

**MINUTES OF KEYWORTH PARISH COUNCIL MEETING HELD IN THE CENTENARY LOUNGE  
ON MONDAY 13<sup>th</sup> JUNE 2022 AT 7.00PM.**

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**PRESENT:**

**Chair:** Cllr Armour

**Vice Chair:** Cllr Wells

**Parish Councillors:** Cllrs Baker, Bell, Butler, Fitzgerald, Grice, Kaye, Kemp, Lowe, Millband, Moncrieff, Oakley.

**Also present:** Michelle Law (Clerk) minuted the meeting.  
Borough / County Cllr Cottee and Cllr Edyvean  
One member of the public.

23/9007 Apologies

Apologies had been received from Cllrs Clarke and Takel and the reasons for absence were **ACCEPTED**. Borough Cllr Inglis also sent his apologies.

23/9008 Declarations of Interest

Cllr Armour declared and interest in item 23/9014 below, schedule of payments / reimbursements.

23/9009 Minutes

- a) Annual Parish Council Meeting minutes dated 16<sup>th</sup> June 2022 – **APPROVED** and signed by Cllr Armour as a true record.
- b) Finance & Risk minutes dated 23<sup>rd</sup> May 2022 - **NOTED**
- c) Planning Committee minutes dated 6<sup>th</sup> June 2022 – **NOTED**

23/9010 Review of Committee and Working Groups Terms of Reference

- a) Finance and Risk Committee terms of reference – the document included in the briefing notes for the meeting, was **REVIEWED** and **APPROVED**, subject to certain amendments **AGREED** at the meeting. See Appendix 1
- b) Planning Committee terms of reference – the document included in the briefing notes for the meeting, was **REVIEWED** and **APPROVED**. See Appendix 2
- c) Burial Ground Working Group Terms of Reference – The burial ground working group terms of reference will be reviewed at the next full council meeting.

It was proposed that the Communications Group would be split into two groups, group A will be a reactive immediate group who will look at items that need to happen straight away and then group B will be a proactive group who will look at items and plan them in advance to be able to use them in the social media sources and Keyworth News – **APPROVED**.

- a) Finance and Risk Committee membership – the proposed membership was **APPROVED** as follows: Tamsin Armour, Geoff Baker, Tom Caven-Atack, Kevin Fitzgerald, Tony Grice, Michael Moncrieff, Tony Wells.
- b) Planning Committee membership – the proposed membership was **APPROVED** as follows: Tamsin Armour, Mary Butler, Dave Clarke, Tony Grice, Chris Kemp, Michael Moncrieff, Kath Oakley, Tony Wells.
- c) Emergency Sub Committee membership – to be confirmed at the first Finance & Risk Committee meeting of 2022/23
- d) Staffing Sub Committee membership - to be confirmed at the first Finance & Risk Committee meeting of 2022/23
- e) Budget Working Group – Will be confirmed if required.
- f) Burial Ground Working Group - the proposed membership was **APPROVED** as follows: Ian Bell, Mary Butler, Kevin Fitzgerald, Chris Kemp, Kevin Lowe.
- g) Communications Group membership A – Tamsin Armour, Tom Caven-Atack.
- h) Communications Group membership B – Ian Bell, Geoff Baker, Shelley Millband.
- i) COVID-19 Working Group membership – the proposed membership was **APPROVED** as follows: Tamsin Armour, Tom Caven-Atack, Mary Butler, Dave Clarke, Tony Grice. Non-Councillor member: Neil Rabbits
- j) Community and Environment membership – Tamsin Armour, Geoff Baker, Mary Butler, Dave Clarke, Samantha Kaye, Kevin Lowe, Shelley Millband, Kath Oakley. Non-Council members: Linda Abbey, Sheila Barton, Helene Hunt, Peter Hunt, Graham Tinsley, Neil Pinder.
- k) Events Group membership – the proposed membership was **APPROVED** as follows: Samantha Kaye, Kevin Lowe, Shelley Millband, Michael Moncrieff, Kath Oakley, Chris Takel. Membership may include additional Councillors and non-Councillor members specific to individual event.
- l) Facilities Oversight Group - the proposed membership was **APPROVED** as follows: Tom Caven-Attack, Kevin Fitzgerald, Samantha Kaye, Shelley Millband, Chris Takel, Tony Wells.
- m) Future Keyworth / Vision for Keyworth - the proposed membership was **APPROVED** as follows: Tamsin Armour, Geoff Baker, Ian Bell, Mary Butler, Tony Grice, Michael Moncrieff. Borough /County Councillors: John Cottee, Andy Edyvean, Rob Inglis.
- n) Nature Reserves Management Group membership - the proposed membership was **APPROVED** as follows: Tamsin Armour, Dave Clarke, Kevin Lowe. Non-councillor members: Geoffrey Littlejohns, Neil Pinder, Sarah Northeast, Joanna Redfeather, Mike Reid, Diane Wright.
- o) Review of Representation on External Bodies / Reporting Arrangements – the groups were **REVIEWED** and **APPROVED**.  
See Appendix 3

23/9012      Matters Arising from Annual Parish Council Meeting 16<sup>th</sup> May 2022

- a) Queen's Jubilee – Keyworth Guide – It was **RESOLVED** that this item will need to be moved to the next Full Council Meeting agenda as no costs have currently been received for Council members to agree on.

