> <li>i) Bank Reconciliations for February 2024</li> <li>j) Forecast to Financial Year End</li> </ul> <b>to follow</b>	Duplicate item.		LGA1972, s 142 (2A)
FC24/206	To <b>note</b> that Rushcliffe Borough Council has approved its budget and within it the end of funding for the public toilets at Hunt Close	Noted by all. Council expressed its disappointment.	Clerk to send Council's disappointment to this loss of funding to the public toilets	
FC24/207	To <b>note</b> that the council's application to the RBC UKSPF & REPF Communities Grant 2024/5 has been successful.	Noted by all.		.

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FC24/208	To <b>consider</b> approving payment for initial artwork for a Wharf Lane History Board at a cost of £50.00.	The Council resolved unanimously to approve the payment for the Wharf Lane history board at a cost of £50 and request that the invoice be reissued with the correct payee details.	Clerk to request the reissue if the invoice.	
FC24/209	To <b>consider</b> approving the expenditure for an Employee Assistance Programme (EAP) to be added to the council's Bright HR provision at a monthly cost of £18.00.	The Council resolved unanimously to approve the expenditure for an Employee Assistance programme to be added to the councils Bright HR provision at a monthly cost of £18.		
FC24/210	To <b>consider</b> approving additional staff hours and overtime as well as employing specialist contractors to mitigate current staffing issues. <b>Exclusion of Public and Press recommended as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</b>	Council resolved unanimously to authorise the clerk to spend up to £10,000 for additional staff hours and overtime as well as employing specialists contractor to mitigate the current staffing issues.		Public Bodies (Admissions to Meetings) Act 1960 1 (2)
FC24/211	To <b>note</b> correspondence previously circulated.	Noted by all.		
FC24/212	To <b>receive and note</b> reports from members.	Cllrs Bere, Furniss and Thomas attended a meeting with EMR regarding trains in Radcliffe.		
FC24/213	To <b>receive</b> any items for notification to be included on a future agenda – for information only			

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FC24/214	To <b>note</b> the change of date for the next Finance and General Purposes Committee to 09 April 2024.	Noted by all. Cllrs Bere and Furniss send apologies for meeting.		Local Government Act 1972, Sch 12, p10 (2)(a)
FC24/215	To <b>note</b> the date and time of the next scheduled Full Council meeting 30 <sup>th</sup> April 2024.	Noted by all.		Local Government Act 1972, Sch 12, p10 (2)(a)

The meeting closed at 21.25

Signed as a true record of the Meeting: \_\_\_\_\_ Dated\_\_\_\_\_

Presiding chair of approving meeting

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