

NEWSTEAD PARISH COUNCIL

Minutes of the Council Meeting held on Wednesday 5th August 2020 starting at 7.30pm. The meeting was held remotely via Microsoft Teams

1. **Welcome to the Council and Introductions**

Mr R Butler welcomed councillors to the first meeting to be held remotely. No formal introductions were considered necessary as all persons present were known to each other.

2. **Present:** Cllrs: Mrs P Andrews (via telephone), Mr P Bruch, Mr R Butler, Mr E Hardy and Mr T Moore plus the Clerk and Borough Cllr S Murray.

During lockdown two members of the Parish Council had resigned, these being Ms Emma Astill and Mr Phil Burnham and letters of thanks had been sent to them. The two vacancies on the Council had been advertised and no poll requested.

3. **Apologies for Absence:** Apologies were received from Cllrs Ms Sarah Read and Ms Jenna Payne. Also from Borough Cllr Martin Smith and County Cllr Chris Barnfather, who was attending another meeting but had advised he may be able to join the meeting later

4. **Election of the Chair/ViceChairman**

The Clerk sought nominations from Councillors for the position of Chair.

Cllr Andrews proposed Cllr Bruch and seconded by Cllr Moore. No other nominations were received and Cllr Bruch was duly elected as the Chairman of Newstead Parish Council. It was agreed that the Chairman's 'Declaration of Office' would be sent to the new Chairman for signing.

In terms of the role of Vice Chairman, it was proposed by Cllr Butler and seconded by Cllr Bruch that Cllr Moore be elected as the Vice Chairman of Newstead Parish Council and this was agreed. The 'Declaration of Office' would be sent to the new Vice Chair for signing.

5. **Council Representatives on other bodies.**

The following representatives for 2020/2021 were agreed: -

Newstead Youth Club Committee - Cllr R Butler.

Newstead Locality Group - Cllr E Hardy

Newstead Meadow - It was explained by the Clerk that former Cllr Mr Phil Burnham has volunteered to report back to the Council on matters relating to Newstead Meadow. It was agreed he would be appointed as the Council's representative on all matters concerning the Meadow.

Newstead Centre - It was explained by the Clerk that whoever takes on this role would need to become a Trustee of the Newstead Centre. Anyone expressing an interest to join the Trustees would need to be appointed by the Trustees themselves according to the constitution of the existing charity. The liability of any individual standing as a Trustee was discussed with the Chairman expressing interest in becoming a Trustee. He confirmed he was very keen to establish what the Parish Council could do for the Centre and it was agreed the Trustees would be contacted and informed of the Chairman's willingness to become a trustee of the Centre. It was clarified that the Newstead Centre had also been in receipt of a £10k Covid - 19 Business Grant from Gedling Borough Council.

At this point Cllr Andrews advised she would shortly be leaving the meeting as another telephone call was expected but in relation to agenda item 11 iv) Approval of the Accounts - she noted the reserve now held by

the Council of nearly £60k which seemed very large for a parish of Newstead's size and that it was her wish this should be spent. It was further noted that the finances of the Council had also been boosted by receipt of a £10K grant from Gedling Borough Council, which had not yet been spent. The Chairman asked that the grant be included as an item on the agenda for the September Council. In the meantime members were asked to give consideration to and seek suggestions from the community as to how this grant could be best spent.

Newstead Allotment Association - This position remains vacant.

Cemetery Committee - The Council agreed that all matters affecting the cemetery are to be reported back to the whole council and no separate committee was required.

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

These were agreed as per the list circulated with the agenda where the proposed venue may be subject to change depending on re-opening of the Newstead Centre.

7. **Declarations of Personal & Prejudicial Interest:**

Cllr Butler declared an interest in Newstead Youth Club as the treasurer of this committee.

8. **Approval of the Minutes**

Council Meeting 4th March 2020 - It was agreed that the minutes be approved as a true record of the meeting.

9. **Matters Arising from the Minutes**

9.1 Flytipping in Car Park - Signs now erected in the cemetery car park and at Vicarage Corner.

9.2 Cemetery Wall - Now repaired.

9.3 Dog Fouling - Letter sent to Kevin Nealon, Head of Public Protection commending Charlotte for her proactive stance on this issue. Since the pandemic, Charlotte has left her role with Gedling BC to assume a role as a full time serving Police Officer and therefore not been able to pursue additional posters. Cllrs felt the Council should continue to pursue relevant notices/posters as the problem was still endemic in the village.

9.4 Litter on Hazleford Way - Not pursued due to pandemic. Cllrs confirmed that litter was still an issue in this location and to continue to pursue.

9.5 Station Ave - No further reports of flooding have been received since the last meeting.

9.6 Meeting with Newstead Abbey Management Committee - Cancelled due to pandemic. Cllr Moore asked if a newsletter previously prepared could still be delivered to homes in the Abbey. It was advised that following the resignation of two Abbey Cllrs, the information contained in the newsletter was no longer relevant.

9.7 First Aid Training - Not pursued due to pandemic.

9.8 Faulty Light - The Parish Council has agreed to pick up the cost of repairs to this light which was not part of the adopted highway and VIA has been instructed to complete repairs to the same.

9.9 Caravan - Still ongoing. Matter now referred to Estates Department as Neighbourhood Wardens and Environmental Health have essentially said as no laws are being broken they are unable to do anything regarding the caravan. Letter sent to Estates Department of Gedling BC asking them as the relevant landowner to put pressure on owner to remove.

9.10 Skate Park - Cllrs asked whether there had been any action in terms of the drainage issue given that it was barely 2 years since the Council had paid over £5k to Gedling Borough Council to resolve this problem. The Clerk to discuss with John Evens at Gedling BC, who installed the new drainage scheme.

9.10 Station Ave - A request was made for drains to be cleared. No further problems reported since.

9.11 Miner2Major Landscape Partnership Team - Not pursued, however during lockdown the lengthsman was asked to remove the overgrown vegetation from the post and wire fence marking the boundary to the forest, especially the area of fencing on the bend opposite the junction with Tilford Road with a view to improving visibility along Hucknall Road.

OTHER MATTERS

- 9.12 Litter Notices - As agreed the 'Don't be a Tosser' poster has been redesigned to our specification and ten A3 posters to be ordered from the internet at a cost of £18. The durability of any 'paper' notices placed was discussed whereby Cllr Moore referred to a sign on Newstead Abbey which looked to be composed of a thicker plastic. It was agreed to look at alternative formats for the signs.
- 9.13 Hucknall Road - The Clerk advised she had requested that the verge along Hucknall Road be strimmed back as this was again looking overgrown. It was noted that the verge had not yet been sided out despite promises by VIA that this would be undertaken. Cllr Moore felt it was essential this work was carried out as the path was no longer wide enough to accommodate anyone on a mobility scooter. Clerk to contact VIA.

As no members of the public were present, the meeting proceeded to the next item.

10. **Approval of Decisions Made During Lockdown**

Cllrs approved decisions made since the March meeting of the Parish Council as per the appendix shown the end of these minutes. This included a list of all payments made following the March Council meeting until the end of June.

11. **Accounts**

i) **Receipts and Payments for July 2020**

Receipts

£0.33	Interest on deposit account up to 5 th July
£475.20	HMRC - Refund of VAT on expenditure incurred in last financial year.
£5,319.00	Notts County Council - LIS contribution based on 75% of total grant claimed. <u>NB</u> Final 25% paid on completion of project.
£545.00	Fees for new interment held on 5 th August 2020.
£100.00	Fee for memorial headstone on Plot 136

Cheques for Approval

None

BACS Payments for Approval

0222	Clarke's Cemetery Services	£670.00	Work as per existing grounds maintenance contract.
0223	Clarke's Cemetery Services	£300.00	Fees for new burial on 5/8
0224	Mrs J Johnson	£179.05	Refund of paint purchased for small children's play park.
0225	R Butler	£20.00	Chairman's Allowance - July
0226	Mrs J Johnson	£430.21	Clerk's wages for July inc one hour's overtime re new interment.
0227	Notts County Council	£141.13	Pension Contributions for Clerk inc deficit contributions - July
0228	Mrs J Johnson	£53.57	Clerk's expenses.
			Postage/Other £37.92
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£7.65</u>
			TOTAL <u>£53.57</u>

These payments were approved as stated

- ii) **To Consider Recommendations Arising out of Internal Audit** - The Clerk advised that an unqualified audit of the Councils account for 2019/2020 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 could be signed by the Chairman on behalf of the Council. The Clerk advised that following guidance received from the auditor, a 'wet' signature by the Chairman would still be required on the Annual Return and she confirmed the necessary paperwork to be posted to him to sign.
- iv) **To Approve Year End Accounts for 2019/20 and Section 2 of the Annual Return** - A report on the accounts for 2019/2020 had been circulated prior to the meeting. It was proposed by Cllr Hardy and seconded by Cllr Moore that the accounts for 2019/2020 were approved and this was agreed by the Council. It was also agreed Section 2 of the Annual Return could also be signed by the Chairman on behalf of the Council and this would also be posted to him for signing.
- v) **To Consider Grant Applications** - Following a request previously circulated to members of the Council it had been agreed not to donate towards British Red Cross but to look instead to donate to charities which were specifically of benefit to the area. It was agreed to make enquiries locally to see who or what organization was providing relief locally. A suggestion was made to contact Emma Astill who was said to be helping to distribute food parcels.
- vi) **Any Other Finance Matter** - None

12. The Lengthman's Scheme

In terms of jobs for the lengthman, the following items were agreed:

- Bank between Stonehouse/Foundry Terrace and Industrial Estate - To cut back overgrown vegetation and litter removal.
- Siding out of dual footpath/cycleway leading from the terraces to Hazleford Way where vegetation from the adjacent factories was spilling onto the path.

13. Matters concerning Newstead Village

13.1 **Abandoned Car** - Cllr Moore advised about 14 days ago he had reported to Gedling BC that a white BMW had apparently been abandoned on Foundry Terrace. The number plates on the vehicle had been removed with cardboard in the windows obscuring any other identifying features. As no action had been taken so far by Gedling BC, it was agreed to chase this up

13.2 **Skate Park** - Following an earlier decision by the Council an order had been now placed with Kompan with the play equipment likely to be installed during September. With contributions towards the new play equipment received from Notts County Council. Gedling BC and RCAN, the direct contribution from Newstead taxpayers towards the new equipment was minimal.

14. Matters concerning Newstead Abbey Park.

14.1 **Vacancies on the Council for Abbey Ward** - Following the resignation of two Cllrs representing the Abbey Ward, the vacancies had been advertised on the Parish Council's facebook page. Six persons had expressed an interest in joining the Council. In order to decide who to appoint in this case, it was agreed that all the potential candidates would be asked to write a short A4 letter explaining a little of their background and also the particular skills they could bring to the Council.

15. Correspondence.

Consultation on the Draft Model Code of Conduct - It was noted by the Clerk that the new guidance was much clearer than the previous code, easier to understand and was an improvement on the previous code.

Greater Nottingham Strategic Plan - Comments were sought on the plan which identified areas of land that could potentially accommodate new homes and employment land required up to the year 2038. As part of an area of search, green belt land to the south west of Newstead Village had been identified as one of the areas which could accommodate further development. It was agreed that the Parish Council would object to the further release of green field land in the parish for the following reasons:

- The release of further green field land in the parish would serve to undermine the development of a large brownfield site in the centre of the village, which if developed could attract additional services into the village such as the provision of better broadband
- Insufficient facilities to cope with the number of homes already being built in this area e.g. such pressure on schools and on health provision with doctors in Hucknall already refusing to take on any new patients.

It was also observed that developers often promise to plan for new facilities which often do not materialise.

16. Planning Applications.

Stables behind Abbey Road - The Clerk advised she was currently awaiting feedback from the Planning Enforcement Officer as to the current position. However due to the proposed use being 'appropriate' development in the green belt, it was more likely than not that the development would be approved once an application was received.

17. Matters Concerning the Cemetery

Memorial Request - The Clerk advised that permission was sought from the Parish Council to fit a memorial plaque to the bench adjacent to the cemetery car park as a tribute to the applicant's late father, who was a long standing resident of Newstead Village. Councillors were asked if they had any objections to the plaque being fitted to this seat, which it was believed was previously installed by the Council. There were no objections from the Council to the plaque being fitted on this seat.

