

## NEWSTEAD PARISH COUNCIL.

### Minutes of the Annual Parish Meeting held in the Sherwood Room of Newstead Centre on Wednesday 5 April 2017

1. **Present** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr C Bicknell, Mr R Butler, Miss H Scott and Ms J Smith. Also present were Ward Cllrs Mr B Andrews and Mr C Powell, County Cllr C Barnfather and 9 members of the public. Apologies were also received from Cllr Mr P Burnham.

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

The Chairman read her report outlining the work undertaken during for the year, which is attached as an appendix to these minutes. In addition to the report, she also wished to thank the Ward Cllrs Colin Powell and Bruce Andrews for work undertaken in the parish and also County Cllr Chris Barnfather.

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

Cllr Barnfather welcomed the addition of the micropub to Newstead village. He was delighted to welcome new trustees onto the Newstead Centre charity, which he had discussed with CISWO along with John Robinson, Chief Executive at Gedling Borough Council and Mark Spencer MP.

With assistance from Gedling Borough Council, there will be training for the new trustees along with work towards a new business plan for the centre. Other issues covered by him included:

- Consultation to reduce the proposed speed limit on Hucknall Road to 50 mph.
- There has been a public inquiry on the Gedling Local plan but in terms of the housing proposed on land off Station Road, Newstead, there is no sign of an expected date when building work is likely to commence.
- Tacking antisocial behaviour from off road bikers, which has caused much damage at the County Park.
- Acted in negotiations between the Borough Council and RCAN in respect of Annual Community Fund.
- Chaired the first meeting of the revised Newstead Locality Group.
- He was pleased to support the continuation of the lengthsman's scheme for 2017/2018.
- Praised the Parish Council for fantastic Christmas tree.

Cllr Powell advised that as one of the Ward Cllrs, he had a remit to cover all villages in Newstead ward including Linby and Papplwick, but had been extremely impressed by the commitment put in by Newstead councillors who were much deserving of thanks from the parish.

Cllr B Andrews also spoke on the work undertaken to get new trustees in place at the Newstead Centre and was pleased to support the micro pub. He also spoke on the church and the Youth Club. He commented that whilst the Youth Club had had a bad year, he was pleased to report they were now making progress in the new venue at St Mary's Church.

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

The following items were raised by members of the public

- Lack of information to local residents on various groups within the parish. It subsequently transpired that distribution of the village newsletter had at best been patchy or in some places had not been received at all. Cllr Chris Barnfather offered to pay for distribution of the current edition of the newsletter from his funds.
- Complaints about use of drugs in the village including the alleged sale of drugs outside the school premises.

- Parishioners advised that work carried out by Western Power on Fraser Street to lay new power cables under pavement had begun to subside leaving a 'hollowed' appearance in the pavement.
- A resident was not happy in terms of topple testing carried out in the cemeteries, which she felt was down to use of mechanised mowing by the Council's contractor. Various health and safety documents requested from the Council. She also felt it was the Parish Council's responsibility to pay for the repair. It was agreed by Councillor these documents would be sent to her. The Clerk then explained that failure of concrete between the base of the grave and headstone due to wear and tear generally had caused the majority of the issues and explained that headstones installed from the turn of the century were now fitted with dowels, which prevented the headstone from toppling once the mortar between the joints had failed. It was also explained that headstones remained the responsibility of the families who installed them otherwise the cost of making safe would be borne by all ratepayers in the parish, including those who had chosen not to be buried.
- Residents asked why the Council had asked for the Youth Shelter to be removed from the skate park. Cllr Adams explained this was at the request of children using the park, where this was used by older youths for antisocial behaviour, the taking of drugs and as a 'toilet'.
- Two residents were concerned at the impact of a new planning application to vary the number of horses at Quarry Banks stables to a maximum of 25. It was explained that the route often taken to the stables passed within one metre from their home. This is only a narrow lane with no passing places. The residents concerned had noted an increase in traffic and horse activity generally and had made a complaint to Gedling Borough Council, who had subsequently secured a retrospective planning application, which was now out for comment. It was explained that planning permission was originally granted in 2001, for a maximum of 10 horses managed by the stables themselves. There are currently 18 horses on site at present, with these being managed on a self livery basis. With the current application requesting permission for up to 25 horses, it was explained this could potentially result in over 100 visits to the stables per day, along what are essentially private lanes and would significantly affect the amenity of residents living in properties on route to the stables. The Chairman of the Council also commented that in addition to disturbance by cars, there had also been an increase in noise from horse riders passing close to her property on the same track. The residents asked if the Council would support their objections to this application.
- One resident queried the extent of the parish boundary.
- One resident queried length of time taken for the minutes to appear on the village website. It was noted these were usually sent to the person who updated the website only after they had been approved at the following meeting.

