

# COLLINGHAM *Parish Council*

## MINUTES OF THE COLLINGHAM ANNUAL PARISH COUNCIL MEETING held at 6.15 pm on 25 MAY 2023 at the Youth & Community Centre, Low Street, Collingham

Present: Councillors: S Blagg, L Curran, R Fabian (Chair), G French, S Gray,  
I Orme, K Walker and J Wilson

Clerk: Caron Ballantyne

Assistant Clerk: Mary-Ann Horley

In Attendance: 0 member of the public

- 56 To receive Declaration of Acceptance of Office Forms from all Councillors**  
Forms were duly received from all councillors in attendance and had been received prior to the meeting from those unable to attend
- 57 To elect the Chair of the Council and to receive the Declaration of Acceptance of Office**  
Cllr R Fabian was proposed, seconded and duly elected as chair and signed the declaration of acceptance
- 58 Declaration of intent to record, film or photograph the meeting by members, members of the public or the press**  
None
- 59 To receive Declaration of Interest Forms for all Councillors**  
Forms received. Clerk to publish to the website and send to Newark & Sherwood District Council. Missing forms to be sent to Clerk as soon as is possible.
- 60 To receive apologies for absence**  
Apologies were received from Councillors Davis and Haberton, resolved unanimously to accept the reasons for absence  
Apologies received from District Councillor Dales, noted
- 61 To receive any declarations of interest**  
None
- 62 To receive:**  
➤ **And approve the Minutes:** of the Parish Council Meeting of 27 April 2023, previously circulated to members. These were accepted as a true record and were signed by the Chair
- 63 Election of Officers**
- Nominations for the office of Vice Chairs  
Councillors Gray and Orme were proposed, seconded and duly elected

**64 To consider if criteria to declare the General Power of Competence are met and to declare the General Power of Competence if met**

Criteria to be considered:

- No less than two thirds of councillors must have been elected – all 10 Councillors duly elected
- The Clerk to be CiLCA qualified after 2012

Resolved unanimously that both criteria are met, therefore the Parish Council declares the General Power of Competence

**65 Determination of Councillors responsibilities**

- Finance – Resolved unanimously that the current bank reconciliation process, whereby it is approved each month by a pair of councillors in rotation, would continue
- Planning – Resolved unanimously that this will be split into:
  - Planning applications – Cllrs Haberton and Curran
  - Newark & Sherwood District Council Policy – Cllrs Haberton & French
  - Nottinghamshire Policy – Cllr Blagg
  - Lincolnshire Policy – Cllr Blagg
  - Central Government Policy – Cllrs Haberton and Fabian
- Fleet Articles – resolved unanimously that the current process, whereby it is done by a pair of councillors in rotation, would continue and the rota was agreed

**66 Review Groups and Review Terms of Reference**

- Community Park Advisory Group – Skate Park  
This Terms of Reference remain unchanged  
Resolved that Cllrs Fabian and Haberton would continue to be on this group along with the Assistant Clerk
- Emergency Advisory Group  
This group now meets on an adhoc basis as required and continues to try and engage with those living in flood houses. Resolved that the Terms of Reference should remain unchanged.  
Resolved that all Councillors could attend this group along with the Clerk
- Speedwatch  
New volunteers are continually being sought to help with this.  
Resolved that Cllrs Blagg and Gray would continue to be on this group along with the Assistant Clerk
- Lighting  
Resolved that all Councillors and the Clerk would continue to undertake this activity, with all issues being reported through the clerks to provide an audit trail
- Footpaths and Countryside  
Resolved that Cllr Fabian and Curran would undertake this role along with the Clerk to liaise with NCC
- Cemetery  
The Role of Burial Authority would continue to be undertaken by the Clerk  
The cemetery advisory group would continue to be undertaken by Cllr Fabian and would be joined by Cllr Gray and would meet when required
- Flag and Flagpole  
Resolved that Jane Guest would continue in this role along with support from the Scouts and Guides.
- Archives  
Resolved that the Clerks would continue this role, in liaison with any member of the Council as may be required.

