

NEWSTEAD PARISH COUNCIL
Minutes of the Parish Council Meeting
held in the Sherwood Room of
Newstead Centre on Wednesday 6 June 2018

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr R Butler, Mr E Hardy, Ms C Harris, Ms S Read, Ms J Smith and Miss H Scott. Also attending were Ward Cllr Mr B Andrews, County Councillor Mr C Barnfather, Emma Astill, Youth Worker and several members of the Youth Club and Mr Peter Wakeling, local Beekeeper.

2. **Apologies for absence:** Apologies received from Ward Cllr Mr C Powell.

3 **Declaration of Personal and Prejudicial Interests**

Cllr Butler declared an interest in Newstead Youth Club as the treasurer of this committee. Cllr Scott declared an interest in any matters relating to the Newstead Centre as a Trustee of the Charity, and also in any matters relating to Newstead Enterprise as a Director of this company.

Prior to discussing the next item on the agenda, the Chairman introduced Mr Peter Wakeling, who wished to discuss with the Council his previous request to site bees on land owned by the Parish Council.

Mr Wakeling began by apologising to the Council that the hives were not already in situ, which he explained was largely down to the temperament of the bees. During last year, his bees were very defensive and he was reluctant to site them on public land. However this year, he has now split the hive and the bees intended for Newstead are now considered to be 'nice'. He advised that in terms of minimising the risk to the public, he intends to segregate the area where the hives will be kept, through erection of an appropriate barrier consisting of 3 fence posts and netting, screened by twigs with a small amount of shuttering at the bottom. The barrier would be fairly high so that when the bees fly out they do so at height. A number of warning signs will also be put on site. The Clerk explained she had previously consulted with the Council's insurers who confirmed that they were happy with the proposed arrangement. Mr Wakeling confirmed he was looking to install the hives towards the end of July. Cllrs asked whether the hives would produce honey and whether this could be bought by residents. Mr Wakeling confirmed this was the case and labelling for the honey to be sold was discussed. It was suggested that the school and the Youth Club may wish to design a label for honey produced in Newstead, which would have its own unique taste. His intention in the future is to become a full time beekeeper, so the more outlets for the sale of his honey, the better. Mr Wakeling was asked if he would put hives in other areas i.e. the community orchard and Pocket Park. He responded by stating that he would consider all the locations proposed but to bear in mind it would take some time to 'grow' the new hives. Mr Wakelin advised that he has his own facebook page, which is called Bramblewood Bees. He also disclosed that he gives presentations to schools, etc on beekeeping and can also do a 'virtual' presentation. Emma Astill asked if it was possible to do a presentation at the Youth Club, to which the answer was yes.

The Chairman thanked Mr Wakeling for his interesting presentation.

4. **Election of the Vice Chair**

Cllr Adams noted she had been elected as the Vice Chairman of the Parish Council and confirmed she was happy to accept this role. The Declaration of Office was then signed in the presence of the Proper Officer of the Council.

5. **Minutes of the AGM held on 2 May 2018**

Subject to the following correction - that under 12.2 to read 'plants plus compost and feed' instead of fertilizer - the minutes were approved and signed by the Chairman.

