

NEWSTEAD PARISH COUNCIL

Minutes of the Annual Parish Meeting held in the Sherwood Room of Newstead Centre on Wednesday 6 April 2016

1. **Present** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mrs B Blood, Mr C Bicknell, Mr P Burnham Miss H Scott and Ms J Smith. Also present were Ward Cllr Mr B Andrews and two members of the public. Apologies were also received from Ward Cllr Mr C Powell and County Cllr Mr C Barnfather.
2. **Review of the Year by the Chairman.**
The Chairman read her report outlining the work undertaken during for the year which is reproduced below:

In May 2015, we welcomed four new councillors following the elections. I would like to thank all of the councillors for their hard work this year and their efforts to make this a unified council. Training was offered to all councillors and three were able to take this up. It is hoped that all councillors will take up this valuable training in the future.

We all give our time freely and much work is done outside of the 11 council meetings via email and meetings. Councillors also offer their time as representatives in the following external meetings: Future Newstead, Newstead Youth Club, Police and Parishes, Newstead Abbey Partnership. We were also pleased to attend the Gedling Conversation with the Chief Executive of Gedling Borough Council affording us the opportunity to bring our issues to his attention. Two councillors also attended the Remembrance Day ceremonies at the cenotaph and the church.

Improving the Environment

Over the past year we have used the lengthsman scheme to tidy up our environment, such as strimming, clearing overgrowth and repainting the children's play park. We have also addressed a number of cases of knotweed. We continue in a dialogue with Gedling Homes regarding rubbish issues caused by their tenants. Last year the chairman judged the garden competition and will do so again this year. In response to winter conditions we replaced the grit bin in Newstead Abbey Park and have been promised two further bins by our County Councillor. The council is continuing in its efforts to ensure the Abbey Drive is resurfaced for its residents and thanks NCC for this and the installation of drains near North Lodge.

Our Assets

A video was made of the wildflower meadow as a condition of the BIFFA grant. The meadow has been strimmed and harrowed and is a lovely place to picnic. Plans are in place to install a number of bee hives on the meadow.

We were successful in a bid to repaint the lettering on the war memorial in a tribute to those who gave their lives. We also had to replace the flagpole before Remembrance Day due to an act of vandalism.

We have been in discussions since last June with a local graffiti artist to paint the skateboard park. We are hoping that this can move forward soon.

Responding to Parishioners

We always try to address parishioners' concerns by contacting the relevant authorities but can't always ensure success. The biggest issue that we have been asked to address is off road bikes and 4 x 4 racing. We have raised these issues with the police who are doing their best to address this. As with all police matters parishioners also need to make statements for the police to follow up. Flooding on Hucknall Road has been an on-going issue, which has been followed up with our County Councillor. Fly tipping is also an on-going problem which we report.

We followed up a complaint about parking on the road at High Leys and this was resolved. We have also replaced broken road signs and installed a new sign on Station Avenue advising that Newstead Abbey Park is gated.

Parishioners also expressed concerns about the state of the Christmas tree and this will be reported to Gedling Borough Council.

Keeping Parishioners Informed

Newstead News is a new newsletter, which is distributed in Newstead village. To date there have been two issues and the Parish Council hope to include information in this. Newstead Abbey ward councillors also produce a newsletter twice yearly, which is distributed in the Abbey ward.

Planning

As statutory consultees we have been asked to comment on applications from Solar panels at Moseley Farm, West Lodge, Abbeyfields Farm, NCC glamping and Gardener's cottage, housing on Fraser Street, caravan storage at Hayes Farm and the industrial estate. We have also had a pre-planning discussion regarding a proposed micro pub.

Councillors also undertook a lengthy consultation to try to save the Station Hotel from demolition, which proved unsuccessful.

Cemetery

The cemetery car park was completed this year which makes it more fit for purpose. A review of the new cemetery was undertaken with a view to beginning some of the extension work required by installing paths and creating an area of contemplation in the woodland. The annual maintenance of both cemeteries has continued with some tree and shrub pruning.

In April last year 260 native plug plants were planted by councillors in the old cemetery. Councillors also tidied an area of brash and arisings that had been reported by a parishioner. Unfortunately in the high winds this year the old cemetery wall collapsed. This had been leaning for some time. We are getting estimates for this repair..

Budget

During the course of the year we have supported 3 church events, 2 further Christmas parties, made a donation to the youth club for a banner, supported Newstead bonfire and committed £2000 to the MUGA lights.

I would also like to thank Jane, our clerk, for her commitment and support throughout the year. We have worked her hard and she has risen to the challenge with some excellent letters on our behalf. She has also had an eye on the horizon and kept us well informed. Thank you to the Clerk.

On a final note we said good bye to Simon Gascoigne who died in January and had been a councillor for 16 years.

3. Annual Report from Ward Cllrs

Cllr B Andrews advised that one of the major issues affecting the borough was the Gedling Local Plan. Following the adoption of the Aligned Core Strategy the next stage of the local plan was currently out for consultation. He understood that the land behind the Station Hotel had now been dropped from the plan as one of the allocated sites for housing.

4. Annual Report from County Cllr C Barnfather

No report was given as Cllr Barnfather was unable to attend this meeting.

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

Local resident Mr R Butler drew attention to the problems caused by off road bikers in terms of noise. Cllr Smith emphasized the need to report all sightings to the Police and explained that she herself had been chased by off road bikers, when she had taken photographs of the same. A number of issues relating to flytipping were also drawn to the Council's attention. A plea was made to the Council regarding an amount of junk which had been deposited by a local resident on the car park of the Newstead Centre. It was advised that the Council had previously pursued this issue but the issues affecting the resident in question were complex. As the majority of rubbish collected was now on private land, it was explained that the Council had no legal powers to remove someone else's belongings but as the individual concerned was a tenant of Gedling Homes, it was up to them to enforce the tenancy agreement. A bath had also been deposited over the wall to the Newstead car park

As there was no further business to discuss the Chairman closed the meeting at 7.30pm.

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 4 May 2016

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr C Bicknell, Mr P Burnham and Miss H Scott. Also present was Ward Cllr B Andrews.
2. **Apologies for absence:** Apologies were received from Cllr Ms J Smith, Ward Cllr Mr C Powell and also County Cllr Mr C Barnfather.
3. **Election of the Chair**
The Clerk of the Council sought nominations from Councillors for the position of Chairman. Cllr Young was proposed by Cllr Adams and seconded by Cllr Bicknell. No other nominations were received with Mrs Young being elected as Chair for the ensuing year. The Declaration of Office was then signed by the Chairman in the presence of the Proper Officer of the Council.
4. **Election of the Vice Chair**
Cllr Adams was proposed by Cllr Young and seconded by Cllr Burnham. No other nominations were received with Cllr Adams elected as the Vice-Chairman for 2016/2017. The Declaration of Office was then signed by the Vice-Chairman in the presence of the Proper Officer of the Council
5. **To Agree Dates of Future Meetings**
These were agreed as per the list circulated at the meeting with the exception of November when the meeting would be moved forward by one week to avoid bonfire night.
6. **To Agree an Allowance for the Chairman**
A discussion ensued on whether the existing allowance of £15 per month was adequate to reflect the expenses of the office in terms of telephone calls and travel costs. Cllr Young confirmed she was happy with the existing allowance of £15 per month and this was agreed by the Council.
7. **Declaration of Personal and Prejudicial Interests**
No 'Declarations of Interests' were declared.
8. **Approval of the Minutes**
 - 8.1 **Minutes of the Council meeting held on 6 April 2016**
Subject to the following amendments - Under the item 17 - Confidential Section of the Minutes - The first line to read R.C.A.N and Newstead Enterprise and not Future Newstead as shown - that the minutes be approved as a true record and this was agreed.
 - 8.2 **Minutes of the Annual Parish Meeting**
These were approved
9. **Matters Arising from the Minutes**
 - 9.1 **Gritting Scheme** - Yet to be actioned
 - 9.2 **Skate Park** - It was noted that some further graffiti art had been carried out. Cllr Bicknell commented he felt the work looked cool. Cllr Adams advised she had spoken at length with the children using the skate park and adjacent equipment. The children confirmed they had liked the art work on the skate park but it was

noted the paint was already rubbing off. This was felt to be as a result of kids using the skate park equipment before the paint had time to dry, rather than a problem with the paint itself. During this conversation, it was also reported that motorbikes had been on the park and that the Spider's Web was not used by the children, who would like to see something else there instead. Cllr Adams also reported that the Spider's Web equipment was not safe, where she advised the whole structure appeared to 'wobble' and where the centre pole to the structure could be literally be lifted out of its base. Complaints were also made regarding the excess water which pools around the base of the skate park ramp and also that the existing youth shelter was simply a 'drinking' den where kids smoked weed. A discussion was then held as to whether the Council should request removal of these items but this would depend on whether there were sufficient funds to provide replacements. It was agreed to report the issues affecting the Spider's web to Gedling for comment.

- 9.3 War Memorial - Work completed but invoice for work yet to be received. A note of thanks has been sent to Mansfield Memorials for the high standard of work carried out. Cllr Burnham advised he had not yet had time to chase up the information relating to the Bevin Boys.
- 9.4 Vicarage Corner - Lengthsman instructed to undertake work on repairing fence.
- 9.5 CCTV - Still no action but the Clerk has had different thoughts in that the CCTV may be the responsibility of East Midlands Trains as opposed to Network Rail and would need to look into this further.
- 9.6 Parking Outside Cemetery Gates - Parking post now fitted. Invoice received for payment.
- 9.7 MUGA Lights - Correspondence has now been sent to Cllr Bruce Andrews as Chair of Newstead Youth Club requesting a contribution towards the MUGA lights with a suggested minimum amount of £500. Also, a further donation of £3k has now been received from Gedling Borough Council towards the lights. This means the total sum of £6,163 has been banked by Newstead Parish Council towards the lights, excluding the Parish Council's own donation of £2k. Revised costs of the lights are awaited.
- 9.8 Risk Assessment - Waiting for Gedling Borough Council to come back on this re further info on tople testing
- 9.9 Lengthsmans Agreement - A copy of the signed agreement has been sent to Ravenshead PC.
- 9.10 Accounts - An internal audit of the Council's accounts will take place on the week beginning 16th May where the accounts will need to be signed off in the June meeting. Also the Annual Return will need to be submitted to the external auditor by the 24th June.
- 9.11 23 Tilford Road - Various updates had been received by the Parish Council which advised the items accumulated on the Newstead Centre car park would soon be cleared. Cllr Smith advised as a Trustee of the Newstead Centre that the charity has received a formal letter from Environmental Health asking them to remove the items within the next 14 days, or Gedling BC will do this and seek to reclaim the cost from both the Newstead Centre and Gedling Homes. Cllr Smith then read out a reply which had been sent on behalf of the Trustees of the Newstead Centre, which effectively referred the matter back to Gedling Homes.
- 9.12 Mining Memorial Service - Notts. Ex and Retired Miners have made contact with Gedling and have no objections to the event being publicised in the village newsletter
- 9.13 Cemetery Wall - No progress to date as estimate for work not yet received. Reminder sent to contractor.
- 9.14 Bee Hives - The Chairman, Clerk met with the beekeeper on site to agree a location for the hives. A copy of his PL insurance also passed to the Clerk for safekeeping.
- 9.15 ID Badges - A plea was made by the Chairman for new Cllrs to forward passport style photos of themselves to the Clerk in order to get this matter progressed

10 Accounts

10.1 Receipts and Payments for May 2016

Receipts.

Receipts

£14,724.00	Gedling Borough Council - Precept
£3,326.00	Gedling Borough Council - Local Council Tax Support
£3,000.00	Gedling Borough Council - Contribution towards the MUGA lights
£1,997.14	HMRC - Vat refund 1/4/15 to 31/3/16.

Cheques for Approval

100303	Clarke's Cemetery Services	£140.00	Cost of installing parking post plus taping off walled area in the Old Cemetery.
100304	Clarke's Cemetery Services	£560.00	Maintenance of village greens and cemeteries.
100305	Newstead Centre	£45.00	Room hire costs for April Council meeting.
100306	Zurich Insurance	£646.91	Combined insurance policies for Council.
100307	Mrs P Young	£15.00	Chairman's allowance (April)
100308	Mrs J Johnson	£343.98	Clerks wages for April
100309	Notts County Council	£94.36	Pension Contributions for Clerk (April and deficit pension payment due this month of £20.83)
100310	Mrs J Johnson	£28.51	Clerk's expenses

Postage/Other	£13.96
Tel/Broadband	£6.00
Mobile Calls	Nil
Mileage	<u>£8.55</u>
TOTAL	<u>£28.51</u>

The accounts were approved as stated.

10.2 To Consider Grants to other Bodies

None received

11. To fill Casual Vacancies on the Council

11.1 Abbey Ward

No nominations had yet been received to fill this vacancy.

11.2 Newstead Village Ward

The Clerk advised that no electors had requested the vacancy be resolved via a poll and the Parish Council as from today would be free to co-opt a person to fill this vacancy. Adverts had now been posted on parish council notice boards advertising the vacancy. Richard Butler, a resident of Fraser Street, had expressed an interest in filling this vacancy and the Clerk had already established that he met the criteria for becoming a parish councillor. It was agreed in order to allow sufficient time for other candidates to put themselves forward for this vacancy to extend the deadline for applying for the position of parish councillor for Newstead Village to the next Parish Council meeting.

12. The Lengthsman's Scheme

It was agreed to consider this item in conjunction with the next item on the agenda, i.e. that of the Best Kept Village competition.

13. Matters concerning Newstead Village

- 13.1 Best Kept Village Competition - The Council had received confirmation that the village had now entered the Best Kept Village competition and that the first round of judging would take place between the 6 and 24 June. Following the village walkabouts undertaken by Cllrs on Saturday 9th April, the Clerk had drawn up a list of items in the village which required attention and who would undertake this action. This was then discussed with the following agreed.

Action Required
Removal of old flagpole base

Who
Cllr Bicknell

Paint benches adjacent to village green, metal railings to allotments on Tilford Rd, paint gates in the Old Cemetery, re-stain seats in Newstead Meadow and in the New Cemetery	The Lengthsman
Removal of flytipping	Gedling BC
Prune trees on Village Green	Anthony Clarke
Spider's Web requires upgrade/paint	Gedling BC
Drains on Tilford Road adj park need rodding	Highways
Litter bin on skate park requires replacing	Gedling BC
Hucknall Road sign needs straightening NB It was agreed The Parish Council would meet this charge which is expected to be minimal.	Parish Council/Darren Brown
Litterpick - arranged for Saturday 21 st May and also Saturday 4 th June	Parish Council

Cllr Adams asked if equipment such as tabards, litter pickers themselves and hoops onto which to hold a black bag could be supplied by Gedling Borough Council for use by the Parish Council with the Clerk to liaise with the Newstead Locality Co-ordinator for these items.

- 13.2 Land Adjacent Vicarage Corner - A meeting had been held on the 21st April in the Newstead Centre when it was agreed that improvements to this land would be based on proposals originally drawn up in 2004. An electronic copy of these proposals had been circulated to Cllrs. Mick Leivers has agreed to update the costs contained in that proposal and that grants would be sought from WREN and Tesco to cover the cost of the work proposed. He will also liaise with Gedling Borough Council, as the landowner concerned; to check they are still happy with the specification of work proposed in this scheme. Cllr Burnham advised that he was not happy with one aspect of the original proposal that instead of two entrances to the site proposed, there should only be one entry point into the site i.e. from Newstead Sports Ground only. Revised costs of the scheme awaited.
- 13.3 Musters Road - It was advised that the 'Give Way' lines at the junction with Byron Street/Markham Street Required renewing where these had faded over time. Cllrs suggested that original give way lines at the end of Musters Road may not be the best place to stop and that preference should be given to give way lines at either the end of Byron Street or end of Markham Street. Clerk to discuss this with highways.
- 13.4 Off Road Bikers - it was noted that activity from off road bikers had again stepped up and it was emphasised that sightings needed to be reported to the Police. It was agreed that some of the bikers could be very intimidating. Cllr Scott reported a number of bike tyre tracks on Newstead Sports ground. It was felt CCTV cameras in the village would help to deter this problem with the Clerk to find out from Gedling what is happening on this issue.
- 13.4 Hucknall Road - Cllr Burnham reported a pothole close to the traffic lights operating between Hucknall Road and the A611 in the non skid road surface if going out of Newstead.
- 13.5 On Street Parking - Problems caused by on street parking was discussed which affected several roads in the village. It was suggested the Police may like to ticket these cars in a manner similar to that on High Leys Road.

14 Matters concerning Newstead Abbey Park.

- 14.1 Meeting in Abbey Chapel - The Chairman advised that residents living in Newstead Abbey park had received a communication from the Church, where a service was to be held in the Abbey Chapel, to which all residents were invited. The Chairman felt this was likely to be a fundraising event. Cllr Andrews advised that in order to provide income to the Church, plans had been discussed to sell off some of the existing church land in the village for housing, where it was hoped the Church would retain one of the homes built to provide some rental income to offset the cost of the church.

15. Correspondence.

The following item was specifically discussed:

- 15.1 Letter from Mark Spencer, MP - This letter was sent on behalf of local residents (identities unknown) complaining about litter in the village and other unspecified elements of antisocial behaviour being experienced in the village. It was agreed to write inviting residents to the forthcoming litter pick and further agreed to invite Mark Spencer to a meeting of the Parish Council.
- 15.2 Notts. County Council - Recycling Centre Service Changes - This referred to the need for Nottinghamshire residents to register should they wish to use the household recycling centres in future.

16. Planning Applications

Revised plans had been received on the following application where a double height extension was now being sought.

2016/0067 - 36 Byron Street, Newstead (Two storey gable front ext containing porch and shower/toilet room with bedroom over)

These plans were shown at the meeting. It was agreed that as the applicant was known to members of the Council he would be asked directly by them for further information on his proposals and this would be circulated for comment as soon as received.

2016/0185 - West Lodge, Station Ave, Newstead (Retrospective consent on various works to outbuilding and gardens)

Following submission of the Parish Council's comments on the above application, the Clerk passed on the following information received from Cllr Barnfather, which was as follows:

'David Gray has visited the site and put a 'stop' on any further work until the planning issues are resolved. He has instructed that the beam connecting the main house to the lodge be removed and tells me that this has been done. He states that there cannot be a link between the buildings and that he is currently in discussion with Historic England over what may or may not be sanctioned. The owners have been instructed to lower the pitch of the roof and the gazebo may have to be removed. Some of the works in the garden are deemed to be inappropriate despite them being commenced within permitted development rights and the owners have also been told to discontinue the paving to the front of the property. Discussions between Historic England, Gedling Planners and the applicant's agent are continuing with a view to finding an acceptable solution'

It was noted that despite the above response, work was continuing to widen the drive to West Lodge and also that further fencing had been installed on that portion of land purchased as a paddock. It was agreed this information would be passed to Gedling Borough Council.

17. Matters concerning the Cemetery

None

18. Reports from External Meetings

None except for those covered earlier in the meeting.

19. Items the Chairman Considers Urgent

20. Date of Next Meeting.

The next meeting of the Parish Council would be held on Wednesday 1 June 2016.

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 1 June 2016

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr C Bicknell, Mrs B Blood, Mr P Burnham, and Ms J Smith. Also present was PCSO Darren Scatchard plus three parishioners and Ward Cllr Mr B Andrews plus Mrs Andrews.
2. **Apologies for absence:** Apologies were received from Ward Cllr Mr C Powell and also County Cllr Mr C Barnfather. Belated apologies also received from Cllr H Scott.
3. **Declaration of Personal and Prejudicial Interests**
None
4. **Co-option of a Councillor**
 - 4.1 **Abbey Ward**
The Clerk advised that no applications had been received to date to fill this vacancy and the position remains vacant.
 - 4.2 **Newstead Village Ward**
An application from Mr R Butler (a resident of Fraser Street) had been received to fill the vacancy for the Newstead Village ward. The Clerk confirmed that Mr Butler met the criteria to become a member of Newstead Parish Council. Cllr Bicknell proposed that Mr Butler be co-opted onto the Council, seconded by Cllr Burnham and agreed by the remainder of the Council. The Chairman then welcomed Cllr Butler onto the Council and that she had already sent Cllr Butler a copy of the 'Good Councillors Guide'

Mr Butler was then asked to sign the 'Declaration of Office' in the presence of the Proper Officer of the Council.

Cllrs then resolved to bring the public open session forward to this part of the meeting to allow for the public to raise issues with the Police re off road bikers.

The three residents attending the meeting discussed the problems with off road bikers and voiced their concern at the problems being experienced. 17 off road bikers had congregated in the village on the previous Sunday and had terrorised at least two of the residents in the vicinity of Pocket Park, both of whom were accompanied by small children. One child had been injured by a thrown bottle. The matter was reported to the Police who had responded immediately. A description of the apparent ringleader of the group was given to the PCSO who attended the meeting. It was stressed that this group of bikers were far more aggressive than had been previously experienced in the village and appeared to have no regard for either persons or property. There were serious concerns that if approached members of the public could be seriously hurt. Problems were also experienced in Newstead Abbey Park, Bestwood, Linby, Annesley and Felley, Underwood and Ravenshead. One of the many concerns was the sheer numbers of bikers who turned up, which could be 15 or more and always led by the same individual. The PCSO responded that the Police were aware of issues regarding these off roaders and a meeting was to be held in Hucknall next week to which various agencies had been invited to discuss means of addressing this issue. He advised that villagers were not to tackle these bikers directly but should telephone any sightings to the Police via the 101 number in order that the Police can build up a profile of routes taken by the culprits. However, if people felt directly threatened, were being intimidated or feared for their safety to ring 999. He explained that resources which can be utilised by the

Police to track these persons include the off road team and use of the Police helicopter and a plea was made that if anyone knows anything, or finds out the names of the individuals concerned, to ring the Police with this information. As the bikers appeared to be organised, it was stressed that it may be worth keeping an eye on social media for meeting places, etc. It was also suggested that the Police speak to local garages where at some point the bikers need to refuel. If the Police are aware of when the bikers are likely to be at a particular destination they would be able to arrange to apprehend them.

