



## NORTH LEVERTON WITH HABLESTHORPE PARISH COUNCIL

To: Cllr B Coultate, Cllr P Dadd, Cllr M Ferguson (Chairman), Cllr S Ferguson, Cllr Johnson, Cllr Z Sirrell, Cllr S Timmons, Cllr M Vessey, Cllr G White

I hereby give you notice that a meeting of North Leverton with Hablesthorpe Parish Council will be held on Monday 7 November 2022 at 7.15 pm at the Methodist Chapel Sturton Road, North Leverton DN22 0AB. All members of the Council are summoned and members of the public and press are invited to attend.

This meeting will be recorded for the purposes of the minutes and the recording will be destroyed once the minutes have been approved.

Signed *A Pallett* Anne Pallett Clerk to the Council Dated 31 October 2022

### AGENDA

1. Welcome  
Chairman to open the meeting.
2. Apologies  
To receive apologies for absence and approve reasons
3. Declarations of Interest  
To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting.
4. Public Participation  
Members of the public to ask questions or make observations to the Council.
5. Minutes  
To approve and sign the minutes of the Parish Council meeting held on Monday 3 October 2022
6. Matters arising from the minutes – non agenda items
7. To receive District and County Councillor reports
8. To receive Police Report
9. Planning
  - a) New Applications – to be considered by the Parish Council  
22/01346/OUT  
Land To West Of Mill Close North Leverton Nottinghamshire  
Outline Planning Application with Some Matters Reserved (Approval Sought for Access and Layout) to Erect 9 Single Storey Bungalows with Associated Garages and Roadway ( Re-Submission of 20/01652/OUT)
  - b) Applications – awaiting decision by Bassetlaw DC / Notts CC / Planning Inspectorate  
20/01511/FUL Application for a Public Footpath Stopping Up Order of North Leverton With Hablesthorpe Footpath No. 2\_The Limes Sturton Road North Leverton Retford Nottinghamshire DN22 0AB  
Received: Thu 12 Nov 2020 Validated: Tue 17 Nov 2020 Status: **Awaiting decision**
  - c) Decisions – made by Bassetlaw DC / Notts CC / Planning Inspectorate
  - d) Other Planning Matters
10. Financial Matters
  - a) To receive and note bank reconciliation and bank statement for October 2022 and agree to sign.
  - b) To resolve to approve and make payments as per November Payment Sheet.
  - c) To appoint internal auditor for 2022/23 financial year.
11. To consider adoption of NLPC Gifts and Hospitality Policy

12. Community Speedwatch
13. Highways, Footpaths & Public Safety
  - a) Street Lamps / Street Furniture
  - b) Update on drainage issues in North Leverton
  - c) Other Issues / Matters to report
14. Lengthsman and Handyman Reports
15. Reports from Outside Bodies
16. Blacksmiths Playing Field - Weekly Inspection Report - Memorial Garden
17. Correspondence
18. Land at Habbleshthorpe  
Update
19. Parish Council Newsletter, Website & Facebook.  
To receive update
20. To resolve to exclude public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) from items 21 and 22.
21. To consider quotes for the purchase of top soil for the memorial garden
22. Staffing Items –
  - a) To review salary budget as per item 4.4 of NLPC Financial Regulations.
  - b) To review the current working from home allowance in payment.

Dates for PC meetings in 2022:- 7/11/22 & 5/12/22

Distribution: Parish Councillors, CCllr J Ogle, DCllr J Naish, PCSO John Dale, Noticeboards / File



## NORTH LEVERTON WITH HABLESTHORPE PARISH COUNCIL

### MINUTES OF MEETING HELD ON MONDAY 3 OCTOBER 2022 AT NORTH LEVERTON METHODIST CHAPEL AT 7.15PM

Present: Cllrs M Ferguson (Chairman), B Coultate P Dadd , S Ferguson, P Johnson, Z Sirrell, S Timmons and G White

Apologies: Cllr M Vessey

Clerk: Anne Pallett

Public: Cllr J Naish, Cllr J Ogle, PCSO John Dale.

10.22.01 Welcome

Chairman welcomed everyone and opened the meeting at 7.15pm.  
One minute's silence was held in memory of Her Majesty Queen Elizabeth II

10.22.02 Apologies

Received from Cllr Vessey. PC approved reasons for absence.

10.22.03 Declarations of Interest

Disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 received from councillors on matters considered at this meeting.

No declarations of interest received

10.22.04 Public Participation

10.22.05 Minutes

**Council resolved** to approve the minutes of the Parish Council meeting held on 5 September 2022 as a true record of the proceedings.