New Cemetery - A complaint had been received regarding the general state of the cemetery particularly the main drive which was covered in leaves and debris from surrounding trees. The matter was raised with the contractor and special attention given to sweeping and tidying of the drive. A note of thanks had been received from the complainant on the improved condition of the drive following a subsequent visit. Also a letter had been left by the Clerk on graves in the cemetery giving relatives four weeks to remove excess personal effects left on the graves in question. This action was noted and endorsed by the Council.

Old Cemetery - Cllr Moore asked if it was possible to put a tidy up of this cemetery on the agenda for the next meeting. Whilst noting the proposed maintenance of the cemetery was based on this being a wildflower meadow and also budgetary constraints, nevertheless, he found it difficult to drive by without noting how sad the cemetery looked especially at this time of the year (i.e. before the annual cut), when it looked dishevelled and unkempt. He asked whether it was possible to 'up spec' the present maintenance routine by increasing the number of cuts per year. The Clerk advised it would not be possible to mow in the same way as the new cemetery due to the uneven ground; however, she would talk to the contractor to see what he would recommend in terms of additional maintenance. It was noted that by using some of the Council's reserves, it may be possible to increase maintenance of the cemetery for the time being and to reduce this once the reserves were depleted. It agreed this item would be included for discussion at the next meeting with the Clerk to bring back costs for a number of options relating to increased maintenance of the cemetery.

Cemetery Car Park - A motor home had been staying overnight in the cemetery car park. The Council discussed whether this was an issue where this could impede use of the car park for visitors to the cemetery and also create additional litter/waste where the car park clearly offered few facilities. The use of barriers to prevent overnight access was again discussed, although it was not clear if this would be an ongoing issue. It was suggested that the owners were probably visiting relatives in the village and due to the pandemic were not able to stay at their home. It was agreed by the Council that the situation be noted and is continued to be monitored.

18. **Reports from External Meetings**

Newstead Locality Meeting - The minutes of this meeting had been circulated to Cllrs prior to the meeting.
No further comments received.

19. **Items the Chairman considers urgent**

None.

The Chairman reminded the meeting that other than for exchange of information he did not intend to use this item for 'Any Other Business' as any matters requiring a decision should be specified on the agenda.

20. **Date of Next Meeting.**

The next meeting of the Parish Council would be held on Wednesday 2nd September at 7.30pm.

NEWSTEAD PARISH COUNCIL

Minutes of the Council Meeting held on Wednesday 2nd September 2020 starting at 7.30pm. The meeting was held remotely via Microsoft Teams

1. **Present:** Cllrs: Mr P Bruch, Mr R Butler, Mr E Hardy, Ms S Read and Mr T Moore, plus the Clerk and Borough Cllr Mr M Smith.
2. **Apologies for Absence:** Apologies were received from Ward Cllr Mr S Murray and County Cllr Mr C Barnfather.
3. **Declarations of Personal & Prejudicial Interest:**
Cllr Butler declared an interest in Newstead Youth Club as the treasurer of this committee.
4. **Approval of the Minutes**
Council Meeting 5th August - In noting that the minutes had been amended beforehand to include Cllr Simon Murray as being present at this meeting, it was agreed that the minutes be approved as a true record of the meeting.
5. **Matters Arising from the Minutes**
 - 5.1 **Election of the Chair /Vice Chair** - All declarations have been signed and returned to the Clerk.
 - 5.2 **Trustee of Newstead Centre** - Information on the role/responsibilities of Trustee produced by the Charity Commission has been sent to the Chairman. The Chair of the Trustees has been advised of the interest of the Chairman in joining the trustees who will discuss this with the other trustees with a view to Cllr Bruch being formally invited onto the Board of Trustees. The Chairman confirmed he had not seen the information from the Charity Commission. Clerk to resend.
 - 5.3 **Flytipping in Car Park** - The invoice for these signs (sent out just before lockdown) has finally been received and is one of the payments for approval.
 - 5.4 **Dog Fouling Posters** - Not yet actioned.
 - 5.5 **Litter on Hazleford Way** - Response received from Terry Ball, Gedling BC. This stated:
'We will be placing an order for more litterbins in the next few weeks, so we will look into the possibility of more bins as soon as we get stock in the depot. Our budget only allows us to purchase 10-12 bins a year, and this is to replace broken ones, try and improve our existing stock and new positions. As soon as we get the new bins in stock, we will look closely into this for you, and maybe an audit of the current bins in Newstead may assist, as we may be able to move a bin from another location if it isn't being used much. I will keep you in the loop'
It was noted that the situation with regard to the litter in this vicinity was getting worse not better. Cllrs agreed that all existing bins in Newstead village should be retained in current locations rather than be re-sited. Cllr Moore noted that Annesley and Felley were also trying to get a litterbin in this location and for Newstead PC to keep pressing for the same. The Clerk had advised Gedling BC that the preferred location for a new bin was on the head of the footpath leading to Foundry Terrace adjacent to Manton House publishers. Cllr Smith advised he would also follow up the Council's request with the Borough Council.
 - 5.6 **Caravan** - This has now been removed from the service road. Correspondence had been received from Gedling BC confirming this was as a result of a letter sent by the Estates Depart to the owner.
 - 5.7 **Skate Park** - Work to begin on Phase 1 on the week beginning 31st August and installation in the next two weeks. The Clerk met with contractors on site when the position of the proposed equipment had been marked out on the ground.
 - 5.8 **Hucknall Road** - The verge has been cut as a result of our previous request and a request has been made again that the path is sided out.

- 5.9 External Audit - The Annual Return and Accounts for 2019/2020 and other documentation as requested has been sent to the external auditor PKF Littlejohn.
- 5.10 Grant Applications - The Clerk has discussed with CAST the possibility of a scheme between them and 'The Secret Kitchen' to supply hot food to vulnerable persons within the parish funded by a grant from the Parish Council. At present, discussions are at a very early stage and the Clerk is waiting further information on the proposed scheme. Meanwhile CAST has been sent a grant application form to complete and this is awaited.
- 5.11 Vacancies on the Council - As agreed at the last meeting, potential candidates have been asked to send a short resume about themselves. Two of the candidates have since withdrawn. Only one candidate has sent details as requested, whilst nothing has been heard from the remaining three and is to be discussed later in the meeting.
- 5.12 Memorial Request - Applicant advised no objection by the Council to the proposed siting of memorial plaque but the relatives concerned have been asked to site the plaque to avoid covering an existing subscription on the chair. Response acknowledged by the applicant who thanked the council for considering her request.
- 5.13 New Cemetery - Contact made with relative of affected graves who has advised she will reduce the number of adornments on the graves, which the Clerk was advised had been left by various members of the extended family. Her contact details have now been retained in our files for future use.
- 5.14 Newstead Locality Meeting - As a result of information passed on from the Locality Meeting by the Parish Council, CAST have been able to successfully apply for a grant from Jigsaw (aka Gedling Homes) towards the provision of additional litterbins for the Country Park.
- 5.15 BT Public Phone - Following the Council's response to the consultation by BT on removing the public payphone on Fraser Street, the kiosk has now been removed in its entirety and visually the area looks much improved.

6. Vacancies on the Council

It was with some regret, the Parish Council had received resignations from two further members of the Council, Ms Jenna Payne and Patricia Andrews, both of whom represented Newstead Village ward. The Clerk advised that it was not possible at this meeting to co-opt further members to fill these vacancies until notices had been posted in the parish advertising these vacancies and offering residents the opportunity to fill the vacancies via poll. If no such requests were received the Council would be in a position to appoint new members at the next meeting. The existing vacancies relating to Abbey ward had been advertised and following legal advice obtained from Gedling Borough Council, it was confirmed that the Council could appoint new members to fill the vacancy through this meeting with the necessary declarations to be signed outside of the meeting. As previously agreed contact had been made with persons expressing interest in the council. The Clerk confirmed that two candidates had since withdrawn their interest; a letter had been received from one individual which had been circulated to all members of the Council outlining his credentials to stand, whilst nothing had been heard from the other three. In noting the application received, Cllrs felt the skills offered by the individual concerned would be an asset to the Council. It was therefore proposed by Cllr Butler and seconded by Cllr Moore that Kyle Futers be elected as a member of Newstead Parish Council and this was agreed by the members present.

In terms of filling the remaining vacancies on the Council, it agreed the Clerk would again approach the three previous candidates who had expressed an interest asking if they still wished to stand.

7. Accounts

i) Receipts and Payments for August 2020

Receipts

£0.34	Interest on deposit account up to 5.8.2020
£150.00	Fee for memorial headstone

Cheques for Approval

None

BACS Payments for Approval

0229	Nuneaton Signs	£312.60	Cost of supplying 2 'No Tipping' signs.
0230	Clarke's Cemetery Services	£670.00	Work as per existing grounds maintenance contract.
0231	P Bruch	£20.00	Chairman's Allowance - August
0232	Mrs J Johnson	£419.84	Clerk's wages for August
0233	Notts County Council	£141.13	Pension Contributions for Clerk inc deficit contributions - August
0234	Mrs J Johnson	£24.91	Clerk's expenses.
			Postage/Other £13.76
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage £3.15
			TOTAL £24.91
0235	Sedgewick Window Cleaning	£255	Cost of watering planters 17 @ £15 per water

In respect of the latter payment, the Clerk advised that provision had been made for one final water of the planters during September with the cost being included in the above figure.

These payments were approved by the Council as stated.

ii) **To Consider Grant Applications** - None

iii) **Any Other Finance Matter** - None

8. The Lengthman's Scheme

Cllr Smith advised that the lengthsmen was being sent on a weed spraying course by Ravenshead PC in order to obtain the necessary license. In terms of further work for the lengthsmen, who was continuing to litter pick, the Clerk had suggested that he be asked to re-cap the two stone pillars forming part of the cemetery wall. The Chairman advised that he had previously volunteered to undertake this work but it had proved difficult to source the coping stones for such a small order. Either it was not worth incurring delivery charges or that orders were only taken for much larger quantities of stone. He had now found some stone, but this would not be an exact match to the existing capped tops, at a cost of £10 each. It was agreed that any costs incurred by the Chairman on material would be reimbursed by the Council.

9. Covid -19 Grant

The Chairman asked members whether there were any further suggestions for expenditure of this grant. It was noted that some of the funds had already been spent on additional hours for the lengthsmen and that additional maintenance at the Old Cemetery would be discussed later in the meeting. Members felt it was desirable to help young people in the village, especially as the Youth Centre had not yet re-opened. At this point the Chairman declared an interest in his next suggestion as being a member of Newstead School Governing Body, where he was aware that Newstead Primary School were fundraising towards the cost of purchasing a new minibus. Estimates had been received which suggested that the cost of purchasing a second hand vehicle would be in the region of £20 to £30K. He asked the Council if this is something to which the Council would consider for a grant. Cllr Moore said he would be interested in learning how the Council could help with this matter and it was agreed the Chairman would speak further with the Head teacher on this matter with this item being on the agenda for the next meeting. The Clerk also reminded the Council that the S137 budget of £1,500 previously used to fund activities such as the Fun Day and Bonfire night and various fetes was also unlikely to be spent in this financial

year and could also be used towards any grant agreed.

