

# WHATTON IN THE VALE PARISH COUNCIL

[Rushcliffe Borough Council, Nottinghamshire]

Clerk: Mike Elliott + 19/21 Main Street + Keyworth + Nottinghamshire + NG12 5AA  
Tel. 0115 937 6506 Email: [elliottnews@btconnect.com](mailto:elliottnews@btconnect.com)

## MEETING NOTICE

The next **MEETING** of the **PARISH COUNCIL** will take place on **TUESDAY April 28<sup>th</sup>, 2020** and will be held **Remotely (using ZOOM)** and will start at **7.15pm**.

Members of the public are welcome to attend and instructions on how you can attend are on the Parish Councils website ([www.whatton.org](http://www.whatton.org)) menu option Parish Council | Meetings | Remote Meetings Protocol. However, under the authority of Standing Order 70 the Chairman has decided that there will be no Open Session and members of the public may only observe and must not speak or otherwise disrupt the meeting.

If a member of the public has an issue they would like to bring to the attention of the Parish Council they should either e-mail the clerk at [clerk@whatton.parish.email](mailto:clerk@whatton.parish.email) or write to the address at the head of this notice.

The agenda for the meeting is:

1. Statement from the Chairman re: Conduct of Meeting – copy attached to this notice.
2. Apologies for Absence
3. Declarations of Interest
4. Minutes of the Meeting held of 25<sup>th</sup> February 2020 for approval – available on the Parish Council website.
5. Purchase of Computer Equipment by Parish Council to allow members to attend remote meetings – Motion to authorise the Clerk in consultation with the Chairman and Vice-Chairman to purchase such equipment where necessary – full text of the motion attached to this notice.
6. Emergency Delegation of Powers – Motion to delegate emergency powers to the Clerk, in consultation with the Chairman and Vice-Chairman – full text of the motion attached to this notice.
7. Annual Parish Council Meeting – motion to defer the Annual Parish Council Meeting until May 2021.
8. Clerk's Report – Verbal update.
9. Report from the Borough and County Council
10. Correspondence (if any) – enclosed with this notice.
11. Playing Field
  - a. Report from the Chairman of the Playing Field Committee – copy enclosed with this notice.
  - b. Verbal report from Councillor Grocock on funding position.
  - c. Approve Budget for 2020-2021 – motion to approve the budget for the Whatton and Aslockton Playing Field – full text of motion attached to this notice.

## 12. Planning Matters

- a. Planning Applications – full details available on the Parish Council Website using the Parish Council | Planning menu options. All members are requested to read the relevant planning documents prior to the meeting. Note the default position of the Parish Council is no objection.
  - i. 20/00814/VAR – Land of Old Grantham Road
  - ii. 20/00780/FUL – Conery Nook
  - iii. 20/00565/FUL – Brey's Hey

13. Footpaths – No update for this meeting.

## 14. Finance

- a. Accounts for Payment – included with the notice.

## 15. Environment

- a. Verges and verge maintenance – verbal update from Councillor Redford.
- b. Queen's Wood – verbal update from Councillor Faulconbridge..

## 16. Newsletter

17. Village Fete / VE75 day – verbal update

18. Casual Vacancy – Motion to defer the filling of the Casual Vacancy until 'in-person' meetings can be held - included with this notice.

19. Agenda items for the next meeting.

***Mike Elliott***

Clerk to Whatton in the Vale Parish Council

April 20 2020.

# WHATTON-IN-THE-VALE PARISH COUNCIL

Gregg Redford

CHAIRMAN'S STATEMENT APRIL 2020

## BRIEFING NOTE

Chairman's Statement in respect of 'Remote' meetings.

### Legal Context

As members are aware the Chairman has a duty in law to ensure that the meeting has been and is lawfully convened and that the meeting is conducted in an orderly manner.

As Chairman, I note that the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings (England and Wales) Regulations 2020 ("The Regulations") which came into force on the 4<sup>th</sup> April 2020 and will extend until the 7<sup>th</sup> May 2021 provides a provision to hold meetings with remote attendees and that Section 3 defines Parish Councils as a Local Authority for the purposes of the Local Government Act 1972, subsequent and allied legislation.

I am content therefore that Whatton-in-the-Vale Parish Council can lawfully convene and hold meetings using the Zoom Video Conferencing facility under The Regulations until the 7<sup>th</sup> May 2021 or until such future date that may be determined by any amendment to The Regulations or subsequent legislation.

### Conduct of Meetings

The current Standing Orders are considered adequate for a remote meeting.

