

## **NEWSTEAD PARISH COUNCIL**

### **Minutes of the Parish Council AGM held in the Sherwood Room of Newstead Centre on Wednesday 3<sup>rd</sup> May 2017**

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr C Bicknell, Mr R Butler, Mr P Burnham and Miss H Scott and four parishioners.
2. **Apologies for absence:** Apologies were received from Cllr Ms J Smith, Ward Cllrs Mr B Andrews and Mr C Powell and also County Cllr Mr C Barnfather.
3. **Election of the Chair**  
Cllr Adams sought nominations from Councillors for the position of Chairman. Cllr Young was proposed by Cllr Adams and seconded by Cllr Burnham. No other nominations were received with Mrs Young being elected as Chair for the ensuing year. The Declaration of Office was then signed by the Chairman in the presence of the Proper Officer of the Council.
4. **Election of the Vice Chair**  
The Chairman sought nominations from the Council for the position of Vice Chairman. Cllr Adams was proposed but indicated she was happy not to stand for this position if another councillor wished to undertake this role. Cllr P Burnham indicated his willingness to stand for this role. Cllr Bicknell therefore proposed Cllr P Burnham as Vice Chairman, seconded by Cllr Adams. No other nominations were received with Cllr Burnham being elected as the Vice-Chairman for 2017/2018. The Declaration of Office was then signed by the Vice-Chairman in the presence of the Proper Officer of the Council.
5. **To Agree Dates of Future Meetings**  
These were agreed as per the list circulated.
6. **To Agree an Allowance for the Chairman**  
Cllr Young confirmed she was happy to continue with the existing allowance of £15 per month to cover expenses of office and this was agreed by the Council.
7. **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.
8. **Approval of the Minutes**
  - 8.1 **Minutes of the Council meeting held on 5 April 2017**  
Subject to the following amendments - Under the item 1 – Present – to remove Cllr C Barnfather from the list of persons present at the meeting - and also 5.3 - to delete the sentence 'where the offer by Cllr Barnfather was made at the Annual Parish Meeting' - that the minutes be approved as a true record and this was agreed.
  - 8.2 **Minutes of the Annual Parish Meeting – 5<sup>th</sup> April 2017**  
These were approved as stated.

## 9 Matters Arising from the Minutes

9.1 Topple Testing - The Clerk advised that on the 3<sup>rd</sup> May, she had carried out a re-inspection of those graves identified as failing the topple test and advised that just 7 graves in the New Cemetery remain unstable. These were: -

Plot 216 - This grave was taped off originally with a notice on same to contact the Council. There is no evidence the grave is visited. No contact received from anyone. Headstone is in good condition.

Plot 242 - The Clerk has spoken to a relative who said he had already spoken to the stone mason who supplied the original headstone and is presently awaiting a date for repair. He will email the date when repairs can be expected.

Plot 155 - Faded artificial flowers on grave. No evidence visited recently. Headstone in good condition generally. No response to letter sent.

Plot 279 – The headstone in good condition generally. Parents are in next grave. No evidence grave is visited. No response to letter sent.

Plot 308 - Headstone in good condition generally. No evidence grave is visited.

Plot 282 – Evidence suggests this grave is still visited, although some time ago. No response to original letter sent out. Clerk recommends second letter is sent out as different address found on records.

Plot 304 – Headstone in good condition. No flowers on grave. No evidence plot is visited. No response to letter sent.

The Clerk explained that all practical steps have now been taken by her to contact relatives as identified in the records, based on information provided at the time of burial, which in some cases was over 30 years ago. Where relatives cannot be traced, the Council has a choice whether to repair or lay down these headstones. However because the headstones themselves, if laid down, could present a possible tripping hazard and make it harder to mow the cemetery, the Clerk recommended the Council looks to carry out repairs, if possible. The total cost at this stage based on previous charges by Anthony Clarke would be around £250 (i.e £50 per grave). The Parish Council agreed that Anthony should be instructed to undertake the work, with delegated authority given for the Clerk to agree any costs over and above this amount in accordance with the financial regulations agreed last year.

9.2 Planning/Annual Community Fund – A draft agreement from RCAN had been circulated and would be discussed under item 12 on the agenda.

9.3 Vacancies on the Abbey Ward – This has now been advertised in the latest newsletter for the village recently distributed but no enquiries yet received. Cllr Young will include the vacancy in the next newsletter to be distributed to residents in the Abbey ward of the parish. A suggestion made to advertise the vacancy in the Evening Post was discounted.

