

## NEWSTEAD PARISH COUNCIL

### Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 1 April 2015

1. **Present:** Cllrs: Mrs P Wise (Chairman), Mrs D Adams, Mrs B Blood, Mrs J Booth, Mr P Burnham, Ms H Crouch, Mr S Gascoigne, Mrs P Young, Also present Ward Cllr Mrs P Andrews plus 2 members of the public.
2. **Apologies for absence:** Apologies received from Cllr A Halliwell and also County Cllr Mr C Barnfather.
3. **Declarations of Personal & Prejudicial Interest:**  
No interests were declared
4. **Approval of the Minutes held on 4th March 2015**  
The minutes were approved and signed by the Chair.
5. **Matters Arising from the Minutes**
  - 5.1 **Highways/Flooding issues** - Cllrs reported that lights on the terraces were still flicking on/off. The Clerk was asked to report this matter again.
  - 5.2 **Abbey Street/Byron Street Sign** - An estimate had now been obtained from Gedling Borough Council to supply several new street nameplate signs as previously agreed at a cost of £236.00 plus VAT. The Clerk advised she had discussed the position with Gedling Borough Council, where at present there was insufficient funds remaining in their budget to replace these signs. An undertaking had been given that if the Parish Council purchased the new nameplates, Gedling Borough Council would be prepared to install them at no cost to the Parish Council. Having discussed this offer Cllrs agreed that as the cost was less than expected, the Parish Council would fund the new nameplates and the Clerk would contact Gedling BC accordingly.
  - 5.3 **The Lengthsman's Scheme** - This item would be covered later in the meeting.
  - 5.4 **Off Road Biking** - Further information on this item would be given later in the meeting.
  - 5.5 **Pot Holes on Station Ave** - Cllr P Young advised that as she now sits on the Newstead Abbey Partnership in her capacity as a resident of Newstead Abbey Park, she questioned whether a further meeting with the Abbey staff was necessary given that she would be happy to raise any concerns raised by the Council in relation to the Abbey. In light of this offer by Cllr Young, councillors agreed not to seek a further meeting at this stage.
  - 5.6 **Public Speaking** - Cllr Burnham advised that the drains outside 149 Tilford Road had been cleaned out. It was not clear whether this would resolve the flooding issues affecting the park. It was agreed that Cllr Burnham would monitor the situation pending further wet weather and report back to the Council as to whether this problem had now been solved. Further work had also been undertaken on the tree adjacent to 66 Tilford Road to remove a large branch which was previously directly over the roof of this property and where earlier work could not be undertaken as access to branch was impeded by parked cars.
  - 5.7 **Extension to the Cemetery Car Park** - It had been noted that the timetable for work to begin had been delayed by a further two/three weeks and should take place by mid April.
  - 5.8 **Bus Stop opposite Musters Road** - The Clerk advised that this area had been inspected and it had been suggested that repairs were undertaken at the same time as work to install signage relating to 20mph speed limit near the school. Indications were that this work should be completed shortly.
  - 5.9 **Parking outside the Cemetery** - The Clerk advised that a sign which had now been supplied to the Parish Council by Cllr Booth has now been passed to the lengthsman to fix to the pillar at the side of the main gates.
  - 5.10 **Station Road** - No action had been taken to remove litter and it was agreed that the Clerk would contact East Midlands Trains again
  - 5.11 **Elections** - Notes on election procedures had been emailed to all Councillors. A number of election papers were completed by Cllrs both before and after the meeting by those Cllrs wishing to stand again.

- 5.12 Public Speaking Time - Cllr Burnham advised that the rubbish left at 65 Tilford Road had now been removed. The allotment adjacent the play park had been tidied by Allotment Association members Paul Bateman and Dave Carless. Gedling Borough Council had litter picked the forestry area immediately behind the bus stop. A letter had been sent to Gedling Homes re 23 Tilford Road but no reply had yet been received. The Clerk also explained the position in relation to bonfires where a fire had been left smouldering on an allotment for many hours.

*The meeting then closed to allow members of the public to bring up various matters*

No members of the public wished to raise any matters

*Meeting re-opened*

## 6. Finance

### 6.1 Receipts and Payments for April 2015

#### Receipts.

£305	Graham Ward Funeral Director - New interment
£200	Resident - Pre-purchase of burial Plot
£1.91	Interest on Deposit Account to 5.1.15
£1.91	Interest on Deposit Account to 5.2.15
£1.72	Interest on Deposit Account to 5.3.15

