

## **NEWSTEAD PARISH COUNCIL**

### **Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 5 June 2013**

1. **Present:** Cllrs: Mrs. P.A. Wise (Chairman), Mrs D Adams, Mrs B. Blood, Mrs J Booth, Mr P. Burnham, Mr S Gascoigne, Miss A Halliwell and Mrs P. Young. Also present were: Ms Deborah Widdowson (Gedling Borough Council ), Emma Astill, Youth Worker, Notts County Council, Ward Cllr Mrs P Andrews, four members of the Youth Centre and one resident.

2. **Apologies for absence:** Apologies were noted from Cllr Mrs W Evans and County Cllr C Barnfather.

*Following agreement by the Council, it was resolved to consider Item 7 (i) as the next item of business*

#### **7.1 Lighting of the MUGA**

D Widdowson spoke to the Council regarding the proposed lighting scheme for the MUGA. This will either be solar or wind powered and should emit no glare. Lighting would be controlled by a timer and could be turned off at a specified time, either 8pm or 9pm at night, and could be fitted with a sensor, so if no one is using the MUGA, the lighting will turn off automatically. It will also make the area safer. Following criticism of the original letter sent out to residents on behalf of the Youth Centre, which put the emphasis on local residents to respond, a second survey had been carried out. Out of a total of 30 responses received, 20 residents were in support of the proposal, several residents were neither for nor against, with only one resident objecting directly to the scheme. In addition it was confirmed that the Youth Centre would be responsible for ongoing costs of the lights. Ms Astill confirmed that the young people undertook the survey themselves and many residents congratulated them on their initiative. She would also like to extend an invite to all Cllrs to call in at the Youth Centre and see/experience for themselves the activities on offer in the Centre.

The Chairman confirmed she had received some objections to the scheme from residents on Tilford Road with young children in terms of noise from the site when trying to put them to bed. D Widdowson confirmed that in Summer children play on the MUGA until late so the position is no different. She again emphasised the lights could be switched off at say at 8pm which in the winter months would give some 4 hours additional use of the MUGA. The proposal had received support from Police as it would move people away from the shops.

In answer to a question from the Chairman, Ms Widdowson confirmed there would be four lights which would be fitted within cages and this should prevent any vandalism. Ms Widdowson also advised that prevention of light spillage would be the prime consideration by the Planning Authority in considering permission for the lighting.

In addition to permission from the Council it was acknowledged that permission would also need to be obtained from the landowners who were the Trustees of the Newstead Centre. A further discussion ensued on offensive language used by some of the children. The young people present did not feel it fair that all youngsters were tarred with the same brush for the actions of a small minority.

Cllr Adams felt that the Council needed to ensure residents were happy and that the Parish Council should look to have its own survey carried out and this was supported by a number of Councillors. The Chairman felt that the Council needed to know beyond any doubt residents are happy with this proposal. Cllr Halliwell volunteered to undertake the survey. Cllr Blood felt the survey should only be with those residents not consulted by the Youth Centre lest this undermine the work already carried out by them. Cllr Young asked if the proposed questionnaire the Clerk sent is agreed by all the Council.

#### **3. Declaration of Personal and Prejudicial Interests**

Cllr T Wise declared a personal interest in Planning Application 2013/ 0244 where this was her home. Cllr P Young declared a personal interest in her own application in respect of a double garage and workshop.

4. **Approval of the Minutes of the AGM held on 1<sup>st</sup> May**

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 – No further developments.

5.2 Tree Carvings – The Clerk conformed she had made contact with John Flanders who had advised he would visit the cemetery to look at the remaining stumps and then come back to the Council once he had thought further regarding this matter.

5.3 To Agree Additional Signatories – Nothing heard from the bank.

5.4 Lengthsmans Scheme – Interviews had been held for the position of Lengthsman and a job offer has been made to a suitable candidate. Meanwhile the parishes have been asked to put forward details of work to be undertaken by the Lengthsman. Cllr Adams suggested that cutting of the grass verge on Station Road and weeding of the raised flower beds should be undertaken as a priority and this was agreed. Cllr Burnham suggested that the pavement from edge of village to A6011 needed weedkilling and siding out. It was confirmed this side of the pavement was the responsibility of Ashfield District Council and it was agreed that a letter be sent to them to request this work is undertaken. The Chairman also suggested that the Council need to sit down to discuss jobs at a meeting specifically held to discuss this matter and this would be set up by the Clerk. In the meantime Cllrs were asked to forward details of jobs that could be undertaken by the lengthsman.

