

**NEWSTEAD PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held in the Sherwood Room of**  
**Newstead Centre on Wednesday 5 September 2018**

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr R Butler, Mr E Hardy, Ms C Harris, Miss H Scott (arrived 8.15pm), Ms S Read and Ms J Smith. Also attending were Ward Cllr Mr B Andrews and Mrs Andrews and Mr P Burnham.
2. **Apologies for absence:** Apologies received from Ward Cllr Mr C Powell. Apologies also tendered on behalf of Cllr Mr C Barnfather who was away.
3. **Declaration of Personal and Prejudicial Interests**  
Cllr Butler declared an interest in any matters relating to the Youth Club as Treasurer of the Youth Club Committee.
4. **Minutes of the Parish Council meeting held on 5 September 2018**  
Subject to the following correction - that under 5.5 (third line) to substitute the word Council with Clerk to read as follows 'the Clerk appears to be making some progress' - the minutes were approved and signed by the Chairman.
5. **Matters Arising from the Minutes**
  - 5.1 **Improvements to the Children's Play area** - Following the meeting between Chairman/Clerk and representatives from Kompan, the grass matting under the roundabout was subsequently re-laid to the satisfaction of the Chairman/Clerk and the invoice paid. However shortly after this, it was reported that the bolts on the roundabout had been pulled off leading the roundabout to 'wobble' on its axis. Also the grass matting had been torn up in one corner. Following a phone call to Kompan they rectified the damage the following day at no cost to the Council and thanks have been sent to this company. The Council acknowledged the excellent service which had been provided by this company.
  - 5.2 **Improvements to Vicarage Corner** - Repairs have now been undertaken to the external boundary fence surrounding the site but progress on the improvements continues to be slow.
  - 5.3 **Notice Boards for the Cemetery** - The new notice board has been installed in the cemetery and notices plus copy of the cemetery regulations placed in the same. The Chairman had noted the email address for Cllr Adams was no longer current. Cllrs felt the notice board looked much improved.
  - 5.4 **School Warning Lights** - These have finally been repaired. Cllr Hardy confirmed this time the repairs were enduring.
  - 5.5 **Cemetery Matters** - Four new plots pre-purchased in cemetery for the same extended family.
  - 5.6 **Grit Bin base** - Work authorised but not yet carried out. The Chairman asked the Clerk to continue to chase.
  - 5.7 **Newstead Meadow** - The Chairman confirmed that the hives had not yet been placed on the meadow as unfortunately the beekeeper was suffering from ill health exacerbated by the hot weather. It was hoped these would be placed in situ soon.
  - 5.8 **Sign in Newstead Car Park** - This was reinstated by DJB Contracts but has again been torn down in an incident where 2 coping stones on the cemetery wall have also been pulled off and smashed. The Clerk is to obtain an estimate for the replacement of the coping stones. The Chairman explained the vandalism to the wall had been very deliberate, as it has taken some force to smash the coping stones, which she had tidied off the highway. The damaged sign had also been brought to the meeting which would be passed to the Clerk following the meeting.

- 5.9 Skate Board Park - This has now been repaired by Gedling Borough Council at no cost to the Parish Council or Youth Club.
- 5.10 Stone House Terrace - Prompt action taken by Gedling Homes to address the fire damage caused to two Gedling Home properties on Stonehouse Terrace, which was followed up by Cllr Barnfather.
- 5.11 Web Site - The Clerk has now been added as a secondary user on the web site. Cllr Smith advised that she had looked into this and it was far more technical than originally anticipated. The Clerk read out the requirements in terms of the software required and asked that it be left with her to liaise with Mr Milliken on this matter.
- 5.12 Land off Foundry Terrace - The Clerk was unable to arrange a meeting with Gedling Borough Council at the time suggested as she was away. Enquiries with Manton House Publishers confirm that responsibility for the bank of land between the terraces and factories on Hazleford Way lay with Gedling Borough Council. The Clerk requested and has since obtained a key from Gedling Borough Council which will enable access to this piece of land. No update as yet from Gedling on when disabled access to sports field will be implemented.
- 5.13 The Lengthsman Scheme - During August, the lengthsman had been instructed to cut back brambles from the grass bank adjacent to homes on Foundry Terrace, which provides the only access via foot to the front of homes on Foundry Terrace as these were impeding access.
- 5.14 Weeds along Hucknall Road - These were treated by Ashfield DC, although a section of Hucknall Road from Musters Road to the Cemetery Car Park was missed. The lengthsman was then instructed to weedkill the weeds in the 'missing' section.
- 5.15 Newstead and Annesley Country Park - The school was alerted to the dangers of wild swimming in the park and the Head teacher has confirmed she had spoken to the children involved and mentioned this during morning assemblies. Cllr Smith noted that CAST had half emptied the first lake during the school holidays, so no one could swim in this lake during this time.
- 5.16 Damage to Railing on Foundry Terrace - Repairs to these railings have now been carried out.
- 5.17 Newstead Centre Trustee Meeting - Confirmation has been received that RCAN has now moved to new premises in Arnot Hill House during August.