*As there was no further business to discuss the Chairman closed the meeting at 8.40pm*

### Report from the Chairman

2016/17 has been a busy year and one in which we said goodbye to Cllr Beverley Blood who left the area and had served the council for 10 years. We also had a resignation from Cllr Conor Bullivant and welcomed Richard Butler as a new councillor for Newstead Ward. We still have 2 vacancies for the Abbey Ward.

I would like to thank all councillors for their hard work this year not only in meetings but evenings and weekends to make this Parish a better place to live, work and relax. This year has seen a number of changes and challenges.

As a council we have a number of statutory obligations and I won't go into all in detail but suffice to say we have reviewed a number of planning applications, however we do not have the power to determine these.

#### Cemetery

One of our more important statutory obligations is to maintain the cemetery and it cannot have escaped notice that the old cemetery wall collapsed in high winds in 2016. Whilst the council would have liked to replace the wall we did not have the resources to do so. The wall has been replaced with a fence and hedge, which will in time hide the fence. In response to a complaint about arisings being left near a grave councillors undertook a weekend clean up and tidy of the old cemetery.

In the new cemetery councillors responded to concerns about overhanging trees causing shade but felt that as this is a woodland cemetery we would only carry out essential pruning. Thoughts about starting the cemetery extension with an area of contemplation have been put on hold due to more pressing matters. In response to concerns about parking in front of the cemetery gates the council installed a parking post. Unfortunately this was damaged a number of times and had to be reset. A parking sign has also been erected in the cemetery car park and we hope that visitors to the cemetery will use this as there is increased parking space since its renovation.

#### Newstead Meadow

This has been mowed and harrowed and looks lovely in the summer with wild flowers. We hope that people will take advantage of this and use the picnic tables. We are hoping to have bee hives in place by May this year.

#### Skateboard Park & Children's Playground

You may have noticed that there is new graffiti artwork including young people's names to gain a sense of ownership. The railings have been painted, the spiders web checked for safety and the old shelter removed. The children's playground has also been repainted.

#### Maintaining the Village

The council has undertaken to maintain the area of grass around the youth club on behalf of the Newstead Centre as well as cleaning up branches from the village green and maintaining this area. It was agreed not to enter the best kept village last year but to seek engagement with residents to see if this was something that they would like to do. Councillors have continued to have regular litter picks and I would particularly like to thank Richard who does this on his way to work on a daily basis.

The council was disappointed with the floral displayed produced by Gedling Borough Council last year, particularly as we have taken over responsibility for watering them. Two hanging baskets were stolen. In

an attempt to improve things councillors agreed to look after the tiered planters and gave up their time on a Saturday to tidy these up and planted 16 fuchsias. It was very disappointing to see that nearly all these plants were stolen in the first week. We will however continue to plant these for the village. The PC donated a significant amount of money towards the installation of lights on the MUGA so that young people could use this all year round. There were some initial problems with shading but this has now been rectified.

#### Newstead Centre

The Parish Council has been instrumental in gaining agreement from CISWO for the appointment of new Trustees to the Newstead Centre. We hope that this will enable the centre to become economically viable. We also hope that the Youth Club building can be made fit for purpose and the youth club can return there should they decide to do so.

#### Wind Turbine

This has caused concern to a number of parishioners. The community fund that was mentioned in the application was not payable to the Parish Council. We requested that the PC manage this fund but after a number of discussions with RCAN were only able to secure £1500 for each of the Parish Councils. The remainder of £4500 is with RCAN for use on the country park to be decided by the Friends of N&A CP.

#### War Memorial

We were particularly pleased last year to have obtained funding to highlight the lettering on the War Memorial in silver paint then greatly saddened by the damage to the railings and part of the stone work by a car. Fortunately Northfield Construction has offered to try and repair the railings free of charge as a gesture of good will to the village.

#### Off Road Bikes

These have continued to be a problem and the Parish Council continues in its discussions with the police. However it is the responsibility of all concerned parishioners to report these incidences.

#### Xmas Tree

The PC considers the re-siting of the Xmas tree next to the bus stop as one of its best achievements this year. We had many positive comments and this Xmas will endeavour to have the lights on for longer so that people going to work on dark mornings can see it. The tree was delivered but councillors themselves had to supervise the erection and decoration and chock the tree in place and likewise ensure removal. A big thank you to everyone involved in doing that on a couple of very cold days.

#### Clerk

Finally I would like to thank Jane our clerk for all her hard work, knowledge and enthusiasm.

