

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council AGM held in the Sherwood Room of Newstead Centre on Wednesday 1 May 2013

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

Mr Denis Robinson (Reporter) was also in attendance along with Cllr W Lewis from Linby Parish Council.

2. **Apologies for absence:** Apologies were noted from County Cllr C Barnfather. Cllr P Andrews advised she may be late as she was attending an earlier meeting at the Youth Centre.

3. **Election of the Chair**

The Clerk of the Council sought nominations from Councillors for the position of Chairman. Councillor Mrs P.A. Wise was nominated by Cllr Mrs Evans and seconded by Cllr Mrs Adams. Councillor Mrs P. Young was nominated by Cllr Gascoigne and seconded by Cllr Mrs Wise

Cllr Mrs B Blood asked if the ensuing vote could be undertaken by way of a written ballot but this motion was defeated.

A vote by show of hands was taken resulting in five members in support of Cllr Mrs Wise with one abstention. Cllr Mrs Wise was duly elected to serve as Chairman for the year 2013/2014. The Declaration of Office was then signed by the new Chairman in the presence of the Proper Officer of the Council.

4. **Election of the Vice Chair**

Councillor D Adams was nominated by Cllr P Wise and seconded by Cllr W Evans and was elected unopposed to serve as Vice-Chairman for the year 2013/2014. The Declaration of Office was then signed by the new Vice - Chairman in the presence of the Proper Officer of the Council

5. **Council Representatives on other bodies.**

The following representatives for 2013/2014 were agreed: -

Cemetery Committee – The Chairman, Councillors Booth, Evans and the Clerk. This Committee would also deal with burial matters affecting the old cemetery

Future Newstead Committee – Cllrs P Burnham and S Gascoigne

Newstead Meadow/Hopping Hill – Cllrs T Wise, P Burnham and one resident Mr Paul Bini

Lengthsmans Scheme – Chairman, Clerk and Cllrs P Burnham and S Gascoigne

Youth and Community Centre Committee – Cllr P Young

6. **To Agree Dates of Future Meetings**

These were agreed as per the first Wednesday of each month with the exception of January when the meeting would be moved forward by one week.

7. **To Agree an Allowance for the Chairman**

The Chairman explained this allowance had previously been paid to her to offset some of the costs of holding office such as telephone calls. More recently many queries were now being resolved by e-mail and it was acknowledged telephone calls were often included free as part of an overall broadband package. As a result the Chairman felt it was no longer appropriate to continue to claim this allowance at the level set previously. It was therefore agreed that the allowance would be reduced to the sum of £10 per month i.e. £120 per year as opposed to £300 agreed previously. It was also suggested by Cllr Adams that should the Chairman find herself 'out of pocket' she could come back to the Council to ask for the level of allowance to be reconsidered.

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

Borough Cllr Mrs P Andrews entered the meeting during discussion of the next item.

9. **Approval of the Minutes**

Council Meeting - 3 April 2013

Cllr P Young wished it noted that her comments should have read 'the £500 given to the Newstead Minors group should be taken into consideration if an application is put into the Council for a grant'. The Chairman commented that the reference to RCAN was worded inappropriately and she had simply meant to stress how helpful they were to the Council. The Clerk advised that an apology from Cllr P Andrews for the last meeting had also been omitted from the minutes. With these comments noted, it was proposed and seconded that the minutes be approved as a true record. This was agreed.

Annual Parish Meeting

It was proposed and seconded that the minutes be approved as a true record. This was agreed.

