

CARLTON LE MOORLAND PARISH COUNCIL

Minutes of the Annual General Meeting of the Parish Council held on Wednesday 8th May 2024 in Carlton le Moorland Village Hall

Minute		Action
20/05/24	<p><u>ELECTION TO COUNCIL POSITIONS</u></p> <p>1.1 <u>Election of Chairman</u> - Cllr. E. Marland was nominated by Cllr A. Sceeny and Cllr. R. Garland and agreed to act as Chairman for the forthcoming year.</p> <p>1.2 <u>Election of Vice -Chairman</u> - Cllr. R. Garland was nominated by Cllr. E. Marland and Cllr. A. Sceeny and agreed to act as Vice-Chairman for the forthcoming year.</p> <p>1.3 <u>Councillor Area of Responsibility</u> Councillors agreed their areas of responsibility.</p> <p>THE COUNCIL THEN MOVED INTO PUBLIC SESSION</p> <p><u>Questions from Residents</u> There was a request for the parish council to investigate the purchase of some village signs at the entry points of the village.</p> <p>THE MEETING WENT INTO TO FORMAL SESSION</p>	

CARLTON LE MOORLAND PARISH COUNCIL

8th May 2024

Minute		Action
21/06/24	<p><u>PRESENT AT THE MEETING</u> Cllrs E. Marland (Chairman), A. Sceeny, M. Frost, F. Jacques, M. Waring, County Cllr. Overton, 1 member of the public and the clerk.</p>	
22/06/24	<p><u>APOLOGIES FOR ABSENCE</u> There were apologies from Cllr. Hutchinson which were accepted.</p>	
23/06/24	<p><u>DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND OUTLINED IN THE COUNCILS CODE OF CONDUCT</u> Cllr. Sceeny declared an interest at item 6 – Village Hall and item 10 – Allotments, Cllr. Jacques declared an interest at item 7 – Village Hall, item 8 – Pond, item 9 – Playing Field, item 10 - Allotments and item 12 – Grass Cutting and Cllr. Frost declared an interest at item 10 – Allotments.</p>	
24/06/24	<p><u>CONSIDERATION OF ITEMS TO BE DISCUSSED IN CLOSED SESSION</u> There were no matters to consider.</p>	
25/06/24	<p><u>TO APPROVE THE NOTES OF THE PREVIOUS MEETING</u> The minutes of the last Parish Council meeting held on 10th April 2024 were then proposed by Cllr. Garland, seconded by Cllr. Jacques and agreed by all to be a true record. The notes of the Annual Parish meeting held on 10th April 2024 were reviewed and approved for accuracy only.</p>	
26/06/24	<p><u>MATTERS ARISING FROM THE MINUTES</u> There were no matters arising.</p>	
27/06/24	<p><u>VILLAGE HALL</u> <u>i)Energy Working Group Report</u> a) Solar Panels – the order had been placed with UK Alternative Energy however the members were asked whether they would consider the purchase of a new inverter to enable monitoring of both sets of solar panels at once rather than separately. The additional cost was £1133. After further discussion, it was proposed by Cllr Garland, seconded by Cllr Waring and approved by all councillors to purchase the new inverter and the additional funding would be taken from the Village Hall Development reserves. <u>ii)Other Hall Matters</u> a) Hand dryers – Cllr. Jacques had made the repairs to the wall in the ladies' toilets and the acrylic sheet was on order for the splashback – the price was £92.20. b) MCL ceiling air condition units – an order had been placed for wifi adaptors, but despite contacting the company nothing further had been heard. The clerk would contact again. c) Gutters – these require cleaning, and the clerk would make further enquiries on a company who can deal with commercial buildings.</p>	<p>Cllr Sceeny to contact UKAE</p>
28/06/24	<p><u>POND AND SURROUNDING AREA IN SANDS LANE</u> Cllr. Jacques reported on the work of the volunteers during the last month.</p>	
29/06/24	<p><u>PLAYING FIELD</u> a) Cllr Jacques confirmed the work completed by the volunteers from the maintenance list. Further research would be undertaken on some of the caps/fittings identified. b) The clerk had found a supplier of the type of swings required. Further grants would now be sourced to fund replacement swings.</p>	

