

## NEWSTEAD PARISH COUNCIL

### Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 1 June 2016

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr C Bicknell, Mrs B Blood, Mr P Burnham, and Ms J Smith. Also present was PCSO Darren Scatchard plus three parishioners and Ward Cllr Mr B Andrews plus Mrs Andrews.

2. **Apologies for absence:** Apologies were received from Ward Cllr Mr C Powell and also County Cllr Mr C Barnfather. Belated apologies also received from Cllr H Scott.

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

None

4. **Co-option of a Councillor**

4.1 Abbey Ward

The Clerk advised that no applications had been received to date to fill this vacancy and the position remains vacant.

4.2 Newstead Village Ward

An application from Mr R Butler (a resident of Fraser Street) had been received to fill the vacancy for the Newstead Village ward. The Clerk confirmed that Mr Butler met the criteria to become a member of Newstead Parish Council. Cllr Bicknell proposed that Mr Butler be co-opted onto the Council, seconded by Cllr Burnham and agreed by the remainder of the Council. The Chairman then welcomed Cllr Butler onto the Council and that she had already sent Cllr Butler a copy of the 'Good Councillors Guide'

Mr Butler was then asked to sign the 'Declaration of Office' in the presence of the Proper Officer of the Council.

*Cllrs then resolved to bring the public open session forward to this part of the meeting to allow for the public to raise issues with the Police re off road bikers.*

The three residents attending the meeting discussed the problems with off road bikers and voiced their concern at the problems being experienced. 17 off road bikers had congregated in the village on the previous Sunday and had terrorised at least two of the residents in the vicinity of Pocket Park, both of whom were accompanied by small children. One child had been injured by a thrown bottle. The matter was reported to the Police who had responded immediately. A description of the apparent ringleader of the group was given to the PCSO who attended the meeting. It was stressed that this group of bikers were far more aggressive than had been previously experienced in the village and appeared to have no regard for either persons or property. There were serious concerns that if approached members of the public could be seriously hurt. Problems were also experienced in Newstead Abbey Park, Bestwood, Linby, Annesley and Felley, Underwood and Ravenshead. One of the many concerns was the sheer numbers of bikers who turned up, which could be 15 or more and always led by the same individual. The PCSO responded that the Police were aware of issues regarding these off roaders and a meeting was to be held in Hucknall next week to which various agencies had been invited to discuss means of addressing this issue. He advised that villagers were not to tackle these bikers directly but should telephone any sightings to the Police via the 101 number in order that the Police can build up a profile of routes taken by the culprits. However, if people felt directly threatened, were being intimidated or feared for their safety to ring 999. He explained that resources which can be utilised by the Police to track these persons include the off road team and use of the Police helicopter and a plea was made that if anyone knows anything, or finds out the names of the individuals concerned, to ring the Police with this information. As the bikers appeared to be organised, it was stressed that it may be worth keeping an eye on social media for meeting places, etc. It was also suggested that the Police speak to local garages where at some point the bikers need to refuel. If the Police are aware of when the bikers are likely to be at a particular destination they would be able to arrange to apprehend them.

Some discussion took place as to whether this issue could be raised on TV or via local papers and it was also agreed to put something in the village newsletter. Residents also asked if a request could be made to RCAN to replace the gate on the Country Park (previously vandalised) to prevent entry to the park and this would be followed up by Cllr Scott as a director of Newstead Enterprise.

With no other matters to raise, the residents and PCSO Darren Scatchard left the meeting.

## **5. Approval of the Minutes**

### **Minutes of the Council meeting held on 4<sup>th</sup> May**

It was proposed and seconded that subject to the following amendments/additions - Under 9.11 – Any references to Cllr Smith should be replaced with Cllr Scott and 14.1 where the communication from the church was to attend a meeting, not a service, although residents were welcome to attend the service if they wished - that the minutes be approved as a true record and this was agreed.

