

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 4 June 2014

1. **Present:** Cllrs: Mrs. P A Wise (Chairman), Mrs B Blood, Mr P Burnham, Mr S Gascoigne and Cllr Mrs P Young.
Also present were County Cllr Mr C Barnfather, Ward Cllr Mrs P Andrews and Mr D Robinson (Hucknall Dispatch).
2. **Apologies for absence:** Apologies were sent from Cllrs Mrs D Adams, Ms H Crouch, Mrs A Halliwell and Mrs J Booth.
3. **Declarations of Personal & Prejudicial Interest:** There were no declarations of interest.
4. **Approval of the Minutes of AGM**
Subject to the time of the proposed cemetery meeting being corrected to 12.30pm until 1pm (Minute No 16.2), it was proposed and seconded that the minutes be approved as a true record and this was agreed.
5. **Matters Arising from the Minutes**
Annual Parish Meeting - 2 April
 - 5.1 **Highways** - The Clerk advised that confirmation had been received from Ashfield that the current District Manager has now left and correspondence from the Parish Council had been referred to Dave Walker. Correspondence with Western Power confirmed they had no records of who paid the invoice for 3 lamp columns off the service road serving the Youth Centre/Surestart building. In light of this information, the Clerk has written to Highways asking if they would be able to effect a repair to these lights assuming the Parish Council paid for this. Response now awaited.
 - 5.2 **Kite Man** - Cllrs passed on reports of a man who regularly flies his kite on the field but in addition parks his vehicle in the passing place on Station Ave, in which he often has an afternoon snooze. This has the potential to cause an obstruction on the road. A discussion ensued as to whether no parking rules could be enforced. It was agreed that the Clerk would contact Highways to find out whether this part of Station Ave was part of the publically adopted highway
 - 5.3 **Newstead Abbey** - The Council had received an update from Jo Hunt, Manager at Newstead Abbey. This stated that some resurfacing of Station Ave had been carried out in the area around Abbey Fields Farm and that some of the larger potholes had been filled in. In respect of the drainage pond at the Granary, she would talk to the Head Gardener and come back to the Council with information. Cllr Gascoigne confirmed that some resurfacing work had been carried out to the drive and he had since received a telephone call from Jo Hunt who advised that no further funds were available for the current year to pay for any more repairs to the drive. Nothing had been found following drainage of the pond and subsequent inspection of the pipe under the drive that would cause water to pool on the drive outside the Granary.
 - 5.4 **Ward Walk** - The caravan and chair outside of No 23 Tilford Road had been removed along with the bags of rubbish from 55 Tilford Road. The Clerk advised she had written to John Evens at Gedling chasing up the position regarding the new street name plates Bryon Street/ Abbey Road but nothing yet had been heard **Clerk to chase.**
 - 5.5 **Proposed Wind Turbine** - A public meeting will be held on Monday 16th June at the Newstead Centre between 6.00pm and 7.00pm when the public will have the opportunity to discuss plans with Newstead Enterprise group.
 - 5.6 **Nomads Cricket Club** - A copy of a letter sent to the cricket team from Melvin Cryer at Gedling Borough Council re parking on the field had been passed to Cllrs. The situation would now be monitored.
 - 5.7 **Highway Faults** - Cllr Burnham confirmed repairs to the bollard and light in the centre pole on the central reservation in Tilford Road had been completed.
 - 5.8 **Garden Competition/Best Kept Village** - Following the meeting held in Deborah Widdowson's office on the 15th May details of the garden competition had been discussed and also a Fun Day on the 13th July

when the prizes for the garden competition would be presented to the winners. It was agreed that a further meeting would need to be arranged for Thursday 22nd May at 7pm (subsequently postponed due to poor weather and rearranged for Thursday 5th June at 11.45am) when notes of work required to prepare for the Best Kept Village Competition would be taken.

