



Email: newsteadclerk@outlook.com

**Minutes of the Full Council Meeting held on the 6th April 2022 at 7:30pm
Newstead Centre, Tilford Road, NG15 0BT**

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

Also present: Vikki Arkell (Clerk & RFO)

22.1 To receive and approve apologies for absence
Cllr Rahul Sabbarwal sent his apologies, the Council resolved to accept the apologies

22.2 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

22.3 To confirm the minutes of the Parish Council Meeting of the 2nd March as accurate
The Council resolved to accept the minutes as accurate

22.4 Matters Arising

a) Update on actions agreed from previous meetings

The Clerk explained that she had met with a tree specialist to discuss the tree's within the cemetery. The specialist advised that the trees are young and do not need to be reduced, he also advised that reducing the trees would not assist the grass growth.

b) Correspondence received

A resident shared their concerns that the specialist teracycle recycling point has been removed from the school which means the nearest facility is a drive away. The Council to look at options. Complaints have been received about the Youth Club – The Clerk to contact Cllr Barnfather to see if he can help as chairman of the Youth Club

MUGA – The MUGA net has become detached and needs to be put back together. The Council to look to repair it

22.5 To adopt the most up to date code of conduct
The Council resolved to adopt the code of conduct as outlined

Finance and Risk

22.6 To note/approve payment of invoices received in March
The Council noted the invoices that had already been paid and approved the payment of invoices received in March

April Transactions and Invoices to be Paid					
Invoices/Paid	Description	Payment To	Net	VAT	Gross
Payments to be authorised					
31/03/2022	Expenses - Vikki Arkell	Vistaprint	£25.64	£5.13	£30.77
31/03/2022	Expenses - Vikki Arkell	Printer Ink	£10.78	£2.16	£12.94
Pre Paid Invoices					
01/03/2022	Pension	NEST	£38.73	£0.00	£38.73
02/03/2022	Burial Costs	A Clarke	£465.00	£0.00	£465.00

24/03/2022	Meeting Room Hire Charges	Newstead Centre	£22.50	£4.50	£27.00
24/03/2022	Chairman's Allowance	P Bruch	£20.00	£0.00	£20.00
24/03/2022	Clerks' Salary	V Arkell	£578.20	£0.00	£578.20
24/03/2022	NI/PAYE	HMRC	£145.94	£0.00	£145.94
26/03/2022	Bank Charges	HSBC Bank	£6.60	£0.00	£6.60
29/03/2022	Pension	NEST	£46.29	£0.00	£46.29
Total Payments					£1,327.76
Income					
Allotment Association Grant			£300.00	£0.00	£300.00
Cemetery Income			£690.00	£0.00	£690.00
Lottery Grant			£550.00	£0.00	£550.00
Jubilee Event Funding - NSDC			£400.00	£0.00	£400.00
Total Income					£1,940.00

22.7 To review the end of year financial summary at March 31st 2022
The Clerk gave an overview and Council noted the accounts at March 31st

Funds Held in Bank Accounts at March 31 st 2022			
HSBC Current	Opening balance	£2,885.17	
	Payments in Month	-£1,327.76	
	Receipts in Month	£1,940.00	
	Closing Balance		£3,497.41
HSBC Savings	Opening balance	£53,229.03	
	Payments in Month	£0.00	
	Receipts in Month	£0.52	
	Closing Balance		£53,229.55
			£56,726.96
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	
Jubilee Celebrations		£950.00	
Awarded Grants - Not Paid		£550.00	
Total EMR		£37,190.00	
General Reserves		£19,536.96	
General Fund		£0.00	£0.00
Total Funds Held		£56,726.96	

22.8 To receive and accept the end of year accounts to be audited
The Council received the accounts and the Clerk & RFO walked the Council through the accounts to be audited. The Council approved the accounts

22.9 The internal audit arrangements

The Clerk informed the Council that the internal audit is scheduled for the 14th April

22.10 To discuss the grant application received from The Secret Kitchen

The Council resolved to award the grant of £500 to The Secret Kitchen to provide the food, for the village Jubilee celebration to be held on Thursday 2nd June.

General Matters Concerning the Parish

22.11 To discuss the next month's jobs for the Lengthsman's

The Council requested that the Jitty from the youth club to Webb Street is cleared and the grass is also trimmed, the Capping stones of the wall to the new Cemetery car park to be replaced and to also request that the Lengthsman revisit the siding up as it needs to be completed closer to the wall

22.12 The results of the logo competition and the next steps to create a formal logo

The Council have chosen a winner and 4 runners up. [The Clerk to inform the winner](#). The Council will look to contact a graphic designer to stylise the image

22.13 To discuss the quotes received for the Tree works in the parish

The three quotes have been received and the Council resolved to go with Forest Farm Tree Services to reduce the trees to 15ft

22.14 To discuss the quote received for the Cemetery Tree survey

To be postponed to the next meeting

22.15 To discuss the Over 60's Platinum Jubilee Celebrations

The Council discussed the plans for the Over 60's Platinum Jubilee Tee. The event will be held on Wednesday 8th June 1-3pm at the Newstead Centre

22.16 To discuss the proposal to purchase a tree and locally made wooden plaque to be planted at the Newstead Centre in celebration of the Platinum Jubilee Celebration

The Council discussed the proposal and resolved to purchase a tree for the Newstead Centre in celebration of the Queens Platinum Jubilee. Cllr Andrews will look to purchase appropriate tree up to a budget of £100

Planning

22.17 2022/0217: Proposed Demolition of 2 extensions and, renovation and extension to the retained farmhouse including refenestrating the farmhouse where extensions are to be removed. To include the construction of a new two storey and one and a half storey L-shape extension to the east and further one and a half storey extension to the north - Monks Barn Newstead Abbey Park

The Council viewed the planning application and resolved to make no comment

22.18 Items for the future agenda and to confirm the date and time of the next meeting: 4th May 2022

The Council agreed that the next meeting will be held on the 4th May



Tel: 07759 502561
Email: newsteadclerk@outlook.com

**Minutes of the Full Council Meeting held on the 4th May 2022 at 7:30pm
Newstead Centre, Tilford Road, NG15 0BT**

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

Also present: Vikki Arkell (Clerk & RFO)

22.21 To receive and approve apologies for absence

The Clerk took this opportunity to inform the Council that Cllr Sabbarwal had resigned from the Parish Council.

There were no apologies for absence

22.22 Election of the Chairman for 22/23

Cllr Paul Bruch was proposed as Chairman for the 22/23 year, this was seconded, with no further nominations. The Council resolved to appoint Cllr Bruch as Chairman for 22/23

22.23 Election of the Vice Chairman for 22/23

Cllr Kyle Futers was proposed as Vice Chairman, this was seconded with no further nominations. The Council resolved to appoint Cllr Futers as Vice Chairman for 22/23

22.24 To complete Declarations of Office

The declarations will be signed before the next meeting

22.25 Declaration of Members' interests for this meeting

No declarations were made

22.26 To receive reports from County and Borough Councillors

Both County and Borough Councillors gave a report in the Annual Meeting of the Parish that was held prior to the Council Meeting.

