

NEWSTEAD PARISH COUNCIL.

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 6th February 2013

1. **Present:** Cllrs: Mrs. P.A. Wise (Chairman), Mrs D. Adams (Vice-Chairman), Mrs B. Blood, Mrs J Booth, Mr P. Burnham, Mrs W Evans (arrived 7.40pm), Miss A. Halliwell, Mr S Gascoigne and Mrs P. Young.

The Clerk and three members of the public were also in attendance.

2. **Apologies for absence:** Apologies were noted from County Councillor Mr C Barnfather. Borough Cllr Mrs P Andrews joined the meeting at 7.45pm having come directly from another meeting.

3. **Declarations of Personal & Prejudicial Interest:** There were no declarations of interest.

4. **Approval of the Minutes of the Parish Council meeting held on Wednesday 9th January**

It was proposed by the Chair and seconded by Cllr P Burnham that minutes be approved as a true record. This was agreed.

5. **Matters arising from the Minutes.**

- 5.1 Station Sign – Cllr P Young reported that the sign had now been turned in the right direction. An email from Laura Trusler confirmed the original request had been directed to wrong department.
- 5.2 Newstead Abbey Park – It was agreed the meeting with Mr R Inglis would take place on Thursday 21st February. **Clerk to action**
- 5.3 Tree Carvings - It was noted that the individual who was to undertake the project had returned to work. As tree carving was hard physical work, the Chairman felt it best not to place additional pressure on the individual concerned straightway. It was agreed to defer this matter for a period of two months and explore the possibility whether there was anyone else within the wood carving club who could undertake this work.
NB During public speaking a parishioner made reference to wood carvings undertaking at Wollaton Hall and it was agreed to seek advice from R Inglis Director of Museums and Galleries, Nottingham City Council.
- 5.4 Theft of Bench - The Clerk advised that an estimate had been received from Malcolm Lane for a direct replacement at a cost of £625 plus VAT plus a further £95 to install. She reminded the Council that any claim to the Insurers would cost the Council £250 representing the excess applicable on any claim. A suggestion from Paul Bateman was read out to the Council in which he advocated taking one of a pair of identical seats based at the Newstead Centre and installing this in the existing plinth on the Green. The Council agreed to pursue this option but only if the cost of relocating and installing this seat was less than the costs incurred in making a claim .i.e. below £250. **Clerk to action**
- 5.5 The Clerk advised that all grit bins had now been filled with an additional four bags of grit being left in a salt bin on the Abbey Drive opposite West Lodge. To help lift the bags the Clerk had paid £10 to her nephew and this would be reclaimed as expenses. It was noted there were some dozen bags remaining in the Newstead Centre to restock bins and Cllrs thanked the Clerk for her actions.
- 5.6 Ward Walk – Dates for this walk had been emailed to Cllrs. Minutes now distributed from the Parish Liaison meeting. It was agreed that representatives on the walk should include a drive along Station Ave and down the Abbey Drive to see problems experienced on this road and then proceed up to High Leys Road. Cllr Andrews to take on board any suggestions of where the party should walk. Representatives to meet at the Newstead Centre on Wednesday 6th March at 10.30am.
- 5.7 Graffiti - Graffiti on the village nameplate had been removed but Cllr Booth advised graffiti on a wall near to Cornerstone house had not been removed. The Clerk advised she had looked for graffiti in this location. Cllr Booth to check exact location of graffiti and report back. **Cllr Booth to action**
- 5.8 42 Webb Street – The Clerk explained the porch did not require planning permission as it fell into the criteria of permitted development. GBC had seen samples of the bricks used and felt whilst they did not match exactly the original bricks they felt they were similar to the existing bricks used. Clerk to write to

planners querying definition of word similar and the Council's disappointment in making these recommendations. **Clerk to contact GBC.**