#### **Previous Matters Arising**

- 5.18 Newstead & Annesley Country Park and Glen Almond Park - As agreed previously, the Parish Council has submitted a formal request to Gedling Borough Council to nominate both the above locations as 'Assets of Community Value'. Correspondence has since been received from Gedling Borough Council, which confirmed that both the nominations are valid and they now have 8 weeks, as from the 7<sup>th</sup> August, to decide whether to include the above in the register of 'Assets of Community Value'. During this time the landowners have a right to object to the proposed designation.
- 5.19 Gedling Homes Repairs - Work set to start on removing shrubs off the chimney pots on 17<sup>th</sup> September. It was noted that the intention by Gedling Homes was to complete approximately three properties per week with all work expected to be completed by the end of December. This action was welcomed by Cllrs.
- 5.20 Litter Equipment - 6 high vis jackets, 2 hoops and 6 litter pickers have been purchased on behalf of the Youth Club following a request by them. This together with items ordered on behalf of the Council were used by the Youth Club to conduct a litter pick of the parish during August. Items lent by the Council have since been returned and are available for public use from the Newstead Centre. Litter equipment also to be passed to Lorraine Horrocks at the 'The Pit'. Cllr Andrews was thanked for his contributions towards the cost of purchasing this equipment.

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

Cllr Butler reported that baby equipment had been dumped on the dual cycletrack/footpath between Garden Terrace and Hazleford Way including an old cot and high chair. Clerk to report

Mr Burnham asked whether it was possible to arrange to cut back the overgrowth on this footpath/cycle path as this was impeding progress along this path. It was agreed to instruct the lengthsman to cut back the vegetation along this track. He also raised the issue of brash being burnt on the former coal stocking yards and confirmed that he had spoken to Ash of CAST to let him know that in future any branches could be brought to the Newstead Meadow, where an area previously set aside for lizards, comprising of old branches, now required building up. He also asked whether Newstead Meadow would be cut back as usual. The Clerk confirmed this was being discussed later on in the meeting.

Meeting Reopened

## 6. Accounts

The Clerk explained that whilst on holiday, HSBC had suspended all bank accounts held by the Parish Council as from the 13<sup>th</sup> August. This matter was only brought to light because on her return, the Chairman had advised

the Clerk that a cheque representing the Chairman's Allowance had been stopped by the bank, with no explanation given. After several hours spent trying to ring someone at the bank (phone not answered) and finally being passed

to someone in the Safeguarding team, it transpired there was no trace on our records of the council ever providing the information as requested by the team, despite having emails from the bank acknowledging the information previously sent to them, twice. The Clerk was then advised by staff that the quickest means of reinstating the accounts would be to make a formal complaint to the bank. Following discussion with the Chairman, a formal complaint has been sent to HSBC, which had also been copied to Mark Spencer, MP, who confirmed his office would also be writing to the Chief Executive of HSBC Bank. The Clerk was pleased to report that the account had been re-instated yesterday. Cllrs felt the bank should provide compensation to the Council for many hours of time

wasted by the Clerk on this matter, which could have been used on those matters important to the community.

### i) Receipts and Payments for September 2018

#### Receipts

£555.00	A W Lymn - New interment on the 3 <sup>rd</sup> August 2018
£2230.00	Pre-purchase of four new burial plots in Newstead Cemetery
£210.00	Gedling Borough Council - Grant towards litter equipment as agreed by the Borough Cllrs.
£250.00	Mansfield Memorials Ltd - New headstone on plot 317
£7.07	Interest on deposit account 5.3.2018 to 4.6.2018
£2.31	Interest on deposit account 5.4.2018 to 4.7.2018
£2.38	Interest on deposit account 5.7.2018 to 4.8.2018

#### Payments previously approved

100546 Newstead PCC £100.00 Donation towards church summer fayre.

#### BACS Payments made August 2018

0014	Newstead Centre	£45.00	Room hire costs for July meeting.
0015	J A Sedgwick	£160.00	Watering of planters/hanging baskets during July
0016	Clarke's Cemetery Services	£655.00	Maintenance of green areas and cemetery
0017	Clarke's Cemetery Services	£200.00	Charge for installing new notice board in cemetery .
0018	Clarke's Cemetery Services	£270.00	Charges for reopening existing grave for new interment on 3 <sup>rd</sup> August.