9.4 Newstead Youth Club - Cllr Burnham understood that a number of church members were disgruntled following damage to the front door of the church allegedly caused by young people and also heard that residents close to the church were objecting to the noise and bad language used by some of the children. It was agreed any complaints should be referred to Cllr Andrews as Chairman of the Youth Club.

9.5 Newstead Centre - Cllr Scott advised that Debbie Widdowson had now received forms from CISWO, which the new trustees were required to sign. A meeting is pending shortly to progress matters with a view to holding a public meeting/AGM next month.

9.6 Internal Auditor – An internal audit of the Council accounts for 2016/2017 has been arranged for the 8<sup>th</sup> May.

9.7 Lengthsman Scheme – Painting has been carried out on the bin and seats as identified. Two benches on Newstead Meadow have also been re-stained, although it was noted that vandals had torn off part of one of the benches and damaged the wooden struts, which given the substantial nature of the bench was no mean feat. It was felt this was probably the same persons who had kicked over grit bins on Chapel Terrace. Cllr Burnham advised the lid to one of these bins originally reported missing had now been found and whilst he had been able to refill the bin would require the assistance of other Cllrs to move this back into its original position. The Clerk was asked to obtain an estimate for repair of the bench.

9.8 Verge on Station Road - This has been cleared of vegetation by Jonathon Rhodes and subsequently mowed by Anthony Clarke.

- 9.9 War Memorial – Instructions for replacement of the railings has been given but is likely to take 4 to 5 weeks. The Council is now waiting to hear from Northfield Construction.
- 9.10 Highway Issues/Pothole near former Bus Turning Area – This has been reported.
- 9.11 Hanging Baskets and Planters – Gedling Borough Council are to continue to plant the hanging baskets as these have already been delivered to Gedling’s suppliers for planting, along with other hanging baskets in the borough. The Chairman has visited Shirley’s Nurseries and the cost of planting out the planters will be approx £130. This cost was approved by the Council. It was anticipated that planting would take place towards the end of May with dates to be agreed. Cllr Scott advised that the 2 raised beds on Station Road had been weeded by Paul Bateman and that his continued help in maintaining these be noted.
- 9.12 Dog Fouling – The Clerk confirmed she had discussed the possibility of a dog bin on Newstead Meadow where it was advised any request would not be successful as there is already a dual purpose bin in the cemetery car park. Cllr Bicknell asked whether it was possible to obtain some ‘no dog fouling signs’ to be put on various lamp columns/road signs in the village. The name of a possible contact at Gedling Borough Council who may be able to supply free posters was passed on from a member of the audience. The Chairman advised that posters were no longer available free of charge as she had recently asked Debbie Widdowson to obtain some more of the ‘No such thing as a Dog Poo Fairy’ posters and was advised there would be a cost. It was agreed the Clerk would try to source some relevant posters.
- 9.13 Vicarage Corner – This area has been inspected and was relatively litter free. Three back bin bags of domestic rubbish had been left on Station Ave. Cllr Young asked the Clerk to chase up strimming of the brambles on this road.
- 9.14 Quarry Banks Farm – Objections have been sent to Gedling planners as agreed. The Chairman confirmed she had held a site meeting with Cllr Chris Barnfather, who was now well aware of the issues involved.
- 9.15 Cemetery Issues /Missing Coping Stone – This is now back on the wall but requires re-pointing, which the Clerk has volunteered to do whilst re-pointing her own patio.
- Annual Parish Meeting
- 9.16 Newsletter - Cllrs have distributed copies of the latest newsletter out to residents.
- 9.17 Topple Testing – Information sent as requested by parishioner.

*The meeting was then closed to allow the public to participate.*

Ms Knight was then invited to address the Council having advised the Council in an earlier email that she would be attending the meeting to discuss her concerns. The Chairman advised the meeting that the time available for public comment would be limited to 15 minutes, in order to allow time for the remaining council business to be discussed. Having been sent documents in respect of the Council’s contractor, Ms Knight felt there were a number of issues which the parish council had failed to comply including:

- No details of equipment the contractor intends to use
- Contractor not being continuously monitored
- Method statement not obtained
- Lack of signature on Health and Safety document supplied
- Not nearest hospital on paperwork sent

The Chairman responded that the paperwork supplied in respect of the Council’s contractor had also been copied to Grant Ilett, Health Safety and Emergency Planning Officer, Gedling Borough Council, who had subsequently advised that given the nature of the contract and minimal risks faced and given the limited resources available to the Council, the Council had done as much as could reasonably be expected in terms of health and safety requirements and that he had no cause for concern. The Clerk also stated that to monitor the contract on a weekly basis would also be disproportionate in terms of cost as this could not be accommodated within her existing contracted hours. The position was not accepted by Ms Knight who continued to state her case. A number of comments then passed back and forth between Ms Knight and various council members. Some 20 minutes or so from the start of this session, the Chairman made a decision to close the meeting and asked that all councillors leave the meeting room, which they did. After some 30

minutes, Ms Knight and another parishioner left the meeting room.