- Noticeboard monitoring  
Resolved this is a task for all councillors
- Collingham Website and Social Media  
Resolved that the Assistant Clerk would continue in this role
- Station Adoption, all councillors to continue with this
- Flood Warden – Existing Wardens would continue in the role, others may be added later as they come forward
- Newark Healthy Communities Group  
District Councillor Dales to take on this role

## 67 Appointment of Representatives of other bodies

### Formal

- Collingham Youth and Community Association – Resolved that Cllr Fabian would continue in this role and would be joined by Cllrs French and Gray
- Newark Municipal Charity – Resolved that M Lloyd would continue in this role for the appointed 4 year term
- The Fleet – Resolved that the Assistant Clerk would take on this role
- Memorial Hall Committee – Resolved that Cllrs Davis & Fabian would take on this role
- Tarmac Liaison Committee
  - Besthorpe - Resolved that Cllrs Blagg and Walker would represent the Parish Council
  - Langford – Resolved that Cllrs Blagg would continue to represent the Parish Council and be joined by Cllr Walker
- Safer Neighbourhood Group – Resolved that all Councillors could be involved in this group
- Library Liaison – Resolved that Cllrs Fabian and Haberton would continue in this role along with the Clerk
- Trent Valley Trail – Sustrans – Resolved that Cllrs Fabian and Blagg would continue in this role
- Nottingham to Lincoln Stakeholders Board – resolved that the assistant clerk would represent the Parish Council
- Nottinghamshire Wildlife Trust (Parish Field) – Resolved that Cllr Fabian and the Clerk would continue in this role
- William Bailey House, Not so Mobile Library – Resolved that Clerks would continue in this role

### Informal

- Business Club – Resolved that Cllr Orme would take on this role
- Collingham and District Gardening Association – Resolved that Cllr Orme would take on this role
- Collingham and District History Society – Resolved that the Clerk would continue in this role
- Sports Clubs and Associations including:
  - Football Club – Resolved that Cllr Blagg would continue this role
  - Cricket Club – Resolved that Cllr Davis would take on this role
  - Tennis Club - Resolved that Cllr Davis would take on this role
  - Bowls Club - Resolved that Cllr Fabian would take on this role
- Baby and Toddler Group – Resolved that Cllr Haberton would continue in this role
- Collingham Pre-School - Resolved that Cllr Davis and Clerk would undertake this role
- John Blow School - Resolved that Cllr Davis would take on this role
- Scouts, Guides and Phoenix Centre - Resolved Cllrs Orme, Wilson and

Assistant Clerk would undertake this role

- Royal British Legion – Resolved that the Clerk would continue in this role
- Community Orchard - Resolved that Cllr Blagg would take on this role
- Allotments - Resolved that Cllrs Blagg and Curran would take on this role
- Friends of Collingham Station - Resolved that all councillors continue in this role along with volunteers. The adoption of the station by the Parish Council has helped with engagement.
- Collingham Singers – Cllr Fabian to take on this role
- Collingham Women’s Institute – Resolved Cllr French would take on this role
- William Bailey Social Club - Resolved that Cllr Blagg would undertake this role
- Community Connect (tenants & residents) (WBH quarterly) – Resolved that Cllr Fabian and Assistant Clerk would take on this role
- Collingham Agricultural Show – Resolved that Cllr Wilson would undertake this role
- Young Farmers – Resolved that Cllr Wilson would undertake this role
- Churches Together - Resolved that Cllr Wilson would undertake this role
- Ramblers – Resolved that Cllrs Fabian & Haberton would undertake this role
- Men in Sheds – Resolved that Cllr Blagg would undertake this role
- Village Care - Resolved that the Clerk would undertake this role
- Collingham Rural Advice Centre - Resolved that District Councillor Dales would undertake this role on behalf of the Parish Council
- U3A - vacant

