

## NEWSTEAD PARISH COUNCIL.

### Minutes of the Annual Parish Meeting held in the Sherwood Room of Newstead Centre on Wednesday 4 April 2018 starting at 7pm.

1. **Present** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr R Butler, Mr E Hardy and Ms J Smith. Also present were Ward Cllrs Mr B Andrews and Mr C Powell and 6 members of the public. Apologies had been received from Cllrs Ms C Harris and Miss H Scott and also from County Cllr Mr C Barnfather.

The Chairman confirmed that a letter of resignation had been received from Cllr Mr P Burnham, who had indicated his wish to stand down from the Council, as a result of ill health

2. **Review of the Year by the Chairman.**

The Chairman read her report outlining the work undertaken by the Council during for the year, and is attached as an appendix to these minutes. In this report, she particularly expressed her thanks to Cllr Burnham for his contribution to the community, where he had served on the Parish Council for over 12 years.

3. **Annual Report from the County Cllr and Ward Cllrs**

Ward Cllr Mr B Andrews spoke on his role as Chair of the Newstead Youth Club. He confirmed it had been a difficult year for the Youth Club, which had moved on a temporary basis to the church, due to problems with the Youth Centre itself, but had subsequently moved back. During November, a total of 50 youngsters had attended the Youth Club on a regular basis, although numbers were currently down, as a result of a number of disruptive individuals, presently causing problems at the Youth Club. There is currently an issue with flies in the centre, possibly linked to the previous mice problems, and this has been reported to pest control at Gedling Borough Council.

In respect of the recent antisocial behaviour he expressed his thanks to Niki Pekal, Antisocial Behaviour and Troubled Families Coordinator, Gedling Borough Council and confirmed that as a result of a serious situation which occurred during the previous week at the centre, he was pleased to report that the Police had attended promptly and dealt with the situation. Charges were currently being brought against the individual concerned. Finally, he hoped that next year things would be easier.

Ward Cllr Mr C Powell indicated his delight that Lorraine Horrocks of 'The Pit' had won the 'Business in the Community Award' as part of 'the Pride of Gedling Awards'. He advised that the existing Chief Executive of Gedling Borough Council, John Robinson, was leaving the council at the end of July 2018. He commented that he always enjoyed attending Newstead Parish Council meetings and thanked councillors for all the hard work undertaken on behalf of the community.

There was no report from County Cllr Mr C Barnfather, where he was unable to attend this meeting.

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

There were no items raised by members of the public

*As there was no further business to discuss, the Chairman closed the meeting at 7.40pm*

### **Report by the Chairman**

2017/18 has been a busy year for the council with a number of challenging issues in the village ward. Firstly I would like to thank all councillors for their continued commitment to the parish. Jane and I work collaboratively in between Parish Council meetings and I would like to thank her for all the hard work she contributes both as an employee and going over and above the call of duty.

We are sorry to have lost a number of councillors for personal reasons and would like to thank Chris Bicknell for his contributions to the council over the past two and a half years, in particular his help in erecting the Christmas tree. Beverley Blood had also served the council for 10 years and has moved out of the area. We thank her for all her contributions.

We have also said goodbye to Councillor Philip Burnham who had served as an Abbey ward councilor for 12 years. During that time he has lobbied Nottingham City Council to bring a number of their properties in the Abbey grounds back into use. He has continually raised issues of knotweed and public rights of way in the Abbey grounds. The state of Station Avenue and security of the park have also been high on his agenda. He has also been extremely active on issues in the village ward, being in constant contact with Gedling Homes to improve the maintenance and look of properties in the village and reporting potholes and non-functioning street lights to the council. He has also helped on a number of litter picks. He has campaigned for many years to reduce the speed limit on Hucknall Road from 60mph and although the Parish Council wanted this to be 40mph we were successful in getting this reduced to 50mph. He also campaigned to get 30mph roundells painted on Newstead Road to remind drivers of the speed limit from Derby Road until the 50mph signs. As a wildlife enthusiast he has managed to get Newstead Meadow developed and maintained with picnic tables, wildlife information boards, a birdfeeder and an A frame gate to prevent motorbike access. Phil also instigated the planting of wildflowers in the old cemetery, which was undertaken by Parish Councillors. For a number of years he has tried to get maintenance and refurbishment of Freckland wood and the old stocking yards and this continues to be a challenge for the Parish Council. We would therefore like to thank Phil for all his hard work and dedication over the last 12 years.

We have welcomed Ernest Hardy as an Abbey ward councilor. Although Ernest lives in the village he will be working on behalf of Abbey ward residents. Chelsea Harris has recently joined the council for the village ward and we are also hoping to recruit Sarah Reed as an Abbey ward councillor, which leaves one vacancy to fill in the Abbey ward.

Parish Councils are the first tier of government. All of our councillors have undergone NALC training for councillors and work to 'The Good Councillors Guide' and 'councillors' code of conduct'. We hope that new councillors will also take part in this training to fully understand the role of being a councillor.

The PC has adopted a social media policy and provides information including minutes and agendas on its website. Agendas and notices are also posted on the 3 notice boards in the village and one by the Abbey rear gate. This year we were able to buy new barriers for Xmas tree and wish to thank CAST for erecting these. Also thanks to everyone who helped erect and take down the Xmas tree. Unfortunately the Xmas tree lights were slashed but GBC were able to repair these in time for the lighting ceremony. The PC would again like to express its thanks to the school, children and parents for their contributions towards the repair of the lights.

I would like to thank members of the public for raising issues with us; as a result we have a new A frame at top of Foundry Terrace

Thanks to councillors and the Clerk for planting the planters in the village

Thanks to the Clerk for going the extra mile to secure additional funding for the bonfire. The Council were pleased to be able to provide funding to enable the youth club to return to the YC building  
We have been able to support the Newstead Centre by taking over responsibility for strimming and tidying up some of their areas in the village.

We were able to secure £1500 from RCAN's annual community fund from the wind turbine and this will be used for community land maintenance projects.

We have been in discussion with GBC over the children's play park and have committed funding for a new roundabout, which will be installed shortly. Many thanks to Debbie for her support in this and a generous donation to the PC to help with the cost.

We have been in discussion with the YC over development of the skateboard park to improve this facility for young people, although this is not owned by the PC.

We have identified the owner of the land behind Fraser Street and this has now been tidied up.

We have done our best to keep grit bins filled but suppliers run out of supplies in bad weather. Bins have gone walkabout. We will aim to get more stocks at the Newstead Centre for next year.

Recently we have seen a spate of anti-social behavior. If you experience any ASB please contact Niki Pecal or Sarah Anderson the neighbourhood wardens on 01159 013865, or contact the police. If you receive a crime number this will be followed up by the police.

Finally I would like to thank our 3 borough councillors, Bruce Andrews, Colin Powell and Chris Barnfather for their support throughout the year.

Mrs Pam Young

**Chairman of Newstead Parish Council**

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

1. **Present:** Cllrs: Mrs P Young (Chairman), Mr R Butler, Mr E Hardy, Ms C Harris, Ms S Read and Miss H Scott. Also attending were Ward Cllr Mr C Powell and County Councillor Mr C Barnfather, plus 4 members of the public.
2. **Apologies for absence:** Apologies received from Cllrs Mrs D Adams and Ms J Smith and also Ward Cllr Mr B Andrews.

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

Cllrs thanked the children and Emma for attending the meeting.

- 3 **Election of the Chair**  
The retiring Chairman of the Council sought nominations from Councillors for the position of Chair. Councillor Young was proposed by Cllr Scott and seconded by Cllr Butler. With no further nominations received, it was agreed by Council that Cllr Mrs P Young be elected as Chairman of Newstead Parish Council for the ensuing year. The Declaration of Office was then signed by the Chairman in the presence of the Proper Officer of the Council.
4. **Election of the Vice Chair**  
The Chairman explained that whilst not at the meeting, Cllr Adams had let it be known that she would be prepared to stand as the Vice Chairman of the Council if no other nominations were forthcoming at this meeting. As no one else wished to stand, it was proposed by Cllr Young and seconded by Cllr Butler that Cllr Mrs D Adams be elected as the Vice Chairman of Newstead Parish Council. It was agreed that Cllr Adams would sign the Declaration of Office at the next Council meeting.  
  
The Chairman also reminded Councillors that previously there had also been a number of sub-committees established by the Council, which would meet to discuss issues relevant to that committee and then make recommendations back to the full Council e.g. the Cemetery Committee. Cllrs were asked if they wished to establish such committees, or continue to have all matters dealt directly by the full council. It was agreed by Cllrs that all matters continue to be dealt with by the full council.
5. **To Agree Dates of Future Meetings**  
These were agreed as per the list circulated.
6. **To Agree an Allowance for the Chairman**  
It was noted that the allowance for the Chairman had previously been discussed at the precept meeting when an allowance of £20 per month was agreed. This decision was ratified by the Council.

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

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

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

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

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

*Meeting Reopened*

## 10. Accounts

### 10.1 Receipts and Payments for April 2018

#### Receipts

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

#### Cheques for Approval

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

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

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

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

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

The remaining cheques were approved as stated.

10.2 **To Consider Request For Raffle Prize**

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

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

10.4 **Any Other Matters Relating to Finance**

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

11. **The Lengthsman's Scheme**

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

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

**12 Matters concerning Newstead Village**

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

**13. Matters concerning Newstead Abbey Park.**

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

**14. Correspondence**

None as dealt elsewhere.

**15 Planning Applications**

None received.

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

16. **Matters concerning the Cemetery**

None

17. **Reports from External Meetings**

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

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

None

19. **Date of Next Meeting.**

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

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

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

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

3 **Declaration of Personal and Prejudicial Interests**

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

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

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

The Chairman thanked Mr Wakeling for his interesting presentation.

4. **Election of the Vice Chair**

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

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

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

## **6 Matters Arising from the Minutes**

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

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

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

*Meeting Reopened*

**7. Accounts**

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

**Receipts and Payments for May 2018**

**Receipts**

None

**Cheques for Approval**

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

**BACS Payments for Approval - May 2018**

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

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

## 8. The Lengthsman's Scheme

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

## 9. GDPR Compliance

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

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

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

## 10. Matters concerning Newstead Village

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

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

**NEWSTEAD PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held in the Sherwood Room of**  
**Newstead Centre on Wednesday 4 July 2018**

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr E Hardy, Miss H Scott and Ms J Smith. Also attending were Ward Cllr Mr B Andrews, County Councillor Mr C Barnfather, Emma Astill, Youth Worker and several members of the Youth Club, plus 3 parishioners.
2. **Apologies for absence:** Apologies received from Cllrs Ms C Harris, Mr R Butler and Ms S Read. Also Ward Cllr Mr C Powell.
3. **Declaration of Personal and Prejudicial Interests**  
Cllr Scott declared an interest in any matters relating to the Newstead Centre as a Trustee of the Charity, and also in any matters relating to Newstead Enterprise as a Director of this company.
4. **Minutes of the Parish Council meeting held on 6 June 2018**  
Subject to the following correction - that under 6.12 (Pg 3, second line) wording to read 'unusable' instead of 'usable' - the minutes were approved and signed by the Chairman.
5. **Matters Arising from the Minutes**
  - 5.1 **Address by the Beekeeper** - E-mail contact details for the beekeeper have been passed to interested parties.
  - 5.2 **Co-option of Councillor on Abbey Ward** - No further developments.
  - 5.3 **Improvements to Children's Play Area** - Roundabout now installed. The Clerk explained there were some concerns over the unevenness of the grasscrete installed under roundabout and a site meeting had been arranged between Kompan, Cllr Mrs Young, and the Clerk for the following morning. It was noted that the roundabout was already being well used by children. Cllr Hardy advised that he had stopped four children between the ages of 4 and 9 trying to wreck the park by throwing stones at the equipment. During the early hours of the following morning, stones had been thrown at his home resulting in a cracked door pane. Cllrs thanked Cllr Hardy for his attempts to stop the play equipment being damaged.
  - 5.4 **Improvements to Vicarage Corner** - A license for the work has been sent to the Council by Gedling Borough Council, which has been signed by the Clerk and returned. The Clerk updated the Council following a discussion with Ash at CAST.
  - 5.5 **Any Other Matters Relating to Finance/ Electronic Banking** - First payments made successfully. The Clerk explained that in terms of audit trail, the HSBC system allows paper copies of individual payments made to be printed off which have been attached to each payment. In terms of safeguarding procedures, the Council appears to be making some progress in that she had now been able to speak to a member of the safeguarding team. Details of emails between PC and bank have been sent to Cllrs.
  - 5.6 **Notice Board for Cemetery** - This has been ordered. An estimate for £200 has been received from Anthony Clarke to install the notice board in the cemetery and remove the existing and this cost was approved by the Council.
  - 5.7 **To Consider Request for Raffle Prize** - Clerk confirmed she had purchased a £25 Argos gift voucher and delivered this Debbie Widdowson in time for the raffle with this cost to be included as part of the Clerk's expenses.
  - 5.8 **Accounts** - The Annual Return plus associated documentation has been sent to the external Auditors as part of the external audit of the Council's accounts.
  - 5.9 **School Lights** - Long email sent to Laura Trusler at VIA reporting this matter yet again.

- 6.0 Cemetery Matters - Site meeting held with potential purchaser and brother at cemetery when the Clerk was advised that all plots to be pre purchased will be for the same extended family that all live within Newstead Abbey Park. The Council has yet to receive anything in writing but it was made clear during the site meeting that 'residents' rates only apply to those members of the family that are residents of the parish.
- Previous Matters Arising
- 6.1 Grit Bin on Vicarage Corner - A verbal quote of £100 has been provided by DJB Contracts Ltd to lay slabs in preparation for a grit bin. This work has now been authorised.
- 6.2 Replace Sign re Newstead Cemetery Car Park - Following vandalism over last winter a quote has now been agreed of £50 to replace car park sign which was torn from the post.
- 6.3 Covert CCTV on Vicarage Corner - A positive response has been received from Gedling Borough Council to a request to site covert CCTV.

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

Emma Astill asked whether any progress had been made in relation to the fire damage sustained on the skate board park. The Clerk advised that nothing further had been heard from Gedling Borough Council on this matter however in an effort to speed up things she had asked a contractor used by the Parish Council to provide a quote for the repair which she had passed on to Gedling Borough Council. The quote was for £1,100. It was questioned whether a letter from the Youth Club written to Melvin Cryer at Gedling Borough Council would help persuade GBC to undertake the work and that the Youth Club Committee would be prepared to contribute £100 from their budget towards the cost of repair. It was also suggested that an offer of matched funding from the Parish Council may also sway any decision to proceed with the repairs and this was agreed, although no specific amount towards the cost was agreed.

Cllr Andrews confirmed he had taken part in the litter pick arranged by Mark Spencer's office, which was also attended by a few residents plus members of the Youth Club. This included the area around the shops and the skate board park.

Other issues raised by Emma was that during the hot weather, children had been seen swimming in the lagoons on the Country Park and that the Youth leaders are doing best to alert the children to the dangers of wild swimming. She had also asked the school to raise this.

A resident of Stonehouse Terrace asked for contact details for the Police following an incident last Friday evening, where someone had deliberately set fire to a vehicle at the adjacent property, and which had subsequently spread to her back yard causing damage to several fence panels. Two police officers had attended the scene at the time and it was understood that door to door enquiries were to be made in respect of the incident. She understood leaflets were left at about half a dozen homes on the terrace, but no one from the Police had contacted her in relation to the incident and she felt the incident had not been investigated properly. There were also concerns expressed that the materials used by Gedling Homes to upgrade the yards, made them highly flammable plus she was still waiting to hear from Gedling Homes when the repairs to her property would be carried out. The resident's details were taken by Cllr Barnfather who advised he would chase up the same.

TM reminded the Council of the requirement in law to publish draft minutes within 4 weeks of the meeting. The Clerk explained that the present delay in updating the village website was that it was maintained by a third party, who was away at present. The possibility of having another individual, who could also add the minutes onto the web site, was discussed with Cllr Smith volunteering to update the website, if the minutes could be sent to her electronically.

Other issues mentioned by TM was lack of progress on disabled access by Gedling Borough Council to the sports field, where it was agreed the Parish Council would chase the same and responsibility for the maintenance of the area adjacent to Foundry Terrace behind the Heras fencing. It was agreed that a site meeting would be sought between Terry Ball of Gedling BC, the Parish Council and TM and tentative dates for the meeting were agreed for the third week in August.

*Meeting Reopened*

**6. Accounts**

**i) Receipts and Payments for June 2018**

The Clerk advised that initial BACs payments had all been sent successfully. It was noted that details of each BAC's payment made could be printed off and a paper copy of that transaction attached to the relevant invoice. The following was noted.