Proposed Cllr M Ferguson

Seconded Cllr Dadd

All in favour

10.22.06 Matters arising from the minutes – non agenda items

PC Chairman went through the matters arising from the previous minutes.

Clerk confirmed a response email had been sent to a member of the public as agreed at the last meeting.

10.22.07 To receive District and County Councillor reports

CCllr Ogle informed the meeting that the Secretary of State for Business, Energy and Industrial Strategy had just announced that the decision has been taken to bring the STEP project to West Burton.

DCllr Naish gave updates on District Council matters. His monthly report and further information on STEP announcement can be found on the PC website.

[www.northlevertonwithhablesthorpeparishcouncil.gov.uk](http://www.northlevertonwithhablesthorpeparishcouncil.gov.uk)

There were discussions around the closure of Doncaster Sheffield Airport.

Anti Social Behaviour in the village was also discussed.

Cllrs Ogle and Naish left the meeting to attend to other business following this item.

10.22.08 To receive Police Report

This item was heard later in the evening when PCSO John Dale arrived at 7.55 pm. PCSO Dale introduced himself to the Parish Council giving a bit of background information regarding his previous experience. He apologised for being late as he had been to another Parish Council meeting. He also apologised for not attending previous Parish Council meetings this had been due to shift patterns and workload. There was discussion around the continued Anti Social Behaviour in the village. PCSO Dale confirmed that ASB statistics are not included in the crime statistics that are issued. He advised that all incidents of ASB be reported, online, if possible. A link to do this will be included in the Parish newsletter, website and facebook page. Community Speedwatch was also discussed. PCSO Dale asked if Speedwatch statistics could be forwarded to PC James Pickersgill in order that support could be considered in relation to this. Crime figures had been received and circulated by email prior to the meeting.

10.22.09 Planning

a) New Applications – to be considered by the Parish Council

None

b) Applications – awaiting decision by Bassetlaw DC / Notts CC / Planning Inspectorate

20/01511/FUL Application for a Public Footpath Stopping Up Order of North Leverton With Habbleshthorpe Footpath No. 2\_The Limes Sturton Road North Leverton Retford Nottinghamshire DN22 0AB Received: Thu 12 Nov 2020 Validated: Tue 17 Nov 2020 Status: Awaiting decision – **Noted**

c) The PC noted the following Decisions – made by Bassetlaw DC / Notts CC / Planning Inspectorate

22/00834/FUL

Land At Orchard Lodge Southgore Lane North Leverton Nottinghamshire  
New self build dwelling  
Granted 8 September 2022

d) Other planning matters

Tillbridge Solar Project – Consultation received 3 October 2022. Deadline 31 October 2022. The Parish Council had no comments on this consultation.

10.22.10 Financial Matters

a) **Council resolved** to receive and note bank reconciliation and statement for September 2022 and these were signed.

Proposed Cllr M Ferguson

Seconded Cllr Sirrell

All in favour

b) The Parish Council received and noted quarter 2 statement of receipts and payments against planned budget

c) The Parish Council considered if there were any items/projects for inclusion in 2023-24 budget. It was proposed that flowers in containers around the village might be considered. Cllr Sirrell to look into costs and quotes for planters, flowers and maintenance and submit as future agenda item at the November meeting.

d) The Parish Council resolved to approve and make payments as per September Payment Sheet and listed below:-

i. Clerk Salary and expenses September 2022	£ 338.36
ii. HMRC	£ 218.20
iii. Bassetlaw District Council Waste Management	£ 184.34
iv. Holmes Groundcare September Churchyard	£ 73.00
v. Holmes Groundcare September Village grass cutting	£ 119.70