0019	Mrs J Johnson	£211.63	Reimbursement for purchase of various items of litter picking equipment (see also receipts)
0020	Mrs P Young	£20.00	Chairman's allowance (July)
0021	Mrs J Johnson	£368.69	Clerk's wages for July
0022	Notts County Council	£126.93	Pension Contributions for Clerk inc. Deficit payment.
0023	Mrs J Johnson	£67.44	Clerk's expenses
			Postage/Other £50.89
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£8.55</u>
			TOTAL <u>£67.44</u>
0024	Earth Anchors	£558.00	Notice Board for the Cemetery

**Bacs Payments for Approval Sept**

0025	Clarke's Cemetery Services	£655.00	Maintenance of green areas and cemetery
0026	J A Sedgwick	£80.00	Watering of planters/hanging baskets during August <u>NB</u> Final Payment
0027	Mrs J Johnson	£157.13	Reimbursement for bunting, balloons, etc for Tour of Britain.
0028	Mrs P Young	£40.00	Chairman's allowance for June to replace stopped cheque 100543 and also August.
0029	Mrs J Johnson	£368.49	Clerk's wages for August
0030	Notts County Council	£126.93	Pension Contributions for Clerk inc. Deficit payment.
0031	Mrs J Johnson	£ 39.47	Clerk's expenses
			Postage/Other £22.92
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£8.55</u>
			TOTAL <u>£39.47</u>

These payments were agreed as stated and the sheet signed.

ii) Requests for Donations

Newstead Events Group - A donation request had been received from Newstead Events Group and copies of the grant application circulated to members of the Council at the meeting. This sought £1,000 towards a total cost

of £3.5k towards holding the bonfire event and would be used towards the cost of workshops to be held with Newstead Primary School and Newstead Youth Centre to develop the theme of 'Newstead Then and Now'. Cllrs discussed this application and in noting the existing budget and other commitments coming from the same pot i.e. various fayres held by Newstead PCC, Poppy Appeal and Christmas Events, it was proposed by Cllr Smith and seconded by Cllr Young that a total of £750 be donated towards this event provided and this was agreed by Council.

RBL Poppy Appeal

Whilst on the subject of the Poppy Appeal, it was noted by Cllr Read that the Newstead Stitch and Bitch Group was hoping to knit a cascade of poppies. The decoration of the village in terms of lamp post poppies was discussed when last year this was carried out by volunteers following criticism of the Council for not purchasing these. Whilst the Council was supportive of residents' wishes for lamp post poppies, ultimately, it was noted that the point of the appeal was primarily to raise funds and these would be maximised if a cash donation was

made instead. It was therefore agreed that the Parish Council would make an annual donation of £50 to the RBL Poppy Appeal, which would include the supply of one wreath, with the surplus going directly to the Appeal. It was also noted the Chairman would be attending the Church Armistice Day service and the Council would also be sending a representative to the Remembrance Day Parade at the War Memorial.

Cllr Scott joined the meeting at this point.

#### **7. The Lengthsman's Scheme**

With the request to trim the dual cycleway/footpath between the terraces and Hazleford Way already noted, the Clerk recommended that the lengthsman also be asked to paint the gates at the Old Cemetery. It was also agreed that the Council pay for any paint used. Clerk to instruct the lengthsman.

#### **8. Matters concerning Newstead Village**

8.1 MUGA - An estimate for the replacement of five missing/damaged panels from the MUGA had been received from Caloo at a cost of £1,846 plus VAT. This was discussed by Council, where it was noted this was the second time, panels had required replacing since their installation in 2012. Complaints had been received from the resident who lived closest to the MUGA regarding balls going onto his land and that replacement of this end was considered a necessity. It was suggested that only the panels at the Fraser Street end be repaired, as this could reduce costs considerably, and that the Clerk discuss this further with Caloo with the results of the discussion being brought back to the Council for a decision.

8.2 Community Garden Proposals - The Chairman explained that five years ago the Youth Club had agreed to maintain

a number of raised beds for growing of flowers and vegetables but that little maintenance of these had been carried out recently. She had been approached by residents who had wished to establish a community gardening

club and if the Newstead Centre Trustees would be prepared to hand over this area to a gardening group established by the Community. Mrs Andrews asked whether any decision could be deferred so that she could speak to the Youth Club on this matter as she was aware that the intention was for the young people to have a project which was more 'hands on'. Discussions between the Chairman and Lorraine Horrocks of 'the Pit' suggested there was an appetite for a community gardening group to take over the raised beds around the Youth Centre. The Clerk suggested that such a group could be invited to take over the grassed area behind the Youth Centre. The Parish Council confirmed their support 'in principal' for a community gardening club to take over maintenance of the raised beds, when it would be discussed by the Newstead Centre Trustees (owners of the land in question) at their next meeting on the 10<sup>th</sup> September.

