

NEWSTEAD PARISH COUNCIL
Minutes of the Parish Council Meeting
held in the Sherwood Room of
Newstead Centre on Wednesday 2 May 2018

1. **Present:** Cllrs: Mrs P Young (Chairman), Mr R Butler, Mr E Hardy, Ms C Harris, Ms S Read and Miss H Scott. Also attending were Ward Cllr Mr C Powell and County Councillor Mr C Barnfather, plus 4 members of the public.

2. **Apologies for absence:** Apologies received from Cllrs Mrs D Adams and Ms J Smith and also Ward Cllr Mr B Andrews.

Prior to discussing the next item on the agenda, the Chairman introduced Mrs Emma Astill of Newstead Youth Club along with Reece and Issac who wished to invite all members of the Parish Council to the re-opening of Newstead Youth Centre. This would take place the following evening between the hours of 6pm to 8.30pm. It was explained there would be a number of stalls at the event such as cake and book stalls, plus free refreshments. Former members of Newstead Youth Club would also be joining the occasion, plus representatives from City Arts.

Cllrs thanked the children and Emma for attending the meeting.

3 **Election of the Chair**

The retiring Chairman of the Council sought nominations from Councillors for the position of Chair. Councillor Young was proposed by Cllr Scott and seconded by Cllr Butler. With no further nominations received, it was agreed by Council that Cllr Mrs P Young be elected as Chairman of Newstead Parish Council 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 explained that whilst not at the meeting, Cllr Adams had let it be known that she would be prepared to stand as the Vice Chairman of the Council if no other nominations were forthcoming at this meeting. As no one else wished to stand, it was proposed by Cllr Young and seconded by Cllr Butler that Cllr Mrs D Adams be elected as the Vice Chairman of Newstead Parish Council. It was agreed that Cllr Adams would sign the Declaration of Office at the next Council meeting.

The Chairman also reminded Councillors that previously there had also been a number of sub-committees established by the Council, which would meet to discuss issues relevant to that committee and then make recommendations back to the full Council e.g. the Cemetery Committee. Cllrs were asked if they wished to establish such committees, or continue to have all matters dealt directly by the full council. It was agreed by Cllrs that all matters continue to be dealt with by the full council.

5. **To Agree Dates of Future Meetings**

These were agreed as per the list circulated.

6. **To Agree an Allowance for the Chairman**

It was noted that the allowance for the Chairman had previously been discussed at the precept meeting when an allowance of £20 per month was agreed. This decision was ratified by the Council.

