

NEWSTEAD PARISH COUNCIL.

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 4th April 2012.

1. **Present:** Cllrs: P.A. Wise (Chairman), B. Blood, P. Burnham, W. Evans, A. Halliwell and P. Young.

The Clerk, Niki Pekal (GBC) and two members of the public were also in attendance.
2. **Apologies for absence:** Cllr. D. Adams (Vice-Chairman), J. Booth, S. Gascoigne, Borough Cllr P. Andrews and County Cllr C. Barnfather.
3. **Declarations of interest:** There were no declarations of interest.
4. **Approval of the Minutes of the Parish Council meeting held on Wednesday 14th March 2012.** The Minutes of the meeting were approved and were signed by the Chairman.
5. **Matters arising from the Minutes.**
 - 5.1 The painting of the replacement decorative panel on Chapel Terrace will be undertaken by GBC. **The Clerk would contact Melvyn Cryer (GBC).**
 - 5.2 GBC (John Evens - Technical Services) is investigating the possibility of using Public Realm funding to repair the block paving close to the Post Office. **The Clerk would contact Melvyn Cryer (GBC).**
 - 5.3 The removal of Japanese knotweed. **The Clerk would arrange a meeting with Bob Staniforth(GBC).**
 - 5.4 The plate on the mining memorial wheel would be re-fixed by GBC.
 - 5.5 There is still flooding on Hucknall Road between the cemetery and the traffic lights. **The Clerk has informed Highways.**
 - 5.6 The replacement post box for Abbey Road has not been installed. **The CEO of Royal Mail has been informed. The Clerk will contact her again.**
 - 5.7 The proposed village sign was re-designed so that it was more legible. **The Clerk is waiting for quotations.**
 - 5.8 The Chairman has contacted the Probation service re work in the old cemetery. This is on-going.
 - 5.9 It was agreed to place Hopping Hill on the June agenda.
 - 5.10 The repairs to the Abbey Drive should be started in the second week of April. **Cllr. Young would contact the Abbey authorities.**
 - 5.11 The wooden bench for the cemetery will be delivered to the Newstead Centre.
 - 5.12 A reply from Severn Trent Water re. connection charges is awaited.
 - 5.13 The problem of parked cars on Station Avenue during a football match continues. **The Clerk would inform GBC and the Police.**
 - 5.14 Lamp 3 on Tilford Road/Chapel Terrace service road is not operating. **The Clerk would contact Highways.**
 - 5.15 Notts CC have stopped the provision of 20mph speed signs.
 - 5.16 Request from Mr William Broad to plant oak saplings in memory of his father. **Mick Leivers would be contacted re. planting in the country park.**

The Council agreed to suspend standing orders so that parishioners could discuss parish matters with councillors.

Niki Pekal showed Councillors the resulting posters from a competition re. awareness of dog fouling. Councillors congratulated the school children for their excellent contributions.

The Residents Association informed the Council of its unsuccessful search for a shot blaster to renovate the mining tub.

It was reported that a man had been seen acting suspiciously in the cemetery car park. Mrs Harvey had contacted Cllr. Burnham.

6. **Accounts for March 2012.**

Receipts.

GW Funeral Services	100.00	Interment of ashes
Chq 000903 Newstead PCC	<u>50.00</u>	Misplaced cheque.
	<u>150.00</u>	

Payments.

000939 Severn Trent Water	126.00	Deposit for water connection	
000940 Newstead Parochial Church Council	50.00	Replacement for lost cheque	
000941 J.A. Chisholm	286.48	Clerk's salary (March)	
000942 HMRC	71.40	Tax on salary (March)	
000943 Mrs P.A. Wise	25.00	Chairman's expenses (March)	
000944 Newstead Centre	36.00	Room hire	
000945 Clarke's Cemetery Services	50.00	Interment of ashes	
000946 JA Chisholm	84.97	Printer inks	
000947 J.A. Chisholm	59.15	Clerk's expenses	
		Postage	19.71
		Tele.rental	7.50
		Tele calls	7.90
		Mileage	<u>24.04</u>
			<u>59.15</u>
	<u>789.00</u>		

- 6.1 The accounts were approved and passed for payment.
- 6.2 The cheque sent to Newstead PCC for £50.00 has been replaced.
- 6.3 The grant application form has been amended and is now ready for use.

7. **Matters concerning Newstead Village.**

- 7.1 **Interactive speed signs.** Costings of approx. £3000 per sign had been received. Fitting would be approx. £800. The number and type of sign has to be agreed and information re. the prices sought. There is also the question of maintenance costs. It was stated that some installed signs seem to go wrong on a regular basis. Cllr Barnfather has intimated that he could give a donation of up to £500 to the project.
- 7.2 **Multi- use games area (MUGA).** The Council agreed to go ahead with raising of the wire at each end of the MUGA and also agreed to go with Safe and Sound so that the lengthy guarantee period would be maintained.

8. **Matters concerning Newstead Abbey Park.**

- 8.1 It was reported that an ambulance on an emergency call had been held up by the barrier on Station Avenue. **The Clerk would clarify the situation re. emergency vehicle entry with Rachel Dewsbury.** The Council would request information under the Freedom of Information Act re. how many emergency vehicles had been stopped/delayed by the barriers since their installation.
- 8.2 Entry prices had been doubled to £6.00 per car during National Tourism week.
- 8.3 An episode of BBC Antiques Roadshow would be filmed on Thursday 14th June. Cllr Young wondered why residents had not been informed of this event.

9. **Correspondence.**

- 9.1 Most correspondence had been dealt with at the appropriate part of the agenda.
- 9.2 Allianz Insurance final settlement costs of cemetery claim.
- 9.3 Local Government Boundary Commission consultation. The Council expressed no comments.

- 9.4 Jackie Colquitt re. Station Road planting. **The Clerk would arrange a site meeting with Mick Leivers.**
9.5 County Council Civic Service 2012. The Council would not be represented.

10. Planning Applications.

- 10.1 2012/0044 and 2012/0045 West Lodge, Newstead Abbey Park. Proposed extension.
The original application from 2011 which was refused permission has gone to appeal. The Council can send in objections but they have to be different from the original submission.
The 2012 application has been granted conditional permission but not listed building consent.
The Clerk would ask GBC why the out buildings to the property are not on the plans and why Nottingham City Council has not been consulted over this application.
- 10.2 2011/1328 Poets Corner, Newstead Abbey Park - erection of domestic wind turbine (Evoco 10) on 15m high mast with 9.7m diameter rotor blade.
The Council objected on grounds of inappropriate to an area of historic interest, closeness to neighbours, noise nuisance and interference with wildlife.
- 10.3 2012/0297 11 Fairfields Drive, Priory Wood - proposed extension to rear and front.
No objections but the Council questioned why a porch was being added to an existing porch at the front of the property.

11. Reports from External meetings.

- 11.1 The Council was informed that residents are being consulted by Gedling Homes re. fencing on the terraces.
11.2 The Youth Club is being closed without prior consultation. **The Clerk would inform Notts CC.**

12. Cemetery issues.

- 12.1 Information from Severn Trent re. water supply is awaited.

13. Items that the Chairman considered urgent.

- 13.1 The Trustees of Newstead Centre had received a letter from Future Newstead requesting information re. the status of the Centre. It was confirmed by Cllr Wise that the Trustees were working towards keeping the Centre open.

14. **Closure and date of next meeting.** The Chairman closed the meeting at 9.00pm. The next meeting of the Parish Council will be held on Wednesday 2nd May 2012 commencing at 7.30pm.
The Annual Parish Meeting and the Annual General Meeting of the Parish Council will commence at 7.00pm.

NEWSTEAD PARISH COUNCIL.

Minutes of the Annual General Meeting of the Parish Council held in the Sherwood Room of Newstead Centre on Wednesday 2nd May 2012.

1. **Apologies for absence** : Cllr. Mrs PA. Wise (Chairman) and S.Gascoigne
In the absence of the Cllr Mrs Wise the chair was taken by Cllr Mrs D. Adams (Vice Chairman).
2. **Declarations of interest:** There were no declarations of interests.
3. **Election of Officers for 2011/2012.**

Chairman.

Councillor Mrs P.A. Wise was nominated by Cllr Mrs Evans and seconded by Cllr Mrs Adams.
Councillor Mrs P. Young was nominated by Cllr Mrs Booth and seconded by Cllr Burnham.
A vote by show of hands was taken resulting in a 3-3 tie with one abstention.
The Vice Chairman exercised her casting vote in favour of Cllr Mrs Wise.
Cllr Mrs Wise was elected to serve as Chairman for the year 2012/2013.

Vice - Chairman.

Councillor Mrs D. Adams was nominated by Cllr Mrs Evans and seconded by Cllr Burnham and was elected unopposed to serve as Vice-Chairman for the year 2012/2013

Council Representatives on other bodies.

Youth and Community Centre Committee - The Chairman and Councillor Mrs B. Blood.
Cemetery Committee - The Chairman, Councillors Booth, Evans and the Clerk.
Notice Boards - The Village and Newstead Abbey - the Clerk.
Hopping Hill Committee - The Chairman and Councillor Burnham and one resident (Paul Bini).
Future Newstead Committee - Cllrs P. Young and P. Burnham

4. **Financial Statement 2011/2012.**
 - 4.1 The Council approved the Annual Receipts and Payments Balance sheet, the Bank Reconciliation document, the Audit document and the annual governance statement which were signed by the Vice-Chairman. The Cash book was also signed.
 - 4.2 The Council agreed to accept the current Standing Orders and the Financial Risk Assessment documents for the coming year with the inclusion of the Cenotaph and the recently purchased benches. Insurance would be placed on the June agenda.
5. **Closure of the Annual General Meeting of the Parish Council.**
The Chairman closed the meeting at 7.26pm.

NEWSTEAD PARISH COUNCIL

Minutes of the Annual Parish Meeting held in the Sherwood Room of Newstead Centre on Wednesday 2nd May 2012.

1. Apologies for absence : Cllrs. PA. Wise (Chairman), S. Gascoigne and Mr J. Spray

2. Declarations of interest: There were no declarations of interests.

3. Review of the year by the Chairman.

Councillor Mrs D. Adams (Vice Chairman) read the Chairman's report in Councillor Mrs P.A. Wise's absence. The Chairman thanked fellow councillors for their support during the year. Once again the Council had had a very successful year with several goals reaching satisfactory conclusions, the work done at both cemeteries and at long last the replacement of the post box on Abbey Road to name but a few. She pointed out that some issues take a considerable time to reach a conclusion so that not all the work that has been undertaken will be recognised in a report such as this until long after the event. However as is known to everyone this year had not been an easy one, demanding a great deal of time and commitment from councillors, especially over matters of finance. Much thought and consideration has been needed to where and how council funds can be directed, whilst still attempting to meet the expectations of the parishioners.

The coming year will probably be even more difficult with less finance available. However the Chairman expressed no doubt, that councillors would continue to give of their time and energy to ensure that residents were given the best possible service from their Parish Council.

Last but definitely not least, on behalf of every member of the Council the Chairman thanked the Clerk for all his hard work and his frequent tenacity of purpose on behalf of the Council.

4. Any items that members of the public wished to discuss with Councillors.

4.1 There were no items raised by members of the public.

5. Closure of the Annual Parish Meeting.

The Chairman closed the meeting at 7.03pm.

NEWSTEAD PARISH COUNCIL.

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 6th June 2012.

1. **Present:** Cllrs: P.A. Wise (Chairman), D. Adams (Vice-Chairman), B. Blood, J. Booth, P. Burnham, W. Evans, S. Gascoigne, A. Halliwell and P. Young.

The Clerk, Borough Cllr P. Andrews and five members of the public were also in attendance.