10. Matters concerning Newstead Village

- 10.1 Christmas Tree - As per previous email to members of the Council, the Parish Council has been approached by Linby Parish Council to ascertain whether it wished to order a Christmas tree from Moorgreen Garden Centre and to share the cost of transporting the same as before. Costs were expected to be in the same region as the previous year i.e. £350 plus Vat for the tree, plus £50 for the cost of transport. Further costs would also be incurred in respect of decorating the same. This was agreed.
- 10.2 Newstead Meadow - An estimate had been received from Jonathon Rhodes for the annual strim of Newstead Meadow. The cost had been held at the same price as the previous year being £580 to cut and collect the arisings, plus £200 for chain harrowing of the same. The Clerk explained that the cost would also include treating some Japanese Knotweed that has also come back in one corner of the site. These costs were agreed.
- 10.3 Electronic Bus Timetable - Cllr Hardy asked if it was possible to chase up what was happening on this as nothing had been heard on this matter since lockdown.
- 10.4 Flytipping on Dual Cycleway/footpath from Terraces to Hazleford Way - Cllr Butler reported that flytipping previously reported on this path had not yet been removed by Gedling and this had now been joined by two other piles of waste. Clerk to report
- 10.5 Speeding Cars - Cllr Moore had noticed a significant increase in cars speeding in the vicinity of Foundry Terrace and also along Tilford Road and asked what could be done. It was suggested that this may be something mentioned to the Neighbourhood Wardens, if this was a particular offender to have a 'friendly word' with the driver. Alternatively, a request could be made by the Council to see whether the Police would carry out speed checks in the area and this was agreed.
- 10.6 Trees - Concern had been raised over the condition of trees on Foundry Terrace when in recent winds, a large branch had broken off one of the trees. Cllr Butler also reported that a large branch had snapped off a tree on Hucknall Road close to the interactive speed sign, which was hanging perilously close to Hucknall Road itself and could potentially be a hazard on the highway. Cllr Hardy also expressed concern regarding on the tree near his home on Tilford Road. It was agreed that Gedling BC would be asked to inspect those trees under its remit, whilst the Forestry Commission would be notified of the fallen branch near Hucknall Road.
- 10.7 Event Charges - Cllr Martin Smith drew attention to a recent Beer festival which was due to be held at 'The Pit' micro pub but had been subsequently called off as a result of charges by Gedling BC for use of the playing field over this time. Cumulative charges for this event were said to have been around £500, which meant the event was unlikely to be financially viable. It was felt some fairer means of charging should be investigated to ensure community events such as this could go ahead.

11. Matters concerning Newstead Abbey Park.

- 11.1 Fun Fair - Cllr Smith enquired on the thoughts of the Council in regard to the fun fair which had been set up in the grounds of Newstead Abbey close to the site of recently restored west wing. Cllr Butler felt the main problem was likely to be noise but held no strong views otherwise.

12. Correspondence

- 12.1 Winter Service 2020/2021 - The Parish Council had again been offered the opportunity to purchase discounted grit bins and bags of salt. No locations were suggested in respect of further grit bins in the parish. The Clerk explained that five 20kg bags of salt would also be made available to the Council, free of charge, which previously had been delivered to the Newstead Centre for subsequent use in topping up the grit bins. As the Newstead Centre was still closed, the Chairman agreed for the salt to be delivered direct to his home.

13. Planning Applications.

Stables behind Abbey Road - Despite many attempts by the Clerk to get a response from the Enforcement Officer on the current position relating to these works, no response had been received. The Clerk understood

that the workload of the officer concerned had risen exponentially during Covid-19. Cllr Smith also confirmed that as a result of more people working from home, more reports were being made in terms of planning breaches and that the Enforcement Officer was under considerable pressure. It was agreed to keep chasing Gedling BC on this issue.

14. Matters Concerning the Cemetery

14.1 Maintenance of the Old Cemetery

The Clerk advised she had spoken to Anthony Clarke and two options had been suggested re further maintenance of the cemetery. He had advised that with further cuts it would be possible to achieve a more 'mowed' look to the cemetery, which would continue to improve with time. The options presented to the Council were as follows:

- 4 cuts per year at a cost of £300 per cut.
- 7 cuts per year at a cost of £200 per cut.

Cllrs noted that with the lower number of cuts, the grass could still potentially reach a height of 18 inches and with the difference in cost being only £200 per annum, it was better to opt for a greater number of cuts where this would have the maximum impact in terms of tidiness of the cemetery and demonstrate a greater level of respect. It was therefore agreed by the Council to opt for 7 cuts per year which would be added to the existing contract with Anthony Clarke.

15. Reports from External Meetings

None

16. Items the Chairman considers urgent

None.

17. Date of Next Meeting.

The next meeting of the Parish Council would be held on Wednesday 7th October 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 in the Local Government Act 1972, schedule 12a, Part one, Para 4, where this item relates to an employee.

18. Recruitment of a New Clerk

The Clerk explained that as a result of her own long term plan which was to retire from work along with her husband on his 60th birthday, the council would need to agree the terms for her replacement. Discussions were held on the process of recruiting a new Clerk, where the vacancy would be advertised and the terms to be offered to any appointee, plus a timeline for the new appointment.

NEWSTEAD PARISH COUNCIL

Minutes of the Council Meeting held on Wednesday 7th October 2020 starting at 7.30pm. The meeting was held remotely via Microsoft Teams

1. **Present:** Cllrs: Mr P Bruch, Mr R Butler, Mr K Futers, Mr E Hardy and Mr T Moore. Also Borough Cllr Mr M Smith and Mr Mick Leivers from CAST. The Chairman also took the opportunity to welcome on board Kyle Futers as the new councillor co-opted during the last meeting to represent Newstead Abbey ward
2. **Apologies for Absence:** Apologies were received from Cllr S Read (work), Ward Cllr Mr S Murray and County Cllr Mr C Barnfather.
3. **Declarations of Personal & Prejudicial Interest:**
Cllr Butler declared an interest in Newstead Youth Club as the treasurer of this committee.
4. **Address by Mick Leivers on behalf of CAST**
Prior to the address by Mr Leivers, the Chairman took the opportunity to thank C.A.S.T for prompt action in cleaning up the rubbish left on the country park following departure of travellers from Pocket Park. Mr Leivers then thanked the community for the patience shown during the travellers stay. These had remained slightly longer than originally advised, but left of their own accord without the need to resort to expensive legal action. A total of 7 builder's bags of rubbish had been collected from the park following the traveller's departure, which were awaiting disposal by Gedling Borough Council. He then explained that CAST were now exploring how to prevent unauthorised entry by travellers, whilst still maintaining access for genuine users and other events held in the car park and was intending to install height barriers at the entrance to the car park. He then spoke about the amount of litter left on the Country Park over the summer, where the number of visitors to the park had risen significantly as a result of lock down, removal of which had proved challenging. In terms of the existing unfinished visitor centre he advised some work had already been carried out including staining the window frames and additional pea gravel to the front of the building. He confirmed that as a Social Enterprise, CAST is in a position to borrow a six figure sum to complete the work required to the building and has submitted a grant application to Hockerton Housing project and North Midlands Construction. An estimate of £18k had been received to remove tyres left on the Country Park which was prohibitive and these would now be used to create a wildlife habitat. It was also intended to resurface some of the paths in the park and the Probation Service had offered to help with this aspect. In addition CAST would continue to undertake practical projects within the community.

Mr Leivers was then thanked by the Chairman for his address.

Mr Leivers left the meeting following his address
5. **Approval of the Minutes**
Council Meeting - 2nd September - Subject to the omission of Cllr Reed's suggestion re Chrome book under Agenda item 18 (e), it was agreed that the minutes be approved as a true record of the meeting.
6. **Matters Arising from the Minutes**
 - 6.1 Trustees of Newstead Centre - Information on the role/responsibilities of Trustees produced by the Charity Commission has been re-sent to the Chairman.
 - 6.2 Flytipping in Car Park - Graffiti left on the 'No Tipping' sign recently installed at Vicarage Corner has been removed by the Clerk. An extension to an existing fence close to the entrance gate to the former coal

- stocking yards has been installed by contractors appointed by the Notts. County Council, where it is hoped this will reduce the amount of flytipping in the area just at the side of the main gate
- 6.3 Litter on Hazleford Way - No response yet received from Gedling BC, although it was noted that a new litter bin has been installed on Hucknall Road next to the bus stop which lies close to the junction with Hazleford Way. A plea for the additional litter bin to be placed at the foot of the footpath to Foundry Terrace has also received support from Cllr Martin Smith. Cllr Smith explained that Gedling BC usually monitor the amount of litter in an area before agreeing to install further bins. He had been subsequently advised that operatives having visited the area saw no evidence of the litter in question. Cllr Moore agreed that if officers just inspected the 'Manton House' end of Hazleford Way, there would be very little litter seen but officers would need to actually walk down the footway to Foundry Terrace where the problem was evident. It was also noted that volunteers had recently carried out litter picks in the area and this had perhaps created the impression the problem was less acute than it really was. It was agreed by Cllr Smith that he would speak to the officers concerned with the Council's comments to be passed on.
- 6.4 Skate Park - The Clerk was pleased to advise that new play equipment had been installed on the skate park and Gedling BC had been asked to include this within their future maintenance schedules. The invoice for the work had been received and following inspection by the Clerk she noted the work had been carried out to a high standard and recommended payment of the same. Cllr Moore advised he had seen some 'YouTube' videos of children playing on the equipment, which they looked to enjoy.
- 6.5 Hucknall Road Siding Out - Nothing further heard from Highways; however the matter was chased up by former Cllr Mr P Burnham in a letter to his MP. A copy of that response received by Mark Spencer's office has been forwarded to the Council, which reads as follows:
'With regard to the siding up works, this has been identified for a future scheme, however the County wide siding up programme is constantly being re-prioritised. I've asked for these works to be given extra priority and I am expecting an update very soon.'
 Cllrs felt the work would continue to be 'at the back of the queue' and had little faith the work would actually be carried out. The Chairman felt the Council would need to examine other means of getting the work undertaken including use of the lengthsman or by volunteers armed with shovels, although it was noted with the extent of work required something was needed on a much more industrial scale. The Chairman proposed that thought should be given as to how the work could be carried out with this item to appear on future agendas.
- 6.6 Covid -19 Grant - This is to be discussed as a separate agenda item.
- 6.7 Newstead Meadow - Work was initially delayed as a result of the travellers on Pocket Park and a revised date for the work has been agreed for Tuesday 13th October.
- 6.8 Electronic Bus Timetable - The Clerk has spoken with Cllr Chris Barnfather who had advised he will chase up the position with the officer concerned. Cllr Smith advised he understood an email had been sent by Cllr Barnfather just prior to this meeting which included plans of the proposed improvements to this shelter where negotiations were currently underway with the Forestry Commission in terms of leasing land from them, so the shelter can be extended back into the forest area. It was agreed copies of the email containing the plans would be sent to Cllrs but it was unlikely any work would take place until March next year.
- 6.9 Speeding cars - Cllr Martin advised that speeding cars would be treated as a priority by the Police.
- 6.10 Trees - The trees on Foundry and Tilford have been reported to Gedling Borough Council and passed to the attention of John Clayton (Parks and Streets Dept), who is to report back on their condition and intended action, if any. The fallen branch was reported to the Forestry Commission who have since cut down the offending branch but most of this has been left in situ. Overhanging trees on the embankment near the former Rewind premises, which are presently causing an obstruction on the service road, have also been reported to Gedling Borough Council following a complaint by a resident.
- 6.11 Winter service - Arrangements have been made to deliver the 'free' salt to the Chairman's home.
- 6.12 Stables Behind Abbey Road - Despite further calls and emails to Gedling planners, there has still been no word from the enforcement officer who it was understood had now left the authority. Cllr Smith understood that an experienced officer who had previously worked for Gedling BC would be coming back to

deal with the back log of work.

- 6.13 Maintenance of the Old Cemetery - The first cut has already taken place with a second cut being carried out at the end of this month, which will then be the final cut until spring next year.
- 6.14 Response on the Greater Nottingham Strategic Plan - A response has been sent along the lines that releasing further green belt land around Newstead village will prejudice the development of an existing brownfield site within the current village envelope.

7. **Vacancies on the Council**

The Clerk advised she had since spoken to the Gedling Borough Council and no poll had been requested and that the Council were now in a position to appoint 2 new members for the Newstead village ward. Contact had again been made with the three persons previously expressing an interest in standing of the Council with one response received. As very little was known about the candidate in question, it was agreed the Chairman would hold discussions with the same and, if happy, would recommend his co-option to the Council at the next meeting. Cllrs were also asked to put forward any suggestions to the Clerk. In terms of the remaining vacancy for the Abbey Ward, the Chairman was happy to write a newsletter to be delivered to all homes in this ward, also advertising the current vacancy. Cllr Moore felt this was a good idea as this part of the parish is under represented on the council. Cllr Hardy also offered his help to the Chairman in delivering the newsletter to homes within the Abbey ward.

