

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 1 March 2017

1. **Present:** Cllrs: Mrs P Young (Chairman), Mr C Bicknell, Mr R Butler, Miss H Scott and Ms J Smith.
2. **Apologies for absence:** Apologies were received from Cllrs Mrs D Adams and Mr P Burnham. Also, County Cllr Mr C Barnfather and Ward Cllrs Mr C Powell and Mr B Andrews, who were all attending the precept meeting at Gedling Borough Council.
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 Centre. Cllrs Bicknell, Scott and Smith declared an interest in matters relating to Newstead Enterprise.
4. **Approval of the Minutes**
Council Meeting - 1st February 2017
Subject to a correction to item 5.7, the header to read 'Newstead Centre Christmas Party' and under the public participation section of the meeting to include after sentence ending wind turbine, the following sentence 'the Chairman summarised the Parish Council's response in January 2015 to Gedling Borough Council asking for the community fund to be paid to the parish council', it was proposed and seconded the minutes be approved as a true record and this was agreed.
Precept Meeting – 18th January 2017
It was proposed and seconded the minutes be approved as a true record and this was agreed.
5. **Matters Arising from the Minutes**
 - 5.1 **Topple Testing** - The Clerk summarized the situation in terms of the graves identified at a risk of toppling. Out of 25 graves which had failed the topple test, 7 graves have now been laid down, one headstone reburied, one grave repacked, one grave not considered a risk. 12 letters had been sent to relatives with 5 responses received. 4 plot holders have said they would arrange repair, with Anthony Clarke to carry out one repair and plot holder to reimburse. One relative disputes any problem but will look again following a conversation with Clerk. A more detailed report will follow once all graves are re-tested over the next month.
 - 5.2 **Planning/Annual Community Fund** – A revised offer of £1.5k per annum had been received from Liam Russell at RCAN in respect of the Annual Community Fund. In summary, there will no longer be a small grants claim, with the funding proposed to be split 3 ways. This being £4,500 paid directly to the Friend of Newstead and Annesley Country Park, and £1,500 to both Newstead and Annesley Parish Councils. This funding will then have to be claimed back by the parish council retrospectively each year from RCAN, together with evidence of how these funds have been spent. An email had also been received from Cllr Barnfather detailing these same proposals together with his view that he has now done all he can on this matter. The Chairman noted little effort had been made by Annesley and Felly Parish Council, who had secured the funding on the back of this council's efforts. Following a discussion, it was agreed by the Parish Council to accept the offer of £1.5k per annum.
 - 5.3 **Vacancies on the Abbey Ward** - No formal expressions of interest but the Clerk has discussed the vacancy with Paul Bateman who said he would give some serious thought about rejoining the Council.

- 5.4 Newstead Centre Christmas Party – Feedback from Jane Daniels (Coordinator) had been circulated to Cllrs. In all some 60 persons attended the party and all received a selection box.
- 5.5 Old Cemetery – 5 wheelbarrows were purchased by the Clerk on behalf of the Council. It was not possible to use the Chairman’s discount card where it was necessary to obtain a VAT invoice to enable the Council to reclaim the VAT element of this cost. The barrows were collected directly from B & Q by the Probation Trust and the net cost to the Council once VAT is recovered is £133.33. Cllrs felt the cost represented good value for money considering the extent of work undertaken by the Probation Service on the Old Cemetery.
- 5.6 Vicarage Corner – This has been partially litter picked by the Clerk where Gedling Borough Council have confirmed they now only litter pick in rural locations once every 8 weeks (instead of 6) due to cuts in funding.
- The Clerk was thanked for her efforts.
- 5.7 Newstead Youth Centre – Chris Bicknell advised the youth club has settled in at the church and he understood from Debbie Widdowson that the Notts County Council Youth Services department have someone able to draw up the lease and who is working on this.
- 5.8 Pension Scheme – The Notts County Council has confirmed the contributions requested for the next three years are correct. The Clerk has investigated moving to NEST (government pension scheme), where so far they are the only provider able to match the pension to be accrued under the Local Government Pension Scheme. A full report will be presented to the Council next month.
- 5.9 Highways /School Warning Lights – Cllr Bicknell confirmed that following a report from Highways that the school warning lights had been repaired on the 21st December, he had checked the position again and now they were not working at all. Clerk to report. The Clerk has also advised she has chased up the white lining work required.
- 5.10 Lengthsman – To be discussed under agenda item 7
- 5.11 Abbey Road Grate – This has now been repaired. Cllr Bicknell then drew attention to another trip hazard on the same road. The Royal Mail had previously removed a post mounted post box on this road and located this further down the same road. The existing hole/stump left by the post box had been filled in but the tarmac is now wearing exposing the previous stump, which represented a trip hazard. The Clerk was asked to report this to Royal Mail as the stump required removing completely.
- 5.12 Dog Fouling – Request made to Headteacher of Newstead Primary School would undertake the design of some anti litter/dog fouling posters.
- 5.13 36 Byron Street – Information passed to Cllrs on why planning officers had approved a fully rendered finish in this case.
- 5.14 23 Tilford Road – The yard has now been cleared by Gedling Homes. Specifications in the process of being drawn up for refurbishment of the property
- 5.15 Safer Nottinghamshire Board – Representations made on Crime Strategy for Rural Areas.
- 5.16 Veolia Tour – Dates of future tours passed to Cllrs. The Clerk and Chair had attended a tour of the facility and found the tours very instructive and encourage all other Councilors to attend. It was agreed details of these tours would be passed to the primary school.
- 5.17 Accounts – Confirmation received that costs in respect of the Christmas Tree have not been duplicated.
- 5.18 Webb Street – The Clerk was pleased to advise that the Lengthsman scheme will continue for a further year on the same terms as before. The jitty off Webb Street has been discussed with the lengthsman, whereby various options were considered. It was explained that as the tarmac section of the path does not extend across the whole width of the jitty, removal of the existing verges would mean the path would need to be re-tarmack at a considerable cost to the Council. Gravelling each side of the path was also discussed but this option was discounted where it was felt the gravel would most likely be kicked around. It was the opinion

