

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 6 September 2017

1. **Present:** Cllrs: Mrs P Young (Chairman), Mr C Bicknell, Mr P Burnham, Mr R Butler, Mr E Hardy, Miss H Scott and Ms J Smith. Also attending were Ward Cllr Mr C Powell, Cllr Mr B Andrews and Mrs Andrews and one parishioner.
2. **Apologies for absence:** Apologies received from Cllr Mrs D Adams and County Cllr Mr C Barnfather.
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 and also in respect of the Christmas Tree barriers, where his employers had provided the quote for the barriers. Cllr Scott subsequently declared an interest in item 6ii) as a member of Newstead Events Group.
4. **Minutes of the Council meeting held on 5 July 2017**
With the following matters to be noted: under 11.1 – that although the minutes were based on what was said at the time, they did not reflect the considerable time taken by Cllr Barnfather in terms of discussions with the Planning Committee and also site meetings held with the affected residents. Also, under item 14, the Chairman had expressed concern that the Council had not been advised of the AGM of the Newstead Miners Welfare Community Centre charity. With these matters noted, the minutes of the meeting were approved as a true record.
5. **Matters Arising from the Minutes**
 - 5.1 **2017/0131 – Quarry Banks Farm** – Cllr Powell explained there is a panel which decides whether planning applications are submitted to the full planning committee for a decision, or delegated to Planning Officers to decide. In the case of this particular application, although objections had been received from residents, Cllr Powell advised no objections had been received from Nottingham City Council as the principal landowner affected by this application. This was felt to be crucial as customers would be accessing the stables, either through Newstead Abbey Park itself, or via Station Ave. As no objections had been received from the City Council, the Committee agreed any decision on this application should be delegated to Planning Officers. The Chairman was surprised that nothing had been received by the Planning Authority, as she had previously spoken to Rachael James, Operations Manager, Nottingham City Council, who had advised her she would be sending objections on behalf of the City Council. The Chairman will now make enquiries with the Abbey to find out why no objections had been sent as previously advised.
 - 5.2 **War Memorial** - Expenses reimbursed in full by the Third Party driver. The balance of the amount collected will be passed to Northfield Construction in payment of invoices for supplying and fitting the railings.
 - 5.3 **Dog Fouling** - Details of previous 'dog poo' hot spots passed to Sarah Anderson (Neighbourhood Warden). Posters have been received from Tidy Britain and these are currently in the process of being distributed.
 - 5.4 **Foundry Terrace/Gedling Homes** – Confirmation received that Gedling Homes are to undertake a survey of all affected Gedling Homes properties commencing 7th August with a view to commencing work thereafter. Cllr Burnham was asked whether he was aware any surveys had yet been completed and he was not. Agreed to chase Gedling Homes.
 - 5.5 **Land Behind Fraser Street** – The Clerk has sent a reminder to East Midlands Homes on 16th August as nothing further heard from them. The school has also been informed of the identity of the landowner in the event they have any future queries. Cllr Butler advised he understood some residents may be interested in purchasing the land as an extension to their back gardens.

