

## NEWSTEAD PARISH COUNCIL

### Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 7 September 2016

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr C Bicknell, Mr P Burnham, Mr R Butler, Miss H Scott (arrived 7.50pm) and Ms J Smith. Also present was Ward Cllr Mr C Powell. Cllr W Lewis arrived partway through item 8 to discuss matters relating to the Christmas tree.
2. **Apologies for absence:** Apologies were received from Cllr Mrs B Blood. Also Ward Cllrs Mr B Andrews and County Cllr Mr C Barnfather.
3. **Declaration of Personal and Prejudicial Interests**  
Cllrs Bicknell and Scott declared an interest in matters relating to the Newstead Centre as potential Trustees of the Centre. The Clerk declared an interest in respect of item 17.
4. **Approval of the Minutes 29 June 2016**  
It was proposed and seconded subject to the following - that under item 13, Newstead Centre – the meeting held on the 12<sup>th</sup> July was not the AGM - that the minutes be approved as a true record and this was agreed.
5. **Matters Arising from the Minutes**
  - 5.1 **Abbey Ward Vacancy** - Some discussion took place as to whether this vacancy had been advertised in the summer edition of the newsletter. Cllr Bicknell did not recall seeing this in the last edition, but the Clerk confirmed an enquiry had been made to establish if the vacancy remained. This suggested an intent to publish the article. The Chairman also advised she would also be sending out a newsletter for those in the Abbey Ward of the parish.
  - 5.2 **Skate Park** – The Youth Shelter has now been removed. The Clerk has spoken to Toz Flanders, who has confirmed he has now finished painting the skate board park. He advised that when his first attempts at painting the equipment rubbed off, he purchased some undercoat from Ebay at a cost of £30, and used this to undercoat all the equipment subsequently painted. Since completing the work, he has received further requests from local children for their names to be painted on the skate park equipment, so will be adding these. The Council agreed it was happy to pay for his labour cost as previously agreed and also to reimburse Toz for the cost of the undercoat, if a receipt or ebay order for this is produced. Cllr Smith will remind Toz to send this.
  - 5.3 **Vicarage Corner** – Work still not completed.
  - 5.4 **CCTV** – The loose panel has now been fixed back so the wiring is no longer exposed. However the camera is still pointing downwards and has not been fixed. Cllr Burnham enquired whether there had been further progress on the CCTV camera to be installed on Tilford Road. Cllr Powell agreed to chase up the position with Gedling Borough Council.
  - 5.5 **Parking outside Cemetery Gates** – Having looked at the idea of fixing chains to the existing parking post, the Clerk advised it was not possible to make this work as there were no practical means of fixing the chain to the post and it was suggested this option was not pursued. A cost had been approved by the Parish Council (via email) for the new sign in the cemetery car park and this has been delivered to the Clerk's home at a cost of £91 plus VAT. An estimate had now been received from Anthony Clarke for installing the same, plus removal of an existing 'no ball games' sign in the car park at £280. Cllrs felt this cost to be on the expensive side and asked for a second quote to be obtained. Cllrs also felt that the installation of the new sign in the car park may deter parking outside the cemetery gates once this is installed so for the present no further action was proposed.
  - 5.6 **Risk Assessment** – Instructions have been given to Gedling BC to carry out topple testing in the cemetery at £4 plus VAT for each grave tested (approximate cost based on number of graves £600) as agreed via email with Cllrs. It was also noted that since the last meeting, a second quote had been obtained from Independent Memorial Inspections, which although cheaper for the initial inspection, contained a number of additional charges if a grave was found to be unsafe. Councillors ratified the decision to award the contract to Gedling Borough Council.