### Voting

Standing Order 9 shall apply if all members present are 'visible', Members may vote by a show of hands. The Chairman will verbally express the result of the vote.

If not all members present are visible, the Chairman and Vice-Chairman shall request a 'recorded' vote (Standing Order 10). The Chairman will ask each Councillor in turn to verbally express their vote. The Chairman will express the result of the vote.

### Rules of Debate

Standing Orders 28 through 32 shall apply.

In order to ensure an orderly meeting:

1. Members must keep their microphone 'muted' whilst not speaking.
2. If visible members should raise their hand to indicate they wish to speak. If not visible use the 'chat' facility to the Host (Chairman).
3. Members should only enable their microphone when invited by the Chairman to do so.

# WHATTON-IN-THE-VALE PARISH COUNCIL

Gregg Redford

## MOTIONS FOR APRIL 2020 MEETING

### BRIEFING NOTE

#### Introduction

This paper contains the text of Motions to be put forward at the Parish Council Meeting on the 28<sup>th</sup> April 2020.

#### Purchase of Computer Equipment for Members (Item 6)

##### Introduction

In recognition of the increased reliance of Computer devices for both communication and in the current situation the holding of meetings the motion provides the Clerk with the power to provide such equipment to Members where members have no or inadequate devices or are unwilling to use personal equipment for Parish Council business.

##### Motion

It is resolved that:

1. The Clerk in consultation with the Chairman and Vice-Chairman is hereby authorised to purchase such equipment as deemed necessary for the Parish Councillor or Parish Councillors to perform their duties.
2. Providing that such expenditure is limited to £350 (excluding VAT) per Parish Councillor.
3. In accepting such equipment the Parish Councillor acknowledges that:
  - a. the Equipment remains the property of the Parish Council and
  - b. such equipment may only be used for Parish Council business and
  - c. such equipment will be returned to the Parish Council in the event of the recipient ceasing to be a Parish Councillor.
4. The Clerk will maintain a register of the equipment.

The motion is proposed by Councillor Redford and Seconded by \_\_\_\_\_.

# WHATTON-IN-THE-VALE PARISH COUNCIL

Gregg Redford

## MOTIONS FOR APRIL 2020 MEETING

### BRIEFING NOTE

#### Emergency Delegation of Powers (Item 7)

##### Introduction

The recent situation has highlighted the difficulty in the Parish Council reacting to situations where it cannot meet. Whilst recent legislation has helped in relaxing the 'in-person' requirement for meetings, there is nonetheless a need for the Parish Council to function in the event that a lawful meeting cannot be held for any reason.

##### Motion

It is resolved that:

1. In circumstances :
  - a. where a meeting of the council cannot be lawfully convened within a period not exceeding five weeks, or
  - b. an issue that requires resolution in a timeframe where a meeting of the council cannot be lawfully or reasonably convened.
2. Subject to the conditions in (1) above being satisfied the Clerk in consultation with the Chairman and Vice-Chairman is hereby authorised to take whatever action is required to resolve the issue including but not limited to financial matters.
3. In exercising this authority the Clerk will notify all members of the parish council by e-mail of the action taken and any financial implication within a period not exceeding five days from the date on which the authority was exercised.

The motion is proposed by Councillor Redford and Seconded by \_\_\_\_\_.

# WHATTON-IN-THE-VALE PARISH COUNCIL

Gregg Redford

## MOTIONS FOR APRIL 2020 MEETING

### BRIEFING NOTE

#### Annual Parish Meeting deferred until May 2021 (Item 8)

##### Introduction

THE LOCAL GOVERNMENT AND POLICE AND CRIME COMMISSIONER (CORONAVIRUS) (POSTPONEMENT OF ELECTIONS AND REFERENDUMS) (ENGLAND AND WALES) REGULATIONS 2020 came into force on the 4<sup>th</sup> April 2020. The regulations in part allowed for the postponement of the Annual Parish Council Meeting and that the Chairman and Vice-Chairman continue in office until the next Annual Parish Council Meeting in May 2021.

##### Motion

It is resolved that the Annual Parish Meeting scheduled for May 2020 be deferred until May 2021. The Chairman and Vice-Chairman shall remain in office until the next Annual Parish Meeting.

Proposed by Councillor Redford and Seconded by \_\_\_\_\_

#### Approval of Whatton and Aslockton Playing Field Trust Budget (Item 11 c)

##### Introduction

This is a motion to formally approve the WAPFT Trust which was presented in December 2019 but was not formally approved. A copy of the budget is included in this package.

##### Motion

It is resolved that the Budget for the fiscal year 2020/2021 for the Whatton and Aslockton Playing Field Trust as presented be approved.