- 7 **Declaration of Personal and Prejudicial Interests**
 Cllr Butler declared an interest in any matters relating to the 'Land behind Fraser Street' and 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.
8. **Minutes of the Meeting held on 4 April 2018**
 Subject to the following correction that under 6.8 to read 'Cllr Read felt the school should be asked to join the litter pick' and under 6.11 to read 'Mrs P Andrews questioned the reference to over pruned trees' - the minutes were approved and signed by the Chairman.
9. **Matters Arising from the Minutes**
Annual Parish Meeting
 None
April Council Meeting
- 9.1 **Co-option of a new Councillor to represent the Abbey Ward** - The vacancy created by the resignation of Cllr Burnham is currently being advertised as there is no demand to hold a poll. If anyone is interested in this vacancy, the Clerk has asked that persons apply in writing to the Council no later than the 5th June to enable their application to be considered at the next Council meeting. Expressions of interest have already been received in filling this vacancy. A letter of thanks has been received from Phil Burnham for his card and book voucher.
- 9.2 **Update from Niki Pekal** - Two incidents of anti-social behavior had been noted by the Police during April. These included damage to a car wing mirror on 15th April and on the 19th April by the Youth Centre, where youths who were currently barred from the centre would not leave. Niki reported that a meeting had also recently been held between the youth workers at the Youth Centre and the Youth Justice Service, who are still working on a one to one basis with ABC referrals.
- 9.3 **Station Hotel** - This site has now been made secure.
- 9.4 **Old Cemetery** - The loppers have been collected by the Community Payback service, who have indicated they are interested in again undertaking work in the cemetery or indeed any other similar jobs for the Council.
- 9.5 **Improvements to Children's Play Park** - Nothing further has happened on this pending outcome of LIS bid.
- 9.6 **Improvements to Vicarage Corner** - Work has started but was delayed by three weeks following the theft of equipment including a chain saw from CAST. The Clerk has spoken to Mick who advised that the equipment has now been replaced and they will be starting again on strimming the edge around the perimeter fencing. By next week, CAST intends to start stoning the paths within this area of land and they have agreed to furnish a report on the progress of the work for the next meeting.
- 9.7 **Public Speaking Section** - The Chairman thanked all councilors and members of the public who took part in the litter pick. At least dozen bags of rubbish were removed.
- 9.8 **Lengthsman's scheme** - The new lengthsman has now cut the grass behind the Youth Club in time for the opening ceremony.
- 9.9 **Any Other Matters relating to Finance** - Cllr Butler has finally been added as a signatory to the account. The Clerk has requested a form for completion re electronic banking which will be dealt with under Finance item.
- 9.10 **Livingstone Street Sign** - The Clerk reported that she had tried and failed to clean this off using just vim and water. Having looked at this more closely, it is some kind of paint possibly black nail varnish.
- 9.11 **To Consider Policy on Artificial Grass** - The Clerk visited the plot owners who had no objection to the artificial grass being removed. The artificial grass was put on the grave without their knowledge possibly by another relative. This grass has now been removed and grave re-turfed by Anthony Clarke, who has been asked to retain the piece of artificial grass for one month prior to disposal.
- 9.12 **Notice Board for Cemetery** - The Council was advised that 4 quotes had been obtained in respect of a notice board for the cemetery ranging from £383 to £517. This would be similar to the notice board outside the Abbey Gates but would be slightly smaller and consist of a single door. It was noted these costs did not

include the cost of installing the notice boards and Anthony Clarke has been asked to provide a quote to take down the existing notice board and install a new one. These quotes were discussed and it was agreed to opt for the cheapest of the quotes obtained. The Clerk advised that the same contractor was also able to supply as an 'optional extra', a decorative header board with the name of the Council written on for less than £100 and this was the option preferred by the Chairman. Following discussion and in noting the income brought in by cemetery fees generally, it was agreed by the Council to purchase the optional header in addition to the standard notice board.

- 9.13 Unstable Grave - Although instructions had originally been given to Anthony Clarke to lay down this grave, on closer inspection it was reported by Anthony that the action to lay down the grave would have itself created a trip hazard. The headstone itself was situated on the top of a small plinth. This plinth was barely visible above the grass and without the headstone was difficult to see. Equally however for reasons of Health and Safety, it was noted the Council could not leave a headstone as unstable, especially where this had been flagged up. In order to get the matter resolved the Clerk therefore instructed Anthony to rebond the headstone to the memorial and his charge of £50 is included within the payments for approval.

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

Local resident, Ken Feast, was thanked for his help during the recent litter pick. Cllr Chris Barnfather requested that a letter is sent from Helen Scott on behalf of Newstead Events Group, if donations towards the bonfire event are to be sought from his budget as the County Cllr/Ward Cllr. He also advised that the results of bids to the LIS should be known by the end of next week and that in total, some 9 bids had been received from the parish. Further flytipping was brought to the Council's attention at Vicarage Corner, where it was noted that the telephone number on the 'No fly tipping sign' was not correct and appeared to belong to a private individual. It was also suggested that Gedling Borough Council be approached to see whether covert cameras could be put in this spot, which suffered from persistent fly tipping problems. Also, the need to positively praise people for making an effort not to drop litter was seen as more constructive than the threat of fines etc. Finally, it was noted that details of a burglary from a domestic resident had been reported on Facebook.