- 5.7 MUGA Lights – These are now installed and Debbie Widdowson has been refunded £500 out of the excess funds collected for these as agreed.
- 5.8 23 Tilford Road - Much of the rubbish has now been now removed from Newstead Centre car park. The Clerk had requested further information regarding the outcome of the multi agency agreement to discuss this issue. The response received from Jackie Gill, Neighbourhood Co-ordinator was that she and Mark Vasey were to visit the tenant on 27<sup>th</sup> July to discuss the ongoing issues, but the Council had received no update since. Cllrs confirmed that whilst the situation had improved substantially, items were now beginning to accumulate where ‘junk’ picked up by the tenant was being moved between different locations in the village.
- 5.9 Newstead Meadow - Work has been carried out re Japanese Knotweed and Willow Herb. A reminder had been sent to the contractor that the Parish Council is still awaiting an estimate for cutting back and baling the arisings from Newstead Meadow, but this had not yet been received. Cllr Burnham queried why the work could not go ahead as the Council had already approved the work being carried out. The Clerk explained that she had no authority to spend money without authorisation from the Council. Cllr Burnham recalled that the provision in the budget for this work was £1,000, based on the cost last year. In order to ‘speed up the process’, it was therefore agreed to give delegated authority for the Clerk to authorise this work, if the estimate subsequently received was less than £1,000.
- 5.10 ID Badges – Still waiting photos from Cllrs Blood and Smith. Cllr Adams also could not recall sending in her photo. Clerk to check.
- 5.11 Best Kept Village Competition – The judges’ comments had been emailed to Cllrs. The general view was that whilst there were some areas which were very well cared for, the village had not yet achieved the standard set by some of the other villages entering the competition. Some discussion ensued as to whether preparations for the Best Kept Village competition should be started earlier. It was agreed by Cllrs not to enter the competition next year but to look at entering in 2018.
- 5.12 Hanging Baskets - The contractor who currently waters the flowers has suggested in view of poor showing, that watering of the flowers finishes as from the end of August and this was agreed by Cllrs. The Parish Council had also received a complaint from a parishioner re the poor standard of the flowers this year. Cllrs felt the displays were not as good as in previous years and it was agreed to seek a quote from the Parks Department at Gedling for planting next year. Cllr C Powell to speak with Gedling parks department.
- 5.13 Area Between Sports Ground/ Vicarage Corner – It was agreed the Clerk would find out the current position from the Newstead Locality Co-ordinator, Debbie Widdowson
- 5.14 Response to Local Planning Document – Response sent as agreed and acknowledgement received.
- 5.15 Grassed Area around MUGA – This is now being strimmed on a regular basis.
- 5.16 Newstead Meadow – Area under picnic tables now being strimmed.
- 5.17 Junction of Fraser Street/Tilford Road – Confirmation has been received from Highways that the white lining at these junctions will be carried out. Highways are not prepared to consider white lining Tilford Road at the junction with Station Road, as this part of the highway is not part of the adopted highway. It was agreed to write to Northfield Construction (believed to own this section of the road), to see if they would white line this.
- 5.18 Station Ave - An estimate had been received from Jonathon Rhodes to remove the brambles at a cost of £120, and approval given for the work to proceed by email. The Council noted this area required repeated strimming in order to keep the brambles from growing back and discussed how often it felt these should be strimmed. Excluding winter, it was agreed these should be cut down at least three times a year.
- 5.19 Cemetery Issues - The request from a parishioner to cut a branch near a relative’s grave was refused following a decision by the cemetery committee.