Proposed by Councillor Redford Seconded by \_\_\_\_\_

# WHATTON-IN-THE-VALE PARISH COUNCIL

Gregg Redford

## MOTIONS FOR APRIL 2020 MEETING

### BRIEFING NOTE

#### Deferring Co-option for the Casual Vacancy (Item 19)

##### Introduction

The only candidate for the Casual Vacancy is unwilling to use their personal computer for 'Zoom' meetings, it will not be possible therefore to co-opt in a way that we could ensure that the co-opted member would 'attend' the next six meetings. It is thought therefore prudent to delay and such co-option until we are able to hold 'in-person' meetings.

##### Motion

It is resolved that the Co-option of any candidate for the Casual Vacancy be deferred to such time and the Parish Council can meet in person.

Proposed by Councillor Redford Seconded by \_\_\_\_\_.

Whatton in the Vale Parish Council 2020-2021

Payments Sheet No. 1 April 2020

Expenditure agreed at:	Net Total	VAT	TOTAL

For payment tonight and confirmation of payment since last meeting  
(if any, and marked with \*)

Chq No.	Payee	Reason	Invoice No	Net Total	VAT	TOTAL
BACS	Whatton & Aslockton Playing Field Trust * (16/4)	Capital contribution for playing field equipment	1036	5,000.00	£0.00	£5,000.00
BACS	Whatton & Aslockton Playing Field Trust	Revenue Contribution	1034	900.00	£0.00	£900.00
BACS	Whatton Jubilee Hall	Use of hall for 2019-20 meetings	31032020	100.00	£0.00	£100.00
BACS	EON	Electricity	H1851A9CEB	16.47	£0.54	£17.01
BACS	Roffesoft	Annual pyt for email system	6575	£45.00	£9.00	£54.00
BACS	D A Dixon	RTI payroll 2019-20	2703	£69.00	£0.00	£69.00
BACS	Elliott News Service	Office Admin March & April 2020 + postage etc 20/3-20/4	3928	£367.30	£0.00	£367.30
BACS	Mike Elliott	April meeting	1307	£22.76	£0.00	£22.76
BACS	HMRC	PAYE		£5.60	£0.00	£5.60
<b>Total expenditure for the meeting</b>				<b>£6,526.13</b>	<b>£9.54</b>	<b>£6,535.67</b>
<b>Total expenditure to date in the current financial year</b>				<b>£6,526.13</b>	<b>£9.54</b>	<b>£6,535.67</b>

# Whatton & Aslockton Playing Field Management Committee

## Report April 2020

I submitted my last report in December and this report is to inform the Trustees of our current position.

With regards to the play equipment on the field, Proludic UK started work in January. Work was almost complete but the current Covid 19 situation affected any further progress. Work has now stopped and the play area closed. A temporary perimeter fence has been erected to prevent access. In addition, all organised activity on the field has been suspended.

Our fundraising effort for £75,000 from WREN was unsuccessful and further grants will be explored in coming months.

The Management Committee are not holding any meetings due to the Covid 19 situation but will have discussions via email. The AGM will be held as soon as possible.

The Management Committee have instructed a local contractor to replace the fence at the east side of the playing field. This will be in the form of a wooden stock fence. There has also been work to upgrade and make safe the shower area in the pavilion.

On 6<sup>th</sup> April 2020 I was approached by Rushcliffe Borough Council with regards to the Government Retail, Hospitality and Leisure Fund. The fund was created under EU law in the form of state aid to compensate for loss of income during the Covid 19 situation. I submitted the application and we were awarded a grant of £10,000. This has been paid into our account.

The Management Committee now has an excellent bank balance and will engage with the Trustees on any expenditure in future months. I appreciate these are difficult times, but I request that both Parish Councils (the Trustees) examine the Management Committee budget that was submitted to you in October 2019 and give us a decision accordingly. The budget submitted will not reflect, accurately, the exact income and expenditure, but any amendments will be abided by.

