

# The Village Council of Kings Clipstone



## **MINUTES of the Kings Clipstone Parish Council meeting held on Wednesday 11 October 2022 om The Shed, Squires Lane, Kings Clipstone**

**Present:** Cllrs P Bromley (In the Chair), C Bradford, A Stanley and M Smith

**In Attendance:** Lynda Ogilvie, Locum Clerk and Cllr S Carlton (NSDC and NCC)

### **1. Welcome**

Chair welcome everyone, and opened the meeting at 7.00 pm.

### **2. Apologies**

Cllr Hunt submitted apologies, which were accepted.

### **3. Declarations of Interests**

There were no Declarations of Interests.

### **4. To Approve the Minutes of the last meeting**

Minutes of the meeting held on 31 August 2022 were approved as a correct record.

### **5. County Council report**

Cllr Carlton advised members that Sean Brown (VIA) is now undertaking a different role, and his place has been taken by Aidan O'Connor. Cllr Carlton will drive round the area with Mr O'Connor to assess needs in the area, and meet with parish council members in due course.

There will be works on the railway bridge between 19-20 November with subsequent disruption to traffic.

### **6. District Councillors Report**

There have been reports of smells emanating from Sherwood Holiday Homes – this is being investigated.

The police may consider interactive signs to help address speeding issues in the area. Members commented that there appears no logic to speed limits in the area, and making these more uniform might improve the situation.

Consideration is being given to glass collection from homes.

## **7. Correspondence from residents**

One email had been received re Council documents on the website. This had been dealt with by Chair.

Another resident had approached the Chair regarding replacing the fence of her property and had been advised to contact VIA because of the location of the fence.

## **8. Village Councillors Reports**

The following items were reported:

- A resident had drawn attention to the signs for recent road closure were not well sited
- The picture in The Shed has been donated and Cllr Stanley asked for permission to get it framed. Members agreed a budget of up to £100 for this work.
- The footpath along the main road is too narrow – Cllr Carlton will investigate what can be done about this.

## **9. Questions/Statements from Members of the Public**

There were no questions from the public.

## **10. Planning applications, if any**

There were no planning applications to be considered.

## **11. Agenda Items to Discuss**

### 1. Update Defibrillator

The sum of £1000 has been made available from Cllr Calton's budget for a defibrillator so the purchase can proceed. Cllr Stanley reported that there is a long lead time for defibrillators, but that he has been advised that an iPad based model is available at a cost of £1245+VAT which is easier to maintain

### 2. Telephone Box

An offer has been made to refurbish the box, but this has not been done yet.

### 3. Christmas Trees and lights

Two trees are usually donated, and Cllr Stanley will follow up.

### 4. Halloween Friday 28 October

Flyers will be distributed, and volunteer supervisors are available.

### 5. Remembrance

Flag has been purchased and poppies will be displayed.

### 6. Games Club

A games club is being planned for after Christmas and the organisers would wish to use the Shed. Councillors were in favour of this, and will discuss a donation towards costs rather than a hire charge.

### 7. Tree Plaque

To be arranged for Jubilee tree.

## 8. Security Light

Better outside lighting for the Shed needs to be actioned quickly as the nights draw in. Cllr Smith will follow up.

## 9. Container

To be left until March.

## 10. Footpaths

Covered under Agenda item 8.

## 12. Finance Report

Invoice from Lynda Ogilvie for Locum Clerk duties, including audit preparation, during August and September for £320 was approved.

### 1. Audit

This has been completed, and no issues were raised by the External Auditor. The closure notices will be displayed.

### 2. Shed fund

This currently stands at approximately £2,150.

### 3. Bank

Approximately £11,000 in funds

### 4. Scribe Accounting system

This is a bespoke online accounting system for parish and town councils. Major advantages in using this system are that it will produce regular documents such as bank reconciliation, budget monitoring, information required for VAT claims etc. Individual councillors could also have access (though not administration rights) to view accounts as required. Cost is approximately £250 per annum. Members approved obtaining this system.

The budget for the next financial year will be added to the November Agenda for initial discussion, leading to the Council's precept request for the next year.

## 13. To discuss new Parish Clerk Advert

Chair advised Council members that it was generally considered that the salary offered should be in the region of £13.50-£15 per hour. Locum Clerk will forward the NALC generic job description to Chair for consideration and adaptation to the needs of Kings Clipstone Parish Council.

## 8. Finance

### a) To approve payment list

Members unanimously approved the payment list, which included the fee for the Internal Auditor (£30) and reimbursement of councillor expenses (£144.66)

### b) To approve bank reconciliation as at 31 March, 2022

Members unanimously approved the bank reconciliation as at 31 March 2022

### c) To approve internal auditor's annual report and note any recommendations

There were no recommendations made, and members approved the Internal Auditor's Report.

d) To complete, approve and sign Annual Governance Statement 2021-22, and Accounting Statements 2021-22

The Annual Governance Statement 2021-22 and Accounting Statements 2021-22 were approved.

e) To confirm the period for the exercise of public rights

Members approved the start date of 5 September 2022.

f) To approve the Fixed Asset register as at 31 March, 2022

The Fixed Asset Register was approved.

g) To consider Insurance value of assets

The current insurance value was considered to be appropriate. This will be monitored regularly in future.

h) To confirm that all required accounting information to be sent to the External Auditors

Members approved that the Chair will send all documents after they have been signed by the former RFO.

i) To consider and approve the variance report for 2021-22

Chair went through the variance report, and members unanimously approved the variance explanations.

## **9. Accounting Systems**

### To consider and approve the purchase of Scribe Accounting package for use by the Council year commencing 1 April, 2022

Chair explained that this is a bespoke system designed for parish and town councils. It provides all information which is required by audit and also automatically gives relevant figures for VAT reclaim, bank reconciliation, etc. It is cloud based, and therefore could be accessible by members other than the RFO. It would also provide an ongoing system which would keep PC accounting records available should there be a change of Clerk in the future. Costs are from £24 per month.

Members unanimously approved moving to this system, and this will be actioned as soon as practicable.

## **10. Recruitment of Clerk**

Chair reported that the vacancy has not been advertised yet. There is the possibility of a local candidate, and this will be explored before considering wider advertising.

## **11. Date of next meeting**

Members agreed that the next meeting will be Monday, 07 November 2022, 7.00 pm in The Shed, Squires Lane.

There being no further business, Chair thanked everyone for their attendance and closed the meeting at 8.30 pm

**Signed as a correct record**

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**Chair**

**Date**...7. November 2022.....