2. **Apologies for absence:** County Cllr C. Barnfather.
3. **Declarations of interest:** The Chairman declared a personal and prejudicial interest in a grant application from the Trustees of Newstead Centre.
4. **Approval of the Minutes of the Parish Council meeting held on Wednesday 2nd May 2012.** The Minutes of the meeting were approved and were signed by the Vice-Chairman.
The Minutes of the Annual Parish meeting held on Wednesday 2nd May 2012 were approved and signed by the Chairman.
The Minutes of the Annual General meeting held on Wednesday 2nd May 2012 were approved and signed by the Chairman.
5. **Matters arising from the Minutes.**
 - 5.1 The maintenance issues raised in Minute 5.1 (May 2012) have been resolved except that the responsibility for painting the mining panels has passed to Notts. County Council. **Clerk to action.**
 - 5.2 There is still flooding on Hucknall Road between the cemetery and the traffic lights. **The Clerk will inform Highways.**
 - 5.3 A LIS application for funding for the original design for the village sign would be made to County. **Clerk to action.**
 - 5.4 Niki Pekal would contact the Probation service re work in the old cemetery. **Clerk would contact Niki for up-date.**
 - 5.5 The repairs to the Abbey Drive are not satisfactory. **The Clerk would contact Rachel Dewsbury for up-date and timescale.**
 - 5.6 Lamp 3 on Tilford Road/Chapel Terrace service road is not operating. **The Clerk would contact Highways for up-date and timescale.**
 - 5.7 The Clerk informed the representative of the Residents Association that Ted Shillitto of Salmon Lane would renovate the mining tub. **NRA still to make contact.**
 - 5.8 Cost for interactive signs. **Clerk would contact Highways.**
 - 5.9 Regarding the ambulance on an emergency call having been held up by the barrier on Station Avenue, **the Clerk would contact East Midlands Ambulance Services re. instances of denied or delayed access to the Abbey at the Station Avenue entrance.**
 - 5.10 Notts. County Council - street lighting consultation. Paul Bateman informed the Council that no-one in the village knew about the proposed changes.
 - 5.11 The Chairman and Cllr Mrs Evans would attend a meeting on 20th June at the Ravenshead Liesure Centre re. Lengthsman scheme.
 - 5.12 Cllr Burnham informed the council that Gedling Homes had not started the improvement to fencing. **Clerk would contact Alison Bennett for up-date and timescale.**
 - 5.13 The land adjacent to 38 Fraser Street is overgrown. **Clerk to contact Dave Wakelin.**

The Council agreed to suspend standing orders so that parishioners could discuss parish matters with councillors.

Mrs Ashman brought to the attention of the Council the serious problems of balls entering her garden from the MUGA endangering her young children. The Council confirmed that a grant application to Gedling Homes had been made which would enable the walls of the MUGA to be raised 1 metre and a net to be put over the top. Safe and Sound would be asked for a quotation to do this work. The Clerk would contact Bev. Pearson to ask if planning permission would be required, and the legal department re. notices advertising the risks of climbing on to the roof of the MUGA. **Clerk to action.**

Station Road, Newstead. Ian Parker, Highways would ask for quotes to install pavements and Network Rail would be contacted re. removal of brambles, nettles etc so that planting could take place. **Clerk to action.**

Paul Bateman suggested giving periodic reports on the progress of the Parish Plan.

The Council was informed that Future Newstead has taken over the responsibility of the publication of the Village Newsletter.

6. Accounts for May 2012.

Receipts.

Gedling BC	16793.00	Precept (13278), Revenue Grant (3515.00)
GW Funeral Services	385.00	Funeral
Ken Gregory & Sons	275.00	Memorial stone
AW Lymn	20.00	Memorial inscription
	<u>17473.00</u>	

Payments.

000956 J.A. Chisholm	286.48	Clerk's salary (May)
000957 HMRC	71.40	Tax on salary (May)
000958 Mrs P.A. Wise	25.00	Chairman's expenses (May)
000959 Newstead Centre	54.00	Room Hire
000960 Aon Insurance	994.14	Annual Insurance premium
000961 NALC	15.50	Local Council Review x 3 issues
000962 Clarke's Cemetery Services	870.00	i) Maintenance contract 670.00
		ii) New double grave <u>200.00</u>
		<u>870.00</u>
000963 J.A. Chisholm	57.84	Clerk's expenses
		Postage 12.70
		Tele.rental 7.50
		Tele calls 13.60
		Mileage <u>24.04</u>
		<u>57.84</u>
	<u>2374.36</u>	

6.1 The accounts were approved and passed for payment.

6.2 It was agreed to seek quotations for annual insurance from other companies at the appropriate time.

7. Matters concerning Newstead Village.

7.1 **Cllr. Burnham** would seek quotations for grass cutting at Newstead Meadow. He would also seek quotes for an "A" frame gateway. **The Clerk** would remove the fencing between the cemetery car park and the old cemetery.

8. Matters concerning Newstead Abbey Park.

- 8.1 Cllr Mrs Young reminded councillors to collect their gate passes to enable entry to the Abbey Park.
- 8.2 The Council would ask the Abbey authorities if a road sign "Beware of Children" could be located on the bend at Vicarage Corner. It was also suggested that a mirror at this location was a viable alternative dependent upon cost.

9. Correspondence.

- 9.1 Most correspondence had been dealt with at the appropriate part of the agenda.
- 9.2 Confirmation from Notts. CC that the council's application for notice boards has been approved for inclusion in the 2012/13 programme.
- 9.3 The Council was advised of a change in External Auditors for the next 5 years. The new auditors will be Grant Thornton.
- 9.4 A quotation for repair work to the mortuary chapel from Pete Mills was accepted.
- 9.5 A funding application from Future Newstead for room hire costs was granted. The Council would accept the invoices from the Newstead Centre for payment. **Clerk to action.**
- 9.6 Cllr Miss Halliwell would represent the Council at the Civic Service on Sunday 15th July 2012.
- 9.7 Highways will replace the village sign at the Annesley side of the village.
- 9.8 The Council agreed to donate £150 to the Trustees of Newstead Centre as a contribution to a village party in celebration of the Queen's Diamond Jubilee.
- 9.9 The Council agreed to donate £125 to Newstead Parochial Church Council as a contribution to the Summer Fayre for hiring of costumes.

10. Planning Applications.

- 10.1 2012/0482 Poets Corner, Newstead Abbey Park
Construction of swimming pool (part), wildlife ponds, and summerhouse.
Application for a Lawful Development Certificate for an existing use or operation or activity, including those in breach of a planning condition.
- The Council was concerned over the handling by the Planning Dept. of a series of planning problems with this property and agreed to make a formal complaint to Mr John Robinson CEO of Gedling BC. **Clerk to action.**

11. Reports from External meetings.

- 11.1 There were no reports from external meetings.

12. Cemetery issues.

- 12.1 The Council received a report and recommendations from the meeting held on Thursday 17th May 2012.
- 12.2 It was agreed by the Council to consider the cemetery regulations at the July meeting. Copies of the regulations would be sent to councillors before the meeting. **Clerk to action.**
- 12.3 The condition of some benches was brought to the attention of the Council. **Clerk would write to owners.**
- 12.4 Anthony Clarke would be asked to remove Christmas wreaths from plots 334 and 453D.
- 12.5 John Flanders would be contacted re. carving the tree stumps. **Clerk to action.**

13. Items that the Chairman considered urgent.

- 13.1 The Chairman informed the Council that she had received a complaint re. the locking of gates behind Foundry Terrace so denying access to all residents. **Clerk to contact Gedling Homes and PCSO Shaw.**

14. **Closure and date of next meeting.** The Chairman closed the meeting at 9.45pm. The next meeting of the Parish Council will be held on Wednesday 4th July 2012 commencing at 7.30pm.

NEWSTEAD PARISH COUNCIL.

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 4th July 2012.

1. **Present:** Cllrs: P.A. Wise (Chairman), D. Adams (Vice-Chairman), B. Blood, J. Booth, P. Burnham, W. Evans, S. Gascoigne, A. Halliwell and P. Young.

The Clerk, Borough Cllr P. Andrews and seven members of the public were also in attendance.

2. **Apologies for absence:** County Cllr C. Barnfather.

3. **Declarations of interest:** There were no declarations of interest.

4. **Approval of the Minutes of the Parish Council meeting held on Wednesday 6th June 2012.**

Amendment to Minute 8.2 remove ".....The Council would ask the Abbey authorities if a road sign "Beware of Children" could be located on the bend at Vicarage Corner....."

The Minutes of the meeting were approved and were signed by the Chairman.

5. **Matters arising from the Minutes.**

5.1 The mining panels have been painted.

5.2 There is still flooding on Hucknall Road between the cemetery and the traffic lights. **The Clerk will inform Highways.**

5.3 A LIS application for funding for the original design for the village sign would be made to County. **Clerk to action.**

5.4 The Probation service would be contacted and a meeting arranged re. work in the old cemetery. The Notts. Wildlife Trust would also be involved. **Clerk would contact both organisations.**

5.5 The response from the City Council re. the Abbey Drive was thought not to be acceptable as the requested repairs have not been done. **The Clerk would contact the City Council.**

5.6 Lamp 3 on Tilford Road/Chapel Terrace service road is not operating. **The Clerk would contact Highways.**

5.7 NRA has contacted Ted Shillitto of Salmon Lane who has agreed to renovate the mining tub.

5.8 The cost for interactive signs fitted would be approx. £5000 per sign.

5.9 A reply is awaited from East Midlands Ambulance Service regarding the ambulance on an emergency call having been held up by the barrier on Station Avenue. The information will be given under the Freedom of Information Act.

5.10 The Chairman and Cllr Mrs Evans attended a meeting on 20th June at the Ravenshead Liesure Centre re. the Lengthsman scheme, but no one from Notts. CC was able to attend because of delay caused by a road accident. The meeting date would be rearranged.

5.11 The improvement to the fencing by Gedling Homes has not been made because of cost. **The Clerk would ask Gedling Homes if this work had been in this year's budget and when will the work commence.**

5.12 Gedling BC has agreed to clear the land adjacent to 38 Fraser Street which is overgrown. **Clerk to contact Dave Wakelin for timescale.**

5.13 **MUGA** .The Council confirmed that a grant application to Gedling Homes had been made and £1000 had been awarded.

Safe and Sound Playgrounds Ltd. has quoted £11703.00 to raise the wiring by 1 metre and cover the roof with ball stopper wire.

The Clerk confirmed that planning permission would be required. **The Clerk would complete the necessary documents and submit them to Gedling BC.**

Notices advertising the risks of climbing on to the roof of the MUGA would be necessary. **Clerk to action.**

Councillors pointed out that the process would take some time to complete.

The Council agreed unanimously to commit the funds to the project and would submit a LIS application to Notts.CC. **Clerk to action.**

- 5.14 Station Road, Newstead, Notts. CC seeking funding for new pavements. Overgrown vegetation and rubble needs to be removed before any planting can take place. The Council agreed that the funding held by RCAN must be used on Station Road and not elsewhere in the village.
- 5.15 Councillors have phoned the Abbey to collect their gate passes but with little success. The Council agreed to replace the cheque sent to the Vice-Chairman.
- 5.16 The Council had received a reply from Mr John Robinson CEO of Gedling BC. There were a number of inaccuracies which had been corrected in a further letter from the Parish Council. It was suggested that a meeting with Mr Robinson should be arranged. **Clerk to action.**
- 5.17 There has been no reply from John Flanders re. carving the tree stumps. **Chairman to action**

The Council agreed to suspend standing orders so that parishioners could discuss parish matters with councillors.

It was reported that a resident of Foundry Terrace has regularly locked the gates on the service path behind the properties denying access to other residents. The Council advised residents to speak to Gedling Homes and to enforce what is in the deeds of their own property.

It was stated that the visit of the Olympic Torch to Newstead Abbey was simply a convoy of vehicles and a photo shoot.

Fly tipping at the bottom of Tilford Road was reported. **Clerk to action.**

Graffiti was reported on Stonechurch Terrace. **Clerk would inform GBC.**

The tall trees on Foundry Terrace need to be inspected. **Clerk would inform GBC.**

Permission was granted to Mrs Canham to remove her bench from the cemetery for refurbishment.

6. Accounts for June 2012.

Receipts.