5.5 Cemetery Matters – The Chairman advised she and Cllr Evans had visited the cemetery and highlighted a number of concerns. Although the grass had been cut some cuttings had not been removed. A number of graves had sun and required topping up. Christmas wreaths and other dead flowers were still on the graves. Shrub areas needed cutting back and she felt some parts of the cemetery looked neglected. It was agreed that the Cemetery Committee should meet to discuss areas of concern and that the contractor is also asked to attend this meeting. As Cllr Evans was away shortly she asked if Cllr Halliwell could be included as a member of this committee and this was agreed.

5.6 Update Risk Assessment – The Clerk advised she had spoken to the Insurers and the policy was now renewed. As agreed the MUGA has been added to the policy based on a Sum Insured of £25k. Cover on the Chapel has been reduced to £75k and the brick wall has been removed from the policy. The Sum Insured in respect of the photocopier has been reduced to £500 and extended to cover general office contents. The seats are covered on the same terms as before and the contract agreed with Aon for the next three years.

5.7 CCTV Camera – The Clerk had received an email from the new Beat Officer – PC Westlake. She had advised that although she was unable to come to the meeting tonight she would look to change her shift to attend the July meeting of the Council. No further information had been received on the theft from the homes of some elderly residents in the village but that CID were investigating the same.

5.8 Parking on Station Ave – The Clerk read out a response from Gedling Borough Council in which they confirmed they had written to the football and cricket clubs who use the pitch reminding users to park appropriately and that a further reminder would also be sent out next season. It was also confirmed that Gedling Borough Council own the concrete section of Station Ave which lies adjacent to the sports field.

5.9 Matters Concerning Newstead Village/Highway Issues – A response had been received from Laura Trusler as follows: -

**Request for parking restrictions/ junction of Tilford Road and the Service Road to the terraces:**

Having investigated this matter further I do believe that it may be possible to resolve the problem at a local level. My concern is that we will put this scheme forward only for it to be met by a high level of objections from the residents as was previously found on Tilford Road. I understand that Cornerstone House and Cast are responsible for the majority of the parking issues at this location and I would suggest that initially the Parish Council writes to these two organisations and adjacent residents outlining the problems that their parked vehicles are causing at this site. Please be assured that I am happy to revisit this matter should it be required.

**Parking Issues - Station Avenue:**

As advised at our meeting, the adopted highway (the land that NCC are responsible for) ends at the level crossing. I have attached copy of our adoption plan for your perusal (“NCC Adoption Plan – Station Road, Newstead”) and the highway is indicated by the green hatched area. I have copied Mr John Evens at Gedling Borough Council in on my email to see if he can confirm if Station Avenue is under the

maintenance responsibility of the Borough Council. However, if this is not the case, I would respectfully refer you to Land Registry who hold details of private land ownership. Their Nottingham Officer can be contacted on 0115 9065353.

**LIS bid to install a footpath – Tilford Road (from the level crossing to the Newstead Centre):**

I have liaised with the Programme Manager for the Local Improvement Scheme and she has stated that the reason the scheme was not been included in last year's programme and the current programme is that there were a substantial amount of applications for the Newstead Division. Unfortunately other schemes were considered to be a higher priority. She advised that the Parish Council should have received a letter confirming this and also to say that the scheme will be carried forward for consideration in future years. If an opportunity presents, then it will be accommodated in the programme. I am sorry that I am not able to respond in a more positive manner on this item but please be assured that the bid is still registered.

