

Minutes of the Meeting of **Holme Pierrepont & Gamston Parish Council**  
Monday 13<sup>th</sup> March 2023 at 7.15pm in **Gamston Village Hall, Old Tollerton Rd, Gamston**

**Members Present:** John Mason, Janet Hackett, Geoff Prett, Sally Griffiths (Acting Chair), Alun Owen, Richard Fairgrieve & Maria Ubhi

**In attendance:** Julia Barnes (Clerk), County Cllr Roger Upton, Borough Cllr Jonathan Wheeler, Matt Douglas (Radcliffe-on-Trent Parish Councillor) & Mr & Mrs VanHegan (Parishioners).

#### **5830. APOLOGIES FOR ABSENCE**

Cllr Stacey sent her apologies due to being on holiday.

Cllr Tisbury sent his apologies due to being on holiday.

In Cllr Stacey's absence Cllr Griffiths kindly chaired the meeting.

#### **5831. DECLARATIONS OF INTEREST**

No declarations of interest were made.

#### **5832. ORDER OF BUSINESS**

No changes were suggested to the order of business.

#### **5833. MINUTES**

##### **TO APPROVE MINUTES FOR THE MEETING of the PARISH COUNCIL HELD ON 13<sup>th</sup> FEBRUARY 2023**

Cllr Fairgrieve proposed, and Cllr Prett seconded the motion that the Minutes be approved. Vote was taken, unanimously in favour. Cllr Hackett abstained as she was not present at the February '23 Meeting. Motion carried and Minutes were adopted.

**Cllr Fairgrieve to upload February '23 Parish Council Meeting Minutes to the HP&G PC website.**

#### **5834. COUNTY REPORT**

County Cllr Upton explained that he would comment on the meeting he had attended on 16<sup>th</sup> February '23 with Parish Councillor Owen to speak with Neil Lewis regarding the Holme Lane developments at Agenda Item 13.

Cllr Upton spoke about the work that had been conducted on Bassingfield Lane to trim the hedges and improve visibility of the sightlines. Cllr Upton noted that he needed to visit the site to check the foliage has been cut back sufficiently.

Cllr Upton told the meeting that he had been involved in discussions regarding the lack of bus routes that included the Greenacre Mobile Home Park in Holme Pierrepont, which increased the sense of isolation for residents living there. Cllr Upton has been in discussions with Neil Clarke at the County Council about possibly extending the Number 11. bus service to incorporate Greenacre.

Cllr Upton spoke about the recent allocation of Secondary School places across the county. He has been contacted by a number of parents that are unhappy with their children's allocated school, including one family where their first choice was Becket School but had been allocated Bingham Toot Hill. Cllr Upton explained that as Councillors, under their code of practise, they are unable to get involved with the Schools Appeal process.

### **5835. DISTRICT REPORT**

Borough Cllr Wheeler explained that the budget for the coming year had been passed and spoke again about the Rushcliffe Borough Council (RBC) Council Tax Bands A to D being frozen for the coming year.

Cllr Wheeler spoke about the substantial investments made in the new Bingham Leisure Centre, Community Hall and Employment Hub and Gamston Community Hall. Investment is due to be made into Cotgrave and Keyworth leisure centres and Greythorn Drive play park.

Cllr Wheeler noted that the retrospective planning application for the garage and workshop already completed at Elms Farm, Bassingfield, had been found in favour of RBC at appeal.

Cllr Wheeler explained that over the next week or so remedial work would be carried out across the Borough car parks including Gordon Road, West Bridgford, The Hook and Nursery Car Park. Cllr Wheeler explained that the revenue collected from parking fees was reinvested in the car parks to maintain their excellent condition.

Cllr Wheeler spoke about the substantial investment that has been made into the facilities at Rushcliffe Country Park including the café improvements and museum, plus shelters for inclement weather in the park area and a canopy in the skate park area.

Cllr Hackett spoke about an anomaly with the Number 11. bus whereby passengers have to alight at the last bus stop but the bus actually travels further along the route towards Holme Pierrepont.