10. Matters arising from the Minutes of the Council meeting held 3 April

- 10.1 Probation Team – The Clerk read an email received from Mick Leivers which stated that a bid had been submitted to the Probation Service as part of the Preferred Partner Network Proposals, the deadline for which had been the 12th April. Mr Leivers confirmed he understood the Probation Service did want to tender out their teams but were not quite so certain now. He was putting together a schedule of work and if there is scope would like to work with other parishes. He is currently waiting confirmation from the Probation service that Newstead has been selected and how the partnership would be developed and has agreed to keep the Council informed of progress.
- 10.2 Tree Carvings – For the benefit of the new Clerk it was explained that following removal of two trees in the new cemetery, the Council would like the remaining stumps to be carved. It was agreed that the Clerk would make contact with John Flanders to progress the matter. Cllr Gascoigne agreed to forward contact details for John to the Clerk.
- 10.3 Junction adjacent Cornerstone House – This item is covered later in the meeting.
- 10.4 To Agree Additional Signatories – The Clerk together with Cllrs Burnham and Young had spent some time with the bank signing relevant forms which would now be passed to Head Office to process. Cllr Young felt the counter staff had been as helpful as they could. Nothing further had been heard from the bank following the visit. It was hoped the matter had finally been resolved.
- 10.5 Lengthmans Scheme – A meeting had been held at Ravenshead Leisure centre and attended by the Chairman and Clerk along with members from other participating councils. At this meeting a contract of employment for the new post of Lengthsman had been discussed along with processes for reporting work. Details of progress had been emailed to Cllrs and adverts for the position of lengthsmen was now being advertised. It was noted that under the scheme, Newstead Parish Council had been allocated the equivalent of 3.8 hours of work each week within the parish.
- 10.6 Cemetery Matters – Notice posted in the cemetery as instructed. Cllr Halliwell asked if mowing had started in the cemetery. The Clerk advised she thought it had but Cllr Halliwell did not feel any work had yet been undertaken. She asked whether a letter had yet been sent out to all plot holders. The Clerk advised she had spoken to Mr Clarke who felt there had been some improvements in the situation. Agreed this could form part of a review by the Cemetery Committee.
- 10.7 Update Risk Assessment – The Clerk advised she had spoken to the Insurers and a memo had been sent to Cllrs explaining the current position and potential costs. This included her recommendation to add the MUGA to the policy, in addition to ensuring that an annual inspection of this equipment was carried out. The Council was also asked whether it wished to lock into a three year contract with Aon to achieve a 5% discount. Following discussion, the Council agreed it was more appropriate to have cover on the MUGA and not to insure either the brick wall or Memorial, where it was felt the risk of damage occurring was less likely than that which could affect the MUGA. It was agreed that delegated authority be given to the Clerk to agree the scope of cover with Aon based on the above and to lock into the Insurers for a further three years.
- 10.8 CCTV Camera – The Clerk drew attention to an email received from Sgt Mark Marriott following the Council's request for an officer to attend future council meetings. In this e-mail Sgt Marriott confirmed the appointment of a new Beat Officer for Newstead - PC Westlake- who would take up the post in May and with whom he would discuss the Council's request.
- 10.9 Parking on Station Ave – The Clerk advised she had written to Gedling Borough Council re booking conditions for the sports pitch. She had also spoken to Laura Trusler during the recent meeting held with Highways who thought this part of Station Ave was not in public ownership but belonged to Gedling Borough Council as part of their landholdings. Details of who was responsible for this part of the road would be passed to the Parish Council in due course. **Clerk to Action**
- 10.10 Matters Concerning Newstead Village/Highway Issues – A précis of the meeting held on the 17 April plus action to be taken by Highways was given for the benefit of Councillors not able to attend this meeting and the following highway issues were discussed:
Junction adjacent Cornerstone House – The Council re-iterated why yellow 'no parking' lines were required
Station Ave – Parking issues adjacent the sports field – Highways confirmed this was not part of the publically adopted highway and would thus not qualify for double yellow lines. Details of landowner to be sent.

Pavement on Tilford Road from Level Crossing to Newstead Centre_ - Laura Trusler confirmed that a previous bid for this pavement underwritten by Ian Parker had not been awarded LIS funding. She is to check whether this bid can be resubmitted in the current financial year.

30mph Sign – Highway Officers acknowledged that the Accident Investigation Unit were currently carrying out an assessment of the speed limit along Hucknall Road between the dual carriageway and the village. This may or may not support a lower speed limit along this road and their recommendations were waited

Interactive Speed Sign – It was felt by Cllrs attending the meeting that the newly installed interactive speed sign on Hucknall Road coming from the direction of Annesley village had been installed too close to the village and would not be effective. It was agreed that Highways would look into the reasons why the sign had been positioned in this location. A request had also been made to ensure the Council were happy with the proposed location of the second inactive speed sign.

Skate Park Entrance – it was suggested that the Council may look to submit an LIS bid to improve entrance to the park.

Bus Stop and Green - Highways advised they would prefer to not see trees planted on the green due to visibility issues but would have no objections to planters or other low level planting.

A large pothole on Hucknall Road just after the de-restriction sign was reported by Cllrs. **Clerk to report**

10.11 Campaign to Promote Responsible Dog Ownership – Talks on a poster competition had been held with the Head Teacher who confirmed that the school had other priorities at the moment. The Clerk had spoken to Niki Petal who had directed her to the Keep Britain Tidy website. Two A3 and four A4 posters had been ordered free from this website for display in the village.