Some discussion took place as to whether this issue could be raised on TV or via local papers and it was also agreed to put something in the village newsletter. Residents also asked if a request could be made to RCAN to replace the gate on the Country Park (previously vandalised) to prevent entry to the park and this would be followed up by Cllr Scott as a director of Newstead Enterprise.

With no other matters to raise, the residents and PCSO Darren Scatchard left the meeting.

5. Approval of the Minutes

Minutes of the Council meeting held on 4th May

It was proposed and seconded that subject to the following amendments/additions - Under 9.11 - Any references to Cllr Smith should be replaced with Cllr Scott and 14.1 where the communication from the church was to attend a meeting, not a service, although residents were welcome to attend the service if they wished - that the minutes be approved as a true record and this was agreed.

6. Matters Arising from the Minutes

6.1 Gritting scheme - Confirmation received that the new grit bins are to be installed by Highways in October.

6.2 Skate Park - Comments circulated to Cllrs re condition of Spiders Web, where it was noted that the facility had been deliberately made to flex. Cllrs asked whether there had been any response to a request to remove the Youth Shelter from site. The Clerk advised at this stage she had not written to Gedling BC pending advice on the Spider's Web. Cllrs reiterated the request that the Youth Shelter was not used, simply encouraged anti-social behaviour and to write to Gedling to have this removed.

6.3 War Memorial - Invoice received for payment. Cllr Burnham advised he was aware that three people in the village may have been Bevin Boys but all three have since died. He will speak to Neil Bettison on how to find out further information. He asked councillors whether they were in agreement to a second memorial within the existing war memorial site and it was confirmed they were.

6.4 Vicarage Corner - The fencing had not yet been repaired and it was felt that overgrowth in this area needed to be cut back again.

6.5 CCTV on Station Road - No further developments. The Clerk was also asked to chase the position of CCTV due to be installed in the village opposite the chip shop/post office.

6.6 Parking outside Cemetery Gates - Shortly after the parking post was installed it had been reported by Cllr Adams that the post had gone. This was later picked up by the Chairman where it had been left adjacent to the main cemetery gate and where there was evidence of impact damage to the post. The Clerk had spoken to Anthony Clarke who would be happy to reinstall the post with longer bolts, if repairable. The Clerk thought it may be a possibility that the post had been damaged by Gedling Borough Council's refuse lorry when it came to empty the bins in the cemetery. Cllrs were asked if they wished for the post to be re-installed to which the answer was yes. Cllrs also suggested that a letter be sent to Gedling Borough Council's Refuse Department drawing attention to the presence of the post once reinstalled. The Chairman advised that following the removal of the post she happened to notice someone parked in front of the gates. When this individual was questioned, she advised she was not aware that there was a car park for specific use of persons visiting the cemetery. As a result the Chairman asked the Council if they would agree to that a notice should be put on the wall of the existing cemetery car park to read 'Car park for Newstead Cemetery and Newstead Meadow' and this was agreed.

- 6.7 Risk Assessment - The Clerk advised that following discussions with Gedling Borough Council, the Borough Council has its own in house topple tester and a suggestion has been that the Parish Council approach Melvyn Cryer to ask if Paul Morris (Gedling's gravedigger) could undertake topple testing on behalf of the Parish Council. Alternatively the Parish Council could choose to send Anthony Clarke (gravedigger) on a course to become topple trained or instruct an independent contractor to undertake the testing. Cllrs agreed in the first instance that an approach should be made to Gedling BC.
- 6.8 MUGA Lights - These have now been ordered from Marlec as per email previously circulated to Cllrs. The Clerk advised that Newstead Youth Cub has paid £500 into the Council's accounts although this would not be validated until the next bank statement received. The revised estimate received from Marlec confirmed the cost of installing the lights had decreased. This now brought the total funding received/pledged above that required by approx £1k. The Chairman proposed that rather than return this excess funding, it was ring fenced for any future repairs required to the lights, or if not used for repairs, to be spent on projects for young people in the village. This was agreed.
- 6.9 Accounts - Internal audit has now undertaken and findings will be discussed under Finance.
- 6.10 23 Tilford Road - Some clearance has been undertaken by Gedling Borough Council of items from Newstead Centre car park and the front yard. Cllr Burnham understood that a neighbor had complained of rats coming from the back yard of 23 Tilford Road but when she called Gedling Borough Council to treat the problem, she was advised they would make a charge for doing so. A complaint has been made to Mark Spencer MP. Cllr Burnham agreed he would raise the matter with Mark Vasey of Gedling Homes.
- 6.11 Newstead Meadow - It was anticipated that the hives would be in situ around mid July. It was noted that weeds had now grown over existing bales but a further cut would be undertaken late August/early September. Cllr Burnham advised that orchids were now out.
- 6.12 ID Photos - These have now been received from Cllrs Bicknell, Scott and the Chairman.
- 6.13 Best Kept Village - Lengthsman now instructed to remove weeds in the village as priority. The Clerk is currently working through action agreed at the previous council meeting. Cllr Bicknell has removed the flagpole base with the help of two local youngsters. Paint has been purchased by the Clerk for painting seats, railings, etc. Contractor instructed re sign on Hucknall Road. An estimate has been obtained from Anthony Clarke for sum of £200 for removing lower branches off trees on village green. The Clerk asked for approval of this costs and it was agreed by the Council to instruct the work to go ahead. A litter pick had been undertaken on the 21st May, during which a mini street cleaner had been requested to sweep the roads between the terraces and these had now been swept. Also the Parish Council was asked if it wished to make a contribution to the Newstead Centre towards the cost of disposing of the litter collected where this had been left in the centre bins and where they pay for removal of waste by weight. It was agreed that the Council would contribute the sum of £10 towards any additional costs incurred. Cllrs were also asked if they still wished a litter pick on Saturday 4 June as previously agreed, where it was noted there may be problems getting hold of the litter picking equipment. As a result of a number of apologies on this date, it was agreed to reschedule the second litter pick for the 25 June. The Chairman also suggested the Youth Centre may like to be involved where they had expressed an interest previously.
- 6.14 Land Adjacent Vicarage Corner - Costs estimated at approx £15k. Deborah Widdowson is to make a single grant claim via WREN, but is presently waiting to hear whether Gedling Borough Council are prepared to pay the matched funding element of £1.5k. As the Parish Council will technically be making the grant claim, a sum equivalent to the handling charge will be deposited into the Council's bank account, if Gedling BC agrees.
- 6.15 Correspondence - Response sent to Mark Spencer MP but invite to meeting yet to be sent. It was agreed that Mark should be invited to the September meeting of the Council.
- 6.16 Clerk's hours - Cllr Burnham advised the Council that following conversations with the Clerk he was aware that the Clerk had worked over the recent Bank Holiday in responding to complaints re off roaders and meeting with the internal auditor. It was agreed to pay the Clerk additional 2 hours overtime for the time spent.

7. Accounts

Receipts and Payments for June 2016

Receipts

£250.00	Mansfield Memorials - New headstone in Newstead Cemetery
£500.00	Newstead Youth Club - Donation to MUGA Lights

Cheques for Approval

100311	Clarke's Cemetery Services	£560.00	Maintenance of village greens and cemeteries.
100312	Newstead Centre	£45.00	Room hire costs for May Council meeting.
100313	Mansfield Memorials	£646.91	Work undertaken on the war memorial.
100314	Mrs J Johnson	£31.52	Paint purchased for the lengthsman re seats/rails
100315	Notts ALC	£17.00	Local Councils' Review (Newsletter for Local Councils)
100316	Mrs P Young	£15.00	Chairman's allowance (May)
100317	Mrs J Johnson	£343.98	Clerks wages for May
100318	Notts County Council	£94.36	Pension Contributions for Clerk (May and deficit pension payment due this month of £20.83)
100319	Mrs J Johnson	£18.08	Clerk's expenses
			Postage/Other £8.93
			Tel/Broadband £6.00
			Mobile Calls Nil
			Mileage <u>£3.15</u>
			TOTAL <u>£18.08</u>
100320	Mr J Price	£150.00	Fees for carrying out internal audit
100321	Newstead Centre	£10.00	Contribution towards waste disposal costs

The accounts were approved as stated.

ii) To Consider the Recommendations Arising from the Internal Audit

The following recommendations were received from the Auditor arising out of an internal audit of the Council's accounts. These were as follows:

- Amendment to Risk Asset Register to show increased public liability of £12 million (currently shown as £10 million) and also add Products cover of £12 million. *Action taken* - Clerk has amended risk register
- Error on cheque no 100277 - election costs. There appears to be an error in the charges relating to postal vote (written off) - Noted by auditor but not felt to be worth pursuing - *Action taken* - Clerk to write to Gedling BC to ask for rebate.
- Movement of cemetery fees incurred under from 'other expenses' to 'cemetery and parish maintenance' - This is a transfer between budget headings which does not alter the amounts in the accounts - *Action taken* - The Clerk has transferred this payment to correct heading.
- There was some discussion as to whether donations to the MUGA were 'grants or other income. Agreed with auditor this payment should remain as 'Other Income.'

iii) To Approve Accounts for 2015/2016 - A report on the accounts had been provided with the agenda. The Clerk welcomed questions on the same. Cllrs asked for confirmation on the amount ring fenced for the future extension of the cemetery, which was £40k. Although she explained that following the collapse of part of the cemetery wall at the Old Cemetery, the cost of renewing this could make substantial inroads into the reserves as will be explained later in the meeting. With no further questions it was agreed the accounts for 2015/2016 be approved by the Council.

iv) **To sign the Annual Return** - Having been satisfied that the Parish Council have addressed the matters as outlined in the Annual Return, the Chairman signed the Annual Return on behalf of the Council.

8. The Lengthsman's Scheme

The Clerk advised that following the litterpick it was evident that weeds on the highway were now the priority. Also in terms of painting the rails adjacent to the allotment off Tilford Road, the existing hedge has now grown through these railings meaning they cannot be painted at present. It was agreed to delay the painting of these railings until later in the year.

9. Consultation on the Local Planning Document inc Land off Station Road

The Clerk advised that consultations were currently being undertaken in the next phase of the Gedling Local Plan. She advised the Council this was the appropriate time for the Parish Council to submit comments on what it would prefer to see in terms of the development of the site off Station Road. Cllr Adams stated that in order to protect the amenity of the existing residents she felt there should be some type of buffer zone between the new site and existing homes on Livingstone Street and Webb Street which currently overlook this site. She was also opposed to any development above two storey's high and would also like to see some bungalows on this site. It was agreed that the Chairman and Clerk would draw up the initial response for comment by Councillors prior to submission to Gedling Borough Council.

10. Matters concerning Newstead Village

10.1 Station Hotel - Flytipping in the form of a gate and old chicken coup had been reported in the grounds of the former Station Hotel. Clerk to report

11 Matters concerning Newstead Abbey Park.

11.1 Station Ave - Cllr Adams commented on the worsening of the potholes just past the entrance leading to the Abbey. She also felt the existing 20mph speed signs were too small to be effective. The Chairman advised she had been advised by Rachael Dewsbury that these potholes would be filled shortly and would discuss the concerns raised with the Abbey.

11. Correspondence.

None except discussed elsewhere in the meeting

12. Planning Applications

The following planning applications were discussed:

2016/0571 - Newstead and Annesley County Country Park, Tilford Road, Newstead (Wind Turbine with maximum height of 100m, associated infrastructure to include building and crane hardstanding) - This application was for minor changes to the previously approved application where the main tower of the turbine would be reduced from 61.5m to 58m in height, but an increase in blade diameter from 77m to 82m. Also the kiosk will be inside an enclosed fibreglass box and painted green. - There were no objections to the changes proposed.

2015/0288 & 2015/0289 - Abbeyfield's Farm, Station Ave, Newstead (Demolition of Existing Outbuilding, Construction of New garage and Wood Store and Drive) - It was agreed that as the application involved the demolition of Grade 2 listed outbuilding, that any proposals should focus on the restoration of the existing outbuildings rather than replacement of the same. _____

2016/ 0185 - West Lodge, Station Ave, Newstead (Retrospective consent on various works to outbuildings and gardens)

An update had been from Elizabeth Campbell, Planning Officer, Gedling Borough Council in respect of West Lodge. This advised that the builder will be taking the roof off the outbuilding next week and reinstating the roof as approved in 2013. In respect of all the other garden features, she is to discuss with the agent in light of objections from yourselves and Historic England. She asked whether a hedge along the line of the stream on the dwelling side would be acceptable to denote the curtilage of the original boundary. The Parish Council in discussing the last point raised agreed that a hedge would be acceptable in the location suggested provided this would be a permanent feature.

It was also noted that conditional planning consent had been given in respect of 2015/1278 - Land off Fraser Street, Newstead (8 new four bed dwellings) and copies of this permission had been circulated along with the agenda for the meeting.

Finally Cllr Smith had asked if plans had been approved by the Council in respect of the extension to Knights Cross. The Chairman felt sure the Parish Council had been consulted previously on this application and would look up this information.

13 Cemetery Issues

13.1 Cemetery Wall - The Clerk had telephone Darren Brown in absence of any further response from him and as a result of the telephone conversation with him advised the following:

'Darren believes the reinstatement of the wall to be a non starter. Up to date he has spoken to three different contractors. One refused to quote (job not worth doing whilst existing trees remain in situ) whilst the others came back with estimates of £20 to £25k. In reality though the extent of the work required and cost will only be determined, once the new footings are prepared and the extent of any tree roots are known'

Even if the wall is rebuilt and underpinned, Darren believes that whilst ever the current mature trees remain in-situ, their roots will eventually destroy the foundations and cracks could appear on the new wall within the next ten years. If all the trees are removed, which itself will be a substantial cost, the cost of rebuilding the wall will be between £8 to £10k. The rebuilding of the wall itself will not be the problem, but the extent of footings required will be an issue'.

Irrespective of whatever is decided, the toppled section and remaining wall will need to be removed and the Clerk has asked Darren to provide a quote for this, which he estimates will be in the region of £2 to £3K. Even if the Council reinstates this section of the wall, the question remains as to what happens to the remainder of the boundary to the south and west as the cost of removing and reinstating these boundaries will be prohibitive. Darren has suggested the best alternative would be to replace the existing wall with a fence (although they only have an existing shelf life of 5 to 10 years) and would require much maintenance. The alternative option is to plant a hedge but this may take several years to reach maturity.

In summary, having discussed this with the Chairman, the Clerk advised that one possible option would be a hedge planted in front of a post and rail fence which would be removed once the hedge has matured. It was noted that Marshall Farms had volunteered to trim the top and their side of any hedge planted.

Councillors agreed that a cost of reinstalling the wall was prohibitive and that a hedge was the best solution in this case. Rather than a post and rail fence, it was felt that a post and wire fence would suffice with the Clerk to obtain an estimate for this with planting to follow. Cllr Burnham agreed to look into suitable hedge

types. It was also agreed that an article should be included in the village newsletter to explain the delay in getting this matter resolved.

14. Reports from External Meetings

None

15. Items that the Chairman Considers Urgent

15.1 Clerk's Appraisal - The Chairman advised she would be shortly undertaking the Clerk's appraisal

16. Date of Next Meeting.

Following a number of apologies for the next Council meeting originally scheduled to be held on the 13th July, it was agreed to bring this meeting forward by two weeks and a revised date agreed of the 29th June 2016.

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 29 June 2016

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mrs B Blood, Mr P Burnham and Ms J Smith. Also present was County Cllr Mr C Barnfather.
2. **Apologies for absence:** Apologies were received from Cllrs Mr C Bicknell and Mr R Butler. Also Ward Cllrs Mr B Andrews and Mr C Powell. Belated apologies also received from Cllr H Scott.
3. **Declaration of Personal and Prejudicial Interests**
None
4. **Approval of the Minutes 1 June 2016**
It was proposed and seconded that subject to the following amendments/additions - Under item 6.3 to read Bevin Boys and not Bevan as shown and under item 11.1 - the Chairman advised the potholes had been filled and also the front entrance to the Abbey now resurfaced - that the minutes be approved as a true record and this was agreed.
5. **Matters Arising from the Minutes**
 - 5.1 **Abbey Ward** - This position is still unfilled. The Clerk has asked Deborah Widdowson to include details of the vacancy in the next edition of the newsletter.
 - 5.2 **Off Road Bikers** - Cllr Burnham confirmed that he had heard bikes in the preceding weekend with a further five off road bikes noted on the Abbey Drive. Cllr Barnfather also spoke of problems at Ravenshead Leisure Centre. It was agreed the Clerk ascertain whether the Police had made any progress in resolving this issue.
 - 5.3 **Newstead Village Ward** - Cllr Butler has now completed his 'register of interests' which will be sent to GBC.
 - 5.4 **Skate Park** - An email has been received from Terry Ball, Operations Manager Street and Parks, Gedling Borough Council advising that the Youth Shelter will be removed by Gedling's maintenance team as and when they are able to pencil in the removal. The Clerk was asked to chase up the position re painting of the skate board park and whether this work has been completed.
 - 5.5 **Vicarage Corner** - The Clerk has now asked the lengthsmen to prioritise repairs to the fence.
 - 5.6 **CCTV on Station Road** - Matter reported to East Midlands Trains and acknowledgement received that the matter will be dealt with but could take up to 20 days. An update from Gedling Borough Council regarding the CCTV camera to be installed on Tilford Road is as follows:
Kevin Nealon has advised that 'planning permission was obtained on the 6th April 2016 (although not received by NPC) and order placed for the camera. Also chasing relevant documents and permission from highways to install the post and ground fixings into the highway'.
He also confirmed the Police were chasing installation of the camera.
 - 5.7 **Parking Outside Cemetery Gates** - Post now reinstalled and Anthony's invoice sent for payment. It was noted that a vehicle was observed parked in front of the gates to the side of the parking bollard. It was suggested that posts be installed either side of the parking bollard with chains from these posts attached to the parking bollard.
 - 5.8 **Risk Assessment** - Request made to Melvin Cryer to appoint their 'in house' topple tester and response awaited.
 - 5.9 **MUGA Lights** - Installation should take place on or around 11th July. The contractors will meet with

Deborah Widdowson to mark out the position where columns will be installed during the week beginning 4th July.

- 5.10 Accounts - Annual return sent to external auditors prior to deadline of the 23 June.
- 5.11 23 Tilford Road - Rubbish continues to be cleared. There has been a notice placed on the door of the Newstead Centre giving the owner 14 days to remove the vehicles currently remaining in the car park or they will be removed and disposed of. A multi agency meeting is taking place today to discuss the issues surrounding this tenant. Cllr Burnham passed on the concerns of the next door neighbour to Gedling Homes.
- 5.12 Newstead Meadow - Cllr Burnham asked the Clerk to arrange for Jonathon Rhodes to undertake the annual cutting of the wildlife meadow with the new haylage to be baled. These will then be utilised by the beekeeper.
- 5.12 ID Badges - Cllr Butler has now sent his photo for his badge. Cllrs Blood and Smith still need to send theirs.
- 5.13 Best Kept Village - The Chairman thanked all persons those who turned up for the recent litter pick although this turned out to be a soggy experience. A letter had been received from C.P.R.E confirming that Newstead Village had not made it through to the next round of the Best Kept Village competition . Cllr Barnfather noted that it was possible to request comments from the judges and it was agreed to ask for these. Anthony Clarke has completed the work on the trees on the green.
- 5.14 Area around Vicarage Corner/ Wren Grant - Notification has been received from Debbie Widdowson that due to existing work commitments, it was not possible to submit a grant claim for the improvements to this area in the current round of applications to WREN but instead will be deferred to the next round which has an end date of October 2016.
- 5.15 Planning Applications - Planning permission has been granted on 2015/0288 & 2089 - Abbeyfields Farm. Planning officers overrode the concerns of the Parish Council and did not feel the existing listed outbuilding was worth saving (NB neither English Heritage nor Notts Preservation Trust had commented on this application) and the revised plans submitted were approved.
- 5.16 Cemetery Wall - The Clerk had advised the contractor of the decision to replace the wall with hedge as agreed and has asked them to provide the Council with an estimate for removal/disposal of the existing wall including removal of the existing footings to be backfilled with soil plus new post and wire fence. Estimate presently awaited.
- Other Issues from previous 'Matters Arising'
- 5.17 Hanging baskets - These are now installed and the contractor has been instructed to begin watering. A risk assessment has also been prepared by the contractor and is now held in the parish records.
- 5.18 Newsletter - Cllr Bicknell has submitted an article for the newsletter including an update on the cemetery wall.

6. Accounts

6.1 Receipts and Payments for July 2016

Receipts

None

Cheques for Approval

100322	Clarke's Cemetery Services	£560.00	Maintenance of village greens and cemeteries.
100323	Clarke's Cemetery Services	£350.00	Prune low branches from trees on Green (£200), re-install parking post (£85), and to cut long grass around MUGA (£65)
100324	Newstead Centre	£45.00	Room hire costs for June Council meeting.
100325	Mrs P Young	£15.00	Chairman's allowance (June)
100326	Mrs J Johnson	£360.78	Clerks wages for June plus 2 hours overtime
100327	Notts County Council	£94.36	Pension Contributions for Clerk (May and deficit pension payment due this month of £20.83)

100328 Mrs J Johnson

£51.79 Clerk's expenses

Postage/Other	£39.49
Tel/Broadband	£ 6.00
Mobile Calls	Nil
Mileage	<u>£6.30</u>
TOTAL	<u>£51.79</u>

The accounts were approved as stated.