Cllr Owen mentioned that he was aware of a local child that had been allocated a secondary school place for September in Newark which would involve 2 bus journeys each way. Cllr Wheeler spoke about the pressure on schools in West Bridgford but also recognised the pressure that families were placed under if they did not get their preferred choice of school, which constituted 3% of total applications. Cllr Wheeler noted that the application process involved listing 4 schools in order of preference and the six cases he was aware of that were unhappy with the resulting school had not followed this process. These families are able to take the decision to appeal. By 2026 there will be an extra 560 places partly provided by the expansion plans at Rushcliffe Spencer Academy. Cllr Wheeler explained that it was not possible to force applicants to put down 4 school choices and school places is no longer a County Council/Local Education Authority

function and also noted that faith school such as Becket and Emmanuel form their own appeal panels.

Cllr Hackett explained that her grandson attended Bingham Toot Hill School and they had missed time at school when it was snowy due to the weather making the dining room unsafe, which she considered unacceptable. Cllr Wheeler explained that there were improvement plans for this school but would raise this issue with Cllrs.

Cllr Prett spoke about the successful Borough Council campaign to save West Bridgford Fire Station and retain the second fire engine at the London Road Fire Station. Cllr Wheeler explained that extra funding had been secured from Government. Cllr Wheeler spoke about the multiple millions of pounds worth of assets owned by the Fire Authority that could be better utilised, including the empty City Centre Fire Building that could be sold or rented out to provide a regular income.

Cllr Upton was asked why Bassingfield is not included in the road gritting route in icy weather, the answer being the roads are too lowly classified to be included on the gritting schedule.

## 5836. PLANNING

- i) 20/03244/OUT Taylor Wimpey UK & Rockspring Barwood Gamston Ltd Land East of Gamston & North of Tollerton Lane, Tollerton Lane, Nottinghamshire.

Clerk read out Cllr Tisbury's update in his absence.

*'I have spoken with the Case Officer who has confirmed little progress has been made. The Highways Assessment is still outstanding which is key to the current application and the Special Planning Guidance document which will be subject to public consultation once drafted. Roads obviously need to be able to accommodate the traffic generated from the development.'*

Cllr Wheeler explained that a Highways document had now been received, as had applications for the airport but no masterplan as yet. Cllr Wheeler noted that there was the possibility that the application could be taken to the Planning Inspectorate by the developers to accelerate decision making. However, the developers agree that a masterplan is required and therefore any planning decisions before this document is presented would be unreasonable. Cllr Wheeler noted that any development must minimise negative impact on the existing Gamston area.

- ii) 23/00185/FUL More Leisure Community Trust Installation of play equipment to the existing play park National Water Sports Centre, Adbolton Lane, Holme Pierrepont, Nottinghamshire NG12 2LU

*Deadline for comment : Wednesday 1<sup>ST</sup> March '23*

Parish Council Response : DO NOT OBJECT

Enhancements to this play area would be welcomed and we look forward to seeing the developments, as some of the proposed equipment could be useful to see in relation to the development of our own Play Park on Ambleside.

iii) 23/00255/FUL Mr J Croft Alteration, conversion and extension of the existing farm buildings to create 5 dwellings. Demolition of minor ancillary buildings. Holly Farm, Bassingfield Lane, Bassingfield, Nottinghamshire, NG12 2LG

*Deadline for comment : Tuesday 21<sup>st</sup> March '23 (revised)*

Clerk noted that Cllr Tisbury had drafted a response to the application for discussion amongst Councillors, addressing the residents' concerns, as documented by Cllr Stacey who had attended the Bassingfield residents meeting. Cllr Tisbury explained that he was still waiting to speak with Cllr Wheeler once he has spoken to the Case Officer.

Discussion took place regarding the application. Cllr Fairgrieve spoke about the parking provision and the fact that the buildings footprint had not changed greatly with the new application. Cllr Wheeler explained it was an 18% increase in area covered.

Meeting agreed that Cllr Wheeler should speak with Cllr Tisbury on his return from holiday and Cllr Tisbury to circulate a suggested Parish Council response via email to formulate an agreed response. A further extension to the deadline date was suggested.