- 5.9 Burial Records – The Chairman has been able to contact Richard Spray who has offered to meet with Clerk to update records. **Clerk to contact Richard**
Finance
- 5.10 Notts Probation Trust – E-mail acknowledgement confirming cheque had been received
Matters Concerning Newstead Village
- 5.11 Light 3 between Webb Street and Newstead Centre – This was still not working. **Clerk to follow up matter**
- 5.12 Police Matters - PCSO Chris Shaw has returned following sick leave.
- 5.13 Youth Centre – Youth worker advised of problems with foul language. AGM to be held on Thursday 7th March to elect a new Chairman. Meetings held at 5pm to allow youth workers to participate.
- 5.14 Litter – Cllr Burnham said litter on Hucknall Road had not yet been removed and more was noted. **Clerk to contact**
Ashfield District Council
- 5.15 Tilford Road Pothole – Now repaired
- 5.16 Interactive Speed Signs - The Clerk reported work on these items was not intended to start until the new financial year
- Correspondence
- 5.17 First Contact Scheme - Paul Bateman has agreed to advertise scheme in village newsletter
Items Chair considers Urgent
- 5.18 Christmas Tree – The Chairman confirmed this has been taken down. Some of the bulbs on the set of lights were not working as a result of vandalism. It was suggested that the Council may need to look at purchasing a further set of lights for the tree.
- 5.19 Junction adjacent Cornerstone House - Response received from Laura Trusler – This junction is one of many junctions considered for formal parking restrictions and is currently waiting to be assessed. A site meeting with Laura was suggested to help progress matters. **Clerk to action**

A short adjournment was held for members of the public to discuss Parish Matters with Cllrs

Station Hotel - A local resident and GMB representative spoke of his concern at the loss of this facility. The public house was currently for sale and consultation with employees was due to finish on 17th February. The resident asked the Council whether it was aware of any current development proposals on brewery land, to which the answer was no. The Chairman advised that planning permission had previously been granted for housing, but this had now lapsed.

Cemetery Records - Mr Jim Spray confirmed his son was happy to work on cemetery records and asked for position on letters to plotters at the cemetery. The Chairman confirmed these would shortly be sent out by the Clerk.

6. Finance

6.1 Receipts and Payments for January 2013

Receipts.

Graham Ward Funeral Directors £675.00

Payments

001033 Newstead Centre	161.64	Room Hire and Refreshments 5 th December
001034 Mrs J Johnson	136.80	Refund for purchase of Used Four Drawer Filing Cabinet

NB The above two cheques were mislaid in transit to third signatory and need to be reissued.

001035 Newstead Centre	161.64	Room Hire and Refreshments 5 th December
001036 Mrs J Johnson	136.80	Refund for purchase of Used Filing Cabinet
001037 Newstead Centre	12.00	Room hire charges for Future Newstead meeting
001038 Newstead Centre	36.00	Room Hire charges for Council meetings
001039 Society of Local Council Clerks	86.00	Annual Subscription
001040 Clarke's Cemetery Services	210.00	Charges for new double grave

001041 Mrs J Johnson	246.10 Clerk's salary (January)		
001042 HMRC	61.40 Tax on salary (January)		
001043 Mrs J Johnson	Clerk's expenses		
	Postage /Others	38.66	
	Tel/Broadband	6.00	
	Mobile calls	Nil	
	Mileage	10.80	
	Total	55.46	
001044 Mrs P.A. Wise	25.00 Chairman's expenses (January)		

With these payments noted the accounts were approved and cheques duly signed.

- 6.2 **To Agree Additional Signatories** - Although the mandate had not been received from the bank the Clerk suggested that instead of the present three signatories (one of which was the former Clerk) the Council look to reduce the number of signatories required to sign any cheque to two, in order to avoid situations whereby cheques could not be signed at meetings. This was agreed. It was also agreed to increase the number of signatories to six and these would be as follows: -

Cllr Evans (existing signatory), Cllr Blood (existing) Cllr Wise (existing), Cllr Gascoigne, (existing) Cllr Burnham (new) Cllr Young (new).

