

## Rolleston Parish Council

### Minutes of Rolleston Parish Council meeting held on Monday 2<sup>nd</sup> October at The Greenaway, Rolleston

Present:

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

Cllr P Colman **PC**

Cllr M Gemson **MG**

Cllr J Geraghty **JG**

Cllr M Parslow **MP**

Clerk: – D Bryant **DB**

Cllr S Saddington **SS**

0 members of the public

Agenda		
<b>Chairs Welcome</b>		
The chair welcomed everyone to the meeting at 19.30pm		
<b>1</b>	<b>Apologies for absence</b> To receive apologies for absence and approve reasons. Apologies were received from Cllr Melton due to holiday commitments. Cllr Saddington apologised for an early departure due to family commitments	
<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.  No interests were declared	
<b>3</b>	<b>Approve the minutes of the meeting held on Monday, 18<sup>th</sup> September 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> There were no matters of note.	
<b>5</b>	<b>First Open Session:</b> a) District and County Council Reports  No District Council report was received due to the absence of Cllr Melton.  Cllr Saddington gave the Notts CC report. Cllr Saddington informed the council of the pre-consultation from Newark Hospital. Cllr Saddington is the Chair of the Health Scrutiny committee.	

	<p>The Chair and Vice-chair of the committee visited Newark Hospital and were shown the new operating theatre and associated rooms. This will increase the hospital's capacity by 2,500 operations per annum. Two additional rooms have been made into mini operating theatres. The issue is the ongoing closure of the Urgent Treatment Centre at night. Temporary permission was granted for the hospital's opening hours being 9.00am - 21.30pm. Cllr Saddington informed the council that the Newark A&amp;E unit had closed due to lack of staff and equipment, and the fact that on average only 2 people per night using the service. The closure was originally temporary, but the hospital has requested that this be continued and therefore this is the requirement for the consultation. Cllr Saddington is to attend each of the public consultations, and she urges people to attend the public consultations so they can learn more of the situation and voice their opinions. She asked that the Council send out emails with the details of the meetings.</p> <p>Future meetings are:</p> <p>Thursday 12 October 2023, 11am – 12 noon, North Muskham Community Centre, Nelson Lane, Newark, NG23 6HL. This is a face-to-face meeting.</p> <p>The second online event is taking place on Saturday 14 October 2023 from 10am – 11.30am via Microsoft Teams. Here is a <a href="#">link</a> to attend the event.</p> <p>Cllr Saddington left at 19.58pm.</p> <p><b>b)</b> Public – members of the public to ask questions of / make observations to the Council.</p> <p>No members of the public were present.</p>	<b>DB</b>
<b>6</b>	<p><b>Planning:</b></p> <p>a) No planning applications have been received for consideration at this meeting.</p> <p>b) Any other matters pertaining to planning including decisions.</p> <p>23/00263/FUL Siting of a static caravan for residential occupation by equestrian key worker (retrospective), The Stable Yard, Staythorpe Road, Rolleston NG23 5SG has been called in to the NSDC Planning Committee on 5th October by Cllr Melton.</p> <p>Cllr Steele to ask residents if they wish to put together a statement of objection and Cllr Steele will represent their views if necessary.</p>	<b>BS</b>
<b>7</b>	<p><b>Financial Matters:</b></p> <p>a) To approve payments as listed on the payment schedule (if any)</p>	

	<p>Payments were approved and signed by the Chair.</p> <p>All voted and approved. Payments signed by the Chair</p> <p>b) To receive and approve bank statements. The council received and approved the current account balance of £21,884.86 and the Corner Farm account balance of £21,645.38 both as of 22.9.23.</p> <p>c) Progress on Banking Arrangements – HSBC on-line account In order to pay the Clerk, it was decided that Cllr Gemson will pay the Clerk via BACS and recoup payment from the Current account. All voted agreement. Mandate update – all signatures now submitted and have not heard back. Cllr Gemson to talk to Tim Harries who is currently on the mandate so that this can be chased.</p> <p>d) Progress on Scribe – Accounting Software designed for Town &amp; Parish Councils Demo to be given to Cllr Steele and Cllr Gemson. The council noted that the Scribe fee would be £50 initial onboarding fee and a £240 annual charge plus VAT. Cllrs voted unanimously to procure Scribe annually. MG to procure upon completion of the demonstration.</p> <p>e) Smaller Council Payments The council are to adopt a set of financial standing orders such that smaller transactions can be paid without necessitating an official vote at a Parish Council meeting. Model Financial Standing Orders are to be circulated by the Clerk for amendment to meet the needs of Rolleston PC. In the interim, the proposal was that one councillor will propose a payment (to a maximum of £250) and subject to approval of two further councillors, this can then be paid. Cllrs voted unanimously to approve.</p>	<p><b>MG</b></p> <p><b>MG</b></p> <p><b>BS &amp; MG</b></p> <p><b>MG</b></p> <p><b>DB</b></p>
<b>8</b>	<p><b>Footpaths and Highways</b></p> <p>a) Dog Fouling liaison with Fiskerton Cllr Steele has drafted a letter and asked for comments from fellow councillors. The letter was approved and is to be sent to Fiskerton PC Chair.</p> <p>b) Tree planting/wildflower gardens (This now will be a Rolling agenda item) Cllr Geraghty proposed that Cllr Melton will be asked to attend a PC meeting to present to the village the details of the grants available. Cllr Steele to ask Cllr Melton to attend the meeting. This will drive future decisions about the suitable areas within Rolleston for planting schemes.</p>	<p><b>BS</b></p> <p><b>BS</b> <b>BS</b></p>

