

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 3 July 2013

1. **Present:** Cllrs: Mrs. P.A. Wise (Chairman), Mrs D Adams, Mrs B. Blood, Mr P. Burnham, Mr S Gascoigne, Miss A Halliwell and Mrs P Young. Also present were Ward Cllr Mrs P Andrews, D Gilder, Senior Neighbourhood Warden, Gedling Borough Council and two residents.
2. **Apologies for absence:** Apologies were noted from Cllrs Mrs J Booth and Mrs W Evans.
3. **Declaration of Personal and Prejudicial Interests**
No interests were declared by Cllrs.
4. **Approval of the Minutes of the Council Meeting held on Wednesday 5th June**
With a correction on item 5.4 to read A611 and that under 'Correspondence' it is noted that - contrary to the impression given in the minutes - people cannot self refer to any food bank and have to be referred by a GP, social worker, school or Surestart, it was proposed and seconded that the minutes be approved as a true record. This was agreed.
5. **Matters arising from the Minutes**
 - 5.1 **Probation Team** – Mr M Leivers advised on the 10 June he was asked to forward supplementary information in relation to the bid to the Probation Trust and will know more in four weeks
 - 5.2 **Tree Carvings** – As nothing further had been heard from John Flanders, the Clerk advised she had spoken to him again immediately prior to this meeting. Due to existing commitments Mr Flanders confirmed he had not yet been able to visit the cemetery and would come back to the Council once he had the opportunity to look at the remaining stumps.
 - 5.3 **Lengthmans Scheme** – A meeting of the Council had taken place on the 1st July when it was agreed that strimming and siding out of the pavement on Hucknall Road from the village to the A611 should be put forward as a priority for work to be undertaken by the Lengthsman on the grounds of health and safety. As it was anticipated this would take some considerable time, it was agreed the lengthman's efforts should be directed solely towards this work. Immediately following this meeting the Clerk confirmed she had passed the appropriate work sheet to Ravenshead Parish Council to be processed in line with procedures agreed previously. Mr Paul Newman has been appointed as the lengthsman and it was understood he was a landscape gardener.
 - 5.4 **Cemetery Matters** – This would be discussed later in the meeting.
 - 5.5 **CCTV Camera** – The Clerk advised she had not received a further response from PC Westlake
 - 5.6 **Highway Issues** – The Clerk confirmed that a response had been received from Laura Trusler which confirmed that engineers had been asked to look at the new speed restriction sign on Hucknall Road and to recalibrate the same if deemed necessary. Following discussion with the Chairman of the Council an email had been sent to Highways asking for an update on the findings from the Accident investigation Unit in connection with the lowering of the speed limit on Hucknall Road from the A611 to Newstead village. This was noted. Cllrs were asked for their support in pursuing the LIS bid for a pavement on Tilford Road between the level crossing and Newstead Centre and it was agreed this should be pursued. The Council also agreed it would continue to press for parking restrictions at the junction on of Tilford Road and the Service Road to the terraces.
 - 5.7 **Anti-social Behaviour in the Village** – Information was circulated to Cllrs regarding the policies of Gedling Homes in tackling antisocial behaviour.
 - 5.8 **Web Site** – It was noted that the web site was up to date and that the problem in accessing the updated site was specific to the search facility of the individual concerned which had automatically picked up a former version of the web page. Any new enquiries would generally be directed to the current web site.
 - 5.9 **The Marching Band** - Following a further incident of noise over the weekend after the last Council meeting, it was noted that Gedling Borough Council had withdrawn permission for the band to use the sports field from 10th June. Cllr Adams advised she had held talks with PC Westlake who now understood the position with regard to the band

should they attempt to hold further practise sessions on the field. The Chairman advised the band would be coming back to practise sessions at the Newstead centre during August but this should not be a problem if residents were not affected by noise issues.

5.10 Planters – Cllr Adams commented that the planters looked beautiful and did much to enhance the village. Other positive comments were also received.

Public Session

Daren Gilder confirmed that he was also authorised to sign off referrals to the food bank and will travel to any individual if they are unable to get to him to sign the form. He also asked the Council's help in passing on the names of any vulnerable persons in the village who may require this service.

