

MINUTE NUMBER	Minutes of the Annual Meeting of Nocton Parish Council held in The Hub, Main Street, Nocton, on Tuesday, 8 September 2020 at 7:00 pm	ACTION
	<p>PRESENT: Cllr Elisabeth Murray (Chair), Cllr Michael Clarke, Cllr Neil Faulkner, Cllr Philip Johnston-Davis, Cllr Victoria Marhall, Cllr Michael Kaye. Also present: R Keillar (Clerk), CCllr Ron Oxby, DCllr N Byatt</p> <p>7 members of the Public</p>	
	<p><u>CHAIRMAN'S OPENING REMARKS</u> Cllr E Murray gave the following report: I don't propose to address the Vice-Chair vacancy at this meeting as we have several new colleagues and it's a little soon to ask so we will revisit this at a future meeting. We are required to have a Chair, but a Vice-Chair is optional.</p> <p>As you know, I have only just been elected chair and although I have chaired the meetings before, I am still getting to grips with being Chair of the Parish Council, so please bear with me. For the benefit of our new members, and perhaps for members of the public unfamiliar with PC procedures, I should explain that a PC meeting is not a meeting of Parish Councillors with members of the public; it's a meeting of Parish Councillors with each other, at which the public is entitled to be present. It's not a forum to make requests of the PC or to challenge the PC's decisions. The PC can't make decisions on matters which are not before it, by which I mean that the subject is not on the agenda. Requests or challenges should be made by contacting the Clerk and they will then be considered by the PC. Members of the public may ask questions for clarification of the topic under discussion during the meeting, but may not engage in a debate with councillors. The PC makes its decisions by majority vote and all councillors have a duty to respect them, whichever way they voted when the decision was made. All councillors represent the whole community – this is not a warded council so we do not have representatives for various parts of the parish or for various groups within it.</p>	
548	<p><u>APOLOGIES AND REASON FOR ABSENCE</u> Apologies were received from DCllr L Pearson. CCllr R Oxby had reported that he would arrive late.</p>	
549	<p><u>DECLARATIONS OF INTEREST ON ANY ITEM ON THE AGENDA</u> None received</p>	
550	<p><u>MINUTES</u> 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 11 August 2020 be taken as read and signed as correct.</p>	
551	<p><u>CO-OPTION FOR VACANCIES</u> There is currently one vacant seat on the PC and there has been one application from Mr Martin Duff. It was proposed by Cllr N. Faulkner, seconded by Cllr E Murray and it was RESOLVED that Mr Duff be co-opted to a Member of the Parish Council. Acceptance of Office form will be issued to Mr Duff for signature, at which point he will become Cllr M Duff. Register of Members' Interests and other documentation will be forwarded to Mr Duff for completion in line with legislation.</p>	Clerk
552	<p><u>SOCIAL CLUB TRADING AS RIPON ARMS</u></p>	

	<p>To consider any action required following notification from the Licencing Officer at NKDC, regarding a report of possible breach of the Premises Licence and of Covid-19 Arrangements.</p> <p>The PC, as the Licensee, has been advised by the Licencing Officer that no actual breach of licence conditions has been identified. Assurances have been received from the Chairman of the Ripon Arms Committee that the bar staff are properly trained and aware of their responsibilities.</p> <p>With regard to the alleged breaches of Covid-19 requirements, the Chairman of the Ripon Arms Committee has assured the Chair of the PC that the Committee does understand the requirements placed upon it and will abide by those requirements.</p> <p>It was agreed that no further action is required at this time.</p> <p>It was noted that if any member of the public is concerned by a possible breach of social distancing by any hirer at any time, they should raise that with the person in charge of the hire at the time so that it can immediately be addressed.</p>	
553	<p><u>ALLOCATION OF PORTFOLIOS FOR PARISH COUNCILLORS</u></p> <p>It was agreed that portfolios be allocated as follows:</p> <ul style="list-style-type: none"> a) Financial Matters, Budget and Policy: It was agreed that this be deferred until a further meeting b) Planning: It was agreed that this be deferred until a future meeting. c) Admin/Staff Matters: Cllr M Clarke and Cllr V Marshall. d) Community Police Panel: Cllr V Marshall. 	
554	<p><u>REPORTS OF REPRESENTATIVES</u></p> <ul style="list-style-type: none"> a) Local Police – Police report are available to see online at: https://www.police.uk/ b) District Councillors – DCllr N Byatt gave a brief verbal report. DCllr Laura Pearson had submitted a written report which has been posted to the PC website. c) County Councillor – CCllr Oxby had submitted his report by email, which had been posted onto the website. He gave a brief verbal update. 	
555	<p><u>PARISH CLERK</u></p> <ul style="list-style-type: none"> a) The Parish Council noted the Clerk’s Reports which had been circulated previously. Items discussed further: <ul style="list-style-type: none"> a)1 xi. It was agreed that Cllr N. Faulkner’s offer to provide a Christmas tree at no cost to the PC be accepted. Details of where, and in what form, it should be located tbc. a) 3. It was agreed that the PC join the LALC ATS for the remainder of the year, at an approximated cost of £120. <p>It was agreed that acceptance of the LALC offer for reduced Zoom subscription be rejected, as access to training could be achieved at no cost.</p> <ul style="list-style-type: none"> b) The Parish Council noted the Financial Reports which had been circulated previously. 	Clerk
556	<p><u>NOCTON HUB – FINAL REFURBISHMENT</u></p> <ul style="list-style-type: none"> a) Cllr M Kaye gave a verbal report regarding the progress of the project, which is now completed pending snagging, fencing and other minor issues. It was noted that the builder’s bags currently blocking access to the overflow carpark will be a hinderance to the contractor laying the carpark finish. It was stated by the Chair that this is not expected to be a problem at 	

