

MINUTE NUMBER	<p align="center">Minutes of the Annual Meeting of Nocton Parish Council held in The Hub, Main Street, Nocton, on Tuesday, 11 August 2020 at 7:00 pm</p>	ACTION
	<p>PRESENT: Cllr Elisabeth Murray (Chair) Cllr Neil Faulkner, Cllr Ian Goldsworthy, Cllr Philip Johnston-Davis, Cllr Michael Kaye. Also present: R Keillar (Clerk), CCllr Ron Oxby, DCllr Laura Pearson</p> <p>12 members of the Public</p>	
	<p><u>CHAIRMAN'S OPENING REMARKS</u> Cllr I Goldsworthy welcomed attendees to the new Village Hall, Nocton Hub. He announced that the Parish Council wished to express condolences to the family of Mrs J Rumbelow, following her passing away. It was noted that the Annual Meeting of the Parish Council had been postponed from May until now due to suspension of physical meetings during Covid-19.</p>	
530	<p><u>ELECTION OF CHAIR AND VICE-CHAIR FOR THE COUNCIL YEAR 2020-21.</u></p> <p>i. It was proposed by Cllr M. Kaye, seconded by Cllr I. Goldsworthy and it was RESOLVED that Cllr E Murray be elected as Chair of the Council. Cllr E Murray requested that a vote of thanks be recorded for the outgoing Chair and for Graham Jones, following his resignation in July.</p> <p>ii. It was agreed that consideration of a candidate for Vice-Chair of the Council be deferred until a future meeting.</p>	
531	<p><u>ALLOCATION OF PORTFOLIOS FOR PARISH COUNCILLORS</u> It was agreed to defer this to a future meeting and to review which Portfolios may be allocated or suspended.</p>	
532	<p><u>APOLOGIES AND REASON FOR ABSENCE</u> Apologies were received from DCllr N Byatt.</p>	
533	<p><u>DECLARATIONS OF INTEREST ON ANY ITEM ON THE AGENDA</u> None received</p>	
534	<p><u>MINUTES</u></p> <p>a) It was proposed by Cllr M Kaye, seconded by Cllr N. Faulkner and it was RESOLVED that the Minutes of the meeting of the Parish Council held 10 March 2020 be taken as read and signed as correct.</p> <p>b) It was proposed by Cllr I. Goldsworthy, seconded by Cllr M. Kaye and it was RESOLVED to retrospectively ratify the minutes made for April, May, June and July, under the PC Contingency Plan for Business interruption, which was adopted on 19 March 2020.</p>	
535	<p><u>REPORTS OF REPRESENTATIVES</u></p> <p>a) Local Police – Police report are available to see online at: https://www.police.uk/your-area/lincolnshire-police/washingborough-and-metheringham/</p> <p>b) District Councillors –DCllr Laura Pearson gave a brief verbal report.</p> <p>c) County Councillor – CCllr Oxby had submitted his report by email, which had been posted onto the website. He gave a brief verbal update. Cllr I. Goldsworthy asked if there was any funding available to help with the additional costs incurred in the setting up and management of a Covid-19 Plan for the Hub. CCllr R Oxby advised that there was a LCC Cllrs fund which has some funds remaining. It was agreed that the Clerk would apply for the maximum asap.</p>	Clerk
536	<p><u>PARISH CLERK</u></p> <p>a) The Parish Council noted the Clerk's Reports which had been circulated previously. Items discussed further: LCC Parish Council Websites: the training sessions have highlighted that the new</p>	

