



OXTON PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING HELD ON 11th June 2019
AT OXTON VILLAGE HALL

Present: Cllr's: Richard Cross (Chair), Margaret Cooper, Lyndsey Whitby, Jill Jones, Clive Catlin, Nick Borrett and Hannah Lempicki. Ms. Lisa-Jayne Campbell (Clerk).

1. APOLOGIES

Apologies were received and accepted from Cllr. Roger Jackson

2. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were no declarations of interest.

3. MINUTES

The minutes of the meeting held on 14th May 2019 were **accepted** as a true record and signed by the Chair.

4. MATTERS ARISING

- a. The quote for the new dog waste bin was approved and the **clerk** was requested to confirm that the bin came with a mounting kit and to order the Green bin.
- b. The **clerk** was asked to get a quote for a sign with her contact details on. It was agreed that the sign previously discussed for Dog Control would be taken no further unless the subject was bought up again by parishioners.
- c. Cllr. Jones requested permission, which was granted, to use the recreation ground for her event on 15th June.
- d. With regards to the purchasing of a new dustbin, it was agreed that the identified space needed to be measured before ordering, Cllr. Jones volunteered to measure the area and submit to the Clerk. Cllr. Whitby offered to draw up a numbered map of all the village assets over the summer, and include all the bins. All agreed that we would order a bin that matched the others in the village.
- e. Instead of printing new footpath flyers, it was agreed that the **Clerk** will put the map on the notice board and no further action will be taken. Cllr. Cooper hosted a guided walk during which time photographs of maintenance issues were taken, Cllr. Whitby offered to collate all the photos and submit to Council and Estate Management.

5. HIGHWAYS

The Keep Clear road sign on the junction of New Road and Waterlane needs repainting, the Clerk to arrange. There are still temporary barriers up where trees were removed on Epperstone Road and this was identified as a possible Health & Safety issue and may need a Stop sign, Cllr. Borrett offered to review the signage. The **Clerk** will report to Cllr. Jackson and ask if more trees will be planted there as it is not aesthetically pleasing.

6. COMMUNICATIONS

- a. CCG Merger proposal: Cllr. Borrett offered to review the proposal and report back to the council.
- b. Oxton website needs updating. The **clerk** was asked to contact the previous clerk if help was needed in bringing the site up-to-date.
- c. It was suggested that the council identify a diary planning system that all councilors and the clerk could access. Cllr. Jones offered to investigate.
- d. Private email addresses being used for council correspondence was discussed and Cllr. Jones offered to investigate this further.
- e. Councillor roles and responsibilities to be put on the July Agenda. (Agenda)

7. BEST KEPT VILLAGE COMPETITON

Cllr. Whitby thanked all councilors and parishioners for their efforts in tidying up the village which was looking very good. Plants have been ordered with some donated and some on discount equaling approx. £206.

8. FINANCE

i) Payments

The following payments were authorised:

L.J. Campbell	Clerk salary – May 19	607	301.59
L.J. Campbell	CiLCA Qualification – Clerk	608	58.33
M. Cooper	Clerk farewell gift	600	38.99
Total Payments			398.91

ii) Financial Report for April 2019

The **clerk** was requested to include the full spreadsheet at the meetings and to investigate the accounting software package Scribe which is designed for Parish Councils.

8. RECREATION

Cllr. Catlin reported a loose split log which could be a risk. Cllr. Whitby offered to photograph it and send it to the Clerk who will need to contact Playdale for a quote to fix it. The **Clerk** was asked to research training for Cllr. Catlin and to send him the playground check list that Mark Tomlinson used, it was also suggested that Cllr. Catlin contact Mr Tomlinson regarding for advice on inspections.

9. RISK AND RESILIENCE

Cllrs. Lempicki and Jones agreed to read through the Emergency Flood Plan and advise the council to adopt or not at the next meeting (Agenda). The water level of the pond requires checking for which Cllr. Borrett requested, in writing to the Estate Manager, permission to access the pond on the Estate without consequence of risk or injury. A quote was accepted at a previous meeting to activate the pump for the pond alerting via email or text that it was too full, this needs to be located and actioned. Cllr. Borrett volunteered to take on the role of Flood Warden.

10. PLANNING APPLICATION/DECISIONS

No new planning applications.

12. VILLAGE HALL

Cllr. Cooper reported that space has been located for the storage of the Parish Council filing cabinet and the Chair was asked to confirm if the space was adequate. The VH Committee agreed to the use of the VH toilets during the six week summer holidays at a fee of £250 to cover cleaning and caretaker costs. It was suggested that if the toilets were to be left open during this period the taps should be replaced with self-stop taps as a precaution, to be discussed further at the next meeting. (Agenda)

13. MATTERS FOR REPORT OR FUTURE DISCUSSION

- a. The grass where the bonfire was lit still has not grown back and looks unsightly, a possible solution for the next bonfire needs to be discussed at the next meeting. (Agenda)
- b. Cllr. Lempicki request permission to set up a memorial working group. (Agenda)
- c. Grassed area in front of Elmcroft has no up-dated lease agreement with NSDC, the clerk to contact them and request one. (Agenda)
- d. A request was made to have an information sheet on the notice board and to include all councillor details and emergency numbers. The **clerk** was asked to action.
- e. It was thought that the Open Meeting contribution in the Dover Beck was insufficient and it was agreed that the Chair would provide further information on the Open Meeting.

NEXT MEETING

Parish Council Meeting: Tuesday 9th July 2019.

The Chairman closed the meeting at 9.30pm