



Brinsley Parish Hall, Cordy Lane, Brinsley, Nottingham. NG16 5BY 01773 531251
www.brinsleypc.org theclerk@brinsleypc.org

3rd November 2021

Brinsley Parish Council Chairman & Members

Chairman Mrs. T. Davies

Councillors Mrs. G. Bellamy, Mrs. R. A. Herrett Bellamy, T. Egglestone, B. Enever, Ms. N. Garratt, J. W. Handley, P. Hunt, D. Kerry, B. O'Neill, Mrs. H. Stevenson, Mrs. V. Wakeling & Mrs. E. Williamson.

Dear Chairman & Councillors

Re: Brinsley Parish Council Parish Council Meeting Wednesday 10th November 2021 at 7.00 p.m.

You are hereby summoned to attend the Council Meeting of Brinsley Parish Council to be held on Wednesday 10th November 2021 commencing at 7.00 p.m. at the Brinsley Parish Hall Meeting Room, Cordy Lane, Brinsley, Nottingham NG16 5BY.

Please submit apologies to the Council Office by telephone 01773 531251 before 1.00 p.m. on the day on the meeting.

Yours sincerely

Sheena Trower

Clerk of Brinsley Parish Council

AGENDA

Wednesday 10th November 2021 commencing at 7.00 p.m. Parish Meeting Room, Cordy Lane, Brinsley NG16 5BY

- 1) Apologies for Absence
- 2) Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960 To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.
- 3) Declarations of Disclosable Pecuniary & Other Interests
 - a) To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from Members on matters to be considered at the meeting in accordance with the Localism Act 2011 (see appendice) Officers are required to make a formal declaration about Council contracts where the employee has a financial interest in accordance with the Local Government Act 1972 s.117. Members must generally declare a disclosable pecuniary interest which he or she has in any items on the agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.
 - b) To receive, consider and record Councillors requests for dispensation (Section 31 Localism Act 2011) in connection with items on the agenda. Applications for this must be made in writing to the Clerk prior to the meeting (i)
 - c) To grant applications for dispensation

- d) **Address by Councillors declaring a pecuniary interest in an agenda item** (requirement for suspension of Standing Orders prior to address)
- 4) **To confirm Minutes:** -
 Brinsley Parish Council Meeting held 7th October 2021 as attached.
 Events & Premises Committee Meeting held 29th September 2021 approved at Committee held 21st October 2021.
 Personnel Committee Meeting 22nd September 2021. Approved at Committee held 27.10.21.
- 5) **To receive Reports:** -
- a) **Report of the Chairman**
- b) **To receive Reports & Recommendations of Committees**
- (i) **Events & Premises Committee** update (Chairman to Committee Cllr Mrs. H. Stevenson) Meeting held 21st October 2021. Request for Councillors to confirm if they are available to assist at the Festive Event 27th November 2021 and preferences (Committee Chairman Cllr Stevenson) Next meeting Thursday 11th November 2021.
- (ii) **Finance & General Purposes Committee** Meeting (Cllr Egglestone)
- (iii) **Neighbourhood Planning Committee** (Cllr Mrs. E. Williamson)
- (iv) **Personnel Committee** meeting (Cllr P. Hunt) Report in Exclusion
- (v) To consider appointment of Events Committee – applications received Cllrs P. Hunt & Mrs. V. Wakeling; ex-officio Chairman & Vice-Chairman.
- (vi) To consider appointment of Premises Committee – applications received Cllrs P. Hunt & T. Egglestone; ex-officio Chairman & Vice-Chairman.
- (vii) To endorse the Booking Form with Terms & Conditions as attached
- (viii) Parish Surgeries recommendation for organisation bi-monthly commencing Monday 22nd November 2021 subject to times (Cllr Stevenson).
- 6) **Annual Remembrance Service Sunday 14th November 2021**
- (a) Arrangements for laying of wreaths at Brinsley Church & Wildflower Meadow (Cllr Wakeling)
- (b) The Chairman to the Events & Premises Committee, Cllr Stevenson, has requested Councillors to advise if they are available to attend any of the Remembrance Service commemorations on Sunday 14th November 2021 at St. James' Church, a service at the Wildflower Meadow or refreshments to be served at the Parish Hall. Cllr Herrett Bellamy has volunteered to assist with refreshments.
- 7) **Finance Reports**
- (a) To confirm receipt of reconciliation September 2021
- (b) To receive income, expenditure and reconciliation September 2021 as attached
- (c) **New bank mandates for TSB Business and Bank of Ireland** update requiring controlling person self-certification form for FATCA and CRS completion by Bank of Ireland by cheque signatories to accompany mandate.
- (d) **Discussion of Parish Council banking services** with recommendation to set up account with Starling Bank (Cllr Garratt report).
- (e) **Application for hire of Meeting Room for the purpose of providing arts and crafts** for persons with needs following potential closure of Springs Day Centre. Application dependent upon no room hire charges imposed by Council.
- (f) **Brinsley Food Bank Hire of Meeting Room** the organisation has hired the meeting room facility for one year. The Council is asked to clarify the ongoing hire of the premises at nil or agreed rental charge.
- 8) **Planning applications** report from Broxtowe Borough Council as attached.
- 9) **Correspondence & Premises Report** as attached.
- 10) **Suspension of Standing Orders to allow the following:** -
- a) **Broxtowe Borough Council Matters** (Borough Councillor Mrs. E. Williamson)
- b) **Nottinghamshire County Council Matters** (County Councillor Mrs. E. Williamson)
- c) **Police Reports**
- d) **Friends of Greenwood Forum**
- e) **Public Participation** (maximum of 15 minutes allocated to 3 minutes per attendee)