22.27 Public session: Members of the public can take this opportunity to discuss Parish matters with Cllr Adam Blazewicz-Bell from Annesley and Felley Parish Council was present. He spoke to the disappointing amount of fly tipping that is happening in both Parishes, and that he is committed to work with Newstead Parish Council to improve the area. They are looking at ways to catch the culprits of environmental crime and will keep Newstead Parish Council informed

22.28 To confirm the minutes of the Parish Council Meeting of the 6th April as accurate

The Council accepted the minutes as accurate

22.29 The Clerks Report

a. Update on actions agreed from previous meetings

The winner of the Logo competition has been informed and the new logo has been launched. The Clerk reported that finding a company to repair/replace the MUGA netting has been quite difficult. After speaking to multiple companies, they are no longer providing nets as the materials they are made from are not strong enough – [the Clerk to continue looking into it.](#)

Correspondence received

Correspondence was received about the Lengthsman grant, the Council discussed the letter and resolved to remain as part of the Lengthsman Scheme as a cluster with the current Parishes.

22.30 Review and adoption of Standing Orders

The Council reviewed the Standing Orders and resolved to adopt the document for 22-23 unchanged

22.31 Review and adoption of Financial Regulations

The Council reviewed the Financial Regulations and resolved to adopt the document for 22-23 unchanged

22.32 Review and approval of the Asset Register

The Council reviewed the Asset Register and resolved to adopt the document for 22-23 unchanged

22.33 The approval of the regular payments schedule for 22-23

The Council approved the regular payments schedule presented by the Clerk for 22-23

22.34 To note/approve payment of invoices received in April

The Council approved the payment of outstanding invoices

Payments and Receipts Summary for April 2022						
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	PB (Chairman)	Expenses - Plants and Bedding Items	£10.14	£0.00	£10.14
	Invoiced	PB (Chairman)	Expenses - Plants and Bedding Items	£12.14	£0.00	£12.14
	Invoiced	VA (Clerk)	Expenses - Logo Competition	£52.00	£0.00	£52.00
						£164.28
Direct Debits, Standing Orders and Pre Approved Payments						
21.13	Paid in April	Bank Charges	HSBC	£5.00	£0.00	£5.00
21.9	Paid in April	PB (Chairman)	Chairman's Allowance	£20.00	£0.00	£20.00
21.33	Paid in April	VA (Clerk)	Clerk's Salary and Pension	£675.13	£0.00	£675.13
21.13	Paid in April	A Clarke	Burial Costs	£370.00	£0.00	£370.00
21.13	Paid in April	Newstead Centre	Room Hire (February Meeting)	£22.50	£4.50	£27.00
21.13	Paid in April	Newstead Centre	Room Hire (April Meeting)	£22.50	£4.50	£27.00
21.13	Paid in April	Newstead Centre	Room Hire (Audit)	£20.00	£4.00	£24.00
22.6	Paid in April	Various	Expenses Payments	£43.71	£0.00	£43.71
						£1,191.84
Receipts to Note						
	Received in April	NPC	VAT return	£467.43	£0.00	£467.43

22.35 To review the financial summary at 30th April 2022

The Council reviewed the financial summary. Cllr Bruch reminded the Council about the importance of keeping on track with the budget.

Funds Held in Bank Accounts		
HSBC Current	Opening balance	£3,497.41
	Payments in Month	-£1,191.84
	Receipts in Month	£18,750.43
	Transfer Between Accounts	-£3,495.15
	Closing Balance	£17,560.85
	HSBC Savings	Opening balance
Payments in Month		£0.00
Receipts in Month		£2.26
Transfer Between Accounts		£3,495.15
Closing Balance		£56,726.44
		£74,287.29
Ear Marked Reserves (EMR) Spent in 22-23		Notes
Covid - 19 Grant	£3,250.00	
Skate Park Phase 2	£15,000.00	
Cemetery Repairs	£17,440.00	
Jubilee Celebrations	£950.00	
Awarded Grants - Not Paid	£550.00	
Total EMR	£37,190.00	
General Reserves	£19,536.96	
General Fund	£17,560.33	
Total Funds Held	£74,287.29	

22.36 To approve the Annual Governance documents for year ending 31st March 2022

a. To accept the report from the internal auditor

The Council accepted the report from the internal auditor

b. Annual Governance Statement

The Council completed the Annual Governance Statement

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

The Council considered, approved the Statement of Account and the Chairman signed the document on behalf of the Council

d. Annual Governance and Accountability Return

The Council approved the completed Annual Governance and Accountability Return

22.37 To discuss jobs for the Lengthsman as part of the village tidy up mission

The Jitty from the Youth Club to Webb Street has been cleared and the grass has been trimmed, the capping stones of the wall to the new Cemetery car park are being replaced this week. Cllr Bruch will chat to the Lengthsman about the planter on the entrance of the village as it may be difficult for him to do alone. [The Clerk to speak to highways about the parking on the triangle as this is affecting the](#)

planter. The Council requested that the hedge/greenery is cut back on the hill after the Jitty to Hazelwood way.

22.38 To discuss Platinum Jubilee Celebration plans

The Clerk updated the Council on the Platinum Jubilee Celebrations. All that is left to organise is the music and to discuss with the Newstead Centre which space will be used. [Cllr Astill will talk to the Newstead Centre about the food and which space will be used.](#) The Clerk to send the poster to the church and Cllrs Astill and Futers to promote the event online.

22.39 To accept the quote for the tree survey of the Council owned trees

The Council resolved to accept the quote of £1150 plus VAT for the trees in both cemeteries to be surveyed.

22.40 Items for the future agenda and to confirm the date and time of the next meeting:

1st June 2022

To discuss the green credentials of the Council/Village, to receive a report from the meeting with the Youth Centre management team, to discuss the future of the Skate Park and the phase 2 funding.

The Council agreed that the next meeting will be held on 1st June 2022



Minutes of the Annual Parish Meeting held at 7pm on 4th May 2022 at the Newstead Centre, Tilford Road

1. To approve the minutes of the Annual Meeting held in April 2021 and discuss any matters arising
The minutes were unable to be accepted as they were lost during a computer transfer. The Chairman of the Parish Council will look further into the archives to see if a copy can be found – if found this will be added
2. To receive the Chairman's Annual Report
The Chairman gave his report, a copy of this report can be found in Appendix A.
3. To receive the Borough and County Councillor's Annual Reports
Cllr Martin Smith gave a brief report of how Gedling is working with Newstead Parish Council. Cllr Bruch extended his thanks for the efforts of Cllr Smith.
4. Questions, comments, and statements from members of the public
There were no public present



Appendix A

CHAIRMAN'S REVIEW OF 2021-2022

Presented to the Annual Parish Meeting 4th May 2022

Your Parish Council has continued, despite the ongoing difficulties presented by Covid-19, to fulfil our responsibilities to provide and improve services and facilities for the Parish and its residents. I remain grateful to the hard-working team of volunteers who make up your Council, and I'm always pleased when people stop in the street to chat while we pick up litter or weed the planters.

We held back some of our Covid-19 Business Support Grant, determined to spend it on the community, as we always said we would. This meant we could make a sizeable donation to the bonfire event, a fabulous evening of pet- and wildlife-friendly quiet fireworks and all the usual supporting fairground rides and stalls. The turnout was incredible and everyone had a thoroughly enjoyable evening. Our thanks and congratulations go to the Newstead Events team, and we promise our help again this year.

We were pleased that our Christmas tree looked better this year, although we may have to look for something smaller in future.

A proper Remembrance Sunday ceremony was possible this year, with a bugler and standard bearer from the Royal British Legion in attendance, and we were able to lay a wreath at the St Mary's church service as well as at the morning gathering. The new seat and planters will be installed near the War Memorial very soon.