6.2 To Consider Grants to Other Bodies

Friends of St Mary's - A request had been received from Newstead PCC for a contribution of £150 towards gifts for children at the summer fayre to be held on the 23rd July. Cllr Adams felt happier for the Parish Council to contribute towards a specific activity at the fayre, whilst Cllr Scott recalled that the Parish Council had already provided funds for children's gifts at Christmas. Whilst it was noted that fundraising supports the diocese, nevertheless it was felt some funds should be retained towards the cost of holding the next event. Cllr Burnham proposed that the Council should donate £50 towards this event and this was agreed by all.

6.3 Request for Reimbursement of MUGA Lighting Funds

A request had been received from the Locality Co-ordinator Debbie Widdowson for the return of some of the excess funding on the basis that Gedling Borough Council had donated the largest portion of funding towards the lights at £5,100. The Clerk advised the excess of funding received over that required for the lights, including £2k pledged by the Council, was £808.19. She explained that Debbie has confirmed that any funds returned will be used for the benefit of young persons in the village as the budget where the funding came from can only be used towards activities for young people. The Clerk confirmed it would most likely be used towards the cost of summer camp for members of the Youth Club. The Chairman felt that any monies returned should be allocated strictly on a pro- rota basis to all organizations who contributed to the MUGA. Cllr Barnfather confirmed both as a Ward Cllr and County Councillor that he did not wish for return of 'his' portion of the funding and also reminded the Council that it was simply holding funds on behalf of others and therefore was not in a position to dictate how they should be used.

Following discussion, it was agreed to return the sum of £500 to Gedling Borough Council based on its share of the total funding received.

7. The Lengthsman's Scheme

It was agreed to ask the lengthsman to carry out the following work: -

- a) To trim the jitty between Webb Street and the Newstead Centre
- b) To remove weeds growing between the pavement and kerbstones on High Leys Road

It was also reported there were many weeds in the pavement/kerb on Hucknall Road from the A611 through to the village gateway, which required treatment. Cllr Barnfather commented on the same lack of maintenance in relation to many of the verges in Ravenshead and advised he would raise this particular issue with Highways.

8. To Approve Response on the Local Planning Document

As agreed at the last meeting, a proposed response had been drawn up by the Clerk/Chair and had been circulated to Cllrs for comment. Other than a typing error in the response to be submitted, no further comments had been received. On re-reading the response, the Clerk suggested that any CIL be spent on local areas of open space to be determined at the relevant time, rather than specifically towards a drainage scheme for the skate park, where the timescale for receipt of these funds was unknown. Otherwise the response was approved as stated.

9. Matters concerning Newstead Village

9.1 Grassed Area around the MUGA

Following on from the last Council meeting, it was noted that areas of grass on land currently owed by the Newstead Centre in the vicinity of the Youth Centre and MUGA had not been mowed at all so far this year. Enquiries had revealed that work was previously undertaken by the Probation Trust, where the previous caretaker to the centre had connections to this organisation. On speaking to one of the Trustees, no provision had been put in place to maintain this area, nor was this likely unless the work was undertaken by volunteers. As part of an effort to support the Newstead Centre, the Clerk had obtained an estimate from the Council's contractor to cut these areas, first on a one off basis and then for the remainder of the year, where he was already cutting the grass on the village green and where these areas could be strimmed at the same time.

Cllrs had already approved via email the cost of a one off cut at £65 and this work has now been carried out. It had also been agreed that any decision for the remainder of the year would need to be discussed at the next council meeting.

The Clerk advised that to cut the grass in this area for the remainder of the year would be £200 based on the same frequency of cutting as the village green and £350 over the next full year. The Clerk had suggested the Newstead Centre may like to waive charges for 'refreshments' during Council meetings, but as the cost of cutting the grass had been less than thought, she asked the Council if they would consider cutting the grass with 'no strings' attached.

Cllrs supported the need to keep this public area tidy and agreed that for the remainder of the year, the Parish Council would meet the cost of keeping this area mowed (no strings attached) with the decision to be reviewed early next year, when the financial situation of the Centre may be more secure.

9.2 Newstead Meadow - Cllr Burnham advised that he understood that the contract with Anthony Clarke made provision for the area around the picnic tables to be strimmed along with a path from the car park leading to the tables. No strimming had been carried out in this area to date. The Clerk advised she would need to check the contract and liaise with Anthony if this was the case.

9.3 Junction of Fraser Street/Tilford Road - It was noted that the white lining at this junction had faded. Also that the white lines at the 'Give Way' on Musters Road still required attention. Cllr Burnham also explained that where Tilford Road meets Station Ave, it is Station Avenue that is the right of way rather than straight on. It was agreed to ask for markings at this location to be refreshed.

10 Matters concerning Newstead Abbey Park.

Station Ave, adjacent Vicarage Corner - The Chairman explained that previously the Parish Council had paid to remove an area of brambles between Station Ave and the Robin Hood Line. Many of the brambles were now growing back and she asked for the Council to arrange for these to be strimmed again before they took hold of the area. This was agreed

11. Correspondence.

None except discussed elsewhere in the meeting

12. Planning Applications

The following planning application was discussed:

2016/0714 - 26 Abbey Road, Newstead (Rear Extension and Porch to Front) - No objections

13. Reports from External Meetings

Newstead Enterprise AGM - The Chairman confirmed she had attended this AGM and felt it was pity that R.C.A.N had not been present at the meeting. She explained that the Council had taken a step back from this

issue now that the two parties i.e. Newstead Enterprise and R.C.A.N had come to some agreement how to deal with the country park. At the AGM 3 representatives from CAST and 3 community representatives had been elected. Cllr Scott confirmed that a meeting had been requested with RCAN to resolve some remaining issues around book keeping and support relating to the accounts. In terms of the wind turbine, it was advised that David from Stillwind was coming to a meeting on the 5th July, however realistically it was not likely that the wind turbine would be installed until after September this year.

Newstead Centre - An AGM would be held on the 12th July 2016 at the Newstead Centre to which the public would be invited.

14. Cemetery Issues

Cllr Burnham advised he had been contacted by a local resident who wished to pay for the removal of a tree branch from Newstead Cemetery which was situated close to a relative's grave. He felt that this was an expense that the Council should be prepared to finance where responsibility for the cemetery belonged to the Parish Council. It was agreed by the Council this was a legitimate expense and that further details relating to this request would be passed to the Clerk to identify the scope of the work required.

15. Items that the Chairman Considers Urgent

None

16. Date of Next Meeting.

This will be held on Wednesday 7th September.

For the next item, the Council resolves to exclude the public and press for discussion of these matters, which involves the disclosure of exempt information as defined in the Local Government Act 1972, schedule 12a, Part one, Para. 4 where this item relates to an employee

17. Clerk's Pay Review

The Chairman proposed to defer consideration of this item until September until after a staff appraisal had been carried out and this was agreed by the Council.

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 7 September 2016

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr C Bicknell, Mr P Burnham, Mr R Butler, Miss H Scott (arrived 7.50pm) and Ms J Smith. Also present was Ward Cllr Mr C Powell. Cllr W Lewis arrived partway through item 8 to discuss matters relating to the Christmas tree.
2. **Apologies for absence:** Apologies were received from Cllr Mrs B Blood. Also Ward Cllrs Mr B Andrews and County Cllr Mr C Barnfather.
3. **Declaration of Personal and Prejudicial Interests**
Cllrs Bicknell and Scott declared an interest in matters relating to the Newstead Centre as potential Trustees of the Centre. The Clerk declared an interest in respect of item 17.
4. **Approval of the Minutes 29 June 2016**
It was proposed and seconded subject to the following - that under item 13, Newstead Centre - the meeting held on the 12th July was not the AGM - that the minutes be approved as a true record and this was agreed.
5. **Matters Arising from the Minutes**
 - 5.1 **Abbey Ward Vacancy** - Some discussion took place as to whether this vacancy had been advertised in the summer edition of the newsletter. Cllr Bicknell did not recall seeing this in the last edition, but the Clerk confirmed an enquiry had been made to establish if the vacancy remained. This suggested an intent to publish the article. The Chairman also advised she would also be sending out a newsletter for those in the Abbey Ward of the parish.
 - 5.2 **Skate Park** - The Youth Shelter has now been removed. The Clerk has spoken to Toz Flanders, who has confirmed he has now finished painting the skate board park. He advised that when his first attempts at painting the equipment rubbed off, he purchased some undercoat from Ebay at a cost of £30, and used this to undercoat all the equipment subsequently painted. Since completing the work, he has received further requests from local children for their names to be painted on the skate park equipment, so will be adding these. The Council agreed it was happy to pay for his labour cost as previously agreed and also to reimburse Toz for the cost of the undercoat, if a receipt or ebay order for this is produced. Cllr Smith will remind Toz to send this.
 - 5.3 **Vicarage Corner** - Work still not completed.
 - 5.4 **CCTV** - The loose panel has now been fixed back so the wiring is no longer exposed. However the camera is still pointing downwards and has not been fixed. Cllr Burnham enquired whether there had been further progress on the CCTV camera to be installed on Tilford Road. Cllr Powell agreed to chase up the position with Gedling Borough Council.
 - 5.5 **Parking outside Cemetery Gates** - Having looked at the idea of fixing chains to the existing parking post, the Clerk advised it was not possible to make this work as there were no practical means of fixing the chain to the post and it was suggested this option was not pursued. A cost had been approved by the Parish Council (via email) for the new sign in the cemetery car park and this has been delivered to the Clerk's home at a cost of £91 plus VAT. An estimate had now been received from Anthony Clarke for installing the same, plus removal of an existing 'no ball games' sign in the car park at £280. Cllrs felt this cost to be on the expensive side and asked for a second quote to be obtained. Cllrs also felt that the installation of the new sign in the car park may deter parking outside the cemetery gates once this is installed so for the present no further action was proposed.

- 5.6 Risk Assessment - Instructions have been given to Gedling BC to carry out topple testing in the cemetery at £4 plus VAT for each grave tested (approximate cost based on number of graves £600) as agreed via email with Cllrs. It was also noted that since the last meeting, a second quote had been obtained from Independent Memorial Inspections, which although cheaper for the initial inspection, contained a number of additional charges if a grave was found to be unsafe. Councillors ratified the decision to award the contract to Gedling Borough Council.
- 5.7 MUGA Lights - These are now installed and Debbie Widdowson has been refunded £500 out of the excess funds collected for these as agreed.
- 5.8 23 Tilford Road - Much of the rubbish has now been now removed from Newstead Centre car park. The Clerk had requested further information regarding the outcome of the multi agency agreement to discuss this issue. The response received from Jackie Gill, Neighbourhood Co-ordinator was that she and Mark Vasey were to visit the tenant on 27th July to discuss the ongoing issues, but the Council had received no update since. Cllrs confirmed that whilst the situation had improved substantially, items were now beginning to accumulate where 'junk' picked up by the tenant was being moved between different locations in the village.
- 5.9 Newstead Meadow - Work has been carried out re Japanese Knotweed and Willow Herb. A reminder had been sent to the contractor that the Parish Council is still awaiting an estimate for cutting back and baling the arisings from Newstead Meadow, but this had not yet been received. Cllr Burnham queried why the work could not go ahead as the Council had already approved the work being carried out. The Clerk explained that she had no authority to spend money without authorisation from the Council. Cllr Burnham recalled that the provision in the budget for this work was £1,000, based on the cost last year. In order to 'speed up the process', it was therefore agreed to give delegated authority for the Clerk to authorise this work, if the estimate subsequently received was less than £1,000.
- 5.10 ID Badges - Still waiting photos from Cllrs Blood and Smith. Cllr Adams also could not recall sending in her photo. Clerk to check.
- 5.11 Best Kept Village Competition - The judges' comments had been emailed to Cllrs. The general view was that whilst there were some areas which were very well cared for, the village had not yet achieved the standard set by some of the other villages entering the competition. Some discussion ensued as to whether preparations for the Best Kept Village competition should be started earlier. It was agreed by Cllrs not to enter the competition next year but to look at entering in 2018.
- 5.12 Hanging Baskets - The contractor who currently waters the flowers has suggested in view of poor showing, that watering of the flowers finishes as from the end of August and this was agreed by Cllrs. The Parish Council had also received a complaint from a parishioner re the poor standard of the flowers this year. Cllrs felt the displays were not as good as in previous years and it was agreed to seek a quote from the Parks Department at Gedling for planting next year. Cllr C Powell to speak with Gedling parks department.
- 5.13 Area Between Sports Ground/ Vicarage Corner - It was agreed the Clerk would find out the current position from the Newstead Locality Co-ordinator, Debbie Widdowson
- 5.14 Response to Local Planning Document - Response sent as agreed and acknowledgement received.
- 5.15 Grassed Area around MUGA - This is now being strimmed on a regular basis.
- 5.16 Newstead Meadow - Area under picnic tables now being strimmed.
- 5.17 Junction of Fraser Street/Tilford Road - Confirmation has been received from Highways that the white lining at these junctions will be carried out. Highways are not prepared to consider white lining Tilford Road at the junction with Station Road, as this part of the highway is not part of the adopted highway. It was agreed to write to Northfield Construction (believed to own this section of the road), to see if they would white line this.
- 5.18 Station Ave - An estimate had been received from Jonathon Rhodes to remove the brambles at a cost of £120, and approval given for the work to proceed by email. The Council noted this area required repeated strimming in order to keep the brambles from growing back and discussed how often it felt these should be strimmed. Excluding winter, it was agreed these should be cut down at least three times a year.
- 5.19 Cemetery Issues - The request from a parishioner to cut a branch near a relative's grave was refused following a decision by the cemetery committee.

6. **Accounts**
 6.1 **Receipts and Payments for August/September 2016**

Receipts

£250 - Fee for headstone on Plot 101
 £220 - Fee for pre purchase of Plot 94

Cheques for Approval

100330	Gedling Borough Council	£500.00	Refund of MUGA contributions as agreed.
100331	Newstead PCC	£50.00	Contribution towards summer fayre
100332	Clarke's Cemetery Services	£610.00	Maintenance of village greens and cemeteries. <u>NB</u> Also includes £50 towards mowing area around the MUGA.
100333	Sedgewick Window Cleaning	£140.00	Watering of hanging baskets during June and July.
100334	Newstead Centre	£27.00	Room hire costs for July Council meeting (excludes refreshment costs) <u>NB</u> Invoiced separately
100335	Marlec Engineering Co Ltd	£9,425.93	Cost of installing MUGA lights
100336	Mrs P Young	£15.00	Chairman's allowance (July)
100337	Mrs J Johnson	£343.98	Clerks wages for July
100338	Notts County Council	£94.36	Pension Contributions for Clerk (July) and deficit pension payment due this month of £20.83
100339	Mrs J Johnson	£49.61	Clerk's expenses
			Postage/Other £43.61
			Tel/Broadband £6.00
			Mobile Calls Nil
			Mileage <u>£11.70</u>
			TOTAL <u>£49.61</u>
100340	Nuneaton Signs	£109.20	Sign for cemetery car park and Newstead Meadow
100341	J A Rhodes	£240.00	Cost of strimming brambles on Station Road and treating Willow Herb and Japanese Knotweed on Newstead Meadow
100342	Newstead Centre	£18.00	Cost of refreshments at July Council meeting.
100343	Clarke's Cemetery Services	£610.00	Maintenance of village greens and cemeteries during Aug. <u>NB</u> Also includes £50 towards mowing area around the MUGA .
100344	A Sedgewick	£220.00	Watering hanging baskets/planters during August (11 times @ £20)
100345	Mrs P Young	£15.00	Chairman's allowance (Aug)
100346	Mrs J Johnson	£343.98	Clerks wages for August
100347	Notts County Council	£94.36	Pension Contributions for Clerk (Aug) and deficit pension payment due this month of £20.83
100348	Mrs J Johnson	£9.15	Clerk's expenses (Aug)
			Postage/Other £Nil
			Tel/Broadband £6.00
			Mobile Calls Nil
			Mileage <u>£3.15</u>
			TOTAL <u>£9.15</u>

In terms of further payments by the Council, it was also noted that at least 3 Cllrs wished to attend the NALC training course for new Cllrs, plus a possibly fourth member (subject to existing commitments). It was agreed the Parish Council would fund this training.

With these payment noted, Cllrs approved the accounts as stated.

6.2 Request for Internet Banking - The Clerk advised that legislation had now changed to allow Parish Councils to undertake internet banking and the relevant forms had now been obtained from HSBC. Having discussed this with other parish councils, the Clerk would still produce a list of payments to be authorised with sequential numbering. Cllr Adams had some reservations about the Clerk or any one person preparing accounts for payment and also paying the same and suggested that one of the Councillors be asked to make payments remotely. This was not felt to be workable in practice and in other parishes, it was accepted only the Clerk, or the RFO made payments. It was agreed that advice should be sought from the Council's auditor on what would be acceptable in this instance.

6.3 To Establish Financial Regulations for the Parish Council

Draft model regulations from NALC had been distributed to Cllrs together suggestions from the Clerk as to which parts could be modified to suit Newstead Parish Council. These were highlighted in red and following discussion by the Council were agreed as follows:

3.2 - Agreed as stated.

3.3 - That this provision relating to unspent funds is deleted. At present any revenue savings made by the Council are automatically rolled over into the next financial year to offset requirements in future years.

10.2 - The lower limit at which two estimates must be obtained has been agreed at £200 - Cllrs asked that the Clerk also continue to use her discretion to seek a further estimates if the cost appears expensive for the work to be undertaken .

11 (h) - Remove. Clerk to obtain 3 estimates only where the value is above £500

17.2 - Agreed as stated i.e. risk assessment to be carried out by the Clerk or relevant person.

Otherwise the regs were approved as circulated.

7. The Lengthsman's Scheme

Since July, the lengthsman had been asked to remove some overgrown brambles impeding the pavement on Livingstone Street, where Cllr Bicknell confirmed these had now been cut back. The lengthsman had also cut back weeds and overgrowth in the jitty leading from Webb Street. Cllrs noted that no other maintenance was ever carried out at this location and a more permanent solution to the overgrowth was required i.e. weedkill or tarmac . It was agreed this would be investigated.

8. Matters Relating to the Newstead Centre

Since the last Council meeting, matters had moved on with regard to the new trustees appointed. Following the 'AGM' on the 12th July when three of the new trustees had been elected as officers to the charity, it had been alleged at a subsequent meeting that the five 'new' trustees had not in fact been officially appointed to the Trust, where CISWO had failed to complete the necessary paperwork. Also that an AGM had already been held in the current year and a Chair and Secretary for the Charity already appointed. The Parish Council had sent a letter to the existing trustees requesting specific information and had subsequently received a response from CISWO. This response confirmed the means by which new trustees were appointed to the charity and had requested a meeting with the 5 'potential' trustees. Cllr Scott advised that whilst she and Chris did wish to remain as trustees she could not speak for the other trustees, where all had been shocked and upset at how events had unfolded, especially where they had been attending meetings for many months and had put in much volunteer time. Governance of the charity was felt to be poor with ex members of the Trust reappearing after several months. Cllr Butler's impression as an observer at the meeting was that some of the original trustees simply did not wish to work with the 'new' trustees. It was agreed that the Parish Council would write to the Trustees requesting the information not answered in the council's original letter and also to request sight of the minutes of the AGM alleged to have been held earlier in the year in order to clarify who had been appointed to what position and when.

9. Matters concerning Newstead Village

- 9.1 Skate Board Park - With the artwork on the skate park equipment now completed, it was agreed the next priority would be to pursue a drainage scheme where it was noted that kids had partially dug a channel to allow surface water to escape. The use of bamboo to absorb the excess water now draining away was discussed. Also, that the lengthsman be asked to paint the railings on top of the skate park ramps by using any spare paint left over from painting of the park equipment and this was agreed. It was also intended to hold a meeting with Gedling BC to look at further improvements to this park.
- 9.2 Station Road - It was reported by Cllr Smith that Network Rail had chopped down part of a Hawthorne from adjacent the railway line and had simply left the remains next to the planters on Station Road.
- 9.2 Flag - The Chairman felt as the Parish Council had paid for the flagpole it should also be responsible for the flag, which was currently kept at Cornerstone House. Clerk to retrieve the flag.
- 9.3 Public Telephone on Village Green - Cllrs agreed this remained a very unattractive feature in its current dilapidated state. It was agreed to make enquiries with BT to establish the cost of removing the same.
- 9.4 Petition re Mineworkers Pension - The Chairman advised she had been passed a petition regarding the Governments decision not to make any further contributions in to the Mineworkers Pension scheme and was in fact drawing out surplus funds. It was agreed this would be displayed on notice boards and added on the Newstead Facebook page.
- 9.5 Christmas Tree - Cllr Lewis from Linby Parish Council advised they had also been disappointed by the tree provided by Gedling Borough Council last year and following a conversation with the Clerk, had asked Elvedon Forest to provide an estimate for the cost of supplying a 20 ft tree for Newstead Village and a tree for Linby, if the cost of transport was shared as per previous arrangements. The discussion then turned to where a Christmas tree could be sited, especially if the Newstead Centre closed down. Cllrs felt a better location for a tree would be on the small green at the junction of Tilford Road/Hucknall Road, which would be seen by all residents and could be lit by tapping into the power supply to the electronic bus information sign or adjacent lighting columns. Cllr Lewis advised that Linby Parish Council had received help from Highways, who had fitted a dedicated supply for the LED lights in the tree on the island approaching Linby village. It was agreed that further enquiries be made with the contact from Highways, who had dealt with Linby's application and Cllr Lewis would pass on details of his contact.
- 9.6 Meeting Room - It was agreed that enquiries would be made for an alternative meeting room in the event that the Newstead Centre closed. The use of the school for meetings was the preferred option.
- 9.7 Wreaths - Cllr Burnham asked that the Parish Council order wreaths for the Armistice Day service

10 Matters concerning Newstead Abbey Park.

- 10.1 Knotweed in Newstead Abbey Park - The Chairman advised that there was an area of knotweed near the Japanese gardens that the Notts City Council has already agreed to treat. The Clerk was asked to send a reminder to the Abbey of the need to continue treatment.

