



**Minutes of Kimberley Town Council, Meeting of the Full Council held on  
Thursday, 25<sup>h</sup> January 2018 7.00pm**

Present: Councillors: T Rood Chair  
J Sisson Vice Chair  
N Oakden  
D Moulton  
J Rogers  
K Boettge  
R Plumb  
H Walton  
K Saxton  
J Dymond

Minute Clerk – Lisa Brown

4 Members of the public attended.

160) APOLOGIES FOR ABSENCE

Councillor Pierpoint - illness  
Councillor D Saxton – illness  
Councillor Brunt - unforeseen circumstance  
Councillor French – unforeseen circumstance  
Borough Councillor Crow – meeting  
Borough Councillor Easom - holiday  
Borough Councillor Robinson – prior engagement

161) DECLARATIONS OF INTEREST

Councillor Oakden declared a non-pecuniary interest the Stag Recreation Ground.

22/2/18

Signed

Chair

**162) MINUTES**

The Council were asked to approve the minutes of the meeting of the Full Council on 30th November 2017

**RESOLVED that the minutes from the meeting of the Full Council 30th November 2017 were unanimously accepted as a true record.**

**163) PUBLIC QUESTION TIME**

The Chairman invited questions from members of the public;

- **The puddles on the road contained salted water and it could kill the saplings that have been planted.**
- **It was asked when the Hearing Loop would be placed in the committee room.**

The Clerk informed that it was agreed to purchase at the Recreation, Parish Hall and Finance Committee on 11th January 2018; awaiting a date from the electrician as to when this can be installed.

- **The water tap at Broomhill Lodge. What is happening with it? Will it be investigated? It has the clerks' signature on the documents.**

The Clerk informed she was not the clerk in post at the Town Council when Broomhill Lodge was sold. The water tap can be moved. Any further investigation regarding this topic was passed on to Councillor Rogers and when there is something to report it will be on the agenda.

- **What is happening with the Neighbourhood Plan? The council are going to miss the deadline to submit the Kimberley Plan. You claim £9000.00 to help the plan move forward.**

The Clerk informed that the Neighbourhood Plan is moving forward; there is an Extraordinary Meeting of the Full Council on 1<sup>st</sup> February 2018 to resolve the draft plan for public consultation. Whilst you cannot take part in this Extraordinary Meeting as you are not a member of the council, you are most welcome to attend the meeting as a member of the public. Neighbourhood Plan funding of £2400 has just been obtained to facilitate the plan that will take us up to the financial year end 31

22/2/18

Signed

Chair



March 2018. You are correct that we can obtain £9,000. We have been applying for this in stages as we funders need evidence of how the money is spent.

- **It was asked when the permit scheme for the Stag Ground will be put in place?**

Councillor Rogers explained a working party had met to discuss the best way forward and clubs will be contacted once the scheme is devised.

#### 164) REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

County Councillor Owen informed members of the following:

- Proposals to change waiting restrictions on Maws Lane and to try and create additional parking.
- The suggestion of slip road into Maws Lane is not feasible.
- Broomhill Road has been resurfaced
- Goodwin Drive and Victoria Street are being considered for resurface
- Report of the pedestrian crossing near Ikea may be moving to relieve the traffic problem.

Borough Councillor Crow report:

The following was read to member of the council of behalf of Borough Councillor Crow by the Clerk

I would like to reassure all of your members that Kettlebrook Lodge was never included for demolition in Broxtowe's Core Strategy. I am saddened that there has been some scare mongering in relation to this building, that appears to have come about because of someone not reading the consultation document fully and thoroughly.

I have the following update regarding the Brewery site from Planning Officers:

Regarding the townhouses, we do have some concerns about the design submitted, and we asked them to see if they could keep the design as close to the original apartment design as possible. This design goes back to the time when Michael Bruce was the Case Officer and I'm hopeful that there will be buy in to this from the Town Council and SOBS, but we won't have any amended plans to consider until after Christmas. We discussed timescales and if there



remains dispute over design quality we'll look to have this at March Planning Committee.

The proposals for the Malt Kilns at the front are also progressing and we've asked for some further justification of the approach taken.

The S106 amends are with legal colleagues and the point of maintaining trigger points to secure conversion works in a timely way are not proposed to be removed.

Councillor Crown has met separately with Steve at Fairgrove regarding the tower, and he has interest for a conversion scheme for this. No application in yet but I expect to have one in the early part of 2018.

#### 165 ACCOUNTS MONTHLY REVIEW

Council members were asked to review the bank reconciliation for the month of November and December 2017.

**RESOLVED that; the Full Council approved the monthly accounts and bank statements for the month November and December 2017.**

#### 166 DRAFT BUDGET

The Clerk informed that previously the draft budget had been presented to the Recreation, Parish Hall and Finance Committee for recommendations and there had been a working party for the draft budget to be discussed for new members understanding.

Concerns were raised from Councillor Dymond regarding the water charges and that the cost seems quite high.

**RESOLVED that; the water charges be investigated to make sure they are being accurately billed.**

The chairman suggested that hall hire be increased by £1.00 per hour as the hire is very reasonable as it stands and the increase will accommodate utility costs and inflation.

Councillor Boettge expressed the view that the precept be frozen as it has increased significantly the last two years.



Councillor Dymond asked for further detail relating to costs of the chapel and realistic income figure for 2018.