- 10.22.15 The Parish Council discussed the use of Parish Council owned land for events arranged by third parties/private individuals and the insurance implications. The Parish Council agreed that if individual councillors are approached in respect of this they should ask the member of the public to contact the Clerk. They will then be asked to provide details of insurance and risk assessments and invited to attend a Parish Council meeting where a decision will be made by the full Council.
- 10.22.16 The Parish Council discussed the Kings Coronation and Parish Council support for the event. The Parish Council are happy to support a low key community event, if organised by a separate volunteer group.
- 10.22.17 Community Speedwatch did not go ahead in September due to lack of volunteers. It is hoped it will go ahead in October. An appeal has been put out in the Village Newsletter for volunteers to assist with this.
- 10.22.18 Highways, Footpaths & Public Safety
- a) Street Lamps / Street Furniture – Cllr M Ferguson advised that he had reported streetlight 18 as faulty to Notts. County Council.
- b) Update on drainage issues in North Leverton  
Cllr M Ferguson informed the meeting that he and Cllr Naish had met with a representative from Severn Trent Water. STW will be providing historic information of work that has been carried out on the drains and the drainage system is to be assessed. If there are problems with the manhole covers raising then STW have asked that photographs be taken of this and sent to Cllr Ferguson who will forward these to STW for them to take action.  
Cllr Ferguson will obtain keys to the emergency containers for the four Councillors who do not currently hold keys. There was also discussion around the possible review of the Emergency Plan.
- c) Other Issues / Matters to report  
Cllr Johnson raised an issue regarding a stile. He will take photographs and report this directly to NCC via their website.
- 10.22.19 Lengthsman and Handyman Reports  
Cllr White gave a brief update on the work carried out by both the lengthsman and handyman around the village. He will provide photographs of any relevant work to support claims to NCC under the lengthsman scheme.
- 10.22.20 Reports from Outside Bodies  
None
- 10.22.21 Blacksmiths Playing Field - Weekly Inspection Report - Memorial Garden  
The Playing Field weekly inspection reports, completed by Cllr White, were passed to the Clerk.  
Cllr White informed the meeting that he had contacted a supplier regarding the supply of top soil for the memorial garden but was yet to receive a response. He had also contacted another company and was awaiting a quote from them.  
Anti Social Behaviour on the playing fields continues.
- 10.22.22 Correspondence
- a) The Parish Council noted the email from BDC sent out 16/9/22 regarding Warm spaces/Welcome Places and it was considered that Cllr Vessey may have information he could supply in respect of this.
- 10.22.23 Land at Habblesthorpe  
The Parish Council resolved to agree to notify Jones & Co solicitors that they agree to pay £850 plus VAT and disbursements to carry out all outstanding matters in the purchase of the land as per their email dated 29 September 2022. Clerk to notify Jones & Co.  
Proposed Cllr M Ferguson  
All in favour
- Seconded Cllr Sirrell

10.22.24 Parish Council Newsletter, Website & Facebook.  
Cllr S Ferguson informed the meeting that the September edition of the newsletter had been issued and the new printer had been used. The next issue would be December/January. Visits to the Parish Council website had reduced during June to September 2022. The Parish Council facebook page is being updated regularly with Council business.

The next meeting will be the Parish Council meeting on Monday 7 November 2022 at 7.15 pm

Meeting closed 9.10 pm

Dates for PC meetings in 2022 :- 7/11/22 & 5/12/22

Distribution: Parish Councillors, CCllr J Ogle, DCllr J Naish, PCSO John Dale, Noticeboards / File

[www.northlevertonwithhablesthorpeparishcouncil.gov.uk](http://www.northlevertonwithhablesthorpeparishcouncil.gov.uk)

*I declare that this is a true account of the meeting  
(approved at the PC meeting held 7 November 2022)*

*Signed* *Dated*  
*Chairman North Leverton with Hablesthorpe Parish Council*

DRAFT

## North Leverton with Hablesthorpe

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 31/10/2022</b>		
	Cash in Hand 01/04/2022		49,258.59
	<b>ADD</b> Receipts 01/04/2022 - 31/10/2022		24,817.92
			74,076.51
	<b>SUBTRACT</b> Payments 01/04/2022 - 31/10/2022		13,618.69
<b>A</b>	<b>Cash in Hand 31/10/2022</b> (per Cash Book)		<b>60,457.82</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/10/2022	0.00
	Unity Trust Current Account	31/10/2022	60,457.82
			<b>60,457.82</b>
	Less unrepresented payments		
			60,457.82
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>60,457.82</b>
	<b>A = B Checks out OK</b>		



**North Leverton with Hablesthorpe Parish Council  
Payment Sheet – November 2022**

<b>Payee</b>	<b>BACS/ Cheque No</b>	<b>Reason</b>	<b>VAT No if applicable</b>	<b>Net Total</b>	<b>VAT</b>	<b>Total</b>
Anne Pallett	BACS	Clerk duties & expenses October 2022		£361.36	£0.00	£361.36
RBL	BACS	Poppy Wreath		£20.00		£20.00
Holmes Groundcare	BACS	NLCY MC XX Oct Churchyard		TBA		
Holmes Groundcare	BACS	NLC MC XXX Oct Village		TBA		
Jack Foster	BACS	Lengthsman for Sept & Oct 2022		£392.00	£0.00	£392.00
John Taylor	BACS	Handyman for Oct 2022		£93.00	£0.00	£93.00
NL Methodist Church	SO	Room Hire (SO Oct 2022)		£16.00	£0.00	£16.00
<b>TOTAL</b>				<b>£882.36</b>	<b>£0.00</b>	<b>£882.36</b>



## North Leverton with Hablesthorpe Parish Council

### Gifts and Hospitality Policy

Document Control	
Date Adopted or reviewed	November 2022
Details	

The aim of this Gifts and Hospitality policy is to guard against the risk of allegations of impropriety by individuals.