## **6. Accounts**

### **6.1 Receipts and Payments for August/September 2016**

#### **Receipts**

- £250 - Fee for headstone on Plot 101  
 £220 – Fee for pre purchase of Plot 94

### Cheques for Approval

100330	Gedling Borough Council	£500.00	Refund of MUGA contributions as agreed.
100331	Newstead PCC	£50.00	Contribution towards summer fayre
100332	Clarke's Cemetery Services	£610.00	Maintenance of village greens and cemeteries. <u>NB</u> Also includes £50 towards mowing area around the MUGA.
100333	Sedgewick Window Cleaning	£140.00	Watering of hanging baskets during June and July.
100334	Newstead Centre	£27.00	Room hire costs for July Council meeting (excludes refreshment costs) <u>NB</u> Invoiced separately
100335	Marlec Engineering Co Ltd	£9,425.93	Cost of installing MUGA lights
100336	Mrs P Young	£15.00	Chairman's allowance (July)
100337	Mrs J Johnson	£343.98	Clerks wages for July
100338	Notts County Council	£94.36	Pension Contributions for Clerk (July) and deficit pension payment due this month of £20.83
100339	Mrs J Johnson	£49.61	Clerk's expenses
	Postage/Other	£43.61	
	Tel/Broadband	£6.00	
	Mobile Calls	Nil	
	Mileage	<u>£11.70</u>	
	TOTAL	<u>£49.61</u>	
100340	Nuneaton Signs	£109.20	Sign for cemetery car park and Newstead Meadow
100341	J A Rhodes	£240.00	Cost of strimming brambles on Station Road and treating Willow Herb and Japanese Knotweed on Newstead Meadow
100342	Newstead Centre	£18.00	Cost of refreshments at July Council meeting.
100343	Clarke's Cemetery Services	£610.00	Maintenance of village greens and cemeteries during Aug. <u>NB</u> Also includes £50 towards mowing area around the MUGA .
100344	A Sedgewick	£220.00	Watering hanging baskets/planters during August (11 times @ £20)
100345	Mrs P Young	£15.00	Chairman's allowance (Aug)
100346	Mrs J Johnson	£343.98	Clerks wages for August
100347	Notts County Council	£94.36	Pension Contributions for Clerk (Aug) and deficit pension payment due this month of £20.83
100348	Mrs J Johnson	£9.15	Clerk's expenses (Aug)
	Postage/Other	£Nil	
	Tel/Broadband	£6.00	
	Mobile Calls	Nil	
	Mileage	<u>£3.15</u>	
	TOTAL	<u>£9.15</u>	

In terms of further payments by the Council, it was also noted that at least 3 Cllrs wished to attend the NALC training course for new Cllrs, plus a possibly fourth member (subject to existing commitments). It was agreed the Parish Council would fund this training.

With these payment noted, Cllrs approved the accounts as stated.

- 6.2 Request for Internet Banking - The Clerk advised that legislation had now changed to allow Parish Councils to undertake internet banking and the relevant forms had now been obtained from HSBC. Having discussed this with other parish councils, the Clerk would still produce a list of payments to be authorised with sequential numbering. Cllr Adams had some reservations about the Clerk or any one person preparing accounts for payment and also paying the same and suggested that one of the Councillors be asked to make payments remotely. This was not felt to be workable in practice and in other parishes, it was accepted only the Clerk, or the RFO made payments. It was agreed that advice should be sought from the Council's auditor on what would be acceptable in this instance.

### 6.3 To Establish Financial Regulations for the Parish Council

Draft model regulations from NALC had been distributed to Cllrs together suggestions from the Clerk as to which parts could be modified to suit Newstead Parish Council. These were highlighted in red and following discussion by the Council were agreed as follows:

3.2 – Agreed as stated.

3.3 – That this provision relating to unspent funds is deleted. At present any revenue savings made by the Council are automatically rolled over into the next financial year to offset requirements in future years.

10.2 – The lower limit at which two estimates must be obtained has been agreed at £200 – Cllrs asked that the Clerk also continue to use her discretion to seek a further estimates if the cost appears expensive for the work to be undertaken .

11 (h) – Remove. Clerk to obtain 3 estimates only where the value is above £500

17.2 – Agreed as stated i.e. risk assessment to be carried out by the Clerk or relevant person.

Otherwise the regs were approved as circulated.

### 7. The Lengthsman's Scheme

Since July, the lengthsman had been asked to remove some overgrown brambles impeding the pavement on Livingstone Street, where Cllr Bicknell confirmed these had now been cut back. The lengthsman had also cut back weeds and overgrowth in the jitty leading from Webb Street. Cllrs noted that no other maintenance was ever carried out at this location and a more permanent solution to the overgrowth was required i.e. weedkill or tarmac . It was agreed this would be investigated.

### 8. Matters Relating to the Newstead Centre

Since the last Council meeting, matters had moved on with regard to the new trustees appointed. Following the 'AGM' on the 12<sup>th</sup> July when three of the new trustees had been elected as officers to the charity, it had been alleged at a subsequent meeting that the five 'new' trustees had not in fact been officially appointed to the Trust, where CISWO had failed to complete the necessary paperwork. Also that an AGM had already been held in the current year and a Chair and Secretary for the Charity already appointed. The Parish Council had sent a letter to the existing trustees requesting specific information and had subsequently received a response from CISWO.