**Cllr Wheeler to speak with Cllr Tisbury regarding the application.**

**Clerk to contact Case Officer to request an extension to the deadline date for comment.**

Cllr Hackett illustrated another property in Bassingfield that appeared to have made residential amendments to a property under a Planning Application for office accommodation. Cllr Wheeler was not aware of any contravention of planning policy but agreed to look into it.

**Cllr Wheeler to investigate office/house development in Bassingfield to ensure planning policy has been followed.**

- iv) 23/00222/FUL                      Mr M Asim                      Single storey front entrance extension and two storey stair link front extension. Single storey rear and side extensions.                      Blotts Country Club & Holme Pierrepont Hotel, Adbolton Lane, Holme Pierrepont, Nottinghamshire NG12 2LU

*Deadline for comment : Thursday 23<sup>rd</sup> March '23*

Cllr Owen has looked at this application and circulated his thoughts to all Cllrs, essentially not objecting to any of the physical changes to the property but expressing some concern over parking with a venue capacity increased by over 200 people. Discussion took place regarding parking along Adbolton Lane, which had been problematic in the past when events had taken place at Blotts.

Cllr Wheeler noted that he was due to visit the site in the coming week and explained that the current owners had taken over this local business at the start of the Covid-19 pandemic and despite this had survived and were still a viable local business. Cllr Fairgrieve expressed the opinion that local businesses should be encouraged wherever possible.

Cllr Prett asked about whether the entertainment licence covered up to 650 people. Cllr Wheeler explained that the licence could be reapplied for as there would potentially be a greater noise generated by events. Cllr Ubhi noted that the venue was now alcohol free. Cllr Hackett asked if some of the old redwood trees located in the grounds could be subject to a new Tree Preservation Order (TPO) so they are not lost and also noted there is a huge cranes nest situated in one of the trees on site that must not be disturbed.

Meeting agreed not to object to the application with caveat that the potential overspill of parking onto Adbolton Lane be addressed prior to approval.

**Cllr Hackett to provide Cllr Wheeler with more precise details of trees on Blotts site to be protected with a TPO.**

**Clerk to submit consultee response via RBC Planning Portal by the deadline date.**

- v) 23/00400/FUL & 23/00399/FUL                      Mr Christopher Whittingham  
Replacement of timber windows and door to UPVC                      4 Easedale Close,  
Gamston, Nottinghamshire, NG2 6PJ

*Deadline for comment : Thursday 23<sup>rd</sup> March '23*

**Cllr Fairgrieve agreed to look at this application and circulate his thoughts to all Cllrs via email.**

## **5837. VILLAGE HALL**

### *Monthly Update*

Cllr Griffiths read monthly update received from the Bookings Clerk.

*'Things are well at the hall.*

*Thank you very much to Sally for kindly donating her tea urn to the Village Hall. It's much appreciated by everyone.*

*I had an enquiry from The Apostolic Fellowship Of Christ group that meet weekly at Gotham Village Hall. Following the fire at the hall they are looking for a new meeting place. They wanted use of our hall every Sunday for 4 hours. I haven't heard back from them yet, but I will email them again his week. It's potentially such a brilliant booking.*

*The only party in the hall in the next month is Saturday 25<sup>th</sup> March. Enquiries are a lot slower than last year. Could we maybe look at advertising on our Facebook page? I'm happy to do the odd last minute "party deal" at a reduced price if we think it could work?*

*I will send an update of Easter holiday bookings to Julia closer to the time.'*

Cllr Fairgrieve kindly agreed to liaise with Bookings Clerk and Clerk to formulate some Facebook advertising for weekend children's party bookings.

**Cllr Fairgrieve to liaise with Bookings Clerk and Clerk to agree content for Facebook children's party advertising.**

### *Outdoor Clock*

Clerk relayed Cllr Tisbury's message regarding the Village Hall outdoor clock that explained that he was liaising with Gregg the local electrician for suggestions for the seasonal timing issues.