8. **Accounts**

i) **Receipts and Payments for Sept 2020**

Receipts

£0.34 Interest on deposit account up to 5.9.2020

Cheques for Approval

100549 Kompan Ltd £16,8000 New play equipment on skate park

BACS Payments for Approval

0236	Clarke's Cemetery Services	£870.00	Work as per existing grounds maintenance Contract at £670, plus first cut of the Old Cemetery at £200 per cut.
0237	DALC (Derbyshire Association of Local Councils)	£50.00	Chairmanship skills training to be delivered remotely by DALC to the new chairman.
0238	P Bruch	£20.00	Chairman's Allowance - September
0239	Mrs J Johnson	£419.84	Clerk's wages for September
0240	Notts County Council	£141.13	Pension Contributions for Clerk inc deficit contributions - September
0241	Mrs J Johnson	£53.07	Clerk's expenses.
			Postage/Other £33.37
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£11.70</u>
			TOTAL <u>£53.07</u>

These payments were approved by the Council as stated.

- ii) **To Consider Grant Applications** - The Clerk advised it was usual for the Council to make a small donation to the RBL Poppy Appeal at the same time the wreaths were ordered for Remembrance Day services. The numbers of wreaths to be ordered were discussed and it was agreed to order one wreath but to continue to

make a donation to the RBL Poppy Appeal for the sum of £50. The decoration of lamp posts throughout the village was also discussed. Cllr Smith advised he had helped in putting up such poppies in Ravenshead and the most time consuming part of the operation was putting on the cable ties which he advised was best undertaken at home beforehand. The Chairman volunteered his services to install the poppies on the lamp columns along with Cllr Hardy and Cllr Moore and it was agreed these could be delivered to Cllr Hardy who would complete the ties and who would also represent the Council in laying a wreath on the war memorial in the event a service is held on Remembrance Sunday.

iii) **Any Other Finance Matter** - None

9. **The Lengthman's Scheme**

Cllr Moore asked if shrubs at the side of the service road to Foundry Terrace (just past Cornerstone House on the right hand side) leading to the square can be chopped back. . Other suggestions include siding out of the dual footpath/cycleway leading from Garden Terrace to Hazleford Way.

10. **Covid -19 Grant**

Prior to the meeting, a report had been circulated to Cllrs (attached as an appendix to these minutes) containing some suggestions as to how this grant could be distributed. In referring to the report, the following items were discussed.

- Donation to the Secret Kitchen (£1k) - The Chairman explained that Secret Kitchen was part of a social eating enterprise in Newstead which produces home cooked food from food provided by supermarkets which are beyond their 'best before dates', but still very usable. During the pandemic Vicky Leadbeater (the proprietor) had been providing free meals to the most vulnerable persons in the parish from her home. CAST had been helping out with the delivery of the meals and with further funding Vicki is able to provide many more meals to the most vulnerable in the parish. A grant from the Council would allow her to take on an assistant to help with cooking the meals and could also be used to other food preparation and cooking costs. His proposal was for a £500 grant to be paid up front, with the final instalment of being paid once the parish council could see how this initial funding was being spent. Cllr Moore felt what the Secret Kitchen had been doing was absolutely awesome, whilst other Cllrs agreed this was an excellent initiative and should be supported.
- Provision of Litter Pickers for the Friends of Newstead and Annesley Country Park (£150) - The Chairman had spoken with Carol Evens who organises litter picks on the park, where the litter over the past few months had risen due to increased numbers of visitors who did not always dispose of their litter responsibly. He proposed the sum of £150, which Cllrs agreed was again a great suggestion.
- Contribution towards School bus (£4k) - The Chairman advised that the existing school bus due to age and general wear and tear has little chance of passing its next MOT. He advised the school have looked at a number of options such as leasing the next vehicle, buying new, car sharing, staff using own cars, taxi's etc. In the end the best option identified by the PTA was the purchase of a second hand mini bus. Through existing funding the school has already identified £14k towards the cost and the additional grant from the Council would allow the school to buy a newer bus with fewer miles and better spec. Cllr Moore supported the idea as this allowed children a way to continue to access sports events and other activities outside of the parish and would be an excellent use of the grant, which other councilors agreed. Cllr Futers asked if it was possible to get some acknowledgement from the school of the help provided by the Council towards the cost of the new bus perhaps in the form of signwriting on the bus itself. The Chairman advised that it was intended the funds would not be paid over until such time the new bus was actually purchased but would be ring fenced in the Council's accounts until such time the funds were required.

- Church windows (£2k) - In noting the report provided by the Clerk, Cllr Moore felt the attitude of the DAC was poor as this meant the work was unlikely to go ahead due to increased cost and church building would continue to decay. His feelings were mixed in that unless churches are helped there is a tendency for some buildings to be converted into houses. The existing church is used in the village for a number of social events and he felt UPVC proposed was perfectly serviceable. With limited funds already raised by the community likely to be required for tree work, it was felt that a contribution from the Council would help kick start the additional fundraising towards 'like for like' replacements of the windows, whatever was eventually agreed and could be used towards any match funding required. Again it was not proposed to pay the grant up front, but the £2k would be pledged towards the cost and funds released once the windows were either ordered or replaced.
- Grant towards provision of Height Barriers on Pocket Park (£500) - Agreed especially in view of the rubbish left in the car park and that this was the second time travellers had invaded this site. Cllr Moore felt this sum was a reasonable contribution which would be paid out once the barriers were installed. It was also noted the borough wide court injunction taken out by Gedling BC against illegal encampments had lapsed.
- Newstead Meadow (£500) - The Chairman explained that he was aware that a report on the site was currently awaited from the County Botanist who was generally pleased with the current management of the site. In the event that any work was recommended to the site, the grant could be used towards and/or maintenance of the boundary. This was agreed.
- Newstead Youth Club (£750) - Cllr Butler noted that some children in the village simply do not have the opportunity to get out the village at all, so any funds towards activities especially those towards summer camps, trips out, would be greatly appreciated especially as the children had missed out on all usual activities due to the pandemic. Cllrs suggested that grant be rounded up to the sum of £1,000

With these noted and subject to the amount to be donated to the Youth Club to be increased to £1,000, it was proposed by Cllr Butler and seconded by Cllr Hardy that the recommendations as outlined in the report from the Clerk be agreed and this was agreed by the remainder of the Council.

11. Matters concerning Newstead Village

- 11.1 Litter - The Chairman had noted a considerable amount of litter strewn throughout the village and felt that it was time to organise a litter pick as well as find some means to get hold of the Council's litter pickers which were currently locked in the Newstead Centre still closed as a result of the pandemic. Cllr Moore supported this request having personally picked up 2 black bags of rubbish from the skate park area and it was agreed a litter pick would be arranged in future. Cllr Smith also asked to be copied into any dates agreed as he would also try to attend. An order for the 'Don't be a Tosser' litter posters was also discussed. Cllr Smith advised that Ravenshead PC had just ordered the same posters from a local contractor and the prices they had been quoted seemed far more competitive. It was agreed that the Clerk would contact the Clerks at Ravenshead for details.
- 11.2 Planters - The subject of winter planting was discussed. The Chairman advised that he and his wife were happy to take on the task of clearing and re stocking the existing planters and a total budget of £75 was agreed towards the cost of the plants/compost.

12. Matters concerning Newstead Abbey Park.

None

13. Correspondence

None other than mentioned elsewhere.

14. Planning Applications.

None

Cllr M Smith left the meeting prior to the start of the next item.

15. Matters Concerning the Cemetery

15.1 Reseeding of Graves in New Cemetery - Cllr Moore had requested this item be put on the agenda following a visit to the cemetery where he had noted that many of the graves were devoid of grass and he wished to know who was responsible for the cost of reseeding these graves. The Clerk explained once purchased, the graves were the responsibility of the owners, although the Council did allow for the cost of reseeding any graves as a result of resettlement. In discussing this issue, it was noted that graves on the periphery of the site were generally more affected as falling leaves, plus rain water dripping from adjacent trees led to adverse growing conditions for grass. Cllr Moore advised that having spoken with a relative, who had already re-seeded a grave to no avail; it seemed harsh that because of circumstances outside their control, they were responsible for all future maintenance of a grave. The use of grass seed appropriate to the conditions (i.e. that flourish in shade) was discussed. The Clerk suggested that as a one off the contractor could be asked to provide a quote for reseeding the worst areas of the cemetery. The prime time for reseeding was either during March or September; however the Chairman advised that the Council could agree in principle to accept some responsibility for the cost of reseeding, with the work being undertaken at the appropriate time. It was agreed that the Clerk would obtain an estimate for reseeding from Anthony Clarke for consideration by the Council at the next meeting.

15.2 Burial Charges - The Clerk reported on an unusual conversation with the son of a former resident of Newstead village. This resident had died several years ago and had been cremated but the ashes had been retained by the family concerned for at least 6 years. The deceased had previously lived in the village for many years up until the time of death and the family concerned now wished to bury the ashes casket in Newstead Cemetery. The Clerk was unsure what rate to charge as the circumstances fell outside the current charging policy set by the Council. The Council agreed that if the deceased lived in the village at the time of death, no matter how long ago this was, then 'Residents' rates should still apply in this case. No formal request had yet been received by the Council, but should an application be made the Clerk would charge the rate as agreed above without further reference back to the council.

16. Reports from External Meetings

The Chairman reported meeting with ex Cllr Phil Burnham at Newstead Meadow when they discussed the same and the Chairman and Phil had taken the opportunity to cut back some of the branches

17. Items the Chairman considers urgent

None.

18. Date of Next Meeting.

The next meeting of the Parish Council would be held on Wednesday 4th November 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 4, where this item relates to an employee.

19. Progress Report on Recruitment of a New Clerk

A total of four applications had been received. Interviews would be held on Tuesday with 3 persons who all had experience of working for parish councils in one form or another.

NEWSTEAD PARISH COUNCIL

Minutes of the Council Meeting held on Wednesday 4th November 2020 starting at 7.30pm. The meeting was held remotely via Microsoft Teams

1. **Present:** Cllrs: Mr P Bruch, Mr R Butler, Mr K Futers, Mr E Hardy, Mr T Moore and Ms S Read. Also joining the meeting was County Councillor Mr C Barnfather and Mrs J Williamson (new Clerk to the Council).

2. **Apologies for Absence:** Apologies were received from Ward Cllr Mr M Smith.

The Chairman asked the Council if they would agree to early consideration of Agenda item 6, as a potential new member of the Council was waiting to be invited to the meeting

6. **Vacancies on the Council**

Co-option of a Cllr to Represent Newstead Village Ward

The Chairman confirmed that as a result of his conversation with Meikal Sessions he was happy to recommend that the Council look to co-opt Meikal. Details of her background and reasons for joining the Council were relayed to the meeting. It was agreed by the members that Meikal be co-opted on the Council who would now be invited to join the meeting. As it was not possible for her Declaration of Office to be signed, this would be sent to Meikal for completion.

Cllr Meikal Sessions joined the meeting.

3. **Declarations of Personal & Prejudicial Interest:**

Cllr Butler declared an interest in Newstead Youth Club as the treasurer of this committee.

4. **Approval of the Minutes**

Council Meeting - 7th October 2020 - Subject to a correction under item 11.1 - that it was not Cllr Moore who had picked up the rubbish from the skate park, but Emma Astill, it was agreed that the minutes be approved as a true record of the meeting.

5. **Matters Arising from the Minutes**

5.1 Newstead Meadow - Unfortunately Northfield Construction due to an emergency at their works were not able to remove the concrete blocks as previously agreed, but did not inform the Council this was the case. As a result the contractor who had specially hired a tractor for work on the 13th October was unable to get entry to the site and telephoned the Clerk. She was advised by Northfield Construction the earliest that the blocks could be removed was late afternoon. As a result the contractors were sent home and work completed the following day. Northfield themselves have said they would pay any additional charges resulting from their error. This has resulted in additional cost of £150, which was the cost of hiring the tractor for a second day and the abortive visit by two workmen on the 13th October. The Chairman suggested that due to their past help a fair solution would be that the extra charges were split between Northfield and the Council and this course of action was agreed by the other members of the Council.

5.2 Stables Behind Abbey Road - Planning application now received and will be discussed under 'planning'.

5.3 Vacancies on the Council - The delivery of the newsletter has been deferred due to rising infection rates.

5.4 Finance

RBL Poppy Appeal - A donation has been sent as agreed and a wreath has been delivered to Cllr Hardy.