- 5.9 Lengthsmans Scheme - The Clerk advised that during the meeting of the 15th May for the garden competition, Cllr P Andrews had advised persons present that parishes could take advantage of further time allocated under the lengthsmans scheme for 2014/2015 without having to match fund. In addition a schedule had been sent from Ravenshead Parish Council which confirmed that Newstead Parish Council during 2013/2014 had 97 unused hours, which could be utilised in the current year. Added to this, if the Council remained in the scheme for 2014/2015, a further 85 hours would be allocated which would cost the parish council nothing. As a result the Clerk had written to Ravenshead Parish Council rescinding the previous instructions to cancel participation in this scheme and confirming that the Council still wished to remain in the scheme. Cllr Burnham felt the Clerk had exceeded her mandate in writing to Ravenshead Parish Council without referring back to the Council. Cllr Young explained that both she and the Chairman were present at the meeting when this action was agreed and that with over 180 hours of 'free' labour available under this scheme, it was in the Council's interest to remain. Work that the lengthsmans could undertake was then discussed. The Chairman proposed that a sub-committee be formed to discuss work required. It was also noted that a number of weeds were growing along Tilford Road which made the village look untidy. Cllr Gascoigne also drew attention to grass/weeds in the gutters along Station Ave which could do with clearing from the crossing to start of concrete section. Also noted was cutting back of suckers from the trees along Newstead Abbey Drive and grass under the picnic tables on Newstead Wildlife Meadow. At the meeting scheduled to be held the following day, the Clerk would walk the route for the Best Kept Village and make a list of work that required doing which would include jobs that the lengthsmans could complete. This would be presented to the Council for approval. **Clerk to prepare list**
- 5.10 Room Hire Charges - Cllr Young queried the increase in room hire charges. The Clerk explained that in addition to the hourly rate now paid for the room, the Parish Council also paid for refreshments at £1 per head based on a total of 15 people attending the meeting. Cllr Young felt this cost appeared to be extravagant if added up over the year. It was noted refreshments were provided for Cllrs who attended the meeting often straight from work. As a number of Cllrs were not present at the meeting, it was agreed that any decision on this item would be deferred until the next meeting.
- 5.11 Flooding Issues - Cllr Burnham reported this was still ongoing
- 5.12 Revised Mowing Regime - Cllr Burnham had noted that the grass in the triangle at the junction of Tilford Road/Hucknall Road had been cut but the grass cuttings left over the road. He felt these should have been swept up. It was agreed that the Clerk write to Gedling Borough Council to complain. **Clerk to action**
- 5.13 Mail Box - Cllr Burnham was pleased to advise the damaged mail box outside the Post Office had now been replaced. It was agreed that a letter of thanks would be sent to the Royal Mail. **Clerk to action**
- 5.14 Village Nameplate Signs - These had now been installed by Malcolm Lane. Feedback from residents had been favourable and Councillors felt that the nameplates looked extremely good and that the art work on the name plates and colours were excellent. It was noted that funds to complete this work came from the Notts County Council as part of the LIS. It was also agreed that a letter of thanks would be sent to Malcolm Lane for their work on the nameplates.

The meeting closed to allow members of the public to bring up the next matters

Ward Cllr Mrs P Andrew felt that the Chairman during her report should have thanked either no one or everyone as it felt wrong to single out some individuals but not others. This was accepted by the Chairman.

The meeting reopened

6. Finance Receipts and Payments for May 2014

Receipts.

£315.00	Fees for burial of cremated remains in Newstead Cemetery burial section plus purchase of plot
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£25.00 Charges for inscription on an existing memorial

Cheques for approval at this meeting

100085	Newstead Centre	£45.00	Room hire charges for May meeting
100086	Clarke's Cemetery Services	£670.00	Maintenance of village greens and cemetery
100087	C J Price	£150.00	Internal Audit Fee
100088	N.A.L.C	£17.00	Local Council Review
100089	Mrs P A Wise	£15.00	Chairman's Allowance (May)
100090	Mrs J Johnson	£294.84	Clerks Wages (May)
100091	Notts County Council	£63.02	Pension Contributions - (May)
100092	Mrs J Johnson	£26.95	Clerk's expenses (May)
			Postage/Other 15.10
			Tel/Broadband 6.00
			Mobile Calls Nil
			Mileage 5.85
			Total £26.95
10093	Notts ALC	£90.00	'The Basics of Planning' Seminar. NB This is for three Cllrs to attend

Cllr Burnham also asked for a cheque made payable to Naturescape for an unspecified amount which he would complete at the suppliers to enable him and the Chairman to purchase and pay for plants for the Old Cemetery.

