



*Delivering Quality Services to
Coxhoe and Quarrington Hill*

Coxhoe Parish Council

Meeting: Council Meeting

Date: Wednesday 21st September 2017

Time: 7.00pm

Venue: Coxhoe Village Hall

Minutes of the proceedings of the Council Meeting.

- 97. Present:** Parish Councillors: Barbara Hepplewhite, Ellie Cutter, Sue Downham, Stuart Dunn (Chair), Adrian Hedley, Wendy Lavelle, Keith Pounder, Kay Simpson (Vice Chair), and Julie Slater.
- 98. Apologies:** Apologies received from Cllr. Colin Thirlaway.
- 99. Declaration of Interest – None.**
- 100. Amendment of Agenda –** Due to the time sensitivity of the issues it was agreed to add the following to items to the agenda.
- 101. Asset Register –** The correspondence from the External Auditor and their requirements set out in their email 15 September 2017 14:41 were noted. **RESOLVED:** to authorise the amendments the Asset Register as advised and amendment of the audit statement accordingly.
- 102. Land issues at the Paddock –** Cllr Dunn declared an interest in this item as an employee of HM Land Registry. The Council noted that notice of an application for adverse possession of land adjacent to the Council's land had been received by adjoining owners. **RESOLVED:** To pass details on to the Council's solicitors and ensure that the Council's interests and access to their land was protected in liaison with the adjoining owners as may be required.
- 103. Exclusions of Press and Public:** *"In accordance with the provisions of S1 of the Public Bodies (Admission to Meetings) Act 1960 as amended by S100 of the Local Government Act 1972, the Council resolved to exclude the press and public for the remaining items of the Agenda by reason of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest".*
- 104. Recruitment arrangements for Clerk & Community Engagement Officer -** The previous recruitment materials circulated in advance were reviewed. After considerable discussion, it was **RESOLVED:**
- To revise the Councils officer structure;
 - To advertise a vacancy for a 30 hour per week Clerk;

- c. In addition to appoint an Assistant Clerk for 12 hours per week once the Clerk was in place on a similar job description to MHPC;
- d. For the Clerk to have management responsibility for the Council's staff as recommended by NALC;
- e. Cllrs. Hedley and Slater would review the advert, Candidate Information packs including Job Descriptions and Person Specifications for circulation for approval by or before the Council's meeting 4 October;
- f. To advertise via NEREO and the Council's website as soon as possible after 4 October, closing 30th;
- g. Shortlisting 2 November 7pm; and
- h. Interviews 11 November starting 09:30 with a group session with the candidates followed by lunch, and possible further shortlisting prior to formal interviews on the afternoon;

105. Locum Clerk Arrangements: The contents of the Chair's email 14 September 2017 06:47 and the Locum Clerk's reply were noted. It was **RESOLVED:**

- a. to endorse the contents and the appointment of Lynda Wardle as Locum Clerk as set out; and
- b. to complete a revised bank mandate as soon as possible to include the Locum Clerk.

The meeting closed at 20:30

Stuart Dunn (Chair)

Kay Simpson (Vice Chair)