

Telephone 07725 843 505

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Website <http://www.ninfieldpc.co.uk/community/ninfield-parish-council-15069/home>

Ninfield Full Council Minutes 15th May 2025 – 6pm

Cllrs Present:

Chair K Williamson (KW), S Guard (SG), P Holland (PH), J Cheshire (JC), J Langley (JL), K Crittall (KC).

In attendance: J Scarff Proper Officer.

Public Questions:

In accordance with standing orders ten minutes are available for the Public to express a view or ask a question on **relevant matters on the following agenda.**

There was one members of public (MOP) present.

The MOP asked if the bonfire society could use the recreation ground for torch making. The clerk confirmed free diary dates for the bonfire to consider. The bonfire society also need to take a vehicle on the rec in order to take the beacon down for works need. The cllrs expressed thanks to the bonfire society for repairing the beacon.

PH commented that the flagpole is lost in the trees now. PH said he would talk to a planning officer at WDC to establish whether the council would need to apply for planning permission.

The public session was closed.

A MOP joined the meeting at 6.24 pm.

250501	<p>The chair to announce the first order of business to be the election of Chair of the council for the year.</p> <p>KC proposed that KW be the chair of the council for the forthcoming year. PH seconded.</p> <p>All cllrs were in favour.</p> <p>Resolved KW be the chair of the council for the forthcoming year.</p>
250502	<p>The Chair to read and sign the declaration of acceptance of office.</p> <p>KW signed the declaration of acceptance of office.</p>
250503	<p>The Chair to announce the election of Vice Chair of the council for the year.</p> <p>SG said that after more than 20 years as vice chair she did not want to be nominated this year.</p> <p>KW thanked SG for her many years of being vice chair on behalf of the council.</p> <p>SG proposed KC take the role of vice chair. JC seconded. All cllrs were in favour.</p> <p>Resolved KC be the vice chair of the council for the forthcoming year.</p>
250504	<p>The Vice Chair to read and sign the declaration of acceptance of office.</p> <p>KC signed the declaration of acceptance of office.</p>
250505	<p>To receive apologies and reasons for absence in accordance with the Local Government Act 1972 S 85 (1).</p> <p>Apologies received from Cllr Coleshill for personal reasons.</p>
250506	<p>To consider accepting the apologies.</p> <p>Resolved: It was unanimously agreed that the apologies be accepted.</p> <p>Other absences to note:</p>
250507	<p>Disclosure of Interests:-In accordance with the Localism Act 2011 to receive any disclosure by Members of personal interests in matters on the agenda, the nature of the interest and whether the member regards the interest as prejudicial under</p>

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		<p>the terms of the Revised Code of Members Conduct</p> <p>Disclosable Pecuniary Interests –</p> <p>SG declared a pecuniary interest in item 14</p> <p>Other Interests (Non Pecuniary) –</p> <p>KC & SG declared a personal interest in item 13 which may change depending on the details of the complaint.</p> <p>To consider granting any dispensations.</p> <p>There were no requests for dispensations.</p>
	250508	<p>Exclusion of the Public</p> <p>To exclude the public for a particular agenda item the following resolution must be passed.</p> <p>‘Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.’</p> <p>There was no requirement to pass this resolution.</p>
	250509	<p>To receive the minutes of the meeting of 20th March and 17th April 2025 to be considered for approval and signed as a true record.</p> <p>Proposed by KW proposed, JC seconded that both sets of minutes be signed as a true record. All cllrs agreed.</p> <p>Resolved The minutes of the Full Council Meeting of the Full Council 20th March and 17th April 2025 were approved as a true record and signed by the chair.</p>
	250510	<p>In accordance with Standing Orders to consider for adoption:</p> <p>a the updated Standing Orders and Financial Regulations</p> <p>JC proposed the policies be adopted, KC seconded. All cllrs agreed.</p> <p>Resolved the policies be adopted.</p> <p>b the updated Risk assessment.</p> <p>KC commented that she would like to meet with the clerk to go through the risk assessment. The clerk to arrange a meeting.</p> <p>KW proposed, KC seconded that the risk assessment be adopted.. All cllrs agreed</p> <p>Resolved the risk assessment be adopted.</p> <p>c the Code of Conduct.</p> <p>KW proposed, JC seconded. All cllrs agree to adopt the code of conduct.</p> <p>Resolved the code of conduct be adopted.</p> <p>d the council’s scheme of delegation.</p> <p>KC proposed, JC seconded. All cllrs agreed.</p> <p>Resolved to adopt the scheme of delegation.</p> <p>e the arrangements for insurance in respect of all insurable risks.</p> <p>The clerk explained that the councils insurance is renewed annually on 1st April, the</p>

