



NEWSTEAD PARISH COUNCIL
Tel: 0775 950 2561
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Annual Meeting of Newstead Parish Council held at 7.30pm on Wednesday 5th May
The meeting was held over the internet via Microsoft Teams
Present: Cllrs. Bruch (Chairman), Futers (Vice Chairman), Hardy and Astill
Vikki Arkell (Clerk & RFO)

Welcome and introductions

21.1 To Receive and Approve Apologies for Absence

Apologies were received from Cllr Andrews and Cllr Sabbarwal – The Council resolved to accept the apologies

21.2 Variation of Order of Business and Notification of Any Other Business (if required)
None

21.3 Election of the Chair

Cllr Bruch was elected as Chairman for 2021/2022

21.4 Election of the Vice Chair

Cllr Futers was elected as Vice Chairman for 2021/2022

21.5 To complete Declarations of Office

The Chairman will sign the declaration of Office with the clerk present in person as soon as a covid safe environment can be arranged

21.6 Declaration of Members' Interests for this meeting

Cllr Bruch declared an interest in 14.2 as a member of the bowls club

21.7 Council Representatives on Other Bodies

Cllr Hardy shared his wishes to step down from the localities group. The new Clerk will join the localities group alongside Cllr Astill

21.8 To Agree Dates of Future Meetings

The Council resolved to continue to meet on the first Wednesday of the month. The Council will meet at the Newstead Centre – Covidsafe procedures to be confirmed

21.9 To Agree an Allowance for the Chairman

The Council resolved to continue with a chairman's allowance of £20 a month (£240 per year)

There will be a short adjournment during which members of the public will have the opportunity to discuss Parish matters with Councillors

No members of the public were present

21.10 To confirm the minutes of the Parish Council Meeting held 7.30pm on 7th April 2021

The Council resolved to accept the minutes as accurate

21.11 Matters Arising not otherwise on the agenda

Confidential items – the Clerk informed the Council that no minutes can be withheld from the public. Confidential items should instead be summarised and written without sharing personal or sensitive information

Electronic bus sign and new shelter – Cllr Bruch informed the Council that work began the last week of April

Parking on High Leys Drive: The Chairman has spoken with the Neighbourhood Wardens, who have ‘inconsiderate parking’ leaflets to place on windscreens, and they will monitor the location

Litter cams: Cllr Hardy shared his research with the council, he will continue to research further on the effectiveness of the cameras by speaking to those already using the cameras and implementing penalties.

Newstead Calendar: Cllr Astill informed the council that the calendar is still being organised and more information will be available later in the year when costs have been finalised.

Clerk’s pension: Agreement reached at interview, as previously agreed by Council.

Station Avenue pot-holes: Have been in-filled with rubble

21.12 To receive the annual out-turn for the financial year 2020-21

Cllr Bruch talked through the accounts. The Clerk will finalise the accounts for the AGAR.

21.13 To approve Payments and Receipts April 2021

The Council resolved to approve the payments and receipts for April.

The Council resolved that the laptop being used by the chairman should remain the “chairman’s laptop” and the Clerk should purchase a Laptop with a budget of £500 inclusive of office and back up device

PAYMENTS FOR APPROVAL 5th May

Date	Status	Name	Description	Vat	Total	Details
2021/04/09	Transferred	Newstead PC	Transfer from community a/c to Reserves		10000.00	Approved at April PCM
2021/04/09	Paid	Notts ALC	Data Protection training (K Futers) online		16.80	
2021/05/01	Paid	Notts ALC	Cemeteries training (V Arkell) 23rd June	Nil	35.00	
2021/05/05	To approve	Paul Bruch	Chairman’s expenses May 2021	Nil	20.00	
	For decision	LCR	Magazine subscription renewal			Council resolved to not renew the subscription
	For decision		Laptop Purchase		£500	

RECEIPTS TO NOTE

Date	Status	Name	Description	Vat	Total	Details
2021/04/05	Received	HSBC	Gross interest on Business Account (Reserves)		00.34	
2021/04/23	Received	GBC	Precept 2021-22		15739.00	

Financial Summary at 1st May 2021:

Community (current) account balance £26,762.88

Business (reserve) account balance £50,224.37

21.14 Grants and donations

- a. Friends of Newstead and Annesley Country Park

The Council discussed purchasing a bench and table unit to donate to Newstead and Annesley Country Park

The Council requested for the Clerk to obtain some quotes for a bench and table unit with inclusive accessibility.

- b. Newstead Welfare Bowls Club

On receipt of a grant application from Newstead Welfare Bowls Club, the council resolved to award the bowls club a grant of £850

(Local Government (Miscellaneous Provisions) S19 Act 1976)

- c. Royal British Legion VE Day

The Council resolved to purchase a bench as a donation towards the Royal British Legion

(Local Government Act 1972 Section 137)

21.15 Membership matters

- a. Co-option of Members to fill remaining vacancies on the Council

The Council discussed the 2 Vacancies. The Council will advertise the Vacancies in the next edition of the newsletter.

- b. Training for Councillors

Cllr Bruch shared his eagerness for more training withing the Council including some in house training. The Clerk is registered for cemetery training with NALC in June and Cllr Futurs will be attending GDPR training – Date TBC

21.16 Matters Concerning Newstead Abbey and Village Wards

- a. Noticeboards

Cllr Bruch suggested purchasing a new notice board to be located at Treefest/Pocket Park. Cllr Bruch will investigate the costing and if the PC can place a noticeboard at this location

- b. MUGA lighting

Cllr Bruch gave an update on the lighting. This is an ongoing issue that Cllr Bruch will continue to work on

21.17 Insurance renewal

Zurich have been able to offer the Council the full insurance cover require. Due to the renewal date being before the next Council meeting, the Council delegated authority to the Clerk to obtain insurance on behalf of the Council with a budget of £1200.

21.18 Matters Concerning the Cemetery

- a. Old cemetery wall

The Council resolved to accept the quote for repair from Robert Shacklock for £2560

- b. Water pump

The Waterpump handle has gone missing but the Council has been unable to locate it. This is ongoing and if not found the Council will need to look into replacement options

- c. Cemetery charges and Regulations 2021-22

The Council discussed the charges and regulations. The Council resolved to accept the charge recommendations from the review panel to increase the charges. The terms and condition will continue to be reviewed.

21.19 Planning Applications

- a. 20.1 2021/0297 Bio-digester

The Council resolved to support the planning application – Cllr Bruch to send in the response on behalf of NPC

21.20 Reports from External Meetings

- a. Discussions re: Pocket Park

The discussion was postponed – no report to present

21.21 Correspondence

- a. **The correspondence list was previously sent. The Councillors noted the correspondence with no further questions**

21.22 Items the Chairman considers urgent as notified under Item 2

There were no items to add

21.23 Date and time of the next meeting: 7.30pm June 2021 venue to be agreed

The next meeting was scheduled for 2nd June at 7:30pm. The Venue will be confirmed when a suitable covid safe location is arranged



Email: newsteadclerk@outlook.com

**Minutes of the Annual Meeting of Newstead Parish Council
held at 7.30pm on Wednesday 2nd June 2021**

**Present: Cllrs. Paul Bruch (Chairman), Kyle Futers (Vice Chairman), Ernest Hardy, Patricia Andrews, Emma Astill, County Councillor Chris Barnfather and Gedling Councillor Martin Smith
Cllr. Rahul Sabbarwal joined the meeting via Microsoft Teams with no voting rights
Vikki Arkell (Clerk & RFO)**

21.24 To receive and approve apologies for absence
Apologies were received from Cllrs. Sessions – The Council resolved to accept the apologies.

21.25 Variation of order of business and notification of any other business (if required)
No variation of business required.

21.26 Declaration of Members' Interests for this meeting
None declared.

There will be a short adjournment during which members of the public will have the opportunity to discuss Parish matters with Councillors
No members of the public were present.

21.27 To confirm the minutes of the Parish Council Meeting held on 5th May 2021
The Council resolved to accept the minutes as accurate.

21.28 Matters Arising

a. Update on actions agreed from previous meetings

Signing of the Declaration of Office - Completed

Purchase of Laptop – Completed

Letter to Bowls awarding the grant agreed by Council - Completed

Accounts and AGAR finalised, and internal audit organised – Completed

Insurance – Completed (agenda item below)

Bench quotes - Completed (agenda item below)

Purchase a bench from Royal British Legion – In process, reviewing how the bench will be fixed to the ground

Repair to old cemetery wall – To be completed in June

b. Update on works within the Parish

Electrical and Tarmacking works have been completed ready for the digital bus signage. Cllr Barnfather informed the Council that there have been land acquisition issues but assured the Council that sign will be installed in June.