Pam Young  
Chairman of Newstead Parish Council

## NEWSTEAD PARISH COUNCIL

### Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 5 April 2017, starting at 8.50pm

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr C Bicknell, Mr R Butler, Miss H Scott and Ms J Smith. Also present were County Cllr C Barnfather, Ward Cllrs Mr B Andrews and Mr C Powell, Mrs P Andrews and 3 parishioners.
2. **Apologies for absence:** Apologies were received from Cllr Mr P Burnham.
3. **Declaration of Personal and Prejudicial Interests**  
Cllrs Bicknell and Scott declared an interest in any matters relating to the Newstead Centre as Trustees of the Centre. Cllrs Bicknell, Scott and Smith declared an interest in matters relating to Newstead Enterprise. Cllr Mrs P Young declared a personal interest in planning application 2017/0131. The Clerk declared an interest in Agenda item 6 ii.
4. **Approval of the Minutes**  
**Council Meeting - 5<sup>th</sup> March 2017**  
Subject to a correction to item 5.11, to read 'Cllr Scott drew attention to another trip hazard' and under item 5.16, to note the Chairman also had referred to a £1,000 grant scheme available from Veolia, it was proposed and seconded the minutes be approved as a true record and this was agreed.  
  
**Minutes of the Council meeting held on 4<sup>th</sup> January 2017**  
Miss A Halliwell had contacted the Council in regard to item 5.3 of these minutes, in which Cllr Barnfather had been advised by CISWO that Miss Halliwell was not a trustee of the Newstead Centre. This was disputed by Miss Halliwell, who had supplied evidence to the Parish Council in the form of an email she had received from Donald Brookes at CISWO, which confirmed there were 4 trustees on this charity including Miss Halliwell. The Chairman advised that whilst these minutes would not be altered as they had recorded accurately what had been said by Cllr Barnfather, nevertheless, the above information was to be noted.
5. **Matters Arising from the Minutes**
  - 5.1 **Topple Testing** - Report to follow as the Clerk has not been able to re-inspect but repairs have now been completed on 2 further graves.
  - 5.2 **Planning/Annual Community Fund** - A legal agreement is now being drawn up by RCAN for approval by the Council regarding the distribution of these funds and will be circulated to Councillors once received.
  - 5.3 **Vacancies on the Abbey Ward** - This has now been advertised in the latest newsletter for the village. Cllr Barnfather repeated his offer to pay for distribution of the newsletter from his fund as a County Cllr.
  - 5.4 **Newstead Youth Club** - Following a discussion with Debbie Widdowson and the Chair and Clerk of Newstead Parish Council, it was proposed that a round table discussion is held between youth workers/parish council/youth committee as there may be some concerns re moving back into the Youth Centre. The Parish Council would need to be assured that if the Council contributed financially to the refurbishment of the youth centre building, it would continue to be used by the Youth Club.
  - 5.5 **Highways/School Warning Lights** - These have been reported yet again. Cllr Bicknell was of the opinion they were still faulty but would check. The Clerk advised she had been unable to locate the exposed stump as mentioned at the previous meeting, however, Cllrs advised that this had since been removed and the hole now patched.
  - 5.6 **Veolia Tours** - Details passed to the local primary school.

- 5.7 Newstead Centre - The Newstead Locality Coordinator had reported on an email received from Donald Brookes at CISWO on the 8<sup>th</sup> March stating that that he has received letters of resignation from the existing Trustees at the Newstead Centre. A meeting has been held with new trustees on Wednesday 15<sup>th</sup> March.
- 5.8 MUGA Lights - The lights have now been adjusted to the highest settings by Marlec and work was completed free of charge.
- 5.9 Internal Auditor - Barrie Woodcock has confirmed he will be willing to undertake an internal audit of the Council's accounts for 2016/2017.
- 5.10 Litter Pick - A litter pick was arranged on the 1<sup>st</sup> April. This was circulated on Debbie Widdowson's facebook page. The Chairman thanked all Councillors who had taken part in the litter pick.
- 5.11 Newstead Abbey Gate Code - The Council has received confirmation that the code will be changed shortly.
- 5.12 Police and Parishes Meetings - Invite extended to Police to attend our meetings, plus details of the next meeting dates has been sent to PC Kennedy.

