

## **Winthorpe - with – Langford Parish Council**

**Minutes of the Meeting of the Parish Council held on Thursday 16<sup>th</sup> July 2015  
in the Village Hall, Winthorpe, commencing at 7-40p.m. upon the rising of the  
Finance Committee meeting.**

**Present:** Mr D.W.T.Aldridge, Mr R. B. Allen Mr L.Cammack, Mr P. Farmer, Mr M.Kneen,  
Mr A. Leary, Mr R.P.McClymont, Mr B.Wright .

Acting Clerk: Mr S.N.Jackson.

Internal Auditor: Mr D. Richards.

### **24/15. Apologies for Absence.**

Mr G. Thompson – business commitment – accepted.

County Councillor and District Councillor Mrs Dobson, due to holiday.

### **25/15. Declarations of Interest.**

No declarations of interest relating to items on the agenda were received..

**26/15. Election of Chairman .** The Acting Clerk invited nominations for the position of Chairman for 2015/2016 and Mr McClymont proposed Mr L.Cammack as Chairman for the year 2015 to May 2016. Seconded by Mr Aldridge and approved unanimously.

### **27/15. Minutes of the last Parish Council meeting held on the 21<sup>st</sup> May 2015.**

Minutes of the last meeting, copies of which had been circulated with the papers for the meeting, were taken as read and approved as a correct record. Prop: Mr Wright. Sec: Mr Aldridge.

### **28/15 Matters arising from the Minutes.**

There were no matters arising from the minutes.

### **29/15. Membership of the Parish Council 2015 – 2019.**

A list of the names, addresses and telephone numbers of Parish Councillors for 2015 to 2019 had been circulated with the papers for the meeting. It was agreed that e-mail addresses should be included where appropriate.

**30/15. Appointment of Representatives on outside organisations.**

The appointment of Parish Council representatives to serve on P.C. Sub-Committees and outside organisations had been deferred from the Annual General Meeting of the Parish Council in May until the new co-opted members had been appointed.

The following members were duly nominated and unanimously approved :-

a) **Board of Trustees of the Winthorpe Community Centre (2) -**

Mr P. Farmer and Mr G. Thompson.

b) **Winthorpe Allotment Holders Committee (2) -**

Mr D. Aldridge and Mr R. Allen.

c) **Winthorpe Youth Club Committee (1) -**

Mr A. Leary.

d) **Village Festival Organising Committee (2) -**

Mr L. Cammack and Mr R. McClymont.

e) **Winthorpe with Coddington Cricket Club (1)**

Mr L. Cammack.

f) **Village Hall Committee and Board of Trustees (2)**

Mr D. Aldridge and Mr L. Cammack.

g) **Langford Quarry Liaison Committee (2) -**

Mr D. Aldridge and Mr A. Leary.

**31/15. Finance.**

a) Payments for approval. There were no payments for approval.

b) Current Quarterly Accounts – April – June 2015.

A copy of the quarterly accounts were circulated by Mr Aldridge and following a number of questions and some discussion, were approved without dissent.. It was further agreed, without dissent, that the Annual Governance Statement be adopted.

c) Report – Grasscutting payments.

A report on Grasscutting payments from the Cricket Club to date had been circulated with the papers for the meeting and was considered.

In response to a number of questions it was explained that some twelve years ago the organisers of the village youth club fund raising bonfire night celebrations had approached the Parish Council to ask if this event could be included under the Parish Councils public liability insurance cover, as the one-off insurance cost being asked for this event was now very high and likely to keep increasing.

The Parish Councils insurers had been approached on this and had confirmed that this event could be covered provided that this was a bona-fide legitimate Parish Council-run event and that those running the event had received proper training. They had also clarified that a "legitimate" Parish Council-run event was one that was organised and run by the Parish Council (albeit through a Council committee) and for which all receipts and expenditures were the responsibility of the Parish Council and were put through the Councils books.

The Youth Club accepted this requirement and subsequent arrangements together with the Parish Councils' own requirement that a sum of not less than £1,000 be retained against possible loss such as the event having to be cancelled due to bad weather, when there would be some unavoidable costs which would have to be paid.

These arrangements had run very satisfactorily ever since, without any problems whatsoever.

The Village Festival event was run along very similar lines i.e. as a committee of the Parish Council with receipts and expenditure through the Councils account books.

Some three years ago the Chairman of the Winthorpe Cricket Club had approached the Parish Council to ask if the Council would help by taking over the payments for grass cutting of the cricket field (which was being done by the same firm who did cutting for the Council). The Club would then pay the Parish Council who would invoice them for the grass cutting. The Parish Council could then re-claim the VAT and this would save the Cricket Club some money, as the Club were experiencing some financial difficulties and funds were very low.

This was subsequently agreed by the Parish Council. After a few months however the arrangements had to be revised slightly as it had not been fully appreciated how much was involved and the Council could not support or "carry" this expenditure over the period until the VAT was claimed back. The Cricket Club were asked to pay

the full amount and when the VAT was received this would be paid to the Club as a grant.

In 2014, in response to a request, similar arrangements were introduced for the Community Centre grass cutting of the sports field.

At this point in the meeting the Internal Auditor, Mr Richards, expressed his concern that the Parish Council were sending out Invoices including (and showing separately) the VAT charge, which could be illegal as the Parish Council were not registered for VAT.

The Acting Clerk also advised the Council that he had sought informal advice on these arrangements when it was discovered that just over a year ago the arrangements for invoicing these costs had fallen into some chaos such as invoices not being sent regularly and in some cases charges being missed completely, also copies of invoices had not been kept and the contractor had not been paid Invoices going back to October 2014 ( all as mentioned in the report).

