

## Averham, Kelham & Staythorpe Annual Parish Meeting

16<sup>th</sup> May 2023 6.30pm  
Robin Hood Theatre, Averham

The Chair opened the meeting and welcomed everyone, there were 12 members of the public present.

A group of residents are forming a group to request that the site of the Manners Sutton School in Averham is registered as an Asset of Community Value.

Those present who had been Parish Councillors both in 2001 when the classroom funded by the owners of the power station opened and in 2021 when a previous attempt had been made to have the site registered as an ACV; were able to pass on what they knew and are happy to look for any emails or documents they may have which will inform the new group.

### Minutes of the Averham, Kelham & Staythorpe Annual Parish Council Meeting

16<sup>th</sup> May 2023 7pm,  
Robin Hood Theatre, Averham.

**Present:** Cllrs Fereday (Chair), Cllrs J Allan, I Bradey, S Emeny, J Cobley J Towleron & J Miller and J Allan  
Cllr Melton (NSDC)

**Ex-officio:** Sue Jackson, Clerk

**Absent:** None

#### 5 Members of the public were in attendance

	The Clerk ensured all 4 Councillors had completed Declaration of Acceptance of Offer Forms and duly witnessed their signatures.	
AKS 23-01	<b>Election of Chair &amp; Vice Chair</b> Cllr Fereday proposed that he was willing to stand as Chairman again, Seconded by Cllr Bradey. Agreed unanimously Cllr Bradey was proposed as Vice Chairman by Cllr Fereday, seconded by Cllr Cobley, Agreed unanimously	
AKS 23-02	<b>Apologies received.</b> Cllr Saddington (NCC) had sent her apologies.	
AKS 23-03	<b>Co-Option of New Councillors</b> John Allan, John Miller & Jemma Towleron are willing to be co-opted as Parish Councillors. As this is within 30 days of an election no vote is required and the aforementioned are duly co-opted as Parish Councillors. All 3 completed Declaration of Acceptance of Offer Forms which were duly witnessed by The Clerk.	
AKS 23-04	<b>Declarations of Interest from Members in any item to be discussed.</b> None	
AKS 23-05	<b>Minutes of the previous meeting.</b> Two alterations were made to the draft minutes, the BESS Action Group had been in contact with Upton Parish Council, not Rolleston and the name of the newly elected councillor for Trent ward (NSDC) was Keith Myers Melton. The minutes of the	

Signed.....

Date .....

	Parish Council Meeting held <b>17<sup>th</sup> April 2023</b> were then approved as a true record by those present & signed.	
AKS 23-06	<p><b>Questions and comments from members of the public</b></p> <p>The letter distributed by ECAP regarding the Staythorpe BESS was discussed. A meeting of the Working Party is being organised.</p> <p>Robert Jenrick MP has written back to Mr Wolfenden saying he has passed on his letter to Dept for Energy Security and Net Zero and to the DLUH&amp;C. Copies of Mr Wolfenden's emails passed to the PC.</p> <p>Concern was raised over the reduction to meetings every other month especially with regard to planning applications but The Chair explained there were proposals before this meeting to manage that.</p>	
AKS 23-07	<p><b>Updates required from the previous meeting for items not covered on the agenda.</b></p> <ul style="list-style-type: none"> <li>• Article in The Plough re planters and requesting additional co-opted members, no response received.</li> <li>• Article in The Plough asking for suggestions for the artwork on the gateway signs, one response received.</li> <li>• The Chair to update on the response to the DLUHC consultation on Community Infrastructure Levy. In progress.</li> <li>• The Clerk to add to the PCs response to the Staythorpe BESS regarding the cumulative effect of 2 BESS applications - Done</li> </ul>	
AKS 23-08	<p><b>Reports from County Councillor and District Councillor</b></p> <p>The Chair welcomed Cllr Melton and congratulated him on his election win. He reported that discussions were ongoing as to who will have control of NSDC and that he is currently undergoing training.</p> <p>Cllr Sue Saddington had sent in a report on her year as Leader of NSDC which was read out by the Clerk, copy kept for file</p>	
AKS 23-09	<p><b>To Consider Items Requiring a Decision:</b></p> <ul style="list-style-type: none"> <li>• To consider the Additional Roles Matrix and agree roles for the next year. The Roles Matrix was agreed, the chair of the HR Committee being the only vacant position. An updated version has been kept on file</li> <li>• To elect the Chair of the Finance Committee. <b>Cllr Miller was proposed by the chair, seconded by Cllr Emeny and agreed unanimously.</b></li> <li>• To consider adopting a <b>Grant Awards Policy</b> and Application Form, a draft policy and application form had been previously distributed. The proposed policy was not agreed and an amended version will be reconsidered at the next Parish Council Meeting.</li> <li>• To consider       <ol style="list-style-type: none"> <li>a) the revised <b>Financial Control Procedures</b>, a draft version had been previously distributed.</li> </ol> </li> </ul>	