21.29 To note Correspondence received*

- **Virgin Media issues – residents have highlighted issues with VM. The Council discussed the issue and unfortunately at this stage there is nothing the Council can do to help. However, VM has been undertaking remedial work to the network and it is hoped the 'complex problem' will be resolved shortly.**
- **Fly tipping – Additional rubbish has been added to the fly tipping in the cemetery carpark. Gedling have said that it is the responsibility of the Parish Council, the Council will work to get it removed. The Council discussed with Cllr Barnfather that CAST have been unable to use the tip as they will not accept their licence. Cllr Barnfather will investigate the use of the licence.**

- **Street Lights - Cllr Bruch has been in contact with ViaEM regarding the street lights that have recently had their lamps changed to LED. Cllr Bruch has had confirmation that one was changed to standard lamps rather than LED as paid for.**
- **ViaEM has said they will correct the mistake and have sent through a quote to change the remaining two lamps however the quote is more than double that of the original cost. Cllr Barnfather offered to split the cost with the Parish Council (£650) and requested Cllr Bruch forward the correspondence onto him so he can investigate the price hike.**

21.30 To review/approve the following policies/documents:

a. Newstead Parish Council Standing Orders*

The Council resolved to approve the standing orders that have been formed from NALC's model documents.

b. Newstead Parish Council Financial Regulations*

The Council resolved to approve the Financial Regulations that have been formed from NALC's model documents.

Finance and Risk

21.31 To approve payments and receipts 5th May 2021-5th June 2021*

The Council resolved to approve the receipts and payments for May 2021.

Payments and Receipts Summary for May 2021

Approval Code	Status	Payment To	Description	Net	VAT	Gross
Payments to be authorised						
	Invoiced	A Clarke	Monthly grounds maintenance - Cemetery and Graveyard Services	£890.00	£0.00	£890.00
	(To be paid in June Salary)	VA (Clerk)	Clerk Overtime (6 Hours)	£86.28	£0.00	£86.28
Direct Debits, Standing Orders and Pre Approved Payments						
		VA (Clerk)	Clerk's Salary	£480.06	£0.00	£480.06
21.13		HP	Laptop	£417.07	£83.41	£500.48
		BHIB/Aviva	Annual Insurance Payment	£961.40	£0.00	£961.40

21.32 To approve the financial summary for May 2021 presented by the RFO*

Current Account

Opening Balance (5th May 2021) = £25,872.88

Payments = £2831.94

Receipts = 0

Closing Balance (5th June 2021) = £23,040.94

Savings Account

Opening Balance (5th May 2021) = 50,224.77

Payments = 0

Receipts = 0.43 Interest

Closing Balance (5th June 2021) = 50,225.20

The Council resolved to accept the financial summary and instructed the Clerk to move £10,000 from the current account to the savings account.

21.33 To approve the regular payment schedule for 21/22*

Monthly Regular Payments				
Payment To	Description	Net	VAT	Gross
Clerk	Wages	£625.00	£0.00	£625.00
Nest	Clerks Pension	Approx. £19	£0.00	Approx. £19
P Bruch	Chairman's Allowance	£20.00	0	£20.00
A Clarke	Grounds Maintenance - Cemetery and Graveyard Services	£890.00	£0.00	£890.00

The Council resolved to approve the regular payment schedule for 21/22

21.34 To approve the application for a debit card for use by the Clerk & RFO

The Council resolved to approve the application for a debit card for use by the Clerk & RFO as a Debit card would allow the Council to claim VAT on all purchases.

21.35 To ratify the Insurance renewal

Previously delegated to the Clerk and sent out for inspection.

The Council resolved to accept the BHIB/Aviva 3 year agreement to start on 1st June at £961.40.

21.36 To discuss/accept the quote for Scribe accounting and cemetery software package

The Council resolved to accept the quote for Scribe accounting and cemetery software package at £653 for the first year. This includes one-off set up costs, then a cost of £456 per year.

21.37 To approve the purchase of an annual office 365 package

The Council resolved to purchase the multi-use office 365 package at 79.99 per year for both Council laptops.

General Matters Concerning the Parish

21.38 To receive an update on the MUGA lighting repair

No update received.

21.39 To agree the purchase of a picnic bench which will be donated to Friends of Newstead and Annesley Country Park*

The Council resolved to accept the quote from NBB recycled furniture for a wheelchair accessible recycled plastic octagonal picnic table for £715.

21.40 To discuss the joint litter pick with Annesley on July 3rd July

Cllr Brunch and Cllr Astill has arranged a post litter pick refreshments to be served at the Pitt. The Council agreed the spend of £150. The Council will advertise the litter pick on Facebook and around the village.

Matters Concerning the Cemetery

21.41 To discuss/agree an action regarding the repair of the Water pump

This is still ongoing as a new handle needs to be made.

Planning Applications

21.42 2021/0532 Newstead Abbey Park, Abbeyfield Farm Cottage, Station Avenue – Single storey rear extension

The Council considered the extension and resolved that they have no objections to the planned works.

21.43 To confirm the date and time of the next meeting: 7.30pm July 7th 2021

The Council confirmed the next meeting will be held on July 7th 2021 at the Newstead Centre



Email: newsteadclerk@outlook.com

**Minutes of the Meeting of Newstead Parish Council
held at 7.30pm on Wednesday 23rd June 2021
The meeting was held in the Newstead Centre Car Park
Present: Cllrs. Bruch (Chairman), Hardy, Astill and Sabbarwal
Vikki Arkell (Clerk & RFO)**

21.44 To Receive and Approve Apologies for Absence

Apologies were received from Cllrs. Andrews, Futurs and Sessions – The Council resolved to accept the apologies

21.45 Declaration of Members' Interests for this meeting

None

21.46 To approve the Annual Governance documents for year ending 31st March 2021

a. To accept the report from the internal auditor

The Council resolved to accept the report from the internal auditor

b. The Annual Governance Statement

The Council completed the annual governance statement with all questions answered as Yes. The Council resolved to approve the Annual Governance statement. The Statement was signed by the Chairman and Clerk

c. To consider, approve and sign the Statement of Accounts – Section 2

The Council considered and resolved to approve the statement of accounts. The Statement was signed by the Chairman and RFO

d. Annual Governance and Accountability Return

The Council resolved to accept the complete Annual Governance and Accountability Return

21.47 To confirm the date and time of the next meeting: 7.30pm July 7th 2021

The Council confirmed the next meeting will be held on July 7th 2021 at the Newstead Centre



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**Minutes of the Newstead Full Council Meeting held at 7.30pm on Wednesday 7th July 2021
at The Newstead Centre**

**Present: Cllrs. Paul Bruch (Chairman), Kyle Futers (Vice Chairman), Ernest Hardy, Emma Astill and Rahul Sabbarwal
Vikki Arkell (Clerk & RFO)**

21.48 To receive and approve apologies for absence
Gedling Councillor Martin Smith, Cllr's Patricia Andrews and Meikel Sessions. The Council accepted their apologies

21.49 Declaration of Members' Interests for this meeting
None received

21.50 To confirm the minutes of the Parish Council Meeting held on 2nd June 2021 as accurate
The Council resolved to accept the minutes as accurate

21.51 To confirm the minutes of the Parish Council Meeting held on 23rd June 2021 as accurate
The Council resolved to accept the minutes as accurate

21.52 Matters Arising

a. Update on actions agreed from previous meetings

- **Flytipping: Cllr Barnfather met with the Corporate Director with responsibility for waste management and explained the situation to him. He has now made arrangements with a specific HWRC to accept the CAST vehicle as a one off. This officer will offer advice moving forward should the Parish Council find themselves in a similar situation in the future.**
- **Scribe Software – Contract received and signed. The Clerk has been attending training to get the software set up. Reporting should be able to be presented to the September meeting.**
- **Picnic bench which will be donated to Friends of Newstead and Annesley Country Park – Delivery will be in July**
- **End of Year was completed and sent off within the deadline. Due to Newstead Parish Council Website being inactive. Annesley & Felley Parish Council has kindly uploaded Newstead Parish Council's AGAR documents to their website.**

b. Update on works within the Parish

- **The cemetery wall has been stitched and rebuilt and the ties are in. Due to the need to dry and allow for shrinkage, the final coating and lime washing will be completed next week (W/C 5th July)**
- **Lengthsman Scheme worksheet will be chased to be completed over the next few weeks.**

21.53 To note Correspondence received

- Email received to say that there is Parking issue at the bottom of Stonehouse Terrace and Chatsworth Terrace including on the Pavement and has recently hindered emergency vehicles.
Council resolved for a letter to be written to residents of Stonehouse and Chatsworth Terrace to request more considerate parking
- Email received saying the village is looking unkept.
The Council resolved for a grounds maintenance review to be completed to obtain who is responsible for each part of the village and if more can be done by the parish Council.