Under NLPC Code of Conduct, Councillors must declare any gift or hospitality which is offered (whether or not they are accepted) in their capacity as members of the Council over the value of £25.00.

The appropriateness of acceptance should always be considered beforehand. It should also be noted that the fact that a gift or hospitality does not have to be notified under the protocol does not necessarily mean that it is appropriate to accept it.

#### **What are the rules?**

Every individual gift or item of hospitality received by a Member or Officer above the value of £25.00 must be registered.

Your registration must be made within 28 days of the date you received it, by completing and sending the appropriate form, (which is available on the Council's website), to the Clerk.

You must declare the value and details of the gift or hospitality received on the form, as well as whether the donor of the gift has or has had in the past or likely to have in the future, dealings with the Council and also, if the gift or hospitality has been accepted, the reason for that acceptance. The form must be signed by you personally.

You should register any offer of gift and/or hospitality over £25.00 which you have declined, since this protects both your position and that of the Council.

Where the value of any gift or hospitality is under £25.00 you may wish to declare receiving it.

However, in order to be transparent, if you receive a series of related gifts in connection with your role as a Member which are all under £25.00, but together total above £25.00, then you should register them if they are from the same person. If the

small gifts received from different persons are connected in some way, it is good practice to register them.

The Register of Gifts and Hospitality is maintained by the Clerk.

### **What is the value of the gift / hospitality?**

You may have to estimate how much a gift or some hospitality is worth. The form requires you to give an estimate of the value. It is suggested that you take a common sense approach, and consider how much you reasonably think it would cost a member of the public to buy the gift, or provide the hospitality in question. If as a result you estimate that the value is greater than £25.00, then you should declare receipt.

Where hospitality is concerned, you can disregard catering on-costs and other overheads, e.g. staff and room hire. If the sandwiches or your meal, including drinks and alcohol, would cost £25.00 in a comparable establishment providing food of comparable quality, register it.

If you are not certain whether the value is under £25.00, the safest course is to register it and give an approximate value.

### **Will the register be open to the public?**

The press and public have the right to inspect your gift and hospitality declaration in the same way as the register of disclosable pecuniary interests.

### **What happens if I do not register a gift or hospitality?**

Failure to notify the Clerk of the receipt of a gift or hospitality is a breach of this protocol and consequently also a breach of the Code of Conduct. An alleged breach of the Code can be the subject of a complaint to the Monitoring Officer who can decide whether there should be an investigation into the allegation.

### **Should I accept gifts and hospitality?**

Registering gifts or hospitality received does not automatically mean it is appropriate or sensible to accept them in the first place.

### **Appropriate Gifts and Hospitality**

There are some circumstances where you may accept gifts and hospitality as being in the normal course of your duties as a member:

- Civic hospitality provided by another public authority
- Normal and modest refreshment in connection with any meeting in the course of your work as a parish council member (e.g. tea, coffee and other normal beverages and biscuits)
- Tickets for events which are sponsored or promoted by your parish council or bodies to which you have been appointed by your parish council, and the tickets are offered in relation to that sponsorship or promotion
- Small low value gifts (below £25.00 such as pens, calendars, diaries, flowers and other mementos and tokens)
- Drinks or other modest refreshment received in the normal course of socialising arising consequentially from parish council business
- Modest meals provided as a matter of courtesy in the office or meeting place of a person with whom your parish council has a business connection

- Souvenirs and gifts from other public bodies intended as personal gifts (e.g. arising from civic events).

Particular care should be taken in relation to gifts and hospitality offered by current or potential contractors for the Council. In certain cases the acceptance of a gift or hospitality from these sources could constitute a criminal offence, even if declared. If there is any suspicion that any offer is intended as an inducement then the matter should be reported in accordance with established procedures.

In considering whether to accept gifts or hospitality Members should have regard to the following general principles:

Never accept a gift or hospitality as an inducement or reward for anything which you do as a Member. Never accept a gift or hospitality which might be open to misinterpretation. Never accept a gift or hospitality which puts you under an improper obligation and never solicit a gift or hospitality.

DRAFT



## North Leverton with Hablesthorpe Parish Council

### Register of Members' Gifts and Hospitality

I, *(Insert full name)*

as a member of North Leverton with Hablesthorpe Parish Council, wish to register a gift or hospitality of the estimated value of £25 or more on any one occasion, which was received in connection with an official duty as a North Leverton with Hablesthorpe Council member as required by the Council's Code of Conduct.

Please enter the details of the gift or hospitality (including from whom this was received) below:

Signed:

Date:



---