Bank interest	4.43
Quarterly bonus	88.66
D&M Monumental Masons	225.00 Memorial stone
Mr & Mrs Lunn	175.00 Deed of Right of Burial
Mr P. Burnham	<u>175.00 Deed of Right of Burial</u>
	<u>668.09</u>

Payments.

000964 Newstead PCC	125.00 Donation to Summer Fayre	
000965 Trustees Newstead Centre	150.00 Donation to Jubilee event	
000966 J.A. Chisholm	286.48 Clerk's salary (June)	
000967 HMRC	71.40 Tax on salary (June)	
000968 Mrs P.A. Wise	25.00 Chairman's expenses (June)	
000969 Newstead Centre	30.60 Room Hire	
000970 Clarke's Cemetery Services	670.00 Maintenance contract	
000971 RP Milliken	102.24 Website fees	
000972 Helen Carrington	200.00 Internal audit fee	
000973 J.A. Chisholm	72.02 Clerk's expenses	
	Postage	30.00
	Tele.rental	7.50
	Tele calls	10.48
	Mileage	<u>24.04</u>
		<u>72.02</u>

6.1 The accounts were approved and passed for payment.

7. **Matters concerning Newstead Village.**

7.1 **Cllr. Burnham** would seek quotations for grass cutting at Newstead Meadow. He would also seek quotes for an "A" frame gateway. **The Clerk** would remove the fencing between the cemetery car park and the old cemetery. These items are on-going.

7.2 An accident on Hucknall Road was reported involving a lone car which had hit a tree. The road at this point has a speed limit of 60mph. The Council suggested a decrease in the speed limit to 50mph and/or moving the 30mph sign to beyond the cemetery. **Clerk would contact Highways**

7.3 It was reported that unknown persons were entering the cemetery during the night. There have been some thefts and beer cans have been strewn about. **Clerk would inform the police.**

7.4 It was reported that the grass in the old cemetery was long. A meeting is to be arranged with the Probation service, Notts. Wildlife Trust and the Parish Council.

7.5 It was reported that GBC workers are not sweeping up after mowing. **Clerk would inform GBC.**

7.6 There is overgrowing vegetation at Vicarage Corner. **Clerk would inform GBC.**

8. **Matters concerning Newstead Abbey Park.**

8.1 No matters were raised.

9. **Correspondence.**

9.1 Most correspondence had been dealt with at the appropriate part of the agenda.

9.2 Notification of closure of the level crossings at Tilford Road during the night of Saturday 7th July/Sunday 8th July.

9.3 Email re. footpath through Poets Corner. **Clerk would contact Tim Hart at Notts. CC.**

10. **Planning Applications.**

10.1 2012/0574 and 2012/0575 Knights Cross Newstead Abbey Park.

This application had not been received by the Parish Council prior to the meeting so a further meeting was arranged for Wednesday 11th July commencing at 7.00pm.

11. **Reports from External meetings.**

11.1 There were no reports from external meetings.

12. **Cemetery issues.**

12.1 The Cemetery regulations were discussed and the changes agreed. **Clerk would publish final version.**

12.2 Application of the Cemetery Regulations would be an agenda item for the September meeting.

13. **Items that the Chairman considered urgent.**

13.1 It was agreed to discuss the Code of Conduct at the planning meeting.

13.2 Feedback on the Jubilee event would be given at the next Parish Council meeting.

13.3 Feedback on the Summer Fayre would be given at the next Parish Council meeting.

14. **Closure and date of next meeting.** The Chairman closed the meeting at 9.45pm. The next meeting of the Parish Council will be held on Wednesday 5th September 2012 commencing at 7.30pm.

NEWSTEAD PARISH COUNCIL.

Minutes of the Parish Council Planning Meeting held in the Sherwood Room of Newstead Centre on Wednesday 11th July 2012.

1. **Present:** Cllrs: P.A. Wise (Chairman), D. Adams (Vice-Chairman), B. Blood, S. Gascoigne, and P. Young.

The Clerk was also in attendance.

2. **Apologies for absence:** Cllrs P. Burnham and W. Evans,

3. **Declarations of interest:** There were no declarations of interest.

4. **Planning Application.**

2012/0574 Knights Cross Newstead Abbey Park.
Two storey extension to existing dwelling.

Applications have been made in 2001 and 2008. The 2008 application was given planning permission but apart from footings was not completed. This application appears to add more building works to the 2008 application. The plans are not to scale so it is difficult to calculate whether or not the property is increase its original footprint by 50% or more.

Policy ENV28 states in paragraph 1.65, that in comparative terms a figure of 50% of the floor space of the original dwelling, as originally constructed, is a maximum size for extensions, beyond which it would be considered inappropriate. This ruling should be taken into account when making any decision.

This was the main concern expressed by councillors and there should equable treatment when considering planning applications.

5. **Adoption of Code of Conduct.**

The Gedling model of the Code of Conduct had been previously circulated to Councillors who stated that they had had insufficient time to read and digest the Code and deferred a decision until the Council's September meeting.

The Clerk advised the Council that a version of the Code should have been adopted by 1st July 2012 to comply with the latest legislation.

The Clerk would inform Gedling Borough Council of the Parish Council's decision.

6. **Closure and Date of next meeting.**

The meeting closed at 7.25pm. The next meeting would be on Wednesday 5th September commencing at 7.30pm.

NEWSTEAD PARISH COUNCIL.

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 5th September 2012.

1. **Present:** Cllrs: P.A. Wise (Chairman), D. Adams (Vice-Chairman), J. Booth, P. Burnham, S. Gascoigne, A. Halliwell and P. Young.

The Clerk, Borough Cllr P. Andrews, County Cllr C. Barnfather, Niki Pekal and five members of the public were also in attendance.

2. **Apologies for absence:** Cllrs. B. Blood (work commitment) and W. Evans (holiday).

3. **Declarations of Personal & Prejudicial Interest:** There were no declarations of interest.

4. **Approval of the Minutes of the Parish Council meeting held on Wednesday 4th July 2012.**

The Minutes of the meeting were approved and were signed by the Chairman.

Approval of the Minutes of the Planning meeting held on Wednesday 11th July 2012.

The Minutes of the meeting were approved and were signed by the Chairman.

5. **Matters arising from the Minutes.**

- 5.1 There is still flooding on Hucknall Road between the cemetery and the traffic lights. **Cllr Burnham to meet MP and Ian Parker Friday 7th September 2012.**

- 5.2 A LIS application for funding for the original design for the village sign would be made to County. **Clerk to action and send to Cllr Barnfather.**

- 5.3 The Probation service (Community Payback scheme) will commence work in the old cemetery the week starting 10th September 2012. **Chairman to action. Cllr Burnham has the Mortuary Chapel key** so bags of grass cuttings can be stored prior to removal. The Council agreed to the provision of a small skip.

- 5.4 A meeting between councillors and Penny Bennison re. Newstead Abbey Park would be arranged. **Clerk to action.**

- 5.5 A list of faulty street lights would be made and sent to the Clerk. **Cllr Burnham to action.**

- 5.6 NRA has suggested that the bottom of the mining tub may drop out if moved. NRA may search for a replacement.

- 5.7 The County would pay for one interactive sign if the Parish pays for another. **Clerk to contact Ian Parker for progress report.**

- 5.8 A reply has been received from East Midlands Ambulance Service regarding the ambulance on an emergency call having been held up by the barrier on Station Avenue. EMAS have no record of this or any other instance of this nature.

- 5.9 The improvement to the fencing by Gedling Homes has not yet commenced but is in the budget and schedule to be completed in the near future .

- 5.10 Gedling BC had agreed to clear the land adjacent to 38 Fraser Street which is overgrown. GBC will now, not clear the area as it is private land and if cleared could encourage fly tipping. The Council felt that this was unacceptable as the land was an eyesore. Niki Pekal would take the Council's comments back to GBC for re-consideration. Niki Pekal would report that brambles from the area were encroaching on to the pavements and also damaging fencing at the rear.

- 5.11 **MUGA** .The Council confirmed that a grant application to Gedling Homes had been made and £1000 had been awarded. Gedling Homes would contact the Chairman to arrange a cheque presentation date.

A LIS application had been successful and would pay half of the invoice price on completion excluding VAT. Planning permission is awaited and expected by the middle of September.

- Notices advertising the risks of climbing on to the roof of the MUGA would be necessary. **Clerk to action.**
- 5.12 Station Road, Newstead. Notts. CC would fund £25000 for new pavements on the Station Hotel side. Future Newstead has secured £1500 funding from Gedling Homes/Community Chest to landscape the track side. The work will include cutting back overgrown areas, weedkilling, construction of raised beds from reclaimed railway sleepers and preparing the land for planting. Planting funds is in the form of a credit note for approx. £600 from Halls Nursery. Paul Bateman will project manage and the Council agreed to act as banker and would be invoiced for work/materials up to a total of £1500.
- 5.13 A meeting with Mr Robinson and Jennifer Cole will be arranged at a mutually acceptable date and time. **Clerk to action.**
- 5.14 John Flanders is consulting with other members of his group re. carving the tree stumps. He will speak directly with the Chairman.
- 5.15 Dispute over locked gates on the service road behind Foundry Terrace. **Clerk would contact on behalf of residents the legal department of Gedling Homes.**
- 5.16 Cllr Mrs Andrews has contacted Lord Coe re the visit of the Olympic flame and the omission of not inviting the pupils of the local school to take part in a photo shoot.
- 5.17 The tall trees on Foundry Terrace have been inspected and no remedial work is necessary except for the removal of one dead bough.
- 5.18 A quotation for grass cutting and removal at Newstead Meadow for between £150 and £200 was accepted. A quote for an "A" frame gateway of £179.00 + VAT was also accepted. **Cllr Burnham to action.**
- 5.19 Cllr Barnfather explained the cost implications of grass cutting by NCC workers.
- 5.20 Overgrowing vegetation at Vicarage Corner has been cut back.
- 5.21 The Chairman reported that the Jubilee event had been a pleasant and successful occasion.
- 5.22 The Vice- Chairman reported that the Summer Fayre had been a success unfortunately marred by an accident. She said that the ambulance had taken 2 hours to attend.

The Council agreed to suspend standing orders so that parishioners could discuss parish matters with councillors.

Darren Jarvis thanked the Council for recent financial support given to fayres and other activities at the church.

Pat Harvey asked why the new notice board had not been placed on the school railings as suggested earlier. The Chairman said that the Council had agreed to place it on the triangle at a previous meeting.

6. Accounts for July and August 2012.

Receipts.

Cancelled cheque 000928	5.00
Mansfield Memorials	<u>75.00</u>
	<u>80.00</u>

Payments.

000974 J.A. Chisholm	286.48 Clerk's salary (July)
000975 HMRC	71.40 Tax on salary (July)
000976 Mrs P.A. Wise	25.00 Chairman's expenses (July)
000977 Mrs D. Adams	5.00 Replacement cheque for 000928
000978 Yes 2 Solutions	103.21 Stationery
000979 Gedling BC	150.00 Planning application fee MUGA
000980 Peter Mills	700.00 Mortuary chapel repair as per quote
000981 Newstead Centre	78.00 Room Hire
000982 Clarke's Cemetery Services	670.00 Maintenance contract(July)
000983 Gedling BC	20.00 Planning application fee MUGA
000984 J.A. Chisholm	286.48 Clerk's salary (August)
000985 HMRC	71.40 Tax on salary (August)

000986 Mrs P.A. Wise	25.00 Chairman's expenses (August)	
000987 Yes 2 Solutions	123.00 Printer inks	
000988 Clarke's Cemetery Services	670.00 Maintenance contract (August)	
000989 J.A. Chisholm	66.49 Clerk's expenses	
	Postage	22.80
	Tele.rental	7.50
	Tele calls	12.15
	Mileage	<u>24.04</u>
		<u>66.49</u>
	<u>3351.46</u>	

6.1 The accounts were approved and passed for payment.

7. Adoption of the Members Code of Conduct.

7.1 The Council agreed unanimously to adopt the Gedling model Code of Conduct.

7.2 Councillors submitted their registers of interests. A copy of the register would be sent to each councillor.

8. Matters concerning Newstead Village.

8.1 Cllrs Burnham and Young had completed a maintenance survey of parts of the village and a list of issues had been produced. Niki Pekal was made aware of various items. **Clerk to action.**

8.2 Niki Pekal was circulating a letter to residents re. the possibility of having no flying skip this year. NRA would seek funding for a skip and the Council agreed to help with funding.