This response confirmed the means by which new trustees were appointed to the charity and had requested a meeting with the 5 'potential' trustees. Cllr Scott advised that whilst she and Chris did wish to remain as trustees she could not speak for the other trustees, where all had been shocked and upset at how events had unfolded, especially where they had been attending meetings for many months and had put in much volunteer time. Governance of the charity was felt to be poor with ex members of the Trust reappearing after several months.

Cllr Butler's impression as an observer at the meeting was that some of the original trustees simply did not wish to work with the 'new' trustees. It was agreed that the Parish Council would write to the Trustees requesting the information not answered in the council's original letter and also to request sight of the minutes of the AGM alleged to have been held earlier in the year in order to clarify who had been appointed to what position and when.

### 9. Matters concerning Newstead Village

9.1 Skate Board Park - With the artwork on the skate park equipment now completed, it was agreed the next priority would be to pursue a drainage scheme where it was noted that kids had partially dug a channel to allow surface water to escape. The use of bamboo to absorb the excess water now draining away was discussed. Also, that the lengthsman be asked to paint the railings on top of the skate park ramps by using any spare paint left over from painting of the park equipment and this was agreed. It was also intended to hold a meeting with Gedling BC to look at further improvements to this park.

9.2 Station Road – It was reported by Cllr Smith that Network Rail had chopped down part of a Hawthorne from adjacent the railway line and had simply left the remains next to the planters on Station Road.

9.2 Flag – The Chairman felt as the Parish Council had paid for the flagpole it should also be responsible for the flag, which was currently kept at Cornerstone House. Clerk to retrieve the flag.

9.3 Public Telephone on Village Green - Cllrs agreed this remained a very unattractive feature in its current dilapidated state. It was agreed to make enquiries with BT to establish the cost of removing the same.

- 9.4 Petition re Mineworkers Pension – The Chairman advised she had been passed a petition regarding the Government's decision not to make any further contributions in to the Mineworkers Pension scheme and was in fact drawing out surplus funds. It was agreed this would be displayed on notice boards and added on the Newstead Facebook page.
- 9.5 Christmas Tree - Cllr Lewis from Linby Parish Council advised they had also been disappointed by the tree provided by Gedling Borough Council last year and following a conversation with the Clerk, had asked Elvedon Forest to provide an estimate for the cost of supplying a 20 ft tree for Newstead Village and a tree for Linby, if the cost of transport was shared as per previous arrangements. The discussion then turned to where a Christmas tree could be sited, especially if the Newstead Centre closed down. Cllrs felt a better location for a tree would be on the small green at the junction of Tilford Road/Hucknall Road, which would be seen by all residents and could be lit by tapping into the power supply to the electronic bus information sign or adjacent lighting columns. Cllr Lewis advised that Linby Parish Council had received help from Highways, who had fitted a dedicated supply for the LED lights in the tree on the island approaching Linby village. It was agreed that further enquiries be made with the contact from Highways, who had dealt with Linby's application and Cllr Lewis would pass on details of his contact.
- 9.6 Meeting Room – It was agreed that enquiries would be made for an alternative meeting room in the event that the Newstead Centre closed. The use of the school for meetings was the preferred option.
- 9.7 Wreaths – Cllr Burnham asked that the Parish Council order wreaths for the Armistice Day service

## **10 Matters concerning Newstead Abbey Park.**

- 10.1 Knotweed in Newstead Abbey Park – The Chairman advised that there was an area of knotweed near the Japanese gardens that the Notts City Council has already agreed to treat. The Clerk was asked to send a reminder to the Abbey of the need to continue treatment.

## **11. Correspondence.**

The following items were specifically discussed

- 11.1 Via East Midlands – The new arrangements for the provision of highway services in Nottinghamshire was noted
- 11.2 Hucknall Road Speed Limit – It was noted that proposals had been put forward by Via East Midlands to reduce the speed on Hucknall Road between the A611 and existing 30mph sign to Newstead Village to 40mph. No time line was given as to when the limit would be enforced but the consultation on these proposals finished on the 26<sup>th</sup> August. The Council warmly welcomed the proposed speed reduction on this section of Hucknall Road.
- 11.3 Community infrastructure Levy – Information relating to the proposed distribution of the Community Infrastructure Levy to parish councils had been circulated to council members.