- 11) Exclusion of Public Order as per agenda item Number 2: -
- 12) To receive report from Personnel Committee Meeting held 27th October 2021
recommendations for publicity of vacancies (Personnel Committee Chairman Cllr P. Hunt)

- 13) Agenda items for next Brinsley Parish Council Meeting Wednesday 8th December 2021 at 7.00 p.m. Parish Hall Meeting Room.

Extract Localism Bill 2011 Sections 30 to 34 reference Register & Declarations of Interests

Section 30: Disclosure of pecuniary interests on taking office 128. Section 30 requires members of relevant authorities to notify the monitoring officer of any disclosable pecuniary interests of them or a spouse or civil partner they live with, within 28 days of taking up office. The section allows the Secretary of State to make regulations defining a "disclosable pecuniary interest" and requires the monitoring officer to enter any notified disclosable pecuniary interest in the authority's register, as well as any other interest notified to them, whether or not it is pecuniary. Section 31: Pecuniary interests in matters considered at meetings or by a single member 129. Section 31 requires a member of a relevant authority to disclose a disclosable pecuniary interest that they are aware of (apart from a sensitive interest – see section 32), at a meeting or if acting alone, where any matter to be considered relates to their interest. If the interest is not already registered, it requires members to register it within 28 days. The monitoring officer must then enter the interest in the authority's register. It prohibits a member from participating in discussion or voting on any matter relating to their interest or, if acting alone, from taking any steps in relation to the matter (subject to any dispensations – see section 33). Local authorities may also, should they so wish, amend their standing orders to require a member to leave the room when a matter in which they have a disclosable pecuniary interest is debated or voted on. Section 32: Sensitive interests 130. Section 32 provides for details about a registered interest to be excluded from versions of the register that are available for public inspection or published where a member and monitoring officer agree that the disclosure of these details could lead to harm or intimidation of the member or their family. It provides for members to disclose only the fact that they have a disclosable pecuniary interest in the matter concerned at meetings or when acting alone. These notes refer to the Localism Act 2011(c.20) which received Royal Assent on 15 November 2011 25 Section 33: Dispensations from section 31(4) 131. Section 33 empowers a relevant authority, on receipt of a written request, to grant dispensations for up to four years for a member to be able to participate in or vote at meetings where they have a disclosable pecuniary interest. Authorities may grant dispensations if they consider that by not granting a dispensation, the business of the authority or committee is likely to be impeded; or that the political balance of the committee or authority is so upset as to alter the outcome of a vote; or that granting the dispensation is in the interests of residents; or that all members of the executive are unable to participate in business to be carried out by the executive; or that they consider it appropriate to grant a dispensation for other reasons. Section 34: Offences 132. Section 34 makes it a criminal offence if a member or co-opted member fails, without reasonable excuse, to comply with requirements under section 30 or 31 to register or declare disclosable pecuniary interests or take part in council business at meetings or when acting alone when prevented from doing so. It empowers the magistrates' court, upon conviction, to impose a fine of up to level 5 (currently £5,000), and an order disqualifying the person from being a member of a relevant authority for up to five years. It extends the time for bringing a prosecution for the offence by allowing a prosecution to be brought within 12 months of the prosecuting authorities having the evidence to warrant prosecution, but any prosecution must be brought within 3 years of the commission of the offence and only by or on behalf of the Director of Public Prosecutions. Section 35: Delegation of functions by Greater London Authority.