## **6. Matters Arising from the Minutes**

- 6.1 Gritting scheme - Confirmation received that the new grit bins are to be installed by Highways in October.
- 6.2 Skate Park – Comments circulated to Cllrs re condition of Spiders Web, where it was noted that the facility had been deliberately made to flex. Cllrs asked whether there had been any response to a request to remove the Youth Shelter from site. The Clerk advised at this stage she had not written to Gedling BC pending advice on the Spider's Web. Cllrs reiterated the request that the Youth Shelter was not used, simply encouraged anti-social behaviour and to write to Gedling to have this removed.
- 6.3 War Memorial – Invoice received for payment. Cllr Burnham advised he was aware that three people in the village may have been Bevin Boys but all three have since died. He will speak to Neil Bettison on how to find out further information. He asked councillors whether they were in agreement to a second memorial within the existing war memorial site and it was confirmed they were.
- 6.4 Vicarage Corner – The fencing had not yet been repaired and it was felt that overgrowth in this area needed to be cut back again.
- 6.5 CCTV on Station Road – No further developments. The Clerk was also asked to chase the position of CCTV due to be installed in the village opposite the chip shop/post office.
- 6.6 Parking outside Cemetery Gates – Shortly after the parking post was installed it had been reported by Cllr Adams that the post had gone. This was later picked up by the Chairman where it had been left adjacent to the main cemetery gate and where there was evidence of impact damage to the post. The Clerk had spoken to Anthony Clarke who would be happy to reinstall the post with longer bolts, if repairable. The Clerk thought it may be a possibility that the post had been damaged by Gedling Borough Council's refuse lorry when it came to empty the bins in the cemetery. Cllrs were asked if they wished for the post to be re-installed to which the answer was yes. Cllrs also suggested that a letter be sent to Gedling Borough Council's Refuse Department drawing attention to the presence of the post once reinstalled. The Chairman advised that following the removal of the post she happened to notice someone parked in front of the gates. When this individual was questioned, she advised she was not aware that there was a car park for specific use of persons visiting the cemetery. As a result the Chairman asked the Council if they would agree to that a notice should be put on the wall of the existing cemetery car park to read 'Car park for Newstead Cemetery and Newstead Meadow' and this was agreed.
- 6.7 Risk Assessment – The Clerk advised that following discussions with Gedling Borough Council, the Borough Council has its own in house topple tester and a suggestion has been that the Parish Council approach Melvyn Cryer to ask if Paul Morris (Gedling's gravedigger) could undertake topple testing on behalf of the Parish Council. Alternatively the Parish Council could choose to send Anthony Clarke (gravedigger) on a course to become topple trained or instruct an independent contractor to undertake the testing. Cllrs agreed in the first instance that an approach should be made to Gedling BC.
- 6.8 MUGA Lights – These have now been ordered from Marlec as per email previously circulated to Cllrs. The Clerk advised that Newstead Youth Cub has paid £500 into the Council's accounts although this would not be validated until the next bank statement received. The revised estimate received from Marlec confirmed the cost of installing

the lights had decreased. This now brought the total funding received/pledged above that required by approx £1k. The Chairman proposed that rather than return this excess funding, it was ring fenced for any future repairs required to the lights, or if not used for repairs, to be spent on projects for young people in the village. This was agreed.

- 6.9 Accounts - Internal audit has now undertaken and findings will be discussed under Finance.
- 6.10 23 Tilford Road – Some clearance has been undertaken by Gedling Borough Council of items from Newstead Centre car park and the front yard. Cllr Burnham understood that a neighbor had complained of rats coming from the back yard of 23 Tilford Road but when she called Gedling Borough Council to treat the problem, she was advised they would make a charge for doing so. A complaint has been made to Mark Spencer MP. Cllr Burnham agreed he would raise the matter with Mark Vasey of Gedling Homes.
- 6.11 Newstead Meadow – It was anticipated that the hives would be in situ around mid July. It was noted that weeds had now grown over existing bales but a further cut would be undertaken late August/early September. Cllr Burnham advised that orchids were now out.
- 6.12 ID Photos – These have now been received from Cllrs Bicknell, Scott and the Chairman.
- 6.13 Best Kept Village - Lengthsman now instructed to remove weeds in the village as priority. The Clerk is currently working through action agreed at the previous council meeting. Cllr Bicknell has removed the flagpole base with the help of two local youngsters. Paint has been purchased by the Clerk for painting seats, railings, etc. Contractor instructed re sign on Hucknall Road. An estimate has been obtained from Anthony Clarke for sum of £200 for removing lower branches off trees on village green. The Clerk asked for approval of this costs and it was agreed by the Council to instruct the work to go ahead. A litter pick had been undertaken on the 21<sup>st</sup> May, during which a mini street cleaner had been requested to sweep the roads between the terraces and these had now been swept. Also the Parish Council was asked if it wished to make a contribution to the Newstead Centre towards the cost of disposing of the litter collected where this had been left in the centre bins and where they pay for removal of waste by weight. It was agreed that the Council would contribute the sum of £10 towards any additional costs incurred. Cllrs were also asked if they still wished a litter pick on Saturday 4 June as previously agreed, where it was noted there may be problems getting hold of the litter picking equipment. As a result of a number of apologies on this date, it was agreed to reschedule the second litter pick for the 25 June. The Chairman also suggested the Youth Centre may like to be involved where they had expressed an interest previously.
- 6.14 Land Adjacent Vicarage Corner – Costs estimated at approx £15k. Deborah Widdowson is to make a single grant claim via WREN, but is presently waiting to hear whether Gedling Borough Council are prepared to pay the matched funding element of £1.5k. As the Parish Council will technically be making the grant claim, a sum equivalent to the handling charge will be deposited into the Council's bank account, if Gedling BC agrees.
- 6.15 Correspondence – Response sent to Mark Spencer MP but invite to meeting yet to be sent. It was agreed that Mark should be invited to the September meeting of the Council.
- 6.16 Clerk's hours - Cllr Burnham advised the Council that following conversations with the Clerk he was aware that the Clerk had worked over the recent Bank Holiday in responding to complaints re off roaders and meeting with the internal auditor. It was agreed to pay the Clerk additional 2 hours overtime for the time spent.