The lamppost poppies have been installed and there was a big thank you to all councillors who helped install these. There had been some criticism on Face book as to whether these poppies had been fitted correctly, however it was noted that those in Linby were also fitted in the same way.

- 5.5 The Lengthman's Scheme - The dual footway/cyclepath has been sided out.
- 5.6 Covid -19 Grant - A grant has been made to the Secret Kitchen of £500. Litter pickers have been purchased by the Chairman and handed over to the Friends of Newstead and Annesley Country Park, who were extremely grateful to receive the same. Reverend Robinson has been informed of the Council's pledge of £2k towards replacement windows in the church building and the following response has been received
'Please pass on our grateful thanks to the Parish Council for their amazing generosity. We are still in the negotiating stages with the Diocesan Advisory Committee, but eventually we will get there. Graeme Renton, our architect is working very hard on our behalf in liaising with them. As soon as we have any news I will be in touch with you.'
- CAST have also been informed of the grant awarded and the school has been advised verbally by the Chairman of the amount agreed towards the minibus.
- 5.7 Litter - Additional litter pickers have now been purchased by the Chairman for use by the Council as agreed by email. The rising infection rates and forthcoming lock down have put paid to plans for an organised litter pick at the current time. The Parish Council has just received notification that the Borough Councillors are to contribute towards the cost of the litter pickers from their own 'finance' pot i.e. £50 each and the total sum of £150 has now been received by the Council towards this cost.
- 5.8 Planters - Plants have been purchased by the Chairman and are to be planted out when weather allows.
- 5.9 Reports from External Meetings
Newstead Meadow - The Chairman advised that the meadow had been visited by the County Botanist, Mark Woods, who was extremely pleased with the current management of the site, and which he felt would continue to get better and better. He also emphasized the need to leave the site alone i.e. no further planting required

6. Vacancies on the Council

Discussed earlier in the meeting.

7. Accounts

i) Receipts and Payments for October 2020

£0.34 Interest on deposit account up to 5.9.2020
£150.00 Contribution towards litter pickers

Cheques for Approval

100550 Kompan Ltd £16,800 New play equipment on skate park*

*This cheque is to replace previous cheque 100549, which has been stopped by the bank as one signature differs slightly from that shown on the original mandate. There will also be a £10 charge levied by the bank for stopping the original cheque.

BACS Payments for Approval

0242	P Bruch	£44.97	Plants for winter planting out of planters
0243	Bransons Home Garden & Aquatic centre	£281.00	Litter pickers for Friends of Annesley and Newstead Country Park, plus 10 additional litter pickers for Newstead Parish Council.
0244	The Secret Kitchen Cafe	£500.00	First instalment of grant from Covid -19 fund as agreed at the October Council meeting.
0245	Mrs J Johnson	£50.00	Donation to Royal British Legion Poppy Appeal
0246	Clarke's Cemetery Services	£870.00	Work as per existing grounds maintenance contract at £670 plus second cut of the Old Cemetery @ £200 per cut.
0247	Jonathon Rhodes	£780.00	Hay cut and chain harrow Newstead Meadow
		£150.00	Costs incurred for an abortive visit on 13 th October for 2 workman and hire of tractor.

		£60.00	Strim Station Ave verge
0248	P Bruch	£20.00	Chairman's Allowance - October
0249	Mrs J Johnson	£419.84	Clerk's wages for October
0250	Notts County Council	£ 141.13	Pension Contributions for Clerk inc deficit contributions - October

0251	Mrs J Johnson	£17.70	Clerk's expenses.	
			Postage/Other	£7.00
			Tel/Broadband	£8.00
			Mobile Calls	Nil
			Mileage	<u>£2.70</u>
			TOTAL	<u>£17.70</u>

These payments were approved by the Council as stated.

ii) **Report on Half Year Accounts** - A report on the accounts had been circulated to the Council prior to the meeting. In discussing this report, the Clerk confirmed she had introduced new budget headings to include the receipt of Covid -19 Business grant and Expenditure thereof. The Chairman also draw attention to the suggestion that some of the reserves previously earmarked towards the extension of the New Cemetery could be allocated toward Phase 2 of the skate board project and also to the replacement of the walls of the Old Cemetery. It was proposed by the Chairman and seconded by Cllr Hardy that the report and revised forecast be approved and this was agreed by the remainder of the Council.

iii) **Any Other Finance Matter** - None

8. **The Lengthman's Scheme**

The Chairman was pleased to note that the work to side out the dual footpath/cycleway leading from Garden Terrace to Hazleford Way had been completed. The Clerk confirmed that the lengthman had also been instructed to cut back the shrubbery on the service road leading to Foundry Terrace but it was not known whether this task had also been carried out. The Chairman confirmed he had met the lengthsman in the car park serving the cemeteries and it was now hoped he would be able to undertake painting of the small children's play area.

9. **Matters concerning Newstead Village**

9.1 **Green at junction of Hucknall Road/Tilford Road** - It was noted that parents collecting children from school were still parking on this green which was clearly impacting on the grass. Whilst the Council had previously spoken about the installation of railings around the green but this had come to nothing. Thought needed to be given as to how to stop this happening in future.

9.2 **Trespasser in Newstead/Annesley Woods** - Cllr Futers had reported a caravan and possibly a tent had been observed in the woods close to the New Cemetery. The Clerk confirmed she had passed on this information to the Forestry Commission.

9.3 **Newstead and Annesley Country Park** - It was reported that a shelter had been set up in the country park, where it appeared someone may be living. The Clerk confirmed that she had spoken to Mick Leivers who was aware of the situation and that he was dealing with the same.

9.4 **Parish Council Facebook Page** - The Chairman spoke of issues experienced by him when trying to upload items onto the Council's Facebook page. Cllr Moore confirmed he would add the Chairman to the site as someone able to post items.

9.5 **Chip Shop on Tilford Road** - Concern was raised regarding the disposal of waste from the chip shop which was simply being left behind the shop in a box without a lid. In other words there appeared to be no 'official' trade waste collection. If the situation was left as at present, it was felt the rubbish had the potential to attract vermin and it was agreed the owner should be contacted by the Council to ensure a better means of waste disposal.

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

None

11. **Correspondence**

The following items were specifically discussed:

- 11.1 **Public Spaces Protection Order (Dog Fouling) 2020** - Details of this new order were circulated to the Council, which in future would make it an offence for any person in charge of a dog to fail to pick up its faeces. The order would apply to all public places in the borough and took effect from the 20th October for a period of three years. The Clerk explained that the order had been extended to cover situations where the owner could argue they were not directly in charge of the animal i.e. that it had strayed and in future would make it easier to prosecute a dog owner. Cllr Moore welcomed any order which would help to promote responsible dog ownership, as dog fouling in general continued to be a problem in the village.
- 11.2 **Consultation to Expand Scheme to Improve Living Conditions in Privately Rented Homes** - This consultation relates to a scheme in which all private landlords in the parish will need to obtain a license for each of their private rented properties and will take place between October and January 2021. Landlords and residents can have their say by visiting www.gedling.gov.uk/haveyoursay. Included in the details were the standards expected from private landlords, which would also provide a useful template for standards expected from other social landlords in the parish such as Gedling Homes and East Midlands Housing Association.

12. **Planning Applications.**

The following planning application had been circulated to members prior the meeting: - .

2020/0976 - Land Adjacent Hopping Hill Farm, Hucknall Road, Newstead (Proposed Equestrian Development Consisting of 2 no stable blocks, turnout pen, ménage area and associated paddock fencing)

Cllr Butler felt that in terms of the stable buildings themselves he had no objections but it had been very galling to see something substantial being erected knowing that it did not have (but required) planning permission. Cllr Barnfather confirmed that it was as a result of the matter being drawn to the attention of the planning authority by the Parish Council that an application had been secured, otherwise without this intervention he doubted whether planning permission would have been sought. Unfortunately, the fact that the application had been submitted after the work had been carried out was no grounds for refusal. In general, the Parish Council had no objections to the application with the following to be noted.

- Residents had complained of lights from the ménage shining into back windows, although it was noted within the details submitted these had been angled to avoid light spillage.
- The proposed use of the stables was for domestic use only, although the extent of the construction possibly suggested otherwise. It was agreed to ask planners to ensure any planning permission granted was done so on the basis that use of the stables be solely for private use only.
- Trees had been cut down to accommodate the new stable block and there were concerns about possible contamination to a watercourse which ran nearby.

A response to the planners would be sent noting the above points.

13. **Matters Concerning the Cemetery**

- 13.1 **Reseeding of Graves in New Cemetery** - An estimate had been received from Anthony Clarke for the sum of £190 to reseed the bald areas in the cemetery at the appropriate time (in this case Spring). Cllr Moore advised he had no objections to the work being carried out but to ask the contractor if the grass seed used is that best suited to grow in shade and also that no mowing of the new grass takes place until this is firmly established. With these two caveats in place, it was agreed to instruct Anthony Clarke to undertake the work.

13.2 Pre-purchase of grave plot in the New Cemetery - A request was considered from a resident who wished to pre-purchase a plot (number 399) at the foot of her husband's grave. The Council were assured that in granting this request, it would not compromise any other plots within the cemetery and the request was agreed.

14. **Reports from External Meetings**

The Chairman reported that he had met with Jonathon Rhodes on Newstead Meadow who was most appreciative of the work undertaken by him and Phil Burnham in cutting back branches from the periphery of the site. It was also noted that this year the chain harrowing had been carried out perpendicular to the previous year and that the Meadow was looking good. The Chairman also confirmed he has now made contact with the new Chairman of the Newstead Centre Trustees and will be joining them at the next meeting. He also confirmed that having recently attended a virtual training session on Chairmanship held by DALC, he complemented all the councillors having heard examples of squabbles suffered by other councils.

15. **Items that the Chairman considers Urgent**

None

16. **Date of Next Meeting.**

The next meeting of the Parish Council would be held on Wednesday 2nd December at 7.30pm

The meeting closed at 8.20pm



NEWSTEAD PARISH COUNCIL
Tel: 07561 776536
Email: newsteadclerk@outlook.com

MINUTES OF THE ORDINARY MEETING OF NEWSTEAD PARISH COUNCIL

Held under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 at 7.30pm on Wednesday 2nd December 2020.

Present: Cllr P Bruch (Chairman), Cllr R Butler, Cllr K Futers, Cllr E Hardy, Cllr T Moore.
J Johnson (Outgoing Parish Clerk), J Williamson (New Parish Clerk)
Cllr M Smith (Gedling Borough Council), Cllr S Murray (Gedling Borough Council)

PC02122020/1 To Receive Apologies for Absence

Apologies for absence were received from Cllrs M Miller, S Read and C Barnfather (Gedling Borough Council).

PC02122020/2 Declarations of Members' Interests

Cllr R Butler declared an interest in Newstead Youth Club as Treasurer.

PC02122020/3 To confirm the Non-Confidential Minutes of the Parish Council Meeting of 4th November 2020.

RESOLVED to agree and sign the minutes as a true and accurate record.

PC02122020/4 Matters Arising

- **6. Co-option of a Councillor**
Declaration of Office and Register of Interest forms have now been returned to the Monitoring Officer.
- **5.2 Stables Behind Abbey Road**
Response sent as requested.
- **5.4 RBL Poppy Appeal**
With many of the traditional ceremonies cancelled as a result of the pandemic, a number of parishioners turned out to pay their respects at an impromptu ceremony which took place on Remembrance Sunday at the war memorial, where Cllr Hardy was able to lay a wreath on behalf of the Council.
- **5.8 Planters**
These have now been planted out by the Chairman and his wife.
- **7. Accounts**
The replacement cheque for Kompan appears to have been cashed without any problem and the amount has been debited from the council's account. Correspondence has now also been sent to the Notts County Council requesting payment of the remaining 25% of the LIS grant awarded to the Council in respect of the play equipment of £1,681.
- **8. The Lengthman's Scheme**
Cutting back of the shrubbery leading to Foundry Terrace has been undertaken by the lengthman.
- **9.5 Chip Shop on Tilford Road**
Following action taken by the Chairman an official trade waste bin has now been installed at the rear of the shop so no further action required.
- **13.1 Reseeding of the Graves in the New Cemetery**
Anthony Clarke has now been instructed to carry out the reseeded of the bald areas in the cemetery during spring subject to the caveats mentioned at the last meeting.
- **13.2 Pre-purchase of grave plot in Newstead Cemetery**
A letter has been sent to the person concerned along with instructions as to how to proceed with purchase of the plot in question together with details of charges for the same.

