

## Rolleston Parish Council

### Minutes of Rolleston Parish Council meeting held on Monday 18<sup>th</sup> September at 7.30pm at Holy Trinity Church, Rolleston

Present:

Cllr B Steele (in the Chair) **BS**

Cllr P Colman **PC**

Cllr M Gemson **MG**

Cllr J Geraghty **JG**

Cllr S Saddington **SS** (not in attendance)

Cllr K Melton **KM** (arrived at 20.15pm)

4 members of the public including Denise Bryant and Maria Parslow. During the meeting Denise Bryant was formally approved to become the Rolleston PC Clerk and Maria Parslow was co-opted onto the Council.

Agenda		
<b>Chairs Welcome</b> The chair welcomed everyone to the meeting and apologised for the change of dates and location. The Chair also thanked the Holy Trinity Church for allowing the meeting to be held in the church. Cllr Colman was also thanked for the last-minute organisation.		
<b>1</b>	<b>Apologies for absence</b> To receive apologies for absence and approve reasons. No apologies received.	
<b>2</b>	<b>Declarations of interest.</b> To receive disclosures of pecuniary and non-pecuniary interests pursuant to Section 31 Localism Act 2011 from councillors on matters considered at this meeting.  Cllr Geraghty declared an interest in the payroll Bureau discussion	
<b>3</b>	<b>Approve the minutes of the meeting held on Monday, 3<sup>rd</sup> July 2023</b> Approval of the minutes by the Council and signature by the Chair as a correct record The minutes were approved and signed by the Chair as a correct record.	
<b>4</b>	<b>Matters arising not on the agenda.</b> <b>Land in front of the phone box:</b> - The Council approved the inclusion of the land in front of the phone box within the village grass cutting scheme. The council were keen however to look in the future at establishing a wildflower meadow elsewhere in the village. Cllr Colman to arrange with Ulyett Landscapes that this area be included in the regular cutting scheme.	<b>PC</b>

5	<p><b>First Open Session:</b></p> <p>a) District and County Council Reports</p> <p>District and County reports were delayed at 19.50pm as neither councillor was in attendance.</p> <p>Cllr Melton arrived at 20.14pm and his report was considered at this time. Cllr Melton reported that he is focussed on tree planting throughout the districts and is therefore encouraging villages to look at plots of land at entrances and exits to villages that could be planted. Sherwood Forest Trust and Trees for Planet can make funds available for tree planting. Farmers could be given grants to plant and maintain trees in hedgerows and fallow land. Cllr Melton is looking for Parish councils to be pilot projects for the tree planting.</p> <p>Cllr Melton reported that NSDC Planning Officers may recommend support for planning application 23/00263/FUL Siting of a static caravan for residential occupation by equestrian key worker (retrospective), The Stable Yard Staythorpe Road Rolleston NG23 5SG. The Council noted that they had not had sufficient information to consider this application fully at the July meeting and therefore requested Cllr Melton to call this application in for consideration by the NSDC Planning Cttee. Cllr Melton to ascertain the committee date. Clerk to liaise with Planning such that the Council could submit formal comments if possible.</p> <p>Cllr Melton was asked about the Averham Battery energy storage system. A member of the Public noted that SSE had applied for permission for the connection to the grid. Cllr Melton reported that this connection application would be considered at the same time as the battery storage system application.</p> <p>Cllr Melton sent his apologies for the 2nd October meeting in advance due to holiday commitments. Cllr Melton left at 20.43pm.</p> <p><b>b) Public – members of the public to ask questions of / make observations to the Council.</b></p> <p>A member of the public asked about the battery storage at Staythorpe. SSE have put in an application to connect to the Grid. This was discussed with Cllr Melton when he arrived (minutes above).</p> <p>A member of the public asked about noise and potential pollution resulting from the Battery energy storage scheme. The Council discussed this and agreed with the concerns voiced. The council wished to note that they would be consulted and would comment when the application is formally submitted.</p>	<p><b>KM</b></p> <p><b>Clerk</b></p>
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6	<p><b>Parish Council Recruitment</b></p> <p>a) Recruitment of D. Bryant as Rolleston Parish Clerk and explanation of role. Denise Bryant was recruited as the new Rolleston Parish Clerk. The Chair welcomed Denise to the Council.</p> <p>b) Co-option of Maria Parslow (nee Broadbent) to the Parish Council. The Council voted to co-opt Maria Parslow as a co-opted member of the Parish Council. The chair welcomed Cllr Parslow to the Council. Co-option and Declaration of Interests paperwork was completed and signed.</p> <p>c) Open invitation to those interested to be co-opted onto the Parish Council in various capacities. The Council stated the need for additional councillors to the public present</p>	
7	<p><b>Planning:</b></p> <p>a) 23/01361/HOUSE Proposed detached garage including home office at Rolleston Mill The Council unanimously voted to support this application.</p> <p>b) Any other matters pertaining to planning including decisions. Trees were discussed including the handling of tree work applications (TWCA) and noted the recruitment of a new NSDC Tree Officer, Sean Davies.</p>	
8	<p><b>Financial Matters:</b></p> <p>a) To approve payments as listed on the payment schedule (if any) Payments were approved and signed by the Chair.</p> <p>b) To receive and approve bank statements. Formal bank statements will be submitted at the October meeting. The council received and approved the current account balance of £21,934.86 and the Corner Farm account balance of £21,650.38 both as of 22.08.23.</p> <p>c) Progress on Banking Arrangements – HSBC on-line account The HSBC bank mandate was signed to change the signatories to be Cllr Steele, Cllr Gemson, Cllr Geraghty and Cllr Colman. It was noted that there needed to be two signatories to sign any transaction. Cllr Gemson to progress with HSBC. The council voted to pass the resolutions contained in the HSBC mandate (included in Appendix A to these minutes).</p> <p>On-line banking can only be progressed when the mandate has been resolved.</p> <p>Chair thanked Cllr Gemson for the efforts he has made in resolving the bank issues. Former Councillors, Tim Harris and Christine Salter, were also thanked.</p>	<p><b>MG</b></p> <p><b>MG</b></p>