## 7. Accounts

### **Receipts and Payments for June 2016**

#### **Receipts**

£250.00 Mansfield Memorials - New headstone in Newstead Cemetery  
£500.00 Newstead Youth Club – Donation to MUGA Lights

#### **Cheques for Approval**

100311	Clarke's Cemetery Services	£560.00	Maintenance of village greens and cemeteries.
100312	Newstead Centre	£45.00	Room hire costs for May Council meeting.
100313	Mansfield Memorials	£646.91	Work undertaken on the war memorial.
100314	Mrs J Johnson	£31.52	Paint purchased for the lengthsman re seats/rails

100315	Notts ALC	£17.00	Local Councils' Review (Newsletter for Local Councils)
100316	Mrs P Young	£15.00	Chairman's allowance (May)
100317	Mrs J Johnson	£343.98	Clerks wages for May
100318	Notts County Council	£94.36	Pension Contributions for Clerk (May and deficit pension payment due this month of £20.83)
100319	Mrs J Johnson	£18.08	Clerk's expenses
			Postage/Other    £8.93
			Tel/Broadband   £6.00
			Mobile Calls     Nil
			Mileage <u>£3.15</u>
			TOTAL <u>£18.08</u>
100320	Mr J Price	£150.00	Fees for carrying out internal audit
100321	Newstead Centre	£10.00	Contribution towards waste disposal costs

The accounts were approved as stated.

**ii) 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. These were as follows:

- a) Amendment to Risk Asset Register to show increased public liability of £12 million (currently shown as £10 million) and also add Products cover of £12 million. *Action taken* - Clerk has amended risk register
- b) Error on cheque no 100277 – election costs. There appears to be an error in the charges relating to postal vote (written off) – Noted by auditor but not felt to be worth pursuing – *Action taken* - Clerk to write to Gedling BC to ask for rebate.
- c) Movement of cemetery fees incurred under from 'other expenses' to 'cemetery and parish maintenance' - This is a transfer between budget headings which does not alter the amounts in the accounts – *Action taken* – The Clerk has transferred this payment to correct heading.
- d) There was some discussion as to whether donations to the MUGA were 'grants or other income. Agreed with auditor this payment should remain as 'Other Income.'

iii) **To Approve Accounts for 2015/2016** - A report on the accounts had been provided with the agenda. The Clerk welcomed questions on the same. Cllrs asked for confirmation on the amount ring fenced for the future extension of the cemetery, which was £40k. Although she explained that following the collapse of part of the cemetery wall at the Old Cemetery, the cost of renewing this could make substantial inroads into the reserves as will be explained later in the meeting. With no further questions it was agreed the accounts for 2015/2016 be approved by the Council.

iv) **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.

**8. The Lengthsman's Scheme**

The Clerk advised that following the litterpick it was evident that weeds on the highway were now the priority. Also in terms of painting the rails adjacent to the allotment off Tilford Road, the existing hedge has now grown through these railings meaning they cannot be painted at present. It was agreed to delay the painting of these railings until later in the year.

**9. Consultation on the Local Planning Document inc Land off Station Road**

The Clerk advised that consultations were currently being undertaken in the next phase of the Gedling Local Plan. She advised the Council this was the appropriate time for the Parish Council to submit comments on what it would prefer to see in terms of the development of the site off Station Road. Cllr Adams stated that in order to protect the amenity of the existing residents she felt there should be some type of buffer zone between the new site and existing homes on Livingstone Street and Webb Street which currently overlook this site. She was also opposed

to any development above two storey's high and would also like to see some bungalows on this site. It was agreed that the Chairman and Clerk would draw up the initial response for comment by Councillors prior to submission to Gedling Borough Council.

**10. Matters concerning Newstead Village**

10.1 Station Hotel – Flytipping in the form of a gate and old chicken coup had been reported in the grounds of the former Station Hotel. Clerk to report

**11 Matters concerning Newstead Abbey Park.**

11.1 Station Ave - Cllr Adams commented on the worsening of the potholes just past the entrance leading to the Abbey. She also felt the existing 20mph speed signs were too small to be effective. The Chairman advised she had been advised by Rachael Dewsbury that these potholes would be filled shortly and would discuss the concerns raised with the Abbey.

