

**MINUTES OF KEYWORTH PARISH COUNCIL MEETING HELD BY AUDIO AND VIDEO
CONFERENCE ON MONDAY 25TH JANUARY 2021 AT 7.00PM.**

PRESENT:

- Chair: Cllr Armour
- Parish Councillors: Cllrs Atack, Baker, Bell, Butler, Clarke, Fitzgerald, Grice, Kemp, Lowe, Millband, Oakley, Takel, Tuttey, Watts, Wells.
- Staff: Emma Tillyard (Clerk), who minuted the meeting
- Also present: Borough/County Cllr Cottee, two members of the public

21/8907 Apologies

Apologies had been received from Cllrs Edyvean and Inglis (training)

21/8908 Declarations of Interest

There were no declarations of interest.

21/8909 Minutes

- a. Full Council Minutes 26 November 2020 - **APPROVED**, to be signed by Cllr Armour as a true record as soon as possible
- b. Planning committee 7 December 2020 - **NOTED**
- c. Planning committee 4 January 2021 - **NOTED**
- d. Finance & Risk Committee 18 January 2021 - **NOTED**

21/8910 Matters Arising

- a. Nottingham Road Phone Box - **NOTED** that F & R committee agreed on 18 January, to use the EMR to commission the defibrillator this financial year.
- b. Table Tennis Club Defibrillator - Correspondence from the table tennis club was **NOTED**
- c. Recruitment of Clerical Officer – **NOTED** that Michelle Law has accepted the role of Clerical Officer and started on 4th January. She will gradually be taking over responsibility for Planning Committee, monitoring the office inbox and Communications work. Council welcomed her.

21/8911 Correspondence

- a. An email from a resident about Lings Lane surface improvements – was **NOTED** and raised with Cllr Cottee.

21/8912 Finance

- a. Budget and supplementary budgets – **APPROVED** subject to correcting the typo against the line in the overall budget for ‘Christmas Lights’ to match the supplementary budgets. See **Appendix 1 and 1a**.
- b. Precept leaflet for approval – **NOTED** and for amendment subject to further information from Rushcliffe Borough Council. Two further amendments requested: add in the job title of the seventh member of staff and a note about why payroll has increased. For final **APPROVAL** by email as the next full council meeting is too far away.
- c. Reserves policy – **NOTED** and for final **APPROVAL** by email as the next full council meeting is too far away.
- d. Schedule of payments and reimbursements – **APPROVED**. See **Appendix 2**.

21/8913 Agenda items

- a. Use of Village Hall for mass vaccinations - Council **RATIFIED** the proposal to offer the Village Hall for mass vaccinations.
- b. Burial Ground regulation 4.5 waiver - Council **RATIFIED** the delegated decision taken by email on 5th January 2021 to waive Burial Ground regulation 4.5 in a specific instance.
- c. Proposed Planning Considerations Policy – **APPROVED**. See **Appendix 3**.
- d. Proposal to form Emergency Sub Committee - Council **RESOLVED**:
 - To create an ‘Emergency Sub-Committee’ to enable elected Members to act on behalf of Full Council in an emergency and/or if the Clerk/Finance Officer is unavailable.
 - That the membership of the Emergency Sub-committee shall be Cllrs Armour, Fitzgerald, Grice and Wells
 - To **APPROVE** and **ADOPT** the proposed terms of reference – See **Appendix 4**.
 - A recorded vote was requested. In favour: Cllrs Armour, Baker, Butler, Clarke, Fitzgerald, Grice, Kemp, Lowe, Millband, Oakley, Takel, Tuttey, Watts, Wells. Against: Cllr Atack. Abstain: Cllr Bell.
- e. Council Vacancy Expressions of Interest - Council **APPROVED** the Staffing Sub Committee's recommendation to co-opt Samantha Kaye, following interviews. The other three candidates were also thought to be excellent and council **AGREED** that their details should also be kept on file for consideration for future co-options.
- f. Feedback from 'Leaders Talk' - Cllr Clarke gave verbal feedback on a videoconference and offered to share notes from the meeting.

There being no further business, the Chair closed the meeting at approximately 8.15 pm.