We plan to improve the appearance of the village planters this year, working together with the children of the village to grow flowers from seed. The grit bins have remained topped up, and our thanks go to those residents who helped keep slopes and corners protected from snow and ice for the benefit of all on the couple of nights when it was necessary this winter. When you help with this again next year, please remember that a little sprinkling of grit salt goes a long way; it doesn't need much to do its work.

The Council continues to comment on planning applications it receives, and whilst it must be understood that the final decisions are made by Gedling's very experienced Planning Department, I would always urge residents to make their own views known when developments are proposed.

After three years with no increase in the Precept – the share of your Council Tax that comes to the Parish Council – we did feel it necessary to raise it this year. I know seeing 8% on your Council Tax Demand looks a lot, but it is an increase on a very small part of the total, amounting to pennies a month for a Band B property. We are always looking to keep down costs, of course, but if the fly tipping and vandalism continue, it will have to be paid for by further increases next year. Help us to stamp out these problems.

The youngsters and staff of CAST have built and installed new litter bins to be placed around the Country Park, the entrance to Annesley Woods, at Vicarage Corner and next on The Circle. Your own Councillors have collected considerable amounts of waste and litter, especially joining forces regularly with our friends from Annesley & Felley Parish Council and all our regular litter pickers. A special mention must be made to the staff of Badgemaster who never miss a litter pick.



Sadly, litter and fly-tipping have become the worst issue in the village. We will be installing cameras and using other means to fight this anti-social and criminal activity. The culprits will be prosecuted to the full extent of the law. If you believe you know anything about these disgusting actions, report it. These people are a blight on all our lives.

Vegetation continues to be cut back to keep footways open and signs visible. The footpath along Hucknall Road was finally 'sided up' so people do not have to step into the road to pass each other, and the real-time electronic display was installed at Musters Road bus stop after a long and persistent campaign.

We are still looking into repairing the lighting and netting on the MUGA and would ask parents to remind their children that if they damage the skate park, Youth Club, MUGA or the Newstead Centre, they are damaging assets that many much larger communities simply don't have.

Although it is not the responsibility of the Parish Council, we continue to report potholes, and we always support the Neighbourhood Wardens in their campaign against fouling by dogs. The Wardens made a walkabout with two of the Councillors and are working with Jigsaw Homes to have rubbish removed from people's yards. I would urge you all to report what you see. It does get fixed!

Our Clerk to the Council continues to develop our new-look website providing information and contacts for everyone, which supports our recently-increased use of Facebook. Look out for a newsletter coming soon. She also secured a National Lottery grant to pay for an over-60s tea at the Newstead Centre on 8th June. Every home in the village has received an invitation, so please encourage those eligible to join us, and we hope to turn it into a regular social club for our older neighbours. The children of Newstead Primary School entered the logo competition, and you can see the winning entry at the top of the page. Our thanks to the pupils and staff who took part. I hope the winner enjoys her gift token.

The small children's play area on Tilford Road still needs a fresh coat of paint and we will be asking for volunteers to help when the weather improves. You will also see the cemetery gates repainted soon, and the large trees beside the church gates will be pollarded in May, paid for by the Parish Council as falling branches represented a public safety issue. There is also a dedicated garden party who are helping tidy the church garden on the last Saturday of the month, to coincide with the coffee morning. Come along and help!

We aim to develop further our partnerships in the area, making sure your views are heard and your needs are met. As Chairman, I am reaching out to people who are willing to step up and contribute towards solutions, to work together and make things better for everyone. Anyone can point at a problem; let's work together to put things right and improve our living environment.

You can find contact details for all Councillors on any of our noticeboards.

Wishing you a happy and healthy summer,

Paul Bruch, Chairman of Newstead Parish Council



Tel: 07759 502561
Email: newsteadclerk@outlook.com

**Minutes of the Full Council Meeting held on the 1st June 2022 at 7:30pm
Newstead Centre, Tilford Road, NG15 0BT**

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

Also present: Vikki Arkell (Clerk & RFO) and County Councillor Simon Murray

22.41 To receive and approve apologies for absence

Apologies were received from Cllr Barnfather and Cllr Smith – the Council resolved to accept the apologies

22.42 Declaration of Members' interests for this meeting

None declared

22.43 To receive reports from County and Borough Councillors

Cllr Bruch welcomed Cllr Murray to the meeting, no further report was given

22.44 Public session: Members of the public can take this opportunity to discuss Parish matters with Councillors

Rev Hazel Robinson was present and thanked the Council for the support they have given to make over the church garden, and the assistance with the tree pollarding. She shared her thanks that the trees are now safe for pedestrians passing by the Church

22.45 To confirm the minutes of the Parish Council Meeting of the 4th May as accurate

The Council resolved to accept the minutes as accurate

22.46 The Clerks Report

a. Update on actions agreed from previous meetings

The Clerk updated the Council on previous actions agreed. The MUGA will be discussed further down the agenda

b. Correspondence received

The Council discussed the correspondence received and will consider actions for the meeting in July

c. To report on current Councillor Vacancies

The Clerk informed the Council that the Vacancy advertised for the seat previously held by Rahul Sabbarwal was now able to be co-opted as no requests for election were submitted. A further vacancy has been advertised for the seat previously held by Meikel Sessions

22.48 To review the financial summary at 31st May 2022

Funds Held in Bank Accounts May 31st 2022		
HSBC Current	Opening balance	£17,560.85
	Payments in Month	£2,416.03
	Receipts in Month	£1,870.00
	Transfer Between Accounts	£0.00
	Closing Balance	£17,014.82
	HSBC Savings	Opening balance
Payments in Month		£0.00
Receipts in Month		£2.25
Transfer Between Accounts		£0.00
Closing Balance		£56,729.21
		£73,744.03
Ear Marked Reserves (EMR)		Notes
	Spent in 22-23	
Covid - 19 Grant	£3,250.00	
Skate Park Phase 2	£15,000.00	
Cemetery Repairs	£17,440.00	
Jubilee Celebrations	£950.00	
Awarded Grants - Not Paid	£550.00	
Total EMR	£37,190.00	
General Reserves	£19,536.96	
General Fund	£17,017.07	
Total Funds Held	£73,744.03	

The Council noted the financial summary

22.49 To review the budget spend to date

The Council reviewed the budget spend to date. There are no concerns about the spend to date or budget status

22.50 Update on banking status and signatories

The Clerk gave an update on the change in signatories, the final stage has now been completed with final identity checks being carried out by HSBC

22.51 To discuss jobs for the Lengthsman's as part of the village tidy up mission

The Council discussed the Lengthsman jobs. The Councillors have straightened the planter as the Lengthsman has been unable to do it alone. The Cemetery wall repair has been completed. The priorities for the Lengthsman are to complete the siding up and fixing the MUGA wall. If there are any remaining hours left for the year, the Council requests that the Lengthsman uses the time to paint the playground. The grass between the old chapel and the fence needs more of a substantial cut

22.52 To finalise the Platinum Jubilee Celebration plans

The Council have organised the event for the Over 60's Jubilee party. All arrangements have been confirmed. The tree has been purchased, along with a plaque to commemorate the Jubilee Celebrations

22.53 To discuss the repair of the MUGA netting

The Clerk has been unable to find a company who can carry out the work. [The Clerk to investigate getting a quote for a custom netting or enclosed metal fencing](#)

22.54 To discuss the bin at the Musters Road bus stop

Cllr Hardy presented photos of a new bin that has been erected at the Musters Road bus stop. The bin is too large, on the curb and is in the way of the bus door when people are trying to get off the bus. [The Clerk to report the bin to Gedling](#)

22.55 To discuss the new broadband service available in the village

Cllr Hardy explained that there is a new broadband service available for the village which has started to be installed on Stuart Way. The company is called ifibre and is represented by EE. The start-up costs are £100 and will provided 15mb – 500mb

22.56 To discuss Council PR, communication, and news

Cllr Bruch explained that he felt that the negative comments on social media could be because the residents aren't aware of works that are being completed in the village until after they are completed. He suggested that the Council should publicise works before they are completed to try to alleviate the negative comments. The Council issued the first Newsletter and was delivered to the whole village along with the Jubilee Seeds. The Council hope to publish a newsletter bi-monthly.