23/9013      Agenda items not covered elsewhere

- a) Weed Killer on the Rectory Field – It was **RESOLVED** that the Clerk would ask if there is a more environmentally friendly weed killer that can be used on the edge of the Rectory Field and that this would be reported back to council at the next Full Council meeting.
- b) Insurance Review – the document included in the briefing notes for the meeting, was **REVIEWED** and **APPROVED**. See Appendix 4. The Payment of the invoice for the insurance policy was **APPROVED**. If the insurance premium increases after some queries from the responsible finance officer have been answered, it was also **APPROVED** that the increases in premium would be paid. It was also **RESOLVED** that if the council are not tied into a contract with the current supplier that multiple quotes will need to be obtained before renewing the contract next year.
- c) Burial Ground Form – the documents included in the briefing notes for the meeting were **REVIEWED** and **APPROVED**. See Appendix 5

23/9014      Finance

Schedule of Payments/Reimbursements - A schedule of payments and reimbursements included the in the briefing notes for the meeting was **APPROVED**. See appendix 6

23/9015      Audit

- a) Annual Governance Statement 2021 /22 – The internal Control Review 2021/22 was **REVIEWED** and **APPROVED** at the Annual Parish Council Meeting of 16<sup>th</sup> May 2022 minute reference 23/9003 (b).
- b) Overall Review of Risk and Risk Assessments and Facilities Manager Check List – The overall review of the risks, risk assessments and facilities managers check list, that was approved by the Finance and Risk Committee on the 21<sup>st</sup> March 2022 (minutes ref 22/0861f) was **REVIEWED** and **APPROVED**.
- c) Annual Governance Statement – The risk assessments in relation to assertion 5 on the Annual Governance Statement was **REVIEWED** and **NOTED**.
- d) 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. See Appendix 7

## 23/9016 Accounts

- a) 2021/22 Accounts – The Responsible Finance Officer has answered at the queries from Council Members regarding the Accounts from the 2021/22 period. The 2021/22 accounts were **REVIEWED** and **APPROVED**. See Appendix 8
- b) Review of Reserves – A schedule of the Council’s earmarked reserves were included in the briefing notes for the Annual Parish Council meeting. The responsible Finance Officer has now answered all queries. The earmarked reserves were **REVIEWED** and **APPROVED**. See Appendix 9
- c) Accounting Statements 2021/22 – Included in the briefing notes for the meeting the proper accounting practices from the JPAG Guidance, in particular section 2.15 **NOTED**. Emails confirming guidance on accounting grants from Notts Association of Local Councils, External Auditor and Joint Panel on Accountability and Governance (JPAG) **NOTED**. 3 X Pro forma explanation forms to accompany the AGAR were **REVIEWED** and **APPROVED**. All queries from the Annual Parish Council Meeting have now been answered and resolved by the Responsible Finance Officer regarding the Annual Accounting Statement, this was then **REVIEWED** and **APPROVED** and signed by the Chair of the Council and the Responsible Finance Officer.

## 23/9017 Correspondence if not covered elsewhere

- a) John Stansfield Tennis Club – It was **NOTED** that although this had been requested to be added the agenda, a letter was not received in time for the meeting.
- b) 20 Nottingham Road Thank you – **NOTED**
- c) Shirley Bowley Thank you - **NOTED**

## 23/9018 Updates and Questions for Borough / County Councillors

Cllr John Cottee had no updates for this meeting but did note that he would be happy to be involved in the Future Keyworth Working Group.

Cllr Andy Edyvean updates:

- The Borough Council have been looking at wards recently and the Keyworth Ward will change slightly in time for the elections next year. Plumtree will be moving into the Keyworth Ward and Willoughby will be moving out of the Keyworth Ward. The number of Borough Councillors that represent Keyworth will stay the same. It was noted that by 2027 each Borough Councillor will represent roughly 2400 people in the area.
- Planning enforcement officers have been in contact with the Redrow Housing development in Keyworth regarding the three houses that have been built at the

incorrect height, Redrow have offered to take the houses down and build them at the correct height.

- Cllr Edyvean noted that he would be happy to be involved in the Future Keyworth Working Group.

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

DRAFT