**Receipts**

£1470.00                      Geo Hansons - New interment on the 28<sup>th</sup> June  
 £555.00                      Graham Ward Funeral Service - New interment on the 6<sup>th</sup> July

**Cheques for Approval**

100543	Mrs P Young	£20.00	Chairman's allowance (June).
100544	J A Rhodes	£90.00	Strimming brambles on Station Ave
100545	Kompan Ltd	£6,339. 80	New roundabout for children's play park

**BACS Payments for Approval - June 2018**

0007	Newstead Centre	£45.00	Room hire costs for June May meeting.
0008	J A Sedgwick	£150.00	Watering of planters/hanging baskets from 1 <sup>st</sup> June
0009	Clarke's Cemetery Services	£655.00	Maintenance of green areas and cemetery
0010	Clarke's Cemetery Services	£570.00	Charges for new double grave and reopening of existing plot for new interments on 28 <sup>th</sup> June and 6 <sup>th</sup> July.
0011	Mrs J Johnson	£377.48	Clerk's wages for June (includes 2 hours overtime)
0012	Notts County Council	£125.12	Pension Contributions for Clerk inc. Deficit payment.
0013	Mrs J Johnson	£55.08	Clerk's expenses (includes Argos voucher as raffle prize)
			Postage/Other      £34.03
			Tel/Broadband     £8.00
			Mobile Calls        Nil
			Mileage <u>£13.05</u>
			TOTAL <u>£55.08</u>

The Clerk explained that in regards to the cheque from Kompan Ltd this would be held until such time as the Chairman and herself were happy that problems outlined earlier with the grasscrete had been resolved to their satisfaction.

With this noted all payments were approved by the Council.

ii) Donation Request from Newstead PCC towards Summer Fayre - Details of an application from the Friends of St Mary's Church had been circulated with the agenda. It was noted that the grant from the Council had been requested specifically towards the cost of hiring a bouncy castle and ice cream for the children at a total cost of £130. In referring to recent publicity on the dangers of bouncy castles (a young girl had been

tragically killed when one was blown away by wind), the question was raised as to whether these were entirely safe. Cllr Scott also questioned the wisdom of paying for unhealthy foodstuffs for children. It was subsequently agreed by the Council to make a donation of £100 towards the cost of the event as opposed to paying towards something specific.

## 7. The Lengthsman's Scheme

Hucknall Road - Cllr Smith asked whether it was possible to cut back some of the trees which were obscuring lighting columns between Newstead Village and Annesley village as she felt lack of 'visible' lighting may encourage motorists to speed. Cllr Barnfather believed this could be a job for the lengthsman.

## 8. Matters concerning Newstead Village

8.1 Tour of Britain Cycle Race - Notification had been received that the Tour of Britain cycle race would again be coming through the village this time on the penultimate day of the tour which will take place on Saturday 8<sup>th</sup> September. Cllr Barnfather advised the meeting that it was not usual for the tour to repeat the same route twice; however during the last tour Nottinghamshire had yielded some of the highest number of spectators and organisers wished to repeat this success. As with last year, the Clerk asked the Council whether it would agree to the purchase of flags/bunting for the occasion and the sum of £150 was agreed. The Clerk also advised she may need some help on the day to put up the bunting, etc. It was agreed to send a reminder to Cllrs nearer the time.

8.2 Weeds in Village and along Hucknall Road - A complaint had been received from a resident regarding the number of weeds in the pavements and along Hucknall Road. As a result she had written to Ashfield District Council asking for the pavement along Hucknall Road from the village to the A611 be weedkilled. It was agreed that residents should be encouraged to remove weeds directly outside their homes.

8.3 Skate Board Park - No further progress on this matter as Debbie Widdowson was still waiting to hear from VIA.

8.4 Damage to Railings on Foundry Terrace - The Clerk advised she had been contacted by one of the residents on Foundry Terrace who had reported that several small posts plus railing around the small green in front of Foundry Terrace had been knocked down by a lorry attempting to turn around. This had been reported to Gedling BC, who was responsible for the maintenance of this area. As yet no action had been taken by Gedling BC on this matter. The Clerk had obtained an estimate for these repairs at £300 plus VAT and asked whether the Parish Council was prepared to fund these repairs direct. As this was still early days, the Council agreed that for the moment no further actions should be taken, but if Gedling BC were not able to undertake the work required, the Clerk was asked to bring this matter back to the Council.

8.5 Newstead and Annesley Country Park - It was reported that following the recent hot weather, young children had been seen swimming in the lagoons on the Country Park. It was agreed to report the matter to RCAN and to also contact the local school to ask the Head teacher to warn the children prior to the long summer break about the dangers of wild swimming.

8.6 Hucknall Road - It was noted that branches were also overhanging the playground warning sign on the entry to the village if travelling from Annesley. It was agreed to ask the lengthsman to cut these back.

8.7 Fun Fair - It was noted that a Fun Fair will be held on Newstead Sports ground later in the year and will be part of the fun day on the 14<sup>th</sup> July 2018.

## 9. Matters concerning Newstead Abbey Park.

None

## 10 Correspondence

10.1 Historic England - It was noted that the war memorial in Newstead had been awarded grade 2 listed building status. The Clerk advised that included within the entry for the listing was reference to the refurbishment of the war memorial by the Parish Council in 2016. \_

## 11 Planning Applications

The following application had been circulated to Cllrs prior to the council meeting following concerns expressed by a local resident that this application would lead to more traffic in the village.

2018/0363 - Site of former industrial Unit at Cross Road, Annesley Cutting, Annesley, Notts (Construction of new B1 light industrial unit) - It was noted that some 13 car parking spaces would be made available on site as part of the new units to be built. As this proposal was for outline planning permission only, specific details relating to amount of cars/deliveries expected to the site was not yet known with these details to follow as and when businesses moved into premises. Cllr Scott welcomed the use of this brownfield site for employment uses. Given there had been significant house building on the former colliery site, it was felt the amount of additional traffic generated as a result of this particular application would be minimal and it was agreed not to object to the above proposal.

**12. Reports from External Meetings**

- 12.1 Newstead Locality Meetings - The minutes from the June meeting of the Locality Group had been circulated to Cllrs and was attended by Cllr Hardy. No further comments received.
- 12.2 Newstead Centre Trustee Meetings - Cllr Scott advised the Council that the Charity was actively seeking new trustees to join the centre. There are currently four trustees but as yet the Charity does not have a full skill set in terms of the trustees and they hope to attract persons with skills in governance, business skills, etc. Cllr Scott has made enquiries with various organisations in an attempt to find new trustees volunteers including Notts CVS, Notts County Council, parish councils, and Notts Business Centre. Anyone interested in standing as a Trustee should contact Jane Daniels, Co-ordinator for the Newstead Centre. The Trustees are also intending to hold a public meeting on the 9<sup>th</sup> July starting at 6.30pm. In terms of other news, Cllr Scott also advised the trustees have put out an expression of interest for a new caretaker to replace the existing caretaker who is leaving shortly. The hours to be worked will be 16 hours each week, based on minimum wage and whoever applies for the job should be local, as the job involves frequent trips to the centre to unlock for hirers. It was also understood that RCAN may shortly be relocating their offices from Newstead Centre to Arnot Hill House in Arnold, although no official notification has been received as yet.\_\_\_\_

**13. Matters concerning the Cemetery**

None except as reported earlier.

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

None

**15. Date of Next Meeting.**

The next meeting of the Parish Council will be on Wednesday 5<sup>th</sup> September 2018 starting at 7.30pm

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

*The Clerk declared an interest in the next item and left the meeting during discussion of this item.*

**16. Clerk's Pay Review**

Councillors agreed to a 2% pay increase in the hourly rate paid to the Clerk with effect from the 1<sup>st</sup> July 2018. On return to the meeting following discussion of this item, the Clerk was informed by the Chairman of the increase agreed.

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

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

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

#### Previous Matters Arising

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

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

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

Mr Burnham asked whether it was possible to arrange to cut back the overgrowth on this footpath/cycle path as this was impeding progress along this path. It was agreed to instruct the lengthsman to cut back the

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

*Meeting Reopened*

**6. Accounts**

The Clerk explained that whilst on holiday, HSBC had suspended all bank accounts held by the Parish Council as from the 13<sup>th</sup> August. This matter was only brought to light because on her return, the Chairman had advised the Clerk that a cheque representing the Chairman's Allowance had been stopped by the bank, with no explanation given. After several hours spent trying to ring someone at the bank (phone not answered) and finally being passed to someone in the Safeguarding team, it transpired there was no trace on our records of the council ever providing the information as requested by the team, despite having emails from the bank acknowledging the information previously sent to them, twice. The Clerk was then advised by staff that the quickest means of reinstating the accounts would be to make a formal complaint to the bank. Following discussion with the Chairman, a formal complaint has been sent to HSBC, which had also been copied to Mark Spencer, MP, who confirmed his office would also be writing to the Chief Executive of HSBC Bank. The Clerk was pleased to report that the account had been re-instated yesterday. Cllrs felt the bank should provide compensation to the Council for many hours of time wasted by the Clerk on this matter, which could have been used on those matters important to the community.

i) **Receipts and Payments for September 2018**

**Receipts**

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

**Payments previously approved**

100546	Newstead PCC	£100.00	Donation towards church summer fayre.
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**BACS Payments made August 2018**

0014	Newstead Centre	£45.00	Room hire costs for July meeting.
0015	J A Sedgwick	£160.00	Watering of planters/hanging baskets during July
0016	Clarke's Cemetery Services	£655.00	Maintenance of green areas and cemetery
0017	Clarke's Cemetery Services	£200.00	Charge for installing new notice board in cemetery .
0018	Clarke's Cemetery Services	£270.00	Charges for reopening existing grave for new interment on 3 <sup>rd</sup> August.
0019	Mrs J Johnson	£211.63	Reimbursement for purchase of various items of litter picking equipment (see also receipts)
0020	Mrs P Young	£20.00	Chairman's allowance (July)
0021	Mrs J Johnson	£368.69	Clerk's wages for July
0022	Notts County Council	£126.93	Pension Contributions for Clerk inc. Deficit payment.
0023	Mrs J Johnson	£67.44	Clerk's expenses

Postage/Other	£50.89
Tel/Broadband	£8.00
Mobile Calls	Nil
Mileage	<u>£8.55</u>
TOTAL	<u>£67.44</u>

0024 Earth Anchors £558.00 Notice Board for the Cemetery

**Bacs Payments for Approval Sept**

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

These payments were agreed as stated and the sheet signed.

ii) Requests for Donations

Newstead Events Group - A donation request had been received from Newstead Events Group and copies of the grant application circulated to members of the Council at the meeting. This sought £1,000 towards a total cost of £3.5k towards holding the bonfire event and would be used towards the cost of workshops to be held with Newstead Primary School and Newstead Youth Centre to develop the theme of 'Newstead Then and Now'. Cllrs discussed this application and in noting the existing budget and other commitments coming from the same pot i.e. various fayres held by Newstead PCC, Poppy Appeal and Christmas Events, it was proposed by Cllr Smith and seconded by Cllr Young that a total of £750 be donated towards this event provided and this was agreed by Council.

RBL Poppy Appeal

Whilst on the subject of the Poppy Appeal, it was noted by Cllr Read that the Newstead Stitch and Bitch Group was hoping to knit a cascade of poppies. The decoration of the village in terms of lamp post poppies was discussed when last year this was carried out by volunteers following criticism of the Council for not purchasing these. Whilst the Council was supportive of residents' wishes for lamp post poppies, ultimately, it was noted that the point of the appeal was primarily to raise funds and these would be maximised if a cash donation was made instead. It was therefore agreed that the Parish Council would make an annual donation of £50 to the RBL Poppy Appeal, which would include the supply of one wreath, with the surplus going directly to the Appeal. It was also noted the Chairman would be attending the Church Armistice Day service and the Council would also be sending a representative to the Remembrance Day Parade at the War Memorial.

*Cllr Scott joined the meeting at this point.*

7. The Lengthsman's Scheme

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

**8. Matters concerning Newstead Village**

- 8.1 MUGA - An estimate for the replacement of five missing/damaged panels from the MUGA had been received from Caloo at a cost of £1,846 plus VAT . This was discussed by Council, where it was noted this was the second time, panels had required replacing since their installation in 2012. Complaints had been received from the resident who lived closest to the MUGA regarding balls going onto his land and that replacement of this end was considered a necessity. It was suggested that only the panels at the Fraser Street end be repaired, as this could reduce costs considerably, and that the Clerk discuss this further with Caloo with the results of the discussion being brought back to the Council for a decision.
- 8.2 Community Garden Proposals - The Chairman explained that five years ago the Youth Club had agreed to maintain a number of raised beds for growing of flowers and vegetables but that little maintenance of these had been carried out recently. She had been approached by residents who had wished to establish a community gardening club and if the Newstead Centre Trustees would be prepared to hand over this area to a gardening group established by the Community. Mrs Andrews asked whether any decision could be deferred so that she could speak to the Youth Club on this matter as she was aware that the intention was for the young people to have a project which was more 'hands on'. Discussions between the Chairman and Lorraine Horrocks of 'the Pit' suggested there was an appetite for a community gardening group to take over the raised beds around the Youth Centre. The Clerk suggested that such a group could be invited to take over the grassed area behind the Youth Centre. The Parish Council confirmed their support 'in principal' for a community gardening club to take over maintenance of the raised beds, when it would be discussed by the Newstead Centre Trustees (owners of the land in question) at their next meeting on the 10<sup>th</sup> September.
- 8.3 Update on Skate Park Improvements - A report had been circulated by the Clerk following information from VIA that the cost of improvements was likely to be in excess of £200k. As a result this had been discussed with Debbie Widdowson and a series of recommendations made as how to move forward on this project. It was suggested that proposals need to be scaled down to around the £100k mark. It was also agreed by the Council to meet half the cost of VIA drawing up plans for the skate board park at a total cost of £500, with Debbie Widdowson to fund the remaining 50%. The recommendations suggested by the Clerk in her report were agreed.
- 8.4 Grassed Area behind the Youth Club - An estimate had been obtained from Anthony Clarke which confirmed the cost of strimming the overgrown grass directly behind the Youth Centre would be £60.00 but thereafter if added to the Council's existing grounds maintenance contract for cutting monthly would cost an additional £15 per month. Mrs Andrews felt that if the grass was kept strimmed on a regular basis, the Youth Club could make possible use of this area and felt that the Youth Club could look to fund this work. It was agree to defer any decision on this matter pending advice from the Youth Club.
- 8.5 Christmas Tree - It was agreed that the tree to be ordered by the Council would be a 25 foot Nordman Spruce from the same supplier as last year, provided that costs did not exceed £500. It was advised by the Clerk that trees were in short supply due to the poor weather at the start of the year plus subsequent drought.
- 8.6 Request for a Picnic table in Small Children's Play Area -The Chairman advised she had received a request from a Parishioner for a picnic table to be put on the park and it was agreed that estimates be sought for a picnic table made from recycled materials. This would be considered at the next meeting pending advice on expenditure incurred so far this year and whether funds were available following the cost of repairing the MUGA and other commitments by the Council. It was noted permission would also be required from Gedling Borough Council to site the picnic table on the park
- 8.7 Newstead Meadow - An estimate had been obtained from Jonathon Rhodes for the cost of cutting down the haylage on Newstead Meadow at a cost of £580, plus a further £200 for subsequently chain harrowing of the meadow. It was agreed not to seek further quotes as Jonathon had been previously carried out work on this land and his prices had been very competitive in the past. Both items of expenditure were agreed.
- 8.8 Tour of Britain - It was agreed to meet at 9am on Saturday 8<sup>th</sup> September to redecorate the village with bunting

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

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

9. **Matters concerning Newstead Abbey Park.**

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

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

10 **Correspondence**

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

11 **Planning Applications**

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

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

12. **Reports from External Meetings**

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

13. **Matters concerning the Cemetery**

None.

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

None.

15. **Date of Next Meeting.**

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

**NEWSTEAD PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held in the Sherwood Room of**  
**Newstead Centre on Wednesday 3 October 2018**

1. **Present:** Cllrs: Mrs P Young (Chairman), Mr R Butler, Mr E Hardy, Ms C Harris, Ms S Read, Miss H Scott, and Ms J Smith. Also attending were Ward Cllr Mr B Andrews and Mrs Andrews and one parishioner.
2. **Apologies for absence:** Apologies received from Cllr D Adams and also from Borough Cllrs Mr C Powell and Mr C Barnfather, who were both attending a meeting of the Planning Committee at Gedling Borough Council.
3. **Declaration of Personal and Prejudicial Interests**  
Cllr Butler declared an interest in any matters relating to the Youth Club as Treasurer of the Youth Club Committee.
4. **Minutes of the Parish Council meeting held on 5 September 2018**  
Subject to the following correction under item 8.9 - it was agreed that only daffodil bulbs would be brought by the Chairman - the minutes were approved and signed by the Chairman.