8.3 It was reported that local children have been climbing over the fences to gain access to the toddlers play area at Newstead Centre. They are very noisy and have damaged the bowling green.

8.4 It was reported that the bench on the village green has been moved without authorisation.

8.5 The lid to the grit bin on Tilford Road has been damaged. **Clerk would inform Highways.**

9. Matters concerning Newstead Abbey Park.

9.1 No matters were raised.

10. Correspondence.

10.1 Most correspondence had been dealt with at the appropriate part of the agenda.

10.2 GBC Conservative group response to Aligned Core Strategies - for information.

10.3 Mansfield Memorials - permission granted to erect headstone in old cemetery.

10.4 Consultation event on homelessness and social housing - for information.

10.5 Several items of correspondence re. missing vase from cemetery.

10.6 Winter grit and salt supplies. Council agreed to the purchase of supplies. **Clerk would speak to Clerk at Bestwood PC.**

11. Planning Applications.

11.1 2012/0848 Poets Corner, Newstead Abbey Park

Change of use of land to garden

The Council made objections to this application.

11.2 2012/0987 Newstead Centre, Tilford Road

Raise fence around MUGA by 1 metre and a net to cover the top of the court

The Council raised no objections.

11.3 2012/0574 and 2012/0575 Knights Cross Newstead Abbey Park.

This application has been given permission.

11.4 West Lodge, Newstead Abbey Park.

Comments from Planning Inspector are contrary to the reasons given for granting permission by GBC.

The Parish Council would write to John Robinson and copy to the Secretary of State. **Cllr Young and the Clerk to draft letter.**

12. Reports from External meetings.

- 12.1 The Chairman and Cllr Burnham had visited Naturescape at Langer to look for wild flower seeds. These would be sown in old cemetery initially in a sample area. Council agreed to fund this venture up to £150. It was suggested that eventually flower seeds could be offered for sale but advice would have to be sought.
- 12.2 Meeting re. development at Top Wighay Farm which would have an effect on Newstead residents. Councillors felt that their input to the meeting was limited.
- 12.3 Little or no progress has been made re. Lengthsman scheme.

13. Cemetery issues.

- 13.1 The Cemetery committee would meet to survey how individual graves were compliant or in contravention of the regulations.
- 13.2 The Cemetery Regulations would be displayed on the notice board. A specimen letter to Deed holders would also be displayed. **Clerk to action.**

14. Items that the Chairman considered urgent.

- 14.1 There were no urgent items.

- 15. **Closure and date of next meeting.** The Chairman closed the meeting at 10.00pm. The next meeting of the Parish Council will be held on Wednesday 3rd October 2012 commencing at 7.30pm.

NEWSTEAD PARISH COUNCIL.

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 7th November 2012.

1. **Present:** Cllrs: Mrs. P.A. Wise (Chairman), Mrs D. Adams (Vice-Chairman), Mrs B. Blood, P. Burnham, S. Gascoigne, Miss A. Halliwell and Mrs P. Young.
The Clerk, Borough Cllr Mrs P. Andrews, County Cllr C. Barnfather, Cllrs. Denise Ireland and Wynn Lewis of Linby Parish Council, Deborah Widdowson of GBC and three members of the public were also in attendance.
2. **Apologies for absence:** Cllrs. Mrs W. Evans,
3. **Declarations of Personal & Prejudicial Interest:** Cllr Mrs Adams declared an interest in the request for funding from Newstead Church
4. **Approval of the Minutes of the Parish Council meeting held on Wednesday 3rd October 2012.**
The Minutes of the meeting were approved and signed with amendments to Minute 8.1 " cost of entry at £6 per car allowed free entry to the gardens" and Minute 10.1 " the Council made no objections to this application"
5. **Matters arising from the Minutes.**
 - 5.1 A meeting between councillors and Penny Benniston re. Newstead Abbey Park would be arranged for 5th December at 7p.m. **Cllr Burnham to action.**
 - 5.2 The Council agreed the sites for the installation of Your Speed signs on Hucknall Road. The cost was also agreed for one sign at £7800. The maintenance agreement would be for 10 years. **Clerk would inform Notts CC of the decision.**
 - 5.3 Work has commenced on the MUGA .
 - 5.4 Work has commenced on Station Road, Newstead.
 - 5.5 A report of the meeting with Mr Robinson and Jennifer Cole had been received.
 - 5.6 John Flanders has agreed to do some carving with his group in the cemetery. **Chairman to follow up.**
 - 5.7 There are still problems with locked gates on the terraces. **Chairman would consult with Gedling Homes.**
 - 5.8 The Probation Service has cut a strip behind the car park hedge but is unable to cut the whole meadow because of the lack of suitable equipment. The Council agreed to give a donation to go towards a professional strimmer but no sum was set. This would be an agenda item for the December meeting. A quote for an "A" frame gateway of £179.00 + VAT was also accepted. **Cllr Burnham to action.**
 - 5.9 The list of maintenance issues compiled by Cllrs Burnham and Young has not been sent actioned by GBC. **Clerk would contact David Wakelin at GBC.**
 - 5.10 The bench on the village green would be bolted back into the original position. **Clerk would contact Anthony Clarke.**
 - 5.11 Clerk has ordered 5 x 25kgs (free) and 10 x 25kgs at £5 per bag. The question of storage was discussed without resolution. The supplies will be delivered to Newstead Centre. **Clerk would inform NCC of opening times at the Centre.**
 - 5.12 Notts Wildlife Trust would be consulted over wild flower planting in the old cemetery. **Cllr Burnham to action.**
 - 5.13 The Council agreed to send out the Cemetery letter to all available Deed Holders. **Clerk to action.**
 - 5.14 Parish Liaison meeting on Tuesday 9th October 2012. Minutes would be sent out by GBC.
The Council agreed to suspend standing orders so that parishioners could discuss parish matters with councillors. The Chairman introduced Mrs Deborah Widdowson who is the full-time dedicated GBC officer for Newstead Village. She is based in Newstead Centre and her role is to support other groups within the village.

The Chairman introduced Linby Cllrs Wynn Lewis and Denise Ireland who informed the Council of the progress being made in opposing the housing developments in the western part of Gedling Borough. It was suggested that a representative to the action group should be appointed and a donation made to the action fund. This would be an agenda item for the next meeting.

Mr Paul Bateman commented on the report of the progress of the Parish Plan which had been circulated to Councillors.

He reported several instances of graffiti in the village and that trees were obscuring the Play Park sign on the Annesley side of the village.

6. Accounts for October 2012.

Receipts.

Geo. Hanson & Sons	<u>1225.00</u> Funeral
	<u>1225.00</u>

Payments.

001002 RBL Poppy Appeal	34.00 Wreaths x 2	
001003 J.A. Chisholm	286.48 Clerk's salary (October)	
001004 HMRC	71.40 Tax on salary (October)	
001005 Mrs P.A. Wise	25.00 Chairman's expenses (October)	
001006 Newstead Centre	68.40 Room Hire	
001007 Newstead Centre	12.00 Room hire (Future Newstead)	
001008 Clarke's Cemetery Services	860.00 Maintenance contract(Oct) + notice board	
001009 Johnson Publishing Ltd	188.76 Job advert	
001010 J.A. Chisholm	71.54 Clerk's expenses	
	Postage	28.20
	Tele.rental	7.50
	Tele calls	11.80
	Mileage	<u>24.04</u>
		<u>71.54</u>
	<u>1617.58</u>	

- 6.1 The accounts were approved and passed for payment.
- 6.2 The Clerk reported no charge for repair to telephone.
- 6.3 The Clerk explained why each councillor needed to sign a dispensation form so that he/she could vote in the setting of the precept in the future. The dispensation would last until May 2015.

7. Matters concerning Newstead Village.

- 7.1 Lights 3 and 4 on the footpath between Webb Street and Newstead Centre were reported as out. Light 5 on Tilford Road outside Newstead Centre was reported as flickering. **Clerk to contact Highways.**
- 7.2 It was reported that there was an accumulation of litter around the village and residents were not using the bins provided appropriately.
- 7.3 Cllr. Mrs Young said that a conservatory had been built on one of the terraces but as far as she was aware no planning application has been made. Cllr Burnham replied that this was a Gedling Homes property and he had been informed that no planning application was necessary. He was unaware whether or not an application for Building Regulations had been made.
- 7.4 The Council was informed that the planning conditions for 42 Webb Street had not been adhered to and GBC had been informed.
- 7.5 SureStart was congratulated for putting on such an excellent Halloween party.
- 7.6 It was reported that Gedling Homes was meeting with Tenants on Monday 12th November re. external works.

8. Matters concerning Newstead Abbey Park.

- 8.1 The drive is still in poor repair. Cllr Gascoigne reported damage to his vehicle caused by the poor surface.
8.2 There would be a re-siting of grit bins at Priory Wood.

9. Correspondence.

- 9.1 Most correspondence had been dealt with at the appropriate part of the agenda.
9.2 Minutes Future Newstead meeting 18th September 2012.
9.3 Letter from Planning Inspectorate re Appeal at West Lodge.
9.4 Arrangements for dealing with complaints about breach of Code of Conduct.
9.5 Greenwood Community tree planting grants 2012/2013.
9.6 Email of acknowledgement from City Council re. Newstead Abbey..
9.7 Nottingham Hospitals Charity request.

10. Planning Applications.

- 10.1 2012/1128TPO Knights Cross Cottage, Newstead Abbey Park
T1 Lime - Crown lift 3m by pruning back lower branches to suitable replacements
The Council raised no objections. This application has been withdrawn.
10.2 West Lodge - discharge of conditions. Council made objections to this course of action. **Clerk to contact Bev. Pearson.**
10.3 The City Council would be contacted re. lease agreement (need for written permission any alterations) for West Lodge. **Clerk to action.**

11. Reports from External meetings.

- 11.1 The Chair, Cllr Burnham and Paul Bateman met with Penny Beniston. The meeting was called a liaison group. Topics discussed were awareness of the Parish Plan; future events at the Abbey; advertising of events at Newstead Centre; concerns over arrivals by train and transportation to the Abbey; gate issues; school involvement with Abbey choir; volunteers from Newstead to work in the Abbey.
11.2 It was suggested that Abbey season ticket holders should have the right to have a gate pass.
11.3 Newstead Church requested a donation towards the Christmas Fayre. The Council agreed to donate £200.

12. Cemetery issues.

- 12.1 A report had been made to the Council re. criminal damage. The police were involved and interviews had taken place with some residents. A suggestion had been made by a Deed holder that he would erect a hidden ornithologist's camera in the cemetery. Although approval had not been sought for this action, the Council refused to give its consent to the installation of a camera.
12.2 A meeting with Richard Spray would be arranged. **Chairman to action.**
12.3 Acorn Trees would be contacted re. the cutting back of vegetation on the island at the Cemetery.

13. Items that the Chairman considered urgent.

- 13.1 It was agreed to hold a Christmas reception at the end of the December meeting.

14. Appointment of new Clerk - Timeline and Interview Panel.

- 14.1 Short listing would take place on Monday 12th November at 1.30pm - Chair and Cllrs. Burnham and Mrs Young.
14.2 Interviews would be on Monday 19th November at 6.00pm - Chair and Cllrs. Mrs Adams and Mrs Young. (reserve Cllr Mrs Blood). The date for the interviews was set so that the new clerk would be able to work concurrently with the retiring clerk.
14.3 The Council agreed to make funds available to pay the new Clerk during the hand-over period.

- 14. Closure and date of next meeting.** The Chairman closed the meeting at 10.20pm. The next meeting of the Parish Council will be held on Wednesday 5th December 2012 commencing at 7.30pm.

NEWSTEAD PARISH COUNCIL.

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 5th December 2012.

