**MINUTES OF THE ANNUAL**

**BURTON JOYCE PARISH COUNCIL MEETING**

**Held Tuesday 6TH May 2014**

**Carnarvon Rooms, Burton Joyce at 7.30pm**

**Present:** Cllrs P Blandamer, Cluff, Fife, Greenfield, Hazard, Hutt (Chair), Hyde, Potter & Wells

**In Attendance:** Jackie Dawn (Parish Clerk), and S Poole (GBC Cllr)

**14/768 Appointment of Chair**

 Cllr Hutt was duly elected Chair

**14/769 Appointment of Vice Chair**

 Cllr Cluff was duly elected Vice Chair

**14/770 Apologies:** Cllrs C Blandamer & J Johnson

**14/771 Declarations of Interest:** None received

**14/772 Minutes of Meeting held on 1st April 2014**

The Minutes of the meeting held on the 1st April 2014 were agreed as a true record and signed by the Chair.

**14/773 Information Update**

It was noted that the post of Deputy Parish Clerk had been advertised with a closing date of 23rd May 2014.

**14/774**  **Open Session for the Public – *meeting adjourned at 7.32pm***

In response to a query fromCllr Poole with regard to a legal challenge to permissions granted by GBC for a wind turbine in Stoke Bardolph, it was advised that the Parish Council had already discussed the option for requesting a judicial review but had rejected this due to prohibitive cost implications. Cllr Cluff advised the meeting that the 3 Villages Gala had been a success again this year. ***Meeting reconvened at 7.36pm***

**14/775 Committees & External Bodies**

It was ***resolved*** to maintain the current committee and working group structure. It was agreed that individual councillors should contact the Parish Clerk directly on any changes to committee membership.

**14/776 Areas of Responsibility**

The Parish Clerk advised that the majority of forms had been received back. Councillors who had not confirmed their preferred areas of responsibility were reminded to submit them by return in order that a schedule be prepared and the next stage agreed.

**14/777 Standing Orders**

It was ***resolved*** to adopt the Standing Orders as presented.

**14/778 Financial Regulations**

It was ***resolved*** to continue with current Financial Regulations pending the outcome of discussions at the next Finance & General purposes committee meeting with regard to electronic payments. Cllr Hyde provided a verbal report on a recent seminar he had attended on the Unity Trust Bank and CCLA Investment Fund and it was agreed that the options with regard to these items would also be discussed at F&GP and may impact on any revisions to the Financial regulations.

**14/779 Internal Audit Monitors**

It was ***resolved*** to appoint Cllrs P Blandamer, Hutt, Johnson & Potter as internal audit monitors for the year and it was further ***resolved***  that Cllr Johnson lead the audit monitoring team.

**14/780 Bank Mandate & Signatories**

It was ***resolved*** to continue with current Bank Mandate and signatories arrangements pending the outcome of discussions at the next Finance & General Purposes committee meeting with regard to potential changes of banking arrangements.

**14/781 Annual Parish Meeting and Annual Report**

The Parish Clerk confirmed arrangements for the Annual Parish Meeting which was to be held in Burton Joyce Library on Tuesday 13th May at 7.30pm. It was noted that the draft Annual Report would be circulated to Committee Chairs for comment before the end of the week.

**14/782 Budget Performance & Bank Reconciliation**

It was ***resolved*** to approve the schedule of cheque payments for April/May which had been tabled at the meeting. It was noted that the draft annual accounts would be available from Friday 9th May.

**14/783 Parish Council Review & Strategic Planning**

The Chair and Parish Clerk presented a verbal proposal with regard to inviting an external facilitator to meet with members to conduct a review of the Parish Council and to support the development of a revised strategic plan. It was noted that there had been a number of pressures with regard to volume and complexity of projects undertaken during the last two years and it would be timely to reflect how the Parish Council had performed both as individuals and collectively as a group. Following a brief discussion it was ***resolved*** to appoint an external facilitator to conduct a review and assist with a revised strategic plan. It was agreed that the Parish Clerk would co-ordinate meeting arrangements and advise accordingly.

**14/784 Correspondence**

 It was ***resolved*** to note the correspondence detailed as an attachment to the agenda and to consider the following items requiring decision/action:

1. **Mrs S O – Allotments:** It was ***resolved*** to authorise re-designation of allotment size and to make appropriate refund.
2. **Mr G J – Pedestrian Crossing:** It was ***resolved*** to write letter of support to Mr G J with regard to his proposals for installing a pedestrian crossing within the village.
3. **Mrs W C – Poplars Concessionary Rate:**  It was ***resolved*** to offer Mrs W C one sessions complimentary use of the pavilion and then to revert to the standard hire rate.
4. **Mrs D H – Dyke Maintenance:** It was ***resolved*** to refer the issues with regard to dyke maintenance to Notts County Council’s Highways Department.
5. **Notts County Council – Supporting Local Communities Fund:** It was ***resolved*** to note that the application for funding to support the village centre refurbishment and parking issues adjacent to the Roberts Recreation Ground had not been successful.
6. **Xylem Water Solutions:** It was ***resolved*** to approve the annual renewal cost for pump maintenance at the Poplars Sports Ground and to agree to a 3 year plan.
7. **Northern Construction:** It was ***resolved*** to note the donation made by Northern Construction to land a helicopter at the Poplars Sports Ground.

**14/785 Donations Request**

Members considered the request from Burton Joyce Primary School for funding to support their DARE programme and it was ***resolved*** to defer this item pending further action by Cllr Hazard.

**14/786 Public Toilet**

It was noted that a briefing paper on the current situation with regard to the transfer of ownership of the public toilet from the Borough Council to the Parish Council had previously been circulated. Following a lengthy discussion, it was:

1. ***Resolved***  to accept the formal transfer of the public toilet building from Gedling Borough Council and to designate authority to the Chair or Vice Chair and the Parish Clerk to sign the legal contract
2. ***Resolved*** to appoint the contractor who quoted £3,200 for the complete demolition of the building as per the specification provided
3. ***Resolved*** after full consideration of the potential risks, to authorise demolition of the building to be carried out prior to completion of legal transfer of building with the agreement of the Borough Council
4. ***Resolved*** to approve, in principle, to further develop proposal to grant annual licence to mobile refreshment unit on the Roberts Recreation Ground in return for meeting costs of mobile toilet provision. It was further agreed that a planning application be submitted in respect of this proposal.
5. ***Resolved*** to approve, in principle, to further develop proposal for an external provider to build and maintain a permanent refreshment and toilet unit on the Roberts Recreation Ground

**14/787 Committees**

1. **Amenities**: It was noted that there had been no formal meeting held in April.
2. **Planning:** It was resolved to receive minutes of the meeting held on 16th April 2014 and to note response to main modifications of the Aligned Core Strategy.
3. **Poplars Sports Ground**: It was noted that there had been no formal meeting held in April
4. **Finance & General Purposes**: It was noted that there had been no formal meeting held in April
5. **Community Engagement:** It was resolved to receive minutes of the meeting held on 8th April 2013 and to consider the recommendations contained therein:
	1. **Village Centre Refurbishment:** It was ***resolved not*** to pursue leasehold of forecourt opportunities with individual shop owners at this time
	2. **Youth Centre Provision:** It was ***resolved*** not to pursue a Community Right to Bid in respect of the United Reform Church building.

**14/788 Information Update**

 No additional items to those already discussed on the agenda.

***Meeting closed at 8.45pm***

***Date of Next Meeting: Tuesday 3rd June 2014***