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

No members of the public wished to raise any further matters

*Meeting re-opened*

## 6. Accounts

### 6.1 Cheques for Approval

#### Receipts

£1490.00	New interment held on 8 <sup>th</sup> March.
£285.00	New interment held on 13 <sup>th</sup> March.
£150.00	Grant towards new grit bin on Livingstone Street
£50.00	Reimbursement of cost of repairing unstable grave.
£1.36	Interest on deposit account - January
£1.36	Interest on deposit account - February
£1.23	Interest on deposit account - March

#### Cheques for Approval

100406	Portland College	£251.00	Donation to college towards i-pads for disabled youngsters.
100407	Newstead Centre	£45.00	Room hire costs for March Council meeting.
100408	Clarke's Cemetery Services	£270.00	To remove broken railings and tidy area around the Cenotaph. Also includes £50 to repair unstable grave.
100409	Clarke's Cemetery Services	£680.00	Grave digging charges for interments on 7 <sup>th</sup> , 8 <sup>th</sup> and 13 <sup>th</sup> March 2017.
100410	Mrs P Young	£15.00	Chairman's allowance (March )
100411	Mrs J Johnson	£386.26	Clerks wages for March <u>NB</u> Includes 4 hours overtime for 3 interments in March and April.
100412	Notts County Council	£97.33	Pension Contributions for Clerk (March) plus deficit payment.
100413	Clarke's Cemetery Services	£270.00	Burial charges for interment on 8 <sup>th</sup> April
100414	HMRC	£6.00	Income tax due on Clerk's wages.
100415	Mrs J Johnson	£35.07	Clerk's expenses
			Postage/Other £18.52
			Tel/Broadband £8.00
			Mobile Calls Nil

Mileage	<u>£ 8.55</u>
TOTAL	<u>£35.07</u>

6.2 Clerk's Pension Contribution for 2017/2018

A recommendation had been circulated with the agenda from the Clerk who had volunteered to contribute towards the 'cash deficit' element of the pension costs, which will be incurred by the Parish Council over the next three years

*The Clerk offered to leave the room during discussion of this item but was told to remain as no further discussion of this item was considered necessary*

Cllrs resolved to agree the recommendations as outlined by the Clerk.

6.3 Any other Matters Relating to Finance

None

7. The Lengthsmans Scheme

An agreement extending this scheme for the next financial year was signed by the Chairman on behalf of the Council. The Clerk had noted during the recent litter pick that the bin on the triangle required painting and also the slats on the public bench outside the Newstead Centre required re-staining. It was agreed the lengthsmen would be asked to carry out this work. Cllr Smith noted that the jitty from Webb Street had been strimmed but litter not collected from the same. Clerk to liaise with the lengthsmen.

8. Matters concerning Newstead Village

8.1 To Agree Additional Maintenance of the Verge on Station Road - Two estimates had now been obtained to trim the verge between the station and Livingstone Street. These were based on the one off cost of removing existing overgrowth with a view to preparing the ground, so that in future it could be mowed on a regular basis. The estimates obtained were as follows:

Jonathon Rhodes	£170
Anthony Clarke	£250

Anthony Clarke had also advised that the cost to undertake regular grass cutting of this verge at the same time as the other parts of Station Road were cut worked out at £20 per month.

Cllrs agreed that Jonathon Rhodes be instructed to undertake a one off cut of this part of the verge on Station Road and that once strimmed it be added to the existing grounds maintenance contract with Anthony Clarke for cutting in future

8.2 Christmas Tree Barriers - It was explained that the specification for the Christmas Tree barriers had been revisited as the original design was felt to be too low to provide effective protection and revised quotes were now awaited. Cllr Butler advised that advice taken from his workplace suggested that the cost of the barriers which will now stand at a total height of 90cm (not 60cm as quoted before) should not be materially higher than that quoted before.

8.3 War Memorial - The war memorial had been damaged on in an incident on the evening of the 9/10 March as a result of a vehicle colliding with the same. The Police had supplied details of the driver and his insurers and this information had also been passed to Northfield Construction, where they had also suffered damage to a gate. Cllrs had been appraised prior to this meeting of an offer from Northfield Construction to repair the railings free of charge, assuming these could be repaired and Anthony Clarke had been instructed to take the damaged railing to Northfield Construction. The Chairman expressed the grateful thanks of the Council for this kind offer. The Clerk then updated the Council in that following the inspection by Northfield of the damaged rails, it had not been possible to carry out repairs and a quote had been received of £420 to replace

with similar fencing. Northfield Construction confirmed it would be happy to pay for this cost and the Clerk had authorised them to carry out the repairs. As the insurers of the third party were known, it was agreed that a refund of these costs together with the costs of tidying up the memorial by Anthony Clarke would be pursued from them.

8.4 Highways Issues - Cllr Scott drew attention to a pot hole which had developed around the drain in the former bus turnaround area off Tilford Road. Clerk to report.