**68 Review and Adopt the Standing Orders of Collingham Parish Council**

Resolved unanimously to accept all changes proposed

**69 Review and Adopt the Financial Regulations of Collingham Parish Council, including tenders and contract awards**

Resolved unanimously to accept all changes proposed

**70 Review the scheme of delegation**

Resolved unanimously to accept all changes proposed

**71 Review Existing Signatories and Recommend changes as required**

Resolved unanimously to accept all changes proposed

**72 Review and Adopt the Risk Register**

Resolved unanimously to accept all changes proposed

**73 Review and Adopt Policies of Collingham Parish Council**

- Flood Signage Scheme – resolved to adopt
- Sky Lanterns and Helium Balloon releases – resolved to continue to adopt NSDC policy
- Community Facilities Grant – resolved to adopt with proposed changes
- Councillors Allowance – resolved adopted in February and therefore no changes required at this time
- Dignity at Work – resolved to adopt with proposed changes
- Equality and Diversity – resolved to adopt with proposed changes
- Expenses – resolved to adopt with proposed changes
- Financial Reserves – resolved to adopt with proposed changes
- Health and Safety policy – resolved to adopt with proposed changes
- Section 137 Grant – resolved to adopt with proposed changes
- Social Media – resolved to adopt with proposed changes

- Training and Development – resolved to adopt with proposed changes
- Tree Safety – resolved to adopt with proposed changes
- Volunteers – resolved to adopt with proposed changes

**74 Review and Adopt Procedures of Collingham Parish Council**

- Code of Conduct for Members – resolved to adopt with proposed changes
- Community Engagement Statement of Intent – resolved to adopt with proposed changes
- Complaints – resolved to adopt with proposed changes
- Disciplinary and Dismissal– resolved to adopt with proposed changes
- Managing Community Park Maintenance – resolved to adopt with proposed changes
- Document Publication scheme – resolved to adopt with proposed changes
- Protocol to be followed for works to Council land or buildings – resolved to adopt with proposed changes

**75 Consider the General Data Protection Regulations and adopt documentation required to evidence commitment to compliance**

- Privacy Notice – Resolved to adopt – all councillors to ensure this link is on their email signatures
- Data Protection Policy – resolved to adopt with proposed changes
- Data Breach Policy – resolved to adopt with proposed changes
- Records Retention Policy – resolved to adopt with proposed changes
- Subject Access Requests Procedure – resolved to adopt with proposed changes
- Security Compliance Checklist – resolved to adopt, all Councillors to complete and submit to the clerk

**76 Review Risk Assessments**

- Litter Picking – resolved to adopt
- Lone Working – resolved to adopt
- Speed Watch – resolved to adopt
- Surveying PROW (NCC) – resolved to continue to adopt NCC policy

**77 To review Previous and Consider Action Plan for the next year**

Resolved to accept the proposed updates and additions

**78 Appoint Internal Auditor for the year 2023/24**

Resolved unanimously that a new Auditor is engaged for good governance. The existing auditor to be thanked for the 7 years work undertaken

**79 Appoint Members to serve on the Staffing Panel**

Resolved that Cllr Gray and Cllr Haberton would continue in the role and S Blagg would shadow for this year

**80 Review the Asset Register and the Parish Council Insurance Policy**

Insurance policy is on the basis of the asset register, which is updated as assets are acquired

Resolved that the asset register was a true and accurate record and would continue to be provided to the insurer annually

**81 Review of the councils subscriptions to other bodies:**

- NALC – National Association of Local Councils
- SLCC – Society of Local Council Clerks
- ICO – Information Commissioners Office (mandatory)
- Microsoft Office
- RCAN – Rural Communities Action Nottinghamshire
- UKnetweb – Website Domain Name
- 1&1 – Email Hosting
- Community Rail Network

Resolved that NALC, SLCC, RCAN and Community Rail Network are of great assistance and should therefore continue

Resolved that ICO is mandatory and must therefore continue

Resolved that a website is essential to meet the transparency code and criteria for the Local Council Award Scheme. The domain names are linked to the email accounts which is in accordance with best practice with all Councillors having Parish email accounts and should therefore also continue

**82 Review Standing Orders and Direct Debits**

Resolved that these were accepted as these were regular amounts paid each month and had all been agreed at previous meetings prior to set up and are all still required

Meeting closed 19:30pm