- 5.6 Litter Bin – The Clerk had written to Terry **Ball** accepting offer to re-site an existing bin and as yet nothing further had been heard from Gedling BC.
- 5.7 A Frame Gate – The Clerk has discussed this with Darren Brown. He agreed that with a hooped barrier, it may be possible to slide a bike under the barrier, although this problem could be overcome by adding metal inserts. The Clerk advised that on the whole, the Council felt the costs were prohibitive. Darren has suggested a possible alternative of installing a pedestrian barrier within the existing wooden frame and is to get back to the Council with a revised estimate.
- 5.8 Request for yellow lines around the Green - The Clerk advised it was not possible to set up a meeting prior to the school breaking up for the Summer holiday. As the school had only re-opened today, a meeting would now be requested.
- 5.9 Station Ave – It was noted that some of the brambles appeared to have been left in situ by Jonathon Rhodes which was made more prominent after this section of the verge had been mowed by Gedling Borough Council, prior to the Tour of Britain cycle race. Clerk to investigate. It was noted that the broken gate had now been removed presumably for repair by Gedling Borough Council.
- 5.10 Disabled Access to Sports Field - It was agreed that the Parish Council could be supplied with keys to existing wide gate and the Clerk is now waiting to hear from Gedling BC as to when these can be collected. In the longer term, a new gate and path will be installed, which is to be DDA compliant.
- 5.11 Street Sign – The Clerk had spoke to Mick Leivers and the graffiti on the sign has been cleaned off.
- 5.12 Youth Centre Building – Roof repairs carried out. Cllr Bicknell advised that most of the work required had been carried out but the building now needs a final clean up. On Tuesday 12th September, it was understood that Nottingham Youth Services would be undertaking a risk assessment of the facilities. Cllr Andrews confirmed that no arrangements had been made with the church to continue in these premises and it was intended to move back into the Youth building as soon as available. He also advised there was a fridge in the church which would also need moving back. In terms of an agreement between the Youth Club and the Trustees of the Newstead Centre, this was still ongoing. Cllr Scott advised that she had recently responded on behalf of the Trustees requesting an amendment to the agreement.
- 5.13 The Lengthsmans Scheme - Cllr Burnham advised that whilst some strimming may have been carried out on the dual cycleway/footpath between the terraces and Hazelford Way it had not been cut back on the cycle path side. The Clerk advised that according to the latest schedule of work undertaken by the lengthsmen the work had been carried out. Cllr Burnham to recheck and advise.
- 5.14 White Lining – Highways have advised that the white lining of the junction between Fraser Street and Tilford Road was carried out in November 2016, although the area marked out on the mono block was already smudged badly. Reminder sent re marking out of the junction of Markham Street with Musters and Bryon Street, which has not yet been carried out. The pothole previously reported on this road has not been filled and it was agreed to chase highways.
- 5.15 Newstead Miners Welfare Centre - Minutes circulated to Cllrs
- 5.16 Newstead and Annesley Country Park – Liam Russell has now left the employ of RCAN and therefore any queries re the park need to be directed to the new Chief Executive of RCAN. Having written to RCAN on the 17 August, the following reply was received on the 18 August from Helen Kearsley-Cree, which basically states *‘having been on the park 6 times in the last two weeks she has not experienced the churned state of the paths as described in our response and that all paths used during the installation have been attended to. She will however follow up on our enquiry when she returns to the office on the 4th September’*. Cllrs confirmed the main area in which churning occurred was the path to the side of the sport field /rear of Northfield Construction, past the disabled fishing lake to the visitor centre. It was agreed to pass this information to Ms Kearsley-Cree.
- 5.17 Matters Concerning the Cemetery
Request to Pre-purchase Plot in Cremations Section – After further consideration (and possibly cost), the applicant has decided simply to add an inscription on the existing grave of his relative.

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

Mr T Moore noted that a litter bin had previously been installed outside the chip shop but removed some time ago which should provide the capacity to install and empty an additional bin on Foundry Terrace. Also, although the lengthsmen had strimmed the nettles/overgrowth growing through the fencing on Foundry as agreed, the trees and branches on the factory side of the fence were now touching the

telephone wires and weeds/nettles were also growing back through the fence. He was certain that Gedling BC had previously cut back this area. In terms of the barrier to be fitted on the jitty between Foundry and Hazleford Way, he suggested that in order to minimize the expense, it may be worth installing a barrier on a less wide section of the path. Inconsiderate parking was also discussed especially the poor vision when emerging from the service road at the side of Cornerstone House, where the view to the left of this junction was obscured by the CAST minibus parked near the junction.. It was agreed to include something in the newsletter re inconsiderate parking. Cllr B Andrews asked for clarity as to who is responsible for what on the Country Park. It was confirmed that RCAN owns the land whilst Newstead Enterprise own the visitor centre and Pocket Park. CAST has a lease to one fishing lake on site.

Meeting re-opened

6. **Accounts**

i) **Cheques for Approval**

Receipts and Payments for September 2017

Receipts

£265.00	Fees for interment on 2 nd August
£629.17	Reimbursement of repairs to war memorial
£250.00	Nottingham Memorials – Fees for new headstone.

Cheques for Approval

100446	Newstead Centre	£45.00	Room hire costs for July Council meeting.
100447	Mr A Sedgewick	£120.00	Watering of planters and hanging baskets
100448	Clarke's Cemetery Services	£30.00	New lock on cemetery gates.
100449	Clarke's Cemetery Services	£250.00	Charges for reopening grave re new interment.
100450	Clarke's Cemetery Services	£630.00	Charges under grounds maintenance contract inc. additional charge for grass around MUGA and verge on Station Road.
100451	Mrs P Young	£15.00	Chairman's allowance (July)
100452	Mrs J Johnson	£346.65	Clerk's wages for July less contribution to pension deficit.
100453	Notts County Council	£119.95	Pension Contributions for Clerk (July) inc. deficit payment.
100454	Mrs J Johnson	£ 33.69	Clerk's expenses (July)
			Postage/Other £29.66
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£3.15</u>
			TOTAL <u>£40.81</u>
100455	Notts ALC	£40.00	NALC Training course for Clerk – Cemetery Management and Operation
100456	J A Rhodes	£70.00	Strim brambles on Station Ave
100457	Northfield Construction Ltd	£409.17	Repairs to War Memorial.
100458	Mrs J Johnson	£94.19	Bunting and balloons for Tour of Britain event.
100459	Clarke's Cemetery Services	£630.00	Charges under grounds maintenance contract inc. additional charges for grass around the MUGA and verge on Station Road.
100460	Mrs P Young	£15.00	Chairman's allowance (August)
100461	Mrs J Johnson	£346.85	Clerk's wages for August less contribution to pension deficit.
100462	Notts County Council	£119.95	Pension Contributions for Clerk (August) inc. deficit payment.
100463	Paul Newman	£22.00	Weedkill used by lengthsman