Cllr Andrews explained that the idea for the planters was entirely the initiative of Deborah Widdowson who had secured sponsorship for the planters and worked with the school and she felt a note to Deborah saying how nice the flowers looked would be appreciated. It was agreed that the Council would write to thank her for her work on this scheme.

6. Accounts

6.1 **Receipts and Payments for June 2013**

Receipts.

£225.00 Headstone on Plot 161
 £53.96 Interest on Bonus Saver Acct from 5th March – 5 June 2013

Payments

001088	Naturescape	150.00	Payment now cancelled
001089	Newstead PCC	290.00	Donation towards Church Fayre (S137)
001090	Newstead Centre	36.00	Room Hire costs for June Council meeting
001091	Newstead Centre	12.00	Room Hire for Future Newstead meeting 21/5
001092	Mrs J Johnson	103.21	Purchase of new photocopier (NB This assumes Clerk is able to obtain cash back of £40)
001093	Mrs P.A. Wise	10.00	Chairman's expenses (June)
001094	Mrs J Johnson	275.14	Clerk's salary (June)
001095	Clarke's Cemetery & Church	670.00	Invoice for maintenance of cemeteries/greens Services
001096	Mrs J Johnson	32.70	Clerk's expenses
			Postage/Others 18.60
			Tel/Broadband 6.00
			Mobile calls Nil
			Mileage <u>8.10</u>
			Total <u>32.70</u>
001097	Notts County Council	70.21	Pension Contributions for Clerk from 1.6.2013 to 30.6.2013

All payments were approved as stated

6.2 **Other Matters** - The Chairman reported on several telephone conversations with the Council's bankers. In summary all the documentation relating to the Council's account has been mislaid and a new set of paperwork would need to be completed with all signatories to the account having to fill in paperwork and prove their identities. In light of this and the poor service received from the Bank it was felt prudent to open a new account with a new bank which still retains a branch in Hucknall. It was agreed the Clerk should make enquiries with local banks with the signatories to remain as previously stated - Cllrs Booth, Burnham, Evans, Gascoigne, Wise and Young. The Clerk confirmed the Annual Return plus other documentation as requested had been forwarded to the external auditors.

7. Matters Concerning Newstead Village

- 7.1 Lighting for the Muga - A survey of residents in close proximity to the MUGA had been completed by Cllrs A Halliwell and P Young on the 18th and 19th June 2013. From a total of 36 homes some 22 households had responded with 16 households in support of the scheme subject to lights being turned off by 9pm. Cllr Adams felt that households had now twice been given the opportunity to comment on the proposal and the Council should look to make a decision. She was happy to support the proposal provided the Youth Centre installed the lighting in accordance with the terms outlined in a previous presentation to the Council. As a result Cllr Burnham proposed and Cllr Adams seconded that permission be granted by the Council on this basis and this was agreed. It was also agreed to pass on information relating to financial difficulties of the lighting company which the Youth Centre had looked to use and Cllr Young would mention this to the Youth Centre.
- 7.2 Village Signs – The Chairman asked whether there had been any progress on this matter. The Clerk confirmed that since submitting the drawing she had received a monitoring form but no other correspondence from the Notts County Council. The Chairman asked the Clerk to chase. Cllr Gascoigne said he had come across a web site of a company that produces signs in various types and formats and would pass details to the Clerk
- 7.3 New Cemetery – Cllr Adams reported she felt the cemetery looked very tidy.
- 7.4 Street Sign - Cllr Burnham reported the sign on Frazer Street remained broken. Clerk to report
- 7.5 Newst

ead Wildlife Meadow – Cllr Young commented that whilst the meadow looked nice some of the grass was overgrown and required cutting back especially around the picnic tables. She was also concerned about the lack of signage to the Meadow and felt that a sign was required in the car park to the cemetery stating 'Newstead Meadow Picnic Area'. It was agreed that the Clerk should obtain a quote for a sign which could be hung on the wall to the car park. Cllr Burnham confirmed that area was already being used and once fully established a maintenance contract would need to be agreed which could be an addition to the existing grounds maintenance contract already in place for the cemeteries and village green. He confirmed that at present arrangements had been made to cut the grass at the back end of the year. He also reported the number of orchids on site has doubled.