Meeting Reopened

10. Accounts
10.1 Receipts and Payments for April 2018

Receipts

£525.00	New interment on 16 th April 2018 - Plot 415
£1,533.00	Gedling Borough Council - Precept
£1,824.00	Gedling Borough Council - Council Tax Rebate Scheme Grant
£484.00	HMRC

Cheques for Approval

100529	Clarke's Cemetery Services	£75.00	Charges for re-turfing grave and re-setting of headstone as instructed by Clerk.
100530	Clarke's Cemetery Services	£280.00	Charge for new single grave re interment on 16 April 2018.
100531	Clarke's Cemetery Services	£655.00	Maintenance charges for grass cutting as per contract includes area around MUGA and verges on Station Road.
100532	Newstead Centre	£45.00	Room hire costs for April meeting.
100533	Mrs P Young	£20.00	Chairman's allowance (April).
100534	Mrs J Johnson	£ 370.10	Clerk's wages for April <u>NB</u> Includes 1 hour

			overtime for new burials.
100535	Notts County Council	£125.12	Pension Contributions for Clerk inc. Deficit payment.
100536	Mrs J Johnson	£82.68	Clerk's expenses
			Postage/Other £65.68
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£9.00</u>
			TOTAL <u>£82.68</u>
100537	Gedling Borough Council	£350.00	Decorate, remove and dispose Christmas tree plus cost of making safe and supplying additional lights.

The Clerk than advised the Council that notification had been received from the Council's insurers Zurich Insurance. As agreed, the Clerk had obtained a quote for the cost of adding the war memorial to the existing policy and based on a Sum Insured of £5k, this worked out as an extra £25 per annum. The Clerk explained that previously the Council had agreed a 3 year contract with the Zurich and including the war memorial, the costs were as follows:

One year contract only	£763.38
Three Year contract	£735.70
Five Year contract	£708.06

It was also confirmed that the Clerk had been seeking quotes from other insurers and further information had been supplied to brokers, but alternative quotes were not yet available. As the renewal date of the policy was 1st June, it was agreed by Council to renew the contract with Zurich on a five year basis including the war memorial, unless the alternative quotes supplied are more competitive for comparable cover and that any decision to renew the insurance be delegated to the Clerk on the basis of the 'best price' obtained.

The remaining cheques were approved as stated.

10.2 To Consider Request For Raffle Prize

A request had been made from Debbie Widdowson, Gedling Borough Council, for a donation towards a raffle prize for the Summer Fayre to be held on the 10th June. As it was the Council's policy that any organisation seeking a grant from the Council completes a form specifically for this purpose, it was requested that the applicant be asked to resubmit the request on the appropriate form.

- 10.3 Electronic Banking - The Clerk was pleased to advise that Cllr Richard Butler had finally been signed up as a signatory and a mandate for electronic banking received. On this mandate, t had referred to limits in respect of daily payments, daily BACS payment limit, daily bill payment limits, daily CHAPS payment Limit and daily International Payments limit. It was agreed taking into consideration regular bills to be paid, that the daily limits be £2k on the first three payment types listed above and nil in terms of Chaps and International Payments. The mandate was then signed by two of the existing signatories.

10.4 Any Other Matters Relating to Finance

An internal audit of the Council's accounts has been arranged for the 11th May.

11. The Lengthsman's Scheme

The Clerk was pleased to report that the scheme had again been agreed for the following year and the lengthman's agreement was signed by the Chair. It was also noted that with immediate effect the lengthsman was no longer able to dispose of green waste. Therefore any grass which was cut would be left in situ. The Clerk also advised that in the case of weeds or other green waste arrangements would need to be made of where this could be disposed. It was agreed that in the event of any green waste being accrued this could be left to compost on

Newstead Meadow preferably on the bottom left hand corner. It was also agreed to find out who, if anyone, had a key to the gate to this area of land so that this could be passed to the lengthsman, if necessary.