of the lengthsman that simply strimming the vegetation/grass on a regular basis, say once every three weeks, during the growing season would keep the verges tidy. He felt each trim would take approximately one hour and if trimmed every three weeks between March and October would total 12 cuts. Cllrs felt that one hour was probably generous for just strimming the jitty, however the litter affecting this jitty was also discussed. It was suggested that litter picking of the jitty could also be included within the one hour allocated to the lengthsman

for each cut and this was agreed. The Clerk to instruct the lengthsman to commence regular cutting of the verge between March and October as outlined and to include a litter pick each time.

5.21 Newstead Centre - Cllr Scott advised that notification had at last been received from Donald Brookes at CISWO confirming the new trustees' appointment. The Clerk stressed that a meeting should be held with the Locality Coordinator, as soon as possible, in order to discuss priorities for the centre.

5.22 Drainage Scheme for the Skate Park – A cheque for £250 has been received from Debbie Widdowson, Newstead Locality Co-coordinator towards the cost of this scheme as previously agreed.

5.23 MUGA Lights - A meeting has been held between Marlec and the Newstead Locality Coordinator when the timer was reset. Marlec have also agreed to visit the site and change the height of the column lamps free of charge. Dates of when this work is to take place has yet to be agreed. Cllrs were pleased to note this outcome.

There was no public participation session as no members of the public attended the meeting.

6. Accounts

6.1 Receipts and Payments for March 2017

Receipts

£535.00	New interment held on 17 th February.
£140.00	New interment of ashes to be held on 7 th March.
£250.00	Contribution from Gedling BC towards drainage scheme on skate park

Cheques for Approval

100395	Elvedon Farms Ltd	£444.00	Supply of Christmas Tree
100396	Gedling Borough Council	£1,080.00	Drainage scheme as agreed on skate board park
100397	Gedling Borough Council	£720.00	Topple testing in Newstead cemeteries
100398	Newstead Centre	£39.00	Room hire costs for February's Council meeting.
100399	Clarke's Cemetery Services	£250.00	Fees for reopening of grave for new interment.
100400	Clarke's Cemetery Services	£410.00	Fees for work on unstable headstones as agreed with the Clerk.
100401	Mrs J Johnson	£160.00	Five wheel Barrows for the Probation Team.
100402	Mrs P Young	£15.00	Chairman's allowance (February)
100403	Mrs J Johnson	£375.38	Clerks wages for February NB Includes
100404	Notts County Council	£97.33	Pension Contributions for Clerk (February) plus deficit payment.
100405	Mrs J Johnson	£25.01	Clerk's expenses
			Postage/Other £9.00
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£ 8.10</u>

TOTAL £25.01

The payments were approved as stated.