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Finance and Risk

21.54 To approve payments and receipts for June 2021

Payments and Receipts Summary for June 2021						
Approval Code	Status	Payment To	Description	Net	VAT	Gross
Payments to be authorised						
	Invoiced	KG Enterprises	Internal Audit Fees	£90.00	£0.00	£90.00
	Invoiced	Newstead Centre	Room Hire	£45.00	£9.00	£54.00
	Invoiced	Boiler Room Digital	Website design deposit	£175.00	£0.00	£175.00
	Invoiced	Scribe	Scribe Annual Software Subscription Accounts and Cemetery	£653.00	£130.60	£783.60
21.37	Invoiced	VA (Clerk)	Expenses - Office 365 Subscription	£79.99	£0.00	£79.99
	Invoiced	PB (Chairman)	Expenses - Plants and Bedding Items £21.00 & Stationary £11.00	£32.00	£0.00	£32.00
Direct Debits, Standing Orders and Pre Approved Payments						
21.9	Paid in June	PB (Chairman)	Chairman's Allowance	£20.00	£0.00	£20.00
21.33	Paid in June	VA (Clerk)	Clerk's Salary and Overtime	£797.36	£0.00	£797.36
21.33	Paid in June	Nest	Clerks Pension	£23.92	£0.00	£23.92
21.13	DD	A Clarke	Monthly grounds maintenance - Cemetery and Graveyard Services	£890.00	£0.00	£890.00
	Paid in June	Newstead Primary School PTA	Mini Bus Grant	£4,000.00	£0.00	£4,000.00
21.14b	Paid in June	Newstead Welfare Bowls Club	Grant	£850.00	£0.00	£850.00
Receipts to Note						
	Received in June	HMRC	VAT	£2,870.39	£0.00	£2,870.39
	Received in June	HMRC	VAT	£52.10	£0.00	£52.10

The Council resolved to accept the payments and receipts for June 2021



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21.55 To approve the financial summary for May 2021 presented by the RFO*
The Council approved the financial summary for May 2021

21.56 To approve the new budget headings and figures
The Council approved the new budget headings and figures

21.57 To approve the application of new bank account with Unity Trust to allow for dual authentication payments
The Council resolved to postpone this agenda item until January 2022 as this may allow better options for new banking.

General Matters Concerning the Parish

21.58 To discuss complaints received about minibuses on Tilfrod Road
Councillors have already spoken to the owners and the Clerk to send an email of thanks to the owners.

21.59 To discuss Newstead Parish Council Social Media and Website

- a. The new website progress and its contents
The Council resolved to agree the quote for the website build and the draft website contents
- b. Use of Facebook by the Council and how it will be used
The Council resolved to respond to Facebook comments on the Newstead Parish Council Facebook Page
- c. To agree amendments required to the Social Media policy including to allow Councillor's permission to speak on behalf of the Council
The Council resolved to allow Facebook admins to speak on behalf of the Council

21.60 To receive reports on the following:

- a. The Newstead Centre Trustees' meeting held on Monday 21st June
The trustees met on Monday 5th July. The Facilities manager applications have started, and the Centre manager vacancy will soon be advertised. They are planning to focus on the Community and the services that can be provided to the community
- b. The Localities Group meeting held on Friday 25th June
The Clerk and the Chairman gave an overview of the Localities meeting, new initiatives are to be discussed at the next meeting
- c. The July 3rd Litter pick and 'Meet the Council' feedback
 - **There was a good turnout and feedback forms were filled in.**
 - **2 Thank you letters were received from volunteers who took part in the Saturdays litter pick.**
Ideas included: Asking the shopkeeper not to sell sugar tubes as this was a large amount of the litter collected. Bee and butterfly friendly plants in the planters to get more pollinators. Replacement bins or metal bin liners in the bins to stop rubbish falling out of the mesh, posters about not littering and picking up after your dog.
 - **One resident also asked about young people attending council meeting and having input into Council meetings.**

Council to investigate some competitions to create posters to be displayed in the village

21.61 To discuss guests' speakers to invite to future Council meetings including regular guests
The Council discussed inviting, Trent Barton to talk about the 3A bus service, the Youth Club as a regular report feature, Newstead Centre Manager, Police and Crime Commissioner, Niki Pecal the Senior Neighbourhood Warden and Friends of the Country Park

21.62 To discuss Councillor Training

Cllr Bruch suggested doing regular in-house training, Councillors agreed that this would be a good idea and would be valuable to the Council

Matters Concerning the Cemetery

21.63 To discuss matters concerning the Cemetery

A new Water pump handle has been made by a very kind relative of a resident and will be fitted asap

As mentioned previously the old cemetery wall has been stitched and rebuilt

Planning Applications

21.64 2021/0714, Broadeaves Newstead Abbey Park, Demolition of existing dwelling and garage/store/home cinema and construction of self-build dwelling (Re-submission of Application 2019/0416)

The Council resolved to not respond to this planning application

21.65 To confirm the date and time of the next meeting: 7.30pm September 1st 2021

The Council confirmed that the next meeting will be on September 1st 2021 at the Newstead Centre



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Minutes of the Meeting of Newstead Parish Council
held at 7.30pm on Wednesday 1st September 2021

Present: Cllrs. Paul Bruch (Chairman), Kyle Futers (Vice Chairman), Ernest Hardy and Patricia Andrews
County Councillor Chris Barnfather and Gedling Councillor Martin Smith
Vikki Arkell (Clerk & RFO)

21.66 To receive and approve apologies for absence
Apologies for absence received from Cllr E Astill, Cllr R Sabbarwal, Cllr M Sessions and Borough Cllr S Murray.
The Council accepted the apologies

21.67 Declaration of Members' Interests for this meeting
None

There will be a short adjournment during which members of the public will have the opportunity to discuss Parish matters with Councillors

A resident highlighted poor parking at junctions and on the exit of the village towards Hucknall, they suggested the installation of double yellow line makings

21.68 To confirm the minutes of the Parish Council Meeting held on 7th July 2021 as accurate
The Council resolved to accept the minutes as accurate

21.69 The Council to Co-Opt new Councillors
The Council has 3 applicants for the 2 Councillor Vacancies
Due to the low councillor attendance Cllr Andrews proposed to postpone the Co-option to the next meeting where it can be the decision of a larger proportion of the Council. The Council resolved to postpone to the October's meeting.

21.70 To receive reports from County Council and/or District Council Members
Cllr Barnfather reminded the Council about the "Big Notts Survey", he also presented some research he had completed which showed which streetlights are owned by the Parish Council and which are owned by Highways England. Cllr Barnfather will continue to work with the Parish Council and VIA to get the lamps replaced in the street lights that are out.

21.71 To receive an update from CAST on their work within the parish and plans in the community
Mick Leivers updated the Council on the work CAST have been doing in the village.