CARLTON LE MOORLAND PARISH COUNCIL

8th May 2024

Minute		Action
	<p>THE PARISH COUNCIL SUSPENDED FORMAL PROCEEDINGS FOR A REPORT FROM COUNTY COUNCILLOR MARIANNE OVERTON Cllr Overton reported on the re-election of the Police Crime Commissioner Marc Jones, the Devolution deal and the latest Solar farm information.</p> <p>THE PARISH COUNCIL RESUMED FORMAL COUNCIL BUSINESS.</p>	
30/07/24	<p><u>ALLOTMENTS</u> Allotment tenancies had been confirmed for 2024/5 and Cllr. Frost had contacted a resident on the waiting list with regards meeting to view half plot 5(e).</p>	Cllr. Frost
31/07/24	<p><u>HIGHWAYS AND FOOTWAYS</u> Speed Indication Device – the SID had been located in Sands Lane since 22nd March with data collected from both directions. The SID would be recharged in the coming week and data downloaded for analysis.</p>	
32/07/24	<p><u>GRASS CUTTING AND MOLE WORK</u> There was nothing to report.</p>	
33/07/24	<p><u>PLANNING</u> 24/0488/HOUS – Cherry Trees, Church Street – Erection of single storey extension to rear and new front door – there were no comments from the council on this application.</p>	
34/07/24	<p><u>RESILIENCE PLAN</u> Cllr Marland would update the council at the meeting in July.</p>	EM
35/07/24	<p><u>NEWSLETTER</u> The newsletter had been prepared and would be updated following the meeting. The final copy would be sent to the printers.</p>	
36/07/24	<p><u>POLICY REVIEW</u> Village Hall Lettings Policy – a number of adjustments would be made to the policy and circulated to members.</p>	
37/07/24	<p><u>CORRESPONDENCE</u> NKDC Waste Collection charge for waste bins at hall – the information was received after the last meeting and would apply from 1.4.24. It was agreed to return the purple lidded bin due to lack of use. All other correspondence had been circulated to members prior to the meeting.</p>	
38/07/24	<p><u>FINANCE</u></p> <p>1. <u>Audit of Accounts 2023-24</u></p> <p>i) Annual Governance Statement 2023-24 The Annual Governance Statement was read, proposed by Cllr. Garland, seconded by Cllr. Frost and agreed by the Council. The document would be signed by the Chairman.</p> <p>ii) Accounting Statement 2023-24 The Accounting Statement had been circulated, was proposed by Cllr. Waring, seconded by Cllr. Garland and agreed by the Council. The document would be signed by the Chairman.</p> <p>iii) Annual Internal Audit 2023-24 The council extended thanks to John Shaw for his work to complete the internal audit of the accounts for the 2023-24 financial year,</p>	