Cllr Prett explained that he had established that the outdoor clock was wired into the main hall lighting circuit.

Cllr Hackett noted that she could contact an electrician she knows to progress this. Clerk explained that Cllr Tisbury was in discussion with local electrician currently but thanked her for the suggestion which may well be followed up in the future.

**Cllr Tisbury to give an update on the outdoor clock at the April '23 Parish Council meeting.**

## **5838. KING'S CORONATION CELEBRATIONS**

Discussion took place regarding Parish Council celebrations for the upcoming King's Coronation.

Meeting agreed that £50 per street contributions to privately organised parties within the Parish would be available, with the same criteria as for the Queen's Platinum Jubilee

celebrations last year. To be advertised in the Chair's report in the next newsletter and on Parish noticeboards, website and Facebook. The same conditions to apply as follows:

- i) Taking place over the Coronation Bank Holiday weekend.
- ii) To be open to all residents in the street.
- iii) To provide photograph(s) of the event to Parish Clerk for use in future Parish News newsletter.
- iv) Receipts to be submitted for reimbursement of funds, up to £50, to be spent on anything required for the event including food, beverages, decorations etc

**Clerk to provide individual Parish street party financial contribution details to Susan Toon to add into Spring Parish News text.**

**Clerk to produce advert to publicise Parish Council financial contribution to street parties.**

**Clerk to recontact the organisers of Parish street parties for the Queen's Platinum Jubilee last year, to inform them directly of the King's Coronation scheme.**

Clerk explained that it was anticipated that RBC would be offering £250 grant to each Parish to celebrate the King's Coronation, on the same basis as for the Queen's Platinum Jubilee celebrations. Last year for the Queen's Platinum Jubilee the Parish Council offered £50 per street; and also Cllr Tisbury assisted by local volunteers, arranged a bring your own picnic event at Gamston Village Hall, open to all Parishioners, accompanied by a live band. Clerk explained that she had received correspondence from one of those volunteers asking if HP&G Parish Council were planning to organise something for the King's Coronation and asking if something similar to the Queen's Platinum Jubilee celebrations could be arranged and explained that there were volunteers available to gladly help out, but not organise the event. The suggested date by the Palace for celebrations is Sunday 7<sup>th</sup> May '23.

Discussion took place and regrettably there were no volunteers to organise the event. Councillors present were either attending their own street events or were away on holiday or unable to organise such an event. Clerk explained that she too was unavailable that weekend due to her husband's 50<sup>th</sup> birthday celebrations. Cllr Hackett suggested that the Village Green could be used by Parishioners to gather and picnic. Discussion took place regarding the use of Village Hall facilities during that time. Cllr Hackett kindly volunteered to open and close the Village Hall for the event. Clerk noted that a plan for the cleaning up of the site and Village Hall should be formulated as there would be no Parish Councillors present to take responsibility. Clerk also noted that alternative, potentially more labour intensive, arrangements would be required if weather conditions were inclement. Cllr Hackett suggested that we could offer the Bookings Clerk some extra hours to help out with the clearing up after the event.

**Clerk to respond to volunteer to suggest use of Village Hall grounds to bring your own picnic to gather with other Parishioners to celebrate the King's Coronation.**

**If bring your own picnic is considered a viable idea, Clerk to contact Bookings Clerk to discuss possibility of working extra hours on Sunday 7<sup>th</sup> May '23.**

**8.30pm Matt Douglas left the meeting.**

**5839. PLAY PARK**

*New Play Park Equipment*

Cllr Hackett had kindly acquired another quotation for inclusive play equipment for the Play Park including a saucer swing and a roundabout plus a picnic table with spaces accessible to wheelchair users. Clerk had collated all-inclusive equipment quotations and asked if a site meeting could be arranged to assess the viability of including the equipment based on the space available, before progressing the project and applying for funding to finance the project. Cllrs Hackett, Prett and Ubhi were available the next day. Cllr Mason also invited to attend but unfortunately unavailable that day.

