

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 3 June 2015

1. **Present:** Cllrs: Mrs P Young (Chairman) Mr C Bicknell, Mrs B Blood, Mr C Bullivant, Mr P Burnham, Mr S Gascoigne and Ms J Smith.

Also present were two parishioners.

2. **Apologies for absence:** Apologies were noted from Cllrs Mrs D Adams and Miss H Scott. Also from County Cllr Mr C Barnfather and Ward Cllrs Mr B Andrews and Mr C Powell.

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

No interests were declared by Cllrs.

4. **Approval of the Minutes**

Council Meeting - 13 May 2015 - Subject to the following corrections; that under agenda item 2 - the minutes to read 'Mrs B Blood', under item 4 to read 'seconded by Cllr H Scott, item 13 under cheque no 100094 - to read 'Cost of wildlife plugs planted in Newstead Old Cemetery' and with the following omission that under final item a suggestion to make the cemetery car park 'disabled access only' was not agreed. With these corrections noted it was proposed and seconded that the minutes be approved as a true record and this was agreed.

5. **Matters Arising from the Minutes**

- 5.1 Highways - The Chairman thanked all Cllrs who took pictures of the flooding. These will be passed to Highways to provide evidence of the flooding in question and location.
- 5.2 Abbey Street/Bryon Signs - One of the Abbey/Byron Street signs has now been replaced along with the sign opposite Cornerstone House denoting names of the terraces. More new signs will follow.
- 5.3 23 Tilford Road - The Clerk confirmed that still no response had been received. Cllr Burnham advised that no meetings of Gedling Homes had taken place since the last council meeting but this item would be raised at the next meeting he attended
- 5.4 Station Hotel - The Clerk has spoken to Gedling Borough who have confirmed they were in talks with developers. As such she has asked if there was a way the Parish Council could become involved in these discussions and she is presently awaiting a call back from Alison Gibson, Local Plans Manager. Cllr Smith asked whether it was worth looking to register the Car Park and Newstead Centre as a community asset under the 2011 Localism Act. It was noted that some roof soffits, building rubbles and window frames had been dumped in the entrance to the field and the Clerk will report this to Gedling Borough Council. Whether this will be removed is another matter as waste dumped on private land is usually the responsibility of the land owner to remove.
- 5.5 Police Meeting/ Bikes - An email had been received from Liam Russell on behalf of Newstead Enterprise who advised categorically there were no plans for an off road bike course on the country park. Cllr Gascoigne advised he had also reported bikers on land behind his home. Cllr Bullivant felt activity by bikers had declined in recent weeks. It was noted that the pedestrian gate into the cricket field had been removed allowing easier access to the sports field. It was agreed this would be reported to Gedling Borough Council. The advice to keep reporting incidents via the 101 number was reiterated. Cllr Burnham commented that the Police were currently fielding up to 16 calls a day regarding off road bikers.
- 5.6 Public Speaking - The Clerk confirmed she had spoken to the Newstead Centre who have given permission for access to carry out the work to the area of land behind the Bowls Club. The Secretary of the Bowls Club is delighted that someone will tidy this area and the Bowls Club may be able to help re disposal of waste. Cllr Bicknell advised since the last meeting he had now taken a closer look at this area and realised that it was so narrow as to impede access into the site.

