

## Upper Broughton Parish Council

Minutes of the Annual General Meeting of the Parish Council held on Wednesday 27<sup>th</sup> May at 7pm using an online virtual meeting platform due to Government restrictions relating to the COVID-19 pandemic.

Councillors: Hill (Chair) Copley Watson  
Batty Jenkins Witko

Also in attendance: Notts County Cllr. Cottee, Borough Cllr. Cottee and The Clerk – Jo Cartmell.

1. Election of Chair: It was AGREED that Cllr. Hill be elected as Chair for the coming year.
2. Election of Vice Chair: It was AGREED that Cllr. Jenkins be elected as Vice-Chair for the coming year.
3. Apologies: Were received and accepted from Cllr. Bailey (due to no access to virtual meetings).
4. Declarations of Interest: None.
5. Acceptance of minutes of meetings held on 28<sup>th</sup> January 2020: It was AGREED that the minutes were accepted as a true record of the meeting.
6. Open session to address matters raised by the public **limited to 15mins.**  
Update from Cllr. Combella: The Councillors Connection update was being used to circulate information by the Borough Council.  
The Core Strategy was about to be discussed by the Borough Council for the period 202-2038.  
Update from Cllr. Cottee: Some of the recycling sites re-opened on 16<sup>th</sup> May with a view opening the others in the near future.  
A suitable site for the new recycling site in Rushcliffe was being sort but at present, a site has not been found at the appropriate price.  
Libraries will re-open when the COVID-19 level drops to level 3 and all 850 staff will be working.  
Highways are increasing the number of repairs with 9 teams out increasing to 20 in June.
7. Planning applications:  
20/01058/FUL Construction of detached garden room in front garden - Suffolk House, Rectory Drive, Upper Broughton  
NO OBJECTION  
20/01059/FUL Construct summer house with raised deck/balcony and potting shed area attached to existing garage - Southdown House, Rectory Drive, Upper Broughton  
NO OBJECTION
8. COVID-19 Update: The Clerk noted that there were currently no revisions to the guidelines for Parish Council meetings and as such, the Council would continue to hold meetings remotely until the advice changed. The guidelines did not extend to Annual Parish Meetings so the Parish Council would need to decide how to proceed with this.
9. Annual Parish Meeting: It was AGREED that the meeting should be cancelled this year.
10. Neighbourhood Plan: Update.  
Cllr Jenkins AGREED to follow up on the points raised regarding the NDHAs since the adoption of the Neighbourhood Plan.
11. Insurance renewal: It was AGREED that the insurance should be renewed with Zurich at a cost of £715.46.  
**Action: Clerk to renew insurance.**
12. Finance:
  - a) Annual Accounts and auditors report.  
Members AGREED that the council approve the Annual Accounts as passed by the auditor.  
The Annual Governance Statement was completed, and the Statement of the Review of Internal Controls was read out. The Clerk noted that the auditor had informed the Council that an additional form was required for the Annual Accounts to explain the larger reserve balance. The receipt of the grant for play equipment was still to be used as the replacement equipment had been delayed due to COVID-19.
  - b) Balance of Accounts: End of year balance Business Account: £31,227.14 Business Reserve Account: £9.36
  - c) Payments due: Neighbourhood Plan highlighted in grey (\*Payments made between meetings / = payments brought forward from the cancelled March meeting)

| Cheque No. | Payee              | Description                           | Amount  |
|------------|--------------------|---------------------------------------|---------|
| *596       | Vale Electrics Ltd | Upgrade of fire alarms – village hall | £594.00 |

|     |                  |                           |         |
|-----|------------------|---------------------------|---------|
| 597 | NALC             | Annual Subscription       | £105.54 |
| 598 | Staff            | Salary and expenses       | £535.99 |
| 599 | J Cartmell       | Reimbursement of ICO fees | £ 40.00 |
| 600 | D. A. Dixon      | Audit Fees                | £ 48.00 |
| 601 | Zurich Municipal | Insurance Renewal         | £715.46 |

It was AGREED that the above payments be made.

**ACTION: Clerk to forward payments**

13. Late items and Chairman's matters: None.

14. Date of next meeting: 8th Sep

No further business – meeting closed 7.50pm