21.72 Matters Arising

- a. Update on actions agreed from previous meetings
Letters were written and distributed to the residents of Stonehouse and Chatsworth Terrace to request more considerate parking
- b. Update on works within the Parish
A new water pump handle has been made and fitted
As mentioned previously the old cemetery wall has been stitched and rebuilt – this has been unavoidably delayed but is now complete

21.73 To note Correspondence received
No return of the AGAR, the follow up questions asked have been replied to by the Clerk

Finance and Risk

21.74 To approve payments and receipts for July and August 2021

The Council resolved to accept the payments and receipts for July and August 2021

Payments and Receipts Summary for July and August 2021						
Approval Code	Status	Payment To	Description	Net	VAT	Gross
Payments to be authorised						
21.59	Invoiced	Boiler Room Digital	Website Design Payment	£302.17	£0.00	£302.17
	Invoiced	VA (Clerk)	Expenses - Postage Stamps	£5.10	£0.00	£5.10
	Invoiced	The Pit	Litter Picking Event	£150.00	£0.00	£150.00
	Invoiced	Robert Shacklock	Cemetery Wall Repair	£2560.00	£0.00	£2560.00
Direct Debits, Standing Orders and Pre Approved Payments						
21.33	Paid in July	LGPS	Previous Clerks Pension - Annual Payment	£319.00	£0.00	£319.00
21.33	Paid in July	HMRC	PAYE	£282.57	£0.00	£282.57
21.9	Paid in July	PB (Chairman)	Chairman's Allowance	£20.00	£0.00	£20.00
21.33	Paid in July	VA (Clerk)	Clerk's Salary	£416.89	£0.00	£416.89
21.33	Paid in July	Nest	Clerk's Employee and Employer Pension	£33.38	£0.00	£33.38
21.13	DD - July	A Clarke	Monthly grounds maintenance - Cemetery and Graveyard Services	£890.00	£0.00	£890.00
VA/PB	Paid in July	PB (Chairman)	Expenses - Plants and Bedding Items £24.00 & Stationary £7.00	£31.00	£0.00	£31.00
21.14c	Paid in July	RBLI	Royal British Legion Bench	£168.16	£33.64	£201.80
21.33	Paid in July	Newstead Centre	Room Hire	£22.50	£4.50	£27.00
21.9	Paid in August	PB (Chairman)	Chairman's Allowance	£20.00	£0.00	£20.00
21.33	Paid in August	VA (Clerk)	Clerk's Salary	£484.01	£0.00	£484.01
21.33	Paid in August	Nest	Clerk's Employee and Employer Pension	£38.73	£0.00	£38.73
21.13	DD - August	A Clarke	Monthly grounds maintenance - Cemetery and Graveyard Services	£890.00	£0.00	£890.00
	Paid in August	A Clarke	Burial Charges	£350.00	£0.00	£350.00
21/39	Paid in August	NNB Recycling	Bench Purchase	£705.00	£141.00	£846.00
VA/PB	Paid in August	HP	Parish Printer Replacement	£102.08	£20.42	£122.50
Receipts to Note						
	Received in July		Cemetery Income	£670.00	£0.00	£670.00
	Received in August		Cemetery Income	£610.00	£0.00	£610.00

21.75 To approve the financial summary for July and August presented by the RFO

The Council resolved the financial summary for July, August was unavailable at the meeting due to the meeting being held on 1st August 2021, this will be sent by email and presented at the next meeting.

21.76 To discuss allocation of the remaining COVID-19 funding

£1000 to Newstead Youth Club, £4000 to School PTA and £1000 to Secret Kitchen has already been awarded, £500 was allocated toward the installation of a new height barrier at Pocket Park, but has not yet been installed/paid.

Previously agreed but not paid:

Provision of Litter Pickers for the Friends of Newstead and Annesley Country Park £150, this was subsequently given by Gedling and £500 was allocated to Newstead Meadow which is no longer required

The Council to consider the remaining funding of £3500

21.77 To discuss and approve the grant application received for the bonfire event
Postponed to October meeting

21.78 To discuss and approve donations to:

a. Remembrance Day/Poppy Appeal

The Council resolved to purchase 30 more poppies and a donation of £50 (including the purchase of two wreaths)

b. Seniors' Christmas dinner

The Council will advise the organisers to apply for a grant

General Matters Concerning the Parish

21.79 To discuss complaints received about minibuses on Tilford Road

The Clerk to write a letter to CAST and request they park more considerately

21.80 To receive and update on Newstead Parish Council new website progress and discuss its contents

The Newstead Parish Council Website is up and running <https://newsteadparishcouncil.org.uk/>

There is some content incomplete, but it will go live and will start to be used by the Council whilst content is being received. Any pictures that are poor quality can be updated and changed as new ones are received.

21.81 To discuss and approve tree works within the Parish

The Council will obtain quotes to be agreed at a future meeting

21.82 To discuss the Newstead Parish Council Logo

The Council agreed that the current logo is poor quality. The Council will think about new Logo ideas and will discuss at a future meeting.

21.83 To discuss organising a litter pick in late September

Annesley will organise the litter pick and follow-up event for September

21.84 To discuss and organise the Christmas tree and decorations

The Christmas tree has been ordered from Reubens Shaw and the children at Newstead Primary School will be decorating the tree

21.85 To receive reports on the following:

a. The Newstead Centre

Cllr Bruch gave an update on the Newstead Centre. He informed the Council a new manager and caretaker have now been appointed.

b. Meeting with Rev. Hazel Robinson

Cllr Bruch met with Rev Hazel Robinson to discuss the church windows; Rev Robinson was understanding that the Council were unable to pledge money to the church and informed Cllr Bruch that their fundraising had been successful but there remained some planning issues.

Matters Concerning the Cemetery

21.86 To receive an update on the Cemetery records digitisation

The Cemetery records have been transcribed for the software and double checked by the Clerk and Cllr Bruch against the headstones within the Cemetery and on the Cemetery map. The records are now with Scribe to upload. The Clerk will receive further training for the software and invoicing for the Cemetery.

21.87 To discuss and approve the most recent cemetery rules and regulations

The Clerk informed the Council that during the digitisation of the Cemetery records and spending time within the cemetery that she had noticed that some of the rules and regulations are not being adhered to. The Clerk previously circulated a reformatted version of the cemetery rules and regulation that will go out to all new enquirers and be used to enforce the current rules. Letters have been sent to those who are not following the current regulations regarding items on graves. The Clerk will be strictly enforcing memorial and headstone rules on behalf of the Council.

The Council approved the amended cemetery rules and regulations.

21.88 To discuss appropriate administrative charges for Cemetery enquiries

Due to the increase in requests for copies of paperwork, grant changes and the looking up of records, the Council resolved to add a discretionary administrative charge of £25 to the Cemetery charges.

21.89 To discuss the refurbish/repainting of the Cemetery Gate

The Council agreed that the gate needed repainting, the Council/Clerk to seek quotes for the next meeting

21.90 To arrange a guest speaker for the next meeting

The Clerk to arrange a member of the local police to discuss parking or a representative from Trent Barton to discuss bus facilities for the next meeting.

21.91 To confirm the date and time of the next meeting: 7.30pm October 6th, 2021

Due to the Clerk's A/L the next meeting will be held on October 13th at 7.30pm



Email: newsteadclerk@outlook.com

Minutes of the Meeting of Newstead Parish Council
held at 7.30pm on Wednesday 13th October

Present: Cllrs. Paul Bruch (Chairman), Kyle Futers (Vice Chairman), Ernest Hardy, Emma Astill and Patricia Andrews
Vikki Arkell (Clerk & RFO)

21.92 To receive and approve apologies for absence
Apologies received from Cllr Barnfather, Cllr Smith and Cllr Murray – the Council accepted the apologies

21.93 Declaration of Members' Interests for this meeting
No declarations were declared

There was a short adjournment during which members of the public will have the opportunity to discuss Parish matters with Councillors

A representative from Trent Barton attended on the request of the Parish Council to discuss the reliability of the buses within Newstead. She explained that as a company they are unfortunately suffering with a shortage of drivers. When asked about the accuracy of the electric timetables she explained that they are controlled by a remote transport team, unfortunately the timetable can't be updated immediately by Trent Barton to show when buses have been cancelled or delayed etc as they are programmed by a set timetable, they are however always working towards them being as accurate as possible. Trent Barton have put on extra buses at school times to try and help and are constantly working toward recruiting more drivers. They encouraged the council to keep in touch with them.

There was a high attendance for item 21.108

The Council resolved to bring forward 21.108 to allow members of the public to participate in this agenda item.

21.08 To discuss/respond to the Ashfield District Draft Plan (housing allocation consultation)
Cllr Bruch relayed the information to the Council that he and Cllr Hardy received at a meeting with a representative of the Ashfield District Council planning department.

Cllr Astill suggested a small working party to help people write letters in response – This will take place on Wednesday 20th at 10am and Thursday 21st at 7pm.

The Council resolved to lodge an objection to the proposed location of new houses in Newstead on the basis that the school is almost at capacity, facilities are already at a stretch such as access to doctor's surgeries in the area, the insufficient main sewage provision, concern about contamination from the land and the Skate Park extension plans on the land in question.