11. Correspondence.

The following items were specifically discussed

- 11.1 Via East Midlands - The new arrangements for the provision of highway services in Nottinghamshire was noted
- 11.2 Hucknall Road Speed Limit - It was noted that proposals had been put forward by Via East Midlands to reduce the speed on Hucknall Road between the A611 and existing 30mph sign to Newstead Village to 40mph. No time line was given as to when the limit would be enforced but the consultation on these proposals finished on the 26th August. The Council warmly welcomed the proposed speed reduction on this section of Hucknall Road.
- 11.3 Community infrastructure Levy - Information relating to the proposed distribution of the Community Infrastructure Levy to parish councils had been circulated to council members.

12. Planning Applications

The following planning applications have received conditional planning permission

2016/0714 - 26 Abbey Road, Newstead (Rear extension and porch to the front)

2016/0571 - Newstead and Annesley Country Park (Wind turbine with a maximum height of 100m, associated infrastructure to include building and crane hardstanding)

It was noted that as part of the planning conditions relating to the above, a legally binding agreement is to be drawn up between RCAN and the 'Friends of Newstead' regarding management of the £7.5k annual community fund. The Chairman asked whether Newstead Parish Council and Annesley & Felley Parish Council could become the 'friends' group and administer this fund themselves. It was agreed to hold a meeting with the Chairman and Clerk of Annesley Parish Council to discuss and possibly pursue this issue jointly.

The following application had been **refused**

F/2711 - Newstead and Annelsey County Park (Improvement works to the country park involving remodelling and partial infilling of lake 2 for development as a fishery and wider landscape works)

13. Reports from External Meetings

13.1 Police and Parishes Meeting - This had been attended by Cllrs Bicknell and Scott. Cllr Bicknell advised that off road bikers were being treated as a priority by the Police who had received a large amount of evidence through social media, on which they were now preparing to act. Cllrs felt the Police were doing all they could and were treating this matter very seriously. Representatives from all other parishes attending, also agreed that the issue of off road bikers should be treated as a priority.

13.2 Annual Mining Service - Cllr Burnham advised that he had attended a risk assessment earlier in the day with representatives from Notts Ex and Retired Miners, who are to hold their annual Mining Memorial Service at Newstead Village on Saturday 3rd December. As part of that service, a request was made for a member of Newstead Parish Council to lay a wreath and also to give a speech (prepared by Notts Ex and Retired Miners) to those gathered at the service. Whilst Cllr Burnham agreed he would lay the wreath he was not happy to make a speech. Other Cllrs felt they would prefer to see sight of the speech in question before committing to reading anything out and it was agreed the Clerk would liaise with this organisation to find out what the speech would entail.

14. Cemetery Issues

14.1 Cemetery Wall - Since the last meeting, two quotes had been obtained for the removal of the existing boundary wall and replacement with a post and rail fence. These had been circulated to Cllrs who had agreed to proceed on the basis of the lowest quote obtained from Darren Brown. The Clerk had now instructed the work to proceed but in order to keep costs down to a minimum, the contractor would only be taking the wall back to ground level.

15. Items that the Chairman Considers Urgent

15.1 Newstead Old Coal Stocking Yards - A request had been received from Nic Crouch, Notts. County Council to enquire whether the Parish Council would be prepared to front a bid to Biffa Waste for improvement works to the Old Coal Stocking Yards, Freckland Wood and the Newstead end of the Linby Trail. The anticipated total cost of the work to be carried out was approximately £15,000. The County Council has asked if the Parish Council would also be prepared to meet the Third Party Funding element of £1,500. Cllrs had no objections to the Parish Council underwriting the bid and also agreed to meet the third party funding required. Cllr Burnham in noting the specification for the work required, also asked if a boardwalk could be installed on part of the footpath on the northern side of Freckland Wood and some 'A' frame anti motorbike

gates installed. It was noted these additional costs would increase the third party funding contribution required from the Parish Council, but it was agreed to seek these additional items.

16. Date of Next Meeting.

This will be held on Wednesday 5th October.

For the next item, the Council resolves to exclude the public and press for discussion of these matters, which involves the disclosure of exempt information as defined in the Local Government Act 1972, schedule 12a, Part one, Para. 4, where this item relates to an employee

17. Clerk's Pay Review

The Clerk left the meeting during discussion of this item

An appraisal of the Clerk's performance had been undertaken by the Chairman and copies of her report following the appraisal had been circulated to all Cllrs. During the appraisal, the Clerk had requested that the Council look to increase the amount paid each month to reflect use of her home as the office, from £6 to £8 per month, in view of the additional hours she now worked and this was agreed.

It was also recognised that the rate paid to the Clerk was less than the amount recommended by NALC, but that the cost of bringing the Clerk up to the recommended rate would be prohibitive. In order to close the gap between what the Clerk receives now and the rate recommended by NALC, an above inflation increase was agreed of 4%.

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 5th October 2016

1. **Present:** Cllrs: Mrs P Young (Chairman), Mr C Bicknell, Mr P Burnham, Mr R Butler and Miss H Scott (arrived 7.50pm). Also present was Mark Spencer MP and Jane Walker

(Mark's secretary) plus Cllr B Andrews and Mrs Andrews. The Chairman welcomed Mark to the meeting.
2. **Apologies for absence:** Apologies were received from Cllr Mrs D Adams, Mrs B Blood and Ms J Smith. Also County Cllr Mr C Barnfather.
3. **Declaration of Personal and Prejudicial Interests**
Cllrs Bicknell and Scott declared an interest in any matters relating to the Newstead Centre as potential Trustees of the Centre.
4. **Approval of the Minutes 29 June 2016**
It was proposed and seconded subject to the following addition - that under item 14.1 - the Chairman had also suggested a Griselinia hedge as this would establish quickly - the minutes be approved as a true record and this was agreed.
5. **Matters Arising from the Minutes**
 - 5.1. **Skate Park** - An invoice has been received from Toz for labour plus cost of undercoat purchased and this is included in cheques for approval. The lengthsmen has confirmed he has sufficient paint and has been instructed to paint the railings on top of the skate ramp. A meeting has been arranged with Gedling BC on 19th October also to be attended by a representative from Greenwood Community Forest to discuss drainage issues and other improvements. The Clerk explained that the cost of planting trees as part of the drainage scheme may be covered by a Greenwood Community Forest grant. The Chairman recommended the planting of white stemmed birch.
 - 5.2. **CCTV** - The post for the CCTV on Tilford Road has now been installed in the village green near to the public seat and notice board. This is expected to go live around the end of the month.
 - 5.3. **Parking outside Cemetery Gate** - A second quote has been sought from Darren Brown to install this new sign.
 - 5.4. **Risk Assessment** - Topple testing currently underway.
 - 5.5. **23 Tilford Road** - Cllr Burnham expressed concern there was now a bath 'for sale' on the highway outside of the property.
 - 5.6. **Newstead Meadow** - Unfortunately, things hadn't gone to plan. The Chairman explained that whilst instructions were given to locate the baled grass to the rear of the field, the contractor had misinterpreted the rear as being the north east corner of the site. Nor had the grass been baled but simply strewn on the existing grass pile. The Clerk advised she had left a message for the contractor to contact her in relation to this matter.
 - 5.7. **ID Badges** - The Chairman made a plea for those Councillors who have not yet sent in a photo to pass these to the Clerk. She advised that following attendance on a recent training course held by NALC for Chairman, it had been useful to identify other parish council chairs through lanyards around their neck.
 - 5.8. **Hanging Baskets** - Following on from the last meeting, Cllrs Young and Scott along with the Clerk had restocked and repositioned the existing planters. Of some 15 Fuchsias purchased by the Chairman only 5 now remained, the rest having been taken. The theft had been reported on the Newstead face book page, but unfortunately this coincided with a number of cars been vandalised in the village and did not attract much

sympathy from residents, who had responded to the article. The Council was then asked in view of the recent thefts of plants and 2 hanging baskets, what it wished to do in future. Cllrs agreed that next year, it would pay only for watering of the planters with the money saved to be used for restocking these throughout the summer/winter season in the event of further losses.

- 5.9 Junction of Fraser Street/Tilford Rd - A request has been sent to Northfield Construction to see if they would be prepared to white line the junction between Tilford Road and Station Ave - Reply awaited. Cllr Burnham queried, if not part of the adopted highway, why were the Nott's County Council prepared to pay for a grit bin on Vicarage Corner. The Clerk explained that this was in fact paid for by the Parish Council, out of a grant received from Cllr Chris Barnfather.
- 5.10 Station Ave - The contractor will be asked to trim the brambles again once the weather turns colder, so they should not grow again this year.
- 5.11 Internet Banking - Discussed with auditor. In summary, because the sums at risk are not large, he would have no objections to the Clerk both inputting and paying bills.
- 5.12 Matters relating to the Newstead Centre - The Clerk explained that since the last meeting she had spoken with Donald Brookes at CISWO who had advised that if the Parish Council themselves put forward two names out of the 5 trustees proposed to CISWO, then CISWO would arrange to endorse their appointment. Following discussion with Cllr Scott, it had been agreed to put forward the names of Duncan Mouat and Clive Wilson to take up the remaining CISWO/UDM vacancies, where the remaining 'trustees' represented various user groups at the centre. In addition a further letter had been drafted to the existing Trustees of the Newstead Centre along the lines previously agreed, with copies of this letter being tabled at the Council meeting. It was agreed by Councilors that the letter could be sent without further amendment.
- 5.13 Public Telephone Box - This has been discussed with BT who are not prepared to remove this phone box where this generates quite a lot of revenue. Also, that legislation does not allow them to remove telephone boxes, if there is not another in close proximity. Having explained that the existing telephone box was an eyesore, BT have agreed to instruct an engineer to see if there is any way the telephone kiosk can be 'spruced' up. Further developments now waited.
- 5.14 Wreaths - Two wreaths will need to be ordered the same as in previous years. The Clerk also explained that in addition to the cost of the wreaths the Parish Council will also need to decide whether it wishes to send an extra donation to Royal British Legion over and above the cost of wreaths. Cllr Bicknell confirmed that an additional £20 should be sent and this was agreed.
- 5.15 Planning - Wind Turbine conditions - The Chairman attended a meeting of Annesley and Felley Council re allocation of Community Fund to Friends of Newstead.
- 5.16 Annual Mining Service - Eric Eaton of Nott's Ex and Retired Miners has advised the speech by a member of the Council will not be a prepared speech as such but simply a welcome to the event. He will also supply the wreath to be laid at this event. Cllr Scott volunteered to deliver the welcome speech on behalf of the Council whilst Cllr Burnham confirmed he would lay the wreath.
- 5.17 Cemetery Wall - Work currently underway and proceeding fairly smoothly. The wall has been dismantled by hand due to poor access. Cllr Burnham advised the post and rail fence has also been installed, although much of the remains of the wall were still on the verge awaiting disposal.
- 5.18 Old Coal Stocking yards/Freckland Wood - Meeting to be arranged with Nic Crouch of the Notts County Council for the second or third week in October to be attended by the Clerk and Cllr Burnham.
- 5.19 New Cemetery - Cllr Burnham also reminded the Council that it was agreed to call a meeting of the Cemetery Committee to assess the condition of the existing trees in the New Cemetery.

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

Mark Spencer was then invited to address the Council. He advised his father was a parish councilor, so he knew firsthand how thankless the role of a parish councilor could be. He then spoke on issues affecting the residents of Newstead Village and in particular the decision by the Abbey to restrict vehicular access into the park. The Chairman explained that the barriers were installed as a condition of the lottery

bid and that Station Ave itself was initially maintained through a levy applied to all residents living in the Abbey grounds, although some years ago, it was agreed that residents could chose to pay a one off lump sum to opt out of their future liabilities in respect of the road. She also confirmed access through the Abbey increased the number of incidents of antisocial behavior and was used as a rat run. Cllr Scott speaking on behalf of the residents of Newstead Village felt the lack of access through the Abbey to the A60, effectively cut off Newstead from the remainder of the borough and afforded no access to the facilities offered by Gedling. Mr Spencer then spoke of other issues affecting Newstead including litter and advised that his office had written to Network Rail regarding rubbish on the Robin Hood line but with little success. More successful had been interventions in regard to the off road bikers whereby a data base was being built up through social media on all bikes neither insured or licensed, in order that the Police can act on the same. Cllrs agreed that this problem had improved of late. Also discussed was the condition of the Youth Centre building, where Cllr Andrews confirmed that grants received by the Youth Club were having to be spent on essential maintenance of the building i.e. roof and electrics. Mark Spencer then advised that he and Cllr Chris Barnfather would be meeting with the new chief executive of CISWO, when the Newstead Centre would be discussed. Other matters raised by Cllrs included the lack of a direct train Service to Bulwell, which did not allow access to the job centre. Mr Spencer thanked Cllrs for drawing this to his attention. Finally, Cllr Scott asked if Mark would be able to put pressure on Ashfield/Gedling Councils to agree some means of allowing discounted use of leisure facilities in Ashfield for residents.

6. Accounts

6.1 Receipts and Payments for October 2016

Receipts

- £220.00 - Pre purchase of plot 94
- £2.30 - Interest on Deposit account to 4th July
- £2.38 - Interest on Deposit Account - 4th August
- £2.38 - Interest on Deposit Account - 4th Sept

Cheques for Approval

100349	Notts ALC	£100.00	Training for new Cllrs @ £25 per place x 4
100350	Mrs P Young	£32.00	Fuchsias for village planters.
100351	Taurean Flanders	£234.00	Painting Newstead Village Skate Board Park
100352	Clarke's Cemetery Services	£610.00	Maintenance of village greens and cemeteries. <u>NB</u> Also includes £50 towards mowing area around the MUGA.
100353	Newstead Centre	£45.00	Room hire costs for September Council meeting
100354	Grant Thornton	240.00	Cost of external audit
100355	Mrs P Young	£15.00	Chairman's allowance (Sept)
100356	Mrs J Johnson	385.75	Clerk's wages for September plus backdated pay.
100357	Notts County Council	£103.28	Pension Contributions for Clerk (September) plus contribution on backdated pay and deficit payment.
100358	Mrs J Johnson	£29.80	Clerk's expenses
			Postage/Other £15.95
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£ 5.85</u>
			<u>TOTAL £29.80</u>
100359	Clarke's Cemetery Services	£80.00	To re-install parking post damaged during September.
100360	RBL Poppy Appeal	£54.00	2 Wreaths for Armistice services plus £20 donation

The Clerk also confirmed that she had also received a response from Gedling Borough Council in connection with an apparent overcharge on fees in connection to election expenses, which had been noted during the internal audit of the Council's accounts. This response stated that the amount charged was correct, however a line relating to publishing costs had been omitted in error from invoice submitted and a revised invoice had now been sent.

With the payment noted, Cllrs approved the accounts as stated.

6.2 Approval for Internet Banking - As discussed earlier, it was agreed that the Council should move to internet banking but that the limit in respect of any transaction should be limited to £1,000 per transaction.

6.3 Recommendations from the External Audit

The Clerk advised that the Parish Council had again received an unqualified audit from Grant Thornton on the 2015/2106 accounts. They did however include an advisory note on the accounts, which stated that in future Section One of the Annual Return should be completed and signed before the Accounting Statements in Section Two and that the minute references demonstrate this.

7. Antisocial Behavior in the Village

A number of incidents of antisocial behavior had been experienced in the village, which were as follows:

7.1 Off Road Bikers - It was agreed that the situation had much improved of late. Following attendance at the Police and parishes meeting both Cllr Bicknell and Scott were now confident the Police were doing all they can to address this problem.

7.2 Damage to Vehicles on Livingstone Street - It was reported that a number of vehicles had been broken into on this road. Cllr Bicknell felt the problem was drug related and did not know whether the persons causing the damage were local or not. It was recognised there had been an increase in drug related activities generally in the village.

7.3 Theft from Planters - This item had been covered earlier in the meeting.

7.4 Allotments - Paul Bateman on behalf of the Allotment Society asked that it be made known that the Allotment Society are doing all they can to prevent one particular allotment being used for storage of junk however their options are limited as the former tenant of this plot continues to access the site using a ladder..

8. The Lengthsman's Scheme

The Clerk was asked pursue repair of the fence adjacent Vicarage Corner.

9. Matters concerning Newstead Village

9.1 Christmas Tree - The Chairman and the Clerk had met with Highways and had agreed a possible location for the Christmas Tree at the junction of Tilford Road/ Hucknall Road. A map of the proposed location was tabled at the meeting. A Seasonal Decoration application for the tree would also have to be completed by the Council, if sited on the highway. As a result of further discussion the following was agreed: -

- a) The Christmas Tree would be purchased from Elvedon at a cost of £375 plus VAT.
- b) That the Christmas tree be installed in the green as per the map presented.
- c) That Highways are asked to quote for connection costs and also to carry out the excavation works required to site the tree on the green. Cllr Scott advised she had been unable to contact her friend and as speedy action was required on this issue preferred the matter be dealt wholly by Highways.
- d) The Parish Council would be responsible for decorating the tree. The Clerk will retrieve the lights previously purchased by the Council from the borough council and the Chairman has volunteered to store these at her home.

9.2 Land Adjacent Vicarage Corner - It was noted that progress on this initiative had now stalled, where the criteria for making grant claims to WREN had now changed. In future any organisation making a claim will

need to be either the landowner or have a long lease on this land. A rethink of the funding for this scheme is required.

- 9.3 Friends of Newstead Group - The Chairman advised the Council that as part of the planning agreement, a number of obligations had to be discharged prior to the installation of the turbine, including a habitat plan and a legal agreement between the Friends of Newstead and RCAN to administer the Annual Community Fund of £7.5k. Cllr Scott confirmed she had been advised by David Still of Stillwind Ltd that all planning conditions have now been discharged with the exception of the 'Friends of' agreement. Liam Russell from RCAN is now working on this aspect. The Chairman advised she had attended the last meeting of Annesley and Felley Parish Council to explain what was happening on this issue and it was agreed that a meeting would be arranged between RCAN and the Chairs/Clerks of both parish councils. Cllr Scott also advised that Stillwind had confirmed the timetable for the installation of the turbine has been delayed to January. As part of the installation, Stillwind has agreed to improve the access road from the visitor centre to the turbine, install utilities to the visitor centre and create a circle of hardstanding in Pocket Park on which to hold the annual bonfire event. Also, to sponsor this event next year. Finally she advised that it was the responsibility of Stillwind to communicate with the village when the turbine is due to be transported onto the site.
- 9.4 Newstead Bonfire Event - Cllr Scott advised no event will take place this year due to the day on which the event has fallen. She explained as the 5th November will fall on a Saturday, this event will have to compete against a large number of organised events elsewhere so it was not possible to source a professional display. There were also objections to this being held before Halloween, or the following Saturday. Two grant applications for funding had not been successful. It was hoped to run the event the following year.
- 9.5 Flashing 20mph School Speed Warning Sign - Cllr Bicknell reported this was again not working.
- 9.6 East Midlands Trains - the Clerk was asked to continue to put pressure on East Midlands Trains to get the CCTV camera to the station car park operational again.
- 9.7 MUGA - Cllr Bicknell had reported damaged to one of the wire panels on the MUGA which he had noticed had now been removed. The Clerk advised this matter had been reported to Gedling parks who were to see if they could fix the same. Clerk to find out what is happening on this. Cllr Bicknell also advised that the lights did not appear to be working well where the illumination provided by them was poor.
- 9.8 Flytipping on Hucknall Road - Cllr Burnham reported a mattress dumped on Hucknall Road.

10 Matters concerning Newstead Abbey Park

- 10.1 Newsletter - The Chairman advised that due to a number of personal commitments she had not yet completed the newsletter to residents and would distribute this shortly. Cllr Butler agreed to accompany the Chairman when delivering newsletters in the Abbey ward in order to introduce him to this part of the parish.

11. Correspondence.

There was no further discussion under this item where correspondence received had been covered in other parts of the meeting.

12. Planning Applications

The following planning application was tabled at the meeting: -

2016/1008 - 6 Fairfields Drive, Newstead (Proposed single storey extension to rear) - No objections.

The following revised planning application had been received between meetings, to which there were no objections: -

2016/0917 - Site of 36 Fraser Street, Newstead (4 four bed semi detached dwellings)

The following applications had been granted planning permission but subject to a number of planning conditions and copies of these had been distributed to Cllrs along with the agenda.