**RESOLVED** that; the Clerk and Councillor Rood will look at the order book for the Chapel hire 2018/19.

167 CHAPEL BELL TURRET

Councillor Plumb asked for council consideration of the construction of the chapel bell turret at the chapel on the Hill and that the earmarked reserve of £15820 is to be used for the erection of the bell turret.

**RESOLVED** that; the reserves will remain earmarked for the chapel bell turret.

168 HEALTH AND SAFETY

The Clerk updated that portable heaters in the hall cannot be used anymore due to a product recall. It was discussed that heating is an essential requirement for users of the hall and new heaters should be purchased.

**RESOLVED** that; new heaters purchased and installed with immediate effect. The clerk can spend a maximum of £1000.00 from the Parish Hall budget.

169 HUMAN RESOURCES

Councillor Boettge explained that there had been a fact finding meeting to create a terms of reference for the Human Resource Committee to function. The template was the terms of reference used from the last committee and some amendments made.

The Clerk advised that computer access by a councillor should be handled with care and it was advised by Nottinghamshire Association of Clerks to put the passwords in a sealed envelope in the safe, to be accessed if the Clerk does not return within three weeks or a locum Clerk cannot be sourced. The Clerk reminded all council members that there is an assistant that is working within the office should she be absent. This advice safeguards councillors.



Councillor Pearce suggested having a separate account within the office for the councillors' access that contains time sheets, human resource policies etc.

**RESOLVED that; the Human Resource Committee will have access to a computer account that holds all information relating to the employees of the council.**

The Clerk advised that agendas should not be written by council members and Nottinghamshire Association of Local Councils has also advised of the same.

Councillor Boettge explained that the agendas being written on behalf of the Clerk was to facilitate working schedules or if the Clerk was absent.

The Clerk advised that; it is best practice if the Clerk is not available, the assistant create the agendas or a locum Clerk. This safeguards councillors.

Councillor Oakden objected to the Human Resource Chair being the line manager of the Clerk.

Councillor Rogers explained that wording would need to be changed to Human Resource Manager. The function of the role is for the Clerk to have someone to have dialogue with, instead of the entire Human Resource Committee.

**RESOLVED that; the line manager for day to day dialogue would be the Human Resource Manager.**

Councillor Dymond expressed the view that it was important that the Human Resource Committee only facilitate the Clerk or act if the Clerk is absent for a period of time, not on a daily basis.

Councillor Walton suggested that the Human Resource policies are discussed by the Human Resource Committee and that the final version of the policy would have to be considered by Full Council. Councillor Walton put herself forward to be part of the Human Resource Committee.

Councillor Plumb explained that Councillor French and Brunt wished to be part of the committee.

Councillor Oakden proposed that Councillor Walton be on the Human Resource Committee; it was seconded by Councillor Pearce.

**RESOLVED that; Councillor Walton was voted on to Human Resource Committee.**



The committee discussed frequency of the Human Resource Committee meetings. Councillor Oakden suggested a meeting once a year and on an ad hoc basis.

The Clerk asked the full council if the office opening and closing days could be revised. It was suggested that Monday and Friday are closed due to no users of the Parish Hall and this would allow the Clerk to focus on minutes, emails and agendas without disruption.

**RESOLVED that; the Parish Hall will now be closed on Monday and Fridays. Open Tuesday, Wednesday and Thursday.**

170 OLD SCHOOL HOUSE RENTAL CONTRACTS

The Clerk informed the council that a further detailed contract had been sourced and it had information relating to a deposit scheme that is a legal requirement.

Councillor Dymond informed that the contracts should have time to be read before sending out before potential tenants.

**RESOLVED that; Councillor Dymond and Oakden will review the Old School House contracts and report back to RPHF committee for further discussion.**

171 CLERKS REPORT

The Clerk verbally added further items;

- Attention is required for the Data Protection legislation that comes in to force in May 2018. The Clerk needs training on this area.
- The Clerk had joined a webinar to hear from the new external auditor for the years ahead. She explained that the name of the Annual Return had changed slightly but nothing much else.

The Council considered the clerk's report. It was asked if further detail can be sought on S137 Expenditure and what it can be spent on.

**RESOLVED that; the Clerks report was accepted.**

**172) PLANNING APPLICATIONS**

The council considered the below planning applications

**KIMBERLEY WARD**

Kimberley Town Council

Reference Number : 17/00876/FUL      Grid Ref: 344942 449976  
Proposal : **Construct two storey side and single storey rear extensions**  
Site Address : 26 Edgwood Road Kimberley Nottingham NG16 2JR  
Applicant :

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**RESOLVED that; no objections were raised.**

**173) CORRESPONDENCE**

The Clerk verbally added further items for council consideration;

- Broxtowe Borough Council had asked if we would like to participate with additional maintenance and groundworks for 2018/19. The offers included, grass cutting, litter picking and bin emptying, weed control.

**RESOLVED that; the Council agree to part of the additional grounds maintenance scheme that Broxtowe are offering for 2018/19.**

- Ground Control, had written seeking permission to cut back trees on Knowle Park to ensure the power lines were safe.

**RESOLVED that; the council had no objections to Ground Control carrying out the work**

The correspondence list was considered.

**RESOLVED that; the correspondence list was accepted by the Full Council.**

**174) DATE OF NEXT MEETING**

Recreation, Parish Hall and Finance Committee 8 February 2018 7.00pm  
Full Council meeting      22nd February 2018 7.00pm

22/2/18

Signed

Chair





22/2/18.

Signed

Chair