



BINGHAM TOWN COUNCIL

*The Old Court House
Church Street
Bingham
Nottingham
NG13 8AL*
Telephone: 01949 831445
Email: info@bingham-tc.gov.uk
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To: Councillor - A. Harvey - Chairman
" K. Hayes-Heath
" Mrs. T. Kerry
" Mrs. A. Langford
" J. Stockwood
" Mrs. K. Vallance

Note: All other Councillors are invited to attend and may take part as permitted by Standing Orders.

12th October, 2016.

Dear Councillor,

You are hereby summoned to attend a meeting of the **Policy & Resources Committee** of the **Bingham Town Council** to be held in the **Council Chamber** at **The Old Court House, Church Street, Bingham**, on **Tuesday, 18th October, 2016, at 7.00 p.m.**

Yours sincerely,

L Holland

Mrs. L. Holland,
Clerk to the Council.



BINGHAM TOWN COUNCIL

Meeting of the Policy & Resources Committee of the Bingham Town Council to be held in the Council Chamber at The Old Court House, Church Street, Bingham, on Tuesday, 18th October, 2016, at 7.00 p.m.

A G E N D A

1. Apologies for Absence and Acceptance.
2. Declarations of Interest.
3. To approve and sign the Minutes of the meeting held on the 23rd August, 2016, (previously circulated), including:-
 - 01 Matters Arising (including Clerk's Updates).
4. Budget Report 'A' up to 30.09.16.
5. Accounts for Payment - Report 'B'. (To be tabled).
6. Accounts Paid - Report 'C'. (Attached).
7. Bankline payments 'D'. (Attached).
8. To acknowledge receipt of signed unqualified Annual Return from external auditors. Conclusion of Audit notice is on display.
9. To consider Annual review of risk register, including updates from last year.
10. To consider annual review of booking policy and bookings update report.
11. Vacant office space at The Old Court House – Update.
12. Neighbourhood Plan Working Group – Report attached
13. To consider grant aid request as per attached report.
14. To consider request from Bingham Heritage Trails' Association re. Warner's Paddock
15. Wallenfels - Purchase of replacement items for visitors. (Update on costs).
16. Appointment of internal auditor
17. To consider recording policy. (Attached).
18. Verbal update from Community Building Group.
19. To consider Council Tax Referendum proposals.
20. To consider M.P. Boundary proposals.
https://www.bce2018.org.uk/?gclid=CjwKEAiwps2_BRC5jduHor-h8xESJADGT-Lt4fcz1P6n8mkdfzPZsZYEJOIWHK7AvU-aOa3buj8STxoCUKXw_wcB
21. To consider Christmas and New Year office closures.
22. To consider any correspondence received, including:-
 - 01 Bridleway No. 23 Public Path Diversion Order

Continued...../



BINGHAM TOWN COUNCIL

Meeting of the Policy & Resources Committee of the Bingham Town Council to be held in the Council Chamber at The Old Court House, Church Street, Bingham, on Tuesday, 18th October, 2016, at 7.00 p.m. continued.....

23. Confidential Business:-

Public Bodies (Admission to Meetings) Act 1960:-

To resolve that "in view of the confidential nature of the business about to be transacted, the Press and Public be excluded for the remainder of the meeting."

The following matters will be discussed:-

- 01 WARNER'S PADDOCK LEASE BTC signed awaiting return of legal document
- 02 COPELAND GROVE - UPDATE
- 03 STAFFING MATTERS, INCLUDING:-
 - (a) STAFF HANDBOOK
 - (b) COPELAND GROVE
 - (c) STAFFING ISSUES
 - (d) INSURANCE MATTERS

BINGHAM TOWN COUNCIL SUMMARY SEPTEMBER 2016

REPORT A cont.

	BAL B.FWD		Receipts			Payments			Net Variance
	Budget	Actual	Variance to budget	Budget	Actual	Variance to budget			
Community	0	0	0	1250	380	870	870		
Promotion	5,200.00	2,573.00	-2,627.00	23,250.00	6,257.85	16,992.15	14,365.15		
Recreation	4,287.00	2,293.06	-1,993.94	28,175.00	7,370.42	20,804.58	18,810.64		
Allotment	1,000.00	19.17	-980.83	1,360.00	531.97	828.03	-152.80		
Cemetery	7500	2,716.33	-4,783.67	4,350.00	2,979.14	1,370.86	-3,412.81		
Environment	0.00	0.00	0.00	7,090.00	2,176.83	4,913.17	4,913.17		
Depot	2000	784.93	-1,215.07	71,750.00	24,893.18	46,856.82	45,641.75		
Finance	500.00	312.84	-187.16	116,100.00	40,661.44	75,438.56	75,251.40		
OCH	13,020.00	5,416.62	-7,603.38	26,450.00	11,544.96	14,905.04	7,301.66		
TOTALS	33,507.00	14,115.95	-19,391.05	279,775.00	96,795.79	182,979.21	163,588.16		

Precept	246,268.00	246,268.00	0.00	0.00	0.00	0.00	0.00	0.00
Mayors Charity	0	118.61	0	0	0.00	0.00	0.00	118.61

Reserves	bal. b/fwd		Receipts			Payments			Net Variance
	Budget	Actual	Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
Risk Management	11,000.00	0.00	2,500.00	0.00	-2500	0.00	0	11,000.00	
OCH Capital	4,265.00	0.00	1,000.00	0.00	-1000	0.00	0	4,265.00	
Depot	29,122.49	0.00	5,600.00	0.00	-5600	0.00	689.5	28,432.99	
Allotment	0.00	0.00	0.00	0.00	0	0.00	0	0.00	
Environment	2,000.00	0.00	500.00	0.00	-500	0.00	0.00	2,000.00	
General Reserve	184,997.90	0.00	0.00	0.00	0	0.00	244.37	184,753.53	
Promotion	0.00	0.00	0.00	0.00	0	0.00	0	0.00	
Recreation	45,546.48	0.00	10,000.00	0.00	-10000	0.00	-645.00	46,191.48	
Cemetery	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	
Community Capital	2,700.00	0.00	350.00	0.00	-350	0.00	230	2,470.00	
Property.Land	101,418.71	0.00	20,000.00	0.00	-20000	0.00	2,250.00	99,168.71	
Capital Total	381,050.58	0.00	39,950.00	0.00	-39,950.00	0.00	2,768.87	378,281.71	