- 5.7 Accounts - An internal audit of the accounts for 2014/15 had been carried out. There were no recommendations arising from this audit.
- 5.8 Insurance - This was renewed with the Zurich at a substantial saving by the Council. The cost of renewing this policy has decreased from £1097.25 to £615.74 for a three year agreement. Councillors were pleased at the cost savings achieved.
- 5.9 Japanese Knotweed - The Clerk advised the following action had been taken
- a) Letter sent to Marshall Farms re knotweed in the field adjacent the Newstead Wildflower Meadow - Confirmation now received that they will treat the knotweed as appropriate.
 - b) Knotweed on Sports Playing Field - This has been discussed with Gedling Borough Council's Parks Officer Kevin McGuinness who advised that due to the extent of area affected by knotweed and the cost of treatment, the area affected will be split into three and treated over a three year period. The Clerk explained that in Year 1 the first area will be treated. In Year 2 the second area will be treated and should any knotweed still remain in area 1, this will be retreated at the same time. In year 3, the third area will be treated along with any knotweed remaining in areas 1 & 2. Gedling Borough Council has also agreed to cut back the overgrowth on Station Ave between the railway line and Station Ave after the mowed section. The Clerk also advised that during the current financial year £50k had been shaved off Gedling's budget towards the upkeep of parks, whilst next year the reduction would be £250K.
 - c) As agreed Jonathon Rhodes was instructed to treat knotweed in Newstead Wildlife Meadow and treatment is currently underway.
- 5.10 High Leys Road - The Clerk advised that no action had been taken as yet. Cllr Smith confirmed she had spoken to Pip Bateman who leads the Nordic walkers each week into Priory Woods from High Leys Road and who will speak to her class not to park on the pavements in future
- 5.11 Station Ave - P Young had enquired about the cost of a sign from the Abbey and use of existing notice board to post notices and cost of sign for 'No vehicle access to Newstead Abbey Park'. Also the Chairman also clarified the advice received regarding access to this site and read from an email received from Rachael Dewsbury, Manager at the Abbey which advised
- 'Newstead Abbey is an historic site with a private road. It is a chargeable tourist attraction which requires a contribution through admission charges for the continuing maintenance and upkeep of the site. The road is accessible to residents of Newstead Abbey estate and authorities who require access only e.g. police, fire, pastors, resident associations, doctors etc. We cannot allow access to anyone other than these persons mentioned above.'*
- Cllr Smith asked whether existing residents of Newstead Abbey Park contributed towards the upkeep of Station Ave. Cllr Young advised that most of wear was not caused by existing residents but farm vehicles especially those connected with sugar beet and also persons visiting the delivery stables. Cllr Gascoigne also confirmed that several years ago the City Council waived the requirement for residents to pay for drive repairs by requesting a one off payment of a single lump sum equivalent to approx ten times the amount paid annually in return for no further contributions. Since that time the Nottingham City Council has not maintained the drive but is now working to resurface this in sections. Flooding problems on Station Road around 'The Granary' had now been rectified.
- 5.12 Training Sessions - These have now been booked with Cllrs Bicknell, Gascoigne and Young to attend the session to be held at Nuthall.
- 5.13 Security Measures for Cemetery - Steven Scott of Gee Security informed no action to be taken at present. Further flytipping was reported in the cemetery car park.

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 reopened

6. Accounts

i) Receipts and Payments for June 2015

Receipts.

£225 New interment in Newstead Cemetery

Cheques for approval at this meeting

100192	Zurich Municipal	£615.74	Combined insurance policy for Council
100193	Newstead Centre	£45.00	Cost of room hire for May Council meeting
100194	Notts A. .L C.	£75.00	New Cllrs training session by NALC x 3
100195	C J Price	£150.00	Cost of internal audit
100196	R P Milliken	£193.97	Cost of renewing Newstead web site for next three years
100197	Clarke's Cemetery Services	£450.00	Burial charges for two new interments in Newstead cemetery.
100198	Clarke's Cemetery Services	£560.00	Grounds Maintenance Work carried out during May
100199	Mrs P Young	£15.00	Chairman's allowance (May)
100200	Mrs J Johnson	£304.43	Clerks Wages (May)
100201	Notts County Council	£65.55	Pension Contributions for Clerk (May)
100202	Mrs J Johnson	£39.01	Clerk's expenses (May)
			Postage/Other 35.86
			Tel/Broadband 6.00*
			Mobile Calls Nil
			Mileage <u>3.15</u>
			Total <u>45.01</u>

NB The cost of broadband for May was not refunded as part of the expenses of the Clerk and will be included within July's total

ii) **To Consider Recommendation Arising from the Audit**

The Clerk advised that no recommendation arose from the audit of the Council's 2014/2015 accounts on which an unqualified opinion was given.

iii) **To Approve the Accounts of the Council for 2014/2015**

A copy of the report on the accounts had been emailed to Cllrs prior to the meeting. Additional income had been received from the cemetery services provided by the Council. The Clerk advised more burials meant less time to complete other work for the Council within the hours paid. A number of additional hours had been worked by the Clerk in order to keep things running, although it was felt the number of hours required each week would settle down. It was agreed that the Clerk should make a note of the additional hours worked and that a one off payment could be considered for these hours. Whilst no further questions were asked regarding individual items of expenditure a discussion ensued on what were the appropriate level of reserves that the Parish Council should retain. As a rule of thumb the Clerk advised the Council should retain reserves roughly equivalent to the level of precept. She also confirmed the Parish Council had previously earmarked £40k towards the extension of the new cemetery, although she was not aware of any costings within the parish records to support why this amount had been chosen. She advised it was the prerogative of the new Council to decide whether the extension of the existing cemetery remained the priority or whether funds be allocated elsewhere. It was further agreed this matter was one to be discussed by the Cemetery Committee taking into consideration the remaining availability in the existing cemetery.