1. **Present:** Cllrs: Mrs. P.A. Wise (Chairman), Mrs D. Adams (Vice-Chairman), Mrs B. Blood, P. Burnham, S. Gascoigne, Miss A. Halliwell and Mrs P. Young.
The Clerk and two members of the public were also in attendance.
2. **Apologies for absence:** Cllr. Mrs W. Evans and Borough Cllr Mrs P. Andrews.
3. **Declarations of Personal & Prejudicial Interest:** There were no declarations of interest.
4. **Approval of the Minutes of the Parish Council meeting held on Wednesday 7th November 2012.**
The Minutes of the meeting were approved and signed with amendments to Minute 5.8 remove "but no sum was set" and add "of £200" and Minute 5.9 remove the word "sent".

The Chairman welcomed Mick Leivers of Newstead Enterprises to the meeting. He explained to the Council that a planning application had been made to Nottinghamshire County Council to reduce the depth of 2 of the lagoons within the country park using sub soil derived from other areas. Access to the site would be through Annesley. The full planning application should come to the Parish Council for its observations and comment.

5. Matters arising from the Minutes.

- 5.1 A meeting between councillors and Penny Benniston would be arranged for January. **Cllr Burnham to action.**
- 5.2 Work on the MUGA has been completed.
- 5.3 Work on Station Road, Newstead has been completed.
- 5.4 Carving of the tree stumps in the cemetery by John Flanders and his club members would be discussed in February as John has been ill. **Chairman would follow up.**
- 5.5 The problems with locked gates on the terraces should be resolved soon.
- 5.6 Newstead Meadow would be an Agenda item for the January meeting. Cllr Burnham has applied for funding to the Community Chest at Gedling Homes.
- 5.7 The list of maintenance issues compiled by Cllrs Burnham and Young has been actioned by GBC.
- 5.8 The bench on the village green has been stolen. **Clerk would inform the Police and the Council's Insurance Company.**
- 5.9 The bags of salt/grit are stored at Newstead Centre. **The Chairman would attempt to arrange for someone to re-fill the blue grit bins. A maximum budget of £50 was set for this work.**
- 5.10 Notts Wildlife Trust would be consulted over wild flower planting in the old cemetery. This is on-going. **Cllr Burnham to action.**
- 5.11 The Council agreed not to send out the Cemetery letter to Deed Holders at this time.
- 5.12 Parish Liaison meeting on Tuesday 9th October 2012. Minutes have not been received from GBC.
- 5.13 The instances of graffiti in the village have not been removed to date.
- 5.14 The Council was informed that the planning conditions for 42 Webb Street had not been adhered. A letter from the enforcement officer had been received. Councillors would like to know what is meant by the word "similar" as in this case the house is red brick and the extension is yellow brick. Why has a porch with a window been built when it did not appear in the original planning approval? **Clerk would contact GBC.**
- 5.15 When will the grit bins at Priory Wood be re-sited? **Clerk would contact Highways.**
- 5.16 The Parish Council has had no reply from City Council re. Newstead Abbey.
- 5.17 It was reported that the Newstead Church Christmas Fayre had been a great success.
- 5.18 A meeting with Richard Spray would be arranged. **Chairman to action.**

- 5.19 Interviews for the new Clerk would be on Thursday 6th December at 6.00pm. Cllr. Miss Halliwell would welcome each candidate at the door of the Centre. There would be no need to set aside funds for the hand over period.

The Council agreed to suspend standing orders so that parishioners could discuss parish matters with councillors. It was reported by a member of the public that a surveillance camera had been set up in the cemetery against the wishes of the Parish Council. **Councillors agreed to inform the Police.**

6. Accounts for November 2012.

Receipts.

There were no receipts during the month.

Payments.

001011 Mrs B. Blood	10.00 Gate pass to Abbey	
001012 Mr P. Bateman	720.71 Station Road improvements	
001013 Newstead PCC	200.00 Christmas Fayre donation	
001014 J.A. Chisholm	286.48 Clerk's salary (November)	
001015 HMRC	71.40 Tax on salary (November)	
001016 Mrs P.A. Wise	25.00 Chairman's expenses (November)	
001017 Newstead Centre	36.00 Room Hire	
001018 Mr P. Bateman	708.00 Station Road improvements	
001019 Safe & Sound Playgrounds	14043.60 MUGA extension	
001020 Newstead Centre	12.00 Room hire (Future Newstead)	
001021 Yes 2 Solutions	89.70 Stationery	
001022 Notts. County Council	7800.00 Interactive speed sign	
001023 Acorn Tree Services	400.00 Cemetery tree work	
001024 J.A. Chisholm	63.94 Clerk's expenses	
	Postage	20.10
	Tele.rental	7.50
	Tele calls	12.30
	Mileage	<u>24.04</u>
		<u>63.94</u>
		<u>24466.83</u>

- 6.1 The accounts were approved and passed for payment.
 6.2 The Council agreed to transfer £7800 from the Bonus Saver account to the Current account.
 6.3 It was agreed to make a donation of £500 to Linby Parish Council to help to fund a planning consultant to fight housing developments in the area.
 6.4 It was confirmed that a donation of £200 would be made to the Community Pay back scheme to fund the purchase of an industrial strimmer.

7. Matters concerning Newstead Village.

- 7.1 Light 3 on the footpath between Webb Street and Newstead Centre is still out. **Clerk to contact Highways.**

8. Matters concerning Newstead Abbey Park.

- 8.1 There have been changes to the main entrance but there has been no planning application. Cllr. Mrs Young would speak to Bev. Pearson at GBC.
 8.2 It was reported that there is excessive mud on the drive.

9. Correspondence.

- 9.1 All correspondence had been dealt with at the appropriate part of the agenda.

10. Planning Applications.

10.1 No Applications had been received.

11. Reports from External meetings.

11.1 Cllrs Burnham and Gascoigne reported on a Lengthsman scheme meeting. No council in the area was prepared to lead. If Newstead became involved the Abbey Park would not be included.

12. Cemetery issues.

12.1 The questions raised over potential exhumations would be discussed as an Agenda item at the January meeting.

13. Items that the Chairman considered urgent.

13.1 Councillors out of pocket expenses would be discussed as an Agenda item at the January meeting.

13.2 The Chairman thanked the Clerk for his 10 years of service to the Parish Council on his retirement and presented him with a card and gift.

14. Closure and date of next meeting. The Chairman closed the meeting at 8.50pm. The next meeting of the Parish Council will be held on Wednesday 9th January 2013 commencing at 7.30pm.

NEWSTEAD PARISH COUNCIL.

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 9th January 2013

1. **Present:** Cllrs: Mrs. P.A. Wise (Chairman), Mrs D. Adams (Vice-Chairman), Mrs B. Blood, Mrs J Booth, Mr P. Burnham, Miss A. Halliwell and Mrs P. Young.

The Clerk and five members of the public were also in attendance. The Chairman introduced the new Clerk.

2. **Apologies for absence:** Apologies were noted from Cllrs Mrs W Evans and Mr S Gascoigne and County Councillor Mr C Barnfather.

3. **Declarations of Personal & Prejudicial Interest:** There were no declarations of interest.

4. **Approval of the Minutes of the Parish Council meeting held on Wednesday 7th November 2012.**
Subject to the following omissions being noted - 'It had been reported that the Station Sign on Hucknall Road still needed to be turned round and that the considerable potholes on Station Avenue had caused damage to a Councillor's vehicle' - the minutes were approved.

5. **Matters arising from the Minutes.**

- 5.1 Newstead Abbey Park - The proposed meeting with Penny Benniston had not yet taken place. The Clerk read out a letter previously sent to the Chief Executive of Nottingham City Council regarding concerns over the state of Station Ave and following further communication with the City Council, the matter had now been placed in the hands of Mr Richard Inglis, Service Manager for Nottingham Galleries and Museums. It was agreed that the Clerk would arrange a site meeting and inform Cllrs when this was due to take place. Mrs Young said there had previously been flooding close to the Granary. Severn Trent has carried out some drainage work in this area and the problem appears to have been resolved. Tree roots were suspected as the cause of problem.
- 5.2 Tree Carvings - No further meeting had been arranged where John Flanders had not yet returned to full health. The Chairman suggested the Council may need to look at alternative proposals.
- 5.3 The problem with the locked gates leading to the terraces had now been resolved.
- 5.4 The list of maintenance issues compiled by Cllrs Burnham and Young had generally been actioned with the exception of the sign for the station which continues to point in the wrong direction. **Clerk to action**
- 5.5 Theft of Bench - The Police had been informed of the theft and a crime number obtained. A claim form had been received from the Council's insurers and this would be completed by the Clerk.
- 5.6 The Chairman was still looking for someone to re-fill the blue grit bins. She was to discuss the matter with Mick Leivers to see whether the CAST minibus could transport the bags of grit.
- 5.7 Minutes now distributed from the Parish Liaison meeting. The Clerk advised Newstead's tax base has been reduced substantially as a result of the localisation of Council Tax Support although GBC would be covering shortfall in funding for the 2013/14 financial year. The ward walk was discussed and it was resolved that Gedling be asked to include Abbey Ward within walk and that Cllrs be invited to join.
- 5.8 Graffiti in the village has not yet been removed. There is graffiti on the village nameplate as you enter the village from the direction of Annesley. Further graffiti near Cornerstone House was also mentioned. **Clerk to action.**
- 5.9 The Council was informed that the planning conditions for 42 Webb Street had not been adhered to. Comments from the enforcement officer had been received. Councillors would like to know what is meant by

the word "similar" as in this case the house is red brick and the extension is yellow brick. **Clerk to contact GBC.**

- 5.10 The Council were of the opinion the grit bins needed re- stocking rather than re-siting. **Clerk to action**
- 5.11 Burial Records - The Council had not yet been able to contact Richard Spray following problems with computer. Cllr Adams volunteered to pass a message onto Richard through his father.
- 5.12 A new Clerk had been appointed

A short adjournment was held for members of the public to discuss Parish Matters with Cllrs

Members of the public raised concern over the development of Top Wighay. The action taken by Newstead Parish Council in contributing towards a response drawn up by a planning consultant instructed by Linby and Papplewick Parish Council was discussed.

6. Finance

- 6.1 **Councillors' out of pocket expenses** - A draft proposal had been tabled at the meeting for Cllrs consideration. The Chairman explained as Parish Councillors did not receive any form of remuneration, she felt it was only fair that fuel costs incurred when travelling out of the parish on Council business should be reimbursed. A discussion ensued as to whether the mileage rate should be levied at the rate agreed by NALC, i.e. the same as that applied to Council Clerks i.e. up to 60p per mile depending on CC of vehicle, or whether a flat rate of 45p per mile should apply, which is the limit imposed by HMRC prior any tax implications.

It was proposed by Cllr Wise and seconded by Cllr Adams that a rate of 45p should apply and the draft proposal be accepted as presented. This was agreed.

6.2 Accounts for December 2012

Receipts and Payments for December 2012.

Receipts.

D & M Monumental Masons	75.00	Memorial stone for cremation plot.
HMRC	135.22	Repayment of VAT
Transfer from Bonus saver a/c to Current a/c	10000.00	
Bank interest	21.11	
Quarterly bonus	89.03	
Transfer from Bonus Saver a/c to Current a/c	7800.00	
HMRC	<u>2340.60</u>	Repayment of VAT
	<u>20460.96</u>	

Payments

001025 J.A. Chisholm	286.48	Clerk's salary (December)
001026 HMRC	71.40	Tax on salary (December)
001027 Mrs P.A. Wise	25.00	Chairman's expenses (December)
001028 Notts. Probation Service	200.00	Donation to purchase industrial strimmer
001029 Linby Parish Council	500.00	Donation to Top Wighay campaign
001030 Mrs PA Wise	90.44	Christmas reception and retirement gift
001031 Mrs PA Wise	22.24	Refreshments for Christmas tree lighting
001032 J.A. Chisholm	53.90	Clerk's expenses
		Postage 11.60
		Tele.rental 7.50
		Tele calls 10.76
		Mileage <u>24.04</u>
		<u>53.90</u>

001033 Newstead Centre	161.64	Room Hire and Refreshments 5 th December
001034 Mrs J Johnson	136.80	Refund for purchase of a used Four Drawer Filing Cabinet

A £200 donation to the Probation Service towards the purchase of a new strimmer was agreed and that the Probation service be asked to forward a copy of the invoice for the strimmer to the Council once purchased.