21.94 To confirm the minutes of the Parish Council Meeting held on 1st September as accurate
The Council resolved to accept the minutes as accurate

21.95 Matters Arising

a. Update on actions agreed from previous meetings

30 more lamppost poppies purchased, and 2 wreaths purchased within a donation of £50 – Total Donation £140

Letter written/mailed to CAST to request they park more considerately – no response

The Cemetery records have now been uploaded to the Software, there are still further updates required to enter available and unusable plots. I have further training booked for 18th October to combine the Account Software with the Cemetery Software.

Cllr Barnfather has been in contact to inform the Council that the lamps between the Newstead Centre and Tilford have been replaced with the LED

21.96 To note Correspondence received

Email was received about the trees in the Cemetery which are preventing the grass from growing as there is a lack of light and would like the Council to consider some tree reduction/maintenance – The Council will consider a tree inspection

Finance and Risk

21.97 To note the conclusion of audit and its comments

No matters for concern

The Clerk informed the Council that it was mentioned that the Internal Auditor couldn't confirm that the public rights period was provided for 2020/21. The internal auditor discussed this at time of audit, due to the Newstead Parish website being inactive at that time, he was unable to tick this box without evidence. This has been correctly completed this year by using Annesley and Felley's website to meet the deadline and all documents are now on the new Newstead Parish Council website, photographs of the notice board and screenshots of the website have been taken as a backup.

The internal auditor drew attention to "significant weaknesses" in relation to periodic bank reconciliations. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner – I'm sure bank reconciliations were previously completed but the internal auditor could not find written evidence of them so again couldn't tick the box. The bank reconciliations are now completed through Scribe software and the report is printed at the end of each month.

21.98 To approve payments and receipts for September 2021

Payments and Receipts Summary for September 2021						
Approval Code	Status	Payment To	Description	Net	VAT	Gross
Payments to be authorised						
	Invoiced	Boiler Room Digital	Final Website Design Payment	£100.00	£0.00	£100.00
21.37	Invoiced	VA (Clerk)	Expenses - RBL (Poppies & Wreaths)	£140.00	£0.00	£140.00
	Invoiced	PKF	External audit fees	£200.00	£40.00	£240.00
Direct Debits, Standing Orders and Pre Approved Payments						
	To be paid in October	HMRC	PAYE	£104.40	£0.00	£104.40
	To be paid in October	HMRC	PAYE	£120.80	£0.00	£120.80
	To be paid in October	HMRC	PAYE	£121.00	£0.00	£121.00
21.9	Paid in September	PB (Chairman)	Chairman's Allowance	£20.00	£0.00	£20.00
21.33	Paid in September	VA (Clerk)	Clerk's Salary	£483.81	£0.00	£483.81
21.33	Paid in July	Nest	Clerks Employee and Employer Pension	£38.73	£0.00	£38.73
21.13	DD - September	A Clarke	Monthly grounds maintenance - Cemetery and Graveyard Services	£890.00	£0.00	£890.00

The Council resolved to approve the bills for payment to be paid

21.99 To approve the financial summary for August and September presented by the RFO

To approve the financial summary for August and September presented by the RFO

August:

Current Account

Opening Balance (1st August 2021) =
£7,904.20

Receipts: £610

Payments: £3,033.81

Closing Balance (31st August 2021) = £5,480.39

Savings Account

Opening Balance (1st August 2021) =
£60,225.69

Receipts: £0.51

Payments: £0

Closing Balance (31st August 2021) =
60,226.20

September:

Current Account

Opening Balance (1st September 2021) =
5,480.39

Receipts: £450

Payments: £4579.81

Closing Balance (30th September 2021) =
£1350.58

Savings Account

Opening Balance (1st September 2021) =
£60,226.20

Receipts: £0.51

Payments: £0

Closing Balance (30th September 2021) =
£60,226.71

The Clerk informed the Council that she had moved £2000 from the savings account to the current account as it was a bit low after the DD's left in early October (11th October)

21.100 To review the budget, spend to date and to discuss/approve any required virements

The Clerk walked the Council through the budget spend to date and recommended not moving around any budgets as this gives a better view to be able to achieve a better budget for next year.

The Clerk had no concerns about the budget at this point even though there had been some unbudgeted spends as there is a large general reserve and the larger spends (including the grounds maintenance contract) have already been spent within this financial year.

Key observations

Income from the Cemetery is quite low compared to predicted income but as this is an uncontrollable source of income this is not unusual.

IT & Software spend is very high – this is due to the new accounts and cemetery software and the purchase of a new laptops. (All necessary spends)

Old Cemetery Maintenance spend is over budget, this is due the repair required on the wall, this will continue to increase as the monthly maintenance will be allocated against this budget heading – Maybe worth keeping the reserve for these costs.

All other budget headings are within the normal range or as expected

21.101 To review/agree the allocation of reserves

The Council discussed reviewing the allocation of reserves, Council resolved to keep the £15000 for the Skate Park Phase 2 and to reserve £20,000 for Cemetery Maintenance in addition to the remaining Covid-19 funding.

21.102 To discuss the allocation of the remaining COVID-19 funding

The Council currently had no project to donate the funding to, it was discussed using the remaining Covid-19 funding for the Bonfire event

21.103 To discuss/approve the grant application received for the bonfire event and the organisation of the event

The application requested a grant of £2500, the Council resolved to award a grant of £1250 made up of £500 from Newstead Parish Council Funding and £750 from the remaining COVID-19 grant.

21.104 To discuss/approve the grant application received for the seniors Christmas party
The grant application has not been received yet

General Matters Concerning the Parish

21.105 To discuss and approve the quotes for the tree works within the Parish
The quotes are being finalised

21.106 To consider access to the Parish website and Facebook account
The Council resolved that Cllr Futers will have access to the Website in case that the Clerk is unavailable

21.107 To receive reports on the following:

- a. The Newstead Centre
Cllr Bruch informed the Council that the new manager has settled in and the Café has been redecorated and is now open and serving a new improved menu
- b. The joint litter pick with Annesley
Date agreed of 7th November @ 9:30
- c. The Engagement Sessions for Town & Parish Councils
Cllr Bruch and Cllr Hardy attended the engagement session and gave the Council a report on the items discussed. They were disappointed by the session.
- d. Ashfield District Council Forward Planning
This was discussed as part of 21.108

21.109 To discuss the arrangement for Remembrance Day Service
The Clerk informed the Council that at the moment there isn't bugler available for the day, Cllr Astill will play a recording. Cllr Bruch will meet with Rev Hazel Robinson of St Mary's Church to discuss the Church proceedings.

Matters Concerning the Cemetery

21.110 To discuss/approve the quote for the repainting/refurbishment of the Cemetery Gate
The Council resolved to accept the quote of £222 to refurbish and repaint the Cemetery gate

21.111 The Council to Co-Opt new Councillors – successful candidates will be notified in writing after the meeting
3 applicants had applied for the 2 vacancies. The Council voted and M Sherlock and J Kowalczyk were co-opted. The Clerk will inform both the successful and unsuccessful candidates by email.

21.112 To confirm the date and time of the next meeting: 7.30pm November 3rd 2021
The Council confirmed the date and time of the next meeting as 7.30pm on November 3rd 2021



Email: newsteadclerk@outlook.com

Minutes of the Meeting of Newstead Parish Council
held at 7.30pm on Wednesday 3rd November

Present: Cllrs. Paul Bruch (Chairman), Kyle Futers (Vice Chairman), Ernest Hardy, Emma Astill and Patricia Andrews

Also present: County Cllr C Barnfather, Borough Cllr M Smith and Vikki Arkell (Clerk & RFO)

21.113 To receive and approve apologies for absence

Apologies were received from Cllr Meikel Sessions – the apologies were accepted

21.114 Declaration of Members' Interests for this meeting

No interests were declared

21.115 To welcome the new Co-Opted Councillors and to sign their declaration to office

The Chairman welcomed Melanie Sherlock to the Council. Melanie signed the declaration of acceptance of office and joined the table as a Councillor, to participate in the rest of the meeting

There was a short adjournment during which members of the public were given the opportunity to discuss Parish matters with Councillors

As Mick Leivers (CAST) was present, agenda item 21.126 was brought forward to allow Mick Leivers to speak on the item

21.126 To discuss complaints received about minibuses on Tilford Road

The Council discussed the ongoing issues of the CAST minibuses being parked on Tilford Road which has been reported to the Council a lot over the last few months. The Council explained to Mr Leivers that the minibuses being parked in front of Newstead Centre, and alongside other parked vehicles, is causing an obstruction to the junction and making it difficult for other road users and pedestrians to get past. The Council again requested that the minibuses are parked in the centre car park after loading/unloading. It was emphasised that the Centre Trustees were keen to present the Centre in a new light, and that the persistent presence of parked buses was detrimental to the image it wished to project. The Council will monitor this over the next month to see if the situation has improved.