Recording of Council Meetings

Under the Openness of Local Government Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the public participation session as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted. The Council may record the business of the meeting as an aide memoire only with erasure of the recording on approval of Minutes.

Public Participation

- a) Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting.
- b) Any member of the public shall not speak for more than 3 minutes.

- c) *A question asked by a member of the public during public participation shall not require a response or debate during the meeting, though the Chairman may direct that a written response will be provided subsequent to the meeting (a resident would be respectfully requested to provide, in confidence, written name and address of residency within Brinsley in order a written response can be forwarded).*

Public Bodies (Admission to Meetings Act) 1960

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by resolution, which shall give reasons for the public's exclusion in accordance with the Public Bodies (Admission to Meetings Act)

PUBLIC FORUM AT BRINSLEY PARISH COUNCIL MEETINGS

14th July 2021 for consideration by Brinsley Parish Council Agenda reference 6(vii)

Adopted by Brinsley Parish Council 14th July 2021

- Meetings of Brinsley Parish Council are not public meetings, but members of the public have a statutory right to attend meetings of the Council as observers.
- The public have no legal right to speak unless the Parish Council Chairman authorises them to do so. However, as part of its community engagement, Parish Councils can set out a time for public forum at an agreed time when members of the public are invited to speak. This is agreed as a maximum of 15 minutes for Brinsley Parish Council.
- Members of the public should not be involved in the decision-making of the Council. The Council should not make any instant decisions at the behest of members of the public on items that are not included in the agenda.
- As a matter of best practice, public forum will be kept separate from the debate of the Councillors. If matters raised are not on the agenda for the meeting, these can be used to form part of the agenda for a future meeting at the discretion of the Council.
- Members of the public are welcome to stay for the Council meeting as observers but will not be able to join in the discussion unless invited to do so by the Chairman. Members of the public will be invited to address Council during the public forum period as detailed on the agenda.
- Members of the public may be excluded by a resolution of the meeting for specific items which need to be discussed in confidence.

Public Forum Period

- This session will be limited to a maximum time of 15 minutes as set by Council Standing Orders.
- The time for each member of the public to speak is limited to 3 minutes.
- If more than one member of the public wishes to speak on the same topic then they should nominate one person to speak on their behalf. This will avoid duplication and make the best use of the public participation period.
- Written statements must be received by the Clerk at least 3 working days prior to the meeting.
- Public Forum is an opportunity for members of the public to: -
(a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted.
- The Chairman has the right to say that any question or statement is inappropriate and will not be accepted.
- Neither Councillors nor the Clerk should be put under pressure to respond immediately to comments made under public forum. Members of the public do not have a right to force items onto the Council agenda nor to insist on how matters are recorded in the minutes.
- A question raised by a member of the public during a public speaking session shall not require a response and there should be no debate or discussion between the Council and the public.
- A brief reference of topics raised at public participation will be included in the minutes of that meeting. But libellous, offensive, and discriminatory comments will not be recorded in the Minutes.
- If the issue is on the agenda, then it will be discussed under the appropriate item. Members of the public are therefore requested to leave their contact details with the Chairman or Clerk before leaving the Council meeting if they wish to receive a reply to their query; if appropriate a response will be forwarded or the matter will be referred to the next meeting.

- All persons present will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates him or her. All statements, questions and responses, challenges to statements, complaints or criticisms must be made politely through the Chairman of the Council.
- All statements, questions and responses must be related to the facts of the matter and not be personal in nature to Councillors or staff. There should be no reference to personal views on any person.
- **Please note that offensive or threatening behaviour will not be tolerated. If a member of the public interrupts the proceedings of any meeting, the Council reserves the right to curtail the contribution of that person and exclude a disorderly person.**

Please also refer to Brinsley Parish Council Bullying & Harassment Policy 30th April 2021 publicised on the Brinsley Parish Council Website.