## **12. Planning Applications**

The following planning applications have received conditional planning permission

2016/0714 – 26 Abbey Road, Newstead (Rear extension and porch to the front)

2016/0571 – Newstead and Annesley Country Park (Wind turbine with a maximum height of 100m, associated infrastructure to include building and crane hardstanding)

It was noted that as part of the planning conditions relating to the above, a legally binding agreement is to be drawn up between RCAN and the 'Friends of Newstead' regarding management of the £7.5k annual community fund. The Chairman asked whether Newstead Parish Council and Annesley & Felley Parish Council could become the 'friends' group and administer this fund themselves. It was agreed to hold a meeting with the Chairman and Clerk of Annesley Parish Council to discuss and possibly pursue this issue jointly.

The following application had been **refused**

F/2711 – Newstead and Annesley County Park (Improvement works to the country park involving remodelling and partial infilling of lake 2 for development as a fishery and wider landscape works)

**13. Reports from External Meetings**

- 13.1 Police and Parishes Meeting – This had been attended by Cllrs Bicknell and Scott. Cllr Bicknell advised that off road bikers were being treated as a priority by the Police who had received a large amount of evidence through social media, on which they were now preparing to act. Cllrs felt the Police were doing all they could and were treating this matter very seriously. Representatives from all other parishes attending, also agreed that the issue of off road bikers should be treated as a priority.
- 13.2 Annual Mining Service - Cllr Burnham advised that he had attended a risk assessment earlier in the day with representatives from Notts Ex and Retired Miners, who are to hold their annual Mining Memorial Service at Newstead Village on Saturday 3<sup>rd</sup> December. As part of that service, a request was made for a member of Newstead Parish Council to lay a wreath and also to give a speech (prepared by Notts Ex and Retired Miners) to those gathered at the service. Whilst Cllr Burnham agreed he would lay the wreath he was not happy to make a speech. Other Cllrs felt they would prefer to see sight of the speech in question before committing to reading anything out and it was agreed the Clerk would liaise with this organisation to find out what the speech would entail.

**14. Cemetery Issues**

- 14.1 Cemetery Wall - Since the last meeting, two quotes had been obtained for the removal of the existing boundary wall and replacement with a post and rail fence. These had been circulated to Cllrs who had agreed to proceed on the basis of the lowest quote obtained from Darren Brown. The Clerk had now instructed the work to proceed but in order to keep costs down to a minimum, the contractor would only be taking the wall back to ground level.

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

- 15.1 Newstead Old Coal Stocking Yards - A request had been received from Nic Crouch, Notts. County Council to enquire whether the Parish Council would be prepared to front a bid to Biffa Waste for improvement works to the Old Coal Stocking Yards, Freckland Wood and the Newstead end of the Linby Trail. The anticipated total cost of the work to be carried out was approximately £15,000. The County Council has asked if the Parish Council would also be prepared to meet the Third Party Funding element of £1,500. Cllrs had no objections to the Parish Council underwriting the bid and also agreed to meet the third party funding required. Cllr Burnham in noting the specification for the work required, also asked if a boardwalk could be installed on part of the footpath on the northern side of Freckland Wood and some 'A' frame anti motorbike gates installed. It was noted these additional costs would increase the third party funding contribution required from the Parish Council, but it was agreed to seek these additional items.

**16. Date of Next Meeting.**

This will be held on Wednesday 5<sup>th</sup> October.

*For the next item, the Council resolves 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. 4, where this item relates to an employee*

**17. Clerk's Pay Review**

*The Clerk left the meeting during discussion of this item*

An appraisal of the Clerk's performance had been undertaken by the Chairman and copies of her report following the appraisal had been circulated to all Cllrs. During the appraisal, the Clerk had requested that the Council look to increase the amount paid each month to reflect use of her home as the office, from £6 to £8 per month, in view of the additional hours she now worked and this was agreed.

It was also recognised that the rate paid to the Clerk was less than the amount recommended by NALC, but that the cost of bringing the Clerk up to the recommended rate would be prohibitive. In order to close the gap between what the Clerk receives now and the rate recommended by NALC, an above inflation increase was agreed of 4%.