8.5 Hanging Baskets/Planters

The Chairman and Clerk had met with Debbie Widdowson, Locality Co-ordinator for Newstead on the 30 March to discuss a number of mutual issues during which the subject of the hanging baskets/planters were raised. The Chairman reminded the Council that it was previously suggested the Parish Council would assume responsibility for planting out the planters and this was agreed by Debbie. In terms of the hanging baskets, the Chairman explained this would depend on whether Gedling Borough Council had already made arrangements to have these planted. The Chairman advised she had already approached Shirley's Nurseries in Papplewick, who confirmed they would be interested in supplying plants for the Council. The Council would also continue to water both the planters and baskets as before. During the same meeting, it was also noted that whilst the garden competition would continue again this year, the number of categories in which to enter had been reduced.

8.6 Dog Fouling - It was noted there had been an increase in the amount of dog fouling on pavements in the village, although Cllr Smith felt the amount of dog mess on the sports field had decreased, which she attributed to the presence of the micro pub now on site. It was agreed to include information in the next newsletter on this issue promoting responsible dog ownership. It was noted that the Newstead Meadow was used by a number of dog owners for the exercising of animals and the Council agreed to make enquiries on providing a dog bin at this location.

9. Matters Concerning Newstead Abbey Park

9.1 Station Ave - Further tarmacing has been carried out on Station Ave in the vicinity of North Lodge. No further problems had been noted re dumping and the area in question had been partially cleared. Cllr Scott confirmed the land in question was owned by RCAN.

9.2 Vicarage Corner - Cllr Scott spoke of additional litter which had accrued in this vicinity since the litter pick which included human faeces and toilet paper left in the vicinity.

10. Correspondence.

10.1 Best Kept Village Competition - It was agreed not to enter this coming year and that should the Council decide to enter this competition in future, it should only do so if backed by local residents.

11. Planning

11.1 Planning Applications

The following applications had been received by the Council and circulated to Councillors prior to the meeting. Comments were therefore sought to the following:

2017/0193 - Sports Pavilion, Newstead Sports Ground, Tilford Road, Newstead (Sign to front of pavilion and one at rear) - No objection.

2017/0326 - Monks Lodge, Newstead Abbey Park (Single storey rear extension in place of existing conservatory) - No objection.

2017/0131 - Quarry Banks Farm, Station Ave, Newstead (Application to vary condition 4 of the application number 2001/1479 to allow for 25 horses) - This application had been discussed extensively during the earlier Annual Parish meeting and it was agreed by the Council to object to this application for those reasons

outlined earlier that it would be detrimental to the amenity of residents living close to these stables by virtue of the additional traffic this would create.

11.2 The Parish Council had been informed by the Planning Authority of the following planning decisions:

2017/0114- 8 Fairfields Drive, Newstead (Retention of fence on the north east section of front of property) - This application has been **refused** on the grounds that as a result of its position, design and loss of open frontage, the fence results in an incongruous feature of the streetscape and has an adverse impact on the character of the area and fails to take the opportunity to improve the character of the area.

2017/0015 - 1 Stable Cottages, Newstead Abbey Park (Replacement Windows) - This application has been **refused** where it is the opinion of the of the Borough Council that by reason of the materials, design and appearance, the development would result in windows that are out of accord with the age and architecture of the building and would substantially harm the character and appearance of the grade 11 listed building.

12. **Reports from External Meetings**

12.1 Newstead Youth Centre Committee - Cllr Bicknell advised that he had now reassumed the post of Treasurer for the Youth Club which would allow Cllr B Andrews to be appointed as the Chair. It was confirmed that the Youth Club had entered into a formal lease to use the church until September. A more proactive stance on Health and Safety issues was now being taken by the Nott's County Council.

12.2 Newstead Locality Group Meeting -12<sup>th</sup> May - Cllr Scott advised she had attended this meeting when the proposed date of the bonfire event was discussed. The 11<sup>th</sup> November was discounted as being too close to Armistice Day with 10<sup>th</sup> November preferred. Also discussed was behavioural issues affecting the school and she also drew attention to the Cleaner/greener/Fun day when

13 **Cemetery Issues**

13.1 Parking Post - The Clerk reported that during a funeral held on the 8<sup>th</sup> March, an accident had occurred when a funeral car had been damaged as a result of the vehicle catching the parking post in the laid down position when turning right onto Hucknall Road. She explained as a result of the initial contact, the post itself had been flicked upwards and lodged itself into the bumper of the car involved which was subsequently torn off as the vehicle left the cemetery. A request had been made from the car's owner that the Council look to remove this post. As the lateness of the hour precluded a fuller discussion on this matter, no decision was made and it was agreed to out this matter back on the agenda for the next Council meeting.

13.2 Missing Coping Stone - Cllr Bicknell drew attention to a missing coping stone on the wall of the cemetery which equated to an area on Hucknall Road which was prone to flooding. It was felt regular 'drenching' from the road had caused this stone to become loose and this had possibly fallen behind the existing wall. Clerk to investigate.