CLERK REPORT

- Gateway Signs for Brinsley** Three new decorative village Gateway signs will be installed on Saturday 13th November 2021, subject to weather conditions. Sites Brinsley Hill, Cordy Lane and Mansfield Road were approved. The Funding of £7,888.00 nett was provided through Nottinghamshire County Council LIS Grant and match funded by the Parish Council. The project balance has been settled with no outstanding monies due on completion of this project. The contractor will dispose of the existing signs, by agreement of Nottinghamshire County Council, subject to the Council considering retention of the signs. Please advise. The signage has been included within the Parish Council policy.
- Register of Interests** Broxtowe Borough Council notified the Parish Council of legal procedure due to failure of Councillor to submit completed form within the specified 28-day period following election 30th September 2021.
- National Association of Local Councils** Newsletter attached Environmental Permitting (England and Wales) Regulations (DEFRA) for information.
- Nottinghamshire Association of Local Councils** (i) AGM update 17th November 2021 now by Zoom. (ii) Training opportunities as attached.

PREMISES REPORT including report from Facilities Manager as attached

- Replacement Gas Central Heating Boiler to Brinsley Parish Hall** Installation completed 22nd October 2021.
- Re-instatement of Brinsley Recreation Ground following Brinsley Carnival 8th August 2021** with reference to the last Council meeting following advice from the Parish Council insurance company, a claim for £1,600.00 was submitted to the ground hirer insurance company, based on a copy of the public liability documentation provided. Correspondence received from the hirer's insurance company advised a claim for damages should be forwarded directly to the responsible hirer. The Council is requested to approve this course of action.
- Glass decorative window feature** The Council is asked to consider siting of the stained-glass decorative feature donated some years ago to the Parish Council.
- Bottle Banks Brinsley Car Park** (Cllr P. Hunt) There have been some problems experienced with lateness in servicing of the bottle banks which are the responsibility of Broxtowe Borough Council. Lack of HGV drivers has caused issues. Glass continues to be left around the site, some of which continues to be vandalised, causing risks to other users of the site. Recommendation from Cllr Hunt that the facility is re-sited at the football car park.
- Gateway Signs match funded Brinsley Parish Council & LIS Nottinghamshire County Council** licences approved and installation to take place imminently by Morris Signs Contractor. Instruction has been sought by the Clerk from Viaem with reference to disposal of existing highway signage (to be removed by contractor). The new signs will be the full responsibility of Brinsley Parish Council who will be required to ensure compliance with highway safety, cleanliness, insurance cover and repair due to accidental/vandal damage. The Parish Council insurers were contacted 21st October 2021 to include the signage into the Council policy with immediate effect. The signage is valued at £7,888.33. Regular safety inspections and cleaning will be required for the signage, all of which will be installed with safety shear off posts.
- Application for attendance of mobile pizza van with wood fired oven.** An application to attend regularly to the Brinsley Parish Hall car park to provide a service of purchase of pizzas to the public. The applicant has provided a copy of 5 star rated food & hygiene certificate. The Council is asked to consider the application.
- To consider use of Parish Pavilion to provide refreshments facility to serve sports matches during season at weekends** (subject to volunteers) (Cllr Mrs. T. Davies) referred from Events & Premises Committee 21st October 2021.
- To consider use of Parish Hall Stage (Chairman report)**
- Vandalism to children's play equipment** on Monday 25th October 2021 the litter picker reported the contents of a tin of tomatoes had been deliberately emptied down the children's slide. The slide required cleaning and drying.

10. **Lighting outside pavilion** complaint received by Cllr Enever 3/11/21) from member of the public regarding continuity of lighting at the site; concern relayed to Council Office. Report confirmed from Facilities Manager confirmed oak tree movement triggering the light. Report to be made available at meeting from Facilities Manager.
11. **Tree Planting Initiative** referred from Council meeting 7th October 2021.
12. **Hall Bookings Schedule from October 2021** as attached.
13. **Stairlift Quotations from main hall to reception** – Facilities Manager received an additional quotation. Report to be made available.
14. **Annual Testing** – Fire alarm and extinguisher completed 9th August 2021; Annual PAT test completed January 2021; Annual Gas Service completed by Pump Services November 2020. Facilities Manager booked gas service and repair to heaters in the main hall; new boiler under guarantee until October 2022; electrical system PAT testing and hard wire (5 year) testing to be booked which will be due in 2022.

In Exclusion PERSONNEL REPORT

1. **Publicity of vacancies: -**
 - (a) **Part-time caretaker**
 - (b) **Part-time Finance Officer**
 - (c) **To consider mechanism for staff attendance register (to support Health & Safety at Work & Council insurance policy) (Cllr Hunt)**