

## **NEWSTEAD PARISH COUNCIL**

### **Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 5<sup>th</sup> July 2017**

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr C Bicknell, Mr R Butler, Mr P Burnham, Miss H Scott and Ms J Smith. Also attending were County Cllr Mr C Barnfather, Cllr Mr B Andrews and Mrs Andrews and three parishioners.
2. **Apologies for absence:** Apologies received from Cllr C Powell.
3. **Declaration of Personal and Prejudicial Interests**  
Cllrs Bicknell and Scott declared an interest in any matters relating to the Newstead Centre as Trustees of the Charity. Cllrs Bicknell, Scott and Smith declared an interest in any matters relating to Newstead Enterprise. Cllr Butler declared an interest in matters relating to 'Land behind Fraser Street' as living directly adjacent to the land in question.
4. **Co-option of a New Councillor to represent Abbey Ward**  
Mr E Hardy of 64 Tilford Road, Newstead had previously indicated his intention to stand at the last council meeting. His co-option onto the Council was agreed and he was invited by the Chairman to join with members. Mr Hardy was then asked to sign his 'declaration of office' in the presence of the Proper Officer of the Council.
5. **Minutes of the Council meeting held on 7<sup>th</sup> June 2017**  
The minutes of the meeting were approved as a true record.
6. **Matters Arising from the Minutes**
  - 5.1 **Topple Testing** - One of only two remaining unstable headstone had now been made safe by a relative. The two headstones on which unauthorised work was carried out have now been laid down by Anthony Clarke. It was also explained that reinstatement of the headstones by Anthony Clarke was no longer possible. Cement left on both the headstones required removal before attempting further re-bonding of the headstones, which Mr Clarke felt could only be carried out by a qualified stonemason to minimize any further damage to the headstones.
  - 5.2 **Annual Community Fund** – Payment now received of £1,500 from RCAN.
  - 5.3 **War Memorial** – Invoices for the total outlay have been sent to the driver who has indicated that he would prefer to pay the Council's claim direct. These were sent on the 29 June and Council is now waiting to hear from the driver how he intends to reimburse these costs.
  - 5.4 **Dog Fouling** –An email had been received from Sarah Anderson, Neighbourhood Warden, Gedling Borough Council re action taken so far to promote responsible dog ownership. This advised that a letter drop to residents had been completed and new signs had now been put up outside the school. She had also carried out several patrols on foot when any visible mess was cleared up and asked whether there were any more areas in the village where complaints have been received. Cllr Smith felt the path between Webb Street and Tilford Road was a 'dog mess hotspot', whilst Cllr Burnham felt the dual cycleway/footpath leading from the terraces to Hazleford Way was also an area subject to dog fouling. It was agreed details of these areas would be passed to Sarah. The Chairman also asked Cllr Bruce Andrews to pass on the thanks of the Council for the work undertaken by Sarah on this issue. She also thanked Cllr Smith who had put up various posters/stickers in the village which had been found in the Newstead Centre promoting responsible dog ownership.
  - 5.5 **Foundry Terrace** - The lengthsman had strimmed the vegetation coming through the fence opposite homes on Foundry Terrace and also the path to Hazleford Way (Bunches). The Heras fence around the factory which runs from Foundry Terrace and at the back of the homes on Chatsworth Terrace was installed by Gedling BC when planning obtained a one off grant to promote economic development of the adjacent industrial site. To create permanent parking bays would need a transfer of land to the Council or perhaps residents. Cllr Burnham has passed a copy of his letter to Gedling Homes to the Clerk, who has now asked for further information on the

properties affected. Cllr Burnham has subsequently provided this information, which identified at least 19 homes in 'the terraces' with vegetation growing on the roof. The Clerk will now write to Gedling Homes.