- 6.2 To Update the Risk Assessment - A copy of the recommended changes to the risk assessment had been circulated with the agenda. Cllr Scott felt the assessment was fairly comprehensive and could think of no other risks to be added. It was agreed by Council that the proposed changes to the risk assessment (highlighted in blue) should be agreed as stated.
- 6.3 To Appoint a New Internal Auditor - It was reported by the Clerk that the internal auditor for the Council had let it be known that he would not be undertaking the audit in 2017, due to his retirement. She recommended that an approach be made to Barrie Woodcock, the financial advisor to the Society of Local Council Clerks, to see whether he would be prepared to undertake the internal audit this coming year. This suggestion was agreed.
- 6.4 Any other Matters Relating to Finance - The Council had been approached by Portland College who had requested a donation towards supplying new smart tablets to all the disabled students currently studying at the college. Before sending the college the usual grant application form, the Clerk asked the Council whether this would be something that the Council would support. Councillors discussed the request from the college, where it was known that several young people in the village had attended this college, who also provided advice and skills to disabled youngsters in this area. It was noted that the cost of one smart tablet was £251 and it was proposed by Cllr Bicknell that the college be given sufficient funding to provide at least one tablet. This proposal was agreed and cheque signed.
7. The Lengthsmans Scheme
- 7.1 This item was covered earlier in the meeting.
8. **Matters concerning Newstead Village**
- 8.1 To Cut the Grass around the MUGA and Youth Centre during 2017 - This item had been brought back to the Council where a previous decision had been taken to mow this area throughout 2016, and to review the situation for 2017. The financial situation affecting the Newstead Centre was not thought to have improved. The Clerk confirmed the budget for 2017/2018, assumed that cutting of this area would continue. The cost of continuing to mow this area during 2017 had been given by Anthony Clarke at £350 per annum. Cllrs agreed that mowing of this area should continue for a further year.
- 8.2 Village Litter Pick – The Council supported the idea of a litter pick and a date agreed of 1st April.
- 8.3 Verge on Station Road – It was noted that an area of verge on the left hand side of Station Road between the station and Livingstone Street was not presently maintained, where this was not part of the adopted highway. It was suggested that quotes be obtained for the cost of strimming back the vegetation on this section of verge with a view to this section of Station Road (costs permitting) be added to the existing grounds maintenance contract with Anthony Clarke for regular mowing. It was agreed the Clerk would obtain estimates for both a one off cut and adding this to the grounds maintenance schedule.
9. **Matters Concerning Newstead Abbey Park**
- 9.1 Station Ave – Concern was expressed at possible tipping on Station Ave. Cllrs Smith and Scott to make enquiries regarding this issue.

9.2 Newstead Abbey Gate Code – The Chairman felt that the gate code for entry to the Abbey had been given out where there were increasing numbers of unidentified vehicles on Station Ave . A request would be put to the management at Newstead Abbey that the code is changed again.

9.3 Bikers – The Chairman reported that on the 12th February, a number of bikers had rode at her husband on Station Ave, but on the 19th February, whilst bikers were on Tony Cundy’s land, there were no bikers on Station Ave.

10. Correspondence.

The following correspondence was specifically discussed:

10.1 Off Road Bikers - Correspondence had been received from 2 residents who were complaining about the presence of off road motorbikes on 19th February, together with the lack of action in addressing this issue

by the Parish Council. As a result, this issue was raised by Cllrs attending the Police and Parishes meeting held at the Newstead Centre on the 24th February. The Clerk also read out the response to one of the complainants.

11. Planning

There were no objections to the following application which had been circulated to Councillors prior to the meeting and tabled at the meeting.

2017/0114- 8 Fairfields Drive, Newstead (Retention of fence on the north east section of front of property)

12. Reports from External Meetings

Police and Parishes Meeting - A number of Councillors had attended this meeting held at the Newsted centre on the 24th February when the issue of problems with off roaders was raised yet again. In terms of setting priorities for the police, it was agreed that in future these would be set according to information received from the local community at that time. A commitment had been made by the Police to attend at least two meetings of every parish council in this area, when crime statistics/updates would be brought to the meeting. It was also made known that if the public wished to know what is happening in their area in terms of policing issues and also where next Police surgeries are being held, they can log into the police website at Nottinghamshire. Police .uk. Once on the opening page, you follow the link to your area and put in your postcode. This will bring you to a facebook page for Calverton, Ravenshead and other villages, which includes latest news and also Police officers covering your area . It was agreed that the Clerk would contact the Police with details of forthcoming council meeting, plus an invite to the same. Other issues mentioned at the meeting included flytipping on Devil’s Elbow in Papplewick. It was noted that abuse had been aimed at Cllr Butler on a local Facebook page for merely reporting back from this meeting.

13 Cemetery Issues

None

14. Items that the Chairman Considers Urgent

None

15. Date of Next Meeting.

This will be held on Wednesday 5th April 2017, immediately following the Annual Parish meeting, which begins at 7.00pm.