

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council AGM held in the Sherwood Room of Newstead Centre on Wednesday 7th June 2017

1. **Present:** Cllrs: Mrs P Young (Chairman), Mr C Bicknell, Mr R Butler, Mr P Burnham, Miss H Scott and Ms J Smith. Also attending were Cllr B Andrews and Mrs Andrews, three parishioners and Mr G Ilett (Health and Safety Officer, Gedling Borough Council) and the Rev Malcolm Lambert.
2. **Apologies for absence:** Apologies received from County Cllr Mr C Barnfather. Belated apologies also received from Cllr D Adams (delayed at work) and 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. **Minutes of the Council meeting held on 3 May 2017**
Subject to correction under 13.3 to read 'Bunches' – that the minutes be approved as a true record and this was agreed.
5. **Matters Arising from the Minutes**
 - 5.1 **Dates of Next Meetings** – Dates of future meetings have been sent to PC Kennedy.
 - 5.2 **Topple Testing** – An estimate had been received from Anthony Clarke of £270 for the repair of five graves (2 headstones required additional work i.e. mortar between the headstone and plinth and plinth and base). The Clerk had instructed work to proceed and repairs now carried out.
 - 5.3 **Annual Community Fund** – Signed agreement sent to RCAN. The Clerk has now also invoiced RCAN for the levy of £1,500 as specified by RCAN.
 - 5.4 **Youth Centre** – An emergency meeting was held by the Youth Club committee on 26 May when the need to outline a programme of works for the Youth Building was discussed. This included the state of electrics, boiler and some repainting. It was agreed that as far as funding from the Parish Council was concerned the most important item was the state of the roof where there has been ongoing problems with leaks. The Newstead Centre Trustees are to obtain quotes for either repair or replacement of the roof depending on advice received from contractors. Cllr Bicknell advised that in addition to the above new ceiling tiles have been purchased and emergency lighting repaired. The caretaker has also agreed to carry out some work to the interior and volunteers have agreed to help with redecoration. In terms of contribution required from the Parish Council, the Chairman advised this would be contingent on the building meeting current Health and Safety standards and also would like to see the percentage of financial input from other organizations with an interest in the building. Cllr Scott asked whether the labour provided by volunteers would also count as a 'contribution in kind' and this was agreed. The need to move quickly on this issue was emphasized.
 - 5.5 **War Memorial** – Railings replaced and invoices for work awaited from Northfield. In a further development, the Parish Council has been contacted by the driver concerned who wishes to pay for the damages direct. The Clerk has forwarded provisional details of all the costs involved to date but is still waiting a final invoice for the cost of fitting the railings. Cllr Burnham said he would like to place on record his thanks to Duncan of Northfield Construction for carrying out the repairs.
 - 5.6 **Public Participation** – The Chairman introduced Mr Grant Ilett, Health and Safety Officer, Gedling Borough Council who had been asked by the Chairman to attend the meeting following public criticism of the Council.

Mr Illet confirmed that he had not received any correspondence nor heard from Ms Knight, who had previously voiced her concern that the Parish Council had failed to follow relevant health and safety legislation in respect of the cemetery, nor had any solicitors acting for Gedling. Prior to this meeting, he had inspected the New Cemetery and had also taken advice from Gedling's own cemetery manager. He stated the procedures adopted by the Council were quite reasonable, especially in comparison to the cemeteries maintained by Gedling Borough Council, where 'ours were a doddle'. He confirmed the cemetery was low risk, where all headstones were small and uniform in shape unlike memorials in Gedling's cemeteries, which could be substantial both in terms of height, weight and size. He also explained that in Gedling's cemeteries, a 3.5 tonne JCB digger is also regularly used without causing problems. Also, that 'ride on' mowers were not usually associated with causing damage to graves and were used extensively in many cemeteries. He then explained that 3 types of testing could be carried out in cemeteries and that in the case of the New Cemetery, testing had been undertaken by hand. In summary, he had no concerns and that the actions taken by the Council were proportionate to the risks involved. Councillors thanked Mr Illet for attending the meeting, who were pleased to learn the Council's actions in this matter had been validated and appreciated the reassurance provided.