It was agreed that up to the sum of £150 could be spent.

The Council approved accounts for payment as presented.

ii) To Review and Update the Council's Risk Assessment - The Clerk's recommendations for changes to the risk register were circulated with the agenda which included updating the insurance details and a suggestion by the internal auditor that the Council may like to look into insuring the notice boards. The Clerk also suggested that the Council may also wish to insure the new village nameplates. It was agreed by Cllrs that quotes for the above should be obtained. **Clerk to speak to Insurers**

iii) To Consider the Recommendations Arising from the Internal Audit

The following recommendations were received from the Auditor arising out of an internal audit of the Council's accounts completed during the week beginning 18th May. These were as follows:

a) Receipts - To include a separate heading in Receipts to include grants received towards capital items rather than included as now under 'Other Income' - Action Taken *New heading included on Receipts and Payment Summary of 'Capital Grants'.*

b) Payments - Fees for the Society of Local Council Clerks to be moved to Audit/Insurance/Subscriptions rather than Expenses - Action Taken *Payment now included under this item*

c) Risk Assessment - The Council should consider insuring its notice boards against property damage. Action Taken *Suggestion put to the Council for consideration.*

d) Also the Sum Insured shown in respect of Personal Accident Cover be reduced to £25k as per the present cover and not £50k as shown. Action Taken *Correction made to Risk Assessment*

e) Deposit Account - The internal auditor has suggested the Council looks to open a deposit account to maximise interest received- Action Taken *Clerk has now set up new deposit account with HSBC as agreed by the Parish Council.*

iv) To Approve Accounts for 2013/2014 - A report on the accounts had been provided with the agenda on which the Clerk spoke. Overall the Council's accounts were in a healthier position than expected. Cllr Barnfather advised that money for the interactive speed sign came from his allowance as a County Cllr and not LIS as stated in the report. Cllr C Barnfather noted the grant from Gedling Borough Council towards Council Tax Support and commented that further funds had been paid to Gedling from the government, which should have been distributed to Parish Councils. This had worked out at approx £3.5K between 11 parishes. He asked the Council if it would support his efforts to have these funds distributed to parish councils and this was agreed.

With no further questions it was agreed the accounts for 2013/2014 be approved.

v) To sign the Annual Return - Having been satisfied that the Parish Council have addressed the matters as outlined in the Annual Return, the Chairman signed the Annual Return on behalf of the Council.

12 Matters concerning Newstead Village

- 12.1 Garden Competition - The Chairman advised that Deborah Widdowson was happy with the response received far. Deborah will also collect the plants for the planters the day after the meeting. There was a noticeable amount of litter in the village She felt the momentum for the Best Kept Village Competition would grow. It was unclear who would attend the meeting on the following day but it was agreed the Clerk would make note of 'hot spots' for action.
- 12.2 Livingstone Street - The Clerk confirmed no application had been received for a dropped kerb however she explained that as the resident could access the hard standing from his existing driveway, no application is likely to be received
- 12.3 Lamp on Bryon Street - The Chairman reported a fault on lamp column 8 which was flashing on/off during the night **Clerk to report**
- 12.4 Newstead Road - Cllr Burnham reported the problem of flooding in the carriageway at a point on this road in front of the new estate. Cllr Barnfather understood that the developer was to carry out improvement work to the Highway and would follow this up. It was agreed that Cllr Burnham would e-mail photos of the flooding to Cllr Barnfather.
- 12.5 Children's Play Area - Further pooling of water was also noted outside the Children's play area. It was agreed the Clerk would write to Gedling pointing out this problem. **Clerk to action**
- 12.6 Teddy Bears Picnic - This event to be held by Gedling Homes on 30th June 2014 was noted. It was confirmed that the reference to Newstead Park in fact referred to Pocket Park
- 12.7 Police - Cllr Burnham advised that following an affray in the village, the Police had taken some 25 minutes to attend a 999 call in what could have been a life threatening situation. He did not feel this was acceptable and it was agreed a letter should be sent to the Police Commissioner advising of the Council's concerns. **Clerk to action**