	<p>websites, which will become live at the end of the year, are extremely time consuming to use and that all documentation on the current website will need to be transferred over, requiring an estimated minimum of 30 hours or additional work. It was noted that an alternative website might be available through the WIP .gov.uk system, however the transfer of documentation will still be required.</p> <p>b) The Parish Council noted the Financial Reports which had been circulated previously. Cllr I. Goldsworthy gave a Financial Appraisal on the general situation and the expected final costs relating to the Village Hall rebuild. It was noted that there was an uncommitted sum of £2,511. It was proposed by Cllr M. Kaye, seconded by Cllr P Johnston-Davis and it was RESOLVED that a skip be hired at an estimated cost of £200, for the disposal of materials surplus to requirements at the Hub and that a road planings surface be applied to the land at the rear of the Hub, adjacent to the new bungalow, at an estimated cost of £2,500. It was agreed that alternative suppliers be investigated for the road planings. It was agreed that the Clerk write to the owners of the bungalow to ensure they are aware of this plan and are in agreement to it.</p>	<p>Clerk</p> <p>Tbc.</p> <p>Clerk</p>
<p>537</p>	<p><u>NOCTON VILLAGE HALL/COMMUNITY HUB REDEVELOPMENT</u></p> <p>a) Cllr M Kaye gave a verbal report regarding the progress of the project, which is now completed pending snagging, fencing and other minor works/finishings.</p> <p>b) Cllr P Johnston-Davis gave a verbal report regarding the NHWG activity and asked for a vote of thanks to be recorded for all those involved. It was noted that the Social Club (trading as the Ripon Arms) plans to open at the end of August.</p> <p>c) Cllr P Johnston-Davis gave a verbal update regarding the administration of the booking system, which uses the Hallmaster system. It was noted that the streamlining of this is still WIP.</p> <p>d) Cllr P Johnston-Davis confirmed that monies from bookings will be paid into the PC bank account and ringfenced/reported as a separate entity at this time. The previous plan for the Clerk to set up a stand-alone bank account had been suspended due to the PC bankers not accepting further applications.</p> <p>e) Cllr P Johnston-Davis reported that a Final Press Release is ready to be circulated, following liaison with WREN/FCC.</p> <p>f) Cllr E Murray thanked everyone who had been involved with the Rebuild Project and additional NHWG activity. She noted that reports of PC purchased materials, using public monies, going missing was very disappointing and that measures had been put in place to reduce the risk of this continuing.</p>	<p>Cllr P Johnston-Davis</p> <p>Clerk</p> <p>Clerk</p>
<p>538</p>	<p><u>NEW POLICIES AND PROCEDURES</u></p> <p>i. As proposed by the Nocton Hub Working Group:</p> <p>a) It was proposed by Cllr I. Goldsworthy, seconded by Cllr M. Kaye and it was RESOLVED to adopt the final, amended Nocton Hub Covid19 Supplementary Hire Agreement. As amended in post circulation, new conditions discussed, and to include an added clause that changes to Government advice be applied. It was proposed by Cllr I. Goldsworthy, seconded by Cllr N. Faulkner and it was RESOLVED to adopt version 2.1 of the Nocton Hub Hire agreement, to encompass further Covid-19 requirements.</p> <p>b) It was proposed by Cllr I. Goldsworthy, seconded by Cllr M. Kaye and it</p>	

	<p>was RESOLVED to adopt a Nocton Hub Safeguarding Policy.</p> <p>c) It was proposed by Cllr I. Goldsworthy, seconded by Cllr M. Kaye and it was RESOLVED to adopt a Nocton Hub Digital Privacy Policy.</p> <p>d) It was proposed by Cllr I. Goldsworthy, seconded by Cllr M. Kaye and it was RESOLVED to adopt the procedure for Nocton Hub Working Group regarding Ordering and Expenditure.</p> <p>e) It was agreed to defer this item until a future meeting and that further discussion is required prior to consideration of the Ripon Arms Covid-19 Mitigation Plan. This includes the safe management of any bookings and ramifications to Covid-19 Cleaning availability.</p> <p>ii. As proposed by the Parish Council:</p> <p>a) It was agreed that a Lone Worker Policy for all PC staff is required. This policy will be considered at a future meeting.</p>	
539	<p><u>NOCTON HALL AND FORMER RAF HOSPITAL SITE</u></p> <p>Cllr I. Goldsworthy reported that there is no new information forthcoming from NKDC regarding this, however they confirmed that they are working with the site owners.</p> <p>Beeswax Dyson has confirmed that they would be interested in the site and may hold a Public Meeting to outline any plans which they hope to progress.</p> <p>It was noted that online groups have planned overnight events planned for Hallowe'en. It was agreed that the clerk inform LEDA, the site manager and ask for any comments, copying in NKDC.</p>	Clerk
540	<p><u>WELCOME BOOKLET</u></p> <p>It was requested that the current document be circulated to all for consideration of any changes.</p>	Clerk
541	<p><u>PLANNING APPLICATIONS AND ISSUES</u></p> <p>a) The Parish Council considered the following applications:</p> <p>i. 20/0908/HOUS 9 Rectory Close Potterhanworth. No comments were required for this application.</p> <p>b) The following planning decisions were noted:</p> <p>i. 20/0562/FUL 6 The Park Potterhanworth – refused. Cllr M. Kaye reported that this decision was of interest in view of the Neighbourhood Plan.</p>	
542	<p><u>STREETLIGHT NUMBER 23 AT THE GREEN</u></p> <p>A request has been received from the owners of the property, requesting that the streetlight fitting attached to their property be removed.</p> <p>It was proposed by Cllr E Murray, seconded by Cllr M. Kaye and it was RESOLVED that the light fitting is removed and the electricity supply disconnected and that any replacement / costs be considered if it felt it is required at a later stage.</p>	Clerk
543	<p><u>STRAW ON THE HIGHWAY</u></p> <p>It was noted that there are no new useful updates regarding this issue. CCllr R Oxbly re-iterated the view that trees are the main issue, which has already been identified as only one of several causes.</p> <p>It was agreed to take this item off future agendas.</p>	
544	<p><u>PROGRESS REPORTS OF PARISH COUNCILLORS</u></p> <p>Cllr P Johnston-Davis reported that he continues to post PC business onto the FB page 'What's On in Nocton' on behalf of the PC.</p>	
545	<p><u>NOCTON PARISH COUNCIL – DATES OF FUTURE MEETING</u></p> <p>It was noted that the next meeting of the Parish Council will be held on 8 September at The Hub, Main Street, Nocton, 7pm.</p>	
546	<p><u>CO-OPTION FOR VACANCIES</u></p>	