Planning

22.57 2022/0543, New dropped kerb and erection of new raised driveway to front garden plus modifications to front boundary wall for access, 2 Hucknall Road Newstead

The Council viewed the planning application and resolved to make no comment on the application

22.58 Items for the future agenda and to confirm the date and time of the next meeting:

6th July 2022

The Council agreed the next meeting to be on 6th July 2022



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Newstead Centre, Tilford Road, NG15 0BT**

Present: Cllrs. Paul Bruch (Chairman), Emma Astill, Patricia Andrews and Melanie Sherlock
Also present: Vikki Arkell (Clerk & RFO), District Councillor Martin Smith and County Councillor Chris Barnfather

- 22.59 To receive and approve apologies for absence
Apologies received from Cllr Ernest Hardy and Cllr Simon Murray; Cllr Kyle Futers sent his apologies that he would be late for the meeting
- 22.60 Declaration of Members' interests for this meeting
None
- 22.61 Public session: Members of the public can take this opportunity to discuss Parish matters with Councillors
A member of the public who requested the bin be added to the "circle", shared their disappointment that the bin hadn't been installed, especially as it was approved by The Council in November 2021. Cllr Bruch will chase up the bin installation with CAST
- 22.62 To confirm the minutes of the Parish Council Meeting of the ~~4th May~~ 1st June as accurate
The Council accepted the minutes as accurate
- 22.63 The Clerks Report
- a. Update on actions agreed from previous meetings
Actions from the previous meeting including the MUGA net repairs, the bus stop bin, and the bin to be installed on the Circle are all on the agenda later in the meeting
 - b. Correspondence received
None
 - c. To report on current Councillor Vacancies
The election notice for the most recent Councillor Vacancy has run its course, as there was no request for election the Council is free to Co-Opt this vacancy. There are now 3 Vacancies for Newstead Parish Council
- 22.64 To note/approve payment of invoices received in June
The Council noted the pre-paid invoices and approved the outstanding invoices to be paid
- 22.65 To review the financial summary at 30th June 2022
The Council noted the financial summary
- 22.66 To review the budget, spend to date
The Council reviewed the budget spend to date. The budget spend and income are as expected at the end of quarter 1
- 22.67 Update on banking status and signatories
The Clerk stated that the banking forms had all been completed on the Councils side however confirmation of the change has not yet been received from HSBC

22.68 To discuss jobs for the Lengthsman's as part of the village tidy up mission
The Clerk shared that there is still some misunderstanding about some jobs that the Lengthsman should be need checking on regularly. The Clerk suggested making a mini handbook with photos to clearly show regular spots that need checking and work that needs to be regularly carried out. The Council requested for the Lengthsman complete all outstanding items before the next meeting in September.

22.69 To discuss the repair of the MUGA netting
The Clerk is still working on finding a company who will carry out the repairs, there are now some positive leads, and the Clerk will keep the Council updated.

Cllr Futers and Cllr Barnfather Joined the meeting

22.70 To discuss the bin at the Musters Road bus stop
The response email to the new Muster Road bus stop bin was previously shared with the Council. The Clerk has request Cllr Murrays assistance with the issue and will continue to work towards the bin being moved to a more suitable place.

22.71 To discuss the "No Mow May" proposal
The Council discussed the option of adopting "No Mow May". The Council resolved to look further into where in the village should be left and where should be cut during May 2023.

22.72 The bin installation on "the circle"
Gedling have agreed to empty the extra bin and CAST have been asked to provide and install the bin. Cllr Bruch will chase up the bin with CAST.

22.73 Maintenance of the Cemetery
The Clerk explained that a handful of graves are still not following the regulations of the Cemetery with items on the plots that are not allowed . Letters have been sent which has requested that the items on graves to be removed within 6 weeks, the Council agreed that if they are not removed the Clerk should remove the items to the entrance of the cemetery to be collected, after a few weeks these items will be disposed of. The Clerk will place discreet letters on the plots in case the owners have moved from the registered address of the graves.

22.74 The Children's playground, its ownership, and its condition
Cllr Astill had been approached by multiple residents whose children had accidents at the playpark. Cllr Astill met with the parents at the playground and has since contacted Gedling Borough Council to request the hazards be addressed. The flooring has multiple trip hazards as well as rotten wood on the play equipment and sharp edges within the frames.

The Clerk to email Cllr Barnfather to assist in finding the owner of the playground

22.75 The Council to review the application for Co-Option and to Co-Opt new Councillors
After reviewing the application for co-option, the Council resolved to Co-Opt Glynis Williams

22.76 Items for the future agenda and to confirm the date and time of the next meeting:
7th September
The Council confirmed the meeting will be held on Wednesday 7th September



Email: newsteadclerk@outlook.com

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

Present: Cllrs. Kyle Futers (Vice Chairman), Emma Astill, Patricia Andrews, Melanie Sherlock and Glynis Williams

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

22.78 To receive and approve apologies for absence

**Apologies were received from Cllrs Paul Bruch, Ernest Hardy, Chris Barnfather, and Simon Murray.
The Council resolved to accept the apologies**

22.79 Declaration of Members' interests for this meeting

No declarations were received

22.80 To receive reports from County and Borough Councillors

There was no Newstead news to report to the Council

22.81 Public session: Members of the public can take this opportunity to discuss Parish matters with Councillors

There were no members of the public present

22.82 To confirm the minutes of the Parish Council Meeting of the 7th July as accurate

The Council resolved to accept the minutes as accurate

22.83 The Clerks Report

a. Update on actions agreed from previous meetings

The HSBC signatories have now been changed which means that a debit card can be applied for as previously agreed, all other items are on the agenda

b. Correspondence received

Two pieces of correspondence were received sharing concerns about the increase in anti-social behaviour within the village, over the school holidays and in the evening. The Council discussed the issue and although the police are increasing their presence within the village it is having little impact. The Council requested that the Clerk contact the police to come to a meeting to discuss how they can help

c. Progress of the enforcement of Cemetery terms and conditions

**The Clerk reported that 17 letters had been sent to the registered owners of graves that had contravening items on them, letters were sent to both the registered address and placed on the graves. Most issues were rectified by the owners within the timeframe outlined. There are some graves that were not rectified and items needed to be removed, some letters were returned to sender and therefore additional letters will be added to the grave to try to get in contact with the persons maintaining the plots. The Clerk is to continue monitoring the cemetery and contact grave owners who are not following the cemetery rules and regulations.
The Clerk informed the Council that there are bald areas where grass should be and that the paths are quite untidy. The Council resolved to request the grounds maintenance staff to reseed the areas that are bare and to carry out an additional sweep of the paths.**

d. The bin installation on “the circle”

CAST have installed the bin on the circle and Gedling Borough Council have been informed that it is in use. GBC will empty the bin as part of the bin emptying rounds

Finance and Risk

22.84 To note/approve payment of invoices received in July and August

The Council noted the payments made in July and authorised the bills outstanding for payment

22.85 To review the financial summary at 31st August 2022

The Council reviewed the financial summary and noted the funds available

22.86 To review the budget and spend to date

The Council reviewed the budget spend to date and had no concerns regarding the spend at the midpoint of the financial year

22.87 Outstanding grants awarded

The Clerk stated that there were two outstanding grants that remained unclaimed. £500 was set aside in October 2020 to assist with the cost of installing a height barrier at pocket park. The other is a grant of £550 that was awarded to the Newstead Allotment Association, they have been in touch and will be making the claim of the funds shortly, the NAA has until December 2nd to claim the grant or ask for an extension.