2016/0185 - West Lodge, Station Ave, Newstead (Retrospective consent to demolish and rebuild the former outbuilding plus new roof together with erection of wooden fence and gateway to drive and side access and erection of refurbished metal gateway to driveway)

2016/0101 - West Lodge, Station Ave, Newstead (Retrospective permission for demolition and rebuilding of former outbuilding and garden features including crushed stone driveway, oil tank, external heating boiler, pond and circulatory water feature together with sunken hot tub)

It was noted that the applicant had 28 days from the date permission granted to remove the circular gazebo structure and bridge complete with rails over the stream to avoid formal enforcement action being taken.

13. Reports from External Meetings

13.1 Youth Club AGM - It was noted this would held on the 17th November.

14. Cemetery Issues

14.1 Strimming of the Old Cemetery - The Clerk advised she had spoken to the Probation Trust who would be happy to strim the cemetery again. Due to reorganisation which had yet to be finalised, the Probation Trust does not as yet charge a commercial rate for work to be undertaken and, rather than a cash payment covering expenses, has asked the Parish Council purchase equipment on their behalf, although what equipment has not been specified. As this was likely to cost less than having the work undertaken on a commercial rate, the Council agreed to proceed on this basis. The Clerk also advised she would ask the team to cut back the grass only this year and that a location for the disposal of the arisings would need to be agreed away from the existing graves.

15. Items that the Chairman Considers Urgent

None

16. Date of Next Meeting.

This will be held on Wednesday 9th November

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 9th November 2016

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr C Bicknell, Mr P Burnham, Mr R Butler, Miss H Scott and Ms J Smith. Also present was County Cllr Chris Barnfather.

The Chairman confirmed that the resignation of Mrs Beverley Blood representing the Abbey Ward on the Parish Council has been received, as she has now moved out of the area. This would be covered later in the meeting.

2. **Apologies for absence:** Apologies were received from Ward Cllr Mr B Andrews.

3. **Declaration of Personal and Prejudicial Interests**

Cllrs Bicknell and Scott declared an interest in any matters relating to the Newstead Centre as potential Trustees of the Centre.

4. **Approval of the Minutes - 5th October 2016**

It was proposed and seconded the minutes be approved as a true record and this was agreed.

5. **Matters Arising from the Minutes**

- 5.1 **Skate Park** - The lengthsman has now painted the railings on 2 of the 3 skate ramps in purple and a photo was shown at the meeting of the improvements made.
- 5.2 **CCTV** - This has now been installed but it is not clear whether this is operational. Cllr Barnfather suggested that the Clerk ask Kevin Nealon at Gedling Borough Council if this is yet operational.
- 5.3 **Parking outside the Cemetery Gates** - A second quote for installing the parking sign has been received from Darren Brown at £75. This was approved by the Council being substantially cheaper than the previous estimate obtained. It was agreed the best location for the sign would be to face forward onto Hucknall Road behind the wall adjacent to pavement and situated mid way between the in and out entrance/exit.
- 5.4 **Topple Testing** - Results now in and a number of graves have failed the test. The Clerk explained when the original information was sent by Gedling Borough Council, this simply referred to a list of graves which had failed the test but did not specify the plot numbers, nor which cemetery the graves were in. The Clerk had written back for further details which had since been received. Five plots had were noted as requiring urgent attention i.e. that the graves be laid down, which were all situated in the Old Cemetery. As these were likely to be 'old' graves which were no longer visited it was agreed that Anthony Clarke would be instructed to lay down the graves and the cost would be met by the Council, unless relatives of the deceased could be traced. A further 20 graves in the New Cemetery were also noted as 'loose'. The Chairman explained this needs to be the Council's next priority and a risk assessment made of all graves which have failed the test with action to be taken.
- 5.5 **23 Tilford Road** - The Council has been advised the tenant will be relocated shortly to undertake refurbishment of his existing home.
- 5.6 **Newstead Meadow** -Chain harrowing has been completed on the meadow and this has been successful in that a lot of old thatch has been pulled from this. The Contractor has advised that later this week he will try to shift the old bales to the back of the field. He has also issued a warning that 4 to 5 beehives have been stolen from allotments in the Hucknall area over the last month. Cllr Scott noted that the sign denoting the Biffa Award fastened to the picnic table had been broken off.

- 5.7 Junction of Fraser Street/Tilford Road - The Clerk has sent a reminder to highways that the white lining on Markham Street and junction of Fraser Street has not yet been carried out. Northfield Construction has completed the white lining at the junction of Tilford Road, Station Ave.
- 5.8 Station Ave - Jonathon Rhodes has been instructed to complete the final strim of the brambles. As these have not grown back as substantial as before the cost of strimming has been reduced to £80 (from £120). For next year, it is likely costs will continue to reduce as frequent strimming should result in dampening down the growth of the brambles.
- 5.9 Matters relating to the Newstead Centre - No response has been received either direct from CISWO or from the Newstead Centre to the parish council's letters. A meeting with John Robinson/Mark Spencer and the new Chief Executive of CISWO was due to take place on Friday 4th November. Cllr Barnfather was asked for an update of the situation. He confirmed that he had attended the meeting with the new Chief Executive of CISWO, along with John Robinson and Mark Spencer MP. Whilst he did not wish to comment publicly on what was said during the meeting, he felt it was good to have Mark Spencer there and that John Robinson was very positive. A copy of the Charity's constitution had been given to the new Chief Executive by him and further development now waited. The Chairman then advised the Council of problems at the Youth Centre with mice. As a result of the Trustees not willing to sign documentation to allow the mice to be treated, the Youth Club has now moved out of the Youth Centre building and is currently using the sports pavilion. It was hoped in future to use the church hall as a base for the Youth Club. The Chairman also confirmed she had resigned from the Youth Club Committee.
- 5.10 Public Telephone Box - No action appears to have been taken by BT up to last Wednesday. Cllr Butler had noted that this pay phone was 'out of service' during the past week but on an inspection earlier today confirmed that the telephone is now repaired. It was noted that the minimum call charge was now 60p.
- 5.11 Wreaths - These were brought to the meeting. The flag will be raised on Friday 11th November.
- 5.12 Planning/Annual Community Fund - Cllr Scott confirmed the date the wind turbine expected on site was January and residents on Tilford Road should receive letters to inform them of when the turbine is expected to be moved on site. Cllr Burnham was not happy at the amount of HGV traffic coming in and out of the site via Tilford Road and thought it had been agreed that all HGV's were to come into the site via Annesley Cutting. It was agreed to check planning conditions relating to this application.
- 5.13 Annual Mining Service - Details of service have been sent out.
- 5.14 Old Coal Stacking Yard - New schedule of proposed works have been sent out following the meeting on 20th October with Nick Crouch. This should cost slightly less than the previous scheme submitted. All councillors confirmed they were happy with the revised proposals. Clerk to advise the Notts. County Council to proceed.
- 5.15 New Cemetery - No meeting had yet taken place. Possible dates to be arranged via email.
- 5.16 Matters Concerning Newstead Village - The fault on the 20mph school warning sign has been reported yet again to highways and confirmation received this has been passed on to relevant department to deal.
- 5.17 MUGA - The damaged panel is with a Gedling BC workman who is trying to find an appropriate fixing to put back the panel. Otherwise the alternative is to call out the original suppliers, where the Clerk was aware that to fix an identical previous fault, the cost was £400. The cause of the poor illumination has been investigated and is caused by part of the framework of the MUGA blocking some of the light flow. The suppliers have now come back to state the only means of remedying this problem is to raise the lights higher and a quote of £800 has been given to undertake this work. A discussion was held as to whether the Council were prepared to fund this additional cost. The Chairman felt that as £500 had already been refunded back to Gedling BC for the lights, the maximum the Council should pay towards this cost is £300. Councillors were also in agreement that this problem should have been made known at the start of the project where the suppliers should have been aware of this issue and it was felt in the circumstances the lights supplied were not fit for purpose. Cllr Barnfather felt in this instance that Gedling Borough Council should go back to the suppliers to get the company out on site, particularly if the company concerned hoped to do further business with this local authority, as the borough council would hold more sway than the parish council. The Council agreed to do nothing further at this stage but leave the matter with Gedling Borough Council to pursue.
- 5.18 Abbey Ward Newsletter - This has been delivered around the Abbey Ward by Cllrs with help from Cllr

Butler.

- 5.19 Strimming of the Old Cemetery - The Clerk and Chairman has met with the Probation Trust to undertake a risk assessment of the work and location for disposal of the arisings agreed. Dates now sought from Probation as to when the work will be carried out.

The meeting closed to allow members of the public to bring up the next matters

Cllr Barnfather advised he had attended a meeting with senior police officers to discuss issues surrounding off road bikers and asked for particular attention to be paid to Newstead. He also discussed policing in the village and the lack of general police presence. He confirmed it was still important for residents to inform the Police when off road bikers were seen, particularly those who were being brought in via vans. Cllr Scott advised that in the previous week there had been a lot of problems in the country park with off roaders. Cllr Smith also referred to a number of vehicles broken in or damaged over the last few weeks in the village. Finally, Cllr Barnfather spoke of lack of communication which sometimes occurs between Ashfield and Gedling in terms of policing, but advised that CID operates across all local authority boundaries.

The meeting reopened

6. Accounts

6.1 Receipts and Payments for November 2016

Receipts

None

Cheques for Approval

100361	N/A	£nil	Cheque spoilt whilst writing out.
DD	HSBC	£10.00	Bank charges for cancelling cheque 100351 lost in post.
100362	Taurean Flanders	£234.00	Re-issued cheque for painting Newstead Village Skate Board Park.
100363	Via East Midlands	£2,343.07	Payment for work to be carried out by Highways re electricity supply to Christmas Tree and construction works.
100364	Clarke's Cemetery Services	£610.00	Maintenance of village greens and cemeteries. <u>NB</u> Also includes £50 towards mowing area around the MUGA.
100365	Newstead Centre	£45.00	Room hire costs for October Council meeting
100366	DJB Contracts Ltd	£5,340.00	Removal of part of cemetery wall and replace with post and rail fence.
100367	Jonathon Rhodes	£580.00	Hay cut meadow & remove to corner of site.
100368	Mrs P Young	£15.00	Chairman's allowance (October)
100369	Mrs J Johnson	£349.50	Clerks wages for October
100370	Notts County Council	£97.33	Pension Contributions for Clerk (October) plus deficit payment.
100371	Mrs J Johnson	£58.13	Clerk's expenses
			Postage/Other £38.43
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£11.70</u>
			TOTAL <u>£58.13</u>

With the payment noted, Cllrs approved the accounts as stated.

- 6.2 Report on Half Year Accounts - A report relating to the half year accounts had been circulated to Cllrs along

with the agenda plus a forecast of expenditure for the remaining year. Questions were welcomed from Cllrs to which there were none. Cllrs noted the position and approved the revised forecasts as shown.

- 6.3 To Consider Applications for Grants - A grant application has been made by Newstead PCC in respect of Christmas Fayre in order to buy presents for the children attending. The amount requested was £100. Cllrs were of the opinion that provided the grant was spent wholly in respect of gifts for the children and provided no charge is made to the public for these gifts, the amount claimed of £100 could be agreed.
- 6.4 Any Other Matters Relating to the Accounts
None
7. The Lengthsman Scheme -
No suggestions received for further work to be undertaken where a backlog of work was still outstanding.
8. Matters Concerning Newstead Village
- 8.1 Christmas Tree - A quote from VIA (formerly Notts County Council highways) for the cost of installing a power supply to light the Christmas tree, plus the cost of digging out and creating a permanent socket for the tree had been received at a cost of £1,952.56 plus VAT. This quote had been circulated to Cllrs via email. The Clerk explained that arrangements had been made for Elveden Farms to supply the tree, which usually arrived at the end of November, hence the need for swift decision. Cllrs agreed to accept the quote from VIA (via email) and authorization had been given for ViA to proceed with the work as quickly as possible. The Clerk explained that this was not the end of the process. She had also liaised with John Clayton at Gedling Borough Council re the lights themselves, who had so far only been able to locate white, blue and multi-coloured lights, which would be delivered to the Clerks home. It was explained that a transformer would still need to be fitted within the proposed cabinet housing the power supply to enable the string of lights to be plugged into this. It was left that the Clerk would discuss this aspect with Gedling Borough Council who in turn would liaise with VIA to ensure the appropriate connections. As VIA had carried out the work they would for one year only complete the Seasonal Decoration License, which would be required on an annual basis. There would also be a need to install barriers around the tree to prevent the public from coming into contact with the lights. A copy of the requirements in respect of seasonal decoration is to be forwarded to the Clerk from VIA. Cllrs confirmed that provided the same number of strings of lights received back they were happy with multi-coloured lights instead of red. Cllr Butler offered to help decorate the tree.
- 8.2 Skate Board Park - Councillors ratified a decision made between meetings to allocate the sum of £650 towards a drainage scheme for the skate park following a site meeting between the Clerk, Cllr Burnham, Terry Ball (Parks and Street Care, Gedling Borough Council), John Evens (Drainage Engineer) and Nic Wort of Greenwood Community Forest held on the 19th October. The background to this decision was as follows; - In July 2015, the Parish Council had received a quote of £5,200 from Gedling Borough Council to implement a drainage scheme. In October 2015, the Parish Council resolved to approach WREN to fund this scheme, whereby the Council resolved to contribute the Third Party Funding required of 10% of the amount claimed, plus a handling fee based on 10.75% of the amount claimed. A grant claim was not completed before the deadline for funding expired. Over the past year, however, the children themselves have dug a small drainage channel which itself has removed some of the water that accumulates at the bottom of the skate park ramp and it was felt if more trees could be planted on site, this would help suck up the excess water. Having discussed this with John Evens at the site meeting, he agreed it would be feasible to dig a drain back towards Tilford Road from the skate park ramp, whereby half a dozen trees planted either side of this drain would suck up the excess water and thereby negate the need for a soakaway (the most expensive part of the original scheme). Accordingly, the Parish Council have now been quoted the total sum of £900 by Gedling BC to install 100mm land drainage pipe from the edge of the skate park to outfall into the wooded area, who are also to bring this work in house (rather

than contract out the scheme). Also an approach has been made to Debbie Widdowson (Newstead Locality Co-ordinator, Gedling BC), who also agreed to pledged the sum of £250 towards to the scheme. As Cllrs had agreed to allocate the funding, the Clerk advised that Gedling Borough Council had now been instructed to proceed with the drainage scheme. In addition, talks had also been held at the site meeting with Terry Ball on refurbishing the small tarmac area next to the basket ball post, which looks unsightly and has been previously been scorched by objects being burnt on the same. This included painting on the tarmac, street games such as Hop Scotch, Snakes and Ladders, etc. It was agreed that further talks would be held with the young people in the village as to what they would like to see on this square and this will be pursued by Debbie Widdowson through the Youth Club and the Children and Young Peoples Group.

8.3 Jct of Annesley Cutting/A611 - Cllr Scott relating concerns of a resident asked whether it was possible for the Parish Council to pursue traffic lights at this junction where the right hand turn from Annesley Cutting into the A611 was very difficult. Cllr Burnham said this matter had been raised by the Council on numerous occasions and he understood that Ashfield District Council had secured a contribution of £145k towards the cost of lights. Investigations undertaken by Highways had concluded there was insufficient distance between the Badger Box junction and this junction to implement lights and no further action proposed.

8.4 Faulty Street Lamps - Cllr Burnham reported two faulty street lights which were not working and would furnish details to the Clerk.

9. Matters Concerning Newstead Abbey Ward

9.1 Casual Vacancy on Abbey Ward - The Clerk advised receipt of the resignation letter from Cllr Mrs B Blood to stand down with immediate effect following her move to a new area. She explained that tomorrow Gedling Borough Council would be informed of the vacancy and notices posted on notice boards in the parish, which invited electors to request an election to fill the vacancy within a specified time period. She then advised that if no such requests were received, the Council would be free to advertise this vacancy on the 29 November. A deadline of 31st December was given as the deadline for anyone interested to apply, with any application to be considered at the January meeting of the Council. Possible candidates to fill this vacancy were discussed and it was agreed if anyone knew of anyone interested in standing on the Council, they should be encourage to attend a meeting. The timetable for filling the casual vacancy was agreed as stated.

10. Correspondence.

There was no further discussion under this item where correspondence received had been covered in other parts of the meeting.

11. Planning Applications

The Chairman reminded the Council that under 2016/0101 - West Lodge, Station Road, Newstead Abbey Park, the applicant had 28 days from the date permission was granted to remove the circular gazebo structure and bridge complete with rails over the stream to avoid formal enforcement action being taken.

The Chairman advised that far from removing the structure the applicant had now added shutters to the same complete with fairy lights. Cllrs felt that it was wrong that individuals should be allowed to flout planning rules and it was agreed a letter would be sent to Gedling Planning Department to pursue enforcement action.

A complaint was also made regarding parking along Station Ave of visitors to West Lodge, which was destroying the verges along this part of Station Ave. It was agreed that a letter would be sent by the Clerk to the Estates Department of the Nottingham City Council drawing attention to this problem.

13. Reports from External Meetings

13.1 Youth Club AGM - It was noted this would held on the 17th November.

14. Cemetery Issues

- 14.1 Old Cemetery Wall - A meeting had taken place between the Chairman, Clerk and representative from the Probation Trust at the Old Cemetery with the view of carrying out a risk assessment of the work to be done. During the meeting, the Probation Trust had advised they were also happy to help plant the hedge in front of the new post and rail fence. The Chairman advised that she had sought advice from a variety of suppliers with the most cost effective quote coming from Hedges Direct at a cost of £500 plus VAT for 60 whips of griselinia hedge in 2 litre pots, plus rootgrow. It was agreed to proceed with the quote obtained.

15. Items that the Chairman Considers Urgent

- 15.1 Ceremony at the Cenataph - Cllr Burnham made a plea for Cllrs other than himself to attend the service to be held at the cenataph on Remembrance Sunday when he would lay a wreath on behalf of the Parish Council. The Chairman would also lay a wreath at the later Church service to be held at 6pm.
- 15.2 Christmas Fuddle - At the next meeting of the Council, the Chairman reminded Cllrs it was usual to hold a small fuddle. A list was circulated for Councillors to put down food items they would bring for the fuddle. The Chairman advised in memory of the former Cllr Gascoigne she would recreate his 'famous' meat loaf recipe. .

16. Date of Next Meeting.

This will be held on Wednesday 7th December.

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 7th December 2016

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr C Bicknell, Mr R Butler, Miss H Scott and Ms J Smith, plus County Cllr Mr C Barnfather, Ward Cllr B Andrews and Mrs P Andrews.
2. **Apologies for absence:** Apologies were received from Cllr Mr P Burnham and Cllr Mr C Powell.
3. **Declaration of Personal and Prejudicial Interests**
Cllrs Bicknell and Scott declared an interest in any matters relating to the Newstead Centre as potential Trustees of the Centre.
4. **Approval of the Minutes 9 November 2016**
It was proposed and seconded the minutes be approved as a true record and this was agreed.
5. **Matters Arising from the Minutes**
 - 5.1 **Skate Park** - Work painting the rails has now been completed.
 - 5.2 **CCTV** - This is operational but there has been some interference from one of the trees on the green directly adjacent to the camera. Gedling will arrange to remove the top most branches of the tree concerned.
 - 5.3 **Parking outside the Cemetery Gates** - Car park notice installed and now facing in right direction (i.e. facing onto road). The fly tipped vending machines have been removed.
 - 5.4 **Topple Testing** - The worst graves have been taped off and warning signs placed. The Chairman explained a risk assessment now has to be carried out on the affected graves with a meeting of the cemetery committee deferred until the New Year.
 - 5.5 **Newstead Meadow** - The bales have not yet been moved. The contractor will be reminded these still need to be moved to the rear of the field.
 - 5.6 **Junction of Fraser Street/Tilford Road** - Reminder sent to highways that the white lining on Markham Street and junction of Fraser Street has not yet been carried out. The Clerk has also chased up the salt bins promised earlier in the year. Cllr Barnfather was surprised these had not yet been installed and asked to be copied into emails previously sent to Highways on this matter.
 - 5.7 **Station Ave** - The brambles have now been given their final strim.
 - 5.8 **Matters relating to the Newstead Centre** - There has been no response from the Trustees to our queries.
 - 5.9 **Public Telephone Box** - BT has carried out some improvements to the telephone box including new perspex to the exterior and further cleaning of the interior.
 - 5.10 **Planning/Annual Community Fund** - Meeting with RCAN arranged for 10am on 8th December. The Council have yet to hear from Annesley & Felley Parish Council as to whether they will be attending.
 - 5.11 **Annual Mining Service** - This was held last Saturday. Cllr Scott gave a welcome speech on behalf of the Council with Cllr Burnham also laying a wreath.
 - 5.12 **Old Coal Stocking Yard/Freckland Wood** - Nic Crouch has been advised that Newstead Parish Council has approved the revised scheme. They will now progress matters.
 - 5.13 **Christmas Tree** - The Chairman thanked everyone who helped to install the tree. Cllr Smith noted that there had been some fantastic feedback from the village on Facebook. It was explained that the existing barriers around the tree were the best that could be secured at short notice. An estimate has been provided by Cllr Butler for purpose built barriers which will be discussed at January's Council meeting.
 - 5.14 **Skate Board Park** - The drainage work on the skate park has been carried out.

- 5.15 20 mph speed sign - The Clerk confirmed this had been reported yet again. Cllr Bicknell to check whether this had yet been repaired
- 5.16 MUGA Repair - Not yet carried out but Clerk to chase.
- 5.17 Vacancy for the Abbey Ward - The Clerk advised there has been no requirement for a poll. Notices have been put on the parish notice boards advertising the current vacancy on the Council with anyone interested to apply by 31st December.
- 5.18 Strimming of the Old Cemetery - This is underway. The hedge has been ordered and will be planted by the Community Payback Scheme as part of the work undertaken at the cemetery.

