



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 25th June 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 Alice Tomlinson	Cllr Kirsty Hyndes
Cllr Amelie Pira	Cllr Matt Douglas	Cllr Annie Mackenzie
Cllr Tracie Bere		

Members Absent:

Cllr Nikki Farnsworth	Cllr Phil Thomas	Cllr Oli Bere
Cllr Sue Clegg		

In attendance:-

Belina Boyer (Clerk)	Hayley Gandy (Admin Officer)	
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Also in attendance: 10 members of public and RBC Cllr Abby Brennan

Agenda no	Agenda Item title	Resolution	Action	
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each	1. Members of the public wished to express their concerns over an planning application	Clerk to put an agenda item on to the Planning apps only meeting on 2 nd	Public Bodies (Admissions to Meetings) Act 1960, s 1(1).

Initialed

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	<p>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>	<p>on Barry Close at Princes Place which the Parish Council had made the comment not to object. They explained how the planning application would impact their quality of life. Cllr Douglas, Chair of Planning requested that the next planning meeting on 2nd July a agenda item be added to rescind the comment made.</p> <p>2. RBC Cllr Brennan reported that both herself and RBC Cllr Upton have objected to the above planning application. She also requested that the Parish Council share the plan to renovate the benches and the planters. The Clerk reported that the benches have been surveyed and are now being prioritised. Information to be shared to Cllr Brennan.</p> <p>3. A member of the public wished to urge support for item FC25/39 of this agenda for agenda's being sent out 5 clear days and sending out draft minutes.</p>	<p>July to rescind the comment made once received 3 emails from Councillors.</p>	

Initialed

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		Cllr Tomlinson wished to thank the members of the public for attending today. 8 members of the public left at 19.20		
	Chair's Welcome	Welcome to the Council and to the members of the public present.		Local Government Act 1972, s85 (1) & Sch 12, p40.
FC25/027	To note apologies for absence and the reasons given and formally approve the absence if applicable.	Cllrs Thomas, Clegg, Farnsworth and O Bere gave apologies, and all absences were unanimously approved.		Localism Act 2011, s31.
FC25/028	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None		Localism Act 2011, s33.
FC25/029	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None		Local Government Act 1972, s85 (1) & Sch 12, p40.
FC25/030	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) because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted and resolve to exclude public and press for these items.	None		Public Bodies (Admissions to Meetings) Act 1960, s 1(2).
FC25/031	To receive the minutes of the previous Radcliffe-on-Trent Parish Council	The Council resolved unanimously to sign the minutes of the Parish	Admin Officer to publish to website	Local Government Act 1972, Sch 12, p41 (1).

Initialed

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	meeting(s) and resolve to sign these as a true record of the meeting(s). Parish Council meeting, Tuesday 14 th May 2024	Council Meeting on 14 th May as a true record of the meeting subject to a amendments.		
FC25/032	To note the minutes of the of the Council's Committees: a) Planning and Environment 28 th May 2024 b) Finance and General Purposes 4 th June 2024 c) Planning applications only 11 th June 2024 (draft) d) Amenities 11 th June 2024 (draft) e) Finance and General Purposes 18 th June 2024 (draft)	The Council noted the minutes of the Council Committees: a) Planning and Environment 28 th May 2024 b) Finance and General Purposes 4 th June 2024 c) Planning applications only 11 th June 2024 (draft) d) Amenities 11 th June 2024 (draft) e) Finance and General Purposes 18 th June 2024 (draft)		
FC25/033	To note the clerk's report.	Wharf Lane playground project is due to be starting on Monday 1 st July to install the inclusive play equipment and the pathways. At this time the playground will be closed for safety reasons, it is hoped the work will be completed before the summer holidays. The Clerk met with members of the football club regarding the culvert and awaits paperwork from them.	Statement to be made by the Chair about the playground repairs.	
FC25/034	To consider and approve documents relating to the 2023-2024 AGAR a) To receive the Annual Internal Auditor's Report 2023/2024	Thank you to the Finance and General Purposes Committee for going through this in fine detail.	Clerk to submit AGAR paperwork to External Auditor by 01 July and publish the relevant	