**Clerk and Cllrs Hackett, Prett & Ubhi to meet at Ambleside Play Park on Tuesday 14<sup>th</sup> April '23 with tape measure and quotations to discuss viability and positioning of potential new play equipment.**

Clerk thanked Cllr Fairgrieve for providing and circulating photographic evidence of the poor condition of some of the Play Park painting carried out last year, especially in high traffic areas. Clerk explained that she had forwarded these to the Business Development Manager at Streetwise who had coordinated the works and had asked to meet on site to discuss and agree resolution.

**Clerk to chase up response from Streetwise re:paint work at Play Park.**

Clerk explained that she had arranged the annual inspection of the Play Park electrical bollards.

Cllr Fairgrieve noticed that several cars parked across the pavement at the Play Park when all parking bays are occupied.

**Clerk in conjunction with Cllr Prett to submit grant applications for new Play Park equipment to East Midlands Airport Community Fund, National Lottery Community Fund application, Nottinghamshire County Council Local Improvement Scheme grant assistance 2023-24 once open, accompanied by Cllr Upton testimonial and also possibly approach Nottingham Forest and Notts County Cricket for donations.**

**Clerk to acquire revised quote for repainting Play Park picnic tables and notice boards in Spring 2023.**

#### **5840. SPRING NEWSLETTER**

Cllr Owen updated the meeting on progress with the Spring '23 newsletter. Cllr Owen confirmed he had collated plenty of interesting articles and production of the newsletter was on track for distribution just before Easter. Cllr Owen complimented Cllr Prett on his very skilful work in creating previous editions and noted that Cllr Prett had been very modest about the large amount of work he put into creating each edition.

Clerk explained that she had spoken with Susan Toon who asked if anyone had photos of the Gamston stretch of the canal during the drought last summer when it was at its worst with no water flowing through it to accompany an article. Also if anyone had a recent picture of spring flowers in the Parish. Cllr Owen told the meeting that he had a picture of the first new lamb of spring born at Holme Pierrepont Hall that he would send to Susan Toon.

Clerk noted that Cllr Tisbury had provided an update from the recent charity Pie & Peas evening at the Village Hall and had offered to create an article for the newsletter with photographs.

**Cllrs to forward to Clerk Gamston canal drought pictures from last summer to accompany newsletter article.**

**Cllr Prett very kindly agreed to proofread the final draft of the newsletter before going to print.**

**Clerk to pass Cllr Tisbury's Pie & Peas evening update to Susan Toon for inclusion in Spring newsletter if space allows.**

#### **5841. VILLAGE BREAKFAST GAMSTON BUDDY BENCH**

Clerk read out Cllr Tisbury update.

*'Proposed location plans have been submitted to RBC via Borough Cllr Wheeler. Awaiting RBC approval to erect a bench off the footpath between the Village Hall and Ambleside on what is Council land'.*

**Borough Cllr Wheeler to chase a response from RBC regarding permission to locate bench on proposed site.**

#### **5842. COUNCILLOR UPDATES**

Clerk read the following report received from Cllr Tisbury.

*'The local residents who organised the Village Breakfast mornings ran a successful Charity Pie and Peas evening on Friday 3<sup>rd</sup> March '23 in aid of the Edwalton Food Bank. They were obviously trendsetters as the following week, unbeknown to them, was official British Pie Week. A total of £532.50 was raised together with 4 bags/boxes of food and toiletry donations. A very successful evening helped by the Poppy and Pint Folk Club musicians who gave their time in return for food. Music flowed through most of the evening. All pies were devoured with, despite large helpings, some residents coming back for more. Positive messages were received from local residents*

*as well as the band who all had a good time. These evenings help to build a stronger community spirit and are welcomed. The team are working to encourage others to organise events as to date it always falls to the same individuals. Alun, if you want, I am happy to put together an article for the next newsletter with photos just let me know the deadline.'*

### *Holme Lane Update*

Cllr Owen explained that he had met with County Cllr Upton and Neil Lewis, Countryside Access Officer to examine the initial consultation responses. Of the 28 letters sent out there were 14 replies, 4 of which objected to the proposal and 10 in favour. Neil Lewis considered, from experience, this to be a good, expected level of response that provided a reasonable level of ascent from the residents of Holme Pierrepont to progress the process to the next stage.