100464	Mr A Sedgwick	£100.00	Watering of planters and hanging baskets during Aug
100465	Mrs J Johnson	£25.06	Clerk's expenses (August)
			Postage/Other £13.91
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£3.15</u>
			TOTAL <u>£25.06</u>

In addition to the above, the following matters were also discussed and agreed.

NALC Training Courses - The Clerk could attend the NALC Training Course on the 12th December to ascertain how forthcoming changes to the Data Protection Act will affect the storage of data held by the Council at a cost of £30

Cllr R Hardy to attend a 'New Councillors' training course to be held at Epperstone Village Hall on the 1st November

As Cllr Hardy could not drive Cllr Burnham agreed to take Cllr Hardy to the venue subject a claim in respect of his travel expenses and this was agreed.

RBL Poppy Appeal – The Council agreed not to join the Nottinghamshire 'Lamp Post Poppy' campaign but continue

to send a donation along with the usual order for 2 wreaths at £17 each. It was agreed to make to total payment of £50 to the Poppy Appeal including the cost of the two wreaths.

With these additional payments noted, it was agreed cheques could be approved and signed as stated.

ii) Request for Donation towards Newstead Bonfire Event – A grant application had been received from Newstead

Events Group, which sought a donation of £1,200 from the parish council (based on 2015 costs) towards a professional firework display, where the total cost of the holding the event was estimated to be in the region of £2,200. Cllr Scott explained that in addition the firework display, there would also be artist led workshops including face painting, and bonfire building, etc. She explained that past criticism of the event had been the poor firework display and the donation now sought from the Council would allow for a 'professional' display. It was advised that whilst funding could be found in respect of the workshops, very few organisations were willing to fund the firework display itself. The Clerk advised that in terms of the funding this would come under S137 expenditure which was limited in statute however the Council could legitimately spend just over £5k per annum under S137, although the budget agreed during 2017/18 for this type of expenditure was £1,000. The Chairman advised not

all parishioners liked fireworks and there could be objections, if a significant proportion of the Council precept was spent on a firework display. She also felt that as many people from Annesley village could also attend this event that funding should be sought from Annesley and Felly Parish Council towards this event.

With an interest in the matter already disclosed, Cllr Scott then left the meeting whilst Councilors made a decision on this matter.

Cllr Bicknell advised that he was aware that £1,200 was the bare minimum required for a display whilst Cllr Butler was much in favour of the event. In looking how this cost of a professional display could be funded, it was felt that Northfield Construction could be approached for a donation towards the cost of holding this event. Cllr

Butler offered to donate personally towards the cost and proposed that the Council should offer £700, towards the total amount sought of £1,200. This was seconded by Cllr Bicknell, whilst Cllr Burnham proposed £500, seconded by Cllr Hardy. A discussion then ensued how the remainder of the funds could be reached, if the lower amount agreed and an offer was made from Cllrs Powell and Andrews to fund the display of £100 each. It was also felt that if an approach was made to Cllr Barnfather, he may also pledge a similar amount. Cllr Bicknell also

indicated he was willing to make personal contribution towards the cost. With this in mind, it was agreed by the Council to offer the sum of £550 towards the total sought of £1,200, with the Clerk to assist Cllr Scott in fundraising for the outstanding balance. It was also noted there was some urgency in the matter as the services of the contractor involved would need to be confirmed by the following Wednesday.

Cllr Scott returned to the meeting and was advised of the Council's decision to award £550 based on other contributions also pledged at the meeting.

iii) **Any Other Matters Relating to Finance**
None

7. **The Lengthsman's Scheme**

In addition to work to weedkill weeds/nettles coming through the side of the railings on Foundry Terrace, other suggestions for work included sweeping that part of Fraser Street which runs between the Post Office and Chip Shop and also repainting the black wrought iron railings on Tilford Road/Fraser Street junction. It was further advised that of the 75 hours allocated in the current year in respect of the lengthsman's time, some 34 hours of work had been completed by the lengthsman since May 2017.

8 **To Agree a Social Media Policy**

The Clerk tabled a draft version of a social media policy which she had got from the internet. She advised that a number of Parish Councils had publicised their own schemes online but she had chosen this version as this was fairly simple. In essence this would form the basis of any policy drawn up by the Council. The Clerk was asked to submit an electronic version of the policy to Cllrs for comment which would be brought back to the next meeting. It was also stressed that there was no reason why members of the Council could not air their own views on social media provided it was stated that this was the view of individual members of the council rather than the collective view of the Council as a whole.