*Emma Astill along with several children from the Youth Club entered the meeting. Cllrs agreed to suspend the meeting to allow an address by some of the children present.*

The Council was thanked by the children for their efforts in helping to ensure the skate park was repaired and also for the provision of litter picking equipment. Cllrs welcomed the children and thanked them for coming in. Ms Astill, Youth Worker, Notts County Council, advised that the Youth Club had continued to undertake litter picks but due to the darker evenings had confined their efforts to the area immediately around the Youth Centre and MUGA. Once the evenings are lighter, they are to litter pick a more extensive area. In terms of the raised beds, it is intended next year to grow fruit and veg. The Youth Club would welcome any volunteers to help with the garden and it has been arranged that over the long summer break the Pre School Learning Alliance will take any surplus veg grown. Cllr Scott commented that during the summer break, it may be possible to get the proposed Community Gardening Group to help look after this area. The Chairman was aware that idea of establishing a Community Gardening group had been referred to the Locality Group, to which Cllr Hardy (as the Council's representative on this group), advised he would be happy to raise the topic of the raised beds with this group. Cllr Butler advised the Youth Club would welcome the integration with the wider community. Cllr B Andrews, Chair of the Youth Club Committee, advised that a grant received from Cllr Barnfather had been spent on a new tennis table for the Youth Club.

*Emma and the children then left the meeting*

Meeting Reopened.

5. **Matters Arising from the Minutes**
  - 5.1 **Improvements to Vicarage Corner** - Repairs have now been completed to the external boundary fence surrounding this site and also in respect of the damaged fencing on Tilford Road (opposite the school), paths have been marked out in the site and most of the work in the contract has now been completed. A meeting was held between Chair/Clerk of the Council with Mick Leivers of CAST on Tuesday 2<sup>nd</sup> October to sign off the contract. There are a couple of items now outstanding and these should be completed within the next couple of weeks. The Chairman confirmed she was pleased with the work that had been carried out. Cllr Smith

- then distributed several copies of the latest edition of the newsletter prepared by CAST, which included details of the work completed for the Parish Council. These were well received by Cllrs.
- 5.2 Notice Board for the Cemetery - Cllrs details updated.
- 5.3 Grit Bin base - Work to install base has been carried out and replacement grit bin obtained from Gedling Borough Council. This will now need filling.
- 5.4 Sign for Newstead Car Park - This has been damaged beyond repair when torn off the post the second time. The Clerk confirmed that the Council will need to decide whether it wishes to reinstate the same, bearing in mind this is the second time the notice has been pulled down. The Council agreed that as the existing post was still in situ a replacement sign should be ordered, but if vandalised again would not be replaced. The Clerk has asked one contractor for a quote to repair the wall and is also to make enquiries with another.
- 5.5 Web Site - A meeting has been arranged at the Clerk's home on the 9<sup>th</sup> October for the purposes of learning how to update the site. Cllr Smith spoke of a discussion with a parishioner, who advised that he may be able to assist with updating the site, if necessary.
- 5.6 Newstead and Annesley Country Park - The length of time for Gedling to consider the nomination in respect of that Country Park has been extended by 4 weeks to allow time for any comments to be received from Stillwind, who also have an interest in this process as a result of land leased to them for wind turbine. The application for Glen Almond Park is proceeding as per the original timeline.
- 5.7 Gedling Home Repairs - Hopefully these have now started as the scaffolding has gone up at some of the properties. Mr Burnham advised that although the scaffolding had gone up no work has yet been undertaken to any of the homes. It was reported by Cllr Andrews that he understood the two men previously in charge of Gedling Homes, which has been amalgamated as part of the Jigsaw group, have been made redundant.
- 5.8 Accounts - It was noted the account had again been suspended briefly for a day but this was sorted immediately. No formal response received from the bank either to our complaint to either ourselves or Mark Spencer MP, although a letter had been received addressed to the Chairman which was opened at the meeting. This simply acknowledged receipt of the complaint submitted by the Parish Council and that a full response could be expected by the 28<sup>th</sup> October.
- 5.9 MUGA - The Clerk advised she was able to speak to the estimator who had installed the original MUGA. In terms of the cost it was advised that regardless of however many panels were replaced, the company would still have to send out a two man team for the day, so the savings made by fitting less panels would only be a couple of hundred pounds. In discussion with the Clerk, it was advised the company would be prepared to reduce the total cost by £100 as a gesture of good will. The Clerk advised that in terms of the half year accounts and revised forecast for the year provision was included for the full cost of the work. It was agreed by the Council to proceed with the repairs in full at the revised cost of £1,746 plus Vat.
- 5.10 Community Garden Proposals - It has been decided by the Trustees to support the continued use of the raised beds by the Youth Club for their nutrition and gardening projects. Trustees to work with the Youth Club to plan management of this site during 8 week summer break.
- 5.11 Update on the Skate Park - DW has spoken to the Sports Club and asked them to list their preferred options in terms of equipment and which items could be 'lost' in order to reduce costs.
- 5.12 Grassed Area behind Youth Club - The Youth Club Committee has agreed to pay for a one off cut with future maintenance to be discussed at their next meeting. The area has been strimmed on instructions of the Council and it has been agreed that the Council will pay our contractor for this work, with the Youth Club to reimburse the Parish Council.
- 5.13 Christmas Tree - Following consultation with the Council, the tree has now been ordered from Reuben Shaw's at a cost of £350, with delivery of the tree by Joe Walker Haulage, where this cost will be shared by Linby/Newstead Parish Councils. The Chairman suggested that Joe also be asked to assist with installing the barriers.
- 5.14 Request for Picnic table - On agenda for discussion
- 5.15 Newstead Meadow - Jonathon Rhodes instructed to undertake this work and this has now been completed.
- 5.16 Tour of Britain - The Chairman thanked all the volunteers who turned out to decorate the village. Also majority of bunting used was able to be salvaged for reuse by the community in future.

- 5.17 Winter/Spring Planting - This has been carried out by the Chairman and husband at a cost to the Council of £3 for daffodil bulbs. It should also be noted that last year's bulbs have been stored by the Chairman over summer and have been replanted, thus saving the cost of further bulbs. The Chairman advised that only the bottom and middle tiers have been planted out as it was not felt flowers would be seen in the uppermost tier.
- 5.18 Newstead Centre Trustee Meetings - Cllr Scott advised that in addition to the three new trustees mentioned at the last meeting, a further application to join the Trustees has been received.

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

Mr Burnham advised the meeting that vegetation on the dual cycle track had not yet been cut back. The Clerk advised that although instructions had been sent to the lengthsman, he was off work at present. It was agreed that the matter would also be reported to Ashfield District Council. Mr Burnham confirmed that the work undertaken by the contractor on Newstead Meadow had been completed to a high standard.

*Meeting Reopened*

## 6. Accounts

### Receipts and Payments for October 2018

#### Receipts

£670.00 Pre-purchase of further plot in Newstead cemetery.  
 £ 3.10 Interest on deposit account 5/8 to 4/9/2018

#### Cheques for Approval

None

#### BACS Payments for Approval - October 2018

0032	Newstead Events Group	£750.00	Donation towards Bonfire Event
0033	RBL Poppy Appeal	£50.00	Donation towards Poppy Appeal
0034	Newstead Centre	£45.00	Room hire costs for September Council meeting.
0035	PKF Littlejohn LLP	£240.00	Fees in respect of external audit
0036	Clarke's Cemetery Services	£655.00	Maintenance of green areas and cemetery
0037	Clarke's Cemetery Services	£60.00	Charges for cutting grass behind Youth Centre.
0038	Mrs P Young	£23.00	Chairman's Allowance (Sept) plus bulbs for the planters
0039	Mrs J Johnson	£368.69	Clerk's wages for September
0040	HMRC	£17.00	NI and tax due for on Clerk's wages
0041	Notts County Council	£126.93	Pension Contributions for Clerk inc. Deficit payment.
0042	Mrs J Johnson	£27.82	Clerk's expenses
			Postage/Other £13.52
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£6.30</u>
			<b>TOTAL <u>£27.82</u></b>
0043	Jonathon Rhodes	£870.00	Hay cut and chain harrowing of meadow plus mowing of verge on Station Ave.
0044	DJB Contracts Ltd	£150.00	Grit bin base and reinstatement of cemetery car park notice

The payments were approved as stated.

- ii) **Report on Half year Accounts** - A report had been circulated from the Clerk prior to the meeting. In referring to her report she explained that the forecast had been set assuming that all expenditure incurred, or likely to be incurred by the Council had been included in the accounts. Income from the cemetery is higher than budget, mainly as a result of the pre-purchase of plots in the cemetery. Under income, Cllr Butler asked about the forecast figure of £2,460 under the 'Capital Grant' heading. The Clerk confirmed this related to a grant, yet to be reclaimed from the Notts County Council, towards the new roundabout on the small children's play park. The cost of the roundabout itself is included under the 'Capital Expenditure' section of the accounts, although the provision for this expenditure was made during the previous financial year. As the expenditure was not incurred during 2017/2018, this resulted in the reserves being higher than otherwise at the end of March 2018. The accounts also included the full cost of repairs to the MUGA. In summary the Council is forecast to achieve a balanced budget by the end of March 2019.

It was proposed by Cllr Smith and seconded by the Chairman that the report on the accounts is approved along with the revised forecast and this was agreed.

- iii) **To Consider Application for Grants**

None received

- iv) **Recommendations from the External Audit**

The following recommendations from the external audit were noted:

- Box 2 figure wrong - It was noted that last year's precept figure was inserted rather than the figure relating to the current year. Box 2 subsequently amended to read £14,762
- The period relating to the exercise of the public's right to view the account was premature in that it began before the accounts were formally approved by the Council - It was noted by Council that the right of the public to view the accounts should not begin until after the date the accounts are approved by the Council.

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7. **The Lengthsman's Scheme**

No further jobs were advocated where it was noted that due to absence there was already a backlogue in terms of the outstanding work for Newstead Parish Council. It was noted that Linby Parish Council were now paying for additional work to be undertaken by Paul Newman (previous lengthsman) as all their allocated hours had been used. The Chairman felt that the Council needed to take on board that perhaps more work should be given to the lengthsman over summer when this was required.

8. **Grit Bin Refills**

The Clerk advised that in total there were six grit bins for which the Council had the responsibility to restock with grit, including the bin now installed on Vicarage Corner, which required filling in full. She explained that one of the lessons learnt last year was that when it came to restocking the grit bins following snow, it had proven difficult to source any new grit as all stocks locally had been used. The Clerk advised she would like to purchase additional grit over and above what is required now for storage in the Newstead Centre, so that if additional grit was needed this was on hand locally. The Chairman confirmed that in the previous year, she and her husband were able to restock one of the grit bins by taking using some grit previously stored at the Newstead Centre. The Clerk asked if the Council would agree to expenditure of up to £200 to pay for restocking of the existing grit bins and additional grit for storage at the Centre. Cllr Scott asked that in terms of storage at the Centre, she consult with the Co-ordinator at the Newstead Centre. The Council agreed the Clerk could spend up to £200 on restocking the grit bins

9 **Matters concerning Newstead Village**

- 9.1 **Picnic table** - 3 quotes had been obtained in respect of a recycles picnic table and these read out to the Council.

The Council chose the lowest of the quotes obtained, which also included the cost of a fixing kit, where it was noted that the cost of providing the table was included in the revised forecast discussed earlier. The location of the bench was discussed and agreed. The Clerk will now seek permission from Gedling Borough Council to install the bench as per the specification obtained.

- 9.2 EMH properties - It was reported by Cllrs that two properties on Byron Street look very unsightly with junk and an abandoned fridge being left in the front garden of one of the homes, whilst the other property had an overgrown garden/hedge. It was noted that both of these properties were owned by East Midlands Homes and discussion took place as to whether the tenants were in breach of their rental agreement by not tidying their gardens. Whilst it was noted that the Parish Council had no legal powers in regard to the tenants, it was agreed to write to East Midland Homes drawing attention to the neglected appearance of these homes.
- 9.3 Land Behind Fraser Street - It was noted that flytipping was again starting to appear on the unused land to the rear of homes on Fraser Street owned by East Midlands Homes following their clean up of this site last year. It was agreed to include this information in the letter to be written to EMH as discussed above.
- 9.4 WWI Commemorative Tea - The Council had been asked to consider an idea put forward by the Newstead Locality Co-ordinator of a Commemorative Tea to be held at the Newstead Centre on Sunday 11 November, specifically to commemorate the centenary of WW1. The idea was discussed but as this event would also take place on the same weekend as the bonfire event, when several members of the Council would already be helping out, the response to the idea was lukewarm. Whilst the suggestion was welcomed in principle, no Cllrs were able to attend the planned tea due to prior commitments elsewhere. In terms of usual services held to commemorate Armistice Day, it was agreed that Cllr Hardy would lay the wreath at the cenotaph during the morning service, which starts at 9.45am, with the Chairman to represent the Council at the evening service at St Helen's.

## 10. Matters concerning Newstead Abbey Park.

- 10.1 Verges outside Poets Corner - The Chairman confirmed that existing grass verges outside Poet's Corner had been removed and large boulders put on the same. This had been reported Nottingham City Council as the landowner in question where this action could compromise road safety. It was subsequently noted that the stones had been removed.

## 11 Correspondence

- 11.1 Royal Mail - A poster and letter had been received which included details for the public to report scam mail. These details to be circulated to Cllrs and included on notice boards.
- 11.2 Letter from Cllr Chris Barnfather re Transport and Travel Priorities - This advised that 'the Notts County Council are currently putting together the future integrated transport and capital highways maintenance programmes and that we want to make sure that we look at any schemes that you consider to be a priority in your area'. The following schemes were agreed:
- The junction of Annesley Cutting with A611 - To explore options to improve this junction
  - Improvements to the bus stop/shelter on Hucknall Road directly opposite Musters Road. The existing bus shelter to be replaced in favour of one with enclosed back and sides
  - New cycle lane along Hucknall Road between A611 and Newstead Village to allow residents to cycle to Hucknall.

## 12 Planning Applications

It was noted that the following application had received conditional planning permission.

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

## 13. Reports from External Meetings

None

**14. Matters concerning the Cemetery**

**14.1** The Old Cemetery - It had been noted by the Chairman that following a recent inspection of the cemetery, she was not happy with the state of this and felt that additional maintenance was now required where it was noted that a number of Ash saplings had sprung up in the grounds towards the rear of the Old Chapel and brambles had grown up around the graves towards the front of the cemetery. The Clerk explained that whilst the Probation Service would like the opportunity to carry out the annual strim of the cemetery, this work is over and above the work usually carried out by them. It was therefore agreed to seek an estimate from Anthony Clarke for removal of the brambles and tree saplings with the Clerk to authorise the work, if his charges appeared reasonable. It was also agreed that the Probation Service be asked to carry out the annual strim in exchange for tools up to the value of £150, as requested previously.

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

Christmas Fuddle - The Chairman explained that during the December meeting of the Council it was usual to have a small fuddle at the end of the Council meeting to celebrate the past year when all Councillors usually bring a dish of something to eat or drink.

**16. Date of Next Meeting.**

The next meeting of the Parish Council will be on Wednesday 7<sup>th</sup> November 2018 starting at 7.30pm

*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. 3 where this item relates to business affairs of an individual.*

**17. Grounds Maintenance Contract**

A proposal had been received from the existing ground maintenance contractor that if the current grounds maintenance contract could be extended for the next three year beginning from 1st April 2019, when the contract would otherwise come up for renewal, he would be prepared to hold his current charges for the next three years i.e. until 31<sup>st</sup> March 2022.

A report had been circulated to members of the Council outlining the background to the contract and tenders received at the point the contract was last renewed

Cllrs felt that the offer put forward by the existing contractor was extremely good and that by accepting his proposal, this would represented the best value to the tax payer, as the charges in respect of ground maintenance contract will have been be frozen for a period of 7 years. Accordingly, it was agreed that the existing contract with Clarke's Cemetery Services be extended for a further three years.

### Interim Report on the Newstead Parish Council Accounts for 2018/2019

On the 1<sup>st</sup> April 2018, the Parish Council held total reserves of **£50,720** which included cash in all the accounts held by the Council. This figure is shown at the foot of the first column of the right hand side of the **Receipts and Payments Forecast** attached to this report.

The second column from the left shows the amount spent from 1st April up to the end of September 2018, whilst the first column represents expenditure incurred in the first six months of the previous year. The first column to the right shows the actual expenditure incurred over the whole of the last financial year, whilst the second column represents the budget agreed in January 2018. The final column represents a revised forecast for the year.

#### Receipts

The **precept** for 2018/2019 was received as stated at **£15,333** from Gedling Borough Council along with **Council Tax Support** of **£1,824**. This latter figure is a decrease from the previous year of **£916** and is expected to be phased out entirely by the borough council by 2020.