The procedure for next steps will be;

- Informal discussions with Gary Wood, Head of Highways.
- Write a follow-up letter to all Holme Pierrepont residents that addresses the concerns raised in the consultation responses.
- Process initiated to implement a TRO (Traffic Regulation Order).
- Consult with interested parties including utilities and local council.
- Notice is published in Nottingham Evening Post.
- Objection procedures followed.
- Legal process of signage and road markings.

Cllr Upton explained that this was very positive and a big step forward. Cllr Upton anticipated the process to take approximately 12 months before spades in the ground.

Cllr Owen reiterated that some of the objections to the proposal had flagged up important logistical considerations including a process for opening the unmade section of the road should the road between Holme Pierrepont and Radcliffe-on-Trent be closed due to flooding.

Cllr Fairgrieve asked the level of funding required to implement this change. Cllr Upton explained that this would not be a particularly high cost scheme which would be funded by Notts County Council. Cllr Hackett noted that the hedges wouldn't need cutting as often along that stretch of road, or the potholes require filling as often, therefore saving some expenditure. Cllr Owen explained that the scheme had been accused of being a cost cutting exercise for the County Council but that was not the reason for this proposal, however this may be an unintentional result when implemented.

*A52 Gamston to Bingham Study*

Clerk had previously circulated Cllr Owen's draft response to the request to all Cllrs.

Cllr Owen noted that paragraph 10 should be amended to recognise the section of road through Radcliffe-on-Trent where the speed limit is 40 mph.

Clerk to add comments made by Cllr Prett regarding the desired green screening of the route for the safety of both walkers and cyclists.

**Clerk to action amendments to Cllr Owen's response and submit on behalf of the Parish Council.**

**8.50pm            Mr & Mrs VanHegan left the meeting.**

*Grantham Canal WeBCan Update*

Cllr Prett explained that he was due to attend the first WeBCan Committee Meeting at the Poppy & Pint on Tuesday 21<sup>st</sup> March '23. The Grantham Canal Crowdfunder Campaign has been successful in raising their initial target of £3.5k to enable them to submit a grant application to the Environment Agency (EA) Fisheries Improvement Programme for £6k. The crowdfunded £3.5k plus the (if successful) £6k EA grant will be spent on; a pump, second hand workboat, restocking canal with juvenile carp, tench and perch, application of Siltex to reduce the acidity of the water and a cordless pond vacuum to remove decaying leaf litter.

Cllr Wheeler spoke about the creation of a fish pass in the River Trent costing around £9 million.

Cllr Prett explained that he had recently attended a Midlands Tree Council Meeting representing the Parish Council in his capacity as Tree Warden. Cllr Prett spoke about an environmental improvement plan that was likely to filter funding down to Parish Council level in 2 or 3 years time for planting. Cllr Wheeler suggested the green area behind Keswick Close may be ideal for planting in the future. Cllr Wheeler also told the meeting that RBC had provided a grant to fund the clearing of reeds from the canal to improve water quality.

Cllr Prett explained that he had investigated the possibility of applying for a Platinum Jubilee Village Hall grant on behalf of the Parish Council but we do not meet the required criteria. Suggestions were made to apply to East Midlands Airport for funding towards Village Hall projects and also the Vale of Belvoir Rotary Club.

**9pm                County Cllr Upton left the meeting.**

Cllr Fairgrieve told the meeting that he had set up a Facebook page for Holme Pierrepont & Gamston Parish Council which had achieved over 90 followers over the last month. Cllr Fairgrieve explained that Borough Cllr Wheeler was helping to share comments from the HP&G PC Facebook page to the Gamston Community Facebook page, as until HP&G PC page is over 3 months old, shared posts are declined. Cllr Fairgrieve explained that he would liaise with Bookings Clerk and Clerk to share an advertisement for Village Hall children's party weekend bookings.