GRAND TOTAL	381,050.58	73,457.00	14,234.56	-59,341.05	279,775.00	99,564.66	180,210.34	541,988.48
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summary

INCLUDES ACCRUALS FROM 2015/2016

Sep-16

REPORT A

Net Variance column

Positive figs. = underspends
 Negative figs. = overspends

Community	Receipts			Payments			Net Variance
	Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
1 CCTV Maintenance	0.00	0.00	0.00	700.00	700.00	700.00	700.00
2 Notice Boards	0.00	0.00	0.00	200.00	380	-180.00	-180.00
3 Town Map	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4 Trs. To Com. Reserve	0.00	0.00	0.00	350.00	350.00	350.00	350.00
Community	0.00	0.00	0.00	1,250.00	380.00	870.00	870.00

Promotions	Receipts			Payments			Net Variance
	Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
5 Town Fair	4,000.00	2,303.00	-1697	8,500.00	4,606.91	3893.09	2,196.09
6 Christmas Fair	1,200.00	270.00	-930	2,750.00	2,750.00	2750.00	1,820.00
7 Christmas Lights	0.00	0.00	0	6,500.00	6,500.00	6500.00	6,500.00
8 Other Promotions	0.00	0.00	0	500.00	6.94	493.06	493.06
9 Web Site	0.00	0.00	0	1,500.00	1200	300.00	300.00
10 Town News/leaflets	0.00	0.00	0	2,500.00	444	2056.00	2,056.00
11 Town Guide/Promotions	0.00	0.00	0.00	1,000.00	1000.00	1000.00	1,000.00
Promotions	5,200.00	2,573.00	-2,627.00	23,250.00	6,257.85	16992.15	14,365.15

Recreation	Receipts			Payments			Net Variance
	Budget	Actual	Variance to budget	Budget	Actual	Variance to budget	
12 Play Area/Open Spaces	0.00	0.00	0	6,000.00	1867.42	4132.58	4,132.58
84 Tree/Shrubbery Maint.	0.00	0.00	0	4,000.00	1120	2880.00	2,880.00
14 Rent	1,100.00	581.00	-519	175.00	175.00	175.00	-344.00
15 Sports Pitch Maintenance	3,067.00	1,537.00	-1530	8,000.00	4383	3617.00	2,087.00
16 Wayleaves	120.00	175.06	55.06	0.00	0.00	0.00	55.06
77 P3	0.00	0.00	0	0.00	0.00	0.00	0.00
Trs. To Recreation Reserve	0.00	0.00	0	10,000.00	10000.00	10000.00	10,000.00
Recreation	4,287.00	2,293.06	-1,993.94	28,175.00	7,370.42	20804.58	18,810.64

BINGHAM TOWN COUNCIL
 BUDGET MONITORING
 30th September 2016

Allotments	Receipts		Payments		Net Variance
	Budget	Actual	Budget	Actual	
17 Allotment Rents	1,000.00	19.17	-980.83	352.00	8.00 -972.83
18 Water Charges	0.00		0	179.97	320.03 320.03
19 Maintenance	0.00		0	500.00	500.00 500.00
Allotments	1,000.00	19.17	-980.83	531.97	828.03 -152.80

Cemetery	Receipts		Payments		Net Variance
	Budget	Actual	Budget	Actual	
20 Rates	0.00		0	356.90	243.10 243.10
21 Water/drainage	0.00		0	125.84	124.16 124.16
22 Grave Digging	0.00		0	870.00	630.00 630.00
23 Electricity	0.00		0	33.56	466.44 466.44
24 Maintenance	0.00		0	1,443.84	-943.84 -943.84
25 Memorials & Fees	7,500.00	2,716.33	-4,783.67	149	851.00 -3,932.67
Cemetery	7,500.00	2,716.33	-4,783.67	2,979.14	1,370.86 -3,412.81

Environment	Receipts		Payments		Net Variance
	Budget	Actual	Budget	Actual	
26 General Maintenance	0.00	0.00	0	0.00	640.00 640.00
27 Town Floral Displays	0.00	0.00	0	1617.2	3882.80 3,882.80
28 Litter & Dog Bins	0.00	0.00	0	559.63	-109.63 -109.63
Trans to Environ. Reserve	0.00	0.00	0	0.00	500.00 500.00
Environment	0.00	0.00	0.00	2,176.83	4,913.17 4,913.17

BINGHAM TOWN COUNCIL
 BUDGET MONITORING
 30th September 2016

Depot	Receipts		Payments			Net Variance
	Budget	Actual	Variance to budget	Budget	Actual	
Equipment service etc	0.00	0	0	4,000.00	281.71	3,718.29
Depot Maintenance	0.00	0	0	400.00	0	400.00
Mobile phones	0.00	0	0	250.00	114.96	135.04
Alarm	0.00	0	0	300.00	88.20	211.80
Hand tools & equipment	0.00	0	0	100.00	19.38	80.62
Clothing	0.00	0	0	400.00	36.83	363.17
Wages	0.00	37.50	37.5	54,450.00	14919.34	39,530.66
Vehicle Tax/Insurance	0.00	0	0	1,500.00	1492.88	7.12
Fuel	0.00	0	0	3,500.00	837.48	2,662.52
Trans to Depot Res.	0.00	0	0	5,600.00	0	5,600.00
Grass Cutting	2,000.00	747.43	-1252.57	1,250.00	7,102.40	-7,104.97
Depot	2,000.00	784.93	-1,215.07	71,750.00	24,893.18	46,856.82