The budget set in 2018/19 assumed no income would be received in respect of **capital grants**, and no date none has been received. The figure shown in the forecast represents the amount yet to be reclaimed from the Notts County Council under LIS, in respect of the contribution previously agreed towards the cost of the roundabout in the small children's play area.

**Cemetery and Other Areas** – As you can see the receipts collected so far this year in respect of cemetery fees have far exceeded the budget agreed in January 2018. Receipts from cemetery fees are wholly in respect of charges made by the Council for interment fees, requests for headstones and pre-purchasing of plots. The majority of the income earned to date has been received for the pre-purchase of plots in the new cemetery (**£2,900**) and also in respect of six burials so far this year (**£4,810**). The remainder of the income received is in respect of fees for headstones.

It is sufficient to advise that income from this source cannot ever be predicted and the forecast figure of £10K is simply a best guess based on probability.

**The VAT refund** relates to VAT reclaimed from HRMC in April 2018, incurred during the previous financial year.

**Other income** – Other income which has been received during the current financial year, includes **£1,300** received from Gedling BC earmarked towards the skate board park improvements/new roundabout and **£210** from Gedling Cllrs towards cost of litter equipment. The forecast figure of **£3,060** assumes **£1,500** from RCAN from the wind turbine community levy and **£60** from the Youth Club towards strimming costs.

In summary therefore whilst income received by Parish Council during the year is better than budget, many of the grants received are also spent during the same financial year and this is reflected in the expenditure by the Council also being greater than budget.

#### Payments

**Salaries** – This figure is the amount paid by the Council in respect of the Clerk's wages including pension contributions and also takes into account, the pay increase agreed in July 2018 of 2%, and additional pension contributions required. Also included are the contributions required to meet the pension deficit identified at the last valuation.

**Expenses** – This amount includes the allowance agreed for the Chair of the Council based on **£20** per month, travel costs for the Clerk and includes reimbursement towards broadband charges, postage, ink cartridges and other amounts claimed by the Clerk in terms of petty cash and a number of small sundry items brought on behalf of the Council.

**Stationery and office equipment** – No large items of equipment have been purchased this year nor are any anticipated. Postage and small sundry items of stationery are included under expenses. The forecast figure is based on the cost of a new printer as being the item most likely to require replacement.

**Cemeteries and Village Maintenance** – This heading includes costs incurred so far on the grounds maintenance contract with Anthony Clarke (£3,275) for strimming the village green, cemeteries and other areas as specified, including land behind the MUGA and along Station Road, It also includes burial fees charged by Mr Clarke as and when these services are required (£1,690). Further payments were also made to Clarke's Cemetery Services to re-turf one grave and re-bond the headstone on another (£75) and for installation of the new cemetery notice board (£200)

Other costs under this heading include the cost of purchasing litter pickers (£212) and bunting for the Tour of Britain (£157), the cost of planting out the planters (£88) and watering (£390). Also new notice board for the cemetery (£465), redecoration and disposal of the Christmas Tree (£292) and finally £90 to Jonathon Rhodes for strimming the brambles on Station Ave.

Other costs yet to be incurred under this heading include £780 for the cost of cutting and chain harrowing Newstead Meadow, a further sum of £1,310 towards final costs expected under the grounds maintenance contract, plus £60 for strimming the verge at the rear of Youth Centre; £425 for a Christmas tree, redecoration and disposal of the same (£300);, payment to the Probation Trust for strimming the Old Cemetery (£150), plus £200 in respect of restocking the grit bins. Also £100 for the new grit bin on Vicarage Corner (not yet paid) and £50 towards reinstatement of the cemetery car park sign (subsequently vandalised again) for which invoices have not yet been received and £90 for strimming the brambles on Station Ave. Also included is £2,000 towards improvements on Vicarage Corner and £500 towards the cost of VIA drawing up plans for the Skate Board park. I have included a provision of £1,835 to cover repairs to the MUGA and the forecast also includes a further contingency of £500 to cover any further expenditure incurred under this heading up to the 31<sup>st</sup> March 2019

**Audit/Insurance and Subscriptions** – The amounts spent under this heading to date include the cost of holding an internal audit (£125), and insurance (£708). The forecast also includes membership of N.A.L.C due at the end of the year (£200) and the cost of the external audit at £200

**Room Hire** – This expenditure covers room hire costs already incurred for meetings of the Parish Council from March through to September 2018. The forecast assumes the Council will continue to meet as planned.

**Section 137/Donations** – These are grants paid to other bodies that approach the Parish Council for funding and includes a donation to the Newstead PCC towards the Summer Fayre (£150), and £50 to British Legion Poppy Appeal. A further amount of £750 has been agreed towards the bonfire event on 10<sup>th</sup> November but this payment is not yet shown in the accounts. In anticipation that further requests will be received from the Newstead Centre towards Christmas Party and also Newstead PCC (Christmas and Easter fayres), the forecast for expenditure under this heading remains unchanged at £1225

**Capital Expenditure** – Expenditure under this heading includes all expenditure relating to the purchase of the roundabout for the small children's play area and also includes a provision of £500 towards a picnic table. It does not include any provision towards the skate park improvements which will need to come from reserves.

**Other Expenses** includes fees connected with the web site (£162), and the cost of Local Council Review newsletter (£17). The forecast for the year also includes £45 prize money set aside for a litter poster competition and a small contingency for the remainder of the year.

### Summary

When setting the precept for 2019/2020, the Parish Council chose to increase the precept by 2%. Income received by the Council has been greater than forecast due to grants received by the Council and also additional income from the cemetery compared to budget. This has resulted in additional expenditure particularly under Cemeteries and Parish Maintenance where the expenditure of the Council has also increased due to the rising cost of repairing vandal damage and has resulted in additional expenditure in the current financial year of at least £2.5k.

Overall, I would advise the Council is forecast to achieve a balanced budget by the end of the current financial year; however no provision has yet been made towards the skate board park improvements, which if required in this year, will need to be drawn from reserves.

The revised forecast will need to be agreed at the October meeting.

Jane Johnson

**Responsible Financial Officer for Newstead Parish Council**

**NEWSTEAD PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held in the Sherwood Room of**  
**Newstead Centre on Wednesday 7<sup>th</sup> November 2018**

1. **Present:** Cllrs: Mrs P Young (Chairman), Mr R Butler, Mr E Hardy, and Ms S Read plus one parishioner.
2. **Apologies for absence:** Apologies received from Cllr Ms C Harris and from Borough Cllrs Mr C Powell and Mr C Barnfather, both of whom were attending a meeting of the Planning Committee at Gedling Borough Council, and also Cllr Bruce Andrews. Belated apologies subsequently received from Cllr Smith and Cllr Scott.

*Emma Astill along with several children from the Youth Club entered the meeting. Cllrs agreed to suspend the meeting to allow an address by the children present.*

A request was made by the children for the MUGA to be repaired and for the holes in the nets to be mended to prevent balls escaping from the same. It was explained that the Council had already instructed contractors to replace the missing panels in the MUGA and that repairs should be undertaken shortly. This will also include pulling back the nets and general refurbishment of the MUGA. Also requested by the children was some form of youth shelter/hut as part of the improvements to the skate board park. The Clerk explained that some fine tuning of the plans for the skate park were still required, taking into consideration the need to work with the existing facilities already on site and it was agreed that the Clerk would attend a meeting of the youth club on Monday 12<sup>th</sup> November to discuss these further. Emma Astill then spoke on the art projects undertaken by the children, with some of their art work currently being displayed in the youth centre.

*Emma and the children then left and the meeting was re-opened.*

3. **Declaration of Personal and Prejudicial Interests**  
Cllr Butler declared an interest in any matters relating to the Youth Club as Treasurer of the Youth Club Committee.
4. **Minutes of the Parish Council meeting held on 3 October 2018**  
The minutes of the 3<sup>rd</sup> October 2018 were approved and signed by the Chairman.
5. **Matters Arising from the Minutes**
  - 5.1 **Improvements to Vicarage Corner** - Work now completed with the exception of stoning the path to the entrance. Mick Leivers has also cut back the trees on the sports field adjacent to the fence and cut back overhanging trees by the skate park. The Chairman pointed out that the tree which she felt was a problem had not yet been cut back.
  - 5.2 **Web Site** - The Clerk had met with Rob Milliken and all software required to update the web site had now been installed on the Clerk's computer. Notes were taken by the Clerk as to how the update should be carried out and currently there is a problem with how her computer converts files to PDF. Once this is sorted, the Council should in future be able to update the web site from her computer. The Clerk advised that as her IT knowledge did not extend to constructing web sites, she believed that in the future, the Council may need to pay someone to host the website, unless a volunteer can be found with IT knowledge.
  - 5.3 **Picnic Table** - Not yet actioned.
  - 5.4 **Gedling Home Repairs** - These are proceeding albeit at a slow pace. Work has been completed to at least

two of the homes on Chapel Terrace. It was explained that damage to the chimney stacks was more extensive than initially envisaged. Also damage had been caused to the chimney stacks of adjoining properties, which is also the responsibility of Gedling Homes, so the number of properties affected is far more than originally anticipated. Finally, it was noted that some of the scaffolding initially erected to allow access to the roof needed to be redone. In summary, the timetable for completion of the works would take far longer than that originally envisaged.

- 5.5 MUGA - Caloo has been instructed to undertake full repairs and panels are currently being made. Work on the site is expected to commence on the week beginning Monday 19<sup>th</sup> November.
- 5.6 Grass Behind Youth Club - Clerk has written for refund of charges for cutting grass. The Youth Club has postponed any decision as to future upkeep of this land until early next year pending use of the same over next few months. Cllr Butler (as Treasurer for the Youth Club) could not recall having received an email from the Clerk requesting re-imburement of this cost, but would recheck his emails received and action the same.
- 5.7 Dual Cyclepath/Footpath - This has now been strimmed back by the lengthsman, who has also weedkilled brambles either side of the path and who will return to side out once the brambles have died back. The Clerk has also bought paint for the lengthsman to use on the cemetery gates. Cllr Read confirmed that the lengthman had done a good job strimming back the vegetation on the dual cyclepath/footpath.
- 5.8 Grit Bins - These have now all been restocked. All grit bins were completely emptied and these are now 2/3<sup>rd</sup> filled. This took two trips by the contractor employed to restock these due to a limit on the amount of grit carried in his vehicle at any one time.
- 5.9 The Old Cemetery - Work has been completed by Anthony Clarke to remove the ash saplings and brambles in the cemetery. Enquiries have also been made with the Probation service but the previous contact has now changed roles within the service and our email would be passed to the relevant member of staff responsible for 'projects'. It was also advised that henceforth commercial rates would be charged by the Probation Service for cutting back the grass.
- Previous Matters Arising
- 5.10 LIS Refund - All documents requested by Notts County Council in connection with the refund have been supplied by the Clerk. Confirmation has subsequently been received from Notts County Council that all they now required is a signed agreement on receipt of which, they will forward the outstanding balance owed to the Council. Cllrs Young and Butler then signed the agreement, which had been brought to the meeting by the Clerk who would now pass this back to County Council.
- 5.11 Bee Hives on Newstead Meadow - The Chairman explained steps taken by the beekeeper in terms of installing Bee hives on the meadow. Relevant warning signs have also been put on the fence around the hives.
- 5.12 CCTV Camera on Vicarage Corner - In light of further incidents of flytipping, the Clerk has chased up what is happening on this.

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

Mr Burnham advised the meeting that he was considering rejoining the Council and had submitted a letter to the Clerk tonight indicating his wish to apply for the Abbey Ward vacancy on the Council. Cllrs welcomed his decision to rejoin the Council when he would be co-opted back onto the Council at the next meeting.

*Meeting Reopened*

## 6. Accounts

### 6 i) Receipts and Payments for October 2018

#### Receipts

£765.00	New interment in Newstead cemetery
£6.59	Interest on deposit account

### Cheques for Approval

None

### BACS Payments for Approval - October 2018

0045	J Pearson	£163.20	Restocking of parish grit bins
0046	Newstead Centre	£45.00	Room hire costs for October Council meeting.
0047	Clarke's Cemetery Services	£140.00	Removal of brambles and saplings from the Old Cemetery.
0048	Clarke's Cemetery Services	£655.00	Maintenance of green areas and cemetery
0049	Clarke's Cemetery Services	£280.00	Grave digging charges in respect of new interment.
0050	Mrs P Young	£20.00	Chairman's Allowance (October)
0051	Mrs J Johnson	£383.61	Clerk's wages for October (inc. 2 hours overtime re Interment)
0052	Notts County Council	£126.93	Pension Contributions for Clerk inc. Deficit payment.
0053	Mrs J Johnson	£44.66	Clerk's expenses (includes paint for cemetery gates)
			Postage/Other £24.06
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£12.60</u>
			TOTAL <u>£44.66</u>

The payments were approved as stated.

iii)

### To Consider Application for Grants

Over 60's Christmas Lunch - An application had been received from the Newstead Centre seeking a grant of £400 towards a free Christmas Lunch for over 60's in the parish, which also included the provision of transport for those residents who were unable to walk to the Centre. The total cost of the project was given as £600 based on a sum of £4 per head and 150 people attending. Taking into consideration the request made by the Allotment Association it was noted that the amount remaining in the S137/donations budget for 2018/2019 was just £300, which may, or may not, also have to cover a contribution towards the Easter Fayre held by the PCC. In discussing this application, whilst Cllrs welcomed the initiative, there was some concern over the numbers of persons likely to be attending this event, and also how the event was to be publicized to reach those 'hard to reach' individuals and elderly residents throughout the parish. Cllrs also discussed whether this could be done in conjunction with the 'Secret Kitchen' events held at the Newstead Centre, and also what alternative funding could be secured. With the current limitations on the funding available, Cllr Butler felt that the Council was not in a position to offer any more than £150 max towards the event, which left a significant shortfall in the total funds required. Cllrs then agreed they would welcome the opportunity to support a similar venture of this type in future, if the numbers of persons likely to attend such an event could be ascertained with greater certainty and details of how such an event would be publicized included. Also, this would allow additional funding to be included in the Council's budget for 2019/2020. As a result it was agreed not to award Council's funds towards this event at this time.

Newstead Allotment Association - A request had been received from the Allotment Association for the sum of £700 towards the provision of tools for the allotment. More specifically the request was for the Council to fund 2 petrol strimmers at a cost of £226.20 each, plus 2 petrol hedge cutters based on £139 each. In discussing this application, it was felt that if an individual applied to have an allotment, it was expected that the plot holders bring in their own tools rather than have these provided. Also, there was a question of security should these tools remain on site and, if not stored on site, how members of the association would get to access to these tools. There was also some discussion that if the Council did pay for this equipment, whether it would be available for wider public benefit, for example, could they be used to strim back the brambles from the verge on Station Ave adjacent to the entrance to the former coal stocking yards, where the Parish Council currently pays a contractor

to cut back It was therefore agreed that further information should be sought from the Allotment Association before any decision made namely:

- how these tools will be stored
- how they can be accessed by members of the Allotment Association and
- also whether the Allotment Association would be prepared to allow use of these tools for the benefit of the wider community.

7. **The Lengthsman's Scheme**

Paint had been purchased by the Clerk as agreed and repainting of the cemetery gates would take place shortly.

8. **Matters concerning Newstead Village**

8.1 **Hanging Baskets and Planters for 2019** - A note had been received from the Newstead Locality Co-ordinator that Gedling BC can no longer supply plants for the hanging baskets for the village and had offered these to the Parish Council on the proviso that the Parish Council are responsible for these. In terms of erecting the hanging baskets and subsequently taking these down from the lamp columns, Gedling BC would be prepared to do this, subject to a charge. Following discussion, where it was noted that the Parish Council already paid for watering of the baskets, it was agreed not to take on responsibility for the hanging baskets, but to continue planting out the planters and watering the same.

8.2 **Christmas Lights Switch On** - It was noted that the School would be holding its Christmas fair on the 6<sup>th</sup> December between 3.45pm and 6pm, when it was hoped that the Christmas tree lights could be switched on. It was noted that the tree would probably not arrive until 30<sup>th</sup> November and the timeline for decoration by GBC before this event was tight. However if assurances could be given by Gedling BC, that the tree could be decorated in time, it was agreed the Parish Council would take part in a tree lighting ceremony. Also the Council agreed £30 to cover the cost of Christmas decorations for the village, although not to be hung on the Christmas tree for reasons of health and safety, but instead could be used to decorate the railings around the tree/school.

8.3 **Newstead Bonfire event** - A reminder was given that the bonfire event would take place on Saturday 10<sup>th</sup> November. The Clerk understood that the organisers were still short of volunteer marshals for the event. Unfortunately, no councillors present were able to assist due to other commitments.