- 5.6 Land Behind Fraser Street - Telephone call from EMH. They will get the local housing officer to inspect the area and see what they can do regarding flytipping problem. Further discussion to take place later in the meeting.
- 5.7 Foundry Terrace Litter Bin Request  
The request for a litterbin has been discussed with Terry Ball, Gedling Borough Council. Whilst he has ruled out installing any further bins in Newstead Village (the round collection has reached full capacity), he may be prepared to transfer an existing unfilled or rarely used bin to this location. The Clerk has advised that as the Council has already agreed to pay half towards a cost of a new bin that NPC could help towards any transfer costs. Cllr Bicknell later in the meeting suggested that perhaps one of the bins on the play park could be utilized for this purpose.
- 5.8 A Frame Gate - An estimate has been obtained by John Evens of Gedling Borough Council for £1200 from Darren Brown for the fitting of a hooped barrier across the footpath. The Clerk advised she was not convinced that what has been put forward would stop motorcyclists or meet the requirements of DDA and this needs to be researched further.
- 5.9 Public Speaking re Request for yellow lines around green – This request has been refused by Highways on the grounds of cost as no concerns raised by either the emergency services or crash reduction team regarding this location. Following receipt of the email from Laura Trusler which had been forwarded to Cllrs, Cllr Phil Burnham had requested a meeting with Highways. It was agreed by the Council that a site meeting should be held with highways at school leaving times, preferably before the summer break.
- 5.10 Beacon on Tilford Road – Letter sent to Highways but no response received to date. Cllr Hardy advised that the loose cover on the island had now been replaced with something more secure. The Council remained of the opinion that the beacon was still required and that nothing had changed to warrant its removal. Clerk to chase highways for reinstatement of the beacon.
- 5.11 External Audit - The Annual Return and set of accounts for 2016/2017 has now been sent to the auditor Grant Thornton.
- 5.12 Planters/Hanging Baskets - Contractor authorised and watering underway.
- 5.13 Hucknall Road – The verge has now been strimmed back by Ashfield. Cllr Burnham felt this was a temporary fix and that siding out was still required. The Council to continue to pursue.
- 5.14 Potholes on Station Ave – Several areas of patching has been carried out including under bridge in areas worst affected. Potholes also filled on Tilford Road (next to Robin Hood Line and adjacent to bus turning circle).
- 5.15 Station Ave- The brambles have now been strimmed by Jonathon Rhodes. Cllr Smith advised that on inspection re the gate previously left on the verge by Gedling workmen, it had become apparent that the metal struts on which they sit are missing on one side. Gedling Borough Council to be advised.
- 5.16 Newstead Meadow – The bench on Newstead Meadow could not be repaired as on closer examination one of the concrete struts forming the base of the seat with the top had been damaged. Discussed with the Chair and it was agreed to obtain an estimate for its removal and an estimate had been received from Anthony Clarke for £70. The Clerk had then authorised work to proceed where the exposed concrete stumps presented a health and safety risk and invoice now received. Cllr Burnham advised that grass under the picnic benches has been cut by Anthony Clarke.
- 5.17 New Cemetery Wall – The loose coping stone has been rebedded by Clerk.

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

Residents were concerned at the amount of litter dropped in the village with particular reference being made to the roads outside the Post Office and Chip Shop and also the area around the MUGA and Youth Centre which was littered by a number of empty drink cans. It was noted this latter area was used by local kids and also by youths attending CAST and it was asked that an approach be made to both organizations to help clean up the litter. It was also noted that litterbins in this area were often full and the use of additional signage in this area was discussed. Flytipping on Chatsworth Terrace was also reported by Cllr Butler.

Mr T Moore asked if progress had been made with Gedling Borough Council re disabled access to the sports field but so far they had not responded to the Council's request. The use of a radar key was discussed which could be held by either Lorraine at the Micropub or retained in the reception at the Newstead Centre.

Other issues mentioned off road bikers which have been noted in a number of locations in and around this area often driving dangerously. Mr Moore raised the subject of traffic lights at the end of Annesley Cutting/Derby Road. Also graffiti on the street sign opposite Cornerstone House, which was suspected to have been caused by one of the kids attending CAST, where the Council agreed to ask Mick Leivers to arrange to clean this off.

