

**MINUTES OF KEYWORTH FULL COUNCIL MEETING HELD IN THE CENTENARY LOUNGE ON
MONDAY 17th JUNE 2024 AT 7.00PM.**

PRESENT:

Chair: Cllr Armour

Vice Chair:

Parish Councillors: Cllrs Baker, Butler, Clarke, Fitzgerald, Kaye, Lowe, Lumb, Manning-Ohren, Millband, Moncrieff, Sayers, Scott, Walker-Jones.

Also present: Michelle Law (Clerk) minuted the meeting.
Emma Goodman (RFO)

County / Borough Councillors: Cottee, Inglis, Wells.

24/9139 Apologies

Apologies had been received from Cllrs Grice and Oakley and the reasons for absence were **ACCEPTED**.

24/9140 Declarations of Interest

There were no declarations of interest.

24/9141 Agenda items not covered elsewhere.

THIS ITEM WAS MOVED TO THE TOP OF THE AGENDA

a) Dementia Communication and Support in Rushcliffe – A short presentation was given by Gwynneth Owen, who is the Project Lead at Rushcliffe Dementia Communication and Support Project

24/9142 Minutes

- a) Planning Committee minutes dated 8th April 2024 – **NOTED**
- b) Planning Committee minutes dated 13th May 2024 - **NOTED**
- c) Annual Parish Council minutes dated 20th May 2024 – **APPROVED** and signed by Cllr Armour as a true record.
- d) Planning Committee minutes dated 4th June 2024 - **NOTED**

24/9143 County / Borough Councillor Updates and Questions

Cllr John Cottee – Cllr Cottee confirmed that Rushcliffe Borough Council have resolved the large water leak that was on Wolds Drive, and that they are still investigating the smaller

water leak. This is with a view of once they know where the leak is coming from, they can decide how they will move forward with it. Cllr Cottee also confirmed that many of the road marking in the village that had simply worn away have now been repainted. This included the bays and bus stop in the Square and the disabled bay on the on the parade of shops near Wolds Drive.

Cllr Tony Wells – Cllr Wells confirmed that the loud bikes that have been driving dangerously around the village have been reported to the police. He also encouraged others to report incidents to 101 if they see them with a location date and time. Furthermore, if people have any dashcam footage / doorbell footage of the dangerous driving then please send this onto the police.

24/9144 Review of Committee and Working Groups Terms of Reference

The following documents had been made available in briefing notes for the meeting:

- a) Finance and Risk Committee terms of reference – **REVIEWED** with amendment and **APPROVED** (Appendix 1).
- b) Planning Committee terms of reference – **REVIEWED** with amendment and **APPROVED** (Appendix 2).
- c) Burial Ground Working Group Terms of Reference – **REVIEWED** with amendment and **APPROVED** (Appendix 3).

24/9145 Appointment of Members to Existing Committees and Working Groups

- a) Finance and Risk Committee membership – The proposed membership was **APPROVED** as follows: Tamsin Armour, Geoff Baker, Kevin Fitzgerald, Tony Grice, Samantha Kaye, Richard Lumb, Michael Moncrieff.
- b) Planning Committee membership – The proposed membership was **APPROVED** as follows: Tamsin Armour, Mary Butler, Dave Clarke, Tony Grice, David Manning-Ohren, Michael Moncrieff, Kath Oakley, Jamie Walker-Jones.
- c) Emergency Sub Committee membership – To be confirmed at the first Finance & Risk Committee meeting following the June Full Council Meeting.
- d) Staffing Sub Committee membership - To be confirmed at the first Finance & Risk Committee meeting following the June Full Council Meeting.
- e) Budget Working Group – Will be confirmed if required.
- f) Burial Ground Working Group - The proposed membership was **APPROVED** as follows: Mary Butler, Kevin Fitzgerald, Kevin Lowe, Stuart Scott.
- g) Communications Group membership – The proposed membership was **APPROVED** as follows: Tamsin Armour, Geoff Baker, Kara Sayers.
- h) Community and Environment membership – The proposed membership was **APPROVED** as follows: Tamsin Armour, Geoff Baker, Mary Butler, Dave Clarke, Samantha Kaye, Kevin Lowe, Richard Lumb, Shelley Millband, Michael Moncrieff, Kath Oakley. Non-Council members: Linda Abbey, Sheila Barton, Helene Hunt, Peter Hunt, Graham Tinsley, Neil Pinder.
- i) Events Group membership – The proposed membership was **APPROVED** as follows: Samantha Kaye, Kevin Lowe, Richard Lumb, Shelley Millband, Michael Moncrieff, Kath

Oakley. Membership may include additional Councillors and non-Councillor members specific to individual event.