8.4 **Best Dressed Village** - It was noted that Newstead village had been named along Woodborough as joint winners of the 'Best Dressed Village' in Gedling during the 'Tour of Britain' bike race. It was understood that the village would be presented with a plaque to commemorate this success. The Chairman felt that as this success was brought about as a result of the collaboration of various groups/individuals in the village and as such the Locality Group should decide where this plaque is to be hung in the village. This was agreed.

9. **Matters concerning Newstead Abbey Park.**

None

10 **Correspondence**

NALC AGM - Details of an invite to the NALC AGM were read out but no takers.

11 **Planning Applications**

None

12. **Reports from External Meetings**

None

13. **Matters concerning the Cemetery**

None

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

Christmas Fuddle - The Council discussed who was bringing what in terms of dishes to be eaten. The Chairman confirmed she had already purchased the wine for the occasion.

**15. Date of Next Meeting.**

The next meeting of the Parish Council will be on Wednesday 5<sup>th</sup> December 2018\* starting at 7.30pm

*\*NB Date subsequently changed to Tuesday 4<sup>th</sup> December as a result of a personal request by the Clerk.*

**NEWSTEAD PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held in the Sherwood Room of**  
**Newstead Centre on Tuesday 4<sup>th</sup> December 2018**

1. **Present:** Cllrs: Mrs P Young (Chairman), Mr P Burnham, Mr E Hardy, Ms S Read and Ms J Smith. Also present were Cllr C Barnfather, Cllr B Andrews and Mrs Andrews, plus one parishioner.
2. **Apologies for absence:** Apologies received from Cllr Mrs D Adams, Cllr Ms H Scott and Cllr R Butler and also from Borough Cllr Mr C Powell.

*Emma Astill along with several children from the Youth Club entered the meeting. Cllrs agreed to suspend the meeting to allow an address by the children present.*

Members of the Youth Club thanked the Council for the repair work undertaken on the MUGA and for the time spent by the Clerk in discussing proposals for the skate board park. The children also handed Christmas crackers to each member of the Council, which had been made by them at the Youth Club. Other examples of Christmas decorations designed to hang onto a Christmas tree were also shown, which the Chairman suggested be hung either on the school railings, or on the barriers around the tree once installed. Ms Astill also asked that the Youth Club be added to the list of persons/organisations who received the minutes of the Council meetings and this was agreed. The children were then thanked for their gifts.

*Emma and the children then left and the meeting was re-opened.*

3. **Declaration of Personal and Prejudicial Interests**  
None
4. **Co-option of new member to represent the Abbey Ward**  
Mr P Burnham of Tilford Road, Newstead had expressed his intention to rejoin the Council as a member representing the Abbey ward on Newstead Parish Council to fill the vacancy created by his previous resignation. His co-option onto the Council was agreed and Mr Burnham was asked to sign his 'declaration of office' in the presence of the Proper Officer of the Council. Councillors were pleased to welcome his return.
5. **Minutes of the Parish Council meeting held on 7<sup>th</sup> November 2018**  
The minutes of the 7<sup>th</sup> November 2018 were approved and signed by the Chairman.
6. **Matters Arising from the Minutes**
  - 6.1 **Address by the Youth Club** - The Clerk attended the Youth Centre on the 12<sup>th</sup> November and in terms of the additional skate equipment to go on the park this has now been agreed and a youth shelter chosen by the children as part of the improvements. The next step is for the Parish Council to instruct VIA to draw up the plans.
  - 6.2 **Improvements to Vicarage Corner** - Waiting for Probation Service to complete the stoning of the first part of the path through the site.
  - 6.3 **Gedling Home Repairs** - Work is continuing to remove vegetation from the chimneys
  - 6.4 **MUGA** - Repairs completed on the 27<sup>th</sup> November when the Clerk asked the contractors to ensure the nets were drawn back to the sides of the MUGA to prevent balls escaping.
  - 6.5 **Grass Behind Youth Club** - Refund of £60 received from Youth Club.

- 6.6 Dual Cyclepath/Footpath - The cemetery gate has also now been painted and the remaining paint returned to the Clerk. It was suggested that the lengthsman now be asked to paint the railings on the junction of Fraser Street/Tilford Road with the remaining paint and this was agreed.
- 6.7 LIS Refund - Agreement returned to the Notts County Council who have confirmed that a payment has been authorised and will be made to the Parish Council shortly. The Council has been asked to take some pictures of the roundabout in action.
- 6.8 Over 60's Christmas Lunch - Vicky Ledbetter has been successful in applying externally for a grant towards the cost of the food so the event is going ahead on the 20<sup>th</sup> December. The Parish Council has been asked to contribute towards the sundry costs of holding the event, which will be discussed under finance.
- 6.9 Hanging Baskets and Planters - Debbie Widdowson has been informed that the Parish Council does not want to take on responsibility for planting up and watering the hanging baskets. The fate of these has been discussed and it has been agreed that Debbie will retain the hanging baskets for use in the parish. Whilst these will not be hung on the lamp columns, they will be offered to various community buildings in the parish for them to hang outside these buildings.
- 6.10 Bonfire Event - Feedback from the event has been received from Cllr Scott and circulated to Cllrs for information. Any further suggestions on what could be done better were welcomed. Cllr Smith agreed that further collection buckets were required as none were available on the evening, until she was able to fetch some and more donations could have been collected during the evening with further buckets. Ms Horrocks of 'The Pit' confirmed that business at the micro pub had been brisk and the event had attracted a lot of visitors to the village. The overall consensus was that this was a 'cracking' evening enjoyed by all.
- Matters Arising
- 6.11 Armistice services - Cllr Burnham confirmed he had attended the Armistice Service on the 8 November when the cascade of poppies knitted by the local craft group were unveiled by Mark Spencer, MP. Also attending the event were children from Newstead Primary school who read poems and sang. This was followed by a reception at the Newstead Centre where tea and coffee were served and the members of the public were invited to view handmade poppies created by Youth Club. The Chairman confirmed she attended the evening service at the Church on the 11<sup>th</sup> November, whilst Cllr Hardy had laid a wreath on behalf of the Council at the war memorial earlier in the day. As this was 100 years since the end of WW1, all the events had been well attended. It was reported by the Chairman that the Reverend Lambert had left his position.
- 6.12 East Midlands Homes - An order has been given to clear flytipping off the garden at No 18 by East Midlands Homes, which is currently standing empty. In respect of long terms plans for this property, EMH have confirmed it is to be auctioned off rather than re-let as the money raised from the sale of this property will be ploughed into other East Midland Homes requiring attention in the village.
- 6.13 ACV's - Glenn Almond Pocket Park has been successfully nominated as an asset of community value. The nomination form for the remainder of Newstead and Annesley Country Park has been re-submitted to Gedling Borough Council incorporating some changes to the details of persons/organisations with an interest in the land. Cllr Barnfather in noting the above enquired what would happen to Pocket Park in the event that Newstead Enterprise folded. As this may depend on the terms of the agreement between Newstead Enterprise and Notts County Council drawn up when the land was given to this charity, he confirmed he would make enquiries with the County Council in the event of this scenario.

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

Attention was drawn to some uncollected rubbish which has been left behind railings at Vicarage Corner. The Clerk confirmed she had previously reported this to Gedling Borough Council and was advised that the complaint had been passed to the Notts County Council as the land owner, where the removal of the waste was their responsibility. A debate then followed as to whether the land on which the waste had been tipped was owned by the Notts County Council, or Network Rail. It was suggested that a land search be undertaken to ascertain who was liable for the removal of this waste. Clerk to chase.

## ***Meeting Reopened***

### **7. Accounts**

#### **i) Receipts and Payments for November 2018**

##### **Receipts**

£285.00	New interment in Newstead cemetery 5 <sup>th</sup> December
£60.00	Refund of grass cutting charges from Youth Club
£6.81	Interest on deposit account until 4.11.2018

##### **Cheques for Approval**

None

##### **BACS Payments for Approval**

0054	Newstead Centre	£45.00	Room hire costs for November Council meeting.
0055	Clarke's Cemetery Services	£120.00	Removal of human waste from New Cemetery
0056	Clarke's Cemetery Services	£270.00	Grave digging charges in respect of new interment.
0057	Topsoil4U	£60.00	Delivery of the Christmas tree.
0058	Mrs P Young	£20.00	Chairman's Allowance (November)
0059	Mrs J Johnson	£376.05	Clerk's wages for November (inc. 1 hours overtime re new interment)
0060	Notts County Council	£126.93	Pension Contributions for Clerk inc. Deficit payment.
0061	Mrs J Johnson	£102.84	Clerk's expenses (includes complete set of ink Cartridges)
			Postage/Other £79.99
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£14.85</u>
			<b>TOTAL <u>£102.84</u></b>

In addition to the above, the Clerk also sought authority to make the following payments between meetings which had previously been agreed, once the invoices were received.

Moorgreen Garden Centre	£420.00	Cost of supplying Christmas Tree
Derby Legal Services	(Revised figure to be agreed)	Legal costs re removal of travellers.
Caloo	£2095.20	Repairs to the MUGA.

All payments were agreed as stated.

#### **ii) To Consider Application for Grants**

Over 60's Christmas Lunch - A request had been made for the Council to reconsider a donation towards this event, albeit on a more modest scale. It was confirmed that following the decision by the Council not to award the grant, one of the Newstead Centre Trustees had been successful in obtaining a grant directly towards the cost of food and it has been agreed to proceed with this event to be held on the 20<sup>th</sup> December. The Centre has produced a flyer which is to be delivered to every household in Newstead Village and booking for the event will be required. A flyer can also be made available for distribution around the Abbey ward although help is sought from the Council in distributing this. As of the last Friday, 30 places been confirmed. The Newstead Centre were now requesting further funding towards sundry costs to be incurred which included a provision towards decorating the tables, hire of table cloths, costs of cleaning/heating the venue, Christmas crackers, chocolates, tea/coffee refreshments, etc. It was agreed to look again at this request in tandem with that of the Allotment Association

shown below.

#### Newstead Allotment Association

The Clerk confirmed she had spoken with the Paul Bateman (Allotment Secretary) who confirmed that the tools would not be retained on site but would be stored at the homes of two of the allotment holders who resided in Newstead Village. Use of the tools would be available on request, subject to suitable supervision of the use in question. In addressing the reason for the request, Paul Bateman confirmed that this primary reason these tools were needed was to address the work required in the community orchard, which had become somewhat overgrown in the last few years. With an infusion of 'new blood' now joining the Association, he hoped to take advantage of the enthusiasm shown by the new members, but did not feel it was fair to use the volunteers tools with the associated wear and tear. Although ideally two of each piece of equipment as specified was required, he confirmed that the Association would be happy with any amount that the Council could offer towards these. Also the equipment would be needed sooner rather than later as ideally this was the best time of year to carry out the work, plus many of the volunteers would be working on their own allotments during spring.

It was confirmed by the Clerk that the budget remaining until the 31<sup>st</sup> March 2019 was £300.00, when it would be topped up in the new financial year, although the Council could chose to use some of its reserves. It was noted with the arrival of the travellers on Newstead Meadow substantial legal costs had been incurred which would also be taken from the reserves. It was therefore agreed any further amount taken from the reserves should be modest.

It was proposed by Cllr Hardy and seconded by Cllr Young that the Council agree the following amounts:

- £150 towards the Over 60's Christmas Lunch
- £250 towards the purchase of tools with a view to inviting the Allotment Association to resubmit a bid during the next financial year when funds were replenished and additional funding could be included in the budget for 2019/2020.

This proposal was agreed by the Council.

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

As suggested earlier, it was agreed that the lengthsman would be asked to repaint the metal railings at the junction of Tilford Road/Fraser Street with the paint remaining from that used to paint the cemetery gates.

#### **9. Matters concerning Newstead Village**

- 9.1 Travellers in Newstead Meadow - Following the last meeting of the Council, it was reported that on the 8<sup>th</sup> November travellers had broken through the gate onto Newstead Meadow and had set up camp on the same. Having advised both the Chairman/Clerk that they intended to leave the site voluntary on the 13<sup>th</sup> November, authority had been delegated to the Clerk to instruct bailiffs in the event the travellers did not leave as advised. The notice to evict was served on the 14 November by Derby Legal Services (DLS), when it was made clear to DLS, that they the travelers had no intention of moving.

Upon the Clerk's instructions, 3 bailiffs attended at 8.00am the following morning to carry out the evacuation of the site. It was understood that the last of the travellers left around 9.30am, although one bailiff remained on site until 11.30am to ensure that the travellers did not return. The site was subsequently secured by Mick Kimpton and then later in the same afternoon, Northfield Construction, dropped off 2 concrete blocks in front of the entrance gate to prevent further unauthorised entry.

Having visited the site subsequently, the Clerk reported that considerable green waste had been left on site at the far end of the field near the hives, which the Chairman and her husband had attempted to clear. It was agreed that the green waste would be as left on site until spring when it would then be burnt. There was

also a large amount of general litter/waste left on site, which had been subsequently been cleared by the Clerk and Cllr Burnham resulting in many bags of rubbish, which Gedling BC then collected from the Cemetery Car Park.

Also, whilst on the site, the travelers had used parts of the New Cemetery as a toilet and further costs had been incurred in cleaning up the cemetery.

To date the following costs had been incurred:

- DLS Legal fees £1,550 plus VAT - These fees are currently being queried as the Council appears to be charged for more of the bailiffs time than expected.
- Anthony Clarke £120 - This cost was incurred in cleaning up human excrement from the cemetery and was agreed with the Clerk to prevent further distress to relatives. This was cleared on Friday 16th November.
- Northfield Construction - No charge.
- Clean up of meadow - Replacement gloves for Cllr Burnham otherwise no cost.

Cllrs then thanked both the Chairman and Clerk for their actions in ensuring this matter was dealt with expediently.

9.2 Service Road off Tilford Road - Cllr Burnham drew attention to a large pothole that had developed on the access road leading from Fraser Street between the rear gardens of homes on Tilford Road and the small children's play park. The Clerk advised it was not clear whether this road was part of the adopted highway, or was in fact a private road, as this would determine whether Highways were responsible for the repair.

9.3 Junction of Tilford Road/Fraser Street - It was noted that a new warning sign had been installed by Highways on Tilford Road warning of the approaching cross road at the Fraser Street/Tilford Road junction. A 'Slow' sign had also been painted on the road.

10. **Matters concerning Newstead Abbey Park.**

None

11 **Correspondence**

None except as mentioned elsewhere.

12 **Planning Applications**

The following planning application had been received between meetings:

2018/1069TPO - The Fort, Newstead Abbey Park (removal of three conifers) - Feedback received from three members of the Council was that there was no reason for the conifers to be removed as they appeared to be healthy and contributed towards the general vista. The Chairman advised that she had put in her own personal comments on this application on the 3<sup>rd</sup> December and had been subsequently advised by Planning that a decision on this matter had already been reached. This seemed to contradict the information to the Council, which suggested that the expiry date for the application was in fact the 7<sup>th</sup> January. Cllr Barnfather advised that he would take up the matter with Gedling's planning department as it appeared that the application may have been decided prematurely.

13. **Reports from External Meetings**

None

14. **Matters concerning the Cemetery**

Strimming of the Old Cemetery - The Clerk advised that she had been unable to make contact with anyone in the Probation team regarding strimming of the cemetery. As a result she had asked Anthony Clarke to provide an estimate for strimming the same. As his costs were above £250, a second quote was now in the

process of being sought in accordance with the Council's financial regs. Pending receipt of the second quote, it was agreed that the Clerk could instruct whichever contractor had provided the most competitive estimate to proceed with the work.