6. Planning

The following planning items were then brought forward for discussion: -

- 6.1 2016/1088 - West Lodge, Newstead Abbey Park (Erection of Gazebo and Bridge) - A standalone application had been received in respect of the gazebo and bridge which had been circulated to members of the Council which had previously been the subject of enforcement action by Gedling Borough Council. It was agreed that the Council would continue to object to this application with the response to be drafted by the Chairman and Clerk.

2016/1107 - Newstead Village Sports Pavilion (Change of use from D2 (Assembly and Leisure) to D2/A4 (Assembly and Leisure and drinking establishment) i.e. a micropub)

Details of this application had been circulated to Cllrs between meetings. The Chairman advised that whilst she approved of the idea of a micropub, she had some concerns re the proposed venue which was used by children taking part in sporting activities and had concerns re young people and alcohol. Cllr Scott said whilst she felt these concerns had some weight, nevertheless, she felt the benefits of the proposal outweighed the risks. It was noted by the Council that an online petition had been signed by over 2,000 persons in support of the proposal.

Cllr Butler advised that having had some experience in the licensing trade, he had some concerns about the ability of the applicant to control persons who drank excessively. This concern was dismissed by other Cllrs who were aware that the applicant also had experience in the trade and knew how to handle people. Discussion then followed on whether access to the bar would be through the changing rooms or whether there was direct access from outside (NB as was the case). Both Cllrs Bicknell and Smith were in support of the application as concerns about 'what might or could happen' would preclude anything new ever happening in the village and they were both in support of the application. As the majority of Cllrs welcomed this additional facility for the village, it was agreed to support this application.

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

No matters were raised during the public session.

Meeting reopened

7. Accounts

7.1 Receipts and Payments for December 2016

Receipts

None

Cheques for Approval

100372	Newstead PCC	£100.00	Donation towards Christmas Fayre
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100373	Hedges Direct Ltd	£600.00	Hedge whips for the Old Cemetery	
100374	Newstead Centre	£45.00	Room hire costs for November Council meeting	
100375	Jonathon Rhodes	£80.00	Strim brambles on Station Ave	
100376	Mrs P Young	£15.00	Chairman's allowance (November)	
100377	Mrs J Johnson	£349.50	Clerks wages for November	
100378	Notts County Council	£97.33	Pension Contributions for Clerk (November) plus deficit payment.	
100379	Mrs J Johnson	£31.20	Clerk's expenses	
			Postage/Other	£2.50
			Tel/Broadband	£8.00
			Mobile Calls	Nil
			Mileage	<u>£20.70</u>
			TOTAL	<u>£31.20</u>

These accounts were approved as stated.

- 6.2 To Consider a Grant Application from the Newstead Centre towards a Christmas party for Residents.
A grant application had been received in respect of a donation towards gifts from Santa for children attending a Christmas party to be held at the Newstead Centre on the 17th December. A similar request was received last year. Cllrs felt the event held last year had not been well publicised as few persons in the village were aware of this event. Whilst it was acknowledged that the event would be advertised on the Newstead Centre facebook page and on notice boards, it was suggested the school is also notified in order that they can leaflet all pupils regarding this event. Following discussion of the application, the sum of £100 was proposed and seconded and subsequently agreed.
7. The Lengthsmans Scheme
Details had been circulated regarding the number of hours the lengthsmen had worked in the parish. The total number of hours allocated for the year was 77 hours with 52 already worked and 24 hours remaining until 1st May. Cllrs were advised although there was a backlog of work yet to be carried out (i.e. painting of the cemetery gates), they should forward details onto the Clerk of any other jobs. The Chairman advised that the repair of the fence at Vicarage Corner was still outstanding.
8. Matters concerning Newstead Village
- 8.1 CCTV on Station Road - Cllr Adams noted this had still not been repaired and it was agreed to write to again to East Midlands Trains.
- 8.2 Vandal Damage - Cllr Bicknell advised that over the past three months there had been a spate of vandal damage to resident's cars i.e wing mirrors broken etc. It was noted that more recently the amount of damage had been much less and it was rumoured certain individuals had been spoken to by the Police. It was not thought the offenders were local to the village.
- 8.3 Vicarage Corner - Cllr Scott advised that whilst recent flytipping on Vicarage Corner had been removed, some debris and litter had been left in situ. Clerk to pursue Gedling Borough Council to clean the area concerned.
9. Matters concerning Newstead Abbey Park
None
10. Correspondence.
- 10.1 VIA East Midlands - Proposed Speed Limit on Hucknall Road - A letter had been received which explained that as a result of objections made by the Police to the proposed 40 mph speed limit on Hucknall Road on the grounds that this would be difficult to enforce, VIA were now proposing to increase the limit to apply on this section of Hucknall Road to 50mph. Cllrs felt that if the speed limit were raised to the higher level this

would in turn would encourage motorists to travel faster than the limit applied which given the bends in the road would be too high. They also felt the argument from the Police made little sense given that lower speed limits applied in built up areas. Cllrs were of the firm opinion that the original proposal of 40mph for this section of Hucknall Road was correct and agreed that a representation would be made to VIA asking for the original speed limit proposed to be reinstated.

- 10.2 Newstead Locality Group - Details of correspondence from Debbie Widdowson had been circulated to Cllrs. The Chairman advised she was unable to attend Friday morning meetings due to existing personal commitments. Cllr Scott advised that she was allocated a space on this committee in her professional capacity, but was unable to attend these due to priorities elsewhere. Cllr Bicknell confirmed he would attend the inaugural meeting of this group due to be held on the 20th January. The importance of attending these meetings was stressed.

11. **Reports from External Meetings**

None

12 **Cemetery Issues**

None

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

13.1 Newstead Youth Club

The Chairman advised that as a result of a mice infestation at the Youth Centre it was understood the Youth Club had currently moved from the Youth Centre and were presently operating from the Sport Pavilion, pending a move to the church premises in the New Year. The Chairman of the Youth Club advised that as a result of problems not being tackled by the Newstead Centre, the ceiling had now been partially eaten by mice as the Newstead Centre were not prepared to sign disclaimers required by Gedling Borough Council in order to treat the mice problem. Past issues yet to be resolved included problems with the electrics and a leaking roof. Effectively, there had been a number of ongoing issues at the centre over the years, with the mice problem being the final straw and a decision had been taken to leave the premises. The Chairman felt that whilst she understood the problems with the centre, nevertheless she expressed her opinion that the Youth Centre remained a better venue for the Youth Club than the church.

- 13.2 Newstead Centre - Cllr Barnfather confirmed that a meeting between CISWO and the exiting trustees of the Newstead Centre had been held the previous Friday, but as yet no feedback from that meeting had been received.

14. **Date of Next Meeting.**

This will be held on Wednesday 4th January 2017. Cllr Barnfather requested details of future meeting dates of the council.

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 4 January 2017

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr C Bicknell, Mr R Butler, Miss H Scott and Ms J Smith, plus County Cllr Mr C Barnfather and Ward Cllr Mr B Andrews.
2. **Apologies for absence:** Apologies were received from Cllr Mr P Burnham and Cllr Mr C Powell.
3. **Declaration of Personal and Prejudicial Interests**
Cllrs Bicknell and Scott declared an interest in any matters relating to the Newstead Centre as potential Trustees of the Centre.
4. **Approval of the Minutes 7 December 2016**
It was proposed and seconded the minutes be approved as a true record and this was agreed.
5. **Matters Arising from the Minutes**
 - 5.1 **Topple Testing** - Several graves have been taped off and urgent risk assessments of all affected graves is now required to assess whether the loose graves present a risk to the public. The Parish Council has received several queries over the Christmas period and the Clerk is aware that one repair was to be carried out. On further investigation of the burial records, the Clerk advised that there were several graves in the New Cemetery where there was no information on file of the next of kin. A meeting has been arranged for next Tuesday with Anthony Clarke when the risk assessment would be undertaken and it was agreed that in respect of those graves where the relatives were unknown, the Clerk would authorize the necessary action on behalf of the Council albeit repair, lay down or stake out the grave, subject to the limit agreed in the new financial regs for emergency expenditure. Cllr Smith advised she had been approached by her neighbour upset at the way that her son's grave had been taped off. There had also been a complaint regarding leaves in the cemetery but no action was felt necessary where this was seen as an inevitable consequence of opting to be buried in a woodland cemetery.
 - 5.2 **Junction of Fraser Street/Tilford Road** - It was reported that two salt bins had been installed at the end of Chapel Terrace but none at Vicarage Corner. For the present moment, it was agreed that these bins remain in situ where they are currently full. Clerk to discuss with Highways.
 - 5.3 **Matters relating to the Newstead Centre** - Copy of a response to John Robinson from the new Chief Executive has been copied to Cllrs. Cllr Chris Barnfather then spoke on a further meeting held with Donald Brookes. Contrary to what was said previously, he was advised by Donald Brookes, Regional Manager for C.I.S.W.O, there were currently only three trustees of the Newstead Centre as the forms for Anne Halliwell had never been processed. As a result Donald Brookes advised there was no reason why two of the five potential trustees put forward could not be nominated immediately as representatives of CISWO and this will be completed on Thursday 5th January. The appointment of the remaining three would take a little longer as it would be necessary for their nominations to be endorsed by the UDM. Cllr Barnfather also checked with Cllrs Scott and Bicknell as to whether they still wished to be trustees, to which the answer was yes and who would also check with other trustees that this was still the case.
 - 5.4 **Planning/Annual Community Fund** - Item to be discussed later in the meeting under 'Planning'.
 - 5.5 **Vacancy on the Abbey Ward** - No candidates have put themselves forward for this position.
 - 5.6 **West Lodge** (Erection of Gazebo & bridge) - This application has been refused planning permission. It was considered highly likely that this application would now go to appeal as a 'stand alone' application.

- 5.7 Newstead Centre Christmas Party - Feedback on this event was requested but unfortunately no one knew anyone who had attended. The Clerk advised the Council of a conversation which she and the Chairman had with the Co-ordinator for the Newstead Centre, where she advised that details of the event had been given to Newstead Primary School to pass to children. It was agreed that Cllr Bicknell would check in his daughter's school bag for such a notification but nothing had been mentioned specifically by her.
- 5.8 CCTV on Station Road - A new CCTV camera has been installed at this location and looks very similar to the one on Tilford Road.
- 5.9 Vicarage Corner - This has been reported along with further tipping (2 black bags of rubbish), which were noted when the Clerk visited the notice boards last week. Acknowledgement received from Gedling Borough Council.
- 5.10 VIA East Midlands - Letter sent objecting to new speed limit proposed of 50mph on Hucknall Road, also copied to Mark Spencer, Chris Barnfather and Debbie Widdowson (she requested further details on this matter). An acknowledgement had received from VIA that the objection had been received prior to consultation deadline. Cllr Barnfather advised the Council that whilst he had been aware of the objection by the Parish Council to a revised speed limit of 50mph, he felt the Parish Council should accept this new limit on the basis that if a new limit cannot be agreed, the Notts County Council will simply not pursue any speed reduction along this road, especially if this was likely to lead to increased legal fees. The Council agreed that any reduction in the speed limit on this road was better than none at all. It was noted this decision was unlikely to go down well with Cllr Burnham.
- 5.11 Newstead Locality Group - Meeting now deferred until the 27th January_
- 5.12 The Old Cemetery - The Probation Trust has strimmed the Old Cemetery and finished planting the hedge. The Parish Council does however need to carry out a survey of trees in the cemetery. Cllr Scott drew attention to a window grill on the Mortuary Chapel which had been pulled away from the window.
- 5.13 Matters Arising (from previous meetings) - An email has been sent to Marlec (suppliers of the MUGU lights) by Debbie Widdowson on behalf of Gedling Borough Council expressing disappointment that the lights are not casting enough light. Copies of the email sent have been forwarded to Cllrs.
- 5.14 Micropub - Cllr Barnfather advised the meeting that planning permission has now been granted on Newstead Sports Pavilion for change of use to include a micropub. All that remains is for Lorraine to agree a lease with Gedling Borough Council on the pavilion. _ _
- 5.15 Newstead Youth Club - The Chairman advised that she had been in receipt of an email from Emma Astill, Youth Leader, who had accused her of gossiping and spreading rumours regarding accusations of her (Emma) being involved with criminal damage at the Youth Club, which had been copied to several councillors and others. The Chairman advised the Council that she wished it to be placed on record that she had not spread or had taken part in any discussions, nor made any allegations whatsoever concerning Emma. Her only comment was to state to former member of the Youth Centre that she felt the best place for the Youth Club was the Youth Centre building (as opposed to the Church), a view which she had already made known at the last council meeting. Cllr Barnfather said in the case of the Youth Centre building, he had spoken to Youth Services who have advised that they themselves see the Youth Centre building as being the best place for the Youth Club and in the best location. Cllr Barnfather has tried to get the Notts County Council to commit some funding towards refurbishment of the Youth Centre building but because the use of the building is not exclusively available for the Youth Club, it was felt that any funding would be contingent on an agreement being reached between the Youth Centre Committee and the Trustees of the Newstead Centre as to whom would have use of the building, responsibility for maintenance, utility bills, etc. This agreement could either be a formal lease agreement or more probably some form of 'Memorandum of Understanding' with each party being aware of what they are responsible for.

A separate meeting has been subsequently held with Trish Wise, Trustee and Jane Daniels, Co-ordinator for the Centre, whereby it was agreed to build relationships with the Youth Centre in future. It is also intended to set up regular user group meetings say every 4 to 6 weeks, in which any issues of mutual concern. Ideally these meetings will properly minuted including notes as to action to be taken, by whom and when.

The Clerk asked whether was possible for some of her time to be utilised by helping to write this 'Memorandum of Understanding' along with Cllr Barnfather. This was agreed by the Council.

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

No matters were raised during the public session.

Meeting reopened

6. Accounts

6.1 Receipts and Payments

Receipts

£2.01	Interest on deposit account (October)
£1.36	Interest on deposit account (November)
£1.32	Interest on deposit account (December)

Cheques for Approval

100380	Newstead Centre	£100.00	Donation towards presents for children invited to Christmas party put on for local residents.
100381	Newstead Centre	£45.00	Room hire costs for December Council meeting.
100382	Mrs P Young	£15.00	Chairman's allowance (December)
100383	Mrs J Johnson	£357.90	Clerks wages for December.
100384	Notts County Council	£97.33	Pension Contributions for Clerk (December) plus deficit payment.
100385	Mrs J Johnson	£95.52	Clerk's expenses (includes full set of black and coloured Ink cartridges.
			Postage/Other £79.42
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£8.10</u>
			TOTAL <u>£95.52</u>

These accounts were approved as stated.

7. The Lengthsmans Scheme

In absence of any further jobs put forward, the Clerk had asked the lengthsmen to undertake repair of the fence at Vicarage Corner plus strimming of the overgrowth on the left hand side of the verge from the edge of the sports field to Vicarage Corner within the remaining work time allocated to the Parish Council.

8. Matters concerning Newstead Village

- 8.1 Barriers for the Christmas Tree - Circulated with the agenda had been an estimate for the supply of barriers to be erected around the Christmas tree in future years. This included cost of installing some permanent leg sockets into which the barrier would be placed. The barriers themselves would be dismantled once the tree was taken down which could be either galvanised or powder coated finished which would cost slightly more. The cost for 3 panels each being 60cm high and 300 cm wide was quoted as £109 plus VAT, or £122 plus VAT for powder coated. The specification for the barriers were discussed with the following agreed:
- The number of barriers to be purchased - 4.
 - Finish on barrier - Powder Coated in Green

- c) Style and design of barriers - Cllrs were happy with the design as circulated
- d) Where stored when not in use - It was agreed to ask the Newstead Centre to store the barrier on behalf of the Council **NB** *Failing this they could be stored at the Mortuary Chapel.*
- e) The sockets would need to be covered when not in use.

In discussing decorating the tree next year, many Cllrs had noted the star fitted on top of the Christmas Tree at Linby and it was agreed to ask Wyn Lewis (Linby Parish Councillor) from where this was obtained. The Clerk was also asked to retrieve the lights from Gedling Borough Council to be stored at the Chairman's home.

- 8.2 23 Tilford Road - It was noted that this house was now boarded up and it was assumed the tenant had now moved out
- 8.3 Boarded Homes on Tilford Road - It was noted that two homes had been boarded up on Tilford Road. It was agreed the Clerk would ascertain whether these homes belonged to Gedling Homes and what was happening, where these homes were seen as a blight on the street scene. Cllr Bicknell agreed to furnish the exact address i.e. the numbers of the homes concerned.

9. Matters concerning Newstead Abbey Park

None

10. Correspondence.

The following correspondence was specifically discussed

- 10.1 Police and Parishes Meeting - Cllr Burnham had received notification that the next meeting of the Police and Parishes meeting will take place on 24th February at 6pm in an as yet an unknown location. Along with the notification the Police were trying to identify a venue for the meeting. As yet no location had been agreed but it was advised that when this meeting was previously held in the Newstead Centre, the Parish Council had to foot the bill for the meeting.
- 10.2 Notts County Council Local Government Pension Scheme - The Clerk advised that the Council had received notification from the Notts County Council that following a recent triennial valuation of the Local Government Pension Scheme (LGPS), the fund remained in deficit and it would be necessary to ask for additional contributions from the Council for the next three years which were as follows:
' the employer's contributions will be set at 17.7% of base salary plus a cash deficit contribution of £385 for 2017/2018, £394 for 2018/2019 and £404 for 2019/2020'. The Clerk had calculated that by 2019/2020, total contributions (including that paid by the Clerk) as a percentage of the salary received equated to almost one third of her salary. It was her opinion that continued membership of the LGPS was becoming unaffordable and she wished to explore an alternative pension provider. She asked the Council whether they would have any objection to this.

Members agreed that a pension based on final salary would offer better benefits than any pension that could be provided through a defined benefits scheme and any decision to leave would remain the prerogative of the Clerk, but that there was no objection to her looking at alternative pension providers. It was agreed for the purpose of setting the precept that an assumption be made that the Clerk will remain in the scheme. Cllr Barnfather felt it was in the Clerk's best interest to remain within the LGPS and suggested she attend the pension workshop to be held on the 9th February by the Notts County Council, when this matter could be discussed. Further advice to follow on this matter.

11. Planning

- 11.1 Annual Community Fund/Wind Turbine - An email had been sent to Cllrs explaining the outcome of the meeting with RCAN to discuss distribution of the Annual Community Fund of £7.5k arising from the wind turbine attended by both the Chairman and Clerk. In short, RCAN are proposing that the Friends of Newstead and Annesley Country Park will agree the constitution for a new advisory panel, which will then be responsible for administering the Annual Community Grant of £7.5k arising from the wind turbine. It is

intended this panel will consist of 7 members/organisations. One place on the panel will be accorded to Newstead Parish Council, one to Annesley and Felley Parish Council, one to RCAN, one to Newstead Enterprise and three places for the Friends of Newstead and Annesley Country Park group. This panel will then judge each request for grants according to criteria which has yet to be written but each bid should be no more than £1,000. During the meeting with RCAN, it was made clear that the Chairman and Clerk did not agree with the allocation on the panel, which appears to be biased in favour of the country park. The Chairman felt the Parish Councils should be accorded 4 places on this panel and not just the two places allocated i.e. 2 for Newstead and 2 for Annesley & Felley PC. Whilst the conversation was amicable, both ourselves and RCAN were unable to agree a compromise solution although they did advise that they would reflect on the arguments the Parish Council put forward that the grant should go back into the community and not just the country park, which they argued is also 'for the benefit of community'.

It was then put to the Council to decide whether the Parish Council would wish to challenge these proposals via the planning authority (any scheme underwritten by 'the Friends' has to be approved by planners).

Cllrs felt that it was wrong for organisation already connected to the country park to have so much say in how a fund intended to benefit the community as a whole was distributed. The role of Annesley & Felley Council was discussed, whereby it was noted that most of this parish would not be affected by the wind turbine and that perhaps limits could be placed in terms of proximity to the turbine on where the funds could be spent. It was also noted that in respect of a wind turbine situated in Papplewick Parish, Annual Community Funds from the turbine were paid directly to the Parish Council for them to decide how this is spent.

In light of this information Cllr decided that best approach would be a low key discussion with the planning authority and it was agreed that information on the arrangements by RCAN would be forwarded to Cllr Barnfather as a member of the Planning Committee, who would discuss this matter with planners.

12. Reports from External Meetings

None

13. Cemetery Issues

None except as discussed earlier.

14. Items that the Chairman Considers Urgent

None

15. Date of Next Meeting.

This will be held on Wednesday 18th January, which will be the precept meeting starting at 7.30pm.

Minutes of the Parish Council Precept meeting held on Wednesday 18 January 2017 in the Sherwood Room of Newstead Centre starting at 7.30pm.

1. **Councillors present:** Cllrs Mrs P Young (Chairman), Mr C Bicknell, Mr P Burnham, Mr R Butler, Miss H Scott and Ms J Smith.

2. **Apologies for absence:** Apologies received from Cllr Mrs D Adams. Also, Cllr B Andrews, Cllr C Powell and County Cllr C Barnfather, who were all attending the same planning meeting at Gedling Borough Council.

3. **Declarations of interest:**
No interests were declared

4. **To Review Cemetery Charges for 2016/17**

Details of the revised charges from Clarke's Cemetery & Churchyard Services applicable from the 1 January 2017 had been circulated with the agenda, where it was noted that the various grave digging fees charged by Anthony Clarke had been increased generally by a flat rate of £20, with the only exception being the interment of ashes, where the cost had increased by £10.