Finance	Receipts		Payments			Net Variance
	Budget	Actual	Variance to budget	Budget	Actual	
Salaries inc Ers cost	0.00	0	0	72,000.00	32,419.70	39,580.30
Audit	0.00	0	0	1,000.00	100	900.00
Office Expenses	0.00	48.27	48.27	5,000.00	2,173.76	2,874.51
Subscriptions	0.00	0	0	3,000.00	1,292.37	1,707.63
Training	0.00	0	0	2,000.00	35.00	1,965.00
Travel/mileage	0.00	0	0	300.00	300.00	300.00
Mileage members	0.00	0	0	100.00	100.00	100.00
Civic Expenses	0.00	0	0	2,500.00	2500.00	2,500.00
Insurance	0.00	0	0	2,000.00	2,334.29	-334.29
Advertising	0.00	0	0	700.00	386.32	313.68
Grant Aid	0.00	0	0	5,000.00	1,920.00	3,080.00
Trans to Prop & Land Re:	0.00	0	0	20,000.00	20000.00	20,000.00
Trans to Risk Mgmt Res	0.00	0	0	2,500.00	2500.00	2,500.00
Elections	0.00	0	0	0.00	0.00	0.00
RBC Transitional Relief	0.00	0	0	0.00	0.00	0.00
Investment Inc	500.00	264.57	-235.43	0.00	0.00	-235.43
Finance	500.00	312.84	-187.16	116,100.00	40,661.44	75,438.56
						75,251.40

BINGHAM TOWN COUNCIL
 BUDGET MONITORING
 30th September 2016

Precept	Receipts		Payments		Net Variance
	Budget	Actual	Budget	Actual	
76	246,268.00	246,268.00	0	0.00	0.00
Old Court House		246,268.00			
53	0.00		0	2,521.92	3,078.08
54	0.00		0	1,013.53	-13.53
55	0.00		0	415.59	534.41
56	0.00		0	3,484.00	2,516.00
57	0.00		0	1,823.62	4,176.38
58	0.00		0	2,286.30	3,213.70
59	0.00		0	400.00	400.00
60	0.00		0	1,000.00	1,000.00
62	10,520.00	4,153.50	-6366.5	0.00	-6,366.50
63	2,500.00	1,263.12	-1236.88	0.00	-1,236.88
Old Court House	13,020.00	5,416.62	-7,603.38	11,544.96	7,301.66

Check to Precept submitted	33,507.00	14,115.95	-19,391.05	279,775.00	182,979.21	163,588.16
				246,268.00		
				123134		
				0.00		

Miscell Mayors Charity	81		0.00	0.00	0.00	118.61
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Accounts Paid 18th October 2016

17/08/2016	9829	WAGES m5	WAGES m5	1,501.66
17/08/2016	9830	WAGES m5	WAGES m5	438.13
17/08/2016	9831	WAGES m5	WAGES m5	617.20
17/08/2016	9832	WAGES m5	WAGES m5	388.21
17/08/2016	9833	WAGES m5	WAGES m5	538.84
17/08/2016	9834	WAGES m5	WAGES m5	324.47
17/08/2016	9835	WAGES m5	WAGES m5	1,966.77
17/08/2016	9836	Cemetery works	Vale Tree & Fencing	850.00
23/08/2016	9837	Vehicle Tax	L Holland	232.50
17/08/2016	9838	Tree cuttings - removal	AT2 Tree Surgery	245.00
23/08/2016	9839	Cleaning materials	Handicentre (Bingham) Ltd	28.86
23/08/2016	9839	Equipment	Handicentre (Bingham) Ltd	22.72
23/08/2016	9839	Hand Tools	Handicentre (Bingham) Ltd	9.96
23/08/2016	9840	Personnel Management	Personnel Advice and Solutions Ltd	120.00
23/08/2016	9841	Valuations	David Hammond	1,500.00
23/08/2016	9842	Stationery	Viking Direct	109.09
23/08/2016	9843	Stationery	Viking Direct	71.99
23/08/2016	9844	Photocopying charges	Reprotec Connect For	84.12
23/08/2016	9845	VAN MOT & repairs	Saxondale Garage	289.00
23/08/2016	9846	Toilet repairs	Rowlson Plumbing & Heating Services	97.04
23/08/2016	9847	Window cleaning	DHazzle	25.00
23/08/2016	9848	Keyholding	Gener8 Finance Ltd	42.00
23/08/2016	9849	Town Fair	Bingham Wind Band	70.00
23/08/2016	9850	Linear walk Fencing	P Selby	980.00
23/08/2016	9850	Relocation of Notice	P Selby	380.00
23/08/2016	9850	Play area repairs	P Selby	290.00
23/08/2016	9850	Rebedding steps	P Selby	40.00
23/08/2016	9851	Town News &	The Print Quarter	296.00
23/08/2016	9851	Town Fair flyer	The Print Quarter	428.00
03/08/2016	DD	Water bills	Severn Trent Water	125.84
04/08/2016	DD	Water bills	Severn Trent Water	179.97
08/08/2016	DD	Non domestic rates	RBC	581.00
15/08/2016	Bankline	Bank charges	Nat West	8.40
23/08/2016	DD	Non domestic rates	RBC	59.00
31/08/2016	Bankline	BANKLINE CHARGES	Nat West	9.64
31/08/2016	DD	Trade Waste collection	Wastecycle Ltd	72.55
31/08/2016	DD	PAYE M5	HMRC	888.89
31/08/2016	DD	PAYE M5	HMRC	608.49
31/08/2016	DD	Gas/elec bill	Utility Warehouse	153.01
31/08/2016	DD	Mobile phone charges	Utility Warehouse	23.00
31/08/2016	DD	Cemetery Electric	Utility Warehouse	5.89
31/08/2016	DD	Depot Alarm bill	Utility Warehouse	17.64
31/08/2016	DD	Phone/broadband bill	Utility Warehouse	45.07
03/08/2016	PC	Wallenfels Incident -	Petty Cash	27.96
04/08/2016	PC	Wallenfels Incident -	Petty Cash	3.39
09/08/2016	PC	Postage	Petty Cash	7.68
23/08/2016	PC	Sun Cream	Petty Cash	6.99
24/08/2016	PC	Staff wages sub	Petty Cash	37.50
12/09/2016	Bankline	Prudential AVC	Prudential	100.00
12/09/2016	Bankline	Superann M5	NCC Pension Fund	1,198.79
12/09/2016	Bankline	Superann M5	NCC Pension Fund	82.98
12/09/2016	Bankline	PAYE M5	HMRC	585.83
12/09/2016	Bankline	PAYE M5	HMRC	889.09
13/09/2016	Bankline	Insurance	Zurich Muncipal	2,154.37
13/09/2016	Bankline	Insurance	Zurich Muncipal	1,109.82
13/09/2016	Bankline	Fuel Account	Allstar Business Solutions	114.79
12/09/2016	Bankline	Photocopying charges	Reprotec Connect For	64.77
13/09/2016	Bankline	Window cleaning	DHazzle	25.00
13/09/2016	9852	Wallenfels Incident-	Steve McRobie	75.98
16/09/2016	Bankline	Bin emptying June to	Streetwise Environmental Ltd	234.00