**Cllr Fairgrieve to publish a new advertisement for Village Hall children's party weekend bookings in conjunction with Bookings Clerk and Clerk.**

Cllr Fairgrieve noted that he had been working over the past month to update the HP&G PC website page by page and would continue to do so. Clerk thanked Cllr Fairgrieve for his work on the website. Cllr Owen mentioned that he had recently read the very interesting section on our website concerning the history of Adbolton. Cllr Griffiths explained that she had provided this text, finding it on the internet and reproducing it with permission. Cllr Owen noted that there was just a very small section pertaining to Holme Pierrepont and that he would speak with Robert Brackenbury at Holme Pierrepont Hall for any historical information.

**Cllr Fairgrieve to continue to update and maintain the HP&G PC website.**

**Cllr Owen to speak to Robert Brackenbury at HP Hall regarding historical information for publishing on HP&G PC website.**

Cllr Mason told the meeting that he continues to monitor the Play Park.

Cllr Ubhi told the meeting that she had reviewed the contents of the Village Hall First Aid Kit, as requested by the Clerk, and purchased replacements for any out of date products and also ensured kit contained all items that were appropriate for a public building.

Cllr Ubhi noted that she had performed that monthly check of the Parish defibrillators to ensure they are functioning correctly. Cllr Ubhi noted that the Bassingfield defibrillator requires a new set of spare defibrillator pads as they are shortly due to go out of date.

**Clerk to order new spare set of defibrillator pads for Bassingfield defibrillator.**

**9.15pm Borough Cllr Wheeler left the meeting.**

**Gamston Councillors to invite a guest Parishioner to attend the next Parish Council meeting.**

#### **5843. FINANCE**

##### *Financial Statements & Payments for Approval*

Clerk issued copies of the month's financial transactions and details of payments.

**Cllrs Griffiths & Prett kindly agreed to sign off and authorise month's payments online.**

**Clerk to provide Cllrs Griffiths & Prett with copies of all invoices in order for them to sign off and authorise the month's payments online.**

Clerk explained to the meeting that the financial year end of 31<sup>st</sup> March was approaching at which point Clerk to prepare all financial statements for both internal and external audit process.

Clerk noted that the tax year end of 5<sup>th</sup> April was also imminent at which point Clerk to finalise all PAYE year end processes and documentation for employees, and roll the HMRC payroll system into the new tax year.

Clerk told the meeting that The Pensions Regulator legal re-enrolment and re-declaration duties for Holme Pierrepont & Gamston Parish Council deadline is 30<sup>th</sup> August 2023. Clerk explained that it is necessary to use The Pensions Regulator re-enrolment duties tool before the third anniversary of our previous re-enrolment date of 31<sup>st</sup> March 2023 to ascertain required legal duties.

**Clerk still to submit VAT claim for year to 31<sup>st</sup> March 2022.**

**Clerk still to prepare Annual Accounts .pdf for financial year to 31<sup>st</sup> March 2022 for publishing on HP&G Parish Council website.**

#### **5844. CLERKS REPORT**

Clerk reminded the meeting that places had been booked for Cllrs Mason, Griffiths, Hackett and Ubhi at the Town and Parish Council Forum taking place on 16<sup>th</sup> March '23 and asked if anyone had any questions for the Q&A session with Inspector Rob Lawton, to email them in advance to Clerk to submit ahead of the Forum.

Clerk had collected most of the Cllrs Parish Election Nomination Forms and explained that she must receive any outstanding forms before Monday 20<sup>th</sup> March '23 as she has an appointment then with Election Services at RBC to hand deliver the forms for checking and registering.

**Clerk to check the date Cllr Griffiths ceases to be a Parish Councillor as she is not standing for re-election in May '23.**

**Clerk to continue setting up Parish Council email addresses for Bookings Clerk, then for all Councillors.**

**5845. DATE OF NEXT MEETING**

The next meeting of the Parish Council was confirmed as **Monday 17<sup>th</sup> April 2023** in **Gamston Village Hall, Old Tollerton Lane, Gamston.**

**The meeting ended at approximately 9.30pm.**