The Council resolved to put the unclaimed £500 for the pocket park barrier back into the covid 19 funds to be spent elsewhere. This grant can't be reapplied for in the future for consideration.

General Matters Concerning the Parish

22.88 To receive and discuss the tree survey for the Newstead Cemeteries including works to be carried out

The tree survey was previously circulated to the Council. Cllr Astill shared her surprise at how many trees required some form of action. The Clerk has requested a quote for all high risk/urgent works required and will bring to the next meeting

22.89 To discuss the new 2022-2025 Lengthsman agreement and jobs for the Lengthsman to fulfil in the next month

The original generic contract sent to the Councils within the NPC cluster was not appropriate for our arrangement. ViaEM have been working with Ravenshead PC to create a suitable contract that better reflects the agreement

22.90 To discuss/agree the quotes received for the repair of the MUGA netting

The Clerk explained that quotes were requested from 5 companies however she was disappointed by the responses. Two companies were prepared to quote however they said they couldn't repair the MUGA netting, and it would instead need replacing. One of the companies approached was an enthusiastic company who provide a wide range of solutions including fencing for zoo enclosures. Unfortunately, even though they were quite confident that a steel roofing could be fitted, after final measurements, it was found that the MUGA was too large, and the supports required wouldn't be able to be fixed on the current fencing as it isn't strong enough

The Council discussed the netting and the need for it to be replaced as balls from the MUGA are going into gardens of neighbouring properties. The MUGA was a highly used area during the pandemic as is a great resource within the Village

The Council discussed the high level of use of the MUGA by CAST. As CAST are a business within Newstead and their attendees are primarily non-residents, the Council requested that the Clerk write to CAST to ask that they contribute towards the repairs of the MUGA netting or refrain from using it.

The Council reviewed the 5 quotes received and the materials suggested. The Council resolved to accept Quote 1. Option 1 which is the 50mm x 50mm 15/32 knotted polywire net at £4,400.00 ex VAT.

22.91 To discuss the unauthorised encampment

The unauthorised encampment moved of their own accord. The Council requested that Cllr Smith investigate what preventative measures will be put in place to stop this type of intrusion occurring again

22.92 To discuss the bin at the Musters Road bus stop

The Council resolved to defer this item to a future meeting

22.93 To discuss the Children's play facilities in the village, the ownership, and the condition

After Cllr Astill and the Clerk had reported the issues to Gedling Borough Council, the playpark was quickly closed, and the urgent safety issues were rectified. The Clerk followed up to find out who has responsibility for the young people's facilities within the village. Gedling Borough Council currently inspect all 3 play areas in Newstead and rectify any urgent safety concerns. The inspections will be sent to the Parish Council from now on.

The Council discussed the importance of the playground not only being safe but also being attractive for those who want to play on it, the repairs had been done in a pragmatic way rather than with care and through of the environment. The Council felt that the neglect and current run-down appearance of the playground was attracting anti-social behaviour and being used as a place to "hang out" rather than a toddler play space.

The Council resolved to hold a young person's facilities consultation with the residents in the Village to discuss the residents concerns and what improvement they would like to see. The Council will summarise the feedback at the consultation and open communication with Gedling Borough Council to look at refurbishment

22.94 Organising a seniors Christmas dinner

The Council resolved to hold the Christmas event on the week beginning the 12th December. The Clerk to speak to the Newstead Centre to obtain costings

22.95 Items for the future agenda and to confirm the date and time of the next meeting:

5th October

None



Email: newsteadclerk@outlook.com

**Minutes of the Full Council Meeting held on the 5th October at 7:30pm
Newstead Centre, Tilford Road, NG15 0BT**

Present: Cllrs. Paul Bruch (Chairman), Kyle Futers (Vice Chairman), Emma Astill, Melanie Sherlock and Glynis Williams

Also present: Vikki Arkell (Clerk & RFO), District Councillor Simon Murray and County Councillor Chris Barnfather

22.96 To receive and approve apologies for absence
Apologies were received from Cllr Patricia Andrews and Cllr Ernest Hardy – Cllr Hardy did attend online

22.97 Declaration of Members' interests for this meeting
No declarations were received

22.98 To receive reports from County and Borough Councillors
Cllr Barnfather updated the Council on research that he was requested to carry out on the Parish Council's behalf. He found that Pocket Park is privately owned land that was transferred to Newstead Enterprise and has a covenant that states it must remain connected to Newstead Country Park. He also found that the playpark on Tilford Road is on Nottingham County Council owned land however is leased to Gedling Borough Council, the lease ended in 2020 however Gedling are still responsible for the equipment on the land. If the land is relinquished by Gedling Borough Council, they must remove all equipment and return it as it was previously

22.99 Public session: Members of the public can take this opportunity to discuss Parish matters with Councillors
Members of the Newstead Events group were present and informed the Council that unfortunately the Bonfire event can't go ahead this year due to lack of volunteers and health & safety concerns

22.100 To confirm the minutes of the Parish Council Meeting of the 7th September as accurate
The Council resolved to accept the minutes as accurate

22.101 The Clerks Report

a. Update on actions agreed from previous meetings

The Clerk updated the Council on actions that had been taken, most actions have their own agenda item for a more specific update

b. Correspondence received

No written correspondence had been received however verbal feedback had been passed on to Councillors which concerned houses looking run down with rubbish outside of them. The Council requested that the Clerk write to Niki Pekal, to ask for an update on uncleanliness following up on the action that were planned at the meeting held in February

Finance and Risk

22.102 To note/approve payment of invoices received in September
The Council resolved to approve the invoices for payment

22.103 To review the financial summary at 30th September
Due to an administrative error, Councillors did not receive the summary prior to the meeting. This summary will be reviewed at the November full Council meeting.

22.104 To review the budget and spend to date
The Council reviewed the budget, and no concerns were raised

22.105 To discuss the draft budget for 2023-2024
The Council discussed the first draft budget and requested the Clerk review some of the budget headings for the next meeting

General Matters Concerning the Parish

22.106 To discuss the tree works required in the Newstead Cemeteries following the Tree survey
A quote was received to carry out the urgent works required in both the Newstead Cemeteries. The Clerk and Chairman met with the arborist to look at the trees that posed the highest risk within the survey and discuss the option of creating an affordable plan to make the trees safe over the next few years. Further quotes and discussions will be required. Due to the forecasted high winds in the Autumn, the Council resolved to take the precautionary action to close the Old Cemetery as the survey identified that several trees within the Old Cemetery are unsafe, and there is a risk of falling branches. The Clerk to arrange signage, a chain, a padlock and to put a note on the Cemetery page of the website, Cllr Astill to put a notice on Facebook.