*Prior to the discussion of the accounts, the Clerk asked whether Agenda item 9 could be brought forward for discussion as any funding subsequently agreed could then be included within the list of payments for approval. This was agreed.*

## 9. **The Youth Centre Building**

Following an exchange of information between the Youth Centre, the Newstead Centre Coordinator and Debbie Widdowson regarding the need to undertake urgent repairs to the roof, the Parish Council had agreed to pledge the sum of £2k towards the repairs required. At the time of this pledge, only one estimate had been received by the Newstead Centre, however since that time further estimates had been obtained, copies of which are now in the possession of the Council. In total, 3 estimates have been received, the details of which are as follows: -

Pete Mills **£4,360**

A Barker Roofing **£3,500** inclusive of VAT (NB builder will need to source replacement tiles, which could take several weeks)

Nottingham Roofing Services **£2,800** plus VAT – Roof tiles already in stock

Further discussions had since been held with Newstead Locality Co-ordinator, Debbie Widdowson, who had advised that in total the sum of £1,000 had been pledged towards the repairs required. This comprised £250 from each of the District Cllrs, with a further £250 being received from Cllr Barnfather in his capacity as the County Councillor. She advised that at present neither the Newstead Centre, nor the Youth Club, is able to make a contribution towards the costs at this stage, although the Newstead Centre is able to recoup the VAT through usual returns to HMRC. Reserves held by the Youth Club have largely been used up i.e. as rent to the Church or on other works identified which are required in the building. The Clerk also read out notes from the Local Council Review, which confirmed that the Parish Council could legitimately make loans available to village hall committees, etc. She recommended that the Parish Council agreed to pay £1,800 towards the cost of repairs (based on lowest quote obtained), plus agree to make a loan to the Newstead Centre equal to the VAT payable on the repairs, which has to be returned by the Centre once refunded by HMRC.

It was also proposed that any payment is also contingent on the building meeting current health and safety standards and it was confirmed that the building will be assessed by the Notts County Council Youth Services to ensure this is fit for purpose. Cllr Bicknell confirmed that repairs could start on Friday, if agreed. It was proposed by Cllr Young and seconded by Cllr Butler that the Council contribute the sum of £1,800 towards the cost of the roof repairs, plus make available a loan to the Newstead Centre of £560 (equal to the VAT) to be reimbursed to the Council once this has been recovered and this was agreed. Finally it was noted that rats were seen in the vicinity of the Youth Centre building.

## 7. **Accounts**

### i) **Cheques for Approval**

#### **Receipts**

£670 Pre-purchase of new double plot in cemetery.

£1,500 RCAN – Wind turbine annual levy

#### **Cheques for Approval**

100435	Newstead PCC	£150.00	Donation towards Summer Fayre	
100436	Newstead Centre	£45.00	Room hire costs for June Council meeting.	
100437	Mr A Sedgewick	£140.00	Watering of planters and hanging baskets	
100438	Keep Britain Tidy	£54.00	10 A3 and bin stickers - Dog fouling posters	
100439	Clarke's Cemetery Services	£70.00	Removal of vandalised seat in Newstead Meadow	
100440	Clarke's Cemetery Services	£630.00	Charges under grounds maintenance contract inc. additional charge for grass around MUGA and verge on Station Road.	
100441	Mrs P Young	£15.00	Chairman's allowance (June)	
100442	Mrs J Johnson	£346.85	Clerk's wages for June less contribution to pension deficit.	
100443	Notts County Council	£119.95	Pension Contributions for Clerk (June) plus deficit	
100444	Mrs J Johnson	£ 33.69	Clerk's expenses	
			Postage/Other	£18.04
			Tel/Broadband	£8.00
			Mobile Calls	Nil
			Mileage	£7.65
			TOTAL	
100445	Newstead Centre	£2,360	Contribution towards repair of youth centre roof	

The accounts were agreed as stated.

The Chairman also reminded the Council of the reasons for the high reserves currently held by the Council and explained that it was hoped that the present 'unused' part of the cemetery could be developed into an area of contemplation, which would require a driveway being constructed into the unused section of the cemetery, and also improved perimeter. She asked this be put on the agenda for discussion at the next council meeting.

ii) **Any Other Matters Relating to Finance**

None

iii) **Request for Raffle Prize for Greener/Cleaner Fun Day**

A request had been received from the Newstead Locality Co-coordinator towards a raffle prize for the above fun day. The Clerk advised she had already discussed an appropriate prize with Debbie and suggested the Council may like to purchase Argos Voucher to the value of £25. This was agreed by the Council.

**8. The Lengthsman's Scheme**

It was noted on Tilford Road and around the terraces there were a number of weeds in the pavement which required removal. Cllr Burnham also noted that the dual cycleway/pathway from the terraces to Hazleford Way required strimming back. It was agreed to instruct the lengthsman as per the work outlined above.