- j) Facilities Oversight Group – It was **AGREED** that this working group would be removed from the list.
- k) Future Keyworth / Vision for Keyworth - The proposed membership was **APPROVED** as follows: Tamsin Armour, Geoff Baker, Michael Moncrieff, Kara Sayers. Borough /County Councillors: John Cottee, Rob Inglis, Tony Wells.
- l) Nature Reserve Management Group membership - the proposed membership was **APPROVED** as follows: Tamsin Armour, Dave Clarke, Kevin Lowe, Kara Sayers. Non-councillor members: Geoffrey Littlejohns, Neil Pinder, Sarah Northeast, Joanna Redfeather, Mike Reid, Diane Wright.

24/9146 Appointment of Members to External Bodies

- a) Platt Lane JMC – N/A
- b) Keyworth Sports Association – It was **NOTED** that Tamsin Armour has now been appointed as a Director of Keyworth Sports Association and was **AGREED** that she would represent KPC. Non-Council members: Geoff Baker (non-councillor capacity), John Cottee, Ranjit Bhabra, Chris Thompson, Ian Thompson.
- c) Rushcliffe Nature Conservation Strategy Implementation Group - The proposed membership was **NOTED** as follows: Tamsin Armour. Non-Council members: Neil Pinder, Mike Reid.
- d) Twinning Association – N/A
- e) Community Concern / Community Bus – Kath Oakley.

24/9147 Appointment of Members to External Bodies

- a) Tree Wardens – It was **APPROVED** that Keyworth tree wardens would be Tamsin Armour, Dave Clarke, Kara Sayers. Non-Councillor member Michael Sayers.
- b) Local Police Liaison Officer – The proposed membership was **APPROVED** as follows: Tony Grice

24/9148 Matters Arising from Full Council Meeting 20th May 2024

- a) Land Registry Lease for Platt Lane – The Parish Council are still waiting to hear back from Notts County Council. The Clerk has chased Notts County Council but hasn't has a response yet.

24/9149 Agenda items not covered elsewhere.

- a) Dementia Communication and Support in Rushcliffe – Moved to the top of the agenda.
- b) Disabled Access – It was **AGREED** for the new disabled access as per the agenda item request form to be investigated and reviewed at a future finance and risk meeting.
- c) Keyworth Show Stall – It was **AGREED** that the Parish Council would like a stall at the Keyworth show and that the Clerk will fill the paperwork in for the stall.

24/9150 Finance

- a) Schedule of Payments/Reimbursements – A schedule of payments and reimbursements (appendix 4) included the in the briefing notes for the meeting were **APPROVED**.

24/9151 Audit

- a) Annual Internal Audit Report 2023/24 - The Annual Internal Audit report (Appendix 5) was **REVIEWED** and **APPROVED**.
- b) Internal control review 2021/22 – The Internal Control Review (Appendix 6) was **REVIEWED** and **APPROVED**.
- c) The Annual Governance Statement - the Annual Governance Statement (Section 1 of the Annual Governance & Accountability Return), included in the briefing notes for the meeting was **REVIEWED** and **APPROVED** and signed by both the Chair and the Clerk (Appendix 7).

24/9152 Accounts

- a) 2023/24 Accounts – The Accounts from the 2023/24 period were **REVIEWED** and **APPROVED** (Appendix 8)
- b) Review of Reserves – A schedule of the Council’s earmarked reserves was included in the briefing notes for the meeting. The earmarked reserves were **REVIEWED** and **APPROVED** (Appendix 9).
- c) Accounting Statements 2023/24 – The Annual Accounting Statement was **REVIEWED** and **APPROVED** and signed by the Chair of the Council and the Responsible Finance Officer.

24/9153 Correspondence if not covered elsewhere.

- a) A letter regarding the Parish Council website – This item of correspondence was **DISCUSSED** and **NOTED**. The Clerk will respond to the letter to say the Council are currently looking at the implementing improvements to the website in the near future.

There being no further business, the Chair closed the meeting at approximately 8.25 pm.