Clerk to action

The accounts were approved and passed for payment.

6.3 **Bank Matters**

A letter to the Council's bank had been drafted by the new Clerk introducing herself as the new Clerk and removing Mr Chisholm as one of the signatories. A mandate to add a new signatory to the account was also requested. This action was agreed. The letter was signed by two of the existing signatories and the Chairman agreed to take this letter to Mrs Evens for signing as the third signatory required.

7. **Matters concerning Newstead Village.**

7.1 Light 3 on the footpath between Webb Street and Newstead Centre is out. A light on the corner of Musters Road was also not working. Mr Burnham reported that a number of lights were out on Hucknall Road on the approach to Newstead village from Annesley. As these appeared to affect every other light he wondered whether this was part of energy saving measures from the Notts County Council. **Clerk to contact**

Highways.

7.2 Police Coverage - Cllrs were concerned at the general lack of police presence in the village. It was resolved to write to the newly elected Police Commissioner to request a meeting. **Clerk to action**

7.3 Miss Halliwell also wanted to know what had happened to the lights on the Christmas tree which appeared to have been vandalised.

7.4 Matters relating the Youth Club were discussed. Complaints have been received from parishioners on foul language used by youths hanging around the Youth Centre. Clerk to write direct to Youth workers. It was also suggested that meetings held in respect of the Youth Centre be held at the later time of 7pm to enable members of the Council to attend. Matter to be put on agenda next month.

7.5 Mr Burnham commented on litter at the Parish Boundary with Ashfield to Hazelford Way. **Clerk to action**

7.6 Mrs Young referred to a large pothole on the turn in to Tilford Road. **Clerk to action**

7.7 Interactive Speed Signs/Village Sign - The Clerk was asked to chase progress on this matter.

7.8 Newstead Wildlife Meadow - Item to be brought up at next meeting. Notts Wildlife Trust has recommended that cattle be used to keep grass down. Mr Burnham is to forward some information to the Clerk for circulation to Cllrs and discussion at the next Council meeting.

8. **Matters concerning Newstead Abbey Park.**

8.1 Station Ave - Mrs Young reported potholes getting worse, especially under the railway bridge. She also advised that now the paint had disappeared off the humps they are dangerous.

9. **Correspondence.**

9.1 The following items of correspondence were specifically discussed:

- New pricing structure from Clarkes effective from 1 January - This was noted.
- SLCC membership - Will be £86 (up from £83 last year) It was agreed to renew membership
- Dispensations to discuss precept - All Cllrs had now signed the forms with the exception of Cllr Booth and Cllr Evens. Cllr Booth signed her form at the meeting. The Chairman took a form for Cllr Evans to complete
- Electoral Review of Gedling - It was noted that Newstead ward would henceforth be part of the Abbey

Ward comprising the parishes of Linby, Papplewick, Newstead and Ravenshead and would be served by three Borough Councillors, down from the present four.

- d) First Contact scheme - The Clerk advised the meeting of help and advice available to the over 60's. It was agreed to approach the editor of the Village Newsletter to publicise the scheme.
- e) D & M Monumental Masons - Request for Cremation Memorial Plaque - This was agreed.

10. **Planning Applications.**

- 10.1 **F/2711 - Newstead and Annesley Country Park (Importation of circa. 40,000m³ of inert material to reduce the depth of fishing lakes, to improve safety requirements for members of the public and including the creation of two islands for nesting birds and the landscaping of areas around the lakes) - Approved by Cllrs**

2011/1328 - Poets Corner (Erection of domestic wind turbine on 15 metre high mast with 9 metre diameter rotor blade) - It was noted this application had gone to appeal

11. **Reports from External Meetings.**

None

12. **Cemetery issues.**

The Chairman proposed that this item be discussed as the last item on the agenda as a confidential item as this information related to the affairs of an individual and their family.

Accordingly it was resolved by the Council that for discussion of this item the press and public be excluded from the meeting on the grounds it is likely to involve the disclosure of exempt information as defined in the Local Government Act 1972, schedule 12a, Part one, item 1, where this item relates to the affairs of an individual and family'.

13. **Items that the Chairman considered urgent.**

- 13.1 The Chairman sought the approval of the Council to spend money on the removal and subsequent disposal of the Christmas tree. This was agreed
- 13.2 A letter had been received from a local resident regarding parking problems at Cornerstone House. **Clerk to action**

14. **Closure and date of next meeting.**

The next meeting of the Parish Council which will be held on specifically to set the precept will be held on Wednesday 23rd January 2013 commencing at 7.00pm.

The next full meeting of the Council will be held on Wednesday 6th February 2013

Minutes of the Parish Council Precept meeting held on Wednesday 23rd January 2013 in the Sherwood Room of Newstead Centre, Tilford Road, Newstead Village, commencing at 7.00pm.

1. **Councillors present:** Cllrs P A Wise (Chairman), P Burnham, S Gascoigne and P Young.
2. **Apologies for absence:** Cllrs D Adams, J Booth, B Blood, W Evans, and A Halliwell. Also Borough Cllr P Andrews
3. **Declarations of interest:**
No other interests were declared

4. **To Review Cemetery Charges for 2013/2014**

Following the increase in burial charges by Clarke's Cemetery Services from the 1st January 2013, it was noted some of the cemetery fees charged by Mr Clarke were now higher than fees collected by the Council in respect of grave preparation for local residents. Cllr P Young asked for advice on the percentage of burials from local residents compared to non residents. It was resolved to note this information over the next year. It was also agreed the Council should write to Mr Clarke to request his increase in charges are deferred until the 1st April to tie in with the Councils own financial year. The Chairman advised in respect of the current financial squeeze faced by the Council and the cost of maintaining the cemetery, she felt it was prudent to raise charges to ensure the Council clawed back some of these costs rather than precept for these. It was also considered necessary to look at raising charges to address any increase in costs that may be applied from 1st January 2014.

Accordingly it was agreed the following charges would apply with immediate effect.

	<u>Resident</u>	<u>Non-Resident</u>
Purchase of a Deed of Right of Burial	£175	£625
Grave preparation fee for 6ft grave	£220	£700
Grave preparation fee for 8ft grave (for 2)	£240	£725
Re-open grave	£210	£500
Purchase of a Deed of Right of Burial in the cremations section	£125	£450
Burial of a casket in the cremations or burial sections	£110	£300
Erection of a headstone in the burial section	£75	£225
Additional inscription	£20	£100
Memorial on a cremation plot which must be no more than 2ft in height	£75	£225

5. **To set the Precept for 2013/2014**

Mr Burnham thanked the Clerk for her report on the Parish Accounts accompanying the agenda. The reduction in Newstead's tax base from **409.89** to **347.45** following the Local Government Finance Act 2012 was noted. For the next financial year, Gedling Borough Council had agreed to provide a cash payment to the Council of **£2,154** to compensate for the loss to the parish as a result

of these technical changes, but there was no guarantee this help would continue beyond the next financial year.

The RFO explained in more detail the budget expenditure under expenses and cemeteries and village maintenance, where the cost of routine grounds maintenance throughout the parish and including the cemetery and village green was presently £4,725 per annum. This cost had been fixed as part of a two year contract and was up for renewal on 1st April. Assuming a small inflation rise this would leave the Council approximately £4,590 to deal with all other maintenance costs including tree pruning, burial charges, any work on the mortuary chapel and other ad hoc work on the cemetery. The figure was less than spent in previous years, which included a number of one off costs. It was resolved to accept the forecast as a best guess of likely cyclical expenditure.

Mr Burnham queried the budget under donations and said in view of present cash restraints, he proposed the figure of £1,225 should not be exceeded.

For the benefit of the new Clerk, Councillors explained that the Parish Council had a long term project to extend the new cemetery and that the sum of £40,000 had been earmarked from the general reserves to be allocated to this project. On the figures presented a 10 % increase in the precept would only allow a working reserve of £2,458. There was a general consensus amongst Councillors that assuming some flexibility in expenditure under S137 and capital expenditure, the Council should strive to achieve a working reserve of £3,000 in excess of the £40,000 earmarked above. Two proposals were put forward- that of a 17.5% increase, or 16% increase. The Clerk confirmed that if the precept were increased by 16%, this would result in an increase to a Band D taxpayer of **£5.18** per annum i.e. **£32.39** to **£37.57**, although it was noted for many households in the village, the increase would be less, where many households were placed in lower tax bands.

After further discussion, it was proposed by P Burnham and seconded by P Young to accept the budget as presented and to increase the precept by **16%**, which would give a total precept requirement of **£13,055**. This was agreed

6. Items that the Chairman considers urgent.

The Chairman asked two cheques to be signed to replace cheques which had previously been mislaid.

These were: -

<u>Cheque Number</u>	<u>Payee</u>	<u>Amount £</u>	<u>Reason</u>
001035	Newstead Centre	161.64	Buffet and Room Hire
001036	Mrs J Johnson	136.80	Purchase of Filing Cabinet

This was agreed.

7. Closure and Date of next meeting

The meeting closed at 8.25pm. The date of the next full Council meeting would be Wednesday 1st February 2012 commencing at 7.30pm.

NEWSTEAD PARISH COUNCIL.

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 6th February 2013

1. **Present:** Cllrs: Mrs. P.A. Wise (Chairman), Mrs D. Adams (Vice-Chairman), Mrs B. Blood, Mrs J Booth, Mr P. Burnham, Mrs W Evans (arrived 7.40pm), Miss A. Halliwell, Mr S Gascoigne and Mrs P. Young.

The Clerk and three members of the public were also in attendance.

2. **Apologies for absence:** Apologies were noted from County Councillor Mr C Barnfather. Borough Cllr Mrs P Andrews joined the meeting at 7.45pm having come directly from another meeting.

3. **Declarations of Personal & Prejudicial Interest:** There were no declarations of interest.

4. **Approval of the Minutes of the Parish Council meeting held on Wednesday 9th January**
It was proposed by the Chair and seconded by Cllr P Burnham that minutes be approved as a true record. This was agreed.