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	<ul style="list-style-type: none"> b) To consider recommendations or matters arising from the internal auditor's narrative report and recommendations of the F & GP Committee c) To complete and sign the Annual Governance Statement 2023-2024. d) To receive and sign the Accounting Statements 2023-2024 e) To receive and consider the bank reconciliation 2023-2024 f) To receive and consider the explanation of variances g) To receive and consider the breakdown of reserves held for AGAR. h) To agree the dates for the period of public right from 01 July to 09 August 2024. 	<p>The Council considered the following:</p> <ul style="list-style-type: none"> a) The Council unanimously resolved to approve the Annual Internal Auditors Report 2023-2024 b) The Council unanimously resolved to approve the recommendations from the internal auditors narrative report and Finance and General Purposes Committee c) The Council unanimously resolved to tick the yes boxes to questions 1-8 and N/A for box 9 on the Annual Governance Statement 2023-2024 having considered each statement in turn and sign. d) The Council unanimously resolved to approve and sign the Accounting Statement 2023-2024 e) The Council unanimously resolved to approve the bank reconciliation 2023-2024 f) The Council unanimously resolved to approve the explanation of variances. g) The Council unanimously resolved to approve the reserved breakdown to Year 	<p>documents on both the website and the notice board ahead of the period of public right commencing 01/07/2024.</p>	

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		<p>end for the AGAR. The council allocated earmarked reserves as per the Year End QuickBooks report.</p> <p>h) The Council unanimously resolved to agree the dates for the period of public right 1 July to 9 August 2024.</p>		
FC25/035	To receive and approve response to Rushcliffe Authority- wide Design Code - Design Vision Statement drafted by Cllr Farnsworth. (P&E 25/009)	The Council unanimously resolved to approve the response drafted by Cllr Farnsworth for the Rushcliffe Authority Wide Design Code – Design Vision Statement with an amendment to click yes on the Riverside section.	Clerk to amend and send out the response.	
FC25/036	To receive and adopt the Finance Regulations based on the latest NALC model as recommended by the F & GP Committee on 4 th June 2024 (FGP25/013)	Thank you to Finance and General Purposes Committee for going over this. The Council unanimously resolved to adopt the Finance Regulations based on the latest NALC Model subject to an amendment to 9.3	Admin Officer to amend and upload onto the website.	
FC25/037	<p>To approve the following expenditure in excess of the £10,000 spending limit for the committee:</p> <ul style="list-style-type: none"> £12,500 for Memorial Repairs and remedial work with potential 	<p>The Council unanimously resolved to approve the following expenditures</p> <ul style="list-style-type: none"> £12,500 for memorial repairs and remedial work with potential additional repairs 	Clerk to issue purchase orders for both and add the Christmas Lights contract to council and government website.	

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	additional repairs – from designated reserves – cemetery (AC25-006) <ul style="list-style-type: none"> Christmas Lights – on public highway and in Grange Grounds £14,749. (AC25-011) 	from the designated reserves – cemetery <ul style="list-style-type: none"> £14,749 for Christmas lights for on the public highway and in the Grange Grounds from Christmas Lights Budget and Contingencies budget. 		
FC25/038	To consider the creation of an IT working Group to research and report on options and costings for improved IT provision and a new website for the council. (FGP25-023)	The Council unanimously resolved to create an IT working group to research and report on options and costings for improved IT provisions and new website as recommended by the Internal Auditor.	Clerk to draft the Terms of Reference for working group and bring back to the next Full Council meeting.	
FC25/039	To consider the following proposals by Cllr Furniss: <ol style="list-style-type: none"> To consider the formation of a HR committee and select membership (6 representatives). To approve the terms of reference of the HR committee. To consider the formation of a HR subcommittee and select membership (3 representatives – must be from the membership of the HR committee). To approve the terms of reference for the HR subcommittee. To consider the addition to standing orders part 3 to include: 	The Council resolved the following: <ol style="list-style-type: none"> a) and b) are to be deferred subject to 3 councillors writing to the Clerk to request that the decision to dissolve the HR Committee at the Full Council meeting on 14th May be rescinded – carried c) Members were mindful that there was no formal structure in place for the lawful line management of the Clerk and insisted that a subcommittee to this purpose should be put in place immediately. Councillor Furniss agreed an amendment to his initial proposal 	Clerk to amend HR subcommittee Terms of reference to state that it reports to Full Council.	