Cllr Halliwell had spoken to residents who did not believe allowing your dog to foul was in fact a criminal offence and liable to a fine. It was suggested notices be placed on netting around the football pitch, which was considered the worst area for offending, although she was aware these would probably be pulled down.

The meeting was closed to allow members of the Public to discuss matters with Cllrs

Cllr W Lewis spoke on the progress of matters relating to development proposals around Hucknall and advised that an action group comprising members from Linby Parish Council and residents from Hucknall, Papplewick and Linby had now been established called Brownfield First. He was grateful for the previous donation to Linby Parish Council, which had been put towards the cost of employing a professional planning consultant to prepare written representations objecting to the Aligned Core Strategy and will be put forward to the Inspector at the forthcoming public inquiry. He had now returned to the Council as the fund raising event scheduled to be held in May had been cancelled due to circumstances beyond the control of the group. A summary of the finances had led the group to conclude there was a £1,500 shortfall towards the costs of employing the consultant to attend and speak at the public inquiry. He advised that Linby Parish Council had offered £300 towards this shortfall with a further £300 promised from the Linby Millennium Fund and the Linby and Papplewick Enterprise group. He yet to speak with Papplewick Parish Council and hoped Newstead Parish Council would give provide a further grant of £300 representing its share of the shortfall. A general discussion took place on the effects on local services and roads of the proposed development. The Chairman confirmed that potentially up to 4,000 new homes could be sited at Top Wighay and she asked to be kept informed of further meetings of Brownfield First. It was agreed this request would be discussed under item 18 of the agenda.

Meeting reopened

11. Finance

11.1 Receipts and Payments for April 2013

Receipts.

Notts Memorials Ltd	£225.00	Headstone on Plot 359
Notts County Council	£400.00	Contribution from Cllr Barnfather towards Interactive Speed Sign
Gedling Borough Council	£12,861.00	Precept for Half Year
Gedling borough Council	£2,321.00	Grant to offset change in tax base

Payments

001067	Newstead Centre	36.00	Room hire charges for Council Meeting 3.4.13
001068	Notts County Council	50.00	Grit
001069	Clarke's Cemetery & Churchyard Services	210.00	New Double Grave
001070	Clarke's Cemetery & Churchyard Services	670.00	Maintenance work around village

001071	Mrs P.A. Wise	25.00	Chairman's expenses (April)
001072	Mrs J Johnson	220.54	Clerk's salary (April)
001073	HMRC	55.00	Tax on salary (April)
001074	Mrs J Johnson	45.80	Clerk's expenses
			Postage /Others 23.69
			Tel/Broadband 6.00
			Mobile calls Nil
			Mileage <u>16.11</u>
			Total <u>45.80</u>
001075	Notts County Council	70.20	Pension Contributions for Clerk from 1.4.2013 to 30.4.2013
001076	Robert Shacklock	490.00	Repairs to cemetery
001077	Aon Ltd	TBA	Insurance renewal

These cheques were approved as stated and signed by Cllrs

- 11.2 Appointment of the Internal Auditor - The Clerk advised that notification had been received that an external audit of the Council accounts for 2012/2013 had been set for the 24th June. As a result it was now necessary to complete an internal audit of the Council's accounts and she recommended a retired accountant, Mr J Price who resides in Ravenshead. The cost of carrying out this audit is likely to be in the region of £150. It was agreed by the Council that Mr Price be instructed to undertake the internal audit of the Council's accounts for 2012/2013.

12 Matters concerning Newstead Village.

12.1 Anti-social Behaviour in the Village

Cllrs expressed concern that the level of antisocial behaviour in the village had recently increased: bricks thrown at windows; footballs kicked at houses; a portacabin broken into and toilet paper scattered; young children hanging onto the barrier at the level crossing especially during early evening. Cllrs advised that matters have been reported to the Police but they do not seem interested. Some of offenders were tenants of Gedling Homes and it was agreed to raise the matter with them. The Chairman felt it was prudent to hold a separate meeting with Police and to include Dave Wakelin to discuss antisocial issues being experienced and also to send details to Transport Police re level crossing barriers

12.2 Lighting for the MUGA

Cllr Halliwell advised she had received a letter from Deborah Widdowson on behalf of the Youth Centre who were now requesting lighting of the MUGA. The Clerk had spoken to Deborah who had advised that the views of residents near the MUGA were being sounded out before a formal request is to put to the Council for permission to install lighting on this equipment. It was anticipated a member of the Youth Club would speak to the Council at the June meeting. The Council agreed that it wished to carry out its own survey with residents and Cllr Halliwell agreed she would undertake this task. It was agreed the Clerk would draft a questionnaire to assist in this process.