With this noted Cllrs approved the accounts for 2014/2015.

iv) **To sign the Annual Return** - Having been satisfied that the Parish Council have addressed the matters as outlined in Section 2 of the Annual Return, the Chairman signed the Annual Return on behalf of the Council.

(v) **Grant Awards**

Newstead PCC - A grant request had been received by the Parish Council from Newstead PCC for a contribution towards the cost of holding the annual Summer Fayre. It was explained that Newstead PCC had received various grants from the Council which had contributed to the Easter, Summer and Christmas Fayres held by the PCC and that the amount requested represented a significant amount of the Council's budget available for donations to local groups. Concern was expressed that monies raised in any one fundraising event did not appear to be used towards expenses incurred by the next event where it was noted that over £800 had been raised by the Christmas Fayre.. Cllrs felt that more information should be provided before a further grant was considered such as the total cost of the event along with more detailed breakdown of these costs. Also whether any other individual/organisation has been approached for grants to this event. Clerk to request this additional information.

7. The Lengthsman Scheme

It was explained this item is included as a regular item on the agenda so that Cllrs could pass on any suggestions of work to be undertaken by the lengthsman. It was explained that the Parish Council was part of the scheme with four other Parish Councils and that Newstead had been allocated 13 hours of work each month from the lengthsman whose time has already been paid for by a grant received from Notts County Council. Cllr P Burnham asked if the lengthman could again remove the overgrowth around the wire fence on Forestry Commission land opposite the junction between Hucknall Road and Tilford Road in order to improve visibility on the bend. This was agreed.

8. Matters concerning Newstead Village

8.1 Newsletter

The Chairman advised this item had been put on the agenda following discussion with a number of new Cllrs and her own recent campaigning which highlighted the need to keep parishioners informed of what was happening in the Parish. Discussions ensued as to whether a newsletter should just be from the Parish Council, or an amalgamated newsletter from all groups in the parish and whether circulation of the newsletter should be to village residents only or distributed across the wider parish. Details were also required on the costs of producing a newsletter, the number of copies to be produced and means of distribution. The Chairman felt that any newsletter should be parish wide and perhaps include an annual summary of what the Parish Council has achieved. There was also the question of who would pull together the newsletter, write articles, instruct the print company, etc, all which was felt would require a number of volunteers.

Pat Harvey, one of the parishioners attending the meeting, advised that she had previously been the editor of the village newsletter for six years before her role was taken over by Paul Bateman. She advised the main problem was lack of articles for the newsletter. Many groups would promise items for the newsletter but these were never received and she often had to chase round for these. It was agreed that more research on this matter was required and Cllr Bicknell would make some further enquiries on this matter.

8.2 Skateboard Park The Clerk advised she had met with Kevin McGuinness and Terry Ball, Parks and Street Care Officers at Gedling Borough Council at the site. Problems caused by water collecting at the foot of the skate park ramp were discussed. Mr McGuinness confirmed it would be possible to install drainage in the area affected with the run off to be collected in an area just before the established trees adjacent to Tilford Road. This area would also need to be planted with shrubs to absorb the excess water drained from the hard standing at the foot of the skate ramp. It was agreed that Mr McGuinness would speak with the drainage engineer at Gedling to devise a suitable scheme for draining this area. The Clerk also discussed the possibility of painting the existing equipment as this now looked drab and permission was granted by the Borough Council to paint the equipment. The use of a graffiti artist was also discussed but it was emphasised whatever was agreed would need to be undertaken in conjunction with local youngsters. It was also agreed that if the Parish Council did purchase the paint required to carry out this work, any spare paint could then be used to paint the play equipment on the small play park off Tilford Road (also owned by Gedling BC). It was suggested the Youth Club may themselves like to take part in painting the equipment or at least choose the colours they would like the equipment to be painted. If the Youth Club did not wish to paint the equipment, this could be done by the lengthsman in the hours still remaining to be allocated.