16/09/2016	Bankline	Watering Floral	DHazzle	90.00
16/09/2016	Bankline	Stationery	Viking Direct	59.87
16/09/2016	Bankline	Voice Recorder and SD	L Holland	110.99
16/09/2016	Bankline	Depot Maintenance	Handicentre (Bingham) Ltd	11.29
16/09/2016	Bankline	Cleaning materials	Handicentre (Bingham) Ltd	34.82
16/09/2016	Bankline	Depot Maintenance	Handicentre (Bingham) Ltd	6.98
16/09/2016	Bankline	Grant aid	Butt Field Sports Club	320.00
28/09/2016	Bankline	WAGES m5	WAGES m5	3,925.52
28/09/2016	Bankline	WAGES m5	WAGES m5	416.56
28/09/2016	Bankline	WAGES m5	WAGES m5	1,939.99
07/09/2016	DD	Non domestic rates	Rushcliffe Borough Council	581.00
14/09/2016	DD	Non domestic rates	Rushcliffe Borough Council	59.00
15/09/2016	DD	Bank charges	Nat West	2.00
29/09/2016	DD	Tractor Lease TAX	BNP Paribas	278.40
25/09/2016	DD	Gas/elec bill	Utility Warehouse	128.07
25/09/2016	DD	Mobile	Utility Warehouse	23.00
25/09/2016	DD	Cem Elec bill	Utility Warehouse	6.04
25/09/2016	DD	Depot Alarm bill	Utility Warehouse	17.64
25/09/2016	DD	Phone/broadband bill	Utility Warehouse	48.66
30/09/2016	DD	Trade Waste collection	Wastecycle Ltd	72.55
30/09/2016	DD	Bank charges	Nat West	21.87
14/09/2016	PC	Petty Cash purchases	Petty Cash	4.09
03/10/2016	Bankline	Grave digging fees	A Buckingham	190.00
03/10/2016	Bankline	Grass Cutting Cemetery	A Buckingham	400.00
03/10/2016	Bankline	Boiler service	Rowlson Plumbing & Heating Services	118.03
03/10/2016	Bankline	Swing seat and parts	Sutcliffe Play	239.86
03/10/2016	Bankline	Removal of fly tipping	Streetwise Environmental Ltd	43.20
03/10/2016	Bankline	Temp Event Notice	RBC	21.00
03/10/2016	Bankline	Superann M6	NCC Pension Fund	1,377.82
03/10/2016	Bankline	Superann M6	NCC Pension Fund	89.04
03/10/2016	Bankline	Prudential AVC	Prudential	100.00
12/10/2016	9853	Cemetery replacement	Mrs J McGlen	20.00
12/10/2016	Bankline	Web & email hosting	Mh-p internet Ltd	108.00
12/10/2016	Bankline	Fuel Account	Allstar Business Solutions	102.55
12/10/2016	Bankline	Photocopying charges	Reprotec Connect For	62.91
12/10/2016	Bankline	Keyholding	Gener8 Finance Ltd	42.00
12/10/2016	Bankline	Annual return 2016	Grant Thornton UK	960.00
12/10/2016	Bankline	Window cleaning	DHazzle	25.00
12/10/2016	Bankline	Cleaning materials	Handicentre (Bingham) Ltd	24.78
12/10/2016	Bankline	Depot Maintenance	Handicentre (Bingham) Ltd	10.59
12/10/2016	Bankline	Linear walk	Handicentre (Bingham) Ltd	17.80
12/10/2016	Bankline	OCH Electrical works	Bingham Electrical Services	816.00
12/10/2016	Bankline	OCH Electrical works	Bingham Electrical Services	336.00
12/10/2016	Bankline	Town News &	The Print Quarter	148.00
12/10/2016	Bankline	Sanitary/Hygiene Unit	OCS Group Ltd	853.63

35,748.44

BANKLINE PAYMENTS TO POLICY RESOURCES CTTEE.