- **17. Recruitment of the New Clerk**

Liaison has continued between both Clerks over the past month. As a result of the appointment, it was agreed by the Council to purchase a laptop for use by the new Clerk and this has now been ordered. All the 'current' records of the Council will pass from the present Clerk to the new Clerk on the 30th November. It would be helpful if all payments/invoices/ etc which has been incurred by the Council during November could be ratified ahead of this time so that payment of these could be made prior to the change.

Other Matters

Grit Bins - Five bags of salt/grit have been delivered to the Chairman who will use these to restock those grit bins most in need.

RESOLVED Cllr P Bruch has now topped up all grit bins.

Siding-up Hucknall Road - The Chairman has spoken to the landowner who owns the field adjacent to Hucknall Road. He advised any soil/grass sided out from this part of the pavement could be left on his land under or close to the existing boundary fence.

RESOLVED Cllr P Bruch to organise a working party to see what work is entailed.

Xmas tree - A seasonal decoration license has been obtained from the County Council in respect of the tree lights. Arrangements have been made with Mick Leivers to install the barriers around the tree once it has been dressed. No formal lighting ceremony will take place due to Covid-19.

RESOLVED The lights have now been put up and The Clerk (JW) to contact Mick Leivers to ensure that the barriers are now erected around the tree.

Planters – Cllr Hardy reported that the Planter had been moved. The Clerk (JJ) reported that she had a call from a resident asking for the planter to be moved but had said that she was unable to do this. It was felt that the resident may have taken this into their own hands.

NOTED

Cllr M Smith – Gedling Borough Council

Reported that the Public Space Protection Order has received a favourable response. Anyone can now report dog fouling to the Parish Wardens, they just need to provide a well written statement. Photographs were helpful but a well written statement was needed as this may be used to obtain a prosecution.

PC02122020/6 Accounts

i). To approve Income and Payments dated November 2020.

RESOLVED to approve the Income and Payments date November 2020 (attached at Appendix A).

ii). Recommendations from External Audit

The Clerk (JJ) had now received an un-qualified audit with no recommendations.

RESOLVED Cllr Bruch thanked The Clerk (JJ) for her work on the audit.

iii). To ratify change to banking mandate to add additional signatories and change details re electronic Banking.

The Clerk (JJ) explained that she was not currently a signatory, however this had caused problems in the past when speaking to the bank as they would not speak because she was not a signatory. The Clerk recommended that the new Clerk be added as a signatory for this reason. It was also suggested that Cllr P Bruch become a signatory as he was available in the day should any cheques need to be signed.

RESOLVED it was agreed to add the new Clerk, Jo Williamson and Cllr Paul Bruch to the bank account as signatories. The Clerk (JW) to obtain the correct forms for this.

PC02122020/7 Discussion by the Chair re: allocation of responsibilities to Councillors

Cllr Bruch reported that he had the idea of mapping the Village and Abbey Wards for problem litter areas but that he had found this quite difficult as the issue of litter is parish wide. Cllr Bruch explained that he would like Councillors to consider taking responsibility for certain areas of the parish.

Areas which could be looked at were:

- Litter
- Siding Up
- Fly Tipping
- Community
- Facilities/Assets
- Open Spaces
- External Links
- Training

RESOLVED Cllr P Bruch to issue a detailed list of areas for Councillors to decide if they are able to take responsibility of and this item to be put on the next agenda.

PC02122020/8 Use of personal email for Council Business (Cllr Moore to lead on this item).

Cllr Moore explained that there was some concern from a GDPR perspective about Councillors using their own personal email for council business. If Councillors were subject to a Freedom of Information request there was the possibility that private emails could be under scrutiny. Cllr Moore felt that it would be better to have separate Office 365 or Google G Suite accounts but both of these would incur a monthly cost per email address.

RESOLVED the clerk to investigate the costings of providing Councillors with council email addresses or accessing email via a Parish Council website.

PC02122020/8 (b) The Lengthmans' Scheme

It was reported that the Lengthman now has the paint to paint the children's playpark but that the weather had currently put this on hold. It was suggested that the Lengthman could undertake the siding out along Hucknall Road. It was reported that the jitty between the western end of Garden Terrace and Hazleford Way was very overgrown and in need of clearing.

RESOLVED the Clerk (JW) to ask the Lengthman to undertake the clearing of the jitty and request a date on the painting of the children's playpark.

PC02122020/9 Matters arising - Newstead Village

The issue of overgrown footpaths in the village was raised. Cllr M Smith said that he believed some of the overgrowth was from land owned by Gedling Borough Council.

RESOLVED the Clerk (JW) to report overgrowth to Gedling Borough Council.

It was reported that the caravan had now been moved on from the woods and was no longer in the parish.

NOTED

It was reported that the street lights weren't working on the hard standing near the youth centre.

RESOLVED Cllr Moore to check this as these had only recently been repaired and report back to council.

PC01122020/10 Matters arising – Abbey Park

It was reported that the new speed bumps at the entrance and exit to the Abbey Park through road, which had been installed by CAST were helping to slow traffic.

NOTED

PC02122020/11 Correspondence

All correspondence had been circulated by email.

There had been a request for lighting on the Skateboard Park and it was felt that this was the responsibility of Gedling Borough Council.

RESOLVED the Clerk (JW) to notify Gedling Borough Council.

PC02122020/12 Planning Application 2020/1052

Cllr M Smith (Gedling Borough Council) reported that he had been contacted by the applicant to show the site and proposals to the Parish Council. He reported that the site currently consists of a 1960s bungalow with numerous outbuildings which the applicant would like to consolidate into one dwelling. Cllr Smith reported that the new plan was smaller than the 3000sq/ft consented scheme which the applicant had permitted development rights for and as the existing plot is untidy the new property will be of superior quality and the landscaping will be more sympathetic to the surrounding area.

Councillors felt that the overall improvement aspect of the development was quite compelling, however there was concern that the current property covered only 1000sq/ft but permitted development allowed further development to 3000sq/ft which was in excess of the 50% development permitted by the council in green belt. There was concern that once the new development was completed further development of the site would continue to the maximum permitted development allowed.

RESOLVED the Clerk to respond on behalf of the council that they are not fundamentally opposed to the development but would like to propose that any further development of the site is restricted under the 'article 4 directive' and to ensure the property is completed to a high standard, using quality materials and that all the ecological benefits outlined in the application are realised.

PC02122020/13 Cemetery

It was reported that there had been a few queries that the pump was not working in the New Cemetery. The water table of the stream was currently low which meant that sometimes the pump was trying to draw mud through. There was also a poster attached to the pump which did not appear to provide clear instructions on how to resolve the issue and may need replacing.

RESOLVED Cllr Moore to look at the pump and report back to council.

PC02122020/14 External Meetings

Cllrs P Bruch, E Hardy and the new Clerk (JW) would be attending the Newstead Locality Group Meeting. Cllr R Butler reported that the youth centre had employed a new youth worker who would be starting when group meetings recommenced.

NOTED

PC02122020/15 Items that the Chairman considers urgent

It was reported that the school were offered a defibrillator by the Local Coal Authority, Mansfield. The council would have to take over the ongoing maintenance costs of this and it was felt that as there was already a defibrillator in the village this would not be pursued any further.

NOTED

PC02122020/16 Date of Next Meeting

The next meeting will be held on Wednesday 6th January at 7.30pm.

Meeting closed at 8.57pm.



NEWSTEAD PARISH COUNCIL
Tel: 07561 776536
Email: newsteadclerk@outlook.com

MINUTES OF THE ORDINARY MEETING OF NEWSTEAD PARISH COUNCIL

Held under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 at 7.30pm on Wednesday 6th January 2021.

Present: Cllr P Bruch (Chairman), Cllr R Butler, Cllr K Futers, Cllr E Hardy, Cllr T Moore.
J Williamson (Parish Clerk)
Cllr C Barnfather (Gedling Borough Council), Cllr M Smith (Gedling Borough Council)

PC060121/1 To Receive Apologies for Absence

NONE

PC060121/2 Variation of Order of Business and Notification of Any Other Business

Cllr Bruch introduced the new style agenda and proposed that in future all agendas would only be sent out in digital format to save on postage. Concern was then expressed that the agenda now ran on to two pages. It was suggested to condense the summons part of the agenda to ensure it would fit on one page, as it had done previously, to save printing costs. It was also suggested that a QR code be produced to allow members of the public to scan the code in order to join the meeting rather than display the full meeting access address. **RESOLVED to send out future agendas by email only, the Clerk to keep the agenda to one page in future and to investigate the possibility of the use of QR codes for meetings.**

PC060121/3 Declarations of Members' Interests

NONE

PC060121/4 Public Speaking;

- (a) Police Representative.
- (b) County Council or District Council Member.
- (c) Members of the public will be allowed to speak for 5 minutes each.
- (d) Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the National Association of Local Councils' (NALC) Code of Conduct shall do so at this stage.

PC060121/5 To determine which additional items (if any) on any part of the Agenda should be taken with the public excluded

PC060121/6 To confirm the Non-Confidential Minutes of the Parish Council Meeting of 4th November 2020. It was noted that a list in item PC02122020/7 read 'Facilities/Facilities' and should have read Facilities/Assets.

RESOLVED to agree and sign the minutes as a true and accurate record with the correction of item PC02122020/7.

PC060121/7 Matters Arising

PC02122020/4 Matters Arising

Siding up Hucknall Road

After speaking to Gedling Borough Council, I have been informed that this is a matter for Nottinghamshire County Council the issue has now been reported and I am awaiting a response.

Cllr Barnfather reported that he had previously got a commitment from VIA to carry out the siding works to Hucknall Road. The work has been carried out previously but Cllr Barnfather explained that there are many miles of roads to be dealt with and he would have to check the program of works. Cllr Barnfather said that he will investigate the situation and report back to Council.

Xmas Tree

Barriers have now been erected and the timing issues with the lights have now been resolved.

PC02122020/6 HSBC Bank Form - The form has now been completed by all existing and new signatories. Once the December minutes have been approved the form will be taken into the branch and any necessary documentation can be supplied by the new signatories.

PC02122020/8 (b) Painting of the Children's Playpark - The Lengthman has 100 hours allocated to this work. Due to the current weather this work will hopefully commence in early March when there is less frost and rain, with a view to being finished by the end of April.

PC02122020/9 Clearing of Footpath between Hazelford Way and Foundry Terrace - A job sheet has been sent to the Lengthman regarding the clearing of the footpath and he has estimated that the work will be completed by 18th January 2020.

PC02122020/11 Request for Lighting at the Skatepark - This has been reported to Gedling Borough Council.

PC02122020/12 Planning Application 2020/1052 - Response emailed to Bev Pearson – Case Officer at Gedling Borough Council.

Other Matters

Cllr Bruch reported that the Parish Council is now getting numerous reports about the lack of lighting by the Newstead Centre, Cllr Barnfather explained that this was not a County Council issue as the lights were the property of Newstead Centre. Cllr Futers reported that on the Nottinghamshire County Council website it now states that they will no longer be responding to complaints about the street lights being out at this location as this was not their responsibility. Cllr Barnfather reiterated that the lights are the property of Newstead Centre and all queries should be directed to them. Cllr Bruch said that he had been told by the Newstead Centre trustees that they did not have the money to repair the lights due to the Pandemic. Cllr Barnfather added that the Newstead Centre had received a Covid-19 Support Grant for purposes such as this.

RESOLVED any future queries about the broken street lights be directed to the Newstead Centre.

PC060121/8 Accounts

i). To approve Income and Payments dated January 2021.

Cllr Moore expressed concern that the Clerk had found the cheapest monthly cost for a mobile phone as £16 seemed excessive. The Clerk reported that the initial £10 was to buy the sim card and the cost was only £6 per month and included all calls and texts and 500mb of data.

RESOLVED to approve the Income and Payments date January 2021 (attached at Appendix A).

PC060121/9 To report current Councillor Vacancies: -

a). To report Councillor resignations.