	<p>The Clerk confirmed that 3 applications have been received for the 2 vacancies created by the resignations of Jane Kania and Graham Jones. All 3 applications meet the statutory qualification criteria. Application forms from each applicant have been circulated to all councillors together with the Co-opted Councillor's Person Specification for prior consideration. The decision as to whom to appoint will be based on each councillor's assessment of the extent to which an applicant meets the Person Specification. This accords with the Parish Council's Policy on co-option which was agreed at the meeting on 10 March 2020.</p> <p>The Chair asked each of the applicants present in turn if they wish to add anything to their application and whether any councillor wishes to ask a question or point of clarification. One applicant made a brief statement.</p> <p>The Chair thanked applicants for their interest and attendance and said that the Parish Council would reach a decision in private session at the end of the meeting.</p>	
547	<p><u>TO RESOLVE WHETHER TO EXCLUDE THE PUBLIC AND PRESS FOR CONSIDERATION OF THE FOLLOWING CONFIDENTIAL MATTERS.</u></p> <p>It was proposed by Cllr M. Kaye, seconded by Cllr P Johnston-Davis and it was RESOLVED to exclude the public and press for consideration of the following confidential matters.</p>	
	<p><i>The meeting was adjourned at 20:38 and Cllr I. Goldsworthy made a statement reporting an overview of his time as a Member of the PC and as Chair. He stated that he was stepping down from the PC following the meeting.</i></p> <p><i>The public and press left the meeting at this stage. (20:49)</i></p> <p><i>The meeting re-convened at 20:59. The Chair made a concession that the meeting could proceed after 21:00.</i></p>	
	<p>a) Applications for the Vacant seats.</p> <p>i. Co-option to fill vacant seat 1. Following vote by a show of hands It was proposed by Cllr I. Goldsworthy, seconded by Cllr M. Kaye and it was RESOLVED that Mr Michael Clarke be co-opted onto the PC.</p> <p>ii. Co-option to fill vacant seat 2. Following vote by a show of hands It was proposed by Cllr E Murray, seconded by Cllr M. Kaye and it was RESOLVED that Mrs Victoria Marshall be co-opted onto the PC.</p> <p>iii. The co-opted members will be issued with the following for completion: Acceptance of Office, Register of Members Interests form, Nocton Parish Council Members Privacy Notice. On receipt by the Clerk the co-opted members will be eligible to take up office.</p> <p>b) Staff Matters. Issues relating to staff working hours were discussed and agreed.</p> <p>c) The establishment of a Charitable Trust Deed. It was agreed that further quotes be sourced regarding the costs and time frame for this. It was noted that the need for persons to take on the roles of Trustees was still an issue.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
	<p>There being no further business the Chair closed the meeting at 21:18</p>	

Chair.....E. MURRAY.....Date.....08/09/2020.....