18TH OCTOBER 2016

SUPPLIER'S NAME	£ p	DATE OF PYMT	NATWEST PYMT. REF.
Prudential	100.00	12.09.16	347851940
NCC Pensions	1281.77	12.09.16	347852160
HMRC PAYE M5	1474.92	12.09.16	347852335
Zurich	3264.19	12.09.16	347853164
All Star Fuels	114.79	12.09.16	347853405
Reprotec	64.77	12.09.16	347855414
D Hazle	25.00	12.09.16	347855741
Streetwise	234.00	15.09.16	348585979
D Hazle	90.00	15.09.16	348586482
Viking	59.87	15.09.16	348586820
Lynn Holland	110.99	15.09.16	348587873
Handicentre	46.11	15.09.16	348588469
Handicentre	6.98	15.09.16	348588469
BFSC	320.00	15.09.16	348589928
SEPT SALARIES	6282.07	29.09.16	VARIOUS
T Buckingham	190.00	03.10.16	351854252
T Buckingham	400.00	03.10.16	351854252
Rowlson	118.03	03.10.16	351855562
Sutcliffe Play	239.86	03.10.16	351858207
Streetwise	43.20	03.10.16	351859295
RBC	21.00	03.10.16	351860012
NCC Pensions	1466.86	03.10.16	351860501
Prudential	100.00	03.10.16	351861983
	16054.41		

NEIGHBOURHOOD PLAN WORKING GROUP

1	Purpose of Report
1.1	To update members on the initial considerations of the development of a Neighbourhood Plan for Bingham following the inaugural meeting of the Neighbourhood Plan Working Group on 13 th September 2016.
2	<p>Recommendations:</p> <ol style="list-style-type: none"> 1. That the Council agrees, in principle, to the development of a Neighbourhood Development Plan; 2. That the Neighbourhood Plan site shall be the whole of the land within the borough boundary (See Map at Appendix B); 3. That the Neighbourhood Working Party continues to examine key elements with regard to the proposal in respect of finance, information gathering, engagement and development of a Steering Group; 4. That the Council consider making a formal application to Rushcliffe Borough Council in the new year; and 5. That the Council consider including a sum within its budget estimates toward the set up and other costs of progressing the plan.
2	Neighbourhood Plan Working Group
2.1	<p>The first meeting of the Neighbourhood Working Group was established to consider two principle questions:</p> <ol style="list-style-type: none"> 1. Whether members considered that Bingham may benefit from the development of a Neighbourhood Plan. 2. If the answer to 1 above is in the affirmative, then what should be the area that was covered by the Neighbourhood Plan.
2.2	In respect of question 1, members present recommended that the Council should proceed with a Neighbourhood Plan.
2.3	<p>In respect of the question 2, members were asked to consider the following options:</p> <ul style="list-style-type: none"> • The whole of Bingham • A delineated part or parts of Bingham • An area including parts of neighbouring areas. <p>In debating the issue, members noted that the second option would be</p>

	<p>take account of Bingham's Plan and received the following response from David Mitchell, Executive Manager of Communities and Rushcliffe BC:</p> <p>"Dear Alan</p> <p><i>Thanks for the email updating me on Bingham Town Council's proposal to develop a Neighbourhood Plan.</i></p> <p><i>You are right the Borough Council reviewed the Service Level Agreement with RCAN to remove the direct support for Neighbourhood Plans as the three neighbourhood plans we had in progress were coming to an end and whilst some other parishes had raised an interest nothing had been submitted.</i></p> <p><i>What we also found was that an RCAN representative on these early neighbourhood plans was often duplicating advice from Rushcliffe's own Planning Policy officers at meetings which supported a reduction in this area to just initial advice and signposting. Since then whilst Tollerton Parish Council have recently notified the Council that they will be progressing a neighbourhood plan they have not yet requested any support.</i></p> <p><i>Obviously the lack of direct support/funding from the Borough Council to RCAN does not stop town and parish councils from employing RCAN or indeed other advisors directly to help you through the process and you may indeed be in a better position to seek financial support to undertake this work.</i></p> <p><i>I would be happy to discuss further with the Town Council when you have decided whether to progress a Neighbourhood Plan and have therefore copied my response to the Town Clerk for information</i></p> <p>Kind regards</p> <p>Dave</p> <p>David Mitchell BSc(Hons), CEng, CEnv, MICE Executive Manager Communities Rushcliffe Borough Council NG2 5FE"</p>
4.4	<p>At the very least there will be a need for some initial "pump priming" for any work, regardless of any grants that may be applied for, so it is recommended that an initial amount be included within the Council budget considerations for next year.</p>
5	Next Steps
5.1	<p>Rather than rush straight into a formal application to the Borough Council, it may be beneficial to talk to others in more detail at this stage, determine potential interest in Steering Group membership and examining potential financial issues in greater depth.</p>

APPENDIX A

DATE AND TIME OF MEETING:	13 th September 2016 10am
NATURE OF MEETING:	Neighbourhood Plan Working Group
IN ATTENDANCE:	Councillors ARH, AL, KV, JF, FPH, & Jennifer Kirkwood RCAN RBC Cllr. S. Hull
DECLARATIONS OF INTEREST:	None