*Cllrs returned to the meeting room and public session re-opened to allow other members of the public to speak.*

Other issues raised during this session included:

- Lack of disabled access to Newstead Playing field.
- Smokeless zone issues and who would monitor this
- Litter bin requested on Foundry Terrace. Also increase in frequency of collection of existing bins as these are often full.
- Parking issues around school opening and closing times especially the area around the junction with Hucknall Road and regular parking on the green. Inconsiderate parking also mentioned on Fraser Street, Abbey Road and Bryon Street.
- Additional strimming required on path between the factory fence and existing homes on Foundry Terraces which is used to allow access to the front of homes on Foundry Terrace

*Meeting re-opened*

## 10. Accounts

### 10.1 Receipts and Payments for May 2017

#### Receipts

£285.00	New interment held on 6 <sup>th</sup> April
£3,781.61	HMRC – Vat reclaimed for 2016/2017
£1340.00	Pre-purchase of two new burial plots in Newstead cemetery
£14,762.00	Gedling Borough Council – Precept
£2,740.00	Gedling Borough Council – Council Tax Rebate Scheme

#### Cheques for Approval

100416	Newstead Centre	£45.00	Room hire costs for March Council meeting.
100417	Clarke's Cemetery Services	£630.00	Charges under grounds maintenance contract inc. additional charge for grass around MUGA and verge on Station Road.
100418	J A Rhodes	£170.00	To clear verge on Station Road.
100419	Mrs P Young	£15.00	Chairman's allowance (April)
100420	Mrs J Johnson	£353.79	Clerks wages for April <u>NB</u> Includes 1 hour overtime for new interment in April and less contribution to pension deficit.
100421	Notts County Council	£119.95	Pension Contributions for Clerk (April) plus deficit payment.
100422	Mrs J Johnson	£51.51	Clerk's expenses
			Postage/Other £40.36
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£3.15</u>
			TOTAL <u>£51.51</u>

100423 Zurich Municipal £673.34 Insurance renewal

The accounts were approved as stated.

### 10.2 To Consider Grants to other Bodies

A request had been received from Notts County Football in the Community towards funding for projects

undertaken in the community to help disadvantaged and vulnerable people. It was resolved not to donate to this charity.

**11. The Lengthsman's Scheme**

The Clerk suggested that the lengthsman be asked to tidy up the damaged fence opposite the school which had been damaged by a vehicle. This was agreed.

**12. To Review and Sign Legal Agreement relating to Annual Community Fund**

Two queries received from Cllrs, which it was agreed had now been addressed. The Clerk explained that the Council would not be responsible for costs incurred by RCAN's solicitors, but would be responsible for any fees incurred by its own solicitors, where it had chosen to appoint them. It was agreed that the Council would now abide by the terms of the agreement to distribute the funds and the agreement was signed by the Chairman. A local resident attending the meeting agreed to witness the signing and his details were included within the agreement to be signed.