The informal advice received was that the arrangements, as far as the Cricket Club and Community Centre were concerned, was wrong and very possibly illegal and if not corrected quickly could result in the Parish Council and individual members being fined and having to repay the VAT concerned.

A number of members supported the view that as both of these bodies provided invaluable services and recreation facilities to local residents the withdrawal of this help could cause some serious financial difficulties, and the Parish Council should not therefore act hastily.

It was pointed out that the advice received had confirmed that this did not include the arrangements for the Youth Club Bombfire Night Celebrations Committee and the Festival Committee events, providing that they continued to be a Committee of the Parish Council and all receipts and payments were put through the Parish Councils accounts as at present.

The Acting Clerk further advised that there were three possible solutions – a) to cancel the arrangements and the bodies concerned return to paying their own grass cutting costs as before, b) for the two organisations to become Committees of the Parish Council with receipts and payments made through and by the Parish Council (as with the Bombfire Night and Festival Committees), which could prove unacceptable as well as complicated and additional work for the Parish Council Clerk or c) finally, as both pieces of land were owned by the Parish Council, to renew the

Lease Agreements and to increase the rent to include the total annual costs of grass cutting and the Parish Council pay this and reclaim the VAT in the normal way. It was suggested that the rent should be payable in advance and a clause inserted to allow an increase in rent to allow for possible increase in grass cutting charges in the future.

A very full discussion followed and it was finally agreed that the Chairman be asked to explain and discuss this matter with the Cricket Club and the Community Centre on the basis that if they wished to continue with this arrangement, then they would have to become a Committee of the Parish Council (with receipts and payments being put through the Councils accounts), and in that addition they would be asked to lodge a sum of money with the Council as surety against possible default.

The Chairman would report back on this matter to the next meeting of the Parish Council in September.

### **32/15. Planning Applications.**

The following Planning Applications had been received from the Newark and Sherwood District Council for comments from the Parish Council and following careful consideration and discussion of the individual applications, it was unanimously agreed :-

- a) Application Reference 15/01066/FUL - No Objections.
- b) Application Reference 15/01115/FUL - No Objections.
- c) Application Reference 15/01104/FUL - No Objections.

### **33/15. Village Bombfire Night Celebrations 2015.**

It was reported that the Bombfire Night Celebrations would be held this year on Saturday 7<sup>th</sup> November 2015.

It was also confirmed that the Youth Club Organisers had retained sufficient funds to cover any expenditure should the event have to be cancelled at the last minute.

### **34/15. Correspondence,**

1) A communication had been received from Mr Lyne (grass cutting) advising that there was a small infestation of moles on the new burial ground on Hargon Lane. It was recommended that these be dealt with before they spread and caused problems for the grass cutting with the stones that were dug up.

It was agreed that steps be taken to eradicate this problem and the Acting Clerk ask Mr Lyne if he could undertake this or recommend someone who could.

No further correspondence had been received.

### **35/15. Any Other Business**

- 1) Mr McClymont reported on the poor condition of the waste bin at the side of the skate board park on the cricket field. The bin was rusting and was difficult to open to empty.

It was agreed that Mr McClymont be asked to look into the question of a suitable replacement and report back to the next meeting of the Council with details of costs etc.

- 2) The Chairman reported that he had placed an advert in the next issue of FOCAL POINT for a new Clerk and Responsible Finance Officer.

- 3) In response to a question the Acting Clerk confirmed that this would be his last meeting.

There were however two outstanding matters that the Acting Clerk had been unable to finalise - firstly, in conjunction with the Community Centre, work on landscaping, clearing and re-planting the embankment at the side of the Community Centre (leading down the Jubilee Walk to the Bridge and Jubilee Field). The work had been unavoidably delayed and a few things remained to be done before planting could commence in the autumn. Donations (£60) for the purchase of trees and plants had been received and future expenditure (shared with the Community Centre) was estimated at around £30 each.

Secondly, the change of name of the Winthorpe Parish Property Trust. This had not been completed with the Charity Commission, who were known however to be very slow on such matters. Only a matter of a week ago however the Commission had finally responded to communications and the matter was now slowly going forward.

The Acting Clerk asked if Members of the Council wished him to continue to deal with these two projects or if they would prefer these to be handed over to a member of the Council.

It was unanimously agreed that Mr Jackson continue to deal with these two matters to a successful completion.

- 4) Mr Allen asked if there would be an opportunity for the Council to discuss the proposed new Articles and Governance arrangements for the Thomas Brewer Charity, a copy of which had been circulated to Members following the last meeting.

It had been considered that the agenda for the present meeting was full enough but it was confirmed that this item would appear early on the agenda for the next meeting.

---

The Acting Clerk handed to the Chairman the keys to the Village Hall, the two new village notice boards, the gate to the cricket field and the flag pole at the entrance to the village.

The Acting Clerk was thanked for his work

**With no further business the meeting closed at 8-56m p.m.**

---

**Action List:-**

- 1) Grass Cutting arrangements - Cricket Club & Community Centre - Chairman.
- 2) Mole Infestation – New Burial Ground, Hargon Lane - Clerk.
- 3) Replacement Waste Bin, Skate Board Park - Mr McClymont
- 4) Advert for New Clerk and Responsible Finance Officer - Chairman.
- 5) Thomas Brewer Charity – new Articles & Governance - Agenda item.