	<p>b) the <b>Terms of Reference for the Finance Committee</b>, draft version had been previously distributed.</p> <p>c) adopting <b>Terms of Reference for the Planning Working Group</b> and to consider who will sit on the Working Party. A draft version had been previously distributed. Cllrs Allan, Bradey, Cobley and Fereday to form the Planning Working Group</p> <p>d) adopting <b>Delegated Powers for the Clerk</b> to respond to Planning Applications as per the proposal which had been previously distributed.</p> <p>e) adding these ToRs and delegated powers (if agreed) to the recently updated Standing Orders.</p> <p>The above 5 resolutions were <b>proposed by The Chair, seconded by Cllr Bradey and carried unanimously.</b></p> <ul style="list-style-type: none"> <li>To consider the dates and location of Parish Council Meetings for the next 12 months. Dates are: - 17th July, 18th Sept, 20th November, 22nd January, 18th March, 13th May. It is proposed to hold meetings in the <b>Estate Office at Kelham Hall.</b></li> </ul> <p>This was proposed by <b>The Chair, seconded by Cllr Emeny and carried unanimously.</b> Kelham Hall to be asked if they are able to put out signage so Members of the Public can find the meeting room.</p> <ul style="list-style-type: none"> <li>To consider writing to Robert Jenrick MP in support of a letter a resident has already sent regarding the lack of oversight required for <b>BESS Planning Applications. Proposed by The Chair, seconded by Cllr Bradey and carried unanimously</b></li> <li>To consider commemorative signs for the planters and installing the planters including the provision of compost and plants. Cllr Emeny to contact local residents who may be able to help with planting. Cllr Miller to provide the sizing needed for the plaques and the Clerk to ask Hockerhill Engraving for a quote.</li> <li>To receive an update on the proposed gateway signs in order to submit a funding application. Progress is being made on the artwork, Cllr Bradey to progress.</li> <li>To consider a savings account with <b>Unity Trust Bank. Proposed by The Chair, seconded by Cllr Miller and carried unanimously</b></li> </ul>	<p>Cllr Emeny Cllr Miller The Clerk</p> <p>Cllr Bradey</p>
AKS 23-10	<p><b>To review/respond to correspondence sent and received by the Parish Council</b></p> <ul style="list-style-type: none"> <li>Letter distributed by ECAP Renewables re the proposed BESS at Staythorpe. <b>The BESS Working Party</b> to meet to discuss this</li> <li>Email from NSDC regarding payment of Community Infrastructure Levy funding. Noted</li> <li>Email regarding Archaeology Survey re 23/00317/FULM Averham BESS, previously distributed. Noted</li> </ul>	

	<ul style="list-style-type: none"> <li>Email from an Averham resident asking for the PC to consider Nominating the old Manners Sutton School as an Asset of Community Value. Discussed in the Parish Meeting.</li> <li>Email from Skanska to check the PC have received correspondence relating to the proposed A46 dualling. Noted</li> <li>Email from Beaumont House re an Open Day on 13th May. Noted</li> <li>Email from Gocompare asking if the PC will include a guide to preparing for a flood to the website. To be distributed by the Clerk for consideration.</li> <li>YMCA Village Newsletter, previously distributed. Noted</li> </ul>	
AKS 23 -11	<p><b>Planning Applications Received:</b></p> <p><b>23/00673/DLCP</b> Annex Orchard Hse, Behay Gardens, Staythorpe. Removal of conservatory and construct new side extension</p> <p><b>Response of no observations proposed by The Chair, seconded by Cllr Emeny, agreed unanimously.</b></p> <ul style="list-style-type: none"> <li><b>Planning Decisions</b> None.</li> </ul>	
AKS 23-12	<p>Clerk's financial report, agree expenditure and other necessary action</p> <ul style="list-style-type: none"> <li>To consider the AGAR &amp; Internal Audit Report 2022-23 The internal audit has been carried out and the AGAR form duly completed and signed. The Certificate of Exemption was also completed.</li> </ul> <p><b>Income</b></p> <ul style="list-style-type: none"> <li>50% of precept received £2362.50</li> <li>CiL money received £1278.02</li> <li>Coronation grant from NSDC Received £150.00</li> </ul> <p><b>Expenditure</b></p> <ul style="list-style-type: none"> <li>Gordon Ellis &amp; Co - Planters £688.70</li> <li>Zurich Insurance renewal quote £214.00</li> <li>RHT Invoices - Room Hire, £100.00 &amp; £36.00</li> <li>Dog Bin Installation &amp; Supply £294.00</li> <li>C Binks Int Audit Fee £60</li> <li>Data Protection Renewal Fee £40.00</li> </ul> <p><b>Cllr Miller proposed that the above expenditure, The Annual Governance Statement and the Certificate of Exemption were approved, this was seconded by Cllr Emeny and agreed unanimously</b></p> <ul style="list-style-type: none"> <li><b>Balance at 7/5/23 £10,047.02</b></li> </ul>	
AKS 23-13	<p><b>Item to be added to the agenda for the next meeting</b></p> <ul style="list-style-type: none"> <li>The proposed Grant Awards Policy and application form</li> <li>To consider surveying Kelham residents regarding catchment secondary school which is currently Suthers School in Fernwood. Reception, infant and junior school children in Kelham are in catchment of North Muskham School, which is a feeder family school to Tuxford Academy</li> </ul>	

	<ul style="list-style-type: none"> <li>• The issue of firework displays at Kelham Hall</li> <li>• Maintenance of Parish Assets inc PAT testing of PA System.</li> </ul>	
AKS 23-14	Date of the next meeting – <b>Monday 17<sup>th</sup> July 2023</b> 7:00pm Estate Office, Kelham Hall	
	<b>The meeting closed at 8.29pm</b>	