13 Matters concerning Newstead Abbey Park.

- 13.1 Gate Codes - Cllr Young advised that residents received letters notifying them that the codes to the rear gate would shortly be changing as from 1st July.
- 13.2 Thefts from Properties - Cllr Gascoigne advised there had been some recent thefts from homes in the park with lead being removed from roofs and oil tanks drained.
- 13.3 Newstead Abbey Partnership - Cllr Barnfather asked Cllrs whether they were aware of this partnership which was essentially a 'Friends of' group. The Chairman advised she had received details of the next meeting as she had attended the original meeting to establish this group. It was agreed that details of the forthcoming meeting would be passed to Cllr Young.

14. Correspondence.

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

- 14.1 Notts Orienteering Club - The Clerk read out a letter of an event to be held in Bryon's Walk on the 12 October where a string course would also be provided. This involves following string around the forest/trees and finding picture boards and was for younger persons. The Club was seeking permission from the Parish Council for use of the grassland between Hazleford Way and the skate park for the string course. The Clerk advised that she had asked for further information from Club but this had not yet been forthcoming, however from the description given, the Parish Council did not own the land and so was unable to

give permission. Cllr Burnham advised that the area concerned fell into Ashfield and the Club be referred to them.

14.2 Minutes of Future Newstead Meeting and Events Calendar - These were noted

15. **Planning Applications.**

The following planning application was received and discussed:

2014/0560 - Unit 22, Hazleford Way, Newstead (change of Use from B Class to Plant Hire Yard)

Cllr Burnham was concerned regarding implications on the highway regarding the passage of large pieces of plant. It was also agreed that the Parish Council should seek restrictions on the hours the business could operate where it was noted that the applicant was seeking unlimited restrictions. It was noted that the core business activity took place between 0700 and 1800 hrs and that use should be restricted to these hours. The late notification of this application was also noted and it was agreed that representations should be made to Gedling to have applications sent out in a timely manner. It was also agreed the Clerk would write the letter of objection on this application and circulate this to Councillors for approval. **Clerk to action**

16. **Matters Concerning the Cemetery**

16.1 Next Meeting of the Cemetery Committee - As a result of wet weather on the day, the original meeting of the cemetery committee had been cancelled. A further date was agreed for Sunday 29th June starting at 12.30pm in the cemetery.

16.2 Pump - The Clerk had been advised by Mick Kimpton that the pump in the new cemetery was becoming difficult to operate as this was sticking due to worn bearings and that a new pump was probably required. He has been asked by the Clerk to obtain an estimate on behalf of the Council which will be brought to future meetings.

16.2 Old Cemetery - It was noted by Cllr Burnham that paths had been cut in the grass to the old cemetery but no paths had been cut to the graves at the end of the churchyard as previously agreed. **Clerk to speak to Anthony Clarke.**

17. **Reports from External Meetings**

The Youth Centre - Cllr Young advised that attendance at the Youth Centre was good. Funding has been obtained for boxing and cookery classes. Also the young people had been involved in a 24 hour walk to raise money for cancer research

18. **Items the Chairman considers urgent**

None

19. **Date of Next Meeting.**

The next meeting of the Parish Council would be held on Wednesday 2nd July at 7.30pm.

With no further business to be discussed the meeting closed at 9.40pm