The proposed cemetery charges by the Council for 2017/18 were then discussed. The Clerk advised that it would be better not to increase the rates charged for non residents as these were already quite expensive compared to the rates paid by local residents (understandably so, as this would be only charge towards future upkeep of the cemetery) and they provided an important contribution towards the upkeep of the burial ground in any one year. In questioning how Newstead's fees compared to charges made by other cemeteries, the Clerk confirmed that Newstead remained fairly competitive as a number of local authorities had increased charges substantially to make up for the loss of local government funding. It was agreed to restrict any increase in the fees charged to residents to the corresponding increase in charges made by Anthony Clarke, with no increase in the fees charged to non residents.

The new cemetery charges for 2017/18 were therefore agreed as follows:

	<u>Resident</u>	<u>Non-Resident</u>
Purchase of a Deed of Right of Burial	£220	£670
Grave preparation fee for 6ft grave	£285	£745
Grave preparation fee for 8ft grave (for 2)	£305	£770
Re-open grave	£265	£535
Purchase of a Deed of Right of Burial in the cremations section	£170	£495
Burial of a casket in the cremations or burial sections	£150	£330
Erection of a headstone in the burial section	£100	£250
Additional inscription	£Nil	£Nil
Memorial on a cremation plot which must be no more than 2ft in height	£90	£240

Cllrs agreed that the new charges would be applicable from the start of the new financial year i.e. 1st April 2017.

5. To Set the Precept for 2017/2018

A report by the Responsible Financial Officer on the Council's accounts had been attached with the agenda and is now shown as an appendix to these minutes. This demonstrated the effect on the budget as a result of 0%, 2% and 4% increase in the precept.

The Chairman thanked the Clerk for the comprehensive report in respect of the Council's finances which she assumed all the Councillors had read prior to the meeting.

The Clerk began by stating that during 2016/17, the Council had undertaken a lot of expenditure which would not be repeated in the current year such as replacement of the cemetery wall, contribution towards the MUGA lights, and costs associated with preparing the new location for the Christmas tree. She also noted reserves held by the Council were forecast to remain at £45k. Personally, she did not envisage any significant expenditure for the Parish Council which could not be absorbed by utilising the existing reserves. She also advised that last year whilst Newstead Parish Council did not increase the precept, her own council tax had increased by £50 per annum following increases in the precept charged by the Police and Gedling Borough Council, with further increases likely this coming year. She felt the accounts presented spoke for themselves and that she personally advocated no increase in the precept.

Cllr Bicknell felt there was no point in raising the precept on a 'what if' basis. Cllr Smith asked whether the figures proposed in respect of the Clerk's wages included the increase in the pension contributions as discussed at the last council meeting. The Clerk advised that for the purpose of the budget, the figures assumed that the Clerk would remain a member of the Local Government Pension during 2017/2018. She then explained that if the contribution rates and deficit payments required by Notts County Council were correct, she had calculated that by 2019/2020, a sum equal to almost one third of her salary would need to be put into this scheme to cover the deficit identified in the fund as a result of the latest valuation. At present she had written to Notts. County Council querying whether the figures advised were in fact correct before any further decisions were made.

Cllr Scott commented that within the budget proposed for 2017/18, she had noted there appeared to be sufficient contingencies in the budget, particularly under 'Cemeteries and Parish Maintenance' and 'Capital Expenditure', to allow for additional expenditure and as a result she did not feel an increase in the precept was justified.

No further recommendations were made in respect the proposed budget headings, which were then agreed as stated in the report from the Responsible Financial Officer.

Cllr Bicknell therefore proposed a nil % increase in the precept, seconded by Cllr Young and this was agreed by all councillors resulting in a total precept requirement of **£14,762**.

Form C was then signed by the Chairman and Cllrs Burnham and Butler.

6. Items that the Chairman considers urgent.

Cllr Bicknell confirmed that the lower half of the school speed limit sign was now not functioning at all. Cllrs then discussed a number of 'grot' spots in the village, which were affected by litter including a number of bottles discarded on the jitty from Web Street to the Youth Centre building, Vicarage Corner and behind the bus stop on Hucknall Road opposite Musters Road. The need to hold a litter pick was discussed, and it was agreed that the school children and youth club should be asked to join any litter pick organised as part of 'British Spring Clean' week.

The Clerk had also advised that following a risk assessment of all graves which had failed the topple test, she had now written to the plot holders concerned. Cllr Smith and Young agreed to deliver letters personally to all affected plot holders still living in the village or within the Newstead Abbey ward.

7. Closure and Date of next meeting

The next meeting would take place on Wednesday 1st February commencing at 7.30pm.

As there was no further business the meeting finished at 8.05pm.

Report for the Precept Meeting

This report has been written by the Responsible Financial Officer of the Council to assist in setting the precept for 2017/2018 and should be read in conjunction with the document headed **Receipts and Payment Estimate 2017/18**.

This document outlines what has been spent over the current financial year, from 1st April 2016 to the end of December 2016, and also shows the expenditure over the same period in the previous year (left hand side columns on this sheet).

The third column shows the actual income and expenditure incurred by the Council for the whole of 2015/2016, whilst Column 4 shows the budget for 2016/2017, set in January 2016.

Also shown (third column from the right) is a forecast of expenditure for the remainder of this year and includes goods and services already purchased by the Council for which it has yet to pay e.g. Christmas tree redecoration plus other regular expenses such as the Clerks wages, room hire, and Chairman's Allowance.

The final columns demonstrates the effect on the budget set for 2017/2018 based on a **0%**, **2%** and **4%** increase in the precept.

Income / Receipts

The **precept** for 2016/2017 was agreed at **£14,724** (no increase from the previous year) on a tax base of **358.86**, which means that at present the cost of Newstead Parish Council to a Band D household is currently **£41.03** per annum. Households in Tax Band C or less would pay less than this figure, whilst properties in the higher tax bands will pay considerably more.

The tax base for the parish for 2017/18 has been set at **359.78**. If no increase is sought in the amounts paid by individual households i.e. that they continue to pay **£41.03** (a nil % increase in the precept) then slightly more income will be collected overall due to the increase in the tax base i.e. to **£14,762**. Also shown in the final two right hand columns of the **Receipts and Payments Estimate** is the income which would be received as a result of a 2% and 4% increase in the precept.

Council Tax Support, which last year was set at **£3,326**, is a grant is paid to the Parish Council to offset changes to the tax base, which as a result of the Local Government Finance Act had fallen significantly from **409.89** in 2012/2013, to **342** in 2013/2014, although this has now increased to **359.78**. In December 2015, the Parish Council were advised by Gedling Borough Council that less assistance will be provided in future by the Government to offset the effects of the changes to the tax base and it is proposed by Gedling Borough Council to reduce the financial assistance for Newstead during 2017/18, to **£2,740**. The Parish Council has also been advised, that the Borough Council is anticipating further significant cuts to its funding from central government over the next few years with council tax support due to be phased out completely by 2020.

The increase in the precept last year was set at nil %, with any additional expenditure for the year to come from the reserves. The present forecast for 2016/2017, is that by the end of the year, the expenditure of the Council will exceed the income received by approximately **£13k.** This as a result of expenditure on the cemetery wall; MUGA lights, providing a new location for the Christmas tree and also additional grounds maintenance undertaken, such as strimming the area around the MUGA, the brambles on Station Road, watering hanging baskets and planters, etc. This figure also includes **£1,100** contribution towards work to be undertaken on the former Coal Stocking Yards/Freckland Wood/Linby Trail.

In terms of income received from **cemeteries and other areas**, it is very difficult to assess the amount of income the Council is likely to receive from this source. The income received so far this year has been well below that received in previous years. The amount shown in the estimate for 2017/2018 is based on the average income received over the last three years, but as demonstrated is extremely difficult to predict with any degree of accuracy.

The Council will also need to agree revised cemetery fees as part of the precept meeting under Agenda item 4 and the revised charges for grave digging for 2017, are attached with the agenda.

Other income usually includes grants received by the Council. There are no outstanding grant claims at present, although a pledge has been made by Debbie Widdowson, Newstead Locality Co-ordinator to contribute the sum of £250 towards the drainage scheme on the skate park (we have yet to receive a bill for this work). Although, it is likely that some grant claims may be submitted during 2017/18, additional income received under this heading is generally cost neutral to the council, where any income received is usually matched by a corresponding increase in expenditure. Accordingly, I have included the only known provision under this heading for 2017/2018.

Bank interest is as shown and assumes that interest rates will remain abysmally low.

Expenditure/ Payments

In respect of **salaries** this heading includes wages paid to the Clerk and also includes pension contributions in respect of the Clerk paid by the Council to the Notts. County Council as part of the Local Government Pension Scheme (LGPS). For 2017/18, I have assumed for the purpose of this report there will be 2% increase in wage costs, where the Council has agreed to review the Clerks wage annually, usually in July. No allowance has been made to include costs for overtime as a result of dealing with new burials as this cost is never easy to determine. In 2016/2017, pension contributions in respect of the Clerk cost the Council a further 14.7% of the base salary paid to the Clerk and a further payment of £250 had to be made to the Local Government Pension Scheme, over and above the usual contributions, to meet the pension deficit identified during the valuation of the LPGS fund undertaken in 2013. In December 2016, the Parish Council was advised that the contributions paid by Newstead Parish Council as an employer will have to increase from the present level of 14.7% to 17.7% of the Clerk's salary, applicable from the 1st April 2017. In addition further payments will

have to be made to cover the deficit identified in the 2016 valuation and for 2017/2018 this will be £385, for 2018/19 £394 and by 2019/20 will have to increase to £404 per annum.

At the last meeting of the Council, it was agreed to include the full cost of the pension provision for 2017/2018 for the purpose of setting the precept, but as discussed, the Clerk is to look at alternative pension provision outside of this scheme, where she is of the opinion this is becoming unaffordable. Further advice will follow on this aspect.

Expenses – This covers the allowance previously agreed for the Chair of the Council, any travel or subsistence costs for Councillors and other expenses assumed by Councillors in the course of their duty. During the current year it was agreed to increase the amount paid to the Chairman **£15** per month. For the purposes of these figures, I have assumed that the amount paid to the Chairman in 2017/18 will remain the same as this year. Expenses also cover a number of items such as postage, ink cartridges and other sundry items, which are bought by the Clerk as and when needed and are reimbursed to her as expenses. A sum of **£8** a month is also paid towards broadband costs and use of the Clerks home as an office. It is also assumed for the purpose of the budget that the same arrangements for the Christmas buffet will apply this year.

Stationery and office equipment is self explanatory. Again there is very little in terms of office equipment required but a provision has been included towards the cost of a new photocopier. The photocopier has become less reliable during the current year and the amount included under this heading will allow for replacement of this item should it fail. NB Due to the cost of a new printer/photocopier and with the existing being over three years old, it is unlikely to be worth repairing in the event of a breakdown.

Cemeteries and Parish Maintenance – Again it is not easy to predict with any certainty the amounts likely to be paid out under this heading. Cllrs will be aware that a three year grounds maintenance contract was agreed with Anthony Clarke in April 2015. The cost of this contract is **£3,920** per annum, where prices are fixed for the duration of the contract and this is the final year of the contract.

Also under this heading comes repairs undertaken to parish council property such as seats, notice boards, and the MUGA, either as a result of wear and tear or sadly due to vandalism and also includes other ad hoc expenses relating to the parish such as removal of fly tipping, the provision of grit and grit bins and other sundries such as paint and weedkiller used by the lengthsman. In respect of restocking of the grit bins, the Parish Council will be responsible for six grit bins instead of four at present, so I have included a provision of at least **£200** to cover this aspect of expenditure.

Other costs under this heading also include the provision of a Christmas tree (**£400**), and installation, decoration and disposal of the same (**£350**). Cllrs will also need to bear in mind there will be additional costs in respect of Newstead Meadow, which will require annual strimming and removal of the haylage. The same also applies in respect of the Old Cemetery and the budget assumes costs of **£1,250** towards maintenance of both these areas of land. Other items for consideration include strimming of the brambles on Station Road (**£250**) and

also for cutting the grass around the MUGA which is land owned by the Newstead Centre but available for public use (£350). Also, included is a further sum of £250 towards plants for the planters but no provision has been made for watering the same.

Burial fees are also included under this heading, but these costs are always covered by the fees charged by the Council and the budget assumes costs of around £1k. The figure also includes a contingency of approx £500, where we do not know what other costs are likely to transpire under this heading in respect of a number of graves which have failed to pass testing and which will require to be made safe. It is also likely that some pruning will be required of the trees in both cemeteries. With nearly £8.5k of known expenditure under this heading, I have included an additional amount of £2.5k to cover any unexpected contingencies in terms of expenditure on maintenance in the parish. This is fairly generous to allow for upkeep of additional areas in the parish not included as part of the regular maintenance contract and can be used to compensate for any shortfall in the service provided by the Borough Council as a result of cost cutting.

Audit/Insurance and Subscriptions – Again these are based on the amounts paid out during current year in respect of insurance and charges for both the internal and external audit. It is assumed that costs will rise slightly this year.

Room Hire – The figure proposed for 2017/18 takes into consideration the present cost of hiring the Newstead Centre and assumes that one additional meeting is likely to be held by the Council over and above the regular council meetings held.

VAT payments – Any VAT payments will always be cost neutral to the Council. The Council is able to reclaim VAT on room hire costs and on other goods and services it buys which are subject to VAT. During the current year the amount of VAT, the Council will be able to claim back is higher than usual where this includes VAT paid on work undertaken on the cemetery wall. As at the end of December 2016, there is at present some £3,221 of VAT to be reclaimed back from HMRC at the end of the current financial year, with further VAT payments expected to be made between January and the end of March 2017.

Section 137/Donations – These are usually grants paid to other bodies that approach the Parish Council for funding. This amount has been pegged for a number of years but has not been always been spent. For the purpose of this budget I have assumed that the amount under this heading will decrease.

Other Expenses – This heading includes items of ad hoc expenditure primary membership of N.A.L.C, copies of local council review, bank charges, etc.

Capital Expenditure – Expenditure under this heading for this year includes the sum of £5k, where I believe it is prudent to start building up a provision to cover the cost of replacing the remainder of the original cemetery wall surrounding the Old Cemetery. In addition, the Council may wish to look towards providing a sum towards upgrading the Youth Centre building and the funding allocated under this heading will allow this. Also no provision has been made in respect of land at Vicarage Corner where the scheme proposed may need to be

kick started by an element of matched funding from the Council. There may also be other projects that the Council wish to begin next year including enhancement of the area around the skate park.

Summary

Last year the Council opted not to increase the precept but to use the reserves to meet any unexpected contingencies, which were also boosted by funds held for the MUGA lights. Part of those reserves has now been spent on the various projects undertaken by the Council during 2016/17.

At the end of this financial year, the reserves of the Council are expected to reduce to **£45k**, whereby **£40k** of this was previously earmarked towards the extension of the new cemetery, although at the present rate of burials, this will not be required for a number of years.

Even with the increased expenditure over 2016/17, the Parish Council still has substantial reserves, which it could use to fund any other capital projects that may be proposed over the next financial year. There remain a number of significant challenges over the next year both in terms of the Newstead Centre and the Newstead and Annesley Country Park. Also, within the next few years, the Council will need to undertake the replacement of the remaining two sides of the original boundary wall at the Old Cemetery (but not the stone wall adjacent to Hucknall Road).

As the Responsible Financial Officer for the Council, my own advice is that the Council agree an increase in the precept of between **0 to 2%**, with other capital projects/ expenditure over and above that already mentioned in this report to be funded from existing reserves.

Overall, I am pleased to report that the financial position of the Council remains healthy.

In terms of future projects that the Council wishes to undertake, these will form part of the discussions at the precept meeting. However I hope the attached report will provide an overview of the finances of the Council and provide a basis for further discussions.

Signed

Mrs J Johnson
Responsible Financial Officer for the Council

NEWSTEAD PARISH COUNCIL - RECEIPTS AND PAYMENTS ESTIMATE 2017/18									
Actual		Year to 31st March							
Apr-15 to Dec-15	Apr-16 to Dec-16		Actual 2015/16	Budget 2016/17	Forecast 2016/17	Estimate 2017/8			
						0%	2%	4%	
RECEIPTS									
14,652	14,724	Precept	14,652	14,724	14,724	14,762	15,057	15,352	
3,886	3,326	Gedling BC Council Tax Support	3,886	3,326	3,326	2,740	2,740	2,740	
	3,500	Capital Aid	2,105	-	3,750	-	-	-	
3,720	720	Cemetery and other areas	4,635	5,675	1,500	4,964	4,964	4,964	
265	1,997	VAT Refund	265	200	1,997	3,541	3,541	3,541	
1,505	-	Other Income	3,163	300	-	250	250	250	
	18	Bank Interest	22		24	20	20	20	
24,028	24,285	TOTAL Receipts	28,728	24,225	25,321	26,277	26,572	26,868	
PAYMENTS									
3,558	3,939	Salaries	4,864	5,089	5,396	5,818	5,818	5,818	
53	28	Inland Revenue	53	50	28	50	50	50	
752	617	Expenses	988	850	850	850	850	850	
194	-	Stationery and Office Equipment	194	250	125	250	250	250	
6,631	13,408	Cemeteries and parish maintenance	7,823	9,000	16,100	11,000	11,000	11,000	
966	997	Audit / Insurance / Subscriptions	1,154	1,100	1,200	1,100	1,100	1,100	
352	300	Room Hire	390	502	450	502	502	502	
	3,221	VAT Payments	-	200	3,541	200	200	200	
622	314	Section 137 / Donations	722	1,225	600	1,000	1,000	1,000	
17	533	Other Expenses	1,031	300	600	600	600	600	
10,507	8,677	Capital Expenditure	10,507	5,000	9,327	5,000	5,000	5,000	
23,652	32,034	TOTAL Payments	27,726	23,566	38,217	26,370	26,370	26,370	
376 -	7,749	TOTAL RECEIPTS OVER PAYMENTS	1,002	659 -	12,896 -	93	202	497	
RESERVES									
57,443	58,445	Opening Balance	57,443	58,445	58,445	45,549	45,549	45,549	
376 -	7,749	Excess of Receipts over Payments in year	1,002	659 -	12,896 -	93	202	497	
59,216	50,696	Closing Balance	58,445	59,104	45,549	45,456	45,751	46,046	

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 1 February 2017

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr C Bicknell, Mr P Burnham, Mr R Butler, Miss H Scott and Ms J Smith. Also Ward Cllr Mr B Andrews and Mrs Andrews and 2 parishioners.
2. **Apologies for absence:** Apologies were received from County Cllr Mr C Barnfather and Ward Cllr Mr C Powell.
3. **Declaration of Personal and Prejudicial Interests**
Cllrs Bicknell and Scott declared an interest in any matters relating to the Newstead Centre as potential Trustees of the Centre. Cllrs Bicknell, Scott and Smith declared an interest in matters relating to Newstead Enterprise.
4. **Approval of the Minutes - 4 January 2017**
Subject to the inclusion of Cllr Barnfather's name in the final paragraph of 11.1 to read 'Cllr Barnfather decided that the best approach would be a low key discussion with the planning authority'....., it was proposed and seconded the minutes be approved as a true record and this was agreed.
5. **Matters Arising from the Minutes**
 - 5.1 **Topple Testing** - Letters have now been sent to all affected plot holders. Thanks were passed to all Cllrs who delivered letters locally. So far the Clerk had received one response from a Hucknall resident, who confirmed she was not the plot holder and that the resident concerned must have moved several years back. Plot holders will be given to the end of February to respond. If no action is taken by them, the Council will then have a legal obligation to either repair, fasten, bury or lay down the affected headstones. Report to follow.
 - 5.2 **Junction of Fraser Street/Tilford Road** - An invoice had been received for the supply of the two bins which is included part of the cheques to be approved.
 - 5.3 **Matters relating to the Newstead Centre** - To be discussed as a confidential item at the end of the meeting
 - 5.4 **Planning/Annual Community Fund** - To be discussed under 'Planning'.
 - 5.5 **Vacancies on the Abbey Ward** - The Clerk advised that as no one to date had expressed an interest in these positions, these vacancies have now been posted on the Newstead.org website. Cllr Butler confirmed he had also added this information on the 'Newstead Born and Bred' website and there had been some expressions of interest from Newstead residents to these positions. The Chairman advised cllrs to invite anyone interested to the next meetings of the Council.
 - 5.6 **West Lodge** - Formal confirmation received that this has now gone to appeal.
 - 5.7 **Newstead Centre** - Cllr Bicknell confirmed that invites had been sent via the primary school, although it appeared that some children had received an invite and some had not. Cllrs asked whether it would be possible for the Clerk to obtain some feedback on this event from the Newstead Centre Co-ordinator in terms of numbers attending, etc.
 - 5.8 **Old Cemetery** - The probation service have finished the work in the Old Cemetery. They would like the Council to purchase on their behalf 5 wheel barrows. These cost £32 each, plus a delivery charge of £20 making a total cost of £180. Whilst the cost of supplying the wheelbarrows was approved by the Council, it was suggested that the Probation team be asked to collect the wheelbarrows rather than incur a delivery charge. The Chairman also advised that it may be possible to secure a further discount as she had a B & Q discount card.