5. **Matters arising from the Minutes.**

- 5.1 Station Sign - Cllr P Young reported that the sign had now been turned in the right direction. An email from Laura Trusler confirmed the original request had been directed to wrong department.
- 5.2 Newstead Abbey Park - It was agreed the meeting with Mr R Inglis would take place on Thursday 21st February. **Clerk to action**
- 5.3 Tree Carvings - It was noted that the individual who was to undertake the project had returned to work. As tree carving was hard physical work, the Chairman felt it best not to place additional pressure on the individual concerned straightway. It was agreed to defer this matter for a period of two months and explore the possibility whether there was anyone else within the wood carving club who could undertake this work. **NB** During public speaking a parishioner made reference to wood carvings undertaking at Wollaton Hall and it was agreed to seek advice from R Inglis Director of Museums and Galleries, Nottingham City Council.
- 5.4 Theft of Bench - The Clerk advised that an estimate had been received from Malcolm Lane for a direct replacement at a cost of £625 plus VAT plus a further £95 to install. She reminded the Council that any claim to the Insurers would cost the Council £250 representing the excess applicable on any claim. A suggestion from Paul Bateman was read out to the Council in which he advocated taking one of a pair of identical seats based at the Newstead Centre and installing this in the existing plinth on the Green. The Council agreed to pursue this option but only if the cost of relocating and installing this seat was less than the costs incurred in making a claim .i.e. below £250. **Clerk to action**
- 5.5 The Clerk advised that all grit bins had now been filled with an additional four bags of grit being left in a salt bin on the Abbey Drive opposite West Lodge. To help lift the bags the Clerk had paid £10 to her nephew and this would be reclaimed as expenses. It was noted there were some dozen bags remaining in the Newstead Centre to restock bins and Cllrs thanked the Clerk for her actions.
- 5.6 Ward Walk - Dates for this walk had been emailed to Cllrs. Minutes now distributed from the Parish Liaison meeting. It was agreed that representatives on the walk should include a drive along Station Ave and down the Abbey Drive to see problems experienced on this road and then proceed up to High Leys Road. Cllr Andrews to take on board any suggestions of where the party should walk. Representatives to meet at the Newstead Centre on Wednesday 6th March at 10.30am.
- 5.7 Graffiti - Graffiti on the village nameplate had been removed but Cllr Booth advised graffiti on a wall near to Cornerstone house had not been removed. The Clerk advised she had looked for graffiti in this location. Cllr Booth to check exact location of graffiti and report back. **Cllr Booth to action**

- 5.8 42 Webb Street - The Clerk explained the porch did not require planning permission as it fell into the criteria of permitted development. GBC had seen samples of the bricks used and felt whilst they did not match exactly the original bricks they felt they were similar to the existing bricks used. Clerk to write to planners querying definition of word similar and the Council's disappointment in making these recommendations. **Clerk to contact GBC.**
- 5.9 Burial Records - The Chairman has been able to contact Richard Spray who has offered to meet with Clerk to update records. **Clerk to contact Richard**
Finance
- 5.10 Notts Probation Trust - E-mail acknowledgement confirming cheque had been received
Matters Concerning Newstead Village
- 5.11 Light 3 between Webb Street and Newstead Centre - This was still not working. **Clerk to follow up matter** _
- 5.12 Police Matters - PCSO Chris Shaw has returned following sick leave.
- 5.13 Youth Centre - Youth worker advised of problems with foul language. AGM to be held on Thursday 7th March to elect a new Chairman. Meetings held at 5pm to allow youth workers to participate.
- 5.14 Litter - Cllr Burnham said litter on Hucknall Road had not yet been removed and more was noted. **Clerk to contact Ashfield District Council**
- 5.15 Tilford Road Pothole - Now repaired
- 5.16 Interactive Speed Signs - The Clerk reported work on these items was not intended to start until the new financial year
Correspondence
- 5.17 First Contact Scheme - Paul Bateman has agreed to advertise scheme in village newsletter
Items Chair considers Urgent
- 5.18 Christmas Tree - The Chairman confirmed this has been taken down. Some of the bulbs on the set of lights were not working as a result of vandalism. It was suggested that the Council may need to look at purchasing a further set of lights for the tree.
- 5.19 Junction adjacent Cornerstone House - Response received from Laura Trusler - This junction is one of many junctions considered for formal parking restrictions and is currently waiting to be assessed. A site meeting with Laura was suggested to help progress matters. **Clerk to action**

A short adjournment was held for members of the public to discuss Parish Matters with Cllrs

Station Hotel - A local resident and GMB representative spoke of his concern at the loss of this facility. The public house was currently for sale and consultation with employees was due to finish on 17th February. The resident asked the Council whether it was aware of any current development proposals on brewery land, to which the answer was no. The Chairman advised that planning permission had previously been granted for housing, but this had now lapsed.

Cemetery Records - Mr Jim Spray confirmed his son was happy to work on cemetery records and asked for position on letters to plotters at the cemetery. The Chairman confirmed these would shortly be sent out by the Clerk.

6. Finance

6.1 Receipts and Payments for January 2013

Receipts.

Graham Ward Funeral Directors	£675.00
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Payments

001033 Newstead Centre	161.64	Room Hire and Refreshments 5 th December
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001034 Mrs J Johnson 136.80 Refund for purchase of Used Four Drawer Filing Cabinet

NB The above two cheques were mislaid in transit to third signatory and need to be reissued.

001035 Newstead Centre 161.64 Room Hire and Refreshments 5th December

001036 Mrs J Johnson 136.80 Refund for purchase of Used Filing Cabinet

001037 Newstead Centre 12.00 Room hire charges for Future Newstead meeting

001038 Newstead Centre 36.00 Room Hire charges for Council meetings

001039 Society of Local Council Clerks 86.00 Annual Subscription

001040 Clarke's Cemetery Services 210.00 Charges for new double grave

001041 Mrs J Johnson 246.10 Clerk's salary (January)

001042 HMRC 61.40 Tax on salary (January)

001043 Mrs J Johnson Clerk's expenses

Postage/Others 38.66

Tel/Broadband 6.00

Mobile calls Nil

Mileage 10.80

Total 55.46

001044 Mrs P.A. Wise 25.00 Chairman's expenses (January)

With these payments noted the accounts were approved and cheques duly signed.

- 6.2 **To Agree Additional Signatories** - Although the mandate had not been received from the bank the Clerk suggested that instead of the present three signatories (one of which was the former Clerk) the Council look to reduce the number of signatories required to sign any cheque to two, in order to avoid situations whereby cheques could not be signed at meetings. This was agreed. It was also agreed to increase the number of signatories to six and these would be as follows: -

Cllr Evans (existing signatory), Cllr Blood (existing) Cllr Wise (existing), Cllr Gascoigne, (existing) Cllr Burnham (new) Cllr Young (new).

It was noted that the new signatories would need to present their IDs to the Nat West bank at Hucknall (if still open) or Bulwell, but not until the signed mandate had been sent to the Bank

- 6.3 **To Consider Grants to Other Bodies**
Future Newstead - A letter was read out from Deborah Widdowson on behalf of Future Newstead regarding a celebration /review of the Parish Plan to be held on Saturday 23rd March. The event is to take place at the Newstead Centre between 10.30am and 1.30pm. At present she is working on costs for the event and will be submitting a claim to the Council in March for a grant towards the event. She also asked whether the Council would be prepared to donate a prize towards the raffle and take part in the event to promote the role of the Council. The same letter also made reference a request she had received and was looking into - that of installing lights on the MUGA.

With regard to the event it was agreed the Council should take part. In terms of the raffle prize it was agreed this would be considered at the next Council meeting along with the grant application. With regard to the lights on the MUGA this matter had been considered previously by the Council. Consultations with residents surrounding the MUGA suggested that residents would oppose lighting the facility. Also costs of installing the lights were considered prohibitive and there would be the ongoing cost of repairs due to vandalism. In summary the Council would not be supportive of any such request.

Newstead Miners Toddler Group - The Chairman mentioned that she had been approached by Newstead Miners Toddler Group for a grant towards a container in which to store toys. The Council agreed they should complete a grant application as per agreed policy and present this to the Council in the usual way. Clerk to send a grant application to the Chairman who would pass this to the group

6.4 **To Agree Level of Precept Required**

Following the precept meeting held on the 23rd January when it was agreed to increase the level of precept by 16%, the Clerk had received notification from Gedling Borough Council that the tax base for Newstead village had fallen further from 347 to 342, although the grant received from the Borough Council had increased to offset some of the loss. A sheet outlining the budget agreed was circulated to Cllrs and should the cost to the Band D Taxpayer to remain the same at £37.57 the total amount collected in terms of the precept would fall to **£12,861**. It was agreed to set the precept at this lower amount and the Precept Form C was duly signed by the Chairman and two councillors present.

7. **Matters concerning Newstead Village.**

7.1 Newstead Meadow - An agreement from the Notts Wildlife Trust had been circulated to members with the Agenda for the meeting. There were a number of concerns regarding the agreement. These centred on the requirement to provide water to the flock, whether the animals themselves would destroy/trample /eat that part of the site that was important in terms of the species grown which Mr Burnham confirmed had S.I.N.C (Site of Importance for Nature Conservation) status. The Council agreed not to sign the agreement with the Trust and to look at alternative options. The Clerk suggested Lee Scudder of the Leen Valley Conservation volunteers who presently cuts a wildlife meadow in Linby Village. It was agreed Cllr Burnham would contact the Notts Wildlife Trust to inform them of this decision. Cllr Burnham also spoke of a £5,000 claim submitted to Community Chest funding administered by Gedling Homes for improvements to the site, which included the provision of an A Frame gate and some interpretation boards. Gedling Homes has specified that work should be completed via their designated contractors and at present alternative quotes are being sought for the work required.

7.2 Fridge/Freezer - Cllr Halliwell drew attention to what appeared to be an abandoned fridge freezer outside the Youth Club. Agreed to check with Mick Leivers as fridge was believed to hold maggots for CAST

7.3 Dog Fouling - Cllr Halliwell drew attention to the amount of dog fouling particularly on the playing fields. It was noted this problem was not caused by lack of dog bins just irresponsible owners. She suggested better signage and a poster campaign to be undertaken by local school children with perhaps the Council to offer prizes for the best design. She asked that this item be put on the agenda for the next Council meeting. The Community Protection Officer covering this area and responsible for handing out penalty notices is Nicki Patel.

8. **Matters concerning Newstead Abbey Park.**

None that had not already been covered under other agenda items

9. **Correspondence.**

The list of correspondence circulated in the agenda was noted.

10. **Planning Applications.**

None

11. **Winter Planning**

Cllr P Young asked for this item to go on the agenda to enable the Council to agree a policy that would enable grit bins to be restocked before winter arrived rather than after the snow had fallen. Agreement was also

required on where any grit should be stored. She would also like to see additional grit /gritbins on Vicarage Corner as this section of Station Ave was treacherous in winter.

It was agreed any decision on this matter should be deferred until later in the year as there was a possibility it could be included as part of additional work arising through the Lengthsman's scheme. Agreed to be reviewed in July/September pending no further developments on Lengthsman's scheme.

12. **The Youth Centre**

Item discussed earlier in the agenda

13. **Lengthman's Scheme**

Details of this revised scheme had been circulated to Cllrs prior to the meeting. The main stumbling block under the original scheme was the need to cluster with other parishes as the scheme was simply not cost effective in terms of administration time. The Council also already had a contractor in situ dealing with existing grounds maintenance in the village who could probably undertake the additional work, if requested. The Clerk explained she would prefer to deal direct with a known contractor rather than via a third party and, if operating correctly, this scheme could save time. Cllr Adams proposed and seconded by Cllr Burnham that the Council complete the expression of interest form to the Notts County Council and this was agreed.

14. **Review of the Existing Grounds Maintenance Contract**

This item had been included on the agenda where the Clerk had noted in the Council records, that the present grounds maintenance contract with Anthony Clarke was due to end on the 31st March 2013. She asked the Council whether they were still happy with the proposed specification of work to be carried out in the village and if they wished any additional services to be added to the contract. Since putting the item on the agenda, she had been contacted by Mr Clarke who thought the original contract was for a period of three year beginning 1st April 2011, and had quoted accordingly. He also produced paperwork that confirmed when asked to tender it was for three years, not two, as specified in the contract. The Clerk asked the Council whether they could recall what the original intention was in this matter and Councillors were unanimous in their agreement that the contract awarded should have run for three years.

In terms of the current specification it was not felt necessary to change it at this stage pending further developments regarding the Lengthsman's scheme. The Chairman felt any additional services could be added to the Contract as and when funding was secured.

15. **Reports from External Meetings.**

Meeting held by P Tipping, Police Commissioner on New Draft Crime Plan - Cllr T Wise and P Burnham attended this meeting on behalf of the Council. A leaflet was distributed from the meeting. The Chairman advised the new Police Commissioner was aware of problems faced by villages such as Newstead. He is to meet with members of RCAN on the 18th March between 11am and 12.30pm at the Newstead Centre and Cllrs have been invited to join this meeting.

16. **Items that the Chairman Considers Urgent**

Station Hotel - An email had been received from Paul Bateman on behalf of Future Newstead requesting the Parish Council support

the retention of this public house within the village. It was not clear what the Council could do where closure was a commercial decision by the Brewery. It was agreed the Clerk should remain in contact with the resident who had expressed support in retaining this facility early in the meeting for news of the latest developments in this matter.

Gedling Homes - Cllr Burnham advised he had attended a meeting whereby Gedling Homes were participating in a National Project involving Social Housing Landlords and the production of a Neighbourhood Plan for Newstead village. A copy of the minutes of this meeting was distributed to Cllrs

17. **Date of next meeting.**

The next meeting of the Parish Council will be held on Wednesday 6th March at 7.30pm.