It was noted that the new signatories would need to present their IDs to the Nat West bank at Hucknall (if still open) or Bulwell, but not until the signed mandate had been sent to the Bank

- 6.3 **To Consider Grants to Other Bodies**

Future Newstead - A letter was read out from Deborah Widdowson on behalf of Future Newstead regarding a celebration /review of the Parish Plan to be held on Saturday 23rd March. The event is to take place at the Newstead Centre between 10.30am and 1.30pm. At present she is working on costs for the event and will be submitting a claim to the Council in March for a grant towards the event. She also asked whether the Council would be prepared to donate a prize towards the raffle and take part in the event to promote the role of the Council. The same letter also made reference a request she had received and was looking into - that of installing lights on the MUGA.

With regard to the event it was agreed the Council should take part. In terms of the raffle prize it was agreed this would be considered at the next Council meeting along with the grant application. With regard to the lights on the MUGA this matter had been considered previously by the Council. Consultations with residents surrounding the MUGA suggested that residents would oppose lighting the facility. Also costs of installing the lights were considered prohibitive and there would be the ongoing cost of repairs due to vandalism. In summary the Council would not be supportive of any such request.

Newstead Miners Toddler Group - The Chairman mentioned that she had been approached by Newstead Miners Toddler Group for a grant towards a container in which to store toys. The Council agreed they should complete a grant application as per agreed policy and present this to the Council in the usual way. Clerk to send a grant application to the Chairman who would pass this to the group

- 6.4 **To Agree Level of Precept Required**

Following the precept meeting held on the 23rd January when it was agreed to increase the level of precept by 16%, the Clerk had received notification from Gedling Borough Council that the tax base for Newstead village had fallen further from 347 to 342, although the grant received from the Borough Council had increased to offset some of the loss. A sheet outlining the budget agreed was circulated to Cllrs and should the cost to the Band D Taxpayer to remain the same at £37.57 the total amount collected in terms of the precept would fall to **£12,861**. It was agreed to set the precept at this lower amount and the Precept Form C was duly signed by the Chairman and two councillors present.

7. Matters concerning Newstead Village.

- 7.1 Newstead Meadow – An agreement from the Notts Wildlife Trust had been circulated to members with the Agenda for the meeting. There were a number of concerns regarding the agreement. These centred on the requirement to provide water to the flock, whether the animals themselves would destroy/trample /eat that part of the site that was important in terms of the species grown which Mr Burnham confirmed had S.I.N.C (Site of Importance for Nature Conservation) status. The Council agreed not to sign the agreement with the Trust and to look at alternative options. The Clerk suggested Lee Scudder of the Leen Valley Conservation volunteers who presently cuts a wildlife meadow in Linby Village. It was agreed Cllr Burnham would contact the Notts Wildlife Trust to inform them of this decision. Cllr Burnham also spoke of a £5,000 claim submitted to Community Chest funding administered by Gedling Homes for improvements to the site, which included the provision of an A Frame gate and some interpretation boards. Gedling Homes has specified that work should be completed via their designated contractors and at present alternative quotes are being sought for the work required.
- 7.2 Fridge/Freezer - Cllr Halliwell drew attention to what appeared to be an abandoned fridge freezer outside the Youth Club. Agreed to check with Mick Leivers as fridge was believed to hold maggots for CAST
- 7.3 Dog Fouling – Cllr Halliwell drew attention to the amount of dog fouling particularly on the playing fields. It was noted this problem was not caused by lack of dog bins just irresponsible owners. She suggested better signage and a poster campaign to be undertaken by local school children with perhaps the Council to offer prizes for the best design. She asked that this item be put on the agenda for the next Council meeting. The Community Protection Officer covering this area and responsible for handing out penalty notices is Nicki Patel.

8. Matters concerning Newstead Abbey Park.

None that had not already been covered under other agenda items

9. Correspondence.

The list of correspondence circulated in the agenda was noted.

10. Planning Applications.

None

11. Winter Planning

Cllr P Young asked for this item to go on the agenda to enable the Council to agree a policy that would enable grit bins to be restocked before winter arrived rather than after the snow had fallen. Agreement was also required on where any grit should be stored. She would also like to see additional grit /gritbins on Vicarage Corner as this section of Station Ave was treacherous in winter.

It was agreed any decision on this matter should be deferred until later in the year as there was a possibility it could be included as part of additional work arising through the Lengthsman's scheme. Agreed to be reviewed in July/September pending no further developments on Lengthsman's scheme.