**LIS bid to improve the Skate Park entrance – Hucknall Road:**

The Parish Council would need to submit an LIS bid for the improvements at this site. I understand that you have the necessary paperwork to do this but if this is not the case, please let me know and I will send it to you (I am conscious that there are already a number of items attached to this email!). In terms of seeking advice on design and costings, this location falls within the remit of the Ashfield Highways Team and I would like to refer you to the District Manager for the area (Ian Wyatt). I have copied him in on this email and his email contact is [ian.wyatt@nottscc.gov.uk](mailto:ian.wyatt@nottscc.gov.uk)

**Positioning of existing Interactive Speed Sign and proposed sign – Hucknall Road:**

I have liaised with the Project Engineer that oversaw the implementation of the sign to the side of the Skate Park and also the proposed site near to the bus stop. She stated that she received confirmation from the Parish Council (Mr John Chisholm) that the locations of the signs had been discussed and minuted at the Parish Council meeting and it had been decided that the locations were satisfactory. On the basis of this information, the installation of the sign beside the Skate Park went ahead. I have attached a copy the email from John Chisholm (previous Parish Clerk) and the location plans. With regards to the sign that the Parish Council are funding near to the entrance of the village, I am happy to meet you again if required to ensure that you are completely happy with its location.

With this response noted Cllr D Adams said if the Council had agreed the positions of the interactive signs previously then it would have to live with this decision. However she did feel that the interactive speed which had just been installed on Hucknall Road required some further calibration. She advised that when she drove past the sign it did not display her speed until almost past the sign and felt this was too late to act as a warning to motorists to slow down in enough time to enter the village. It was agreed the Clerk would raise this issue with highways **Clerk to action.**

Cllr Burnham reported that the large pothole on Hucknall Road had not been filled in. **Clerk to report**

- 5.10 Campaign to Promote Responsible Dog Ownership – Posters have now been displayed in parish notice boards.

Nicki Pecal has arranged that two large signs will be displayed on the boundary fence surrounding the sports field warning it is an offence to not clean up after your dog. Maximum penalty £1,000.

- 5.11 Anti-social Behaviour in the Village – Cllr Andrews confirmed she had spoken to Gedling Homes and advised that the tenants concerned were being monitored. Cllr Burnham had also spoken to the housing officer but was not happy with the reply. He confirmed an officer was willing to attend the next meeting. The Chairman felt that rather than groups tackle antisocial behaviour problems on a piecemeal basis it would be better if all groups with an interest did this together. Cllr Andrews confirmed there had been developments, but was unsure of which groups the Chairman referred. She felt the crucial issue is the policy of Gedling Homes on antisocial behaviour which should be outlined within the tenancy agreement.

A member of the public attending the meeting queried why the Council's web site was not being kept up to date as according to her iphone the latest minutes available were dated March 2012. The Clerk advised she

had been posting minutes to the webmaster and when last viewed the website was up to date and had no explanation on why the later minutes could not be accessed. Information on police website was also passed to the same resident.

## 6. Accounts

### 6.1 Receipts and Payments for May 2013

#### Receipts.

£225.00	Headstone on Plot 359
£207.53	VAT refund from 1.1.13 to 31.3.2013
£415.00	Interment fees for new burial

#### Payments

001077	Aon Ltd	1135.53	Insurance Policy
001078	P Burnham	21.60	Mileage to Naturescape
001079	Brownfield First	300.00	Donation as agreed
001080	Nottingham City Council	10.00	Newstead Abbey Gate pass for Cllr D Adams
001081	C J Price	150.00	Fee for carrying out internal audit
001082	Notts A.L.C	16.00	Local Council Review – Newsletter

subscription

001083	Mrs P.A. Wise	10.00	Chairman's expenses (May)
001084	Mrs J Johnson	329.74	Clerk's salary (May – including rebate of tax)
001085	Mrs J Johnson	15.00	Clerk's expenses
			Postage/Others 3.60
			Tel/Broadband 6.00
			Mobile calls Nil
			Mileage <u>5.40</u>
			Total <u>15.00</u>
001086	Notts County Council	70.21	Pension Contributions for Clerk from
			to 31.5.2013
001087	Clarke's Cemetery & Churchyard Services	670.00	Grounds maintenance throughout village and in Cemeteries.
001088	Naturescape	150.00	Plants for the Old Cemetery

1.5.2013

The list of cheques were approved with the exception of 001087 where it was agreed to arrange a meeting between the contractor and the Cemetery Committee pending a number of outstanding concerns and 001088 where Cllr Burnham felt that the Council may not need to spend as much as this on plants and further instructions would follow.

### 6.2 Report from Internal Auditor - There were two items to note arising out of the Internal Audit. These were: -

- Draft accounts included two cheques which had not been cashed and were now out of date NB Figures on accounts amended by £55, where cheques now written back.
- Risk Assessment – Officials indemnity on risk document previously agreed by Council showed the

Sum

Insured as 15k but should be 250k as per current insurance schedule. Action taken – Risk Assessment Document now updated to show correct figures.