21.116 To confirm the minutes of the Parish Council Meeting of the 13th October as accurate

The Council resolved to accept the minutes as accurate

21.117 Matters Arising

a. Update on actions agreed from previous meetings

The grant was awarded to Newstead Events for the Firework and Bonfire event – the event was reported as very successful

The quote for the cemetery gate repainting has been accepted; it didn't include the small pedestrian gate, but the contractor will add a small amount on top of the quote to refurbish the pedestrian gate - completion date tbc based on weather

21.118 To note Correspondence received

A letter and a separate email have been received from residents to say that the village is in a "bit of a mess" and can the Council help to improve the situation – a specific agenda item lower down in the meeting to discuss what the Parish can do to tidy up the village

An email was received to say there is an oven that has been fly-tipped the cemetery, this has been reported to Ashfield through their website as it is within their boundary

21.119 To discuss/approve the draft Co-Option Policy
The Council resolved to adopt the Co-Option policy

Finance and Risk

21.120 To approve payments and receipts for October 2021
The Council resolved to accept the payments and receipts

Payments and Receipts Summary for October 2021						
Approval Code	Status	Payment To	Description	Net	VAT	Gross
Payments to be authorised						
	Invoiced	Paul Bruch	Travel Expenses for Council Duties	£28.10	£0.00	£28.10
	Invoiced	Paul Bruch	Travel Expenses for Council Duties	£2.70	£0.00	£2.70
	Invoiced	Newstead Centre	Room Hire	£22.50	£4.50	£27.00
	Invoiced	Jonathan Rhodes	Cut of Newstead Meadow	£780.00	£0.00	£780.00
Direct Debits, Standing Orders and Pre-Approved Payments						
21.9	Paid in October	PB (Chairman)	Chairman's Allowance	£20.00	£0.00	£20.00
21.33	Paid in October	VA (Clerk)	Clerk's Salary	£483.81	£0.00	£483.81
21.33	Paid in November	Nest	Clerks Employee and Employer Pension	£33.38	£0.00	£33.38
21.13	DD - October	A Clarke	Monthly grounds maintenance - Cemetery and Graveyard Services	£890.00	£0.00	£890.00
21.103	Paid in October	Newstead Events	Grant for Bonfire Event	£1,250.00	£0.00	£1,250.00

21.121 To approve the financial summary for October presented by the RFO
The Council resolved to accept the financial summary for October

Current Account

Opening Balance (1st October 2021) = £1350.58
 Receipts: £0 & £7000 transfer from Savings account
 Payments: £3470.01
 Closing Balance (31st October 2021) = £4880.57

Savings Account

Opening Balance (1st October 2021) = £60,226.71
 Receipts: £0.50
 Payments: £0 & £7000 transfer to current account
 Closing Balance (31st October 2021) = £53,227.21

21.122 To discuss the grounds and Cemetery Maintenance contracts for 22/23
The Council resolved to continue with the contact for grounds maintenance for the next 2 years and to complete the cut of the Newstead Meadow annually

21.123 To review the budget and spend to date
The Clerk walked the Council through the budget spend to date

21.124 To review and discuss the draft budget for 2022/2023
The Council reviewed the draft budget prepared by the RFO, further information is needed to budget the village grounds maintenance required outside the grounds maintenance contract and the cost of professionally repainting the playground

General Matters Concerning the Parish

21.125 To discuss the Ashfield District Draft Plan (housing allocation consultation)

The Ashfield housing allocation consultation has been rumoured to be paused, Cllr Bruch has spoken to the planner who has said that this is not the case. A double sided A5 leaflet has been distributed to all residents to encourage them to object to the application to build houses in Newstead. Cllr Bruch has drafted the response from the Parish Council that will be submitted by the deadline

21.127 To discuss the arrangements for the joint litter pick with Annesley and discuss what other actions the Council can take to tidy up the Parish

The Litter Pick has been organised for Sunday 7th November at 9:30am

Cllr Astill asked Cllr Smith why the pedestrian route between the terraces has not been tended to for a long time. Cllr Smith referred to correspondence sent in April 2021 which outlined that the work team couldn't get the machinery down the narrow space so had to be cleared by hand – Cllr Smith asked Cllr Astill to take some photos and send them on to him so he can investigate further.

The Council asked the Clerk to Contact Jigsaw Homes and the Neighbourhood warden about the complaints received about the condition of exterior of properties within Newstead Village to request their assistance.

Cllr Astill mentioned that the church garden needs some tidying up and requires volunteers to assist – agenda item for next meeting to help organise an event

21.128 To discuss the arrangements for the Remembrance Day Service

Cllr Bruch and the Clerk met with Rev Robinson and the order of service has been organised

21.129 To confirm the date and time of the next meeting: 1st December at 7:30pm

The Council confirmed the next meeting will be on 1st December at 7:30pm



Email: newsteadclerk@outlook.com

Present: Cllrs. Paul Bruch (Chairman), Kyle Futers (Vice Chairman), Ernest Hardy, Patricia Andrews and Melanie Sherlock

Also present: Vikki Arkell (Clerk & RFO) and Cllr Martin Smith

21.130 To receive and approve apologies for absence
Cllr Astill and Cllr Barnfather

21.131 Declaration of Members' Interests for this meeting
None declared

There was a short adjournment during which members of the public had the opportunity to discuss Parish matters with Councillors

21.132 To confirm the minutes of the Parish Council Meeting of the 3rd November as accurate
The Council resolved to accept the minutes as accurate

21.133 Matters Arising

Update on actions agreed from previous meetings

The CAST minibus parking has improved, the Council will continue to monitor the situation

The fly tipped fridge (thought oven) has now been removed

The pedestrian route between the terraces has now been cleared by Gedling thanks to intervention from Cllr Smith

Unfortunately, the Cemetery gates haven't been painted yet due to bad weather/too cold

Correspondence received

2 pieces of correspondence received but will be discussed under "tidying up the parish"

21.134 To discuss Council Vacancies

The Council resolved to advertise using a promotional poster to gain interest for the current Councillor vacancy with a deadline for the applications to be in February

Finance and Risk

21.135 To approve payments and receipts for November and December 2021

The Council resolved to accept the bills for payment. The Council gave delegation to the Clerk to pay any invoices that come in during December, that can't wait until January 12th to be paid. This will be at the Clerks discretion

Payments and Receipts Summary for November 2021						
Approval Code	Status	Payment To	Description	Net	VAT	Gross
Payments to be authorised						
	Invoiced	PB (Chairman)	Stationary Expenses for Council Duties	£13.86	£0.00	£13.86
	Invoiced	VA (Clerk)	Postage Stamps	£10.92	£0.00	£10.92
	Invoiced	Newstead Centre	Room Hire	£22.50	£4.50	£27.00
Direct Debits, Standing Orders and Pre Approved Payments						
21.9	Paid in November	PB (Chairman)	Chairman's Allowance	£20.00	£0.00	£20.00
21.33	Paid in November	VA (Clerk)	Clerk's Salary	£483.81	£0.00	£483.81
21.33	Paid in November	Nest	Clerks Employee and Employer Pension	£33.38	£0.00	£33.38
21.33	Paid in November	A Clarke	Monthly grounds maintenance - Cemetery and Graveyard Services	£890.00	£0.00	£890.00
21.33	Paid in November	A Clarke	Internment of Ashes	£130.00	£0.00	£130.00
21.33	Paid in November	A Clarke	Headstone Safety Test	£200.00	£0.00	£200.00
VA/PB	Paid in November	A Sharpe	Lengthsman Expenses - RBL Bench	£37.46	£0.00	£37.46

21.136 To discuss and review the draft budget for 2022/2023

The Council discussed the draft budget and finalised the estimated spends. The Clerk will use this budget to create scenarios for the precept to be presented at January's meeting

21.137 To discuss and approve grant applications

i) The Secret Kitchen

The Council resolved to award a grant of up to £500

ii) The Newstead Allotment Association

The Council resolved to award the grant of £550. Cllr Smith offered to pay £300 towards the grant. The Council accepted his offer and will contribute the remaining £250

General Matters Concerning the Parish

21.138 To discuss actions the Parish Council can take to tidy up the Parish

i) The condition of exterior of properties within Newstead Village

Jigsaw and the Neighbourhood warden were contacted about the complaints received about the condition of exterior of properties within Newstead Village, and to ask for their assistance. Niki Pekal is very keen and has included Shelley Webster, our Neighbourhood Warden and William Langston who is the Environmental Health Officer.