		TO BE ACTIONED BY
1.	Appointment of Chair – KV proposed ARH 2nd by JF. Cllr. A.Harvey elected as Chairman.	
2.	Appointment of Vice Chairman – no appointment made.	
3.	Apologies – Cllrs. G.Davidson, S.Orr, R.Bird, E.Hutchison, T.Kerry, & K.Hayes-Heath	
4.	Chairman invited Jenny Kirkwood to update members on a Neighbourhood Plan. JK confirmed that she supported Keyworth, R-O-T, & East Leake as it was within the service level agreements; however these agreements had since been amended at RBC and at this stage NHP's had not been built into the workload therefore before JK could commit her services further discussions would have to take place at RBC. A planner would have to be appointed. A formal decision would have to be made resolving that BTC wished to undertake a NHP. Area would have to be determined as it was not forced to be the same as the Parish/Town Council boundary. £9k Funding could be applied fro from Locality (Government funding) but this ends 2018. Other people over and above Councillors should be involved along with a Project Manager. Good advice was to read other NHP to understand the format, information etc.	
5.	SH proposed that BTC should undertake a NHP seconded by ARH and supported by all present.	
6.	A steering group was required.	
7.	Designated area – all the parish boundary ie. A52 boundary to A46 to Saxondale roundabout. There should be consultation/advertise re the area, and then contact RBC	

Report to the Policy & Resources Committee – 18th October 2016

Matter for Decision – Agenda Item Grant Aid

1. Purpose of Report

To enable the Council to determine applications for grant aid.

2. Budget Provision

The Committee has allocated £5,000 for grant aid in 2016/17.

Budget available	£5,000.00
Less committed	<u>100.00</u>
Amount available	<u>£4,900.00</u>

3. Information

- 3.1 Carnarvon School Parents Committee Group – request for set up costs re printing, paper etc.

Please refer to attached information.

LYNN HOLLAND
TOWN CLERK



RECEIVED
10 OCT 2016
16/496

BINGHAM TOWN COUNCIL

APPLICATION FOR CAPITAL GRANT AID

Name of Association, Club, etc: Casham School traffic & parking
clubs - (facebook)

Residents/Parents Committee

Is the Association, Club, etc. affiliated to a National Organisation? Yes/No NO

Name and office of person making application: JULIE LANGSTAFF
Address: 19, Nilesery Rd, Bingham, Notts
NG13 8EH

Number of Members: <u>CAROLINE SPEED</u>	Under 18 years
<u>SHARON WOODINGHAM</u>	Over 18 years	<u>✓</u>
<u>VICKI SALUK, LOUISE BIRKS</u>	From Bingham	<u>✓</u>
<u>VICKI CHALANS, REC. GREEN</u>	Outside Bingham
<u>CHLOE FROCHLID</u>		

Main Objects of Association, Club, etc: To reduce dangerous traffic/parking
at both entrances to casham school. Safeguarding
children, parents, to provide harmony between car
parkers & residents, work with other groups

State purpose for which finance is sought, together with details of costs, etc:

To purchase printing paper, print
cartridges for laptops, printers,
laptops, ongoing updates to residents,
paper -
cartridges -

List any donations or grants that the Association, Club, etc. has applied for, or received, in the last twelve months, and to what purpose they will be used: None

Please give any further details or information which you consider relevant to your application (Continue on a separate sheet if necessary) See attached sheet.

Signed: Langstaff Position: chairperson
Date: 8.10.2016

Note:- A copy of the last audited Accounts for the previous financial year, together with a financial statement of the current year, should accompany this Application. not yet applicable.

CARNARVON SCHOOL PARKING AND TRAFFIC CRISIS – COMMITTEE GROUP.

This group was formed after an incident involving injury and a car and a driver.

A Facebook page was created and it became obvious there were several issues of a dangerous and hazardous nature.

Filming the abbey Road Nursery Road area highlighted a mine field and a ticking time bomb. One of our videos has over 1,000 views.

We are representing parents, children, other pedestrians, drivers trying to park and residents from BOTH entrances to the school.

Our aim is to find a number of solutions and put as many into practice as possible. Everyone must play their part, including local authorities, RBC, CC and BTC.

Currently we have contacted and or working with: Carnarvon school, Parents committee, residents, Bingham Town Council, and already we are looking in to resolutions practiced by other schools.

A list of proactive suggestions has been made and we intend to carry them out.

We have 8 persons on our committee and share the same concerns.

In order to publicise, communicate further afield we shall require stationary items for printing leaflets, posters and newsletters.

I do hope you can encourage our efforts.

Yours truly

Jules Langstaff

(Chair)

A handwritten signature in black ink, appearing to read 'Jules Langstaff', written in a cursive style.

Bingham Heritage Trails Association

Proposal to undertake an archaeological investigation of Warner's Paddock

Background

Over the past four years, BHTA has been engaged on a project to dig archaeological test pits in gardens and other suitable sites in Bingham. The project, "Roots and Development of Bingham", was supported by a grant from the Heritage Lottery Fund. During the project five test pits were dug along the western side of Warner's Paddock. These produced some important finds, suggesting significant Roman and Saxon activity, including the tantalising possibility of there being a Saxon smithy on the site.

Next steps

The "Roots and Development" project was formally closed in January 2016. BHTA and its professional advisors believe the time is now ripe to undertake further work at Warner's Paddock with the objective of unearthing more of Bingham's early history.

The first step will be to undertake a geophysical survey of the whole field. Councillors may be aware of the process through television programmes such as Time Team. Essentially it is a non-invasive scientific technique for revealing patterns of underground remains with a view to highlighting points where further investigation would be likely to reveal important finds.

The survey is likely to take two to three days and will be conducted by professionals employed by BHTA. It will be funded from BHTA reserves. It is unlikely the work would disturb the horses that graze the field. The work could be arranged so that the horses are confined to one half of the field whilst geophysical work progresses in the other and then swapping over. Access would be required for a support vehicle, but the equipment is operated by pedestrians. There would be a maximum of four or five operators and support staff on site. BHTA will monitor the work to ensure no litter or other detritus is left behind.

Application

BHTA understands that Bingham Town Council is about to conclude a leasing arrangement for the Paddock. We would be grateful for the Council's agreement to BHTA undertaking a geophysical survey later this year. We would then discuss with the council the prospects for further work once we have the results of the survey.