Cllrs were happy with the action taken to address the findings from the audit and no further comments received.

### 6.3 To Approve Accounts for 2012/13 - A written report on the accounts from the Responsible Financial Officer was tabled at the meeting. The position was noted regarding the outstanding refund from the Notts County Council where it was confirmed by the RFO that any funds received were over and above that anticipated at the time

the precept was set. With this noted, the accounts for 2012/2013 were approved as shown and signed by the Chairman.

6.4 **To Agree and Sign Annual Return (Section 2)** – The Council agreed that Section 2 of the Annual Return could be

Completed and signed by the Chair.

7. **Matters Concerning Newstead Village**

7.1 **Lighting for the Muga**

This item was discussed earlier in the meeting.

7.2 **The Marching Band**

Cllr Adams advised that she asked this item be included on as an agenda item following a number of complaints received over the bank holiday due to excessive noise being created due to band practice on the adjacent sports field. This was not helped by the fact the sound was amplified. Cllr Young was also concerned by unauthorized entry into the sports field by vehicles belonging to the band and unauthorized camping and this had prompted her request to Melvin Cryer. His reply had been circulated to Cllrs and this concluded '*until now I have kept a light*

*touch on this matter but if the Parish Council wish to stop the band practice because of complaints they are receiving. I will comply with this request'*

The Chairman advised the band had now been given three months to quit the Newstead Centre. Cllr Adams felt this still left three months for the band to practice which virtually wrote off the summer for many residents. It was also noted that the brewery had withdrawn permission for the band to practice on their field. Cllr Young felt the band had misrepresented use of key and it was agreed that it would not be acceptable for residents to suffer further noise pollution. Agreed Gedling Borough Council be advised that the band no longer be allowed to practice

on the field with immediate effect.

8. **Matters Concerning Newstead Abbey Park**

Emergency Code – Cllr Young had noted that more vehicles were gaining access along the Avenue through the back entrance and had emailed her concerns to Penny Beniston that the emergency code has been compromised. The Chairman confirmed that all deliveries should enter the Abbey from the main drive and that the Newstead

entrance is for emergencies only. Reply awaited from Ms Beniston.

9 **Correspondence.**

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

2013/0168 – Bunches Florapost, 19 Newstead Industrial Park, Hazelford Way – Noted that conditional planning permission has been granted on this application

Department for Communities and Local Government – A response had been received which states that there is to be no change in current policy but it is the Government's expectation that billing authorities will work with parish and town councils to pass down funding so that precepts can be reduced to reflect reductions in the council tax base.

Heritage Project – It was confirmed that a link had been put on the village website to the heritage project undertaken by Newstead Enterprise.

Community Food Bank – Details of this scheme based at St John's Church Hall in Kirkby Woodhouse would be included on Council notice boards. Anyone wishing to obtain a food parcel is required to complete a referral form details of which can be obtained from a number on the notices to be displayed.

*The Chairman and Cllr P Young did not participate in the discussion of the next item.*

10. **Planning Applications.**

The following planning applications were discussed and no objections raised:

2013/0244 – 37 Byron Street, Newstead (Erect Conservatory)  
Ref Not Yet Known – Elysium, Station Ave, Newstead Abbey Park (Erection of Double Garage and Workshop and Removal of Existing Shed)

11. **Reports from External Meetings**

None

12. **Cemetery Issues**

Covered earlier in meeting

13. **Items the Chairman considers urgent**

- 13.1 **Donation to NAG** – A request had been received from NAG in respect of a grant of £480 towards of the Summer Church Fayre to be held in August. It was explained by Cllr Adams that as part of the theme for the event, the group were planning to hold pony rides at a cost of £290 and a mechanical bull for older children and teenagers at £190. The events held by the Church had been especially well attended and it was hoped to provide an attraction for all ages in the village. Cllr Young reminded the Council that funds of the Council were tight and some of the available funding had already been used for other matters. Cllrs discussed funding only one of the attractions to be put on by NAG's and it was agreed to award a grant of £290.

14. **Date of Next Meeting.**

The next meeting of the Parish Council would be held on Wednesday 3 July at 7.30pm.

With no further business to discussed the meeting closed at 10.05pm