	The Council has been contacted re the land to the rear/left of the telephone box. A parishioner had suggested that if the PC were to build a raised bed on this land, then he would maintain it. This is NCC land and it was felt that this should be progressed with NCC first. This is to be discussed with the parishioner.	
<b>9</b>	<b>Flooding Issues and Emergency Plan</b> There were no issues to discuss	
<b>10</b>	<p><b>Parish Council Owned and Managed Village Land and Facilities</b></p> <p>a) Play Park Report [PC] Play Park – Cllr Colman has agreed with Ulyett Landscapes that they will weed spray the play park at no cost to the Council when they next cut the grass. Cllr Colman has enquired if it is necessary to cordon off the area after spraying. She awaits a response.</p> <p>The play park is a resource that is valued by the village. Future financial impact is a concern as most of the equipment needs to be overhauled or replaced. Cllr Colman might be able to source estimates for the equipment to be replaced etc. This will form part of the budget process going forward.</p> <p>Cllr Parslow commented that there should be a survey asking what equipment is being used more frequently. It was suggested that a working party be set up to look at the use and future maintenance of both areas of the Play Park and also the upgrade of the ground surface. It was also suggested that a fund-raising exercise was needed for replacement of the play park equipment.</p>	<p><b>PC</b></p> <p><b>PC</b></p> <p><b>MP</b></p>
<b>12</b>	<p><b>Community / Neighbourhood Issues</b></p> <p>a) Defibrillator Training. This is in progress and will be scheduled in Spring. Cllr Geraghty to look at this potentially in conjunction with Fiskerton. Make this part of a larger event to be held at the weekend. Cllr Colman to ascertain whether and what sort of training could be delivered by Southwell First Responders and report back to next meeting.</p> <p>b) Provision of Defibrillator pads and replacement battery Cllr Colman to work with her husband to ascertain the history of the purchase of the defibrillator. Cllrs voted unanimously to replace the pads at a cost of £49.20 inc VAT. Cllr Colman to procure the pads. It was noted by the council that the Defibrillator battery will also need replacing 31.3.24 . at a cost of £275 + VAT.</p> <p>c) Second defibrillator provision and siting This to be discussed at a future meeting.</p>	<p><b>PC</b></p> <p><b>PC</b></p> <p><b>PC</b></p>

	<p>d) Electric car charging points- procurement and location Cllr Steele to ask Cllr Melton about funding for electric charging points. Siting was discussed and The Vinery could be a potential location. This location was proposed by Cllr Steele and seconded by Cllr Geraghty. Costings etc to be detailed at future meetings.</p>	<b>BS</b>
<b>14</b>	<p><b>Parish Council Administration</b></p> <p>a) Email Accounts for Parish Councillors. The council now has a <a href="mailto:rollestonparishclerk@gmail.com">rollestonparishclerk@gmail.com</a> official email for all council related correspondence. Costings for the “.gov.uk” domain (for use for council email addresses and the parish council website) will be submitted at the next meeting).</p> <p>b) Update on procurement of Council laptop. The new laptop has now been procured. It now needs to be set up.</p> <p>c) Parish Council Website. To be discussed at the next meeting.</p> <p>d) Allocation of Councillor Roles. Deferred to a future meeting.</p> <p>e) Dates for future meetings. Dates for Civic Years 23/24 and 24/25 were circulated. It was decided that where a meeting falls on a bank holiday Monday, this would be moved to the Tuesday of the same week providing the Village Hall was available. Cllrs voted unanimously to approve. When confirmed, dates to be attached to these minutes for information.</p>	<p><b>DB</b></p> <p><b>BS</b></p> <p><b>DB</b></p>
<b>15</b>	<p><b>General Correspondence Received</b> Email from Mr Jezewski. This was discussed earlier in the electric car charging agenda item.</p> <p>The Chair of the Village Hall Committee has enquired if there was to be a Village Christmas event this year. Cllr Steele to investigate a contribution from NCC for the Christmas Fuddle. Cllr Colman to report this back to the Village Hall Committee.</p>	<p><b>BS</b></p> <p><b>PC</b></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> Cllr Colman reported that she had contacted VIA EM re the finger post. Via have inspected the finger post and have informed Cllr Colman that a report will be produced within 10 days. Cllr Colman will update the Council at the next meeting.</p>	<b>PC</b>
<b>18</b>	<p><b><i>Date of next meeting: Monday 6<sup>th</sup> November 2023 @ 19:30pm in the Meeting Room at Rolleston Village Hall, The Greenaway. Rolleston.</i></b></p>	

There being no further business, the Chair thanked everyone for attending and closed the meeting at 21.32pm

**I declare that the above is a true account of the meeting held on 2<sup>nd</sup> October 2023 (approved at the PC meeting held on 6<sup>th</sup> November 2023).**

**Signed .....**      **Date .....**

**Chair Rolleston Parish Council**

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

## **Proposed Dates for Rolleston PC Meetings**

### **Civic Year 23/24**

2<sup>nd</sup> October  
6<sup>th</sup> November  
4<sup>th</sup> December  
2<sup>nd</sup> January **(Please note date move)**  
5<sup>th</sup> February  
4<sup>th</sup> March

### **Civic year 24/25**

2<sup>nd</sup> April **(Please note date move)**  
7<sup>th</sup> May **(Please note date move)**  
3<sup>rd</sup> June  
1<sup>st</sup> July  
2<sup>nd</sup> September  
7<sup>th</sup> October  
4<sup>th</sup> November  
2<sup>nd</sup> December  
6<sup>th</sup> January  
3<sup>rd</sup> February  
3<sup>rd</sup> March