8.3 Update on Skate Park Improvements - A report had been circulated by the Clerk following information from VIA

that the cost of improvements was likely to be in excess of £200k. As a result this had been discussed with Debbie Widdowson and a series of recommendations made as how to move forward on this project. It was suggested that proposals need to be scaled down to around the £100k mark. It was also agreed by the Council to meet half the cost of VIA drawing up plans for the skate board park at a total cost of £500, with Debbie Widdowson to fund the remaining 50%. The recommendations suggested by the Clerk in her report were agreed.

8.4 Grassed Area behind the Youth Club - An estimate had been obtained from Anthony Clarke which confirmed the cost of strimming the overgrown grass directly behind the Youth Centre would be £60.00 but thereafter if added to the Council's existing grounds maintenance contract for cutting monthly would cost an additional £15 per month. Mrs Andrews felt that if the grass was kept strimmed on a regular basis, the Youth Club could make

possible use of this area and felt that the Youth Club could look to fund this work. It was agreed to defer any decision on this matter pending advice from the Youth Club.

8.5 Christmas Tree - It was agreed that the tree to be ordered by the Council would be a 25 foot Nordman Spruce from the same supplier as last year, provided that costs did not exceed £500. It was advised by the Clerk that trees were in short supply due to the poor weather at the start of the year plus subsequent drought.

8.6 Request for a Picnic table in Small Children's Play Area - The Chairman advised she had received a request from a Parishioner for a picnic table to be put on the park and it was agreed that estimates be sought for a picnic table made from recycled materials. This would be considered at the next meeting pending advice on expenditure

incurred so far this year and whether funds were available following the cost of repairing the MUGA and other commitments by the Council. It was noted permission would also be required from Gedling Borough Council to site the picnic table on the park

8.7 Newstead Meadow - An estimate had been obtained from Jonathon Rhodes for the cost of cutting down the haylage on Newstead Meadow at a cost of £580, plus a further £200 for subsequently chain harrowing of the meadow. It was agreed not to seek further quotes as Jonathon had been previously carried out work on this land and his prices had been very competitive in the past. Both items of expenditure were agreed.

8.8 Tour of Britain - It was agreed to meet at 9am on Saturday 8<sup>th</sup> September to redecorate the village with bunting

and balloons purchased for this event. The Chairman congratulated the Stitch and Bitch group who had designed

outfits to dress the 'little figures' in the highway outside of the school. She also commented that these looked so much better following their clean by the group. It was noted that crepe paper had been purchased for redecorating the planters in yellow when it was noted the existing yellow Bidens would complement the occasion.

8.9 Winter/Spring Planting - It was agreed that the Chairman could purchase pansies and additional daffodil bulbs for the planters, where costs were unlikely to exceed £25. It was noted that many of the daffodil bulbs had been stored over summer by the Chairman for use next year.

## 9. Matters concerning Newstead Abbey Park.

9.1 Parking in lay-by in the grounds of Newstead Abbey - The Chairman confirmed she had been contacted by a parishioner who lived within the Abbey grounds, who wished to complain about persons/staff parking in a lay-by which stood adjacent to the Post Box close to the Abbey. She had raised this matter with staff at the Abbey but little could be done as there were no yellow lines in place so parking restrictions could not be enforced.

9.2 Barriers - The Chairman advised these were currently being left open whilst in the process of being repaired. New gate codes will be issued once repairs completed. A number of new signs had been installed relating to the grounds being 'Private Property'.

## 10 Correspondence

Cllr Scott understood that a request had been to the Council by a resident to support a campaign by Plantlife to save grass verges from being mowed in order to encourage wild flowers and prevent loss of habitat. The reaction by the Council was mixed in that it felt some verges required strimming due to reasons of health and safety to improve vision at junctions, etc and there was no hard and fast rule to cover all circumstances. In terms of the Council's own grass cutting schedule, it was agreed that no change was required but that the Council should be mindful in future about any other requests to cut back grass.

## 11 Planning Applications

The following application had been circulated to Cllrs prior to the council meeting and no objections received.

2018/0643 - Post Office, 49 Tilford Road, Newstead (Rear two storey extension forming additional space to ground floor post office and dwelling accommodation at first floor)

**12. Reports from External Meetings**

- 12.1 Newstead Centre Trustee Meetings - Cllr Scott advised the Council that the Trustees had met with Mick Mcgrath of Locality, a charity which supports community organisations and a visioning session will be held on the 10<sup>th</sup> September at the Centre. This will be by invitation only. The business plan is being put into place and things are now feeling much more positive. In addition 3 applications have been received to apply as Trustees for the Charity following an advert in 'Do It', which is a web site for persons who wish to volunteer for community roles. One of the applicants is an existing user at the centre, whilst the other is a Chief Executive and the third is a political party organiser. Cllrs welcomed this news.

**13. Matters concerning the Cemetery**

None.

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

None.

**15. Date of Next Meeting.**

The next meeting of the Parish Council will be on Wednesday 3<sup>rd</sup> October 2018 starting at 7.30pm