- 5.7 Dog Fouling - The Clerk had written to Gedling Borough Council to advise the Parish Council were doing a campaign to prevent dog fouling and did they have any posters, etc. A response has been received from Sarah Anderson, the new Neighbourhood Warden which states:
'I have recently taken over the area and aware of the ongoing response. I did a fouling clear up on Livingstone Street and am also going to put a no dog fouling sign up on the lamp column nearest to No 23 Livingstone Street. We will also look at doing a leaflet drop today around the area to make residents aware'
The Clerk had also obtained order forms from Tidy Britain should the Council wish to purchase 'Dog Poo Fairy Signs' from Tidy Britain, which were subject to a charge depending on the quantity of posters/stickers ordered. It was agreed the Council would order a minimum of 10 posters and stickers at a cost of £45 plus VAT. The Clerk would also write to Sarah to ask if further signs could be put on lamp columns on the approach to the school.
- 5.8 Disabled Access to Sports Field – The Clerk has written to Melvyn Cryer re lack of disabled access to sports field but have yet to receive a response
- 5.9 Foundry Terrace - The lengthsman was instructed to trim the path providing access to the front of homes on Foundry Terrace and the Council has since received an update to say this work has now been carried out. The resident who made the request had subsequently advised the Clerk the area which he had asked to be trimmed was the grass bank immediately prior to the walk through to Hazleford Way, not the area trimmed. Revised instructions to be sent to the lengthsman. The Chairman and Cllr Burnham had undertaken a walk around the terraces and findings reported. Cllr Burnham confirmed he had written to Gedling Homes regarding vegetation on the rooves of several homes owned by Gedling Homes but his letter had not been acknowledged. A copy of his letter would be passed to the Clerk to follow up.
- 5.10 Land Behind Fraser Street - Enquiries undertaken through land registry had established that much of land behind Fraser Street was registered to East Midlands Homes. A letter has now been sent to EMH requesting action be taken in terms of the flytipping and also enquiring what plans, if any, did they have with the land.
- 5.11 Request for a Litter/Dog Bin on Foundry Terrace – The request for a litter bin on Foundry Terrace had been refused on the basis that the area in question was no worse in terms of litter than anywhere. The Clerk had written back to Gedling Borough Council stating that the area had been subject to a litter pick by the Parish Council only three weeks ago and therefore it was unfair to come to a decision without the need for further monitoring of the situation. Andy Thornley has stated he will continue to stand by his original decision not to install a further bin in this location. He suggested that if the Council is not happy, the Council write to his supervisor Terry Ball who has the final say on this matter. Cllrs agreed this matter should be followed up with Mr Ball.
- 5.12 A Frame Gate – The Clerk advised that this jitty (and therefore anything installed on this) was not the responsibility of highways as confirmation received this is not part of the adopted highway. The only option is for the Council to pay for a replacement, which the Clerk felt would cost between £500 to £600. It was noted that the present structure was in fact a staggered wooden barrier and it was agreed an estimate should be obtained for its replacement with a metal equivalent.
- 5.13 Funding Bid – Not yet actioned due to other priorities.
- 5.14 Newstead Abbey Grounds/Knotweed – This has been reported by the Chair and instructions have been

passed to the new head gardener at the Abbey to treat.

- 5.15 Parking Post – Estimate received from Anthony Clarke for the sum of £50 to remove. Instructions had been given for the work to proceed and the post has now been removed.

During discussion of items under ‘Matters Arising’, two Police Officers PC Suzlek and PC Cooke joined the meeting and were invited by the Chair to discuss matters relating to Policing Issues which was also opened for the public to speak.

PC Szulek advised that she was aware of potential problems with the selling of drugs in the village. She advised the Police did follow up all calls relating to suspected drug dealing and emphasized that if members of the public saw or suspected the selling of drugs from vehicles in the village, they should note the registration number of the car involved, time, date etc and either call the Police on 101, email the local beat team or ring Crimestoppers on 0800 555 111 to report the incident anonymously. In terms of parking issues, the Police will only deal with issues where vehicles are causing an obvious obstruction, whilst the Neighbourhood Wardens enforce parking restrictions including motorists parking on yellow lines. Cllr Scott advised that problems caused by parents parking had been raised at the last locality meeting, where the Headteacher had confirmed she would write to parents on this issue.