Cllrs recalled that the original design on the skateboard was undertaken by Toz Flanders and it was agreed that he would be approached to see whether he was interested in professionally repainting the ramp as before and who would also work in conjunction with the Youth Club. It was also agreed the Parish Council purchase the paint required for job and the lengthsman be asked to paint the equipment on the small play park with any remaining paint.

9 Matters concerning Newstead Abbey Park.

9.1 Newstead Abbey

Drainage work currently being undertaken in the main Newstead Abbey car park was noted. Cllr Smith also queried whether it would have been more environmentally friendly to have left the brash previously cut down from around the trees on Station Ave. It was explained that the brash was unfortunately was being kicked around on to the road creating a hazard.

9.2 Newstead Abbey Partnership

Following her attendance at meetings of the Newstead Abbey Partnership, the Chairman advised that Newstead Abbey is now financially self sufficient i.e. income now matches expenditure. The 'glamping' proposal has been put on hold for a year whilst work is carried out to Gardeners Cottage. The East Lodge has been withdrawn from sale and will also be let out as a holiday home There will be a symposium on the 15th June for all members of the Partnership to attend.

10. Correspondence.

The following items were specifically discussed.

Unison - Request for support against intended cuts to the number of PCSO's employed in Nottinghamshire
Cllrs agreed to support this request.

Landfill Communities Levy - It was agreed that as the questions asked in the consultation were highly technical the Council would write a general response supporting the continuation of the Landfill Community Levy

Garden Competition - Debbie Widdowson has asked if the Parish Council will put forward a judge for this competition to be held on 8th and 9th July. It was agreed Cllr Young would be asked to judge this competition

Best Kept Village - Due to lack of time it was agreed not to enter the village this coming year but moreover to enter next year with preparations for this contest to begin early next year

11 Planning Applications.

Details were tabled circulated regarding a retrospective planning application for work currently being undertaken at West Lodge under planning ref 2015/0380. This was discussed in some detail and the following observations made.

- Damaging impact on Grade 11 listed building.
- Inappropriate development in the Green Belt as scale of development would be exceed 50% increase in the size of the original dwelling which would impact on the openness of the Green Belt
- In previous planning proposals use of outbuilding was given as a studio now a bedroom
- Outbuilding seems larger than shown on original proposals. Parts of this appears to have been rebuilt and extended at the same time
- Outbuilding does not appear to lie on same footprint as before and aligned to main building differently
- The boundary should be restored between original curtilage and woodland brought subsequently.

The Parish Council agreed to support these objections.

12. Matters Concerning the Cemetery

Extension to the Cemetery Car Park

The Clerk along with Cllrs Young and Burnham had met with the contractor Darren Brown on Wednesday 20th May to discuss complications arising in connection with the extension to the cemetery car park. The problems caused by the footings supporting the brick wall adjacent to the pavement were explained. The only way to get around this problem was either to remove the existing wall (this was discounted), or resurface the car park up to

the point where the footings start and then to slab over these at right angles to the wall. In addition, the contractor will also require removal of the remaining tree stump before he is able to clear the site. The cost of this additional work would be an extra £3k, plus a further amount for removal of the stump.

During the meeting, measurements were taken on the extent of the new extension to see whether it would still be possible to accommodate cars parked at 30 degrees to the wall and this remained the case. Following the site meeting held, an estimate had been obtained by Cllr Burnham from Acorn Services for removal of the tree stump which had been given as £150. A further quote was still awaited from Jonathon Rhodes.

Councillors discussed this development and agreed the project should continue. The Clerk confirmed she will now speak to the contractor to ask whether he would also include line marking within the price quoted. It was also agreed to proceed with removal of the tree stump based on the lower of the two quotes once obtained

13. Reports from External Meetings

None

14 Items the Chairman considers urgent

14.1 Identity Badges - The Chairman advised she would like pursue identity badges for all members of the Council and would be asking Cllr Simon Gascoigne to bring his camera to the next Council meeting with a view to obtaining a passport size photo of all new Cllrs to be included as part of the identification badge.

15. Date of Next Meeting.

The next meeting of the Parish Council would be held on Wednesday 1st July at 7.00pm for new members when a short training session would be held with the Clerk. This will be followed by the Council meeting at 7.30pm.