	that time however the issue will be monitored	
	<i>CCllr R Oxby arrived at this point (19:37) and at the Chair's discretion it was agreed to hear his report at this point (see minute 554c).</i>	
556	<p>b) Cllr P Johnston-Davis gave a verbal report.</p> <p>i. Bookings are expected to achieve £900 in September</p> <p>ii. A donation from the Co-op Community champions Scheme is expected to be 4 figures.</p> <p>iii. Plusnet telephone now expected 27 September. WiFi is expected to follow the following week.</p> <p>iv. Additional cleaning staff are required to cover holidays/sickness etc. It was agreed that Cllr P Johnston-Davis source 3 quotes from commercial cleaning companies and to investigate any individuals who could be taken on as PC staff. It was noted that additional payroll costs of £5 per person per month would be incurred.</p> <p>v. Hire agreements are still outstanding for some groups, including the Social Club t/a Ripon Arms.</p> <p>vi. It was noted that the Working Group has lost another member and a second is due to stand down shortly.</p> <p>vii. The Chair called for vote of thanks to the Working Group.</p> <p>c) It was agreed that a formal Security Policy for the management of the alarm is required. Cllr M. Kaye will submit his views/suggestions for PC consideration.</p> <p>d) Cllr N. Faulkner volunteered to take on the Snagging List for final works.</p> <p>i. Cllr V Marshall reported that she had some additional snagging and would email the Chair direct.</p> <p>ii. It was noted that the Defibrillator is currently compromised by a parking space and lack of adequate lighting. It was agreed that this issue be discussed with the contractor in the first instance to enable an informed decision to be regarding action required.</p> <p>iii. It was agreed that notification of completion of the project be sent to the Planning Department, in order to comply with the requirements of the Tree Officer's conditions.</p> <p>e) It was noted that further definition of the true costs of contractor's invoice number 1214 is underway and that the Clerk has been awaiting any reply from Maher Millard.</p>	<p>p.j-d.</p> <p>p.j-d</p> <p>m.k.</p> <p>n.f.</p> <p>v.m.</p> <p>clerk/ n.f.</p> <p>clerk</p> <p>clerk</p>
557	<p><u>NOCTON HUB – MANAGEMENT GROUP AND USER GROUP</u></p> <p>a) Hub Management Group (HMG). It was proposed by Cllr V Marshall, seconded by Cllr N. Faulkner and it was RESOLVED by majority vote that a formal Hub Management Group be created to arrange and oversee the daily running of the building.</p> <p>b) It was agreed that Terms of Reference be set up for HMG. The Chair volunteered to source this.</p> <p>c) Hub User Group (HUG) It was agreed in principle to the setting up of a group. It was noted that GDPR should be considered.</p>	<p>all</p> <p>e.m.</p> <p>all</p>
558	<p><u>CHARITABLE STATUS</u></p> <p>It was agreed that further investigation is required and that an alternative route to the costly Solicitors' quotes be sourced.</p>	
559	<p><u>WELCOME BOOKLET</u></p> <p>It was agreed the ask that a member of the community may consider taking this on and that the request would be posted onto the What's On in Nocton facebook</p>	p.j-d.

	page.	
560	<p><u>PLANNING APPLICATIONS AND ISSUES</u></p> <p>a) The Parish Council considered the following applications:</p> <ul style="list-style-type: none"> i. 20/0829/FUL Land North Of The Park Potterhanworth ii. 20/0998/FUL Hanworth Country Park Station Road Potterhanworth iii. 20/1063/PNH 18 Queensway Potterhanworth Lincoln Lincoln iv. 20/1008/VARCON Hanworth Country Park Station Road Potterhanworth v. 20/0698/FUL Plot Adjacent The Conifers Barff Road Potterhanworth – amendment vi. 20/1007/FUL Hanworth Country Park Station Road Potterhanworth <p>b) The following planning decisions were noted:</p> <ul style="list-style-type: none"> i. 20/0641/FUL 10 The Park Potterhanworth – refused ii. 20/0339/HOUS Leander Moor Lane Potterhanworth - approved iii. 20/0163/FUL Land To The Rear Of The Old Post Office Main Street Nocton – refused 	
561	<p><u>PROGRESS REPORTS OF PARISH COUNCILLORS</u></p> <p>a) Cllr P Johnston-Davis reported that no comments had been received from other Cllrs regarding the proposed press release relating to the WREN/FCC grant and that the Clerk could now circulate this to her list of Press contacts.</p> <p>b) Cllr M. Kaye had previously suggested (25/05/2017, minute 32) that comment be made on all Nocton applications, including supportive comments; It was agreed that this would be an ongoing response to applications.</p>	<p>clerk</p> <p>clerk</p>
562	<p><u>TRAINING FOR COUNCILLORS</u></p> <p>The Chair stated that training is essential to ensure that legal requirements are followed, and that Councillors understand their responsibilities, duties and powers. It was noted that all councillors are asked to liaise with the Clerk to book onto appropriate training, particularly new colleagues.</p> <p>It was noted that the terms of the PC Standing Orders require Cllrs to undertake appropriate training before undertaking specific Portfolio roles.</p>	All
563	<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 13 October at The Hub, Main Street, Nocton, 7pm.</p>	
	<p><u>PUBLIC QUESTIONS</u></p> <p>A member of the public asked if the DCllr could elaborate on arrangements for waste recycling and any action being taken regarding fly-tipping.</p>	
	There being no further business the Chair closed the meeting at 20:55	

Chair.....Date.....