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

Cllr Butler had noted there had been flytipping on derelict land situated between Fraser Street and Newstead Primary school and asked this be included as an agenda item for the next meeting.

15. **Date of Next Meeting.**

This will be held on Wednesday 3<sup>rd</sup> May starting at 7.30pm and will be the AGM.

*For the next item, the Council resolves to exclude the public and press for discussion of these matters, which involves the disclosure of exempt information as defined in the Local Government Act 1972, schedule 12a, Part one, Para. 1, where this item relates to an individual.*

16. **Request to Exhume**

The Parish Council discussed a request from a local parishioner to exhume the ashes of her parents from the New Cemetery. It was agreed that delegated authority be given to the Clerk to deal with this matter.

## NEWSTEAD PARISH COUNCIL

### Minutes of the Parish Council AGM held in the Sherwood Room of Newstead Centre on Wednesday 7<sup>th</sup> June 2017

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr C Bicknell, Mr R Butler, Mr P Burnham and Miss H Scott and four parishioners.
2. **Apologies for absence:** Apologies were received from Cllr Ms J Smith, Ward Cllrs Mr B Andrews and Mr C Powell and also County Cllr Mr C Barnfather.
3. **Declaration of Personal and Prejudicial Interests**  
Cllrs Bicknell and Scott declared an interest in any matters relating to the Newstead Centre as Trustees of the Charity. Cllrs Bicknell, Scott and Smith declared an interest in any matters relating to Newstead Enterprise. Cllr Butler declared an interest in matters relating to 'Land behind Fraser Street' as living directly adjacent to the land in question.
4. **Minutes of the Council meeting held on 3 May 2017**  
Subject to correction under 13.3 to read 'Bunches' - that the minutes be approved as a true record and this was agreed.
5. **Matters Arising from the Minutes**

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

*Meeting re-opened*

#### 10. **Accounts**

##### 10.1 **Receipts and Payments for May 2017**

###### **Receipts**

£285.00	New interment held on 6 <sup>th</sup> April
£3,781.61	HMRC - Vat reclaimed for 2016/2017
£1340.00	Pre-purchase of two new burial plots in Newstead cemetery
£14,762.00	Gedling Borough Council - Precept
£2,740.00	Gedling Borough Council - Council Tax Rebate Scheme

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

100416	Newstead Centre	£45.00	Room hire costs for March Council meeting.
100417	Clarke's Cemetery Services	£630.00	Charges under grounds maintenance contract inc. additional charge for grass around MUGA and verge on Station Road.

100418	J A Rhodes	£170.00	To clear verge on Station Road.
100419	Mrs P Young	£15.00	Chairman's allowance (April )
100420	Mrs J Johnson	£353.79	Clerks wages for April <u>NB</u> Includes 1 hour overtime for new interment in April and less contribution to pension deficit.
100421	Notts County Council	£119.95	Pension Contributions for Clerk (April) plus deficit payment.
100422	Mrs J Johnson	£51.51	Clerk's expenses
			Postage/Other      £40.36
			Tel/Broadband      £8.00
			Mobile Calls      Nil
			Mileage <u>£3.15</u>
			TOTAL <u>£51.51</u>
100423	Zurich Municipal	£673.34	Insurance renewal

The accounts were approved as stated.

10.2 **To Consider Grants to other Bodies**

A request had been received from Notts County Football in the Community towards funding for projects undertaken in the community to help disadvantaged and vulnerable people. It was resolved not to donate to this charity.

11. **The Lengthsman's Scheme**

The Clerk suggested that the lengthsman be asked to tidy up the damaged fence opposite the school which had been damaged by a vehicle. This was agreed.

12. **To Review and Sign Legal Agreement relating to Annual Community Fund**

Two queries received from Cllrs, which it was agreed had now been addressed. The Clerk explained that the Council would not be responsible for costs incurred by RCAN's solicitors, but would be responsible for any fees incurred by its own solicitors, where it had chosen to appoint them. It was agreed that the Council would now abide by the terms of the agreement to distribute the funds and the agreement was signed by the Chairman. A local resident attending the meeting agreed to witness the signing and his details were included within the agreement to be signed.

13. **Matters concerning Newstead Village**

13.1 **Land behind Fraser Street** - This matter has been raised by Cllr Butler following recent flytipping in this area. It was not clear who owned the land in question and it was agreed to make enquiries to ascertain the identity of the land owner involved which it was thought could be Gedling Homes. Cllr Butler favoured use of the land by the school.