- 7.6 Planting Scheme on Station Road - Cllr Adams felt maintenance of this scheme should be one undertaken by the Lengthsman. She was aware that Paul Bateman had already weeded the raised beds but more regular maintenance is required and should be undertaken as part of this scheme.
- 7.7 ID Badges – In conducting the recent survey of the MUGA Cllrs felt it would be advantageous to have some form of ID to show residents. It was agreed that Cllr Burnham would obtain a quote from Badge master.

8. Matters Concerning Newstead Abbey Park

- 8.1 Byron Festival – Cllr Young had noted a number of VW campervans and scooters around the Abbey as part of the Byron Festival but was unsure how this related to Byron.
- 8.2 Newstead Abbey Park – As part of her regular visits to the Abbey she had spoken to a parishioner who complained there was nowhere to sit within the park and asked whether the Parish Council would be able to install a bench near the lake. It was noted that requests of a similar nature had previously been refused by the Abbey. The Clerk was asked to contact Penny Beniston on the proviso that if the Council could not install a bench could it at least contribute towards one. Agreed Clerk to make enquiries
- 8.3 Gate Code – P Young explained there may have been a mix up in communications on this matter. Whilst Penny did get back to her in relation to the code to advise this had now been changed Cllr Young felt that this referred to the code at the front entrance gate not the back entrance. Cllr Gascoigne felt the matter regarding the breached code at the rear entrance should be brought to Penny's attention and the Council should write formally to her. This was agreed
- 8.4 Notice boards – The poor state of the notice board at the entrance to the Abbey was discussed and whether the present location was vulnerable to vandalism. Cllr Young felt the present location of this notice board was acceptable and also referred to need for a notice board on High Leys Road. It was agreed the Clerk would obtain quotes for installing two new notice boards to be considered by the Council in September.

9. Correspondence.

The list of correspondence circulated with the agenda was noted. The following items were specifically discussed:

- 9.1 Newstead Children and Young Peoples' Action Plan and Agenda – The Clerk advised that as yet the Council had not appointed someone to attend these meetings. As the representative of the Youth Centre it was agreed that Cllr Young should be elected as the representative on this committee and if unable to attend a meeting the Chairman would attend in her place.
- 9.2 Notification of Broken Pump – The Clerk explained that the problem with the pump was that it had lost suction. To remedy this problem, this required the pump to be primed by pouring water into the top of the pump. Cllr Gascoigne advised he had spoken to Mr Kimpton who completed the work free of charge and also advised that a new barrel was required where the existing was thick with sludge. It was agreed that the Council would send a letter of thanks to Mr Kimpton
- 9.3 Map of Newstead – It was explained that Future Newstead were trying to develop a map of the village in which the identity of all landowners relating to public/open land in Newstead Village. Cllrs were asked for their help in identifying other areas of open land in the village and respective owners.
- 9.4 Future Newstead – An email had been received from Paul Bateham drawing attention to a number of issues including the poor state of the notice board outside the Abbey Gates and a number of slats which had been removed from the seat adjacent Fraser Street. The Clerk explained she had been able to obtain an estimate to replace the slats at a cost of £65 plus VAT which included replacing existing screws with snap off tops. As this was the second time within the last few months this bench had been vandalised a discussion ensued as to whether it should be removed. Cllrs agreed that in view of the low cost of repairs that repairs are undertaken, but if further instances of vandalism occur that the seat is removed. Cllr Halliwell noted that the bench near the Newstead Centre also had some screws removed and it was agreed to ask the contractor to replace these whilst repairs were undertaken to the damaged seat.

10. Planning Applications.

Cllr Young explained the issues relating to an unauthorised development at Abbey Fields Cottage which centred on an interpretation of permitted development and whether the development is situated on land forward of the principal elevation. Cllr Young and Cllr Gascoigne had already made observations on the matter it was felt many of their comments had been discounted. Cllr Young asked whether the Council would support a letter being sent to the Chief Executive of Gedling Borough Council which responded/addressed many of the observations raised in the response from Planners. Cllr Young confirmed that the key point of the argument was that the development was situated on the front elevation which required planning permission and they had supplied evidence to support this. In the letter to be sent by the Council she proposed that planning officers hold a meeting with her and Cllr Gascoigne when further evidence could be presented.