Other issues raised by the public included

- Beacon on island in Tilford Road removed but not replaced.
- Parking on Foundry Terrace –Whether it is possible for fence adjacent to the grass bank to be moved back to allow greater width for parking.
- No action had yet been taken regarding the depression left in pavement adjacent Chip Shop caused when works previously carried out by Western Power.
- Rev Lambert advised that permanent use of the church hall by the Youth Club was not an option where this had been discussed by the PCC and permanent change of use refused.

Meeting re-opened

6. Accounts

i) Receipts and Payments for June 2017

Receipts

£100 Memorial headstone on Plot 132

Cheques for Approval

| | | | |
|--------|----------------------------|----------|--|
| 100424 | Shirley Nurseries | £75.00 | Flowers for planters |
| 100425 | Newstead Centre | £54.60 | Room hire costs for May Council meeting. |
| 100426 | Barrie Woodcock | £124.77 | Cost of internal audit |
| 100427 | Clarke’s Cemetery Services | £630.00 | Charges under grounds maintenance contract inc. additional charge for grass around MUGA and verge on Station Road. |
| 100428 | Notts A.LC | £17.00 | Local Council Review |
| 100429 | Mrs P Young | £15.00 | Chairman's allowance (May) |
| 100430 | Mrs J Johnson | £ 346.65 | Clerk’s wages for May less contribution to pension deficit. |
| 100431 | Notts County Council | £119.95 | Pension Contributions for Clerk (May) plus deficit payment. |
| 100432 | Mrs J Johnson | £47.28 | Clerk's expenses |
| | | | Postage/Other £24.88 |
| | | | Tel/Broadband £8.00 |
| | | | Mobile Calls Nil |
| | | | Mileage <u>£14.40</u> |

TOTAL £47.80

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|--------|----------------------------|---------|---|
| 100433 | Mrs P Young | £18.00 | Land registry fees |
| 100434 | Clarke's Cemetery Services | £320.00 | Reset and rebond 5 memorials to base and removal of the parking post. |

The payments were agreed as stated.

ii) **To Consider Recommendations Arising from the Internal Audit**

The Clerk advised that an unqualified audit of the 2016/2017 accounts had been received. Councillors were pleased to note this information

iii) **To Sign Section 1 of the Annual Return**

In referring to the above, the Clerk asked the Council whether it was happy to now sign the governance section of the Annual Return to which it was, with the relevant paperwork signed by the Chairman

iv) **To Approve the Year End Accounts for 2016/17 and Section 2 of the Annual Return**

A report on the accounts (attached as an appendix to these minutes) had been circulated to Cllrs prior to the meeting.

Cllr Butler asked why expenditure in respect of 'Cemeteries and Parish Maintenance' was significantly over budget. The Clerk advised that replacement of the cemetery wall had been a 'one off' which would not be repeated in the current year. There were also 'one off' costs associated with the parking post, which had now been removed and in respect of 'topple testing'. Even with the enhanced maintenance now undertaken in the parish, she felt the budget agreed for the current year of £11k should cover 'regular' expenditure under this heading.

The Chairman reminded the Council that although the report from the Clerk concluded the reserves remain significant, the sum of £40k was specifically earmarked towards the extension of the new cemetery and there was also the need to look at replacing the back wall of the Old Cemetery.

With these comments, the Accounts were approved as stated and Section 2 of the Annual Return signed.

v) **To Consider an Application for Funding from the PCC re Summer Fayre**

A request for funding towards ice cream for children and the cost of providing 2 new paddling pools for use by the children had been circulated to Cllrs with the agenda. In discussing this request it noted that both of the pools provided at the last Summer Fayre had been destroyed and it was felt the amount claimed would enable more robust pools to be purchased. It was proposed and seconded that a grant of £150 be given as requested and this was agreed.

7. **The Lengthsman's Scheme**

Following the discussion earlier with a resident from Foundry Terrace, it was agreed the lengthsman would be asked to trim the overgrowth coming through the fencing on Foundry Terrace to facilitate easier parking of cars. It was noted that the damage to the fence opposite the school had not yet been repaired. The Clerk reminded the Council that the lengthsman's hours were limited and any work not yet done would be passed to the next week.