The Clerk has asked them to suggest a date in their diary for a visit

ii) Request for an additional bin

Correspondence has been received to request an additional bin to be put on the circle at the bottom of Chatsworth Terrace. The Clerk will contact Gedling to ask if an additional bin could be added to the schedule and if the go ahead is given, contact CAST to request a new bin

iii) Mowing and Strimming

Correspondence re Vicarage corner was received. The Council resolved to trim vicarage corner once per year but will keep an eye on it to see if it needs additional work

iv) The Church Garden

The Council will set a date in the New Year and advertise an event for volunteers to come forward and help with the church garden

21.139 To receive a report on the Remembrance Day Service

The Remembrance Day service went well with a good attendance. The Council were very appreciative of the attendance of a bugler and two members from the Royal British Legion. Thanks was also given to Rev Robinson for her contribution

Matters Concerning the Cemetery

21.140 To receive the report from the annual safety test (Topple test)

The topple test was carried out in November. 10 memorials were identified. 2 at medium risk, 2 at low risk and 6 at no current risk. 8 letters have been sent to either ask them to rectify the issue or to notify them that the memorial is on watch

Planning

21.141 2021/1255, 29 Tilford Road, Proposed two storey rear extension

The Council resolved not comment on this planning application

21.142 To confirm the date and time of the next meeting: 12th January at 7:30pm

The Council confirmed that the next meeting would be held on Wednesday 12th January



Email: newsteadclerk@outlook.com

Minutes of the Full Council Meeting held on 12th January 2022 at 7:30pm
Newstead Centre, Tilford Road, NG15 0BT

Present: Cllrs. Paul Bruch (Chairman), Kyle Futers (Vice Chairman), Emma Astill, Ernest Hardy, Patricia Andrews and Melanie Sherlock

Also present: Vikki Arkell (Clerk & RFO) and Cllr Martin Smith

21.143 To receive and approve apologies for absence
Cllr Barnfather sent his apologies

21.144 Declaration of Members' Interests for this meeting
No declarations were made

There was a short adjournment during which members of the public will have the opportunity to discuss Parish matters with Councillors

No members of the public were present

21.145 To confirm the minutes of the Parish Council Meeting of the 1st December 2021 as accurate
The Council resolved to accept the minutes as accurate

21.146 Matters Arising

a. Update on actions agreed from previous meetings

The Cemetery gates haven't been painted yet due to bad weather/too cold

The Secret Kitchen grant – unfortunately the seniors Christmas dinner was cancelled because of a low uptake due to the worry of the most recent Covid variant

Following the correspondence from a young resident to install a bin on the circle, Gedling are happy to add another bin emptying onto their round. Cllr Bruch will contact CAST to request a bin is installed

b. Correspondence received

No correspondence to note

21.147 To approve payment of invoices received in December

The Council noted the payments made for the invoices received in December. There were no outstanding invoices to approve.

21.148 To review the financial summary at December 31st 2021 and the budget spend so far
The Clerk outlined the summary below and recommended that spend is kept to a minimum/emergencies until the next financial year.

Funds Held in Bank Accounts			
HSBC Current	Opening balance	£3,894.04	
	Payments in Month	-£1,658.19	
	Receipts in Month	£1,820.00	
	Closing Balance		£4,055.85
HSBC Savings	Opening balance	£53,227.69	
	Payments in Month	£0.00	
	Receipts in Month	£0.44	
	Closing Balance		£53,228.13
		£57,283.98	
Ear Marked Reserves (EMR)			Notes
Spent in 21-22			
Covid - 19 Grant	-£4,750.00	£3,250.00	
Skate Park Phase 2		£15,000.00	
Cemetery Repairs	-£2,560.00	£17,440.00	
Total EMR		£35,690.00	
General Reserves		£24,355.99	£21,593.98
General Fund		-£2,762.01	£0.00
Total Funds Held		£57,283.98	

21.149 To discuss if the current banking arrangements are suitable
It was previously discussed if the Council should change from HSBC to a bank that offers dual authorisation for a Council, owing to the lack of banks who were taking on new clients; and the cost of some of these accounts, this was postponed. The Council discussed that with the daily payment limits and Councillors being kept informed with regular statements and summaries., the Council were satisfied with the current arrangements. Clerk to arrange for Cllr Futers, Bruch and Vikki Arkell (Clerk & RFO) to be added to the account as a signatory.

21.150 To appoint an internal auditor for the formal internal audit process
The Council were happy with services of Ken Goddard and would like to appoint Ken Goddard to carry out the internal audit for this financial year.

21.151 To agree the budget for 2022/2023
The Council reviewed the draft budget. The Council resolved to accept the budget as drafted as the final budget for 2022/2023.

21.152 To agree the precept request for 2022/2023
The Council resolved to request a cash precept of £17,468.00. This will be an estimated increase of 8.03% this year, with the Council taking £1000 from general reserves if necessary to subsidise the budget.

21.153 To review the continued actions the Parish Council are taking to tidy up the Parish
The Clerk hadn't heard back from Niki Pekal regarding a village walk around. Church Garden tidy up date proposed as 26th February – The Clerk to check with Reverend Robinson

21.154 To discuss how to increase the Parish Council Website contents

The Clerk to contact the Youth Club for some contents and write a piece on the quiet Fireworks. Cllr Bruch will speak to the Bowls Club to get the community page started. Suggestion and contributions to be ready for the next meeting.

21.155 To discuss the option of a new Parish Council Logo

The Council resolved to run a competition to create the new Parish Council Logo. The Clerk to draft competition guidelines and bring to the next meeting.

21.156 To discuss the condition of the Cemetery

The Clerk informed the Council that the Cemetery is looking a bit unkempt. The grass is worn away in lot of areas and the trees are stopping the grass from regrowing. The Clerk will speak to the Cemetery groundsman regarding re seeding and seek expert advice regarding the trees. In line with this, The Council agreed to that all ornaments should be removed from the trees as outlined in the Cemetery terms and conditions, the Clerk is to display a notice to allow ornaments to be removed before any tree works.

21.157 To discuss the Cemetery Charges and Fees

The gravedigging fees have increased due to increase staff costs/inflation, the Council resolved to increase the Cemetery fees by the same percentage as the gravedigging from 1st February 2022.

21.158 Items for the future agenda and to confirm the date and time of the next meeting: 2nd February 2022

The Council confirmed the next meeting would be held on 2nd February 2022



Email: newsteadclerk@outlook.com

Minutes of the Full Council Meeting held on 2nd February 2022 at 7:30pm
Newstead Centre, Tilford Road, NG15 0BT

Present: Cllrs. Paul Bruch (Chairman), Emma Astill, Ernest Hardy, Patricia Andrews, and Melanie Sherlock

Also present: Vikki Arkell (Clerk & RFO) and Cllr Martin Smith

21.159 To receive and approve apologies for absence
Cllr Kyle Futers sent his apologies (apologies for lateness) and Cllr Barnfather

21.160 Declaration of Members' Interests for this meeting
No interests declared

There will be a short adjournment during which members of the public will have the opportunity to discuss Parish matters with Councillors

Cllr Smith reported he had been looking into the progress of phase 2 of the Skate Park extension. Cllr Smith will continue to investigate this matter with Deborah Widdowson. Letters of support and public support is required for funding

21.161 To confirm the minutes of the Parish Council Meeting of the 12th January as accurate
The Council resolved to accept the minutes as accurate

21.162 Matters Arising
a. Update on actions agreed from previous meetings
All items had been actioned or on the agenda to discuss
b. Correspondence received
None received

21.163 To agree the meeting schedule for 2022/2023
The Council agreed to continue to meet on the 1st Wednesday of each month except for November 2022 and January 2023 which will be held on the 2nd Wednesday

Finance and Risk

21.164 To note/approve payment of invoices received in January
There were no outstanding invoices or payments to be authorised