9. **Matters concerning Newstead Village**

9.1 **Christmas Celebrations and Matters relating to the Christmas Tree** - There were a number of items relating to this matter which were agreed as follows:

- Christmas Tree – It was agreed to purchase the tree from the same suppliers as last year. The size of the tree was also discussed, plus the practical aspects of redecorating and disposing of the same, where it was agreed to opt for a 25 foot tree. In terms of decorating the tree, it was noted that the Christmas tree lights were currently held in storage by Gedling BC. It was suggested that Gedling be asked to decorate the tree with any tweaking of the lights to be carried out thereafter by Cllrs as the Council lacked the appropriate equipment to decorate a tree of this size. The Clerk would also obtain an estimate for a star at the top of the tree similar to that which adorned the Christmas tree in Linby Village. A plea was made by the Chair for the lights to be lit from 3pm to midnight and, also if possible, between 6am to 10am each morning (this will depend on the timer), so these could be seen by parishioners leaving for work.
- Barriers for the Christmas Tree – A revised design had been circulated to member of the Council where due to the increased size of the barrier costs had risen to £96.50 each, which included a staff discount of £122. The revised specification as circulated was approved and it was agreed to order 4 barriers from Fabrikat at a total cost of £386 plus VAT.
- Christmas Event - A tentative date for an event to be held was agreed as the second week in December.

Cllrs were asked to think about what type of event the Council would like to hold which would be put back on the agenda for discussion at the next meeting.

9.2 **Planters/hanging baskets** – As the planters/baskets had now gone beyond their best, it was agreed to stop further watering of the planters. Cllr Young advised she hoped to plant winter pansies in the planters over the winter and this was approved by the Council. Cllr Scott also suggested planting snowdrops.

9.3 Newstead Meadow – An estimate had been received from Jonathon Rhodes for the cost of cutting back the haylage on the meadow at a cost of £580, which did not include baling. Also a further estimate had been submitted for subsequently chain harrowing the meadow which ideally should be undertaken during Autumn at a cost of £200. Both these costs were approved.

9.3 OVO Tour of Britain – This had taken place earlier in the morning when riders passed through the village as part of Stage 4 of the Tour of Britain. The Clerk had been authorized via email to spend up to £100 on bunting and balloons to decorate the village. Cllr P Burnham had volunteered to act as a marshal for the event. It was noted that the live feed of the event had made reference to the display in the school play area and also to the Newstead dragon. There had been a number of spectators to the event, which was much enjoyed.

10 Matters concerning Newstead Abbey Park.

10.1 Station Ave – Further resurfacing of the drive had been carried out in particular where the road goes under the railway bridge between Vicarage Corner and the Abbey entrance.

10.2 Gate Code/EMAS – A call to the emergency services by one of the residents in the park revealed that EMAS had not been passed on detail of the gate code for the rear entrance to the Abbey. This had resulted in the resident concerned having to meet the ambulance at the gate to afford access. Contact has been made with Newstead Abbey Management team to ensure that in future this code is passed on.

11. Correspondence

None other than mentioned elsewhere.

12. Planning Applications

None received.

13. Reports from External Meetings

13.1 Newstead Miners Welfare Community Centre - Cllr Scott advised there had been further meetings with the Trustees with minutes to follow. Of matters to report Neil Bettison of the Notts County Council would be attending future meetings of the trustees to provide some 30 minutes of training at the start of each meeting. It was noted a 'Family Night' had gone well, which the centre would look to repeat in future. There are also plans to hold monthly craft and car boot sales.

14. Matters concerning the Cemetery

14.1 Cemetery Regulations - A copy of the revised regulation will be stapled on the notice board by the Chairman.

14.2 Extension to the New Cemetery –In order to start this project it would be necessary to agree a specification for the work to be undertaken. It was agreed that discussion would be held with Ashfield/Mansfield Groundwork to see whether they would be prepared to draw up the relevant specification. It was noted that the Council may have to pay for their services.

15. Any Other Business that the Chairman Considers Urgent

None

16 Date of Next Meeting.

The next meeting of the Parish Council would be held on 4th October 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. 4, where this item relates to an employee.

The Clerk left the meeting for discussion of this next item

17. Clerk's Pay Review

Prior to the meeting a paper had been circulated to each member of the Council outlining current salary

paid to the Clerk and the effects of a 1%, 3% and 5% rise. In noting that the Clerk was paid less than recommended by NALC, and in recognition of the good service provided by the Clerk, it was agreed to increase the current level of pay by 5%, backdated to 1st July.