8 **Matters concerning Newstead Village**

- 8.1 **Watering the planters/hanging baskets** - The Council ratified the decision of the Clerk to instruct A J Sedgewick to begin watering of the planters following planting undertaken on the 22 May. The cost would be £15 per water in respect of the planters only or £20 for both planters and hanging baskets as and when they were installed. The Clerk advised that the costs had been capped to a maximum of £400 with watering to take place twice each week. The Chairman reported since watering had began it was apparent the planters were designed to be self watering and the

contractor was hoping to get necessary attachments to enable this to happen, which could make watering cheaper over the longer term

- 8.2 Bonfire Event – Cllr Scott advised that following consultation, the date of the event has now been changed to Friday 10th November.
- 8.3 Hucknall Road – Cllr Burnham asked if the relevant authorities could be asked to side out the verge as this was becoming difficult to pass. Also nothing had happened in the case of the pothole adjacent to the cemetery wall.
- 8.4 Memorial Chapel – It was noted the grill to a window in the Chapel remained partially bent outwards. No action proposed as it had been like this for a number of years.

9 Matters concerning Newstead Abbey Park.

- 9.1 Potholes – It was noted that some of the previously patched areas on Station Ave had now deteriorated. The Chairman would again raise this issue with management at the Abbey.
- 9.2 Station Ave – The Chairman advised that the brambles on Station Ave had not yet been cut back so far this year and to remind Jonathon Rhodes to undertake this work. Cllr Burnham also noted that following the cutting of the grass on the bank adjacent to Station Ave by Gedling BC, a gate at the Vicarage Corner end of the bank had been left lying on the ground. Cllr Smith advised the gate is often left like this after mowing as she and her partner regularly put it back and will do so again when next passing.

10. Correspondence.

None except mentioned previously. Cllr Scott asked about details of the badger survey and that in future should any similar correspondence be received a copy should be sent to Newstead Enterprise in addition to RCAN.

11. Planning Applications

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

2017/0516 – 8 Abbey Road, Newstead (Proposed single storey rear extension) – No objection

The following decision notices had been received and conditional planning permission granted on both the following applications:

2017/0131 – Quarry Banks Farm, Station Ave, Newstead (Application to vary condition 4 of the application number 2001/1479 to allow for 25 horses)

Despite objections from both the Parish Council and affected residents, a decision had been made to grant permission in this case. In determining this application, planning officers had stated as follows:

- 18 horses already on site
- Whilst existing track is limited in width there are parts in which two cars can pass
- As the track is private neither the Borough Council nor the Highway Authority can enforce traffic regulations in this area.
- Whilst mindful of the Parish Council's comments with regards to lack of information provided and absence of planning statement and given that the Borough Council is required to work positively and proactively, the requirement to provide additional information to be disproportionate to the proposal.

2017/0360 – Monks Lodge, Newstead Abbey Park (Construction of a ménage) – The ménage shall be used for private domestic purposes at all times.

12. Matters concerning the Cemetery

None except for those covered earlier in the meeting.

13. Reports from External Meetings

Newstead Locality Group Meeting -12th May - Cllr Scott advised she had attended this meeting when the proposed date of the bonfire event was discussed. The 11th November was discounted as being too close to Armistice Day with 10th November preferred. Also discussed were behavioural issues affecting the school and also the Cleaner/Greener/Fun Day on 15th July, which will also involve Lorraine Horrocks and the micro pub. Parking issues around the school were also discussed.

14. Items the Chairman Considers Urgent

- 14.1 Vacancies on the Council - The Chairman advised that Mr Ernest Hardy of Tilford Road had expressed an interest in joining the Council. The Clerk advised that his application to join would be considered at the next meeting of the Council. Contact details were provided.

15. Date of Next Meeting.

The next meeting of the Parish Council would be held on Wednesday 5 July 2017.

Cllr Bicknell asked the Council to remain whilst he wished to explain in more detail matters relating to the Youth Club, It was resolved this matter would be discussed in confidence. Members of the public were therefore asked to leave the meeting

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. 1, where this item relates to the affairs of an organisation

16. Youth Club

Cllr Bicknell advised in addition to the work outlined earlier in the meeting that Debbie Widdowson was now liaising with Youth Services to draw up an agreement between the Youth Club and Newstead Centre Trustees, as to whom would be responsible for what. PAT testing has been carried out. Youth Club has brought 4 new LED lights. Cllr Bicknell has brought new internal roof tiles whilst volunteers will repaint the building. He reported that Notts CC Youth Services have advised the biggest single issue is now the roof.