Cllr Adams felt that before responding she would like to see copies of the original copies of the letter to Gedling, copies of their response and subsequent letter to be sent and it was agreed that Cllr Young would e-mail copies to all Cllrs for comment prior to a response being sent.

11. Reports from External Meetings

None

12. Cemetery Issues - The Chairman advised that a meeting was held with the contractor when a number of matters were discussed. She felt there were a couple of issues that need to be raised once the contract comes up for renewal including the collection of grass which is currently removed from the paths by a blower.

In terms of the trees and Rhododendrum bushes in the centre, the Contractor was able to advise that he hadn't undertaken any work on these. The Chairman was able to recall that Acorn Tree Services had removed a Holly bush from the middle of the Rhododendrons previously and had probably been responsible for the poor chopping back of this.

In respect of problems with sunken graves the Chairman advised that whilst new graves are filled under the contract, for graves which have been there for some time topping up would be an extra cost. As a result of the visit a number of graves had been identified as requiring topping up and re-turfing and an estimate had been provided by Anthony Clarke for the sum of £375 to top up and re-turf a total of 18 graves. A further quote had been received in respect of trimming back the Rhododendron bush at a cost of £125.

A discussion ensued as to whether this work should be carried out immediately or any decision deferred until September when details of the Council budget would be presented.

The Chairman felt the topping up the graves caused much distress to the relatives of those buried in the cemetery and this work should proceed immediately whilst Cllr Adams felt this should any decision on this matter should be deferred until September.

Following further discussion it was agreed that the topping up of the graves would have to be implemented as soon as possible but a decision on the cutting of the Rhododendron bush would be deferred until September.

Other issues raised included ash seedling on the Old Cemetery. It was agreed that the saplings may need to be poisoned as direct removal of the saplings could cause further damage to the existing graves. It was agreed that the Clerk would seek advice from other burial authorities and following receipt of this advice talk to the Council's contractor.

It was also noted that within this cemetery are some graves behind the Chapel which are still visited but are not currently tended and there is no path to them. Whilst it was noted any additional strimming over and above the present contract would result in an additional cost, it was suggested that those paths that are cut could be cut less wide but over a longer area to provide better access to these graves. Clerk to raise matter with contractor.

13. Items the Chairman considers urgent

Japanese Knotweed – Cllr Burnham raised the issue of Japanese Knotweed which was spotted on a small area of ground no longer actively farmed between Newstead Meadow and the Old Cemetery. The landowner in question was believed to be Marshall Farms in Papplewick. It was agreed the Council would contact the owners whom it was acknowledged may not be aware of this problem. Cllr Burnham also confirmed he would not be ordering any plants for the cemetery as it was now too late in the season.

14. Date of Next Meeting.

The next meeting of the Parish Council would be held on Wednesday 4th September at 7.30pm.

For the next item 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.4 where this item relates to an employee

The Clerk declared a prejudicial interest in the next two agenda items and left the meeting whilst discussion of these items took place

15. Clerk's Contract of Employment

Cllrs were informed by the Chairman that Cllr P Young has asked for this item on the agenda where she felt the Clerk's contract with regard to serving of a probationary period is open ended. Condition 3.1 of the contract states that the Clerks appointment is:

'subject to satisfactory completion of a probationary period of not less than 13 weeks'

As probation period served by the Clerk had now exceeded this date, Cllr Young felt the Council should consider whether new Clerk should be offered the position on a permanent basis and that any decision is recorded in the minutes.

The Council agreed that the Clerk had completed her probation period to their satisfaction and that the position be made permanent.

It was also noted that the hourly rate of the Clerk would increase from £7.50 per hour to £8 as from the 1st July 2013 in accordance with the contract of employment agreed between her and the Council.

16. Pension Arrangements for the Clerk

It was proposed by the Chairman and seconded by Cllr P Burnham that the Council adopts the following resolution: -

'The Parish Council resolves to make the necessary arrangements for the Clerk to become a member of the Nottinghamshire County Council Local Government Pension Scheme effective from the date of her employment with the Council'.

This was agreed unanimously and the papers for admittance to the scheme were signed by both the Chairman and Vice Chairman of the Council.