22.107 To discuss the area that the Lengthsman is responsible and any additional jobs for the Lengthsman to fulfil in the next month
A draft of a guidance documents that outlines areas of regular maintenance in Newstead Parish for the Lengthsman, as part of the Lengthsman Scheme, was previously circulated. The Council suggested a few extra items to be added and then approved for the document be sent on to the Clerk at Ravenshead for implementation.

22.108 To discuss the progress of the repair of the MUGA netting
The netting quote has been confirmed to include cover of the goals. The Council is to consider maintenance option for the MUGA once the new netting is installed to ensure its longevity.

22.109 To discuss the outcome of the resident consultation about the children's play facilities in the village and the next steps for the Council
The Consultation was held on Monday 26th October. The consensus of the attendees was that a full renovation of the playpark was required as the equipment is 23 years old, past it's best and not fit for purpose. The request was for more age-appropriate equipment for toddlers up to junior school age as well as comfortable seating and plenty of bins. The attendees were passionate that the playpark is very important as Newstead is a deprived area, they cannot walk to another park, to leave this village costs money that residents do not have and most rely on buses. The residents felt strongly that good play equipment is only fair for their children and is needed in a Village like Newstead.

The Council discussed the feedback and resolved to put together a proposal to send to Gedling to request refurbishment of the Playpark on Tilford Road.

22.110 The agree the date, venue and booking system for the seniors Christmas dinner

The Christmas event will be held at the Newstead Centre on the 14th December and will be a ticketed event. The event will be able to accommodate 40. Tickets will be free and will be available from Councillors, the Facebook page, the Clerk via email and enquiries will be made to see if they can be given out by the Newstead Centre.

22.111 To discuss and agree plans for:

a. The Newstead Bonfire event

The Newstead Bonfire event will not be going ahead this year

b. Remembrance Sunday

CLlr Bruch to organise the event, the Clerk to organise one wreath to be purchased and a donation to make the cost up to £50

c. Christmas tree and lights

The Christmas tree has been ordered. The Council resolved to turn down the quote from Gedling District Council to erect the lights as the Council does not have the funds available to meet the quote. Councillors will reach out to members of the Community to see if anyone can help erect the Christmas Tree Lights

22.112 Items for the future agenda and to confirm the date and time of the next meeting:

9th November

None



Email: newsteadclerk@outlook.com

**Minutes of the meeting held at 7.30pm on Wednesday 9th November 2022
at the Newstead Centre, Tilford Road**

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

22.113 To receive and approve apologies for absence
Apologies were received from Cllr Martin Smith

22.114 Declaration of Members' interests for this meeting
No declarations were made

22.115 To receive reports from County and Borough Councillors
There were no County or Borough Councillors present to give a report

22.116 Public session: Members of the public can take this opportunity to discuss parish matters with Councillors
There were no questions received from members of the public

22.117 To confirm the minutes of the Parish Council Meeting of the 5th October 2022 as accurate
Cllr Hardy requested the incorrect spelling of his name be corrected. With this correction, the minutes were accepted as accurate

22.118 The Clerks Report

- a. Update on actions agreed from previous meetings
The Clerk informed the Council that finding a member of the police force to attend the meeting to speak to the Parish Councillors is proving difficult. The Clerk has been informed that police officers are covering multiple villages at once and Newstead does not have a specific officer at the moment
- b. Correspondence received
A report of weeds under the climbing frame at the playpark next to the skate park on Tilford Road has been received – the Council requested the Clerk report it to Gedling Borough Council
- c. Additional jobs for the Lengthsman to fulfil in the next month
The Lengthsman has requested a grit bin map to be sent over so he can ensure they are kept topped up – Cllr Bruch to contact the Lengthsman directly to discuss the grit

22.119 To approve the November newsletter for distribution
The Council reviewed the newsletter for publication and agreed to the cost of £45 for it to be printed

22.120 To note/approve payment of invoices received in October
The Council noted the payments made in July and authorised the bills outstanding for payment

22.121 To review the financial summary on 31st October
The Council reviewed the financial summary and noted the funds available

22.122 To review the budget and spend to date

The Council reviewed the budget spend to date and had no concerns regarding the spend at this point in the year

22.123 To note the increased annual cost of the Scribe accounts and cemetery package
The Council noted the 20% increase and discussed that although the cost has increased it continues to reduce the Clerks workload, forms digital records for the Cemetery and makes the AGAR much smoother than it was previously. The Council agreed that it is still worth the cost

22.124 To discuss the draft budget and precept for 2023-2024
The Council discussed multiple lines of the budget and the draft precept calculations. The Clerk requested that any requested changes be sent via email before the 1st December so the final draft can be produced before the next meeting

22.125 To note the grants received
A grant of £500 had been awarded towards the seniors Christmas dinner from the bringing people together through food fund

22.126 To note the NJC/NALC pay award for 2022/2023
The Council noted the pay award for 2022/2023 and the increase in the Clerks salary in response

22.127 To discuss the quote received to carry out the urgent tree works required in the Newstead Cemeteries following the Tree survey
The Council discussed the quote received; the Clerk sought further quotes but had not received any responses. The Council resolved to accept the phase 1 quote for £3,552

22.128 To discuss the quote received to reinstate the damaged Christmas tree lights electricity supply
The Council resolved to accept the quote for £451.32 from ViaEm to reinstate the electricity supply. The Council requested for the Clerk to speak to ViaEm about the option of installing a concrete bollard or boulder to protect the supply box from damage in the future

22.129 To confirm the Remembrance Sunday arrangements
Cllr Bruch has organised the service with Rev Hazel Robinson and has printed 40 orders for the service at 10am at the war memorial

22.130 To confirm arrangements for the Litter pick on 12th November 2022
Cllr Bruch explained that the joint litter pick has been organised for the 12th November 2022 at 10am

22.131 To discuss a plan of action for the playground renovation project
The Council resolved to move forward with taking on the refurbishment of the playground by applying for funding to be able to renovate. The Council requested that the Clerk research what permission would be required from the landowners

22.132 To discuss plans for the Seniors Christmas Dinner event on Wednesday 14th December
The Council discussed the additional funding received; the Council resolved to extend the event to up to a 75 people

22.133 To receive reports on the following:
a. Meeting with Newstead Events organisers to discuss the 2023 Bonfire and Fireworks event
Cllr Astill had a meeting with the event organisers. Members of the Council will join the Newstead Events organisers

- b. The re-opening of the Youth Club and its relationship with the community
Cllr Bruch informed the Council that the Youth Club has now reopened with a new youth worker
- c. Management of the small allotment's near to Newstead School
Cllr Bruch informed the Council that RCAN had been in contact with him to discuss the small patch of allotment land that is rented from NCC. The piece of land is not in a good condition and is currently rented by an allotment holder. Cllr Bruch is in contact with Newstead Allotment Association to get to the bottom of it
- d. The most recent Localities meeting
Cllr Bruch attended the localities meeting online and reported that job club will be back to running regularly at the Newstead Centre