13 Matters concerning Newstead Abbey Park.

High Leys Road – The Clerk advised she had spoken to Mr Tony Opala at Gedling Borough Council who advised that it would not be possible to provide a dog bin as a result of every request received due to current budget restrictions. Stand alone dog bins were not currently being provided and any bin fitted would be a dual purpose litter and dog bin. He went on to advise 'If the Councillor concerned had been promised a dog bin that promise would be honoured, otherwise the area would be monitored and if found to have persistent problems, a bin would be installed'. Cllr Blood confirmed that she had spoken to an individual but would need to consult with her diary as to when and possibly with whom the conversations took place. Details would be passed to the Clerk. **Clerk to inform GBC**

Station Avenue - Cllr Young advised that the speed bumps along this part of Station Avenue inside Newstead Abbey Park had now been painted and it was agreed to thank Penny Beniston at the Abbey for arranging this work to be carried out. A discussion ensued as to when repairs would be carried out to Station Ave as improvements on the 'front' drive to the A60 were continuing. Cllr Young conformed that previously the City Council had sought one off payments from some residents in the park in lieu of future maintenance of the Avenue and now should exercise their responsibility to the residents. Cllr Young agreed to draft an item for the press.

14 Correspondence.

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

Community Speedwatch Scheme – Cllrs did not feel it was appropriate to undertake voluntary speed watch duties within their own village for fear of reprisals from local residents. No further action proposed.

East Midlands trains - Cllr Halliwell to check whether foot passengers will be allowed to cross the line throughout this time

GBC – Details of Planters - The Clerk advised she had been asked to obtain further information by Cllr Burnham on where the new planters would be sited and who would be carrying out the maintenance. The matter was now in the hands of D Widdowson who had advised that planters would be situated near the triangle opposite the school, the Newstead Centre and close to the railway line.

Youth and Community Group - There was some confusion about what the aims and intentions of this group would be. Cllr Young felt it was to co-ordinate information amongst service providers for young people. Agreed to seek further information from Deborah Widdowson.

15. Planning Applications.

No applications were received.

16. Reports from External Meetings

16.1 Parish Plan Celebration Day

The Chairman advised the Council that this event postponed earlier in the year due to poor weather was now scheduled to take place on the 11th May. Volunteers were asked to attend the stall on which there would be information relating to the Parish Council. Cllr P Burnham volunteered to attend on the day. Cllr P Young also advised she may be able to attend the event

17. Cemetery Issues

17.1 Newstead Old Cemetery - Cllr Burnham advised that he and the Chairman had visited Naturescape for advice on planting out and maintaining the old cemetery. Whilst some advice was not considered cost effective other enquires made by Cllr Burnham suggested that planting of plant plugs into the existing grassed surface would be the best means for establishing plants. The Council previously agreed that a sum of £150 could be delegated for purchasing of plants hence the visit to Naturescape. Cllr Burnham asked if the Clerk could establish links with Naturescape to allow for plants to be chosen and paid for directly by the Council. This was agreed **Clerk to action**

17.2 Newstead Wildlife Meadow – An A4 size copy of the interpretation board to be sited in the wildlife meadow was passed around the meeting for Cllrs to view. Work has now started on the A Frame gate. Cllrs were very pleased with the work carried out so far and thanked Cllr Burnham for the work he had undertaken.

18. Items the Chairman considers urgent

18.1 Donation to Brownfield First - Following the address by Cllr W Lewis of Linby Parish Council, it was agreed that the Parish Council would donate a further £300 to Brownfield First towards the cost of a professional planner appearing at the forthcoming public inquiry. This was agreed

18.2 MUGA – It was agreed the Clerk could arrange an annual inspection of this equipment in order to comply with the terms of insurance. As problems were occurring with kids climbing up the MUGA and onto the new net roof, it was agreed warning signs should be installed on the MUGA. The Clerk would ask Mr A Clarke to put up relevant notices.

19. Date of Next Meeting.

The next meeting of the Parish Council would be held on Wednesday 5 June at 7.30pm.

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