**13. Matters concerning Newstead Village**

- 13.1 Land behind Fraser Street - This matter has been raised by Cllr Butler following recent flytipping in this area. It was not clear who owned the land in question and it was agreed to make enquiries to ascertain the identity of the land owner involved which it was thought could be Gedling Homes. Cllr Butler favoured use of the land by the school.
- 13.2 Request for a litter/dog bin on Foundry Terrace – The Clerk advised she had already discussed this request with Lynda Hartshorn, Refuse Collection Service Inspector, Gedling Borough Council. She advised that requests for litter bins are judged on merit and once a request is received, the area usually assessed for several weeks to see if a bin is required. It will also depend also on whether there is spare capacity to collect the bin in an existing round. If several requests are received (the Borough Council always received more requests than funding allows), the Borough Council would also look at these requests in terms of costs. Therefore if the Parish Council offered to contribute towards the cost of the bin, this would add weight to any request submitted. Also, as permission from 'Highways' or the landowner would also be required to site the bin, where this could be given in advance, because say it is on land for which the parish council assumed responsibility, this would also add weight to any request. The Clerk was also advised that previously a number of bins in this location were removed by the Borough Council as these were vandalised, but this was some years ago. With this advice in mind, Cllrs resolved to support the request for the bin and in noting that a cost of a bin was unlikely to exceed £300, agreed to pay 50% towards the cost of any bin supplied by the Borough Council. Clerk to write to the Borough Council.
- 13.3 A Frame Gate at the end of Jitty from Hazleford Way to Foundry Terrace - A request had been received to replace an existing wooden stile at the bottom of the pathway from Brunches to Foundry Terrace as this has broken. It was agreed to send a letter to Highways requesting replacement of this stile with an A frame steel gate.
- 13.4 Bonfire Event – Cllr Scott explained that the professional contractor who organised the firework display in 2015 had now retired. As bonfire night itself fell over the weekend of the 4/5 November, all alternative contractors had been booked up. The only other option is to hold this event on the 11<sup>th</sup> November and she asked for Cllrs views regarding the proposed date. Cllrs felt this date was acceptable, where no other option existed. In addition to the fireworks display, Cllr Scott advised there will also be facepainting, a puppet theatre, a fire eater and craft school including willow sculptures. Also the micropub would be open. The Events group will be seeking donations towards this event and she asked whether funds from the wind turbine could be utilised to fund the event. The Chairman confirmed that it was an understanding with RCAN that the Annual Community Fund is spent on environmental issues but that there was no reason why a donation could not be sought from the Council's S137 /donations budget as there was still capacity under this heading.
- 13.5 Micropub – This is now up and running. The Council welcomed the introduction of the micropub, which it was felt was an excellent facility for the village.
- 13.6 Funding Bid for Former Coal Stocking Yards/ Freckland Wood/Linby Trail – The Parish Council had received news that it was no longer able to spearhead the bid for work on the above areas due to a change in the criteria for funding, as it did not own, nor had a long term lease on the land in question. As a result any bid would need to be submitted by Notts County Council, who would need to provide evidence of support for the bid. Cllr

Smith in an earlier email to the Council on this subject had suggested that a petition could be put in the micropub for walkers and users of the Linby Trail to sign and also a letter from the Allotment Association and both these ideas were supported by the Council. It was agreed that the Council write a letter in support of this project. The Clerk also felt an approach should be made to Linby PC, who would also be asked to provide a letter of support for the bid.

**14 Matters concerning Newstead Abbey Park.**

- 14.1 Newstead Abbey Grounds – It was agreed to chase up the position relating to knotweed previously identified in the grounds of Newstead Abbey at the back of the Japanese gardens

**15. Correspondence.**

- 15.1 The Pension Regulator – Notification had been received from the Pension Regulator that Newstead Parish Council was obliged by law to complete a declaration in terms of the details and number of staff auto enrolled into a works pension scheme, or if already in a pension scheme, details of that scheme. The Clerk confirmed she had made the necessary declarations on behalf of the Parish Council and had now received a certificate of compliance from the pension regulator confirming these obligations had now been met.

**16. Planning Applications**

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

2017/0360 – Monks Lodge, Newstead Abbey Park (Construction of a ménage for private use only) – No objection.

2017/0494 – Stable Cottage, Newstead Abbey Park (Replacement windows) – No objections.

The Parish Council had been informed of the following planning decision:

2017/0193 – Sports Ground, Tilford Road, Newstead (Signage) – Grant consent subject to following condition: ‘The illumination of the hereby approved signs shall not be more than 600cd/m<sup>2</sup> and the means of illumination must not be of intermittent, pulsing or flashing kind.’

**17. Matters concerning the Cemetery**

- 17.1 Parking Post - The Clerk spoke on the circumstances of the incident and that enquiries made with suppliers of similar type posts advised there was nothing on the market designed to fasten down the posts in their laid down position. What had happened may be just a freak accident and only time would tell whether this would be an issue in future. At present she was providing verbal warnings to funeral directors to drive carefully over the post. Cllr Adams felt that to avoid the possibility of any funerals being marred in future by an incident of this nature there was no choice but to remove the post and this was agreed by Council. The Clerk to instruct Anthony Clarke to carry out this work.

**18. Reports from External Meetings**

None except for those covered earlier in the meeting.

**19. Items the Chairman Considers Urgent**

None

**20. Date of Next Meeting.**

The next meeting of the Parish Council would be held on Wednesday 3 June 2017.

*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 an individual*

**21. Release of Information to the Public**

Councillors were reminded that unlike principal authorities, parish councils were only obliged under 'The Freedom of Information Act' to release those documents as agreed under the Model Publication Scheme, previously adopted by the Parish Council and details of this scheme had been circulated to Cllrs. In addition, it was also agreed to update the existing complaints policy to that based on the model now recommended by NALC, with a maximum of 21 days to respond to any complaint received.