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

None

16. **Date of Next Meeting.**

The next meeting of the Parish Council will be on Wednesday 9<sup>th</sup> January starting at 7.30pm

**NEWSTEAD PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held in the Sherwood Room of**  
**Newstead Centre on Wednesday 7<sup>th</sup> January 2019**

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr P Burnham, Mr E Hardy, Ms S Read, Miss H Scott (arrived 7.40pm) and Ms J Smith. Also, present Cllr C Barnfather.
2. **Apologies for absence:** Apologies received from Cllr R Butler and also from Borough Cllrs Mr C Powell and Mr B Andrews. Belated apologies also received from Cllr Ms C Harris.
3. **Declaration of Personal and Prejudicial Interests**  
None
4. **Minutes of the Parish Council meeting held on 4<sup>th</sup> December 2018**  
Subject to correction of the following typo's -on Page 4, 3<sup>rd</sup> line, removal of the word 'the' and final line removal of 'as' - the minutes of the 4<sup>th</sup> December 2018 were approved and signed by the Chairman.
5. **Matters Arising from the Minutes**
  - 5.1 **Co-option of New Member** - Register of Interest form returned from Cllr Burnham and forwarded to Gedling Borough Council. This can now be viewed on Gedling's website.
  - 5.2 **Gedling Home Repairs** - Still ongoing. It was noted by Cllr Burnham that several of the chimney stacks had been taken down and rebuilt rather than the vegetation simply being removed from them. Whilst progress was slow, it was noted that where the work has been carried out, this was to a high standard with the homes looking much improved.
  - 5.3 **MUGA** - Repairs completed but nets unable to be drawn back during repair of the sides due to wear and tear. Estimate to be presented to the Council for consideration.
  - 5.4 **LIS Refund** - A refund of £2,460 has now been received from Notts County Council towards the roundabout on the small children's play park.
  - 5.5 **East Midlands Homes** - The fly tipping on the front garden of No 18 Abbey Road has been removed.
  - 5.6 **ACV** - Confirmation has been received from Gedling Borough Council that the revised nomination form for Newstead and Annesley Country Park had been received on the 20<sup>th</sup> November and is a valid nomination. The Borough Council has 8 weeks as from the 20<sup>th</sup> November to decide whether to include the above asset in the register of Assets of Community Value.
  - 5.7 **Over 60's Christmas Lunch** - It was understood the event was enjoyed by at least 40 residents and pictures of the event had been included on Facebook. It was intended to hold a further lunch for the Over 60's later in the year.
  - 5.8 **Newstead Allotment Association** - Email sent to Newstead Allotment Association advising them of the donation as agreed. Clerk now waiting for bank details from the Association to enable payment.
  - 5.9 **Travellers on Newstead Meadow** - The Clerk was successful in reducing the original invoice submitted by DLS Ltd, in respect of legal charges, from £1,550 plus VAT to £1,330 plus VAT and this has now been paid. In addition the Council has received an estimate from Jonathon Rhodes for removal of the green waste from Newstead Meadow for £350, which the Clerk agreed to put to the Council. Cllr Burnham suggested that any non coniferous waste be moved to the wood pile in the middle of the site as a habitat for lizards. Cllrs agreed to stick to the original plan, where the remaining green waste (mainly confer cuttings) would be left over winter and burnt over the summer once this had dried out rather than incur the additional expense of removal.

- 5.10 Service Road off Tilford Road - Pothole reported by Cllr Burnham direct to VIA, which has since been filled in.
- 5.11 Strimming of the Old Cemetery - Second quote received well in excess of the cost quoted by Clarke's Cemetery Services, who have now been instructed to cut back the grass at Newstead Old Cemetery.

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

Cllr Scott asked Cllr Barnfather to comment on the current position in respect of the proposals put forward by Notts County Council that Nottinghamshire become a unitary authority. Cllr Barnfather explained that the Conservative Party had proceeded to draw up a business case for creating an unitary authority on the basis of cost savings which could be made (i.e. £27 million) as a result of services not being duplicated and savings in wages e.g. there was a need for only one chief executive as opposed to seven at present. A business case had been prepared covering a variety of options. The proposals themselves were not supported by the opposing Labour Party, nor any of the existing District/Borough Councils, or Nottingham City Council and at the present time the proposal had been withdrawn. Cllr Young asked what would happen in terms of the money saved by 'unitary status'. Cllr Barnfather confirmed it was intended that any savings would be put back into frontline services.

### ***Meeting Reopened***

## **6. Accounts**

### **i) Receipts and Payments for December 2018**

#### **Receipts**

£2,460.00	Notts County Council - Refund under LIS
£250.00	Fees for headstone on Plot 431
£6.59	Interest on deposit account until 4.12.2018

#### **Cheques for Approval**

100547	Caloo Ltd	£2,095.20	Repairs to MUGA
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#### **BACS Payments Made Between Meetings/or for Approval**

0062	Newstead Centre	£150.00	Donation towards Over 60's Christmas Party.
0063	Newstead Centre	£45.00	Room hire costs for December Council meeting.
0064	DLS Legal Services	£1,596.00	Legal charges re removal of travellers
0065	R Shaw & Sons Ltd	£420.00	Cost of supplying Christmas tree.
0066	Mrs P Young	£20.00	Chairman's Allowance (December)
0067	Mrs J Johnson	£368.29	Clerk's wages for December
0068	Notts County Council	£126.93	Pension Contributions for Clerk inc. Deficit payment.
0069	Mrs J Johnson	£34.06	Clerk's expenses
			Postage/Other £17.51
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£8.55</u>
			TOTAL <u>£26.06</u>

The Clerk explained that the Council had no choice but to pay for the repairs carried out as these were completed as per the specification previously agreed. Also, a signed cheque was required, as the cost exceeded the limit for any one BACS transaction. Cllr Smith noted it would have been helpful for Caloo to have at least let the Council know that an attempt had been made to re-stretch the netting back to the sides of the MUGA.

In noting this explanation, it was agreed that all payments/cheques be approved as stated.

ii) **Any Other Matters Concerning Finance**

The Clerk advised that as part of GDPR, it was necessary for the Council to register with the Information Commission and also pay an annual fee of £40. Alternatively, where the Council was prepared to pay via Direct Debit, the cost each year would be reduced by £5.00 i.e. to £35 per annum. A Direct Debit form had been sent by the ICO for completion. Cllrs agreed that in view of the savings to be made that Direct Debit would be the preferred means of payment and the form was signed by two of the signatories on the Council's accounts.

7. **The Lengthsman's Scheme**

No further suggestions of work received, although it was noted the metal railings at the junction of Tilford Road/Fraser Street had yet to be painted.

8 **Matters concerning Newstead Village**

8.1 **Service Road serving the Terraces** - Cllr Burnham reported that potholes which had been previously repaired near the end of Tilford Road now require further repair.

8.2 **Repairs to MUGA Netting** - An estimate had been received from Caloo at £495 plus VAT for extending the existing netting to eliminate the gaps left between the existing netting and the sides of the MUGA. The Clerk advised she did not think the Council had any choice but to proceed with the repair, especially as the remaining gaps undermined the effectiveness of the earlier repairs carried out. It was suggested that funds originally allocated towards the purchase of a picnic table for the small children's play area be used to meet these repairs and this project deferred until the next financial year. As it was felt that a picnic table would probably not be used during the winter months, the Council agreed instead to allocate these funds towards repair of the MUGA.

8.3 **Noise Issues** - A number of complaints had been noted on the 'Newstead Born and Bred' Facebook page regarding dogs being left to constantly bark. It was explained that such action was said to constitute a nuisance and it was suggested the matter be reported to the Neighbourhood Wardens who may be able to have words with the owner. Cllr Smith commented that whoever made the complaint should in the first instance probably speak to the owner of the dog, as it may be that the owner did not realise the animal was barking when left.

9. **Matters concerning Newstead Abbey Park.**

None

10 **Correspondence**

N.A.L.C - Publicity material for the forthcoming Local Council elections - The Chairman advised the Council that local elections would be held in May, when the term of office for everyone presently now on the Council would finish. The Clerk confirmed that in order to stand again on the Council, it would be necessary to submit a nomination form which required a proposer and seconder. The Chairman also reminded Councillors that should more persons apply for the Newstead Village ward of the Parish Council than the number of seats available an election would need to be held, even where there may still be vacancies on the Parish Council for the Abbey Ward.

This would result in an additional cost to the parish. The Clerk advised that Gedling BC will supply the appropriate forms and timetable for the elections, who also hold a training sessions for Clerks on the procedural aspects in the run up to the elections.

11 **Planning Applications**

The following planning application had been received between meetings and circulated to the Council.

2018/1178 - 6 High Leys Drive, Newstead (Single Storey Rear Ext) - Whilst there was no objection to the design itself, it was noted that this extension was one of many extensions to the property, which was situated in the green belt. A discussion ensued as to whether a previous limit considered appropriate for extension of a residential

dwelling in the green belt i.e. 50% increase in the footprint of the building, still applied. Council to object if the cumulated increase in the floor area as this and previous extensions went beyond this limit.

Cllr Barnfather also confirmed he had spoken to Mike Avery (Head of Planning ) on the 2018/1069TPO , who had agreed that on the face of the information passed to him, the timing of the decision on this matter had appeared premature and had agreed to speak to the Planning Officer concerned.

**12. Reports from External Meetings**

**12.1 Newstead Centre Trustees**

Minutes relating to the December meeting of Newstead Centre Trustees had been circulated to members of Council and in discussing these, Cllr Scott advised that the top priority in terms of the centre was to improve internet access. At present the slow speeds are having an adverse effect in terms of bookings for business conferences, etc. During a recent Locality meeting, it was suggested that there are opportunities for communities to get together to purchase their own community broadband service, which it is felt would require around 50 investors to get this off the ground. Cllr Scott advised the Parish Council that she hoped it would support this initiative. Cllr Hardy advised that he had previously looked into the provision of better broadband and spoke of *Glide* (previously Warwick Net), who were able to provide faster broadband than BT, could reach all the households in the village and was more cost effective than Virgin, who did not cover all of the village anyway. It was suggested by a local resident experienced in IT that grants were available from the Government towards acquiring better broadband services. It was also felt that local businesses could also be approached as investors, as having spoken to the owner at 'The Pit', she confirmed their current provision is poor.

**13. Matters concerning the Cemetery**

None

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

None

**15. Date of Next Meeting.**

The next scheduled meeting of the Parish Council will be the Precept meeting on the 23<sup>rd</sup> January.

As a number of apologies were then received and as the meeting was unlikely to be quorate, it was agreed the Clerk would email out some alternative dates for this meeting.

**Minutes of the Parish Council Precept meeting held on Monday 21  
January 2019 in the Sherwood Room of Newstead Centre  
starting at 7.30pm.**

1. **Councillors present:** Cllrs Mrs P Young (Chairman), Mr P Burnham, Mr R Butler, and Ms S Read.
2. **Apologies for absence:** Apologies received from Cllrs Mr E Hardy, Miss H Scott and Ms J Smith and also Cllr C Powell, who was attending a meeting at Gedling Borough Council.
3. **Declarations of interest:**  
Cllr Butler declared an interest in any items relating to Newstead Youth Club as Treasurer for the Youth Club.
4. **To Review Cemetery Charges for 2019/20**  
Details of the revised charges from Clarke's Cemetery & Churchyard Services applicable from the 1 January 2019 had been circulated with the agenda, where it was noted that the various grave digging fees charged by Anthony Clarke had risen by £10 for a new single grave, reopening of an existing grave and for the interment of ashes, and £20 in respect of a double grave.

The proposed cemetery charges by the Council for 2019/20 were discussed. The Clerk reminded the Council that for new burials the fees charged should cover both the grave diggers' charges and an amount to cover the additional overtime paid to the Clerk in respect of all new burials, based on a maximum of 2 hours per burial.

The Clerk also confirmed that charges for the erection of headstones/memorials were not influenced by the increase in costs from Clarke's Cemetery Services and that these costs had traditionally been raised in line with those increases applicable to preparation of a grave. Complaints had been received that these charges were becoming excessive, bearing in mind all other costs associated with a burial. It was therefore recommended that the Council did not increase the fees in respect of these charges.

Cllrs therefore agreed to restrict any increases in the fees charged to both residents and non residents alike to the corresponding increase in charges made by Anthony Clarke.

The new cemetery charges for 2019/20 were therefore agreed as follows:

	<u>Resident</u>	<u>Non-Resident</u>
Purchase of a Deed of Right of Burial	£220 (£220)	£670 (£670)
Grave preparation fee for 6ft grave	£315 (£305)	£775 (£765)
Grave preparation fee for 8ft grave (for 2)	£355 (£335)	£820 (£800)
Re-open grave	£295 (£285)	£565 (£555)
Purchase of a Deed of Right of Burial in the cremations section	£170 (£170)	£495 (£495)
Burial of a casket in the cremations or burial sections	£170 (£160)	£350 (£340)
Erection of a headstone in the burial section	£100 (£100)	£250 (£250)

Additional inscription	£Nil	£Nil
Memorial on a cremation plot which must be no more than 2ft in height	£90 (£90)	£240 (£240)

*NB Figures shown in brackets are fees charges in 2018/2019*

Cllrs agreed that the new charges would be applicable from the start of the new financial year i.e. 1st April 2019. It was also agreed that additional charges made by the gravedigger for oversized coffins (defined as 30 inches or more) of £50 and for caskets (£80) would be passed onto consumers as and when applicable. It was also explained for the benefit of those present that a casket was also the name given to the container in which ashes could be stored for burial, when no additional charges would be made, and that the extra costs only applied to caskets containing a body for burial, which were generally wider and more ornate than a coffin and required a much larger grave to be dug.

#### 5. To Set the Precept for 2019/2020

A report by the Responsible Financial Officer on the Council's accounts had been distributed with the papers for this meeting, which is now attached as an appendix to these minutes. This report outlined the income and expenditure expected over the next financial year and demonstrated the effect on the budget as a result of 0%, 3% and 5% increase in the precept.

It was assumed that all councillors had read the report prior to this meeting and in discussing this report, the Clerk drew attention to the reduction in the amount of **Council Tax Support** provided by Gedling Borough Council, compared to previous financial years. She explained that this represented a considerable loss of income to the Parish Council, whereby simply to make up this shortfall would require an increase in the precept in the region of 6%. Cllr Butler asked when the **Council Tax Support** would be phased out and it was confirmed by the Clerk that 2019/2020 would be the final year this support was received.

Also under **Receipts**, the Clerk explained that currently income from cemeteries was much greater than anticipated when the budget was set during 2018/2019, but for the purpose of setting the budget for 2019/2020, this was based on the average income received over the past three years as it was impossible to predict what would be received in terms of income.

In discussing the section of the report headed **Expenditure/Payments**, the Chairman noted that whilst the report prepared by the Clerk referred to increasing the amount under **Section 137/Donations** to £1,500, it was still shown in the **Receipts and Payment Estimate** attached with the report as £1,225. The Clerk confirmed this was a mistake on her part and that it should have read £1,500 and as a result the figures shown in the **Receipts and Payment Estimate 2019/2020** under 'Total Receipts over Payments' were all out by £275, so that at 0% should read -£4,008, at 3% -£3,546 and at 5% -£3237.

With this noted, it was explained by the Clerk that essentially the budget set offered very little opportunity to reduce costs, as many of the costs incurred by the Council were fixed i.e. audit fees, subscriptions, wage costs, grounds maintenance contract, etc.

In response to a question from Cllr Burnham, it was confirmed that the budget set for 2019/2020 assumed an increase in wage costs of 2%.

Also included in the budget was an allocation of £5,500 under **Capital Expenditure**, which included £5k towards improvements on the skate park where this sum could act as match funding and £500 towards the cost of providing a picnic table in the small children's play park, which would also allow some contingency in terms of the budget should the unexpected happen.

The Clerk then explained that in setting the budget, she had deliberately not set a balanced budget, where it was assumed that the reserves would continue to be used to offset any deficit in the budget and where it was noted that the reserves anticipated at the end of March 2020 were still higher than the budget set in March 2019. She also advised that if a balanced budget was sought, the precept would need to increase by 25%.

The Chairman reiterated that she did not believe the reserves should be allowed to fall below £45K, as the funds would be required to replace the remainder of the existing boundary walls around the Old Cemetery, the proposed extension to the cemetery, and where additional costs had already been incurred on legal fees following the evictions of travellers from Newstead Meadow.

Aside from the increase in the amount under **Section 137/Donations** discussed earlier no further changes were made in respect of the budget proposed, which was agreed as stated in the report from the Responsible Financial Officer.

In discussing the precept required, the Chairman reminded the meeting that for those residents in the Abbey Ward, any increase in the precept agreed would be much higher than that for a Band D taxpayer and it would be difficult to argue what they got for the extra funds they were being asked to provide.

The Clerk confirmed that in terms of costs, the financial impact in raising the precept by a large percentage increase was still quite small. At present the cost to a Band D household of Newstead Parish Council was £41.85 per annum. A 5% rise would cost work out at an additional £2.09 per year, whilst an increase of 25% (to set a balance budget), would result in an additional charge per annum of £11.

The Clerk reminded the Council that the precept increase over the past three years had been far less than inflation at 0%, 0% and 2%

In discussing the precept, Councillors agreed it was probably better to increase the precept this year between 3% and 5% to offset the increase required next year when the Council Tax support was

withdrawn entirely. With this in mind it was proposed by Cllr Butler and seconded by Cllr Young that the precept be increased by 4% to **£16,030** and this was agreed by Council.

The Chairman and two other signatories on the accounts were then invited to sign Form C, which specified the level of precept required and this was duly completed.

6. **Items that the Chairman considers urgent.**

None

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

The next meeting would take place on Wednesday 6<sup>th</sup> February commencing at 7.30pm.

As there was no further business the meeting finished at 8.30pm.

### 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 2019/2020 and should be read in conjunction with the document headed **Receipts and Payment Estimate 2019/20**.