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	<p><i>1. The agenda and all supporting documents are to be released 5 clear days prior to the meeting of any Full Council or Committee meeting.</i></p> <p><i>2. The minutes of all Full Council or Committee meetings will be released in draft form within one week of the meeting. These may be subject to changes once formally noted at the next Full Council or Committee meeting.</i></p> <p><i>3. The agenda and draft minutes should be made available to the Chair of the Council or Committee prior to wider circulation.</i></p>	<p>for the HR subcommittee to be under the Full Council rather than an HR committee. The Council resolved to form a HR subcommittee which will report to Full Council until a HR Committee is formed with Cllrs Dovey, Furniss and Douglas-Kirk as members.</p> <p>d) The Council resolved to approve terms of reference for the HR Subcommittee with the amendment that it will report directly to Full Council</p> <p>e) The Council resolved to adopt additions to the standing order part 3 to include: 1. The agenda and all supporting documents are to be released 5 clear days prior to the meeting of any Full Council or Committee meeting.</p> <p>2. The minutes of all Full Council or Committee meeting will be released in draft form within one week of the meeting. These may be subject to changes once formally noted at the next Full Council or Committee meeting.</p> <p>3. The agenda and draft minutes should be made available to the Chair of the Council or Committee prior to wider circulation.</p>		

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FC25/040	To note the latest breakdown of S106 expenditure from Rushcliffe Borough Council.	This was noted by all.		
FC25/041	To Consider the following motion by Cllr Thomas: To request that the Clerk on behalf of the Parish Council, write to both the Integrated Care Board (Nottinghamshire) and RBC requesting them to explain their plans for investing the money being raised from local S106 agreements that has been earmarked for primary health provision in Radcliffe.	The Council unanimously resolved to request that the Clerk write the Integrated Care Board (Nottinghamshire) requesting them to explain their plans for utilising the money available under local s.106 agreements that has been earmarked for primary health provision in Radcliffe. The council would enquire which steps Rushcliffe Bourough Council have taken to encourage healthcare providers to claim moneys from the S106 provision.	Clerk to write to Integrated Care Board (Nottinghamshire) and RBC regarding S106 money and investment in health provision in Radcliffe	
FC25/042	To consider the following proposal by Cllr Kirk-Douglas: To review the strategic pillars and vision and values and have a discussion surrounding this with the aim to gather some feedback to create a final version.	The council consider the proposal by Cllr Douglas-Kirk to review the strategic pillars, visions and values and would like to arrange a date to come together and finalise this. A poll of dates will be provided by Cllr Douglas-Kirk and will go with the majority.	Cllr Douglas-Kirk to arrange dates of strategic plan meetings, and deliver a strategic plan workshop.	

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FC25/043	To receive and note any correspondence previously circulated by email.	Noted by all.		
FC25/044	To receive and note reports from members.	Cllr Furniss sent a report on the recent chairs training he attended to all members.		
FC25/045	To receive any items for notification to be included on a future agenda – for information only	<p>HR Committee reformation – subject to 3 councillors writing to the Clerk.</p> <p>Use of Whatsapp – addition to standing orders</p> <p>Terms of Reference for IT working Group</p> <p>Breakdown of financial impact – budget v expenditure Dec-end of year finances and first quarter of year.</p> <p>Fountain update</p> <p>Update of benches and planters renovation work</p>		
FC25/046	To note the date and time of the next scheduled Full Council meeting: Tuesday 23 July 2024 commencing at 19.00 in the Radcliffe Room, The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB.	Noted by all.		Local Government Act 1972, Sch 12, p10 (2)(a)

The meeting closed at 21.00

Initialed

Signed as a true record of the Meeting: _____ Dated _____

Presiding chair of approving meeting

Initialed