#### Cheques for approval at this meeting

100174	Newstead PCC	£100.00	Donation towards Easter Fayre as agreed.
100175	Mr P Burnham	£5.85	Mileage to Police Meeting
100176	Newstead Centre	£45.00	Cost of room hire for March Council meeting
100177	Clarke's Cemetery Services	£65.00	New interment in Newstead Cemetery
100178	Mrs P Wise	£15.00	Chairman's allowance (March)
100179	Mrs J Johnson	£304.43	Clerks Wages (March)
100180	HMRC	£6.60	NI on Clerks wages from 1.1.2015-31.3.2015
100181	Notts County Council	£65.55	Pension Contributions for Clerk (March)
100182	Mrs J Johnson	£27.84	Clerk's expenses Postage/Other
			16.44
			Tel/Broadband
			6.00
			Mobile Calls
			Nil
			Mileage
			5.40
			Total
			<u>27.84</u>

Cllrs approved the payments as outlined

### 6.2 Grants Requests Received by the Parish Council

Garden Competition - The Parish Council had been asked what level of support it was prepared to offer towards the competition. Cllrs agreed to sponsor the competition based on the same amount as agreed in the previous financial year. NB £100 agreed previously.

### 6.3 To Appoint an Internal Auditor

Information had now been received from Grant Thornton that an external audit of the Council's accounts would take place on 22 June. As part of this process it would be necessary for the Council to carry out an internal audit of the 2014/2015 accounts. Mr John Price had been appointed previously as the internal auditor for the Council. Cllrs agreed he could again be appointed to carry out audit where his usual fee for carrying out this work is £150.

The Clerk also advised that as from July 2015, a new transparency codes for parish councils would become effective. This would require publication of all payments over £100, the agendas for all Council meetings to be published online, minutes of meetings to be published within one month from the date of that meeting, plus a number of other requirements.

#### 7. The Lengthsman's Scheme

The Clerk explained that a meeting had been called with the lengthsman where he had advised that work had been completed in January re cutting back shrubs on Station Ave, but no material difference had been noted in the area concerned. This meeting had been attended by the Clerk and Cllr Burnham. The misunderstanding had arisen where no cutting back of shrubs had been undertaken on Station Ave leading up to Vicarage Corner, which also included an overgrown gorse bush on the corner. The lengthsman advised substantial work had been undertaken by cutting back overhanging tree branches after Vicarage Corner and up to the Abbey entrance and it was evident from the sawn branches noted that this was the case. As a result of the meeting, further work would now be undertaken on that part of the road leading up to Vicarage Corner. In addition further work had been agreed with the lengthsman in order to use up the allocated hours and which included the following: -

- Hucknall Road - To remove weeds and overgrowth on barb wire fence skirting the forest opposite the junction with Tilford Road in order to improve visibility around this corner and to re-stain the public bench adjacent to the Cemetery Car Park.
- Service Road to Chapel Terrace - To trim back brambles overlapping the existing retaining wall and remove brambles currently growing through metal railings surrounding Central Rewinds.
- Cemetery - Paint main gates and pedestrian entrance gate black and gold as existing, fix 'No Parking' sign to pillar adjacent the main gates, paint the wooden bollards outside entrance black with white tops (so more easily seen) and paint notice board.
- Newstead Wildlife Meadow - Re-stain existing wooden benches

Taking into consideration the additional work that had been agreed, the Clerk advised that some 49 hours now remained on this scheme. It was agreed the Council would fund the lengthsman for the materials required to undertake the work e.g paint.

Cllr Gascoigne confirmed that the lengthsman had now cut back the shrubs on Station Ave but had noted that some cuttings had been left on the grass verge. It was noted this was probably as a result of gusty conditions when the work was undertaken as previously all cuttings had been disposed of by the lengthsman. Cllrs approved the work as outlined with Cllr Adams suggesting the lengthsman could be used to help put back an existing gate on Pocket Park where this had been damaged. Cllr Young also suggested the lengthsman could look to cut back some of the brambles on the grassed area between the Robin Hood Line and Station Ave.

Finally it was noted the grass verge on Station Road was also looking overgrown. Clerk to ask Anthony Clarke to cut this grass which is now part of the grounds maintenance contract agreed with him but which did not come into force until today.

8. Skate Board Park - This had been put back on the agenda at the request of the Chairman where she felt that some of the reserves could perhaps be used to enhance this area. Cllr Burnham confirmed that during the above meeting with the lengthsman, a visit had been made to the park to see whether there was any action that could be taken by the lengthsman to improve the flooding experienced on part of the skate ramp. Essentially part of the half ramp was below existing ground levels where excess water from the surrounding grassed area accumulates. It was felt a retaining wall between the tarmac and grassed area may prevent the equipment being flooded, although the Chairman was not convinced that a wall would resolve the problems. It was agreed that the Parish Council should take further advice on this matter and the Clerk

to consult with Gedling Borough Council to find the best solutions to address this problem and, if agreed, would obtain quotes for a wall.

9. **Procedural Issues for May Election/Policy for Election of Chair** - Following requests by several Cllrs, it was agreed that election of the Chair at the forthcoming AGM of the new council would be held by secret ballot.

