

# MATTERSEY PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council held on 1<sup>st</sup> May 2024 at 7.00pm in Mattersey Church Hall

**Present:-** Cllrs. E.Kelling-Heane (Chair), D.Elcoate, M.Doughty, E.Skelton, A. Haddon (clerk),  
Cty Cllr T.Taylor

- 05/24/001 To elect a Chair and Vice Chair for the forthcoming year**  
Cllr Walker was unanimously voted as Chair with Cllr E.Keeling-Heane as Vice Chair
- 05/24/002 To accept signed declaration of office from elected Chair**  
Cllr Walker to sign the declaration prior to the next meeting.
- 05/24/003 To receive and accept apologies for absence**  
Apologies were received and accepted from Cllrs Walker and J.Keeling-Heane.
- 05/24/004 To receive any declarations of interest or dispensation requests**  
Cllr Doughty declared an interest in planning application 22/01621/FUL.
- 05/24/005 Public Forum**  
No residents were present.
- 05/24/006 To consider co-option of residents to the Parish Council (if received)**  
No applications were received.
- 05/24/007 To appoint Parish Council representatives for organisations**  
No Councillors offered to act as representatives.
- 05/24/008 To approve the minutes of the Ordinary Meeting of the Parish Council held on 3<sup>rd</sup> April 2024**  
Resolved to approve the minutes.
- 05/24/009 To receive reports on items in the minutes, for information only**  
No issues were raised.
- 05/24/010 To review Standing Orders, Financial Regulations, Risk Assessment, Reserves Policy**  
Copies of the policies were circulated prior to the meeting. It was resolved to adopt them.
- 05/24/011 To establish a calendar of meetings for the forthcoming year**  
Resolved to continue to hold meetings on the 1<sup>st</sup> Wednesday of each month, except August.
- 05/24/012 Planning - to consider a response to the following application(s):**
- a. Planning applications**
    1. 22/01621/FUL Variation of condition 2 to amend plot 12 to include drawing 1H & 2B and remove drawings 1F, 2A & 3, Manor Farm, Breck Lane, Mattersey Thorpe.
  - b. Correspondence & decisions**
    1. 24/00040/HSE Replace existing boundary fence with brick wall at Priory Lodge, Abbey Road, Mattersey – permission refused (Conservation advice refers)
- 05/24/013 Millennium Green – report on upgrade project and funding awards**  
The landscape architect had attended on site and the plans and initial costings were due to be received imminently. It was resolved to delegate the decision to approve an outline plan to the clerk who would liaise with the grant funders.  
A grant of £28,000 had been obtained from the UKSPF via Bassetlaw District Council with a further £10,000 probable.  
Grant funding from the Notts C.C. Communities Fund had reopened and applications accepted until 24<sup>th</sup> May.

- 05/24/014**      **To receive a report on the NEBF meeting including flooding and devolution reports**  
Noted.
- 05/24/015**      **Christmas lights**  
A quotation had been received for the half tree street lamps as last year. The cost would be £2,200 plus vat. It was resolved to confirm the order.  
Cllr J. Keeling-Heane to report back to the next meeting regarding battery lighting.
- 05/24/016**      **Cemetery report**  
There had been no burials or applications for memorials since the last meeting.
- 05/24/017**      **Finance**
- a. **To receive a report on the current financial status and reconciliation of accounts.**  
Approved
  - b. **To authorise the following expenditure:**

Salary & Admin	£342.98	HMRC	£78.60
Internal audit	£75.00	Cemetery water	£19.26
MMGT water	£17.41		
Transfer to MMGT (budget refers)	£1,000.00		

  
Resolved: authorised.
  - b. To receive the internal audit report for 2023-24 & approve year end accounts  
Resolved: No issues were raised by the internal auditor. The clerk explained that the new internal audit guidelines mainly dealt with compliance and suggested it may be beneficial for the financial accounts to be checked. Cllr Elcoate, a non signatory to the bank, agreed to look them over.
  - c. To approve the Annual Governance and Accounting Statements  
The Annual Governance declarations were read out to the Council and each section approved and signed by the Chair. The Accounting Statements were approved and signed by the Chair.
  - d. To approve insurance cover and premium from 1<sup>st</sup> June 2024.  
It was resolved to accept the cover on a 3 year pledge from Clear Councils at an annual cost of £337.09. It was noted that this premium excluded zip wire and skateboard ramps.
  - e. To consider fee for distributing Idle Talk  
It was agreed to obtain quotes for a professional agency to deliver.
- 05/24/018**      **Correspondence**
- a. River Idle flooding and recovery fund
  - b. In Touch newsletter
  - c. NALC Chief executives bulletins
- 05/24/019**      **Correspondence received after publication of agenda**  
None received.
- 05/24/020**      **Members & clerk's reports and exchange of information on matters of concern**
- Dog fouling – awaiting follow up from BDC via Cllr Bamford
  - Gateways – awaiting confirmation of Licence from NCC
  - Estates Department re land at Mattersey Thorpe – Cllr Bamford has requested an update
  - Waste dumped off Breck Lane – this was the responsibility of the landowner who could not be contacted as he was living overseas.
  - Community Infrastructure Levy – more should be forthcoming on completion of the next phase of development at Mattersey Thorpe
- 05/24/021**      **Update on appointment of new clerk**  
Three people had been interviewed and an appointment will be offered in the next few days.
- 05/24/022**      **Topics for social media publication**
- Appeal for volunteers for TRA Fun Day
  - Planning application for Mattersey Hall
  - Church cemetery project for wildflowers and wildlife area

**05/24/023**

**To confirm the date for the next Parish Council meeting as Wednesday 5<sup>th</sup> June at 7pm.  
Confirmed.**

Signed ..... Date .....(Chairman)