22.134 Items for the future agenda and to confirm the date and time of the next meeting: 14th December

Bus stop bin to be on the next agenda, the Council noted the next meeting as 14th December



Email: newsteadclerk@outlook.com

**Minutes of the meeting held at 7.30pm on Wednesday 14th December 2022
at the Newstead Centre, Tilford Road**

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

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

22.135 To receive and approve apologies for absence

None – full attendance

22.136 Declaration of Members' interests for this meeting

None

22.137 To receive reports from County and Borough Councillors

Cllr Smith and Cllr Barnfather gave short reports to the Council

22.138 Public session: Members of the public can take this opportunity to discuss parish matters with
A member of the public informed the Council that the bin on "the circle" is not being emptied and rubbish is being placed around the bin – the Clerk to send to an email to Gedling Borough Council who agreed to empty the bin

22.139 To confirm the minutes of the Parish Council Meeting of the 9th November as accurate

The Council resolved to accept the minutes as accurate

22.140 The Clerks Report

a. Update on actions agreed from previous meetings and completed works

The Clerk reported that the MUGA netting replacement was now complete and that the contractor completing the Old Cemetery tree works was being chased for a start date

b. Correspondence received

None received

c. Additional jobs for the Lengthsman to fulfil in the next month

The Clerk reported that the Lengthsman had been completing jobs outlined in a timely manner. The Council requested for the Lengthsman to look at the blocked drains that are covered with fallen leaves – the Clerk to follow up

Finance and Risk

22.141 To note/approve payment of invoices received in November

The Council resolved to approve the outstanding invoices for payment

22.142 To review the financial summary at 30th November 2022

The Council reviewed the financial summary and were happy with the status of the finances at this point in the financial year

22.143 To review the budget and spend to date

The Council reviewed the budget spend for 22-23 and no concerns were raised

22.144 To discuss the draft budget and precept for 2023-2024

The Council resolved to accept the draft budget and for this version of the budget to be used to calculate the precept scenarios for the January meeting

22.145 To note the grants received

The Clerk reported that Northfield construction had paid for the Parish Council to purchase some battery-operated lights for the Christmas tree, these have been erected and have received a positive response.

Northfield Construction have been thanked via the Newstead Parish Council Facebook page

The application for a grant from the Nottingham County Council Local Communities fund, towards the repair of the MUGA netting, was granted This is £2400 towards the cost of the MUGA. The Council ask for the Clerk to request for CAST to contribute £850 towards the repair of the netting as they are a high user of the games area

General Matters Concerning the Parish

22.146 To discuss the playground renovation project

The Clerk contacted Gedling Borough Council to start the process of applying for the funding to renovate the playground on Tilford road. Gedling Borough Council have stated that if decided to submit a bid for funding, of which they are quite positive about the project, they have suggested that the parish will be asked to pay the 3rd party contributory fund of 10.75%. Gedling Borough Council have suggested forming a working party to move forward with the project

22.147 To consider the Old Cemetery closure and allowing Christmas visitors

The Council resolved to follow the recommendation from the insurance company, not to reopen the Old Cemetery until the tree works have been completed and the cemetery is safe to access

22.148 To discuss the resitting of the bin at the Musters Road bus stop

The bin has been removed and will be reinstated in a more convenient location when the new bus shelter is installed. This is expected to be completed by the end of February 2023

22.149 To agree the 2023 Cemetery Fees and review the cemetery rules and regulations

The Council approved the January 2023 Cemetery fees as presented

The Council approved the Cemetery Rules and Regulation with the addition of; 8.2 to include the interference to the water pump and the removal of 3.4, which is a duplicate

22.150 To receive reports on the following:

a. The Seniors Christmas Dinner

The Seniors Christmas dinner was well attended, and the Newstead centre provided an extensive and delicious meal

b. The re-opening of the Youth Club and its relationship with the community

Cllr Bruch reported a successful meeting with the youth leader, the manager of the Newstead Centre along with the Neighbourhood Regeneration Officer. Cllr Bruch said that clear expectations had been set and he looks forward to a positive relationship in 2023

c. The Gedling Borough Council Parish Clerks liaison meeting

The Clerk reported that she had attended the Gedling Borough Council Parish Clerks liaison meeting and was informed of upcoming consultations and initiatives

22.151 Items for the future agenda and to confirm the date and time of the next meeting:

The Council confirmed that the next meeting would be held on the 11th January



Email: newsteadclerk@outlook.com

Minutes of the meeting held at 7.30pm on Wednesday 11th January 2023
at the Newstead Centre, Tilford Road

Present: Cllrs. Paul Bruch (Chairman), Ernest Hardy and Melanie Sherlock

Also present: Vikki Arkell (Clerk & RFO)

22.152 To receive and approve apologies for absence

Cllrs Andrews, Williams, Astill and Futers sent their apologies. The Council accepted the apologies

22.153 Declaration of Members' interests for this meeting

None

22.154 To receive reports from County and Borough Councillors

Cllr Barnfather sent his apologies, Cllr Smith also sent apologies however hoped to join the meeting late

22.155 Public session: Members of the public can take this opportunity to discuss parish matters with Councillors

No members of the public were present

22.156 To confirm the minutes of the Parish Council Meeting of the 14th December as accurate

The Council resolved to accept the minutes as accurate

22.157 The Clerks Report

a. Update on actions agreed from previous meetings and completed works

The Clerk reported that the Old Cemetery tree work has now been completed and the cemetery has been reopened, further tree works are planned for April

b. Correspondence received

None

c. Additional jobs for the Lengthsman to fulfil in the next month

The Clerk reported that there was 73.5 of hours for Newstead left at the end of November and these remaining hours needed using by 31st of March 2023

22.158 To note the payment of invoices received in December

The Council noted the payment of invoices previously paid, there were no additional invoices to authorise

22.159 To review the financial summary at 31st December 2022

The Council noted the financial summary and the predicted end of year status

22.160 To review the budget and spend to date

The Clerk stated that the budget was on track with planned reserves used as expected. The Council were happy with the use of the budget so far in the year

22.161 Review of the earmarked reserves

The Council discussed the earmarked reserves and if some of the reserves needed be moved to other projects. The Council discussed being open with the reserves, making sure that earmarked projects are completed, or the funding be reallocated

22.162 To note the grants received

A grant was received from Cllr Barnfather to aid towards the playground project

22.163 To appoint an internal auditor for the formal internal audit process

The Council resolved to appoint the same auditor as the previous year

22.164 To agree the budget for 2023/2024

The Council resolved to agree the budget as drafted

22.165 To agree the precept request for 2023/2024

The Council discussed the scenarios presented by the Clerk. Although the Council was not keen to increase the precept request, they discussed its necessity for the basic running of the Parish. The Council resolved to request a precept of £21,820

General Matters Concerning the Parish

22.166 To discuss the playground renovation project

There have been no updates from GBC. [The Clerk to continue to chase](#)

22.167 To discuss the Christmas Lights

Although the battery-operated lights were a good temporary option, the Council resolved to continue to have the electrical box repaired by ViaEM

22.168 Items for the future agenda and to confirm the date and time of the next meeting:

8th February

The Council confirmed the next meeting as Wednesday 8th February



Email: newsteadclerk@outlook.com

Minutes of the meeting held at 7.30pm on Wednesday 8th February 2023
at the Newstead Centre, Tilford Road

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

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

22.169 To receive and approve apologies for absence

Apologies were received from Cllr Kyle Futers, the Council resolved to accept the apologies.