10. **Matters concerning Newstead Village**

- 10.1 **Station Hotel** - Following apparent activity at the Station Hotel including a large bonfire, the Police had been alerted to possible criminal damage at the Hotel. When Police attended the scene they found the owner of the premises who confirmed that much damage had been caused over the past few months to the building. During subsequent conversations with the owner it was reported that the brewery did in fact own all of the car park to the Newstead Centre, which in turn had been leased to the Centre. The Chairman confirmed that a 99 year lease had been agreed and an approach had been made by the brewery to terminate the agreement. The matter had been placed in the hands of CISWO and she was not aware of current developments. It was noted that the subject of the Station Hotel was discussed at a recent meeting of New Future Newstead and it was agreed that enquiries be made through them to see whether they were aware of any further developments regarding this site. Cllr Adams felt there were many good reasons why this site should not be built on.
- 10.2 **Speed Humps on Musters Road** - It was reported by Cllr Adams that speed hump signs on Musters Road had been turned some 180 degrees by vandals and no longer faced in the right direction. Resolved the matter be reported to Highways.
- 10.3 **Land on Fraser Street** - Cllr Young reported that this land had been successfully sold at auction.

11 **Matters concerning Newstead Abbey Park.**

- 11.1 **High Leys Road** - Cllr Blood reported that there had been an incident of flytipping on High Leys Road close to the public footpath into adjacent wood land. This comprised a number of black bags containing domestic junk and an old settee and chairs. Clerk to report to Gedling Borough Council.
- 11.2 **Fly Tipping on Vicarage Corner** - Cllr Gascoigne confirmed that the tipping of a vast number of old car parts previously reported had now been cleared. A substantial amount of rubbish had been dumped and investigations of the rubbish had been undertaken to identify the persons responsible.
- 11.3 **Trees on Abbey Drive** - Cllr Gascoigne reported that brash was currently being removed from trees lining Abbey Drive which overall would look much improved. However a number of branches had been left in situ which were currently being thrown around. He understood a contract for the work had been agreed with CAST, who were currently trying to source a wood chipper to dispose of the waste. It was agreed that Cllr Young would speak to the Abbey regarding this issue to see what agreement had been reached with CAST. If paid to carry out this work, then disposal of brash should be undertaken as a matter of priority.

12. **Correspondence**

The following items of correspondence were specifically discussed by the Council.

12.1 **Minutes of New Future Newstead Meeting - 17th March**

These had been circulated to members. Cllr Burnham advised he had objected to some of the comments made in the minutes relating to the Parish Council and had responded directly on these. It was agreed a copy of his response would be circulated to all other Council members. Cllr Adams felt it was important to know what issues the Parish Council were not felt to be addressing and suggested that greater contact be made with Future Newstead to ascertain what the Council were not doing. It was understood Cllr Burnham's response would be discussed at the next meeting of New Future Newstead which would take place on 12th May at 7pm at the Newstead Centre.

12.2 Off Road Bikers - A local resident had complained about the actions of a large number of off road bikers which she had encountered whilst dog walking in Newstead and Annesley forest and had asked if the Parish Council would write to the Forestry Commission requesting they install signs stating 'no bikes'. Whilst Cllrs sympathised with the problems experienced, it was felt that signs would be ineffective as there was virtually unlimited access to the forest and any signs would simply be ignored. The best course of action was that members of the public continued to report problems using the 101 number, where subject to enough complaints being received, resources such as the Police off Road Team would be diverted to this area.

13. Planning Applications

None received

14. Matters Concerning the Cemetery

None

15. Reports from External Meetings

Police Meeting - Cllr Burnham confirmed that he had attended a Police and Parishes meeting at Ravenshead Leisure Centre on 10 March. Although unable to attend Pc Kylie Westlake had sent a report which confirmed she had received numerous reports of off-road bikes in the woods, the country park and Abbey Park. The advice that continues to be offered was for members of public to keep reporting all such incidents to the Police using the 101 number. Following this meeting Cllr Burnham had also spoken to one of the PCSO's who advised the Police were trying to set up a meeting with the Forestry Commission, with an invite to this meeting extended to the Parish Council. Subsequent conversations with the Police confirmed that the problems are not confined simply to Newstead as the bikers ride between Newstead and Annesley and through the woods as far as Felley, Underwood and Moorgreen. An officer in Kirkby is also trying to get the Police off-road team in situ as soon as possible. Cllr Burnham again stressed it was imperative the public keep reporting bikes as soon as seen or heard.

16. Date of Next Meeting

The next meeting of the Parish Council will be held on Wednesday 13th May following elections.

*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. 7, where this item relates to information relating to the prevention of crime.*

17. Security Measures for the Cemetery

The Council discussed the possibility of CCTV in the cemetery car park.