This document outlines what has been spent over the current financial year, from 1st April 2018 to the end of December 2018, 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 2017/2018, whilst Column 4 shows the budget for 2018/2019, set in January 2018.

Column 5 shows a forecast of expenditure for this year and includes goods and services already purchased by the Council for which it has yet to pay e.g. redecoration of the Christmas tree plus other regular expenses such as the Clerks wages, room hire, and Chairman's Allowance. This figure is different from the forecast presented in September since this reflects additional charges that have more recently arisen and therefore not included in the original forecast i.e. legal fees, MUGA repairs, etc.

The final columns demonstrates the effect on the budget set for 2019/2020 based on a **0%**, **3%** and **5%** increase in the precept.

#### Income / Receipts

The **precept** for 2018/2019 was agreed at **£15,333** on a tax base of **366.37**, which means that at present the cost of Newstead Parish Council to a Band D household is **£41.85** per annum. Households in Tax Band C or less pay less than this figure, whilst properties in the higher tax bands will pay more.

The tax base for the parish for 2019/20 has now been set at **368.31**. Therefore if no increase is sought in the amounts paid by individual households, slightly more income i.e. **£15,414** will be collected in 2019/20, due to this increase in the tax base. Highlighted 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 3% and 5% increase in the precept.

**Council Tax Support**, which last year was set at **£1,824**, will in 2019/2020 be reduced to **£924**, resulting in a loss of income of **£900**. This is a grant is paid to the Parish Council by Gedling Borough Council to offset changes to the tax base as a result of the Local Government Finance Act. The Council had previously been advised by Gedling Borough Council that this support will be phased out entirely by next year. This element represents a significant loss to the finances of the Parish Council. By comparison, a 1% increase in the precept yields approximately £150 per annum. Therefore to cover this reduction alone would require an increase in the precept of 6%.

In terms of income received from **cemeteries and other areas**, this is significantly greater than that received during the whole of last year, or indeed the previous two years, and is a result of more burials and a greater number of burial plots being pre-purchased during the year. As ever income from this source is extremely difficult to predict and the amount shown in the estimate for 2019/2020 is based on the average income received over the previous three financial years.

The Council will also need to agree revised cemetery fees as part of the precept meeting under Agenda item 4 and the revised charges from Anthony Clarke for grave digging, which are applicable from 1<sup>st</sup> January 2019 are included with the paperwork for the precept meeting. As the Clerk is paid additional overtime for new burials, I would suggest that the Council strives to ensure any fees agreed for 2019/2020 covers both the grave diggers charges, plus any additional admin costs that may arise.

Under the heading **Capital Grant**, the income received to date and also shown in the forecast comprises grants received of **£2,460** from Notts County Council under LIS, and **£210** from the Borough Cllrs towards the provision of litter picking equipment. Although, it is likely that some grant income may be received during 2019/20, any additional income received under this heading is usually matched by a corresponding increase in expenditure. As a result I have not included any provision for grants in the figures shown.

To date '**Other Income**' received in 2018/2019 includes the sum of £1,300 received from Gedling Borough Council via Debbie Widdowson, and a £60 refund from the Youth Centre towards grass cutting charges. In terms of the budget for 2019/2020, the Council may recall it entered into an agreement with RCAN, whereby a portion of the annual community levy on the wind turbine agreed at **£1,500** would be paid annually to the Parish Council over the next 25 years, and this amount is included in budget figures for 2019/2020.

**Bank interest** is as shown and assumes that interest rates will remain the same as received during the latter half of the year, where from Sept 2018, there was a small increase in the amount of interest received, following an increase in the base rate.

### **Expenditure/ Payments**

**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 Nottinghamshire County Council as part of the Local Government Pension Scheme (LGPS). In December 2016, the Parish Council was advised that the contributions paid by Newstead Parish Council as an employer would increase from the previous level of 14.7% of the Clerk's salary, to 17.7% applicable from the 1<sup>st</sup> April 2017 for the next three years. In addition further contributions also need to be paid into the Local Government Pension Scheme to meet the pension deficit identified during the latest valuation of the LPGS fund undertaken in 2016. In 2017/2018, this was set at £385 per annum, for 2018/19 at £394 per annum and by 2019/20 will have increased to £404 per annum. In April 2017, the Clerk purely as a voluntary arrangement decided to contribute towards the pension deficit payment outlined above, so that the amounts

paid by Newstead taxpayers in respect of the pension deficit payments will not exceed £250 per annum for the 3 years beginning 1<sup>st</sup> April 2017 and ending in March 2020.

For 2019/20, the figures assume there will be a 2% increase in wage costs. No allowance has been made to include costs for overtime as a result of dealing with new burials as this cost is not easy to determine however fees collected should be set as such a level to absorb any additional costs in respect of overtime.

**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 including cost of attending training courses held by NALC. For the purposes of these figures, I have assumed that the amount paid to the Chairman in 2018/19 to reflect the expense of holding office will remain the same at £20 per month.

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.

**Stationery and office equipment** is self explanatory. There is little in terms of office equipment required but a provision has been included towards the cost of a new photocopier as this is now five years old and it is unlikely to be worth repairing in the event of a breakdown.

**Cemeteries and Parish Maintenance** – Cllrs will be aware that an extension of the existing grounds maintenance contract with Anthony Clarke was agreed by the Council in November 2018, when it was agreed that his existing charges would be held for a further 3 years. The cost of the contract was originally agreed at **£3,920** per annum in April 2015 and will remain the same until 31<sup>st</sup> March 2022. In addition to the work outlined under the contract, it was agreed to continue to maintain mowing the grass around the MUGA (an additional **£350** per year) and to continue cutting the verge at the top of Station Road (**£140** per annum). It was also agreed to ask Anthony to continue to mow the verge on the opposite side of Station Road for which a further figure of **£200** has been included. This is good news for taxpayers as this ensures certainty at a time of rising costs generally.

In respect of restocking of the grit bins, the Parish Council is now responsible for six grit bins, 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 (**£350**), and installation, decoration and disposal of the same (**£250**). 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 **£1,500** towards maintenance of both these areas of land. Other items for consideration include strimming of the brambles on Station Road (**£250**) and also included within the budget proposed is **£100** towards plants for the planters, plus **£400** in respect of watering the planters/hanging baskets

Burial fees are also included under this heading, but these costs are always covered by the fees charged by the Council. Also included 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 additional grit bins and other sundries such as paint and weedkiller used by the lengthsman. With known expenditure under this heading expected to come in the region of **£9k**, I have included an additional amount of **£2k** to cover any unexpected contingencies in terms of expenditure on maintenance in the parish. During the current year the contingency was used towards the repair of the MUGA.

**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. Also included under this heading will be the subscription fees payable to the information commissioner at £35 per annum

**Room Hire** – The figure proposed for 2019/20 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.

**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. At the end of December 2018, there is presently **£1,627** of VAT to be reclaimed back from HMRC, and with further VAT to be incurred between 1<sup>st</sup> January and the 31<sup>st</sup> March 2019, the final amount expected to be refunded back to the Council by HMRC during the next financial year will be **£1,897**

**Section 137/Donations** – These are usually grants paid to other bodies that approach the Parish Council for funding. For the purpose of this budget I have increased the amount under this heading to **£1,500**, which reflects the donations paid last year to Newstead Events Group and the Allotment Association.

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

**Capital Expenditure** – Expenditure under this heading is **£5.5k** and includes a provision towards improvements towards the skate park and the provision of a picnic table in the small children's play area.

### **Summary**

There had been no increase in the precept between April 2016 and March 2018 and a 2% increase in the precept for 2018/2019 was agreed this time last year. The present forecast for 2019/2020, assumes that by the end of the year (assuming no increase in the precept), the expenditure of the Council will exceed income by at least £3,733 and the reserves of the Council are expected to reduce to £47,297 of which £40k was originally earmarked towards the extension of the new cemetery.

Simply to present a balanced budget without reducing the expenditure shown would result in an increase in the precept of 25%.

Even with the excess of expenditure over income, the Parish Council still has substantial reserves. However 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, over the next few years, the Council will need to undertake the replacement of the remaining two sides of the original boundary wall of the Old Cemetery (but not the stone wall adjacent to Hucknall Road) and I also suspect the Council will also have to undertake work on some of the trees in the cemeteries.

On the plus side however, when the Parish Council set the budget in January 2018, it was assumed that the balance in the account as at the 31<sup>st</sup> March 2019 would be just over £45k, whilst the estimate for 2019/2020, even with no increase in the precept, assumes that the reserves at the end of March 2020 will be approximately £47k.

The forecast for 2018/2019 shows that income received during the year is expected to exceed expenditure, although this is mainly due to the income received from the cemetery, which has far exceeded budget and may do again in the coming year.

As the Responsible Financial Officer for the Council, my own advice is that the Council agree an increase in the precept of between 3% and 5% to offset the continuing reduction in Council Tax Support, with other capital projects/expenditure over and above that already mentioned in this report to be funded from existing reserves.

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**  
**Minutes of the Parish Council Meeting**  
**held in the Sherwood Room of**  
**Newstead Centre on Wednesday 6<sup>th</sup> February 2019**

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr P Burnham, Mr E Hardy, Ms S Read, Miss H Scott and Ms J Smith.
2. **Apologies for absence:** Apologies received from Cllr Ms Read (ill), County Cllr Mr C Barnfather and Borough Cllrs Mr C Powell and Mr B Andrews. Cllr Smith advised she understood that Cllr Harris would be tendering her resignation from the Parish Council shortly due to work commitments.
3. **Declaration of Personal and Prejudicial Interests**  
Cllr Butler declared an interest in Newstead Youth Club as the treasurer of this committee. Cllr Scott declared an interest in any matters relating to the Newstead Centre as a Trustee of the Charity, and also in any matters relating to Newstead Enterprise as a Director of this company.
4. **Minutes of the Parish Council meeting held on 9<sup>th</sup> January 2019**  
The minutes of the 9<sup>th</sup> January 2019 were approved and signed by the Chairman.
5. **Matters Arising from the Minutes**
  - 5.1 **Gedling Homes Repairs** - Still proceeding but where the work has been completed, the properties look much better.
  - 5.2 **MUGA** - Caloo has been instructed to extend the netting to eliminate the gaps in the roof of the MUGA. There is a lead in time of between 4 - 6 weeks and work is expected to be undertaken on during the first week of March.
  - 5.3 **ACV** - Query received from GBC as to whether any ACV for Newstead and Annesley Country Park should exclude only those areas covered by the wind turbine itself, but also extend to include paths under which services to the turbine have been laid. A proposed response was approved by the Council between meetings and this has now been sent to Gedling Borough Council. This response confirms that any land to which the public does not presently have access should be excluded from the order, but where a footpath is presently used by the public to access any part of the Country Park and forms part of the enjoyment of the park, these paths should be included within the ACV.
  - 5.4 **Strimming of the Old Cemetery** - Work has been carried out by Anthony and his invoice submitted for payment. Cllrs felt that the work had been completed to a very high standard and that the cemetery looked better than it had for a number of years.
  - 5.5. **Elections** - The Clerk will be attending a meeting at Gedling Borough Council on the 28<sup>th</sup> February when the elections will be discussed and relevant paperwork handed out.
  - 5.6 **2018/1178 - 6 High Leys Drive (Rear Ext)** - This application has now been approved. Following a discussion with Gedling planners, it was noted that the original floor area of the dwelling was 226.37sqm. The property had been extended previously by 54.85sqm and the proposed extension would equate to a further 15.61sqm. In total the proposed extension together with the previous extensions to the property would increase the floor area by 31% and as this was less than a 50% increase in the total floor area allowed under green belt rules, the proposal would not constitute inappropriate development in the Green Belt and accordingly no objections were made to this application.
  - 5.7 **Precept Meeting** - This meeting was held on Monday 21<sup>st</sup> when a decision was made to increase the precept by 4%.  
**Previous Matters Arising**

Car Park Wall - The Clerk has instructed Darren Brown to replace the 2 missing caps to the stone pillars forming part of the cemetery wall, following a verbal estimate received of £70. The Chairman explained that it was unlikely that an exact match to the existing coping stones would be found but would be as close as possible

- 5.8 Flytipping on Vicarage Corner - A response had been received from Nic Crouch of the Notts County Council to advise that the flytipping was thought not to be on land owned by Notts County Council but possibly on land owned by Network Rail and that they have written to the same. Equally, there is also a possibility that the land is unregistered. The Clerk advised the Parish Council could instruct contractor to remove the rubbish which would require the use of a skip and she has been led to believe this would cost around £300. Councillors felt it was wrong that the larger councils could simply leave the rubbish to fester when they were already geared up to provide this service, and it was agreed that the Council should write to Mark Spencer MP to secure his help in ensuring this rubbish was cleared.

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

No members of the public were present

*Meeting Reopened*

## 6. Accounts

### Receipts and Payments for January 2019

#### Receipts

£100.00	Fees for headstone on Plot
£6.81	Interest on deposit account until 5.1.2019
£1470.00	New interment 31 <sup>st</sup> January 2019

#### Cheques for Approval

None.

#### BACS Payments Made Between Meetings/or for Approval

0070	Newstead Centre	£45.00	Room hire costs for January Council meeting.
0071	Notts. A.L.C	£209.89	Subscription to NALC
0072	Newstead Centre	£39.00	Room hire costs for the precept meeting
0073	DJB Contracts Ltd	£222.00	Supply grit bin and base and reinstate Newstead Car Park sign.
0074	Clarke's Cemetery Services	£320.00	Burials fees for new interment - 31 <sup>st</sup> January
0075	Clarke's Cemetery Services	£110.00	Fees for burial of ashes - 5 <sup>th</sup> February
0076	Clarke's Cemetery Services	£290.00	Cut all grassed area in the Old Cemetery.
0077	Mrs P Young	£20.00	Chairman's Allowance (December)
0078	Mrs J Johnson	£383.61	Clerk's wages for January inc 2 hours overtime
0079	Notts County Council	£126.93	Pension Contributions for Clerk inc. Deficit payment.
0080	Mrs J Johnson	£40.93	Clerk's expenses
			Postage/Other £21.23
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£11.70</u>
			TOTAL <u>£40.93</u>

ii) **Any Other Matters Concerning Finance**

None.

7. **The Lengthsman's Scheme**

It was noted that the metal railings at the junction of Tilford Road/Fraser Street were currently in the process of being painted but an inspection of the same had revealed that the railings closest to the parish council notice board looked to have been hit by a vehicle as these were now leaning towards the village green. Cllrs agreed to ask Northfield Construction to straighten the railings.

In terms of future work for the lengthsman, it was agreed he would be asked to rub down and stain the wooden slats on public seats in the village, namely the seat between the war memorial and the Newstead Centre, by the notice board opposite the chip shop, and the wooden bench in Newstead Meadow and also to re-stain the wooden seat on Hucknall Road opposite the new cemetery.

Cllr Smith also noted that one of the slats had been removed from a bench in Newstead Playing field.

8 **Matters concerning Newstead Village**

- 8.1 **School Parking** - Cllr Burnham asked whether it was possible to get the existing zig zags on the raised crossing outside the school extended where inappropriate parking by parents up near the junction of Tilford Road/Hucknall Road was obscuring vision when emerging from this junction. It was agreed to make enquiries with Highways.
- 8.2 **Former Chapel on Tilford Road** - It was noted that the former chapel and ancillary building had again been put up for sale, whilst partway through its extensive refurbishment. Cllrs commented the work which had been completed was of a high standard and it was a shame that for whatever reason this building was now back on the market.
- 8.3 **Newstead Youth Centre** - Cllr Butler advised that the Senior Youth Worker at the Youth Club had been transferred to Eastwood. Interviews had been held to fill this position and a new senior youth worker appointed. The vacancy could not be filled by the Assistant Youth Worker, because although she had been doing the role for the past 4 months, she did not have the relevant qualifications on paper and was therefore not eligible to apply for the post on a permanent basis. As a result, she has subsequently tendered her resignation. Meanwhile Bruce and Patricia Andrews have resigned from the Youth Club Committee and further members to serve on this committee are now sought. Cllr Scott commented that she was very sorry to lose Emma but understood why the role had been graded as such. There is currently a vacancy for an assistant youth worker and interviews for this post are expected to be held around the end of February.
- 8.4 **Skate Board Park** -The Clerk advised she had held a constructive meeting with the Area Representative from Wickstead Playgrounds when the improvements to the skate board park were discussed. In addition to a number of extra jumps and grind rails, which were chosen by members of Youth Club to complement the existing skate park equipment, the scheme would also include the provision of a Youth Shelter, although not necessarily the design chosen by the Youth Club, where it was felt this could be easily damaged and would also include the removal of the redundant basket ball post, where the adjacent tarmac area could be utilised for another piece of play equipment. The existing seats around the same would also need to be moved closer to the skate board, so that the whole site looked more inviting to the children. Cllr Adams advised that whilst she supported the improvements generally, she would not welcome the reinstatement of a Youth Shelter on site, where the previous shelter had been used as a drugs den. It was advised that as part of their service to the community, Wickstead would design and prepare the plans for the skate board park, plus provide costs for the same, and this would take approximately four weeks.
- 8.5 **Blocked Drain outside No 148 Tilford Road** - Cllr Burnham advised VIA (Highways) had been out to unblock the drain outside no 148, which had failed to dispose of surface water following the recent heavy rain and had been reported to Highways by the Parish Council.

