

**MINUTES OF KEYWORTH ANNUAL PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL  
ON MONDAY 20<sup>th</sup> MAY 2024 AT 7.00PM.**

---

**PRESENT:**

**Chair:** Cllr Armour

**Vice Chair:** Cllr Grice

**Parish Councillors:** Cllrs Baker, Clarke, Fitzgerald, Lumb, Lowe, Manning-Ohren, Millband, Moncrieff, Oakley, Sayers, Scott.

**Also present:** Michelle Law (Clerk) minuted the meeting.

**County / Borough Councillors:** Cllr Cottee.

23/9055 Apologies

Apologies had been received from Cllrs Butler and Kaye and the reasons for absence were **ACCEPTED**. Borough Cllrs Inglis and Wells also sent their apologies.

23/9056 Declarations of Interest

There were no declarations of interest.

23/9057 Election of Council Chair

Cllr Armour was proposed, seconded and duly **ELECTED** as Chair.

23/9058 Election of Council Vice Chair

Cllr Grice was proposed, seconded and duly **ELECTED** as Vice Chair

23/9059 Chair's Declaration of Acceptance of Office

Cllr Armour signed the Declaration of Acceptance of Office as Chair (Appendix 1)

23/9060 Vice Chair's Declaration of Acceptance of Office

Cllr Grice signed the Declaration of Acceptance of Office as Vice Chair (Appendix 2)

23/9062 Confirmation that Members Register of Interests are up to date.

All members of the council have **CONFIRMED** they have reviewed their register of interests on Rushcliffe Borough Council website and that they up to date.

23/9067 Minutes

- a. Full Council minutes dated 11<sup>th</sup> March 2024 – **APPROVED** and signed by Cllr Armour as a true record.
- b. Planning Committee minutes dated 8<sup>th</sup> April 2024 – It was **AGREED** that these minutes will be brought back to the next meeting, as Cllr Grice explained to all Council members that these minutes were not signed at the last planning meeting.
- c. Finance and Risk Committee minutes dated 15<sup>th</sup> April 2024 - **NOTED**

23/9065 Review of Delegation Arrangements

- a. Proper Officer/Responsible Finance Officer – It was **NOTED** that the Clerk, Michelle Law, is the Proper Officer and Emma Goodman is the Responsible Financial Officer (RFO), and that Helen Bradshaw, Clerical Officer is authorised to set up payments by cheque or online banking for authorisation by two signatories.
- b. Staff Authorities – the document included in the briefing notes for the meeting, was **REVIEWED** and **APPROVED** (Appendix 3).

23/9066 Chair's Comments

Cllr Armour thanked all the Councillors for their efforts over the last year, stating that lots of nice events had been carried out in the community, along with working with the community on environmental concerns. The Chair also expressed her thanks to the Vice Chair and will look forward to working with him again over the next 12 months. This is the first that some of the newer Councillors have been involved with an Annual Parish Council meeting the Chair encouraged them to have a think about some of the committees that they would like to be a part of for the coming year.

23/9064 County / Borough Councillor Updates

**CLLR JOHN COTTEE ARRIVED DURING THIS ITEM.**

This item was moved to the end of the agenda.

23/9064 Regulations / Policies

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

- a. Review and Adoption of Standing Orders – **REVIEWED** without amendment and **ADOPTED** (Appendix 4).

- b. Review and Adoption of Financial Regulations – **REVIEWED** without amendment and **ADOPTED** (Appendix 5).
- c. Review and Adoption of Code of Conduct – **REVIEWED** without amendment and **ADOPTED** (Appendix 6).

23/9064      Review on Inventory of Land and Buildings

The schedule of land and buildings owned by the Parish Council, included in the briefing notes for the meeting, was **NOTED** (Appendix 7).

23/9068      Matters Arising from Full Council Meeting 11<sup>th</sup> March 2024

- a) Land Registry Lease for Platt Lane – An email has been sent to Nottinghamshire County Council; they have responded to say they have received the email, but we are still waiting for further information from Nottinghamshire County Council.

25/9071      Agenda items not covered elsewhere.

- a) Keyworth Food Bank is Closing – On the 15<sup>th</sup> May 2024 the Keyworth Food Bank closed their doors, the Parish Council would formally like to note their thanks for the hard work from the Food Bank group over the last four years.
- b) Enquiry for Catering Trailer – The Parish Council have provisionally **AGREED** that the catering trailer can use the Village Hall car park, but they would like the Clerk to obtain some further information:
  - 1. They would like to know more about when you would like to use the car park, how often? Timings? And to let you know that there will be a notional rent.
  - 2. They would like you to know that your use would not be exclusive, so if someone else came along and asked to do something similar then they would also consider their request.
  - 3. They would like to know some more about your responsibility to the environment. For example, will you encourage / be using reusable cups? How will you ensure that no litter is left in the area.

23/9070      Finance

- a) Schedule of Payments/Reimbursements – A schedule of payments and reimbursements (Appendix 8) included in the briefing notes for the meeting was **APPROVED**.
- b) Accounting Statements – This will be brought back to the 17<sup>th</sup> June 2024 meeting.
- c) Confirm bank Standing Orders, Direct Debits and annual or regular payments – the schedule previously **APPROVED** at Finance & Risk committee on the 19<sup>th</sup> February 2024 was **APPROVED** (Appendix 9).
- d) Audit – This will be brought back to the 17<sup>th</sup> June 2024 meeting.

23/9072 Correspondence if not covered elsewhere.

There was no correspondence for this meeting.

23/9064 County / Borough Councillor Updates

Cllr John Cottee reported the following updates:

- The County Council have recently given a sum of money to the Southwolds Academy for the extra students they will be taking from September 2024.
- The disabled bays outside of the QMC shop on the parade, the road markings in the square and the yellow lines on the footpath side of Platt Lane will all be remarked out soon, as they are all currently faded.
- The Councillors division fund is now open for people to apply to.
- The potholes on the A606 just past the island with the A46 going towards Melton Mowbray have now been repaired.

The Parish Cllr's asked Cllr Cottee if he had any more information regarding the new system that is being put in place at the doctor's surgery. Cllr Cottee said that the surgery had made available all the information it possible could about the changes and that the surgery was not prepared to take part in public meeting.

**There being no further business, the Chair closed the meeting at approximately 8.10pm**