**11. Correspondence.**

None except discussed elsewhere in the meeting

**12. Planning Applications**

The following planning applications were discussed:

2016/0571 – Newstead and Annesley County Country Park, Tilford Road, Newstead (Wind Turbine with maximum height of 100m, associated infrastructure to include building and crane hardstanding) - This application was for minor changes to the previously approved application where the main tower of the turbine would be reduced from 61.5m to 58m in height, but an increase in blade diameter from 77m to 82m. Also the kiosk will be inside an enclosed fibreglass box and painted green. - There were no objections to the changes proposed.

2015/0288 & 2015/0289 – Abbeyfield's Farm, Station Ave, Newstead (Demolition of Existing Outbuilding, Construction of New garage and Wood Store and Drive) - It was agreed that as the application involved the demolition of Grade 2 listed outbuilding, that any proposals should focus on the restoration of the existing outbuildings rather than replacement of the same.

2016/ 0185 – West Lodge, Station Ave, Newstead (Retrospective consent on various works to outbuildings and gardens)

An update had been from Elizabeth Campbell, Planning Officer, Gedling Borough Council in respect of West Lodge. This advised that the builder will be taking the roof off the outbuilding next week and reinstating the roof as approved in 2013. In respect of all the other garden features, she is to discuss with the agent in light of objections from yourselves and Historic England. She asked whether a hedge along the line of the stream on the dwelling side would be acceptable to denote the curtilage of the original boundary. The Parish Council in discussing the last point raised agreed that a hedge would be acceptable in the location suggested provided this would be a permanent feature.

It was also noted that conditional planning consent had been given in respect of 2015/1278 – Land off Fraser Street, Newstead (8 new four bed dwellings) and copies of this permission had been circulated along with the agenda for the meeting.

Finally Cllr Smith had asked if plans had been approved by the Council in respect of the extension to Knights Cross. The Chairman felt sure the Parish Council had been consulted previously on this application and would look up this information.

**13 Cemetery Issues**

**13.1 Cemetery Wall** - The Clerk had telephone Darren Brown in absence of any further response from him and as a result of the telephone conversation with him advised the following:

‘Darren believes the reinstatement of the wall to be a non starter. Up to date he has spoken to three different contractors. One refused to quote (job not worth doing whilst existing trees remain in situ) whilst the others came back with estimates of £20 to £25k. In reality though the extent of the work required and cost will only be determined, once the new footings are prepared and the extent of any tree roots are known’

Even if the wall is rebuilt and underpinned, Darren believes that whilst ever the current mature trees remain in-situ, their roots will eventually destroy the foundations and cracks could appear on the new wall within the next ten years. If all the trees are removed, which itself will be a substantial cost, the cost of rebuilding the wall will be between £8 to £10k. The rebuilding of the wall itself will not be the problem, but the extent of footings required will be an issue’.

Irrespective of whatever is decided, the toppled section and remaining wall will need to be removed and the Clerk has asked Darren to provide a quote for this, which he estimates will be in the region of £2 to £3K. Even if the Council reinstates this section of the wall, the question remains as to what happens to the remainder of the boundary to the south and west as the cost of removing and reinstating these boundaries will be prohibitive. Darren has suggested the best alternative would be to replace the existing wall with a fence (although they only have an existing shelf life of 5 to 10 years) and would require much maintenance. The alternative option is to plant a hedge but this may take several years to reach maturity.

In summary, having discussed this with the Chairman, the Clerk advised that one possible option would be a hedge planted in front of a post and rail fence which would be removed once the hedge has matured. It was noted that Marshall Farms had volunteered to trim the top and their side of any hedge planted.

Councillors agreed that a cost of reinstalling the wall was prohibitive and that a hedge was the best solution in this case. Rather than a post and rail fence, it was felt that a post and wire fence would suffice with the Clerk to obtain an estimate for this with planting to follow. Cllr Burnham agreed to look into suitable hedge types. It was also agreed that an article should be included in the village newsletter to explain the delay in getting this matter resolved.

**14. Reports from External Meetings**

None

**15. Items that the Chairman Considers Urgent**

15.1 Clerk’s Appraisal - The Chairman advised she would be shortly undertaking the Clerk’s appraisal

**16. Date of Next Meeting.**

Following a number of apologies for the next Council meeting originally scheduled to be held on the 13<sup>th</sup> July, it was agreed to bring this meeting forward by two weeks and a revised date agreed of the 29<sup>th</sup> June 2016.