	<p>d) Progress on Scribe – Accounting Software designed for Town &amp; Parish Councils</p> <p>Cllr Gemson detailed the cost benefits to the Council that would be delivered through the adoption of Scribe. He reported that the Scribe onboarding fee was £50 and there would be a monthly charge of £20 pcm. The Council voted unanimously to adopt Scribe. It was also noted that the Council would need expert advice on setting up Scribe from an experienced Parish Council Accountant. Cllr Gemson to progress with the acquisition of Scribe and the provision of the expert advice.</p> <p>e) Payroll Bureau for use by the Council for Clerk’s PAYE administration</p> <p>The Council is to contract a payroll bureau to submit IR Reports and PAYE returns. Competitive quotes had been sourced and Tom Geraghty Associates were preferred due to their lower cost and ease of use.</p> <p>The council voted to adopt Tom Geraghty Associates as the payroll bureau. Cllr Geraghty declined to vote due to her previously noted declaration of interest. Cllr Gemson to progress</p>	<p><b>MG</b></p> <p><b>MG</b></p>
<b>9</b>	<p><b>Footpaths and Highways</b></p> <p>Cllr Colman reported that a member of the public has complained about unbagged dog waste on the footpath which runs from the back of the church to Fiskerton. The council was requested to erect signs warning dog walkers not to allow dog fouling. Cllr Steele committed to liase with Fiskerton Parish Council to determine a solution.</p> <p>Cllr Colman wished to thank Mr Steve Bosworth for volunteering to become the Village Snow Warden. Cllr Colman to inform VIA East Midlands to this effect.</p> <p>Cllr Colman reported that the finger sign on the “Rolleston Triangle” in front of the old telephone box is now broken. Cllr Colman has contacted Via but has had no response. Cllr Colman to progress</p>	<p><b>BS</b></p> <p><b>PC</b></p>
<b>10</b>	<p><b>Flooding Issues and Emergency Plan</b></p> <p>a) VIA/NCC - Winter Service</p> <p>Cllr Colman reported that there has been correspondence from VIA on winter service provision of salt etc. The council noted that no additional bags of salt were needed for this winter.</p> <p>Cllr Colman to instruct VIA EM to this effect.</p>	<p><b>PC</b></p>
<b>11</b>	<p><b>Parish Council Owned and Managed Village Land and Facilities</b></p> <p>a) Play Park Report [PC]</p> <p>Cllr Colman presented the NSDC report on the Rolleston Play Park. This recommended several repairs/amendments that were necessary but not essential at the playpark.</p> <p>Cllr Colman reported that as a result of the report:</p>	