9. **Matters concerning Newstead Abbey Park.**

None

10 **Correspondence**

Asbestos - Cllr Scott questioned why she had not been informed of the asbestos, which was reported to have been left in Pocket Park. The Clerk advised that she had reported the issue to Cllr Smith on the misunderstanding that she remained part of Newstead Enterprise. In any event, it had been reported by the Chairman on the following day that there was no trace of the asbestos in the location reported, so no further action was deemed necessary.

11 **Planning Applications**

None.

12. **Reports from External Meetings**

12.1 **Newstead Centre Trustees**

Cllr Scott advised that in terms of better broadband provision, she understood that the community could enter into a partnership agreement with BT, who could help to bring in funds from Local Authorities, also their own funding streams and from the community itself, to upgrade the existing network. Under this partnership agreement (known as Community Fibre Partnerships), the various organisations within the village such as the school, CAST and local businesses would need to be approached to build support for the partnership. She understood that the chances of qualifying for maximum funding were good and whilst businesses may have to contribute towards the provision of a better broadband, she did not know whether this would be the case for the Newstead Centre as a registered charity. In summing up, she thought the scheme was excellent as a means of securing better/faster broadband for the community.

13. **Matters concerning the Cemetery**

None

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

None

15. **Date of Next Meeting.**

The next meeting of the Parish Council will be on Wednesday 6<sup>th</sup> March.

**NEWSTEAD PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held in the Sherwood Room of**  
**Newstead Centre on Wednesday 6<sup>th</sup> March 2019**

1. **Present:** Cllrs: Mrs D Adams, Mr R Butler, Mr E Hardy, Ms S Read, Miss H Scott and Ms J Smith. In absence of Cllr Young, the meeting was chaired by Cllr Adams, Vice Chairman of Newstead Parish Council. Also present was Ms L Horrocks from 'The Pit' micro pub and County Cllr Mr C Barnfather (arrived 7.50pm).

2. **Apologies for absence:** Apologies received from Cllr Mrs P Young and Cllr P Burnham. Also Borough Cllrs Mr C Powell and Mr B Andrews. Nothing further had been heard from Cllr Harris.

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

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

*With the approval of the Council, Mrs L Horrocks was invited to address the Council re variation to existing premises license.*

4. **Address by Lorraine Horrocks**

Ms Horrocks advised the Council that she was seeking a major variation to the existing premises license. At present the hours specified in the license are 10am to 10pm, which means that whilst she can remain open until 11pm, she cannot serve alcohol after 10pm. To cater for special occasions i.e. birthdays, anniversaries, major football matches, etc when the bar is required for longer, she advised that she has to apply for a temporary events notice for each occasion, and this is very time consuming. In short she wishes to extend the existing hours from 8am to midnight, which would allow her to serve alcohol until 11pm on Friday and Saturdays and also dispense with the need to apply for a temporary events notice for those occasions requiring extended opening hours. Whilst she had formally applied to Gedling Borough Council to revise the existing license, she understood from the Clerk that the Parish Council may be consulted in relation to this. In noting this information, Cllrs did not feel that the extension to the opening hours would affect residents where the micro pub was considered to be located well away from homes of existing residents. The Chairman Cllr Adams confirmed she had not heard a single complaint regarding the micro pub from local residents and it was agreed that if approached by Gedling Borough Council, the Parish Council would support the proposed extension to the existing licensing hours.

*Ms Horrocks left the meeting following her address to the Council*

5. **Approval of the Minutes**

**Minutes of the Parish Council Precept meeting held on 21 January 2019**

The minutes of the 21 January were approved and signed by the Chairman.

**Minutes of the Parish Council meeting held on the 6<sup>th</sup> February 2019**

Subject to the following corrections - under those present, the reference to Ms S Read is deleted and Mr R Butler added, also, under 8.3 - to note what Cllr Scott actually said was 'if those were the job criteria, then it was understandable', the minutes of the 6<sup>th</sup> February were approved and signed by the Chair.

## 6. Matters Arising from the Minutes

### 6.1 Precept Meeting.

The revised charges in respect of cemetery fees are ready to post on the website closer to 1<sup>st</sup> April. For Cllrs information the Clerk distributed details of precept collected by other parish councils in Gedling BC. In discussing this, it was noted that the majority of the households in Newstead Village paid less than £30 per annum for the Parish Council i.e. 6/9<sup>th</sup> of £43.52, which was the cost based on a Band D household, whilst those in the highest band (Band H) would pay £82 i.e. 17/9<sup>th</sup> of Band D.

### Meeting held on 6<sup>th</sup> February

### 6.2 Gedling Homes Repairs - Ongoing

6.3 MUGA - Confirmation has been received from Caloo that repairs will take place on Monday 11<sup>th</sup> March.

6.4 ACV - It had been confirmed by GBC that a decision to grant an ACV on Newstead and Annesley Country Park should be decided by the end of the week. However subject to the final discussion, the consensus at the present time is to register the country park as an AVC.

*Cllr Chris Barnfather entered the meeting during discussion of the next item*

6.5 Strimming of the Old Cemetery - Thanks had been sent to Anthony for work undertaken at the Old Cemetery. It was noted that the strimming had been welcomed by some parishioners on Face book, who felt that better care should be taken throughout the year of the cemetery in question. The Clerk reminded the Council that additional strimming of the cemetery could be arranged throughout the year but this would have to be paid for through additional charges levied against taxpayers or by cutting expenditure elsewhere. Cllrs felt there were other priorities on which the available funds should be spent.

6.6 Flytipping on Vicarage Corner - Letter sent to Mark Spencer as agreed on the 19<sup>th</sup> February. The flytipping was finally removed by Gedling Borough Council on the 28<sup>th</sup> February, following an intervention by Cllr Chris Barnfather. It was noted that two volunteers were also seen collecting litter in the vicinity. A general discussion ensued as to whether the Parish Council could organise a community litter pick to coincide with spring clean organised by Gedling Borough Council on Saturday 16<sup>th</sup> March. This was ruled out due to prior commitments, although Cllr Barnfather confirmed that national spring clean week was in fact the 22<sup>nd</sup>/ 23<sup>rd</sup> March, but whatever date was decided Gedling would assist in disposing of the rubbish collected. It was suggested by the Clerk that a litter pick could be deferred until after the clocks had changed, when an evening litter pick could be arranged. It was commented that litter around the Youth Centre was particularly bad although it was stressed this litter was not from the Youth Club itself. It was noted that as Youth Workers from the centre were originally intending to do some litter picking with the children and had already been supplied with litter picking equipment by the Council, it was agreed that the Parish Council would write to the Youth Club asking if it would they would help keep the area around the Youth Centre clean. Also to ascertain preferred dates if they wished to join a community litter pick. It was agreed the Clerk would also email out to Cllrs some dates for a litter pick and to pre-empt which areas were seen as a priority for litter picking. Cllr Scott advised that the asbestos left in Pocket Park had not been removed but had been relocated between the Robin Hood Line and the adjacent shrubbery. This had been reported to Gedling Borough Council by Mick Leivers and she was pleased to advise this had finally been removed.

6.7 Lengthsman - The lengthsman has been instructed to stain/ paint some of the public seats in the village as agreed.

6.8 School Parking - These cannot be extended where the zig zags currently conform to guidelines set out nationally.

6.9 Skate Board Park - Wicksteed have advised that the designs/quotes for improvements to the skate Board Park should be sent to the Clerk by the end of the week. A LIS bid has been sent to the Notts County Council.

### OTHER MATTERS

6.10 Wind Turbine Levy - RCAN has been invoiced £1,500 by the Parish Council for the payment due from the Wind Turbine Community Fund levy for 2018/2019.

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

No members of the public were present

*Meeting Reopened*

**7. Accounts**

**7 i) Receipts and Payments for March 2019**

**Receipts**

£160.00	Interment of ashes 5/2/2019
£250.00	Erection of memorial headstone on plot 232

**Cheques for Approval**

None.

**BACS Payments Made Between Meetings/or for Approval**

DD	ICO	£35.00	Cost to register Council at office of the Information Commissioner as required by GDPR.
0081	Newstead Centre	£45.00	Room hire costs for Council meeting.
0082	Mrs P Young	£20.00	Chairman's Allowance (February)
0083	Mrs J Johnson	£368.49	Clerk's wages for February
0084	Notts County Council	£126.93	Pension Contributions for Clerk inc. Deficit payment.
0085	Mrs J Johnson	£22.66	Clerk's expenses
			Postage/Other £5.21
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£9.45</u>
			TOTAL <u>£22.66</u>

0086 Newstead Allotment Association £250.00 Contribution towards tools for the Association.

- ii) **To Update the Risk Assessment** - A copy of the recommended changes to the risk assessment had been circulated with the agenda. Cllrs agreed to accept the changes as recommended (highlighted in red), where it was noted these simply brought the register up to date in line with current practice.
- iii) **To Appoint the Internal Auditor** - It was recommended that Barrie Woodcock, former financial advisor to the Society of Local Council Clerks is again instructed to carry out the internal audit of the council's accounts for 2018/2019 and this was agreed.
- iv) **Any Other Matters Concerning Finance**  
**Donation Request from Age UK** - A request from Age UK was read out at the meeting. Following discussion Cllrs agreed not to donate towards Age UK, where it was felt that any funding should be directed towards those charities/organisations which provided services locally. Also, concerns were expressed that should a donation be sent, it would also establish a precedent for numerous other charities equally deserving of funds.

**8. The Lengthsman's Scheme**

Cllr Barnfather advised that a proposal to extend the scheme was currently waiting for approval at the Notts County Council and that £5k had been put aside in the budget for the Newstead Division. It was anticipated that this scheme would be extended for a further year.

## 9. Local Government Elections

The Clerk attending a meeting at Gedling Borough Council on the 28<sup>th</sup> February when the elections were discussed and relevant nomination forms were collected. The timetable for the elections is known and the date of the election will be Thursday 2<sup>nd</sup> May.

### Other points discussed

- The term served of all members of the Council would end.
- Anyone who wished to remain on the Council would need to complete a nomination form to stand again for the council in which you would need to be proposed and seconded.
- The number of seats available on the Council is nine. Four representing the Abbey Ward and five serving Newstead Village ward.
- All proposers and seconders must be electors in the same ward in which you are proposing to stand.
- Any nominations must be delivered by hand to Gedling Borough Council but can be personally delivered by a third party i.e. such as the Clerk.
- There is additional paperwork for candidates to complete relating to GDPR
- If the number of Councillors standing for election falls below three, the Council would effectively cease to exist

During the discussion, it was noted that at least four members of the exiting Council expressed a wish to remain on the Council. It was also agreed by the Council that details of the forthcoming elections should be advertised with notices to be posted on the Council's web site, sent to the pub/school/Newstead Centre and also in the parish notice boards. Due to the complexity of the nomination forms to be completed, it was suggested by the Clerk that the Council holds an evening session at the Newstead Centre, which is open to anyone who wishes to stand for the Parish Council. During this meeting, nomination forms and advice would be available when existing councillors would also be on hand to help with the forms, plus discussion of the role generally. A date for this meeting was agreed as March 27<sup>th</sup> starting at 7.30pm. It was also noted that due to the timetable of the elections, the May meeting of the Council originally scheduled to be held on the 1<sup>st</sup> May would need to be deferred to Wednesday 15<sup>th</sup> May to allow sufficient notice to be given to the new Council and this was agreed. Also, should the number of candidates exceed the number of places available for each ward then elections would have to be held at a significant cost to the parish, even if vacancies remained in the other ward and this scenario should be avoided if possible. It was also noted that any remaining places on the Council which were not filled as a result of the elections could be filled subsequently by co-option.

## 10 Matters concerning Newstead Village

- 10.1 Livingstone Street Sign - Cllr Adams asked whether anything further had happened regarding cleaning off the black paint off the Livingstone Street sign. The Clerk advised that it may be cheaper to replace the sign rather than clean and as this sign was part of a job lot fitted by Darren Brown in the village, it was agreed the Clerk to discuss a replacement with Darren at DJB Contracts and should the cost come to £50 or less, that instructions are given to Darren replace the sign.
- 10.2 LIS Bid - During the last parish council meeting, the Clerk reminded the Council that as part of the plans to refurbish the existing skate board park, a new piece of play equipment was discussed on the tarmac area adjacent to the existing, but now little used basketball post. It was suggested by the Locality Coordinator that for this part of the scheme, the Parish Council should look to submit a bid under the Notts County Council LIS scheme, where the end date for submission of any bid was the 28th February 2019.

A specification received from Wickstead for the cost of implementing the new piece of play equipment was circulated to Cllrs prior to the meeting, which outlined the contribution from the Parish Council to fund the shortfall in match funding required of £5,500 should such a bid be submitted. This was broken down as follows:

Total Cost of project **£14, 183.00**

LIS (50% funding <u>NB</u> This is the maximum available)	£7,091.50
GBC (Debbie's fund held by NPC)	£1,300.00
Newstead Parish Council	£5,500.00
(NB comprising £2,177 remaining in capital expenditure budget during current year, plus £3,323 from next year's budget.	
Gedling Borough Council	£291.50

TOTAL **£14,183.00**

As a result of the email sent, the following had been agreed

- Newstead Parish Council to forward a bid to LIS for the play equipment proposed.
- That a contribution of £5,500 is agreed as per the figures outlined above.

The Clerk was now pleased to report that a bid had been submitted to the Notts County Council within the time line specified and also thanked Cllr Barnfather for supporting this bid. Meanwhile the design and costs for the remainder of the improvements were still waited from Wickstead.

- 10.3 Deer Sign - Sadly, it was reported that a deer had been struck by a car and killed whilst crossing Hucknall Road close to Hayes farm.. The Council asked whether it was possible for the Council to request a 'Deer Crossing' sign from Highways to warn motorists of this possible hazard.
- 10.4 Bikers - It was noted that two unlicensed bikes have been seen in the vicinity of the woods. The public were reminded that all such sighting should be reported to the Police. The Clerk was also asked to make known the sighting to the Neighbourhood Wardens.
- 10.5 Bus Stop on Hucknall Road - Cllr Hardy advised that he had been contacted by parishioners who had expressed a wish for an interactive bus sign to be installed on the bus stop opposite Musters Road. Cllr Barnfather confirmed that he understood that Highways were proposing to refurbish this bus shelter as a result of a previous request by the parish council. He advised that he would speak to highways on this matter but to send him a reminder of this request.
- 10.6 Defibrillator in Newstead Village - The subject of defibrillator in Newstead Village was discussed. The idea of fundraising for this equipment was supported by the Council and possible locations within the village were discussed. Cllr Hardy raised some concerns that a defibrillator in the open could potentially be subject to vandalism. A location to the front of the community centre was suggested. Cllr Barnfather confirmed that Newstead was the only village not to have a defibrillator and that he would donate money towards the same from his fund as a Councillor. He suggested the Clerk also speak to the Clerks at Ravenshead Parish Council for advice, where several new defibrillators had been installed throughout the village.

11. **Matters concerning Newstead Abbey Park.**

None

12 **Correspondence**

- 12.1 Family Fun Day - It was noted that on Saturday 13<sup>th</sup> July, a family fun day would be held and Lorraine Horrocks of 'The Pit' would be responsible for co-ordinating events for this day. Ideas for this day are welcome.

13 **Planning Applications**

The following planning application had been received: -

2019/0045 - Land at Top Farm, Blidworth Waye, Papplewick (*Permanent hard standing, temporary soil importation*)

*and temporary soil storage, area for parking, plant equipment and temporary welfare facilities. Heras fencing and 3m high perimeter safety bund).*

Following discussion, the comments of the Parish Council were as follows:

No objections subject to the following planning condition being implemented.

- That there is no access to the proposed compound from Station Ave for either staff or lorries delivering soil to and from the site.

Cllr Barnfather advised that Ravenshead Parish Council had also commented on this application which would result in additional HGV traffic along the A60. They had asked that any deliveries to the compound re soil be undertaken outside of rush hour to minimise impact on the existing congestion experienced during these times.

14. **Reports from External Meetings**

None

15. **Matters concerning the Cemetery**

None

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

None

17. **Date of Next Meeting.**

The next meeting of the Parish Council will be on Wednesday 4<sup>th</sup> April starting at 7pm, which will be the Annual Parish meeting followed by the April Council meeting.