6 Matters Arising from the Minutes

- 6.1 Co-option of a Cllr on the Abbey Ward - The Council had received a possible expression of interest in the vacancy on the Council from a resident living in the Abbey ward following distribution of the recent newsletter. The interested resident has been sent details on the Council and invited to this Council meeting.
- 6.2. Improvements to Children's Play Area - Following confirmation that the LIS bid has been successful, an email had been sent to all councillors requesting authorisation to order the roundabout. As this was given, the roundabout for the play park has since been ordered from Komplan. The Clerk advised that just prior to the roundabout being installed, a 50% deposit will be required to release the goods and an invoice for this will follow.
- 6.3 Improvements to Vicarage Corner - The Clerk confirmed she had not heard back from CAST who would be asked to provide an update at the next meeting.
- 6.4 Any Other Matters Relating to Finance/ Electronic Banking - The completed mandate has been taken to the bank along with Clerk's identification and activation codes had now been received along with security device required. The Clerk has now activated the account and the payments for approval will consist of both cheques and BACS payments.
- 6.5 Public Speaking Session - Cllr Scott apologised to Cllr Barnfather where she had not yet written for a donation towards the Bonfire Event. It was explained this was because a theme for the event had only just been agreed following discussions with Debbie Widdowson. She advised that the theme agreed for 2018 will be 'Newstead Then and Now'. A request for funding will follow shortly.
- 6.6 Notice Board - A quote has been received from Anthony Clarke for the removal of the existing notice board and installation of the new one for £200. This was approved by the Council.
- 6.7 To Consider Request for Raffle Prize - Grant application form has been received and it was agreed to make a donation of £25 towards a suitable prize for the raffle at the Newstead Summer fayre.
- 6.8 Village Planters and Watering - The planters were planted up on 29th May. The Chairman advised the cost of planting out all three planters including compost and feed was less than £90. She thanked Cllr Hardy and the Clerk for helping her to plant out the same. The contractor has been instructed to begin watering the plants. A copy of the contractor's PL insurance has also been received.
- 6.9 Verge Near Vicarage Corner - The strimming of the brambles has now been carried out by Jonathon Rhodes following a verbal quote of £100. It was noted that his costs have increased since last year.
- 6.10 Planning Applications - Position regarding hard copies set out in email from Mike Avery (Head of Planning, GBC), an extract from which is as follows: -
'The Borough Council will therefore continue to provide each Parish Council with a paper site layout plan and elevations for all new dwellings proposed within their respective areas, and this will include applications for replacement dwellings, at no cost. I also confirm that, in exceptional circumstances, the Borough Council will provide a site layout plan and elevations for smaller scale proposals, again at no cost, but this will not be the norm. The exceptional circumstances must be made in writing to either David Gray david.gray@gedling.gov.uk or Graham Wraight graham.wraight@gedling.gov.uk. This commitment will however be kept under review'.
- 6.11 Newstead Locality Plan - Cllr Hardy's details have been passed to Debbie Widdowson.
- 6.12 Gedling Homes: Work on roofs - Ward Cllr Bruce Andrews has advised that the cost of removing growth from the roofs of the terraces is likely to be in the region of £60k. As a result the matter has now gone out for tender. It was noted by Cllrs that 23 Tilford Road had been put up for sale by Gedling Homes, and was observed on Rightmove to have been advertised at offers around £50k. Cllrs asked Cllr Andrews if he could find out why this particular house had been sold on the private market (as opposed to refurbished), which ultimately diminished the supply of 'affordable homes' in the village.

The meeting then closed to allow the public to discuss any matters affecting the parish.

Emma Astill drew attention to a fire which had taken place on the skate park whereby a bonfire had destroyed the surface of the park rendering it unusable. The young persons with her were all users of the park and she urged the Council to undertake repairs as soon as possible as the skate park was much used by local children. The Clerk confirmed the matter had been reported to the Parish Council by Cllr Adams, who had also emailed photos of the said damage and tidied up the site. These had already been forwarded to Gedling Borough Council, who were responsible for the site. The Clerk confirmed that an email had been received from Gedling Borough Council in which an internal contact had been asked to look at the damage and to assess whether this could be repaired. Emma Astill asked to be kept informed of all further developments. Also discussed was the controlled burning of wood on the former coal stocking yards, but after further discussion it was proposed that no further action be taken.

Meeting Reopened

7. Accounts

- i) The Clerk advised that in absence of any recommended guidance on how to create an audit trail in respect of any BAC's payments made, she had discussed this matter with a qualified accountant and as a result had redesigned the 'Finance Sheet' to include details of BACS payment for approval, with a designated space on the sheet for signatories to sign. The signed sheet would then be retained in the batch of payments along with bank statements of the payments made by the Clerk. Cllrs were happy with this proposed method with Cllr Adams suggesting that each individual batch of payment could be numbered in the invoice file. The following payments were therefore approved.

Receipts and Payments for May 2018

Receipts

None

Cheques for Approval

100538	Zurich Insurance	£708.06	Council's insurance policy.
100539	Clarke's Cemetery Services	£655.00	Maintenance charges for grass cutting as per contract includes area around MUGA and verges on Station Road.
100540	Rob Milliken	£193.97	Charges for web hosting
100541	Mrs P Young	£87.95	Cost of plants and compost for planters
100542	Mrs P Young	£20.00	Chairman's allowance (May).