It was reported that Cllr R Butler and Cllr S Read had resigned.

RESOLVED the Clerk to notify the monitoring officer and display appropriate notices.

b). To discuss new Councillor recruitment.

Cllr Bruch reported that with the resignations there were now 3 vacancies in the Abbey Ward and 1 in the Newstead Village Ward and asked how the Council could best advertise these vacancies to members of the public. Cllr Futers commented that he had been made aware of his own vacancy through a neighbouring Parish Councils Facebook page.

RESOLVED to advertise the vacancies on noticeboards, website and through Facebook.

PC060121/10 To discuss the use of Councillor specific email addresses and the possibility of a future Parish Council website.

The Councillors discussed the various options for the council providing email addresses such as Microsoft Office 365, Cllr Bruch felt that this was a costly and unnecessary option. It was suggested that if councillors were to create their own email addresses then there should be some format to stick to. It was felt that adding 'Cllr' to the start of emails would make them too lengthy but that the format should be put into the standing orders. Cllr Moore was concerned about encryption of backup for the Clerks laptop, the Clerk reported that this was being carried out through Microsoft OneDrive.

The Clerk discussed the transparency regulations which apply to parish councils and how websites need to be WCAG 2.1AA compliant and provided a couple of quotations which she had received for creating a website, both were in the region of £1000 for the set up and first year and £200 - £500 subsequent yearly costs. Cllr Moore said that this seemed expensive and that as he was qualified to do such website creation himself, he offered to create a sample website for Councillors to see and approve. Cllr Moore invited suggestions of what Councillors felt was needed on the website and reported that any documents to be put on to the site could be sent to him to upload. If this website were to go live, there would just be the domain name registration and a monthly hosting cost to pay.

RESOLVED to create a standard format for Councillors to create their own email address as follow: - firstinitial.surname.npc@outlook.com

Cllr Moore to create a sample website for Councillors to approve. Any suggestions for content should be sent to Cllr Tim Moore. The cost of a website will be deferred to a future meeting.

PC060121/11 Parish Projects

Cllr Bruch had now had a chat with Councillors on which items they would prefer to push forward. The no. 1 item was a group litter pick but unfortunately considering the current Lockdown restrictions this was now unwise. Cllr M Smith agreed but suggested that Councillors could go out in pairs to pick litter as per the rules of outdoor exercise with one other person. Cllr Bruch agreed and offered any Councillors wishing to do their own litter pick should contact him and he would drop some litter picking equipment off for them. Cllr Futers reported that Vicar Water country park had posted on Facebook that they have asked anyone using the park to take a plastic bag with them and collect some litter. Cllr Moore added that he had seen this and posted it on the Newstead Born and Bred Facebook site.

RESOLVED for Cllr Bruch to distribute litter picking equipment.

Cllr Hardy reported fly tipping on the wall by the old church at the top of Tilford Road.

RESOLVED the Clerk to report to Gedling Borough Council.

Cllr Moore raised the issue of rubbish in the village, it had been reported through Facebook that a dustbin lorry had dropped litter on the street when emptying an overfilled waste bin. It was reported that this was an isolated incident, but that there was still a lot of rubbish in the village. Cllr Bruch suggested residents should take responsibility for their own street with regards to rubbish and clear it away themselves and suggested a leafletting campaign such as the Gedling Borough Council 'Anti-social Behaviour Order' regarding dog mess. It was suggested that Cllr Futers assist Cllr Moore with the Facebook page. Cllr Bruch asked if Cllr Moore could provide him with some basic training on social media.

RESOLVED that Cllr Moore ensure that the anti-social behaviour order is displayed on the Facebook page. Cllr Futers to assist Cllr Moore with the Facebook page and become an 'admin' of the site. Cllr Moore to provide Cllr Bruch with some basic Social Media training.

PC060121/12 Update on Bank Signatories

RESOLVED the agreement has now been completed and signed and the signatories will take it to the bank.

PC060121/13 Matters arising - Newstead Abbey Ward

Cllr Bruch suggested that Matters arising in Newstead Abbey Ward and Newstead Village Ward be joined under one heading and specific items relating to each issue be put on future agendas.

RESOLVED to join Matters arising – Newstead Abbey Ward with Matters arising – Newstead Village Ward in future.

PC060121/14 Matters arising – Newstead Village Ward

a). Possible date for litter pick.

RESOLVED – see PC060121/11 Parish Projects

b). Maintenance of Parish Assets.

Cllr Moore reported that he had received a request through Facebook to keep the lighting on the MUGA on in the evenings in the absence of the lighting from the Newstead Centre. Cllr Moore reported that although the MUGA lights are very faint and there is a current order ensuring that the lights go off at 9pm they were currently not working at all.

RESOLVED the Clerk to find information relating to who has responsibility for the MUGA.

Cllr Moore expressed concern about the parish records currently being stored in the old chapel, he suggested that the items be put into storage. The Clerk reported that this is usually done at the Nottinghamshire County Council archives, but that the documentation needed to be sorted first to see what was relevant to keep and what was not.

RESOLVED Councillors to assist the Clerk in sorting the paperwork in the Old Chapel.

PC060121/15 Matters concerning the Cemetery

Cllr Moore reported that he had been to the cemetery to look at the pump and had found that the seal may need replacing.

RESOLVED Cllr Moore and Cllr Bruch to have a look if they could implement a repair.

PC060121/16 Correspondence

All correspondence circulated by email.

PC060121/17 Planning Matters

NONE

PC060121/14 External Meetings

NONE

PC060121/15 Items that the Chairman considers urgent

NONE

PC060121/16 To bring the Clerks pay in line with NALC/NJC pay scale award applicable from April 2020 (attached at Appendix A).

NOTED

PC060121/16 Date of Next Meeting

The next meeting will be held on Wednesday 20th January at 7.30pm.

Meeting closed at 9.25pm.

APPENDIX A

NEWSTEAD PARISH COUNCIL

PAYMENTS TO APPROVE JANUARY 2020

Date	Name	Description	Vat	Total	details for banking
			£	£	
23/12/2020	To Note	The Secret Kitchen		500.00	
06/01/2020	J Williamson - Expenses	Microsoft Office Licence		13.50	
06/01/2020	J Williamson - Expenses	Giff Gaff Pay as you go Sim		10.00	
06/01/2020	J Williamson - Expenses	Giff Gaff Monthly Goody Bag		6.00	
06/01/2020	J Williamson - Expenses	4 x Foolsap Folders	1.33	8.00	
06/01/2020	J Williamson - Expenses	Currys - Norton Antivirus (download)	2.83	16.99	
06/01/2020	J Williamson - Expenses	Wilkos - Black Ink Cartridge	2.00	12.00	
06/01/2020	J Williamson	Salary		359.57	
06/01/2020	J Williamson	Extra Hours - Shadowing before taking over		82.90	
06/01/2020	HMRC	PAYE/NI - J Williamson		110.60	
06/01/2020	P Bruch	Chairmans Expenses		20.00	
			6.16	1,139.56	

RECEIPTS TO APPROVE JANUARY 2020

Date	Name	Description	Vat	Total	details for banking
			£	£	

Approved by Councillor _____ signed _____

Date _____

Approved by Councillor _____ signed _____

Date _____



NEWSTEAD PARISH COUNCIL
Tel: 0775 950 2561
Email: newsteadclerk@outlook.com

Minutes of a meeting of Newstead Parish Council

Wednesday 3rd February 7:30pm

1: To receive and approve apologies for absence

1.1 Present: Councillors Patricia Andrews, Paul Bruch (Chair), Phil Burnham, Ernest Hardy, Kyle Futers, Meikel Sessions.

1.2 Also in attendance: Emma Astill (Acting Clerk); Cllr Martin Smith (GBC)

1.3 Apologies for absence received from and approved by Council: Cllr Chris Barnfather (GBC), Cllr Simon Murray (GBC)

2: Variation of order of business and notification of any other business

2.1 It was AGREED to bring forward Item 10a and therefore Patricia Andrews and Phil Burnham were co-opted onto the Parish Council for Village and Abbey Park Wards respectively; proposer Cllr Hardy seconded by Cllr Futers AGREED

3: Declaration of interests

3.1 None

4: Public speaking

4.1 The Chair explained the purpose of this agenda item, and its greater relevance when members of the public are in attendance. He also emphasised that the Gedling Borough Councillors are always welcome to stay throughout the meeting, as they bring advice and experience of great value to the Council, although it was perhaps not necessary for all three to attend every meeting. It was suggested that they may wish to plan a rota between them, but all are welcome.

5: Determination of confidential items

5.1 None at this stage of proceedings.

6: Approval of minutes of an ordinary meeting of the Parish Council held 6th January 2021

(previously circulated)

6.1 January ordinary Parish Council meeting minutes APPROVED as an accurate record of proceedings.

7: Matters arising (items not otherwise on the agenda; notes previously circulated)

7.1 Hucknall Road 'siding up' - Cllr Smith informed the meeting that VIA had been instructed by NCC to prioritise this work, and he had been assured it would be completed by the end of March 2021.

7.2 Street light - the faulty light at the end of the Youth Club footpath has now been completely replaced, the cost of which is £158, which does not include labour charges as these have been waived by Via because the initial repair was inappropriate. The two other lights in this area will also need replacing soon, and the Council AGREED to pay for these to be done, and all three paid for by the Parish, out of this year's budget, as a matter of Parish well-being. The new lanterns will be LED and are therefore expected to last for many years.

7.3 Newstead Centre - the Chairman of Trustees has agreed the Council may use a room to keep files awaiting archive storage (currently held in the Old Cemetery chapel.) The room is pending Centre

Trustees' approval but Council welcomed the gesture of co-operation and APPROVED this and the moving of files to the new room once available. CAST have agreed to assist with removal.

7.4 Clerk mobile phone - Council agreed to revisit this once the Clerk position has been resolved.

7.5 Cllr vacancies - Cllr Bruch explained that he had contacted the elections department who confirmed the Council could immediately co-opt two members into post (see Item 2.1 above) and that three more positions remain. These positions have been advertised on social media and by posters on the Parish notice boards.

7.6 Parish email - Council affirmed for the benefit of new members that Cllrs should have specific Parish Council email addresses purely for Parish Council business and that individuals would be responsible for the set-up of their own email addresses. Format was AGREED as:
First initial followed immediately by surname.newsteadpc@own choice of provider

For example: pbruch.newsteadpc@outlook.com

7.7 Parish Council website - Cllr Bruch to add approved January minutes to website.

7.8 Electronic bus sign - Cllr Smith to obtain update from Cllr Barnfather but this work is expected to happen shortly. Cllr Hardy asked to be informed of the installation date so that he could follow this up.

8: Precept 2021/22

8.1 The Precept meeting was held 20th January and the Council decided that the Precept would be kept the same. The precept has now been held at £43.53 Band D equivalent for the last three years. Cllr Bruch to obtain signatures from Cllr Hardy and Cllr Futers for documentation. The set budget is balanced, although Cllrs were reminded that several Covid-19 Business Support Grant pledges remain to be paid, and that no capital funding has been transferred to the current account in respect of the Skate Park Phase One work carried out and paid for in 2020.

9: Income & payments January 2021 (previously circulated)

9.1 To be added to previously circulated accounts: Clerk's final wages bill of £213 including HMRC payment; payment for pre-purchase burial plot as agreed previously has been received. APPROVED

10b: Clerking arrangements

10b.1 E Astill to continue taking minutes whilst Cllr Bruch continues day to day business. Cllr Bruch suggested continuing as permanent Clerk and standing down as Councillor. Council AGREED this option in principle, which is dependent upon someone coming forward as Chair. Discussion followed around Chair and Vice-chair positions. The current interim situation was agreed to be manageable but could not continue for long. Council was asked to use the following week to consider and decide on positions.

11: Parish Projects

11.1 Fly tipping: The large fly tip on the other side of the wall of the community centre car park is to be removed next week. This has been arranged and paid for by CAST at a cost of £250; Council AGREED to donate £25 towards this. Other donations are being sought by CAST from appropriate organisations.

11.2 It was suggested that the Parish Council apply for a waste carrier or broker licence to cut the cost shared with other organisations in the community for future waste removal. Cllr Smith informed the Council that our current Lengthsman has a waste licence: Cllr Bruch to enquire as to whether the Parish Council could use that licence, or apply for a similar one, as opposed to paying £154 to the Environment Agency, or asking CAST to pay for one.