	<p>I. Swing barriers have been moved.</p> <p>II. Monorail – the plastic bush needs to be replaced. Cllr Colman to liaise with Christine Salter to facilitate this.</p> <p>III. Gates swing also needs to be replaced.</p> <p>Cllr Colman to progress and report back at next meeting.</p> <p>Cllr Colman also reported that the playpark needs weeding. Cllr Colman has agreed with Ulyett Landscapes that it will be treated (free of charge). Cllr Colman will ensure this is undertaken.</p>	<p>PC</p> <p>PC</p> <p>PC</p>
12	<p><b>Community / Neighbourhood Issues</b></p> <p>a) Parish Annual Meeting including Defibrillator Training</p> <p>The Annual Parish Meeting will be postponed until April/May 2024.</p> <p>The Council noted that Mr Colman is now responsible for checking the defibrillator. Mr Colman will make regular checks and change the battery when needed. A member of the public raised concerns about accessing the defibrillator as he understood that the ambulance service may require the postcode before releasing the code to unlock the defibrillator. Cllr Colman offered to put the post code details in the telephone box (but has since established that, although some defibrillators are locked, the one in Rolleston is not so the postcode is not needed).</p> <p>The Council determined that Newark Community First Aiders will be asked to run a village first aid training session which will include training on the use of the defibrillator as soon as possible. This will be held in the village hall and publicised such that as many villagers can attend as possible. The Council agreed to take this forward and to discuss this further at the next meeting.</p> <p>The Council also agreed to explore options for a second defibrillator to be acquired which could potentially be sited at the Village Hall.</p> <p>b) Newark Hospital – Urgent Treatment Opening Time This notice had been received and sent to the village.</p> <p>c) Waste disposal consultation. This notice had been received and sent to the village.</p>	<p>JG, MP and PC</p> <p>ALL</p>
13	<p><b>Planned Improvements to Village Amenities</b></p> <p>a) Electricity Works Plan</p> <p>Cllr Colman reported that she had spoken to contacts and confirmed that there would be no access implications to the Village Hall or surrounding houses.</p>	
14	<p><b>Parish Council Administration</b></p> <p>a) Email Accounts for Parish Councillors.</p>	

	<p>The provision of formal “.gov.uk” email accounts is being progressed by the Council. It was approved that there would be an official email address for the Clerk. Temporarily this would be a gmail account.</p> <p>b) Purchase of Council laptop for use by the Clerk Cllr Geraghty agreed to facilitate the council purchase of a laptop to a specification supplied by Cllr Bob Steele. Precise amounts to be approved at the next meeting.</p> <p>c) Parish Council Website. It was noted that the Council need to purchase a Rolleston PC “.gov.uk” domain to comply with 23/24 audit requirements. This would be used to host the parish council website and also Councillor email accounts in the future. Costings to be investigated by the Clerk.</p> <p>For the short term it was proposed to investigate the use of the village hall website which already has a section for the Parish Council. Cllr Gemson and Cllr Colman to investigate for the next meeting.</p>	<p><b>JG and BS</b></p> <p><b>Clerk</b></p> <p><b>PC and MG</b></p>
<b>15</b>	<p><b>General Correspondence Received</b> The council had received a request from the Holy Trinity Church (Peter Salter Treasurer of Holy Trinity Church) for a donation to the cost of mowing the church yard. The Council voted to include a contribution to the church for the cost of hosting the September meeting within this donation. Cllr Geraghty proposed £400 was donated. The Council voted unanimously to support this donation.</p> <p>Cllr Colman noted with thanks that she had received an email from Mr and Mrs Rowles stating that they will support the Parish Council wherever possible.</p> <p>The Council noted and expressed their thanks for the correspondence received from Mr Alec Jezewski regarding the provision of electricity charging points in the village. The Council were very grateful for the suggestion and will explore optimal locations within the village for the provision of the charging point. The Clerk will contact Mr Jezewski to this effect.</p>	
<b>16</b>	<p><b>Second Open Session</b> No further matters were raised.</p>	
<b>17</b>	<p><b>Matters Raised in Open Session/ Matters Received After Publication of Agenda (for report only)/ Agenda items for next meeting.</b></p> <p>Agenda items for next meeting</p> <ul style="list-style-type: none"> <li>a) Tree planting/wildflower gardening within Rolleston.</li> <li>b) Liaison with Fiskerton cum Moreton re dog fouling</li> <li>c) Defibrillator training at the Village Hall</li> <li>d) Second defibrillator provision</li> </ul>	

	e) Electricity Charging points – procurement and location f) Clerk laptop provision g) Website provision h) Allocation of Councillor Roles i) Dates to be agreed for future meetings.	
<b>18</b>	<b><i>Date of next meeting: Monday 2<sup>nd</sup> October 2023 @ 7:30pm in the Meeting Room at Rolleston Village Hall, The Greenaway. Rolleston.</i></b>	

There being no further business, the Chair thanked everyone for attending and closed the meeting at 21.20pm

**I declare that the above is a true account of the meeting held on 18<sup>th</sup> September 2023 (approved at the PC meeting held on 2 October 2023).**

**Signed .....**      **Date .....**

**Chair Rolleston Parish Council**

*Distribution: Parish Councillors, Cllr S Saddington, Cllr K Melton, Rolleston Noticeboards, NSDC Website.*