12 Matters concerning Newstead Village

- 12.1 Newstead and Annesley Country Park - It was explained by the Chairman that the ACV had not yet been pursued by the Council pending further information from Newstead Enterprise.
- 12.2 Village Planters and Watering - It was agreed that delegated authority be given to the Chairman to purchase an array of plants plus fertilizer and feed for the planters in the village and a budget of £200 was agreed for this purpose. It was noted that the contractor who has previously carried out the watering had agreed to hold his prices the same for the coming year and it was agreed he again be instructed to carry out the watering of the plants and hanging baskets. A total limit of £400 was agreed in respect of these costs where the frequency of watering depended solely on the weather. Cllr Hardy asked if it was possible to re-site the planter on the grass near his home where this was moved during street works.
- 12.3 Newstead Garden Competition - The Chairman spoke on the forthcoming annual garden completion where entries would need to be submitted by the 13 June with judging to take place between the 20 and 22 June. It was noted that the number of categories would be streamlined with the awards being presented on the 14th July.
- 12.4 To Promote Anti Litter Campaign - As part of the discussions during the recent spring clean of the village, it was suggested that the Council look to promote awareness in terms of keeping the village tidy by sponsoring a poster competition at the local primary school. It was agreed to award prizes for the best poster with the winner receiving £25 and two runners up £10 each. It was noted that the Council had yet to purchase litter pickers. Cllr C Barnfather welcomed the initiative by the Council to promote an anti litter campaign and keep the village tidy and made an offer of £50 from each of the Ward Cllrs to the Parish Council, which could then be used towards the campaign and better equipment such as gloves, hoops to hold bags etc.
- 12.5 School Warning Lights - Cllr Hardy reported that still no action had been taken on these.
- 12.6 Pot holes - Discussion ensued on various potholes in the village and the poor state of highways generally.

13. Matters concerning Newstead Abbey Park.

- 13.1 Verge near Vicarage Corner - The Chairman also reminded the Council that previously it had been agreed that brambles on the verge to the right of Vicarage Corner (if travelling from Newstead Village) could be strimmed back 3 times per year, and it was agreed to ask Jonathon Rhodes to cut back the this section of verge.
- 13.2 Station Ave Traffic Calming - The City Council were complemented by Councillors on the work which had been carried out on sections of the Abbey Drive. The Chairman advised that she had been in touch with the Abbey who were shortly to install some traffic calming measures on Station Ave in an attempt to reduce the speed of motorists travelling down this road.
- 13.2 Abbey Newsletter - Arrangements were made by the Chairman for distribution of a newsletter to homes in the Abbey Ward of the parish when a date of Friday 18 May was agreed, starting at 6.30pm.

14. Correspondence

None as dealt elsewhere.

15 Planning Applications

None received.

Cllr Barnfather advised he had held a long discussion with the Head of Planning, who has refused to alter the position regarding paper copies of plans being sent to Parish Councils, in order to achieve efficiency savings. For more complex/major planning applications (usually defined as 10 or more homes), a paper copy will continue to be sent to parish councils for comment. It was noted that some Parish Councils had been charged up to £60 for requesting paper plans.

16. **Matters concerning the Cemetery**

None

17. **Reports from External Meetings**

Newstead Locality Plan - The existence of this action plan for Newstead Village was discussed, where the latest version of the plan had been emailed to all Councillors. In terms of meetings to discuss the Locality Plan, these had previously been attended by Councillors, who were either no longer on the Council, or had changed jobs. Cllr Hardy advised that in future he would be interested in attending meetings of this body on behalf of the parish council and his details would be passed onto Debbie Widdowson. It was also stressed that the Locality Plan was not 'set in stone' and that should anyone have any ideas of future goals/aspirations to be included in the plan, to forward these ideas to Debbie Widdowson, as the Locality Co-ordinator for Newstead.

18. **Any Other Business that the Chairman Considers Urgent**

None

19. **Date of Next Meeting.**

The next meeting of the Parish Council will be on the 6th June 2018 starting at 7.30pm