**10 Matters concerning Newstead Village**

- 10.1 Land Behind Fraser Street – The Clerk explained that during part of the conversation with East Midlands Homes, it was suggested that the Parish Council may wish to lease the land in question for the benefit of local residents, whereby agreements have been reached with parish councils in other areas. In discussing this issue, it was noted that the cost of cleaning up the land would be prohibitive given the budget of the Council. There was also possible land ownership issues and disputes over rights of access to the rear of homes bordering the area. It was also a question of what use could be made of the land once in possession of the Council. Taking all this into consideration, the Parish Council agreed not to pursue a lease on the land at this stage. Cllr Butler requested details of the contact at EMH.
- 10.2 Newstead and Annesley Country Park – It was noted that the track from Pocket Park, up past the visitor centre which had been churned up during construction of the wind turbine had not yet been made good, despite this being part of the planning conditions. It was agreed to ask RCAN why this work had not been carried out.
- 10.3 White Lining – The junction on Markham Street in front of the church has still not been white lined, despite

many previous requests to Highways, nor has the junction with Tilford Road/Fraser Street. Cllr Barnfather asked to be copied into any further correspondence with Highways. Cllr Bicknell also reported a pothole on Musters Road at the junction with Markham Street.

- 10.3 Newstead Meadow - The Chairman advised she had spoken to her beekeeper re hive on the wildlife meadow. His bees are currently 'angry' and he will need to purchase new queens, which he is working towards. These are very expensive and currently sell at £250 It was further noted that Cllr Bicknell has problems with bees in his loft and the Chairman agreed to ask advice from her beekeeper on this issue
- 10.4 Hucknall Road 'Pot hole' - The Clerk advised that having looked at why water gathers in the road adjacent to the cemetery wall, this was as a result of a combination of factors. There is no pothole as such but moreover the road itself has crumbled at the edge for a length of approximately 12 feet. She advised that surface water gathers at this point, where this is the lowest section of the road. There are no drains in the road itself and the verge to the side of the road (i.e. next to the cemetery wall) is completely saturated. Also, the area is in permanent shade due to a canopy of trees overhanging the road at this point. What she felt was needed was some means of draining the water from the road but preferably not into the cemetery. She suggested that the Council may like to obtain the advice of a drainage engineer and suggested a meeting with John Evens, Gedling Borough Council who had previously devised the scheme to drain the skate park and this was agreed.
- 10.5 Newstead Park – Cllr Bicknell advised that during the recent school fete a number of complaints had been received over the state of the existing play equipment where this was old. The Clerk explained this was a catch 22 situation in that the present park was owned by Gedling Borough Council, who would need to provide permission for the equipment to be changed and there was little point in pursuing an option, if this did not meet with Gedling's approval. The high cost of play equipment was discussed, where Cllr Barnfather suggested the Council may like to talk to the Clerks at Ravenshead Parish Council who had recently purchased new equipment for their park which he thought cost around £80k. It was also suggested that the Council write to John Robinson, Chief Executive, GBC to see what options were available and whether he could send an officer from parks to discuss what improvements could be made. The Chairman also asked about the possibility of using play equipment previously purchased for the Newstead Centre, but this idea was ruled out as the equipment was primarily suitable for indoor use only.
- 10.6 Speeding – It was noted there had been complaints from residents regarding a number of speeding tickets issued along the stretch of road between Newstead and Annesley Village. The meeting was reminded that the speed limit on this section of road was 30mph.

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

- 11.1 2017/0131 - Quarry Banks Farm – The Chairman asked Cllr Barnfather why following a site meeting with the residents that this particular matter had been decided by the planning officer and not referred to the Planning Committee. Cllr Barnfather replied he had no idea why the application had not been delegated to the Planning Committee, but during the relevant time period had been engaged in matter pertaining to the general election.
- 11.2 Hawkers/Pedlars – The Chairman confirmed she had answered a query from a resident in the park regarding a pedlar carrying out door to door sales within Newstead Abbey Park, who she understood had been licensed by the Parish Council. The Chairman had responded by explaining that the licensing of pedlars this was not within the remit of the parish council. It was subsequently noted that any license to sell goods door to door (i.e. pedlar's certificate) is issued by the local Police.
- 11.3 Station Ave- It was noted that the road had been marked out pending filling of the potholes on Station Ave.