13.2 **Request for a litter/dog bin on Foundry Terrace** - The Clerk advised she had already discussed this request with Lynda Hartshorn, Refuse Collection Service Inspector, Gedling Borough Council. She advised that requests for litter bins are judged on merit and once a request is received, the area usually assessed for several weeks to see if a bin is required. It will also depend also on whether there is spare capacity to collect the bin in an existing round. If several requests are received (the Borough Council always received more requests than funding allows), the Borough Council would also look at these requests in terms of costs. Therefore if the Parish Council offered to contribute towards the cost of the bin, this would add weight to any request submitted. Also, as permission from 'Highways' or the landowner would also be required to site the bin, where this could be given in advance, because say it is on land for which the parish council assumed responsibility, this would also add weight to any request. The Clerk was also advised that previously a number

of bins in this location were removed by the Borough Council as these were vandalised, but this was some years ago. With this advice in mind, Cllrs resolved to support the request for the bin and in noting that a cost of a bin was unlikely to exceed £300, agreed to pay 50% towards the cost of any bin supplied by the Borough Council. Clerk to write to the Borough Council.

- 13.3 A Frame Gate at the end of Jitty from Hazleford Way to Foundry Terrace - A request had been received to replace an existing wooden stile at the bottom of the pathway from Brunches to Foundry Terrace as this has broken. It was agreed to send a letter to Highways requesting replacement of this stile with an A frame steel gate.
- 13.4 Bonfire Event - Cllr Scott explained that the professional contractor who organised the firework display in 2015 had now retired. As bonfire night itself fell over the weekend of the 4/5 November, all alternative contractors had been booked up. The only other option is to hold this event on the 11<sup>th</sup> November and she asked for Cllrs views regarding the proposed date. Cllrs felt this date was acceptable, where no other option existed. In addition to the fireworks display, Cllr Scott advised there will also be facepainting, a puppet theatre, a fire eater and craft school including willow sculptures. Also the micropub would be open. The Events group will be seeking donations towards this event and she asked whether funds from the wind turbine could be utilised to fund the event. The Chairman confirmed that it was an understanding with RCAN that the Annual Community Fund is spent on environmental issues but that there was no reason why a donation could not be sought from the Council's S137 /donations budget as there was still capacity under this heading.
- 13.5 Micropub - This is now up and running. The Council welcomed the introduction of the micropub, which it was felt was an excellent facility for the village.
- 13.6 Funding Bid for Former Coal Stocking Yards/ Freckland Wood/Linby Trail - The Parish Council had received news that it was no longer able to spearhead the bid for work on the above areas due to a change in the criteria for funding, as it did not own, nor had a long term lease on the land in question. As a result any bid would need to be submitted by Notts County Council, who would need to provide evidence of support for the bid. Cllr Smith in an earlier email to the Council on this subject had suggested that a petition could be put in the micropub for walkers and users of the Linby Trail to sign and also a letter from the Allotment Association and both these ideas were supported by the Council. It was agreed that the Council write a letter in support of this project. The Clerk also felt an approach should be made to Linby PC, who would also be asked to provide a letter of support for the bid.

#### **14 Matters concerning Newstead Abbey Park.**

- 14.1 Newstead Abbey Grounds - It was agreed to chase up the position relating to knotweed previously identified in the grounds of Newstead Abbey at the back of the Japanese gardens

#### **15. Correspondence.**

- 15.1 The Pension Regulator - Notification had been received from the Pension Regulator that Newstead Parish Council was obliged by law to complete a declaration in terms of the details and number of staff auto enrolled into a works pension scheme, or if already in a pension scheme, details of that scheme. The Clerk confirmed she had made the necessary declarations on behalf of the Parish Council and had now received a certificate of compliance from the pension regulator confirming these obligations had now been met.

#### **16. Planning Applications**

The following applications had been received by the Council and circulated to Councillors prior to the meeting.

2017/0360 - Monks Lodge, Newstead Abbey Park (Construction of a ménage for private use only) - No objection.

2017/0494 - Stable Cottage, Newstead Abbey Park (Replacement windows) - No objections.

The Parish Council had been informed of the following planning decision:

2017/0193 - Sports Ground, Tilford Road, Newstead (Signage) - Grant consent subject to following condition: 'The illumination of the hereby approved signs shall not be more than 600cd/m2 and the means of illumination must not be of intermittent, pulsing or flashing kind.'

**17. Matters concerning the Cemetery**

17.1 Parking Post - The Clerk spoke on the circumstances of the incident and that enquiries made with suppliers of similar type posts advised there was nothing on the market designed to fasten down the posts in their laid down position. What had happened may be just a freak accident and only time would tell whether this would be an issue in future. At present she was providing verbal warnings to funeral directors to drive carefully over the post. Cllr Adams felt that to avoid the possibility of any funerals being marred in future by an incident of this nature there was no choice but to remove the post and this was agreed by Council. The Clerk to instruct Anthony Clarke to carry out this work.