Paul Brown

Chairman

**Whatton & Aslockton Playing Field Trust**  
**Budget for general running costs**  
**For the year ended 31st March 2021**

<b>Income</b>		<b>Year end</b>
		<b>31/03/2021</b>
Parish Councils		1800
Playing field rent		2030
Grants		
Donations & Fund raising		<u>3000</u>
		6830
<b>Expenses</b>		
General	Grass cutting	1500
	Strimming	400
	Hedge cutting	200
	Council rates	300
	Water rates	150
	Inspection	90
	Domain	120
	Electric	360
	Insurance	500
	General maintence	<u>3000</u>
		6620
<b>Surplus</b>		210

Whatton & Aslockton Playing Field Trust  
Budget for general running costs

		Budget Year end 31/03/2019	Actual (Cash Year end 31/03/2019
<b>Income</b>			
Parish Councils		1800	1800
Playing field rent		818	1349
Grants		250	28399
Donations/fundraising			499
		<u>2868</u>	<u>32047</u>
<b>Expenses</b>			
<b>General</b>			
	Grass cutting	1353	2065
	Strimming	360	375
	Hedge cutting	110	168
	Council rates	291	291
	Water rates	150	120
	Inspection	84	84
	Domain	91	217
	Electric	50	28
	Insurance	350	356
	Maintenance		50
		<u>2839</u>	<u>3754</u>
<b>Exceptional</b>			
	Water heater	250	158
	Fence post	**480	480
	Pavilion repairs	*3500	
	Ground repairs	**800	40
		<u>5030</u>	<u>4432</u>
Deficit		-5001	27615
Opening bank		1486	
Deficit		-5001	
Closing bank		-3515	
Opening bank			1486
Surplus			27615
Closing bank			<u>29101</u>
Funds			28878
Running costs			<u>223</u>
			<u>29101</u>

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Whatton & Aslockton Playing Field Trust  
Budget for general running costs

	Year end 31/03/2020	Actual (Cash) 31/03/2020
<b>Income</b>		
Parish Councils	1800	1400
Playing field rent	818	950
Interest		16
Grants		15500
	<u>2618</u>	<u>17866</u>
<b>Expenses</b>		
General		
Grass cutting	1300	850
Strimming	360	240
Hedge cutting	110	
Council rates	300	297
Water rates	150	56
Inspection	85	86
Domain	91	
Electric	120	88
Insurance	350	
Sundry		94
Pavilion		15500
Other maintenance		499
	<u>2866</u>	<u>17710</u>
Surplus/deficit	-248	156
Opening bank		29101
Surplus		156
Closing bank		29257
Funds		28878
Running costs		<u>379</u>
		29257

Sal - Note - £433 in Other maintenance might come off funds - currently in Running costs

At 23/09/2019 larger amounts still to pay	Grass	500
	Insurance	350
To get in	Whatton	1400
	Surplus	550

# WHATTON-IN-THE-VALE PARISH COUNCIL

Gregg Redford

CHAIRMAN'S STATEMENT APRIL 2020

## BRIEFING NOTE

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# WHATTON-IN-THE-VALE PARISH COUNCIL

Gregg Redford

CHAIRMAN'S STATEMENT APRIL 2020

## BRIEFING NOTE

### Coronavirus (COVID-19)

#### Information on the Website

We have been monitoring the Government, NHS and Public Health England as well as other official sources since the 12<sup>th</sup> March 2020 and have processed literally hundreds of information sources.

Much of the information is of a technical nature but stills needs to be read to check if there is any material that would be useful for our residents. I have spent typically, between two and four hours every day checking this information and to date (24<sup>th</sup> April) have posted in excess 60 Coronavirus news and guidance items.

The website is our only secure and virus-free method of contacting our residents. Our usage has increased from two or three 'unique' visitors a day to somewhere north of one hundred. 'Sessions' (that is visits that may include multiple visits by the same visitor on the same day) has also increased by a similar amount, meaning that visitors are staying on the site and viewing multiple pages. 'Page impressions', the number of pages viewed by visitors is on average over three hundred, showing that on average visitors are viewing typically three pages.

Whilst the uptake on website visits is encouraging if all the visitors were from Whatton we would only be reaching 25% of the households in the Parish. Any action members can take to encourage more visitors would be helpful (i.e. Social Media).

#### Volunteers

We have provided the opportunity for anyone wishing to volunteer to contact us from the website and if anyone is needing help to also contact us. So far we have had no response to either. We need to be careful on how volunteers (either formal or informal) perform safely, to that end we have also posted government advice to volunteers on how to stay safe for both the volunteer and the people they are helping.

I have not posted a formal request for volunteers (in the News section) yet as currently it would be left to Mike and I to coordinate our response. If any member would wish to take on the role of coordinating the Volunteer project we could be more proactive to seeking volunteers and those we may need to help.

#### Other Issues

We have is so far as our resources allow been proactive to our response to the pandemic, but members may have ideas as to how we can further help our residents and ideas would be welcome.

# WHATTON-IN-THE-VALE PARISH COUNCIL

Gregg Redford

CHAIRMAN'S STATEMENT APRIL 2020

BRIEFING NOTE