GL Ashton
Chairman BHTA
September 2016

BINGHAM TOWN COUNCIL

COUNCIL RECORDING POLICY

Policy recommended	Policy and Resources Committee	18 October 2016
Policy Agreed	Council	1 November 2016
First Review Date	Council	November 2017

PURPOSE AND SCOPE

The Council is considering the introduction of recording of Town Council and other meetings to aid accuracy for minute taking purposes.

The minutes are the only legal record of Council meetings and will be the only method used in determining a challenge on the validity of any decision made.

The Council is required to ensure that the minutes are an accurate record of the proceedings and the audio recording of meetings could assist with this aim.

PROCEDURES

It will be at the discretion of the Council and / or Committees as to which meetings are recorded.

The Councils web site will carry a note to the effect that the Council may record meetings to aid minuting purposes only.

All Council agendas will state that meetings may be recorded to aid minute taking purposes only.

Prior to the commencement of the meeting the Chairman of the meeting will whether that meeting is to be recorded.

Any member of the Council may request termination or suspension of the recording of a meeting if they consider that continuing the recording would prejudice the proceedings of the meeting. This may include:

- Public disturbance or other suspension of the meeting
- Exclusion of public and press

- Any other reason agreed by Council, Committee or Working Group

Exempt and Confidential Agenda items shall not be recorded.

Meetings of Working Groups shall not be recorded.

Meetings will be recorded onto the Council's portable digital media recorder.

No copies or transcripts of the recordings will be taken or provided.

The Council's portable media device will be securely retained..

No editing, dividing over recording or other technical application will be permitted to or in place of the original recording.

All recordings of meetings will be deleted after a period of 3 months from the date of the meeting, or once the minutes of the meeting have been agreed at the following meeting, whichever is the sooner, unless the data is subject to one of the disclosure reasons noted below.

DISCLOSURE REASONS

Data may only be disclosed for the following reasons:

- For the purposes legal proceedings by the Council;
- For the purpose of the Council obtaining legal advice;
- By Court Order;
- For the detection and prevention of a crime

EXCLUSIONS

Such recordings shall not be available for the purposes of the Freedom of Information Act.

Recordings are only available to members by agreement with the appropriate Council or Committee Chair.

When telephoning, please ask for: Miss Asti
on 0115 981 9911 extension: 514
direct line 0115 9148514



Our Reference: CA/001/2/FPO/27(13172)
Your Reference:
Date: 6 October 2016

Rushcliffe Community
Contact Centre
Rectory Road
West Bridgford
Nottingham
NG2 6BU

Ms Lynn Holland
Bingham Town Council
The Old Court House
Church Street
Bingham
Nottinghamshire NG13 8AL

Dear Ms Holland

**HIGHWAYS ACT 1980, SECTION 119 AND SCHEDULE 6
BINGHAM BRIDLEWAY NO. 23
NOTICE OF MAKING OF ORDER**

I enclose formal notice of the making of the Rushcliffe Borough Council Bingham Bridleway No. 23 Public Path Diversion Order 2016 together with a copy of the Order.

You will note that any representations or objections may be sent or delivered to me in writing **to be received not later than 14 November 2016.**

Yours sincerely,

P. J. Cox,
Senior Solicitor

In person
Monday to Friday
8.30am - 5pm
First Saturday of
each month
9am - 1pm

By telephone
Monday to Friday
8.30am - 5pm

Telephone:
0115 981 9911

Email:
customerservices
@rushcliffe.gov.uk

www.rushcliffe.gov.uk

Postal address
Civic Centre
Pavilion Road
West Bridgford
Nottingham
NG2 5FE



NOTICE OF PUBLIC PATH ORDER

**HIGHWAYS ACT 1980 SECTION 119
AND PARAGRAPH 1 OF SCHEDULE 6**

**RUSHCLIFFE BOROUGH COUNCIL BINGHAM BRIDLEWAY NO.23
PUBLIC PATH DIVERSION ORDER 2016**

TO:

Ms Lynn Holland
Bingham Town Council
The Old Court House
Church Street
Bingham
Nottinghamshire NG13 8AL

The above Order, made on the 6 October 2016 under Section 119 of the Highways Act 1980, will divert that part of Bridleway No. 23 in the Parish of Bingham commencing from a point, SK 7020 4021 marked on the attached map, at the junction with Chapel Lane and proceeding in a generally westerly direction to a point, SK 7009 4019 marked on the attached map, at the junction with the remainder of Bridleway No. 23. with a minimum width of 2 metres throughout its length to the line commencing from a point, SK 7020 4021 marked on the attached map, at the junction with Chapel Lane, and proceeding for a distance of approximately 116 metres on a stoned surface in a generally westerly then west-south-westerly then south-westerly direction to a point, SK 7009 4019 marked on the attached map, at the junction with the remainder of Bridleway No. 23, with a width of 3 metres throughout its length as shown by a bold hatched line on the attached map.

A copy of the order and the order map may be seen free of charge at the office of the Senior Solicitor at the address given below during normal office hours. Copies of the order may be obtained at a reasonable charge.

Compensation for depreciation or damage for disturbance arising as a result of the coming into force of the order is payable under Section 28 (as applied by Section 121(2) of the Highways Act 1980(as amended by the Transport and Works Act 1992) which is copied with this notice).

Any representation about or objection to the order may be sent or delivered in writing to the Senior Solicitor of the said address not later than **14 November 2016**. Please state the grounds on which it is made.

If no representations or objections are duly made, or if any so made are withdrawn, Rushcliffe Borough Council may itself confirm the order as an unopposed order. If the order is sent to the Secretary of State for the Environment for confirmation any representations or objections which have not been withdrawn will be sent with the order.