11.3 Gedling bulky waste post-Christmas offer: There are still slots available for free bulky waste collections. Cllr Futers to put the link to this information onto Parish Council social media platforms.

12: Bank signatories

12.1 Following recent resignations, currently only Cllr Bruch is a signatory. Council AGREED that Cllrs Burnham, Futers and Miller be added as signatories. It was noted that cheques are in fact used extremely rarely.

13: Matters concerning Abbey Park and Newstead Village wards

13a.1 Council has received two letters of complaint from residents about on-street parking at High Leys Drive, which appears to be people parking to access Newstead Abbey by foot. Cllr Smith informed the Council that he and Cllr Barnfather visited the area in question and could find no infringement of parking laws or serious obstruction within the definition used by the police, who were the sole authority with regard to enforcing parking offences as described in the complaint.

13a.2 E Astill suggested contacting Newstead Abbey and suggesting they raise this issue on their social media platforms. Cllr Bruch to speak to Neighbourhood Wardens about the possibility of leaflets being put on the offending vehicles, using headed notepaper from either Newstead or Gedling. The relevant police inspector is also aware of the situation.

13a.3 Cllr Smith offered to make periodic visits to the area and report back to the Parish Council, in the hope the problem would reduce once 'lockdown' had ended and people could return to more varied recreation.

13a.4 Cllr Bruch will write to the residents who raised the matter.

13b.1 Lengthsman scheme - deferred to March meeting as a full agenda item.

13c.1 MUGA lighting - deferred to March meeting and Cllr Bruch to conduct further research and contact Deborah Widdowson, Newstead Locality Manager, for information and assistance.

14: Matters concerning the cemetery

14.1 New Cemetery: Broken post and wire fencing being replaced by CAST; Parish Council to pay for materials as previously agreed, but no labour costs incurred. Actual boundary has been confirmed by Cllrs Burnham and Bruch and CAST informed.

14.2 Old cemetery: Stone wall inspected by Cllrs Bruch and Burnham - needs a few minor repairs but not full replacement for now. Cllr Bruch to obtain quotes for this work, and Council to consider options for the future as and when further work becomes necessary.

15: Correspondence (previously circulated)

15.1 Census Engagement Manager for Gedling (Leia Morales) has made contact regarding the ten yearly census due in March, inviting Councils to help advertise and explain the process, and explained that it is to be the first one conducted predominantly online, though paper participation is still possible.

15.2 Households will shortly receive letters about the process. Council will be sent information posters to display in notice boards, and digital copies for social media platforms.

16: Planning

No new applications received.

17: Reports from external meetings

17.1 No reports.

17.2 Cllr Bruch requested to do health and safety training (arranged online by Notts ALC) at a cost of £16.80 – AGREED

18: AOB

18.1 None.

19: Date and time of next meeting

19.1 Weds 3rd March 7:30pm.

Meeting closed 9.29pm

Signed:.....

Date:.....



NEWSTEAD PARISH COUNCIL
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Minutes of a Meeting of Newstead Parish Council

**Held remotely under the Local Authorities and Police and Crime Panels (Coronavirus)
(Flexibility of Authority and Police and Crime Panel Meetings) (England and Wales)
Regulations 2020 at:**

7.30pm Wednesday 3rd March 2021

1. To receive and approve apologies for absence

1.1 Present: Cllr P Bruch (in the Chair), Cllr P Andrews, Cllr K Futers, Cllr P Burnham, Cllr E Hardy, Cllr E Astill, Cllr R Sabbarwal.

1.2 Also in attendance: County Cllr C Barnfather: Borough Cllr M Smith

1.3 Apologies for absence received from and approved by Council: Cllr M Sessions, Borough Cllr S Murray.

2. Variation of order of business

2.1 Bring forward 9.1 co-option of new Councillors:

2.1a Rahul Sabbarwal (Village Ward) proposed by Cllr Bruch seconded Cllr Burnham;

2.1b Emma Astill (Abbey Park Ward) proposed Cllr Burnham seconded Cllr Hardy.

3. Declaration of interests

3.1 None

4. Public speaking

4.1 Cllr Barnfather - informed the Council he had received an email regarding new bus shelter that this will not be happening before 31st March due to land ownership issues; once land transfer agreement is signed, work will begin and will include the real time electronic display.

5. Determination of Confidential items

5.1 None at this stage of proceedings

6. Approval of minutes of ordinary meeting of the Parish Council held 3rd February 2021

(previously circulated)

6.1 Previous minutes of February's full Council meeting APPROVED as an accurate record of proceedings

7. Matters arising (items not otherwise on the agenda; notes previously circulated)

7.1 New councillors who have returned may be able to use previous paperwork; Cllr Bruch to enquire.

7.2 Cllr Bruch informed the Council that Newstead Centre had allocated the Parish Council the use of the Annesley Room for archive storage and to use as a meeting room for any public surgeries.

Cllr Bruch informed that he was now a Trustee for the Newstead Centre.

7.3 Cllr Barnfather gave an update regarding Newstead Youth Centre: The club is currently closed due in part to the pandemic and in part due to maintenance issues within the building; the youth workers are currently providing outreach support. They have also received £10,000 for activities when the centre re opens.

7.4 Cllr Bruch informed the Council that he had started work on updating the parish website; Cllr Barnfather suggested joining the Newstead Youth Centre's information to this site as at present they only use a Facebook account. This was AGREED.

7.5 Cllr Bruch informed the Council that the Parish Council now had its own waste carrier license.

7.6 High Leys Drive - the council thanked Cllr Smith and Cllr Futers for visiting the area; currently no parking regulations are being broken. The two residents who have contacted the Council in regards to this are being kept informed of developments.

7.7 Cemetery wall repairs - Cllr Burnham and Cllr Bruch are to meet and discuss this with the stonemason who repaired the wall at the top of the farm access track, and report back to the Council.

7.8 Census engagement - letters are currently being sent to households throughout the UK. Information with regards to this has been displayed in notice boards and on the parish Facebook page.

8. Income and Payments February 2021 (previously circulated)

8.1 Payments approved.

8.2 Local Government Pension Scheme for previous Parish Clerk: Cllr Bruch requested to pay the amount in yearly lump sums, rather than monthly; it is not possible to pay full three years' balance in one payment owing to variations in cost, explained by Cllr Barnfather. Council APPROVED lump sum payments.

8.3 Cllr Bruch requested permission to pay grave digging invoices as they arrive instead of waiting for full Parish meetings to request permission, which the council AGREED.

8.4 Report on variance: Cllr Bruch informed the Council that although savings had been made on the Clerk's salary during the recruitment period, this balance may be used up by an increased salary and use of LGPS pension rather than a cheaper work-based pension as previously considered. Otherwise, the budget is on target for the year end, bearing in mind several pledges of financial support from the COVID-19 Business Support Grant were yet to be paid.

8.5 Wind turbine - Cllr Bruch informed the council that he had sent the invoice request to RCAN.

9. Councillor vacancies; Clerking arrangements; Election of Vice-chair; Councillor training

9.1a Co-options brought forward – see Item 2. There remains 1 Village Ward vacancy which may be co-opted at any time as a 'casual vacancy' as the required public notices have elapsed.

9.1b Council AGREED protocol for future enquiries to be: Information sent to enquirer about the Wards and the Parish Council, with a request for the enquirer's address to check catchment area and request enquirer send a short email about themselves and what they feel they would bring to the Parish Council.

9.2a Clerking arrangements: Currently Cllr Astill is acting as temporary Clerk supported by Cllr Bruch. Following careful consideration of fairness to the individuals who may be involved, and possible public perceptions of the process followed, re-advertisement of the permanent Clerk position was AGREED.

9.2b Cllr Bruch, Cllr Futers and Cllr Astill nominated to oversee the advertisement and form the interview panel; Cllr Andrews suggested contacting NALC for advice on hours and pay scales. Cllr Bruch agreed to continue discussions with Notts ALC who had so far been extremely helpful; the interview panel will feedback to the full council.

9.3 Appointment of Vice-chair: Required following the resignation of Cllr Moore. Cllr Futers nominated. Proposed by Cllr Burnham seconded by Cllr Andrews. AGREED

9.4a Training for councillors: Conduct and Employee Relations training to be taken by Cllr Astill. Online training: Cllr Bruch informed the Council that he had undertaken Scribe accountancy 'Year-end' training; this was a free course/information session; he requested approval to explore Scribe accountancy packages to ensure adequate accountancy procedures are followed, which may not be satisfactorily mapped by use of a simple spreadsheet. Council AGREED. Cllr Burnham also suggested contacting the auditor for advice on packages; Cllr Bruch agreed to contact them.

9.4b As a result of the above training, Cllr Bruch suggested for auditing purposes and clearer budget management, the Council separated some headings in the new financial year, for example cemetery and village maintenance; the Council AGREED.

10. Parish projects :

10.1a Litter and fly-tipping: Cllr Futers and Cllr Bruch spent 10 hours in total clearing and collecting litter and fly tipped items from the mound between Garden Terrace and the industrial estate, as well as the meadow area opposite the western end of Chapel Terrace. These items were promptly collected by Gedling Borough.

10.1b Cllr Bruch and Cllr Astill litter picked the jitty to the industrial estate and rubbish is awaiting Gedling collection. Photographs have been put on Parish social media.

10.1c Fly tip beside the Welfare car park has now been cleared.

10.1d Cllr Burnham to investigate idea of litter cams, as seen on a television programme, and Cllr Bruch will seek sponsorship for a bin on Vicarage Corner, which is being littered by visitors parking along the road to walk into Newstead Abbey.

11. Matters concerning the Village and Abbey Wards

11.1 Lengthsman scheme: This is under review by Notts CC so this item is deferred until decision about hours is made.

11.2 MUGA lighting: Has now failed. It was AGREED to contact Deborah Widdowson for details on installers; also AGREED to contact other community groups for support financially as they are users of the MUGA i.e. CAST and Newstead Youth Centre.

11.3 Station Avenue pot holes: Currently no response so this is ongoing.

11.4 Newstead village calendar: a group has been set up on social media for locals to showcase photographs of the village; this has been very popular and the Parish Council has been asked to sponsor a month in the calendar the group intend to make with the photographs, the Council AGREED depending on cost when known.

11.5 Cllr Burnham requested £50 towards refilling The Meadow bird feeders erected by CAST; the Council AGREED.

12. Cemetery matters

12.1 Cllr Bruch has a meeting with regards to wall repairs to the Old Cemetery; will feedback by email.

12.2 Water table issues caused a double plot to not be available to resident who had pre-paid; this was resolved with a side-by-side plot being offered which the family accepted. Council discussed withdrawing double burial plots as has been done in some other cemeteries; as this was at present a one-off incident (although a test dig at a second plot had shown worse flooding) it was agreed to keep this under review, and grave requests in future may have to be met with a disclaimer that double graves may not be possible in winter. Council APPROVED for grave digger to conduct test digs at his discretion.

13. Correspondence (previously circulated)

13.1 Clerks pension (see items 8.4 and 9.2) Cllr Bruch to investigate possibility of offering NEST-type pension for future clerks, given the warning that not offering LGPS to younger candidates may be challenged as age discrimination.

14. Planning

14.1 No applications received.

15. Reports from external meetings

15.1 No external meetings attended.

15.2 Freedom of information training completed by Cllr Futers who reported on its relevance and usefulness. Health and safety training completed by Cllr Bruch, which was a basic but useful reminder of the Council's responsibilities. Financial year-end training completed by Cllr Bruch in order to assist with preparation of accounts for audit.

16. Any other business

16.1a Notice boards: Bus stop near the school - notice board is leaking, Cllr Bruch to investigate if this can be fixed by himself.

16.1b Cllr Bruch to contact RCAN with regards to placing a new notice board at Pocket Park car park.

16.2 Risk assessment: Cllr Bruch to amend current policy as required and send to Councillors for feedback and approval.

16.3 April meeting should be Annual Meeting with public present; Cllr Bruch to contact Notts ALC to see what arrangements are suggested owing to the pandemic.

Date of next meeting April 7th 7:30pm

Meeting closed 9.50pm