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		<p>insurance cover had been updated due to the new playground equipment and the fidelity indemnity cover had been increased due to CIL money and S106 money received.</p> <p>The insurance cover is check by the internal auditor.</p> <p>A MOP joined the meeting.</p> <p>KW proposed that arrangements are accepted, seconded JC. All agreed.</p> <p>Resolved The arrangements in place are acceptable.</p>																																				
250511	<p>In accordance with Standing Order 5jxxi to determine the time and place of meetings of the council including the next annual meeting of the council.</p> <p>The clerk explained that the dates proposed were at the same time as last year – the third Thursday of the month except June would be 12th and there would be no meeting in August or January.</p> <p>Resolved: The dates were agreed as follows</p> <table><tr><td>Jun-25</td><td>12th</td><td>Week earlier</td></tr><tr><td>Jul-25</td><td>17th</td><td></td></tr><tr><td>Aug-25</td><td></td><td>No Meeting</td></tr><tr><td>Sep-25</td><td>18th</td><td></td></tr><tr><td>Oct-25</td><td>16th</td><td></td></tr><tr><td>Nov-25</td><td>20th</td><td></td></tr><tr><td>Dec-25</td><td>18th</td><td></td></tr><tr><td>Jan-26</td><td></td><td>No Meeting</td></tr><tr><td>Feb-26</td><td>19th</td><td></td></tr><tr><td>Mar-26</td><td>19th</td><td></td></tr><tr><td>Apr-26</td><td>16th</td><td></td></tr><tr><td>May-26</td><td>21st</td><td>Annual Meeting of the Council</td></tr></table>	Jun-25	12th	Week earlier	Jul-25	17th		Aug-25		No Meeting	Sep-25	18th		Oct-25	16th		Nov-25	20th		Dec-25	18th		Jan-26		No Meeting	Feb-26	19th		Mar-26	19th		Apr-26	16th		May-26	21st	Annual Meeting of the Council	
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250512	<p>To agree a date for the 2025 Annual Parish Meeting – Details to be discussed at the June meeting.</p> <p>The date was discussed and agreed to be 11th April.</p>																																					
250513	<p>To receive notice of a complaint received by the council about the clerk and the council.</p> <p>The item could not be considered as the complainant had not given details of the complaint in line with the councils policy. The clerk had acknowledged the complaint in line with the councils policy and asked the complainant to provide further details.</p>																																					
250514	<p>To review the user agreement issued to the sports clubs using Sparkes Pavilion and the recreation ground and agree any actions required.</p> <p>It was agreed that this item would be deferred.</p>																																					
250515	<p>To consider for adoption the disciplinary policy, based on the NALC model policy.</p> <p>Resolved the policy be adopted.</p>																																					

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250516	<p>To discuss the use of notice boards in the village and agree any actions required.</p> <p>JL commented that the noticeboards are not in good order. JL explained that she was concerned that for people in the village who don't have the parish magazine, don't read the village voice in the newspaper and don't have access to the internet for the website don't know what is going on in the village. JL feels that the notice boards are an important form of communication. She also feels that the noticeboards should be for advertising village matters.</p> <p>MOP offered to have a look at the noticeboard on Manchester Road to try and fix the lock.</p> <p>JL asked all cllrs to remove anything from any noticeboard that is out of date or not appropriate.</p> <p>SG reminded cllrs that there was a discussion in the past where it was suggested that a sealed cabinet be put on to the side of Sparkes pavilion to house the parish council Byelaws. JC suggested that this would be a good place to have a lockable cabinet for displaying parish council information. JC suggested that those working together on Sparkes pavilion should incorporate this.</p>
250517	<p>To discuss the use of the recreation ground by a personal trainer and agree any actions required.</p> <p>Resolved The cllrs agreed that subject to the clerk receiving the appropriate insurance documents, risk assessment, safeguarding policy there would be no charge for using the recreation ground.</p>
250518	<p>Communication - to note for possible inclusion on next agenda.</p> <p>The clerk reported the following contact</p> <p>A MOP is unhappy about the parking by the bus stop on the corner of Manchester Road and the A269. – the clerk had explained that this had been checked by the police in the past and that there was nothing the council could do as the police said there was no action to be taken.</p> <p>The school PTFA had been in touch about the fayre on 5th July. They've outlined a proposal. The clerk has written back with some feedback and asking for insurance policies and risk assessments. This item will be on the June agenda. The clerk reported that she had explained that if cllrs give permission for the vehicles on the recreation ground it would be subject to seeing if the ground was suitable the day before.</p> <p>A MOP had reported 2 dead trees at Standard Hill to ESCC. The trees will be felled.</p> <p>The PCSO has been in touch to try and organise a meet and greet and asked if there are any suitable village events.. The clerk has let the PCSO know about the carnival and is waiting to hear back.</p>