Dated 6 October 2016


P.J. Cox, Senior Solicitor,
Rushcliffe Borough Council,
Civic Centre, Pavilion Road, West Bridgford, Nottingham NG2 5FE



Rushcliffe

Proposed Diversion Order

Parish and Path No. Affected: Bingham Bridleway No. 23

OS Sheet No. SK 74 SW



Date 05/09/2016 Scale 1:1,250

Produced by David Squires

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Proposed path



Existing path



Connecting path



Works

Bridleway No. 23

SK 7009 4019

SK 7020 4021

Track

Level Crossing

SP

SB

CARNARVON
CLOSE

340400m

340300m

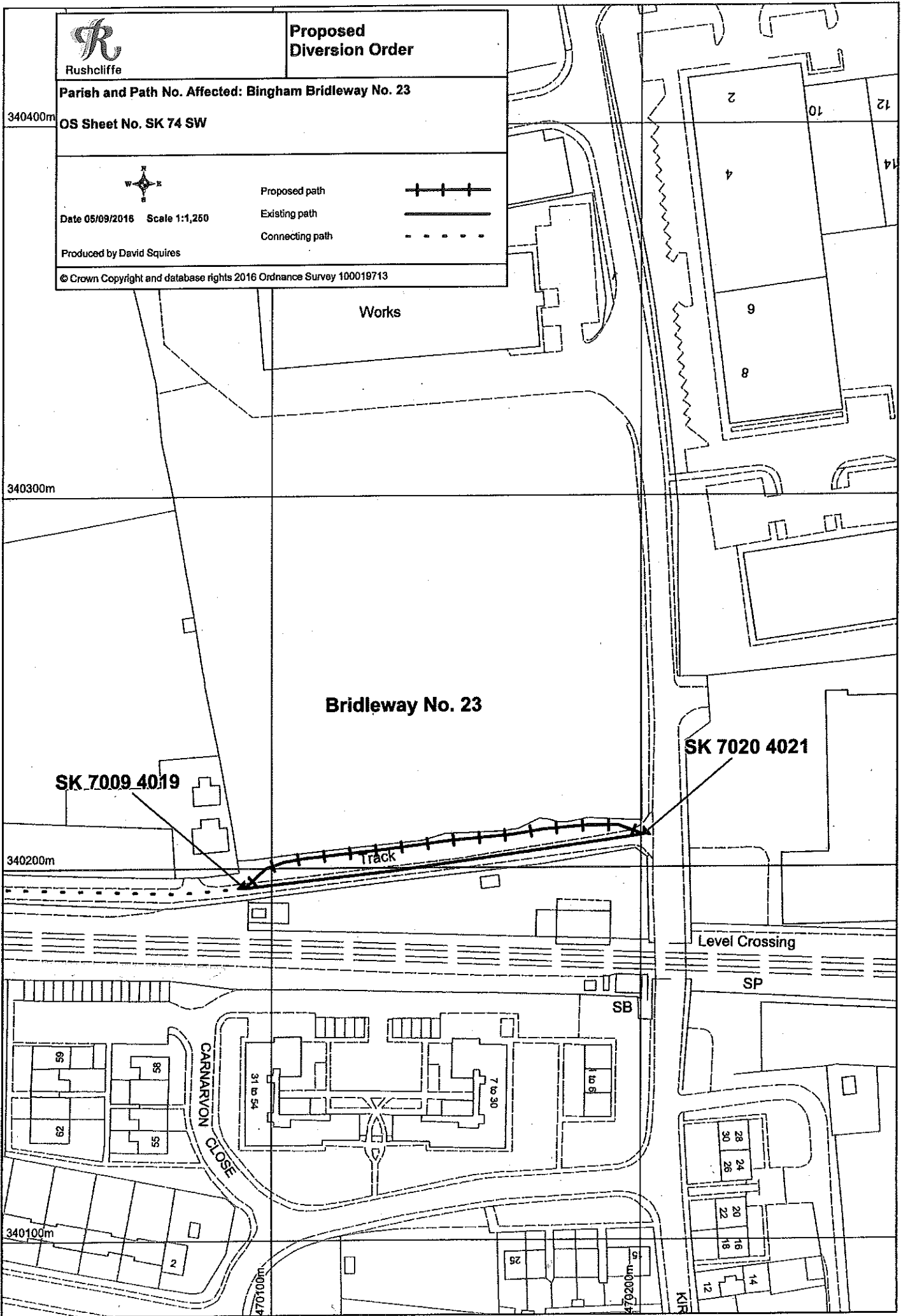
340200m

340100m

470100m

5400264

KIR



Compensation for loss caused by public path creation order

28.—(1) Subject to the following provisions of this section, if, on a claim made in accordance with this section, it is shown that the value of an interest of a person in land is depreciated, or that a person has suffered damage by being disturbed in his enjoyment of land, in consequence of the coming into operation of a public path creation order, the authority by whom the order was made shall pay to that person compensation equal to the amount of the depreciation or damage.

(2) A claim for compensation under this section shall be made within such time and in such manner as may be prescribed by regulations made by the Secretary of State, and shall be made to the authority by whom the order was made.

(3) For the purposes of the application of this section to an order made by the Secretary of State under section 26(2) above, references in this section to the authority by whom the order was made are to be construed as references to such

one of the authorities referred to in that subsection as may be nominated by the Secretary of State for the purposes of this subsection.

(4) Nothing in this section confers on any person, in respect of a footpath or bridleway created by a public path creation order, a right to compensation for depreciation of the value of an interest in the land, or for disturbance in his enjoyment of land, not being in either case land over which the path or way was created or land held therewith, unless the creation of the path or way would have been actionable at his suit if it had been effected otherwise than in the exercise of statutory powers.

(5) In this section "interest", in relation to land, includes any estate in land and any right over land, whether the right is exercisable by virtue of the ownership of an interest in land or by virtue of a licence or agreement, and in particular includes sporting rights.