For the next two items, the Council resolved 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 these items relate to the affairs of a family and individual'

18. Cemetery issues.

Cllrs discussed the request as circulated with the agenda. The Clerk explained that until legal procedures had been followed and confirmation received that exhumation could proceed, no formal request had yet been received by the Council for a refund on the 'deeds' purchased by other members of the family. This request asked that any refund be 'frozen' at the highest rate applicable and no further deductions be made if formal requests for refunds were not submitted until after the two year deadline.

Cllrs felt they had been reasonable in agreeing a fair policy in terms of refunds on the 'right to burial' refunds and as such should stick to the agreed policy in this case. **Clerk to advise family concerned.**

The Clerk declared a prejudicial interest in the next item and left the meeting at 9.25pm

19. To Agree a Contract of Employment for the New Clerk

The proposed contract for the Clerk had been circulated to Cllrs prior to the meeting. This was agreed subject to the following amendments: -

- a) The period of notice was increased to two months.
- b) The Chairman was asked to discuss a pension scheme with the Clerk, her preferred choice of scheme and cost to the Council and to bring the information back to the Council for consideration.

NEWSTEAD PARISH COUNCIL.

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 6th March 2013

1. **Present:** Cllrs: Mrs. P.A. Wise (Chairman), Mrs D. Adams (Vice-Chairman), Mrs B. Blood, Mr P. Burnham, Mrs Evans, Mr S Gascoigne and Mrs P. Young.

Also present were Mr Darren Gilder, Senior Neighbourhood Warden, Gedling Borough Council, Borough Cllr Mrs P Andrews and County Cllr Mr C Barnfather

2. **Apologies for absence:** Apologies were noted from Cllrs Mrs J Booth and Miss A Halliwell.

3. **Declarations of Personal & Prejudicial Interest:** There were no declarations of interest.

4. **Approval of the Minutes**

Council Meeting 6th February - With a correction to Page 4 - Item 7.1 of the minutes to read 'an interpretation board', it was proposed by Cllr D Adams and seconded by Cllr P Burnham that minutes be approved as a true record. This was agreed.

Precept Meeting - 23rd January - These were approved.

5. **Matters arising from the Minutes.**

Matters arising

- 5.1 Newstead Abbey Park - The meeting with Ron Inglis had taken place and a number of issues discussed. As information for Cllr Gascoigne, it was noted that his suggestion for the probation team of removing the suckers from trees lining the Abbey Drive had been discussed at the meeting. Permission granted for the work to be undertaken provided all health and safety requirements met and the team worked in conjunction with Abbey staff. Mick Leivers currently putting in a bid for the Probation team to be based in Newstead.
- 5.2 Tree Carvings - Penny Beniston has agreed to forward details of wood carvers.
- 5.3 Theft of Bench - The Clerk advised that two estimates had been received from Malcolm Lane for the cost of collecting a bench from Newstead Centre and installing on the village green. The first estimate was for the sum of £150 plus Vat if Malcolm Lane were instructed to install the seat immediately and needed to make a specific trip to the parish. The second estimate was for the sum of £75, provided installation of the bench could be undertaken when other work was carried out in the same area. The Clerk had instructed Malcolm Lane on the lowest estimate received and asked that Council endorse her actions. This was agreed.
- 5.4 Ward Walk - A ward walk had been undertaken from Newstead Centre on Wednesday 6th March at 10.30am.
- 5.5 42 Webb Street - No further action proposed where Cllr Young felt the bricks would weather in time and were not a bad match to the existing.
- 5.6 Light 3 between Webb Street and Newstead Centre - Now repaired.
- 5.7 Cemetery Records - The Clerk confirmed she had received confirmation from Richard Spray that he was willing to meet with her to explain system. Date for meeting to be agreed. **Clerk to contact Richard**
- 5.8 Junction adjacent Cornerstone House - Response received from Laura Trusler that she is prepared to attend a site meeting on any Wednesday or Friday afternoons. A date of 27th March before 2pm was agreed by Cllrs

Clerk to action

Finance

- 5.9 To Agree Additional Signatories - A mandate for the change in signatories had been received and was signed by Cllrs in accordance with the policy agreed previous month.
- 5.10 Precept - GBC had been informed of the required precept.

Matters concerning Newstead Village

- 5.11 Newstead Meadow - Newstead Meadow -. Cllr Burnham confirmed that verbal assurance had been received that £5,000 claim submitted to Community Chest funding administered by Gedling Homes for improvements to the site had been successful. Written confirmation now waited.
- 5.12 Lengthsmans Scheme - The Clerk confirmed she had returned the expression of interest form to the Notts County Council. As part of the form included details of amount of grant likely to be claimed she had asked the Notts County Council to fund an additional two hours per week for a contractor to complete a variety of ad hoc work in the parish such as litter picking, cleaning signs, graffiti removal, verge maintenance, restocking of grit bins and other work as determined by the Council. An acknowledgement of the form had been received. Clerk confirmed now waiting response from the County Council.
- 5.13 Station Hotel - No further developments
- 5.14 Cemetery Issues - Clerk had written to the family concerned but no further correspondence received.

A short adjournment was held for members of the public to discuss parish matters with Cllrs

Cllr C Barnfather spoke on the Lengthsmans scheme. He advised that Ravenshead Parish Council now wished to commit to this scheme although originally sceptic. Ravenshead would take lead role. Anticipated that Newstead PC would be allocated a total of two hours per week which could be allocated on an even basis each week or the hours lumped together say once a month? Cllrs could advise Clerk of items which needed attention through standing agenda item at every Council meeting. The Clerk would then e-mail Yvonne at Ravenshead who would instruct the contractor and allocate hours to appointed tasks. Money from Notts County Council would be paid direct to Ravenshead PC who would be responsible for paying the contractor. Cllrs would need to ensure that work completed up to required standard. Initial budget from Notts County Council would run for a year then reduce to 50% of costs. Once a commitment is given Chris Barnfather would arrange a meeting with all Councils in the cluster. He needed to know the decision of Council quickly. The Chairman of Newstead Parish Council agreed the matter would be discussed later in the meeting.

Darren Gilder spoke of the costs of installing a CCTV camera in the village. He had spoken to Gedling Homes for funding for pole to mount a CCTV camera. Further funding may be available from the Community Safety Partnership. Area to site camera had yet to be agreed. Funds also required to buy an additional screen in Police Control Room and links to it. Discussion ensued on effectiveness of camera, and possibility of camera being vandalised. He asked whether Council would like him to bring back quotes and this was agreed.

Cllr C Barnfather confirmed CCTV had been installed at Ravenshead Leisure Centre and had reduced car crime dramatically. Ravenshead PC funded this 100%, as unable to secure help towards costs.

Cllr P Andrews asked for feedback on the ward walk. The Chairman advised felt walk was a good initiative but would reserve further judgment to see how effective it had been in tackling some of problems mentioned. Cllr Andrews said it was hoped that the walks would be repeated 2 or 3 times per year and a good spread of individuals had been on the walk earlier in the day. The Chairman thought that Paula Darlington, Corporate Director, Gedling borough Council had taken on board many comments made during the walk.

It was noted PC Sarah Cheetham is to be replaced.

6. Finance

6.1 Receipts and Payments for February 2013

Receipts.

None

Payments

The Council agreed the following payments and cheques signed

001045	P Burnham	22.05	Mileage expenses for trips to Pleasley & Gedling Homes 49 miles @ 45p per mile	
001046	Newstead Centre	36.00	Room hire charges for Council Meeting 23.1.13	
001047	Newstead Centre	36.00	Room Hire charges for Future Newstead Consultation	
001048	Newstead Centre	12.00	Room Hire - Future Newstead Meeting 12.2.13	
001049	Elevden Forest	395.04	Supply Christmas Tree	
001050	Notts A.L. C	179.56	Annual Subscriptions	
001051	Mrs P.A. Wise	25.00	Chairman's expenses (February)	
001052	Mrs J Johnson	233.90	Clerk's salary (February)	
001053	HMRC	58.60	Tax on salary (February)	
001054	Mrs J Johnson	55.94	Clerk's/office expenses	
			Postage/Others	42.29
			Tel/Broadband	6.00
			Mobile calls	Nil
			Mileage	<u>7.65</u>
		Total		<u>55.94</u>
001055	Paul Bateman	120.00	Top soil for planting scheme on Station Road	

6.2 To Consider Grants to Other Bodies

Future Newstead - The Clerk advised she had spoken to Deborah Widdowson who explained that Future Newstead no longer wished to ask for a donation towards the cost of the event as some of the activities were not going ahead as planned and sufficient funds were available to cover the cost. She still wanted a prize for the raffle. Cllrs agreed to make provide garden vouchers for the sum of £30. Cllrs were also asked to provide material to include on the stand at the event with Cllrs Burnham and Wise to attend on the day along with the Clerk. Cllr Adams suggested questionnaires be distributed to residents to list priorities for the village.

Newstead Miners Toddler Group - Grant application sent but not yet received back. Cllr Barnfather noted he had recently sent £500 to this group from his allowance as a County Councillor.

6.3 To Update Risk Assessment

This had been circulated with the agenda. Suggestions made by the Responsible Financial Officer were agreed. The Clerk/RFO was also asked to approach the Council's insurers to ascertain cost of covering the War Memorial. _

7. Matters concerning Newstead Village.

7.1 CCTV Camera - This item was discussed earlier. The Chairman spoke of the impending meeting with the Police Commissioner and purpose of his visit to Newstead. Policing in the parish was discussed and need for a greater police presence. It was proposed to ask the Police to send representatives to future Council meetings. This was agreed

8. Matters concerning Newstead Abbey Park.

Station Ave - Cllr Gascoigne spoke of parking problems on this road caused when sports field used for football. This was particularly bad during weekends. He had also noted that the gate to the sports field was closed and spaces remained in the car park on site. Believed there were previously 'No Parking' signs placed on

the fence adjacent to the road. It was unclear who had installed these. Believed may have been organised through Darren Gilder and it was asked if these signs could be reinstated.

High Leys Road - Problems with dog fouling or more specially persons picking up deposits in bags but then leaving on trees. It was agreed to ask Gedling Borough Council if a dog bin could be installed in this vicinity. Need to agree exact location.

9. **Correspondence.**

The list of correspondence circulated in the agenda was noted. Items specifically discussed:

Gedling Homes - The Clerk drew attention to the questionnaire on the MUGA. No of persons affected in a positive way were households surrounding the site. Unexpected outcomes were items being thrown on the roof.

10. **Campaign to Promote Responsible Dog Ownership** - This item was requested by Cllr Halliwell. As she was unable to attend the meeting it was agreed take forward this item to the next meeting.

11. **Planning Applications.**

None

12. **Matters concerning the Cemetery**

Damage to Boundary Wall - This item had been placed on the agenda where during last two weeks in February, approximately 12ft of wall surrounding the old cemetery had been knocked down as a result of an impact with an unknown vehicle. A request had been sent to the Police to trace the offending motorist but no reply received. An estimate had been received from Robert Shacklock, a local stone mason, for the sum of £490 including all materials. The Council felt this estimate for rebuilding and redressing the wall was reasonable and agreed that instructions should be sent to the contractor to proceed with the work as soon as possible.

Clerk to action

13. **Reports from External Meetings** _

None except covered elsewhere.

14. **Items the Chairman considers urgent**

Antisocial Behaviour - The Chairman advised that incidents of egg throwing and uprooting of plants had been experienced on Tilford Road and the terraces. Reported to Nicki Pecal.

Lengthsmans Scheme - The Chairman advised having heard what Cllr Barnfather had said she was minded to vote for joining a cluster with other Council. It was felt that a greater chance of being admitted to scheme through cluster arrangement than as a standalone Council. Cllr Barnfather asked that the Clerk send an email to the Notts County Council, that following the expression of interest submitted earlier to them, Newstead Parish Council is now happy to be part of a cluster along with Ravenshead. This was agreed

15. **Date of Next Meeting.**

The next meeting of the Parish Council will be held on Wednesday 3rd April at 7.30pm.