21.165 To review the financial summary on January 31st and the budget spend so far

Funds Held in Bank Accounts			
HSBC Current	Opening balance	£4,055.85	
	Payments in Month	-£778.81	
	Receipts in Month	£250.00	
	Closing Balance		£3,527.04
HSBC Savings	Opening balance	£53,228.13	
	Payments in Month	£0.00	
	Receipts in Month	£0.45	
	Closing Balance		£53,228.58
		£56,755.62	
Ear Marked Reserves (EMR)			Notes
Spent in 21-22			
Covid - 19 Grant	-£4,750.00	£3,250.00	
Skate Park Phase 2		£15,000.00	
Cemetery Repairs	-£2,560.00	£17,440.00	
Total EMR		£35,690.00	
General Reserves		£24,355.99	£21,065.62
General Fund		-£3,290.37	£0.00
Total Funds Held		£56,755.62	

The Council reviewed the financial summary and the budget so far - no action to be taken

General Matters Concerning the Parish

21.166 To discuss jobs for the Lengthsman's as part of the Village tidy up mission

The Council will add the jobs for the Lengthsman onto the agenda monthly and the Clerk to organise those jobs to be completed in the following month

Cllr Futers joined the meeting

21.167 To review the Parish priorities and make a plan for the next 12 months

The Council reviewed and discussed the achievements of the parish priorities in 21/22

Litter – The Council is organising regular litter picks and keeping an eye on the use of bins. Cllr Smith will get in touch with Viola to discuss a Councillor visit to the recycling plant as well as a visit to the school to talk about litter and recycling

Siding up - The wall by the old cemetery needs siding up, the Clerk to ask Cllr Barnfather if he can assist

Fly Tipping – The frequency of fly tipping is being monitored and is being cleared up quickly with assistance of principal council reporting

Community – The Newstead Parish Council Website is complete, Facebook is staying active, and the Council is creating relationships with local communities

Facilities – The grit bins are being abused by dog waste being put in them, planters to be looked after as a priority

Open Spaces – Open spaces are being monitored frequently, are kept clean and maintenance being kept on top of. The MUGA lights to be looked at as a priority – The Clerk to get advice on the lights

External Links – Communication with the links is improving after Covid, liaison with neighbourhood wardens etc is good but can be improved

Training – Councillors and Clerk have been on training; the Council will keep an eye out for appropriate training and the Chairman will plan for internal training

The Council decided to keep working on the parish priorities throughout 22/23

21.168 To discuss the Parish Council Website contents

The Council have been working on increasing the contents and have some draft pieces in their final stages. The Clerk is still waiting on some responses from outside bodies

21.169 To discuss the Parish Council Logo Competition

The Council finalised the rules and prizes for the Logo Competition and will publish after the meeting

21.170 To discuss how to celebrate the Platinum Jubilee Celebration

Cllr Andrews had been in contact with the Woodcarvers to discuss the idea of a wooden memorial to commemorate the event, such as a wooden plaque to accompany a tree to be planted in celebration. The Council discussed a celebration for the senior members of the community. The Clerk to look into funding.

21.171 Items for the future agenda and to confirm the date and time of the next meeting: 2nd March 2022

The Council confirmed the next meeting as 2nd March 2022



Email: newsteadclerk@outlook.com

Minutes of the Full Council Meeting held on 2nd March 2022 at 7:30pm
Newstead Centre, Tilford Road, NG15 0BT

Present: Cllrs. Paul Bruch (Chairman), Kyle Futers, Emma Astill, Ernest Hardy, Patricia Andrews, Rahul Sabbarwal and Melanie Sherlock

Also present: Vikki Arkell (Clerk & RFO), Cllr Martin Smith and Cllr Chris Barnfather

21.172 To receive and approve apologies for absence

No apologies received

21.173 Declaration of Members' Interests for this meeting

No declarations were made

There will be a short adjournment during which members of the public will have the opportunity to discuss Parish matters with Councillors

21.174 To confirm the minutes of the Parish Council Meeting of the 2nd February as accurate

The Council resolved to accept the minutes as accurate

21.175 Matters Arising

a. Update on actions agreed from previous meetings

The Clerk gave a review of the work in progress within the parish and the tasks achieved since the last meeting. The Clerk has appointments with Tree Surgeons over the next few weeks to discuss the tree work required in the Cemetery

b. Correspondence received

No correspondence to note

21.176 To note/approve payment of invoices received in February

The Council reviewed the bank statements and the invoices paid in February. The Council agreed with the payments made

February Transactions and Invoices to be Paid					
Invoices/Paid	Payment To	Description	Net	VAT	Gross
Payments to be authorised					
No payments to be authorised					
Pre Paid Invoices					
03/02/2022	Pension (2 months)	NEST	£77.46	£0.00	£77.46
04/02/2022	Data Protection Annual Fee	ICO	£35.00	£0.00	£35.00
24/02/2022	Chairman's Allowance	P Bruch	£20.00	£0.00	£20.00
24/02/2022	Meeting Room Hire Charges	Newstead Centre	£22.50	£4.50	£27.00
24/02/2022	NI/PAYE	HMRC	£362.80	£0.00	£362.80
26/02/2022	Bank Charges	HSBC Bank	£5.80	£0.00	£5.80
28/02/2022	Clerks' Salary	V Arkell	£483.81	£0.00	£483.81
					£1,011.87
Income					
	Cemetery Fees	Cemetery Fees	£370.00	£0.00	£370.00
					£370.00

21.177 To review the financial summary at February 28th and the budget spend so far
 The Council noted the summary and discussed the budget spend and income for 21/22. The Clerk highlighted that the Cemetery income was above expected and that the NJC/NALC pay scales for 21/22 had now been agreed which will affect the Clerks salary budget heading

Funds Held in Bank Accounts			
HSBC Current	Opening balance	£3,527.04	
	Payments in Month	-£1,011.87	
	Receipts in Month	£370.00	
	Closing Balance		£2,885.17
HSBC Savings	Opening balance	£53,228.58	
	Payments in Month	£0.00	
	Receipts in Month	£0.45	
	Closing Balance		£53,229.03
		£56,114.20	
Ear Marked Reserves (EMR)			Notes
Spent in 21-22			
Covid - 19 Grant	-£4,750.00	£3,250.00	
Skate Park Phase 2		£15,000.00	
Cemetery Repairs	-£2,560.00	£17,440.00	
Total EMR		£35,690.00	
General Reserves		£24,355.99	£20,424.20
General Fund		-£3,931.79	£0.00
Total Funds Held		£56,114.20	

21.178 To review the Risk Assessments and update risks for 22/23
 The Council reviewed the Risk Assessments and updated the risks for 22/23

21.179 To discuss the next month's jobs for the Lengthsman's
 The previous months jobs have been requested (Siding up and the leaning planter repositioned), these are ongoing.
 The Council requested that the Lengthsman repair the fencing that has fallen at the playpark, to look at replacing the missing slabs in the Cemetery carpark and to cut back the walkway after the trainlines to allow a clear footpath. The Council requested that the Clerk chase the wall repair by the MUGA

21.180 To discuss the Parish Council Website progress
 The Youth Club have been in touch to collaborate on the Youth Club page and the first business of the month has been approached which will be written and published asap

21.181 To discuss the Platinum Jubilee Celebration plans and funding
 The Council has received funding from the National Lottery to organise a Seniors Jubilee Afternoon Tea/ Lunch which will be aimed at the Over 60's. This will be held at the Newstead Centre and the Council hope that this is the start of a group that can meet at an event at least twice a year. Details to be confirmed at the next meeting.

21.182 To receive reports on:

i) The Village walk around

After multiple reports from residents about houses looking unkept, Cllr Astill and Cllr Bruch completed a walk around with the community warden. The wardens are now speaking to Jigsaw Homes who manage the rental properties as well as sending letters asking people to remove rubbish and prohibited structures from their properties

ii) The church garden project

The church garden project was a success with a good turnout and a lot of the groundwork completed, the garden will need more work which will be organised with the Volunteers. Cllr Bruch proposed applying for a grant from the Royal Horticultural Society (Sent through by the Localities Co-ordinator for Newstead and Killisick) to allow the project to expand. The Council agreed with making the application as they felt it would be a valuable asset to many different people within the Village

21.183 2022/0048: Double storey front extension, 2 Copse Close Newstead Nottingham
Nottinghamshire NG15 9HU

The Council discussed the application and had “no comment”

21.184 2021/1443: Retention of biodigester, Newstead Abbey Park, Abbeyfields Farm Cottage
Station Avenue

Cllr Bruch has incorrectly received letters regarding this application as a resident, he has highlighted this to the planning department. The Council discussed the application and had “no comment”

21.185 Items for the future agenda and to confirm the date and time of the next meeting: 6th April
2022

The Council confirmed the next meeting would be on 6th April at 7:30pm.