BACS Payments for Approval - May 2018

0001	Newstead Centre	£45.00	Room hire costs for May meeting.
0002	Mr B Woodcock	£124.77	Charges in respect of internal audit
0003	NALC	£17.00	Charges for Local Council Review Magazine
0004	Mrs J Johnson	£362.72	Clerk's wages for May
0005	Notts County Council	£125.12	Pension Contributions for Clerk inc. Deficit payment.
0006	Mrs J Johnson	£ 35.10	Clerk's expenses
			Postage/Other £10.00
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£17.10</u>
			TOTAL <u>£35.10</u>

- ii) To Consider Recommendations Arising out of Internal Audit - The Clerk advised that an unqualified audit of the Council's account for 2017/2018 had been received and there were no recommendations to consider.
- iii) To Sign the Annual Return Section 1 - The Council agreed that all conditions under section 1 had been met and this part was signed by the Chairman
- iv) To Approve Year End Accounts for 2017/18 and Section 2 of the Annual Return - A report on the accounts for 2017/2018 (attached as an appendix to these minutes) had been circulated prior to the meeting. In discussing this report Cllr Butler noted that the reserves had continued to increase and asked whether the Council should be looking to spend the 'surplus' on projects in the village. The Clerk advised there had been a number of commitments made where the expenditure was not shown the accounts, such as towards the roundabout and work on Vicarage Corner. Taking into consideration these particular items, expenditure then equated to income for the year. Cllr Scott felt the Council had stuck pretty much to budget. The Chairman then explained that within the reserves, provision had been made towards an extension of the New Cemetery. It was proposed by Cllr Scott and seconded by the Chairman that the accounts for 2017/2018 were approved and this was agreed. Section 2 of the Annual Return was also signed by the Chairman on behalf of the Council.
- v) To Consider an application for the Raffle Prize - Discussed and already agreed under 'Matters Arising'.
- vi) Any Other Matters Relating to Finance
External Audit - An external audit of the Council's accounts has been arranged for the 11th June.
HSBC Safeguarding Procedures - The Clerk also spoke of continuing issues with the bank in terms of their safeguarding procedures. In a catch 22 situation information was sought by the bank which would only be disclosed by ringing a certain number in the safeguarding department. Despite ringing this number many times over several weeks, the Clerk had not been able to contact anyone until last week, as the phone was simply not answered. Along with the Chairman, the Clerk had finally got through to the bank only to be told the case officer will 'ring you back with the information required'. As yet no phone call had been received. One consequence of not supplying this information is that the Council's account HSBC could be frozen. The Clerk advised the situation had been very frustrating and time consuming.

8. The Lengthsman's Scheme

Further work for the lengthsman to include removal of weeds from the pavements on Tilford Road and Hucknall Road.

9. GDPR Compliance

A report from the Clerk on GDPR and policies recommended for adoption had been circulated to Cllrs prior to the meeting. The Clerk advised that these were policies as recommended by the NALC toolkit and then modified to suit the council. It was agreed to adopt the following policies as follow: -

- Data Map
- Data Protection Policy, Subject/Access Request Procedure, Data Breach Policy and Records Retention Policy
- Privacy Notices

Cllrs then completed security compliance checklists and returned them to the Clerk. In addition the Council also resolved to register with the ICO.

10. Matters concerning Newstead Village

- 10.1 Flying Skips - Cllr Adams asked whether it was possible to resurrect the use of flying skips to enable residents to dispose of rubbish in an effort to reduce the amount of flytipping in the parish.

- 11.2 School Sign - Cllr Hardy had note that a vehicle belonging to Via had pulled up near the sign but they had not come to repair the sign which continues to remain faulty.
11. Matters concerning Newstead Abbey Park.
None
- 12 Correspondence
- 12.1 Newstead Litter Pick - It was noted that Mark Spencer's office would be holding a litter pick of Newstead Village on Friday 29th June starting at 10am.
- 13 Planning Applications
The following application was tabled at the meeting: -
- 2018/0458 - 2 Stable Cottages, Station Ave, Newstead Abbey Park (Attic conversion, internal amendments and rear extension) - No objections
14. Reports from External Meetings
None
15. Matters concerning the Cemetery
- 15.1 Pre purchase of plots - The Clerk advised that she had received a tentative inquiry from a local resident for the pre-purchase of up to 6 plots in the cemetery. The Council then discussed whether these would be entirely for local residents and the rates to be levied. It was agreed that local rates should apply for only those individuals who lived in the parish and who were also electorates of the parish. The principal of continuing to offer pre-purchased plots was also discussed where it was noted that many burial authorities had stopped this practise and also whether pre-purchased plots should continue to be offered to persons who were not local. It was noted by the Clerk that the pre-purchase of plots by persons not living in the parish supplemented the running costs of the cemetery and it was agreed by the Council that the Clerk prepare a report for the Council on the financial consequences of any decision to restrict the pre-purchase of cemetery space to parishioners only before any decision was made by the Council.
16. Any Other Business that the Chairman Considers Urgent
None
17. Date of Next Meeting.
The next meeting of the Parish Council will be on the 4th July 2018 starting at 7.30pm