12. The Youth Centre

Item discussed earlier in the agenda

13. Lengthman's Scheme

Details of this revised scheme had been circulated to Cllrs prior to the meeting. The main stumbling block under the original scheme was the need to cluster with other parishes as the scheme was simply not cost effective in terms of administration time. The Council also already had a contractor in situ dealing with existing grounds maintenance in the village who could probably undertake the additional work, if requested. The Clerk explained she would prefer to deal direct with a known contractor rather than via a third party and, if operating correctly, this scheme could save time. Cllr Adams proposed and seconded

by Cllr Burnham that the Council complete the expression of interest form to the Notts County Council and this was agreed.

14. **Review of the Existing Grounds Maintenance Contract**

This item had been included on the agenda where the Clerk had noted in the Council records, that the present grounds maintenance contract with Anthony Clarke was due to end on the 31st March 2013. She asked the Council whether they were still happy with the proposed specification of work to be carried out in the village and if they wished any additional services to be added to the contract. Since putting the item on the agenda, she had been contacted by Mr Clarke who thought the original contract was for a period of three year beginning 1st April 2011, and had quoted accordingly. He also produced paperwork that confirmed when asked to tender it was for three years, not two, as specified in the contract. The Clerk asked the Council whether they could recall what the original intention was in this matter and Councillors were unanimous in their agreement that the contract awarded should have run for three years.

In terms of the current specification it was not felt necessary to change it at this stage pending further developments regarding the Lengthsman's scheme. The Chairman felt any additional services could be added to the Contract as and when funding was secured.

15. **Reports from External Meetings.**

Meeting held by P Tipping, Police Commissioner on New Draft Crime Plan - Cllr T Wise and P Burnham attended this meeting on behalf of the Council. A leaflet was distributed from the meeting. The Chairman advised the new Police Commissioner was aware of problems faced by villages such as Newstead. He is to meet with members of RCAN on the 18th March between 11am and 12.30pm at the Newstead Centre and Cllrs have been invited to join this meeting.

16. **Items that the Chairman Considers Urgent**

Station Hotel - An email had been received from Paul Bateman on behalf of Future Newstead requesting the Parish Council support

the retention of this public house within the village. It was not clear what the Council could do where closure was a commercial decision by the Brewery. It was agreed the Clerk should remain in contact with the resident who had expressed support in retaining this facility early in the meeting for news of the latest developments in this matter.

Gedling Homes – Cllr Burnham advised he had attended a meeting whereby Gedling Homes were participating in a National Project involving Social Housing Landlords and the production of a Neighbourhood Plan for Newstead village. A copy of the minutes of this meeting was distributed to Cllrs

17. **Date of next meeting.**

The next meeting of the Parish Council will be held on Wednesday 6th March at 7.30pm.

For the next two items, the Council resolved to exclude the public and press for discussion of these matters, which involves the disclosure of exempt information as defined in the Local Government Act 1972, schedule 12a, Part One, Para. 1 where these items relate to the affairs of a family and individual'

18. Cemetery issues.

Cllrs discussed the request as circulated with the agenda. The Clerk explained that until legal procedures had been followed and confirmation received that exhumation could proceed, no formal request had yet been received by the Council for a refund on the 'deeds' purchased by other members of the family. This request asked that any refund be 'frozen' at the highest rate applicable and no further deductions be made if formal requests for refunds were not submitted until after the two year deadline.

Cllrs felt they had been reasonable in agreeing a fair policy in terms of refunds on the 'right to burial' refunds and as such should stick to the agreed policy in this case. **Clerk to advise family concerned.**

The Clerk declared a prejudicial interest in the next item and left the meeting at 9.25pm

19. To Agree a Contract of Employment for the New Clerk

The proposed contract for the Clerk had been circulated to Cllrs prior to the meeting. This was agreed subject to the following amendments: -

- a) The period of notice was increased to two months.
- b) The Chairman was asked to discuss a pension scheme with the Clerk, her preferred choice of scheme and cost to the Council and to bring the information back to the Council for consideration.