22.170 Declaration of Members' interests for this meeting

Cllr Williams declared an interest in item 22.179.

22.171 To receive reports from County and Borough Councillors

Cllr Smith reminded the Council that for persons to vote at the upcoming election, ID is required. The Council will publish advice on what is required and how to obtain ID via the Facebook page.

22.172 Public session: Members of the public can take this opportunity to discuss parish matters with Councillors

No public were present.

22.173 To confirm the minutes of the Parish Council Meeting of the 11th January as accurate

The Council resolved to accept the minutes as accurate.

22.174 The Clerks Report

a. Update on actions agreed from previous meetings and completed works

The Clerk reported that the Christmas tree electrical box on the triangle had been reinstated.

b. Correspondence received

None

c. Additional jobs for the Lengthsman to fulfil in the next month

The Lengthsman has said that he would be happy to refurbish village benches using the remaining assigned hours. Cllr Bruch and Cllr Hardy will survey the benches and take some photos of the benches that need restoring.

Finance and Risk

22.175 To note the payment of invoices received in January

The Council authorised the payment of the January Invoices.

22.176 To review the financial summary at 31st January 2022

The Council noted the financial summary and the predicted end of year status.

22.177 To review the budget and spend to date

The Clerk stated that the budget was following projections. The Council were happy with the use of the budget so far.

22.178 To approve the transfer of the 2022 budgeted bonfire sponsorship funds to earmarked reserves
The Council resolved to transfer the £500 to a reserve within the accounts system.

Planning

22.179 2022/1356 Proposed portable building - Units 2-18 Newstead Industrial Park
The Council resolved to make no objections to the planning application.

General Matters Concerning the Parish

22.180 To approve the latest edition of the newsletter for distribution
Cllr Bruch presented the draft newsletter. Cllr Bruch presented the idea of also reporting news from the Newstead Centre including what is on at the centre for residents. The Council were happy with this as long as there was no cost to the Council. Cllr Bruch to send a final copy of the newsletter for approval by email.

22.181 To discuss the progress of the playground renovation project
Cllr Smith has a meeting planned with the playground team at Gedling to talk through why the playground is important to Newstead. The Clerk to chase the Gedling team for a meeting.

22.182 An event to celebrate the Coronation of King Charles III
The Council resolved to contribute to village events rather than hosting their own event as multiple events are already planned. The Council will review the best use of funds over the next few months.

22.183 To discuss the purchase, decoration, and removal of the 2023 Christmas Tree
The Council resolved to look into the option of planting a permanent "Christmas tree" on the triangle. Cllr Barnfather offered to assist in finding out the requirements for a permit.

22.184 The request to install a headstone larger than allowed within the Newstead Cemetery regulations
The Council resolved to allow the installation due to special nature of the request.

22.185 Items for the future agenda and to confirm the date and time of the next meeting:

8th March

The Council confirmed the next meeting as 8th March 2023.



Email: newsteadclerk@outlook.com

**Minutes of the meeting held at 7.30pm on Wednesday 8th March 2023
at the Newstead Centre, Tilford Road**

Present: Cllrs. Paul Bruch (Chairman), Ernest Hardy, Kyle Futers, Emma Astill, Glynis Williams and Melanie Sherlock

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

22.186 To receive and approve apologies for absence.

Cllr Patricia Andrews sent her apologies – The Council resolved to accept the apologies.

22.187 Declaration of Members' interests for this meeting

None

22.188 To receive reports from County and Borough Councillors

As requested by the Council, Cllr Barnfather inquired about the option of installing a permanent tree.

Concerns were raised from highways that it could affect the line of sight for vehicles. Cllr Barnfather to request a meeting with the appropriate representative from Highways and Newstead Parish Council to discuss if there is a suitable location for a tree to be installed.

[The Clerk to discuss a potential species of Christmas tree and its expected size.](#)

Cllr Smith explained that he took the portfolio holder for parks, Cllr Ron McCrossen, to look at the playground last week. He commented on the poor state and the need for it to be painted and the wet pour repairing. An official inspection report was conducted which highlighted the basic needs including painting, installation of enclosed waste bins and the matting under the roundabout to be replaced.

Cllr Smith also took Cllr McCrossen to see the litter in the terraces as he is also responsible for waste and litter. He agreed that they need sweeping and would instruct a team to attend.

22.189 Public session: Members of the public can take this opportunity to discuss parish matters with Councillors

Members of the public were given the opportunity to discuss parish matters.

22.190 To confirm the minutes of the Parish Council Meeting of the 8th February as accurate

The Council resolved to accept the minutes as accurate.

22.191 The Clerks Report

a. Correspondence received.

No correspondence received.

b. Additional jobs for the Lengthsman to fulfil in the next month

The Lengthsman is renovating the benches in the village that need repairing and repainting. Cllr Astill to publish a post on Facebook to notify residents that the benches are being removed to be refurbished and not removed permanently.

22.192 To agree the schedule of meetings for 23-24

The Council resolved to accept the schedule of meetings as presented.

Cllr Futers suggest in the absence of a meeting to hold a “meet the Parish Council in event in August”. The Council to consider at the June meeting.

Finance and Risk

22.193 To note the payment of invoices received in February

The Council noted the payment of invoices and authorised the payment of the HP invoice.

22.194 To review the financial summary at 28th February 2023

The Council noted the financial summary and the predicted end of year status.

22.195 To review the budget and spend to date

The Clerk stated that the budget was following projections. The Council were happy with the use of the budget as the financial year was concluding.

General Matters Concerning the Parish

22.196 The quotes received for phase two of the Cemetery tree works

The quotes had been delayed due to the weather causing emergency works to take priority.

22.197 To discuss the cemetery headstone fees and the qualification for the residents rate

The Council discussed the cemetery fees. The Council resolved to follow that of other Cemeteries in the area and change the memorial fee to be the same for both residents and non-residents. The Council also discussed the qualification for the residents discounted rate, the Council resolved that the fee should be based on the deceased person’s residential address.

[The Clerk to publish the amended fees and an explanation of the qualification for the residential fee.](#)

22.198 The request for CAST to contribute towards the MUGA net repairs

The Clerk explained that 2 letters via post and 1 via email had been sent to CAST to request a contribution towards the netting repair with no response. The Council request that the Clerk send further correspondence to request that CAST no longer use the MUGA as part of their programme.

22.199 To discuss the progress of the playground renovation project

Inspections and a visit from Gedling Parish Council had taken place in the previous week. Although the Council are appreciative of the proposed improvements following the inspection, the Council want to continue with the application for funding, as the playground requires equipment that provides many learning opportunities through different types of play.

22.200 Village Events:

a. Bonfire Event

A meeting is arranged for Wednesday 15th March to help move forward with this event.

b. Coronation of King Charles III

The Council has received a small amount of funding to celebrate the Coronation of King Charles III. The Council resolved to create a commemoration Coronation King Charles raised bed in the community garden.

c. Summer Family Fun Day

Council to consider donating to the Family Fun Day and would welcome a suggestion where they can help towards the event.

22.201 The effect on Newstead because of the withdrawal of locality working, the loss of the Regeneration Officer and the closure of the Newstead Locality Group

The Council discussed the loss of the role. Cllr Williams offered to take on the Village Garden competition with some “training” from Cllr Sherlock.

22.202 Items for the future agenda and to confirm the date and time of the next meeting

None