## **12. Correspondence**

- 12.1 Tour of Britain – Notification had been received that the OVO cycle tour of Britain would be passing through Newstead Village and proceeding to Newstead Abbey, as part of stage 4 of the race, on Wednesday 6<sup>th</sup> September. Planning for the event would be undertaken through the Newstead Locality Group, where the school has agreed to become involved. It was agreed by members of the Council that the Council would support whatever initiative is planned.

## **13. Planning Applications**

The following application had been received by the Council and circulated to Councillors prior to the meeting.

2017/0735 – Unit 3, Alexander Court, Hazleford Way, Newstead (Certificate of Lawfulness for use as car sales) – The Clerk explained that a certificate of lawfulness was issued where planning permission should have been sought at the outset for the proposed use - but wasn't (in this case for car sales) and to validate the present use of the site. She advised they were usually only issued if the existing use had been established for 10 or more years. In this case, it was alleged the use of this unit for car sales had been established since 2004. Cllrs recalled that this site had been used for the sale of vehicles ever since completion of the site although it had changed owners several times. It was therefore agreed not to object to the certificate whereby use had been established since this time.

2017/0704 – 61 Kirkby Road, Ravenshead (Proposed Detached Garage) - No objections

Planning permission had also been received on the following application:

2017/0516 – 8 Abbey Road, Newstead (Proposed single story rear extension)

#### **14. Reports from External Meetings**

Newstead Miners Welfare Community Centre - Cllr Scott advised that the AGM/public meeting of the Newstead Centre had been held although poorly attended by the public. In terms of officers elected, Chris Bicknell is now Chairman of Newstead Centre Trustees and Vicky Leadbeater being appointed as the Vice Chairman. The post of Treasurer has not been filled as the accounts will continue to be presented by staff employed by the charity. In future, 1 in 3 meetings will be attended by the Trustees alone with further meetings being attended by either Jane Daniels (Centre Co-ordinator), or Debbie Widdowson (Newstead Locality Co-ordinator). Helen Scott has agreed to write the minutes but unlike parish councils, she advised there is no requirement to make them publicly available. Also, as this role is purely voluntary, the minutes will be more a list of bullet points and actions agreed to be taken. Some Councillors expressed their concern that minutes would not be made public and following further discussion, it was agreed that a copy of the minutes could be placed in the notice board outside Newstead Centre and also a copy sent to the parish council.

#### **15. Matters concerning the Cemetery**

- 15.1 To Review Existing Cemetery Regulations - Copies of the full cemetery regulations revised November 2014 had been distributed to Cllrs prior to the meeting, with proposed additions to the regulations highlighted in red. Cllrs approved the amendments as proposed with no further suggestions being made. It was agreed that a full copy of these regs be included on the cemetery notice board.
- 15.2 Request to Pre-purchase Plot in the Cemetery Section of New Cemetery – The Clerk explained that she had received a request from an individual with relatives already buried in the cemetery for permission to scatter his ashes over the grave of a relative where it was already Council's policy to allow such a request for a fee of £25. In addition the same individual wished to install a permanent memorial plaque in the grave yard and for this reason also wished to purchase a small plot of land in the cemetery. It was suggested the way forward would be to allow the person concerned to pre-purchase a plot in the cremations section of the graveyard and as no such policy existed at present, the matter had now been brought to the attention of the Council. The Clerk in response to queries raised by Cllrs advised that in theory this was no different from a person pre-purchasing a burial plot. Cllrs agreed to the request to pre-purchase a cremation plot for the purpose of installing a permanent memorial.

#### **16. Items the Chairman Considers Urgent**

- 16.1 Future Agenda Items – The following items were asked for inclusion on the agenda at the next Council meeting, which was a policy on Social Media and application for funding towards the Bonfire Event.

*The Clerk disclosed a pecuniary interest in the next item and left the meeting during discussion of this item.*

Clerk's Pay Review – The Chairman advised the Council that the Clerk's annual pay review would be put on the agenda for discussion on September but in the meantime asked if they wished her to carry out an appraisal. It was agreed by Cllrs that an appraisal was not required.

17. **Date of Next Meeting.**

The next meeting of the Parish Council would be held on 6<sup>th</sup> September 2017.