CARLTON LE MOORLAND PARISH COUNCIL

8th May 2024

Minute		Action																																																										
39/08/24	<p><u>FINANCE (Continued)</u></p> <p>2. <u>Finance Report and Bank Reconciliation May 2024</u> The Income and Expenditure Accounts had been circulated and the Finance report summary presented was accepted. The balances on the accounts as of 1st May 2024 were as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr><td>Treasurer's Account</td><td style="text-align: right;">£2,047.30</td></tr> <tr><td>Village Hall Account</td><td style="text-align: right;">£8,673.80</td></tr> <tr><td>Savings Account</td><td style="text-align: right;">£43,000.85</td></tr> <tr><td>Village Hall Development Fund – Fundraising</td><td style="text-align: right;">£12,624.13</td></tr> <tr><td>TOTAL</td><td style="text-align: right;">£66,346.08</td></tr> </table> <p>3. <u>Payment of Accounts</u> The following accounts were approved for on-line payment during May:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr><td>Clerk's Admin Expenses – April 2024</td><td style="text-align: right;">£10.00</td></tr> <tr><td>CB Grounds Maintenance - Grass Cutting April 2024</td><td style="text-align: right;">£115.00</td></tr> <tr><td>M. Harwood - Litter picking & Handyperson April 2024</td><td style="text-align: right;">£40.00</td></tr> <tr><td>Clear Local Councils – Parish Insurance (3-year deal)</td><td style="text-align: right;">£853.86</td></tr> <tr><td>Amazon – Ink cartridge</td><td style="text-align: right;">£28.00</td></tr> <tr><td>Bank charges 4/4-3/5/24</td><td style="text-align: right;">£8.00</td></tr> <tr><td>Clerks Salary May 2024</td><td style="text-align: right;">£341.04</td></tr> <tr><td>Microsoft - Software subscription May 2024</td><td style="text-align: right;">£12.36</td></tr> <tr><td>Sue North - Cleaning of Hall April 2024</td><td style="text-align: right;">£156.00</td></tr> <tr><td>Hall Hire Cancellation (Deposit) 24.8.24–N. Henderson</td><td style="text-align: right;">£100.00</td></tr> <tr><td>Hall Hire Deposit Refund 28.4.24 – K. Heath-Tilford</td><td style="text-align: right;">£68.00</td></tr> <tr><td>Trent Plastics – 2 x Acrylic Sheets (splashbacks)</td><td style="text-align: right;">£92.20</td></tr> <tr><td>Lindum Fire Services – 6 month fire alarm test</td><td style="text-align: right;">£96.00</td></tr> <tr><td>Harveys Window Clean – March 2024</td><td style="text-align: right;">£20.00</td></tr> <tr><td>Brook & Mayo – 5-year EICR Report</td><td style="text-align: right;">£545.10</td></tr> <tr><td>Screwfix – adhesive for hand dryer repairs</td><td style="text-align: right;">£3.99</td></tr> <tr><td>Amazon – floor tape for cloakroom area</td><td style="text-align: right;">£5.44</td></tr> <tr><td>The Range – Brackets for equipment storage</td><td style="text-align: right;">£1.18</td></tr> <tr><td>ESPO – Cleaning Materials</td><td style="text-align: right;">£91.19</td></tr> <tr><td>Sainsbury's – electrician gift in lieu of callouts to VH</td><td style="text-align: right;">£13.00</td></tr> <tr><td>Bank charges 4/4-3/5/24 Village Hall A/C</td><td style="text-align: right;">£8.00</td></tr> <tr><td>BT Broadband Contract (monthly £19.45 plus VAT)</td><td style="text-align: right;">£26.18</td></tr> <tr><td>Octopus Monthly Electricity 1/4 - 30/4/24</td><td style="text-align: right;">£287.28</td></tr> <tr><td>Wave Water 1/5/24</td><td style="text-align: right;">£30.00</td></tr> </table>	Treasurer's Account	£2,047.30	Village Hall Account	£8,673.80	Savings Account	£43,000.85	Village Hall Development Fund – Fundraising	£12,624.13	TOTAL	£66,346.08	Clerk's Admin Expenses – April 2024	£10.00	CB Grounds Maintenance - Grass Cutting April 2024	£115.00	M. Harwood - Litter picking & Handyperson April 2024	£40.00	Clear Local Councils – Parish Insurance (3-year deal)	£853.86	Amazon – Ink cartridge	£28.00	Bank charges 4/4-3/5/24	£8.00	Clerks Salary May 2024	£341.04	Microsoft - Software subscription May 2024	£12.36	Sue North - Cleaning of Hall April 2024	£156.00	Hall Hire Cancellation (Deposit) 24.8.24–N. Henderson	£100.00	Hall Hire Deposit Refund 28.4.24 – K. Heath-Tilford	£68.00	Trent Plastics – 2 x Acrylic Sheets (splashbacks)	£92.20	Lindum Fire Services – 6 month fire alarm test	£96.00	Harveys Window Clean – March 2024	£20.00	Brook & Mayo – 5-year EICR Report	£545.10	Screwfix – adhesive for hand dryer repairs	£3.99	Amazon – floor tape for cloakroom area	£5.44	The Range – Brackets for equipment storage	£1.18	ESPO – Cleaning Materials	£91.19	Sainsbury's – electrician gift in lieu of callouts to VH	£13.00	Bank charges 4/4-3/5/24 Village Hall A/C	£8.00	BT Broadband Contract (monthly £19.45 plus VAT)	£26.18	Octopus Monthly Electricity 1/4 - 30/4/24	£287.28	Wave Water 1/5/24	£30.00	
Treasurer's Account	£2,047.30																																																											
Village Hall Account	£8,673.80																																																											
Savings Account	£43,000.85																																																											
Village Hall Development Fund – Fundraising	£12,624.13																																																											
TOTAL	£66,346.08																																																											
Clerk's Admin Expenses – April 2024	£10.00																																																											
CB Grounds Maintenance - Grass Cutting April 2024	£115.00																																																											
M. Harwood - Litter picking & Handyperson April 2024	£40.00																																																											
Clear Local Councils – Parish Insurance (3-year deal)	£853.86																																																											
Amazon – Ink cartridge	£28.00																																																											
Bank charges 4/4-3/5/24	£8.00																																																											
Clerks Salary May 2024	£341.04																																																											
Microsoft - Software subscription May 2024	£12.36																																																											
Sue North - Cleaning of Hall April 2024	£156.00																																																											
Hall Hire Cancellation (Deposit) 24.8.24–N. Henderson	£100.00																																																											
Hall Hire Deposit Refund 28.4.24 – K. Heath-Tilford	£68.00																																																											
Trent Plastics – 2 x Acrylic Sheets (splashbacks)	£92.20																																																											
Lindum Fire Services – 6 month fire alarm test	£96.00																																																											
Harveys Window Clean – March 2024	£20.00																																																											
Brook & Mayo – 5-year EICR Report	£545.10																																																											
Screwfix – adhesive for hand dryer repairs	£3.99																																																											
Amazon – floor tape for cloakroom area	£5.44																																																											
The Range – Brackets for equipment storage	£1.18																																																											
ESPO – Cleaning Materials	£91.19																																																											
Sainsbury's – electrician gift in lieu of callouts to VH	£13.00																																																											
Bank charges 4/4-3/5/24 Village Hall A/C	£8.00																																																											
BT Broadband Contract (monthly £19.45 plus VAT)	£26.18																																																											
Octopus Monthly Electricity 1/4 - 30/4/24	£287.28																																																											
Wave Water 1/5/24	£30.00																																																											
40/08/24	<p><u>ANY OTHER BUSINESS</u></p> <p>The clerk would remind NKDC to remove all election equipment which was taking up space in the green room.</p>																																																											
41/08/24	<p><u>DATE AND TIME OF NEXT MEETING</u></p> <p>The next Parish Council meeting would take place at 7.45pm on Wednesday 12th June 2024. The meeting closed at 9:15pm.</p>																																																											