- 5.9 Vicarage Corner - A number of requests were made for litter picking including the area behind the bus stop and several other incidents of flytipping in the village. Cllr Scott advised the area around the entrance to the former coal stocking yard on Station Ave was still a mess with an amount of litter left behind. Another 'grot spot' in the village was Station Road, particularly the verges stretching from Livingstone Street to the former Station Hotel. Clerk to report.
- 5.10 Newstead Youth Club - No progress yet on the 'Memorandum of Understanding'. The Council is currently waiting for Cllr Barnfather to secure a 'template' agreement' from Notts County Council. Funds towards refurbishment of the Youth Centre building were agreed as part of the precept.
- 5.12 Barriers for the Christmas Tree - No action as yet due to work for precept meeting
- 5.13 Homes on Tilford Road - No 44 is now occupied and boards removed. Gedling Homes has confirmed that new tenants will shortly be moving into No 45.
- 5.14 Pension Scheme - Clerk has written to Notts County Council querying the pension contributions required. The matter has been referred to the actuaries for comment.
- 5.15 Highways - The fault affecting the school lights has been reported yet again along with the white lining that has also not been carried out.
- 5.16 Other Matters Arising
Precept Meeting - Gedling Borough Council has now been sent all the paperwork in connection with the precept required from April 2017.

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

Cllr Andrews confirmed that the situation regarding the distribution of the Annual Community Fund had been discussed by planners with RCAN, who had subsequently offered to make a payment of £1,000 to each of the Parish Councils. Mrs Andrews commented that she could not understand why RCAN should receive any of this money, when in the case of Papplewick this fund is paid directly to the Parish Council. Parishioners also felt it was most unfair for most of this funding to be retained by RCAN, as it was generally understood by residents this was income to be spent by the community for putting up with the wind turbine. The situation was discussed generally. Whilst the principle of handing some of the funds directly to Parish Councils was approved by the parish council, the amount offered was not, whereby most felt this should be much higher. Tactics were discussed in relation to the offer by RCAN and the following agreed:

- Cllr Andrews to determine whether RCAN still received a grant from the Borough Council
- Response be made to Planners that whilst the principle of money being paid to the parish councils was supported, the amount was not and to explore the possibility of an increase in the amount of funds offered.
- To ask for a meeting with RCAN to express the disappointment of the local community in a bid to increase the amount of funding paid to the council.

The parishioners then present left the meeting following discussion of this item.

Meeting reopened

6. Accounts

6.1 Receipts and Payments for February 2017

Receipts

None

Cheques for Approval

100386	Newstead Centre	£45.00	Room hire costs for January Council meeting.
100387	Newstead Centre	£29.40	Room hire costs for Precept meeting.

100388	VIA East Midlands Ltd	£360.00	Cost of 2 new filled grit bins.
100389	NALC	£191.00	Annual Subscription for Year beginning 1. 4. 2017
100390	Mrs P Young	£15.00	Chairman's allowance (January)
100391	Mrs J Johnson	£357.90	Clerks wages for January.
100392	Notts County Council	£97.33	Pension Contributions for Clerk (January) plus deficit payment.
100393	Mrs J Johnson	£42.77	Clerk's expenses

Postage/Other	£23.07
Tel/Broadband	£8.00
Mobile Calls	Nil
Mileage	<u>£ 11.70</u>
TOTAL	<u>£42.77</u>

100394 Gedling Borough Council £408.00 To supply transformer and electrical work in pillar, decorate and dispose of the Christmas Tree.

The Clerk explained that in respect of the latter cost, it may be that there is some element of duplication in respect of the work which should have been undertaken by VIA and this has been queried. However, as Gedling BC did the work in question she recommended that the invoice be paid with any refund to be reclaimed from VIA.

With this noted, the accounts were agreed as stated.

7. The Lengthsmans Scheme

Webb Street - Cllr Bicknell asked whether any progress had been made in relation to Webb Street to which the Clerk responded none at this stage. Clerk to discuss the situation with the lengthsmen. The latest update received from Ravenshead PC on work carried out in Newstead confirmed that the lengthsmen was in the process of repairing the fence at Vicarage Corner.

8. Matters concerning Newstead Village

- 8.1 Fence at rear of Newstead Sports Ground - The Chairman spoke of a fence which lies directly adjacent to the footpath from Station Avenue to the Newstead and Annesley Country Park and is in a state of considerable disrepair. It was agreed a request should be made to the owners to repair. Cllr Smith also reminded the Council that the gate to the entrance of the sports field had still not been repaired by Gedling BC despite several requests from the Parish Council to repair this.
- 8.2 Abbey Road - Cllr Bicknell reported on a broken Severn Trent grate outside No 14 Abbey Road which had cracked in two and represented a hazard. Clerk to report.
- 8.3 Dog Fouling - Concern was expressed on the amount of dog fouling in the village. The Clerk was asked to write to the School to ask if they were prepared to make posters on the same.
- 8.4 36 Byron Street - Cllr Adams asked whether the proposed extension on this property would be half or fully rendered as she felt certain the planning officer had supported a half rendered finish. Clerk to check back on this application and advise.
- 8.5 23 Tilford Road - Cllr Burnham asked the Clerk to ascertain from Gedling Homes when the tidy up of this property would begin now the tenant had moved out as the neighbours were still complaining re the state of the rear yard.
- 8.6 The Great British Spring Clean - This would take place on the first weekend in March. It was agreed that the Council should look to setting up a litter pick with the Clerk to discuss with Debbie Widdowson the possibility of securing tools to enable a village litter pick to go ahead i.e. litter sticks, bags and tabards.

9. Matters concerning Newstead Abbey Park

Station Ave - It was noted by the Chairman that one particular person regularly parked in the 'passing place' on Station Ave with a view to walking her dog on the adjacent sports pitch. She asked for a sign to be put up by Gedling BC re passing place. The Clerk recalled that such a request had previously been made to Gedling Borough Council who advised that as this was not an official passing place, they had declined to erect such a sign. It was agreed that matter would be investigated and included as an agenda item for discussion at future meetings of the Council, where it was suggested the Council could purchase its own sign (as with the cemetery car park which CAST could erect). It was felt that a sign on the existing car park would also help matters.

10. Correspondence.

The following correspondence was specifically discussed

10.1 Safer Nottinghamshire Board (Crime in Rural Areas Consultation) - The Council agreed to make representations on this plan in terms of highlighting the problems caused by off roaders in rural areas.

10.2 Veolia - Invite to tour of Materials Recovery Facility in Mansfield - Cllrs Bicknell, Young, Scott, Adams and Burnham all expressed an interest in this tour with some Cllrs preferring evening tours and some during the day. Clerk to obtain details of future tours.

11. Planning

There had been no objections to the following application which had been circulated to Councillors prior to the meeting:

2017/0015 - 1 Stable Cottages, Newstead Abbey Park (Replacement Windows)

12. Reports from External Meetings

Newstead Locality Meeting - This meeting held on the 27th January 2017 was attended by the Clerk and Cllr Scott in her professional capacity as a public health manager for Notts County Council. Various agencies had attended this meeting chaired by Cllr Chris Barnfather, where a number of issues were raised including the Newstead Centre and Youth Club and also problems caused by drug use in the village. The aims of the group were discussed along with persons/organisations entitled to join the group. Several additions/alterations to the Newstead Locality Plan were discussed and representatives attending the meeting were asked to forward comments to Debbie Widdowson on the Locality Plan, where it was recognised this would need tweaking to include future aspirations for the village.

13. Cemetery Issues

The Chairman reminded the Council that a meeting of the cemetery committee was still required to look at the trees in the cemetery and that this would be organised once the weather improved and temperatures start to rise.

14. Items that the Chairman Considers Urgent

None

15. Date of Next Meeting.

This will be held on Wednesday 1st March 2017.

For the next item, the Council resolved to exclude the public and press for discussion of this matter, which involves the disclosure of exempt information as defined in the Local Government Act 1972, schedule 12a, Part one, para. 3, where this item relates to financial and business affairs of persons/organisations

16. The Newstead Centre

An email from Donald Brookes confirming the appointment of five new trustees on the Newstead centre had been circulated to members of the Council. Cllr Scott advised that the trustees had not yet received official confirmation of their appointment from CISWO. Discussions were held as to what the next steps would be and that if a meeting was not called by the existing trustees, it was felt the new trustees should arrange one themselves. Cllr Bicknell felt that a softly, softly approach was now needed and if possible that both sets of trustees should continue to work together.

NEWSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 1 March 2017

1. **Present:** Cllrs: Mrs P Young (Chairman), Mr C Bicknell, Mr R Butler, Miss H Scott and Ms J Smith.
2. **Apologies for absence:** Apologies were received from Cllrs Mrs D Adams and Mr P Burnham. Also, County Cllr Mr C Barnfather and Ward Cllrs Mr C Powell and Mr B Andrews, who were all attending the precept meeting at Gedling Borough Council.
3. **Declaration of Personal and Prejudicial Interests**
Cllrs Bicknell and Scott declared an interest in any matters relating to the Newstead Centre as Trustees of the Centre. Cllrs Bicknell, Scott and Smith declared an interest in matters relating to Newstead Enterprise.
4. **Approval of the Minutes**
Council Meeting - 1st February 2017
Subject to a correction to item 5.7, the header to read 'Newstead Centre Christmas Party' and under the public participation section of the meeting to include after sentence ending wind turbine, the following sentence 'the Chairman summarised the Parish Council's response in January 2015 to Gedling Borough Council asking for the community fund to be paid to the parish council', it was proposed and seconded the minutes be approved as a true record and this was agreed.
Precept Meeting - 18th January 2017
It was proposed and seconded the minutes be approved as a true record and this was agreed.
5. **Matters Arising from the Minutes**
 - 5.1 **Topple Testing** - The Clerk summarized the situation in terms of the graves identified at a risk of toppling. Out of 25 graves which had failed the topple test, 7 graves have now been laid down, one headstone reburied, one grave repacked, one grave not considered a risk. 12 letters had been sent to relatives with 5 responses received. 4 plot holders have said they would arrange repair, with Anthony Clarke to carry out one repair and plot holder to reimburse. One relative disputes any problem but will look again following a conversation with Clerk. A more detailed report will follow once all graves are re-tested over the next month.
 - 5.2 **Planning/Annual Community Fund** - A revised offer of £1.5k per annum had been received from Liam Russell at RCAN in respect of the Annual Community Fund. In summary, there will no longer be a small grants claim, with the funding proposed to be split 3 ways. This being £4,500 paid directly to the Friend of Newstead and Annesley Country Park, and £1,500 to both Newstead and Annesley Parish Councils. This funding will then have to be claimed back by the parish council retrospectively each year from RCAN, together with evidence of how these funds have been spent. An email had also been received from Cllr Barnfather detailing these same proposals together with his view that he has now done all he can on this matter. The Chairman noted little effort had been made by Annesley and Felly Parish Council, who had secured the funding on the back of this council's efforts. Following a discussion, it was agreed by the Parish Council to accept the offer of £1.5k per annum.
 - 5.3 **Vacancies on the Abbey Ward** - No formal expressions of interest but the Clerk has discussed the vacancy with Paul Bateman who said he would give some serious thought about rejoining the Council.
 - 5.4 **Newstead Centre Christmas Party** - Feedback from Jane Daniels (Coordinator) had been circulated to Cllrs. In all some 60 persons attended the party and all received a selection box.
 - 5.5 **Old Cemetery** - 5 wheelbarrows were purchased by the Clerk on behalf of the Council. It was not possible to use the Chairman's discount card where it was necessary to obtain a VAT invoice to enable the Council to

- reclaim the VAT element of this cost. The barrows were collected directly from B & Q by the Probation Trust and the net cost to the Council once VAT is recovered is £133.33. Cllrs felt the cost represented good value for money considering the extent of work undertaken by the Probation Service on the Old Cemetery.
- 5.6 Vicarage Corner - This has been partially litter picked by the Clerk where Gedling Borough Council have confirmed they now only litter pick in rural locations once every 8 weeks (instead of 6) due to cuts in funding. The Clerk was thanked for her efforts.
- 5.7 Newstead Youth Centre - Chris Bicknell advised the youth club has settled in at the church and he understood from Debbie Widdowson that the Notts County Council Youth Services department have someone able to draw up the lease and who is working on this.
- 5.8 Pension Scheme - The Notts County Council has confirmed the contributions requested for the next three years are correct. The Clerk has investigated moving to NEST (government pension scheme), where so far they are the only provider able to match the pension to be accrued under the Local Government Pension Scheme. A full report will be presented to the Council next month.
- 5.9 Highways /School Warning Lights - Cllr Bicknell confirmed that following a report from Highways that the school warning lights had been repaired on the 21st December, he had checked the position again and now they were not working at all. Clerk to report. The Clerk has also advised she has chased up the white lining work required.
- 5.10 Lengthsman - To be discussed under agenda item 7
- 5.11 Abbey Road Grate - This has now been repaired. Cllr Bicknell then drew attention to another trip hazard on the same road. The Royal Mail had previously removed a post mounted post box on this road and located this further down the same road. The existing hole/stump left by the post box had been filled in but the tarmac is now wearing exposing the previous stump, which represented a trip hazard. The Clerk was asked to report this to Royal Mail as the stump required removing completely.
- 5.12 Dog Fouling - Request made to Headteacher of Newstead Primary School would undertake the design of some anti litter/dog fouling posters.
- 5.13 36 Byron Street - Information passed to Cllrs on why planning officers had approved a fully rendered finish in this case.
- 5.14 23 Tilford Road - The yard has now been cleared by Gedling Homes. Specifications in the process of being drawn up for refurbishment of the property
- 5.15 Safer Nottinghamshire Board - Representations made on Crime Strategy for Rural Areas.
- 5.16 Veolia Tour - Dates of future tours passed to Cllrs. The Clerk and Chair had attended a tour of the facility and found the tours very instructive and encourage all other Councilors to attend. It was agreed details of these tours would be passed to the primary school.
- 5.17 Accounts - Confirmation received that costs in respect of the Christmas Tree have not been duplicated.
- 5.18 Webb Street - The Clerk was pleased to advise that the Lengthsman scheme will continue for a further year on the same terms as before. The jitty off Webb Street has been discussed with the lengthsman, whereby various options were considered. It was explained that as the tarmac section of the path does not extend across the whole width of the jitty, removal of the existing verges would mean the path would need to be re-tarmack at a considerable cost to the Council. Gravelling each side of the path was also discussed but this option was discounted where it was felt the gravel would most likely be kicked around. It was the opinion of the lengthsman that simply strimming the vegetation/grass on a regular basis, say once every three weeks, during the growing season would keep the verges tidy. He felt each strim would take approximately one hour and if strimmed every three weeks between March and October would total 12 cuts. Cllrs felt that one hour was probably generous for just strimming the jitty, however the litter affecting this jitty was also discussed. It was suggested that litter picking of the jitty could also be included within the one hour allocated to the lengthsman for each cut and this was agreed. The Clerk to instruct the lengthsman to commence regular cutting of the verge between March and October as outlined and to include a litter pick each time.
- 5.21 Newstead Centre - Cllr Scott advised that notification had at last been received from Donald Brookes at CISWO confirming the new trustees' appointment. The Clerk stressed that a meeting should be held with the Locality Coordinator, as soon as possible, in order to discuss priorities for the centre.

- 5.22 Drainage Scheme for the Skate Park - A cheque for £250 has been received from Debbie Widdowson, Newstead Locality Co-coordinator towards the cost of this scheme as previously agreed.
- 5.23 MUGA Lights - A meeting has been held between Marlec and the Newstead Locality Coordinator when the timer was reset. Marlec have also agreed to visit the site and change the height of the column lamps free of charge. Dates of when this work is to take place has yet to be agreed. Cllrs were pleased to note this outcome.

There was no public participation session as no members of the public attended the meeting.

6. Accounts

6.1 Receipts and Payments for March 2017

Receipts

£535.00	New interment held on 17 th February.
£140.00	New interment of ashes to be held on 7 th March.
£250.00	Contribution from Gedling BC towards drainage scheme on skate park

Cheques for Approval

100395	Elvedon Farms Ltd	£444.00	Supply of Christmas Tree
100396	Gedling Borough Council	£1,080.00	Drainage scheme as agreed on skate board park
100397	Gedling Borough Council	£720.00	Topple testing in Newstead cemeteries
100398	Newstead Centre	£39.00	Room hire costs for February's Council meeting.
100399	Clarke's Cemetery Services	£250.00	Fees for reopening of grave for new interment.
100400	Clarke's Cemetery Services	£410.00	Fees for work on unstable headstones as agreed with the Clerk.
100401	Mrs J Johnson	£160.00	Five wheel Barrows for the Probation Team.
100402	Mrs P Young	£15.00	Chairman's allowance (February)
100403	Mrs J Johnson	£375.38	Clerks wages for February NB Includes
100404	Notts County Council	£97.33	Pension Contributions for Clerk (February) plus deficit payment.
100405	Mrs J Johnson	£25.01	Clerk's expenses
			Postage/Other £9.00
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£ 8.10</u>
			TOTAL <u>£25.01</u>

The payments were approved as stated.

- 6.2 To Update the Risk Assessment - A copy of the recommended changes to the risk assessment had been circulated with the agenda. Cllr Scott felt the assessment was fairly comprehensive and could think of no other risks to be added. It was agreed by Council that the proposed changes to the risk assessment (highlighted in blue) should be agreed as stated.
- 6.3 To Appoint a New Internal Auditor - It was reported by the Clerk that the internal auditor for the Council had let it be known that he would not be undertaking the audit in 2017, due to his retirement. She recommended that an approach be made to Barrie Woodcock, the financial advisor to the Society of Local Council Clerks, to see whether he would be prepared to undertake the internal audit this coming year. This suggestion was agreed.
- 6.4 Any other Matters Relating to Finance - The Council had been approached by Portland College who had requested

a donation towards supplying new smart tablets to all the disabled students currently studying at the college. Before sending the college the usual grant application form, the Clerk asked the Council whether this would be something that the Council would support. Councillors discussed the request from the college, where it was known that several young people in the village had attended this college, who also provided advice and skills to disabled youngsters in this area. It was noted that the cost of one smart tablet was £251 and it was proposed by Cllr Bicknell that the college be given sufficient funding to provide at least one tablet. This proposal was agreed and cheque signed.

7. The Lengthsmans Scheme

7.1 This item was covered earlier in the meeting.

8. Matters concerning Newstead Village

8.1 To Cut the Grass around the MUGA and Youth Centre during 2017 - This item had been brought back to the Council where a previous decision had been taken to mow this area throughout 2016, and to review the situation for 2017. The financial situation affecting the Newstead Centre was not thought to have improved. The Clerk confirmed the budget for 2017/2018, assumed that cutting of this area would continue. The cost of continuing to mow this area during 2017 had been given by Anthony Clarke at £350 per annum. Cllrs agreed that mowing of this area should continue for a further year.

8.2 Village Litter Pick - The Council supported the idea of a litter pick and a date agreed of 1st April.

8.3 Verge on Station Road - It was noted that an area of verge on the left hand side of Station Road between the station and Livingstone Street was not presently maintained, where this was not part of the adopted highway. It was suggested that quotes be obtained for the cost of strimming back the vegetation on this section of verge with a view to this section of Station Road (costs permitting) be added to the existing grounds maintenance contract with Anthony Clarke for regular mowing. It was agreed the Clerk would obtain estimates for both a one off cut and adding this to the grounds maintenance schedule.

9. Matters Concerning Newstead Abbey Park

9.1 Station Ave - Concern was expressed at possible tipping on Station Ave. Cllrs Smith and Scott to make enquiries regarding this issue.

9.2 Newstead Abbey Gate Code - The Chairman felt that the gate code for entry to the Abbey had been given out where there were increasing numbers of unidentified vehicles on Station Ave. A request would be put to the management at Newstead Abbey that the code is changed again.

9.3 Bikers - The Chairman reported that on the 12th February, a number of bikers had rode at her husband on Station Ave, but on the 19th February, whilst bikers were on Tony Cundy's land, there were no bikers on Station Ave.

10. Correspondence.

The following correspondence was specifically discussed:

10.1 Off Road Bikers - Correspondence had been received from 2 residents who were complaining about the presence of off road motorbikes on 19th February, together with the lack of action in addressing this issue by the Parish Council. As a result, this issue was raised by Cllrs attending the Police and Parishes meeting held at the Newstead Centre on the 24th February. The Clerk also read out the response to one of the complainants.

11. Planning

There were no objections to the following application which had been circulated to Councillors prior to the meeting and tabled at the meeting.

2017/0114- 8 Fairfields Drive, Newstead (Retention of fence on the north east section of front of property)

12. **Reports from External Meetings**

Police and Parishes Meeting - A number of Councillors had attended this meeting held at the Newsted centre on the 24th February when the issue of problems with off roaders was raised yet again. In terms of setting priorities for the police, it was agreed that in future these would be set according to information received from the local community at that time. A commitment had been made by the Police to attend at least two meetings of every parish council in this area, when crime statistics/updates would be brought to the meeting. It was also made known that if the public wished to know what is happening in their area in terms of policing issues and also where next Police surgeries are being held, they can log into the police website at Nottinghamshire. Police .uk. Once on the opening page, you follow the link to your area and put in your postcode. This will bring you to a facebook page for Calverton, Ravenshead and other villages, which includes latest news and also Police officers covering your area . It was agreed that the Clerk would contact the Police with details of forthcoming council meeting, plus an invite to the same. Other issues mentioned at the meeting included flytipping on Devil's Elbow in Papplewick. It was noted that abuse had been aimed at Cllr Butler on a local Facebook page for merely reporting back from this meeting.

13 **Cemetery Issues**

None

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

None

15. **Date of Next Meeting.**

This will be held on Wednesday 5th April 2017, immediately following the Annual Parish meeting, which begins at 7.00pm.