**18. Reports from External Meetings**

None except for those covered earlier in the meeting.

**19. Items the Chairman Considers Urgent**

None

**20. Date of Next Meeting.**

The next meeting of the Parish Council would be held on Wednesday 3 June 2017.

*For the next item, the Council resolves to exclude the public and press for discussion of these matters, which involves the disclosure of exempt information as defined in the Local Government Act 1972, schedule 12a, Part one, Para. 1, where this item relates to an individual*

**21. Release of Information to the Public**

Councillors were reminded that unlike principal authorities, parish councils were only obliged under 'The Freedom of Information Act' to release those documents as agreed under the Model Publication Scheme, previously adopted by the Parish Council and details of this scheme had been circulated to Cllrs. In addition, it was also agreed to update the existing complaints policy to that based on the model now recommended by NALC, with a maximum of 21 days to respond to any complaint received.

## NEWSTEAD PARISH COUNCIL

### Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 7<sup>th</sup> June 2017

1. **Present:** Cllrs: Mrs P Young (Chairman), Mr C Bicknell, Mr R Butler, Mr P Burnham, Miss H Scott and Ms J Smith. Also attending were Cllr B Andrews and Mrs Andrews, three parishioners and Mr G Ilett (Health and Safety Officer, Gedling Borough Council) and the Rev Malcolm Lambert.
2. **Apologies for absence:** Apologies received from County Cllr Mr C Barnfather. Belated apologies also received from Cllr D Adams (delayed at work) and Cllr C Powell.
3. **Declaration of Personal and Prejudicial Interests**  
Cllrs Bicknell and Scott declared an interest in any matters relating to the Newstead Centre as Trustees of the Charity. Cllrs Bicknell, Scott and Smith declared an interest in any matters relating to Newstead Enterprise. Cllr Butler declared an interest in matters relating to 'Land behind Fraser Street' as living directly adjacent to the land in question.
4. **Minutes of the Council meeting held on 3 May 2017**  
Subject to correction under 13.3 to read 'Bunches' - that the minutes be approved as a true record and this was agreed.
5. **Matters Arising from the Minutes**
  - 5.1 **Dates of Next Meetings** - Dates of future meetings have been sent to PC Kennedy.
  - 5.2 **Topple Testing** - An estimate had been received from Anthony Clarke of £270 for the repair of five graves (2 headstones required additional work i.e. mortar between the headstone and plinth and plinth and base). The Clerk had instructed work to proceed and repairs now carried out.
  - 5.3 **Annual Community Fund** - Signed agreement sent to RCAN. The Clerk has now also invoiced RCAN for the levy of £1,500 as specified by RCAN.
  - 5.4 **Youth Centre** - An emergency meeting was held by the Youth Club committee on 26 May when the need to outline a programme of works for the Youth Building was discussed. This included the state of electrics, boiler and some repainting. It was agreed that as far as funding from the Parish Council was concerned the most important item was the state of the roof where there has been ongoing problems with leaks. The Newstead Centre Trustees are to obtain quotes for either repair or replacement of the roof depending on advice received from contractors. Cllr Bicknell advised that in addition to the above new ceiling tiles have been purchased and emergency lighting repaired. The caretaker has also agreed to carry out some work to the interior and volunteers have agreed to help with redecoration. In terms of contribution required from the Parish Council, the Chairman advised this would be contingent on the building meeting current Health and Safety standards and also would like to see the percentage of financial input from other organizations with an interest in the building. Cllr Scott asked whether the labour provided by volunteers would also count as a 'contribution in kind' and this was agreed. The need to move quickly on this issue was emphasized.
  - 5.5 **War Memorial** - Railings replaced and invoices for work awaited from Northfield. In a further development, the Parish Council has been contacted by the driver concerned who wishes to pay for the damages direct. The Clerk has forwarded provisional details of all the costs involved to date but is still waiting a final invoice for the cost of fitting the railings. Cllr Burnham said he would like to place on record his thanks to Duncan of Northfield Construction for carrying out the repairs.

- 5.6 Public Participation - The Chairman introduced Mr Grant Illet, Health and Safety Officer, Gedling Borough Council who had been asked by the Chairman to attend the meeting following public criticism of the Council. Mr Illet confirmed that he had not received any correspondence nor heard from Ms Knight, who had previously voiced her concern that the Parish Council had failed to follow relevant health and safety legislation in respect of the cemetery, nor had any solicitors acting for Gedling. Prior to this meeting, he had inspected the New Cemetery and had also taken advice from Gedling's own cemetery manager. He stated the procedures adopted by the Council were quite reasonable, especially in comparison to the cemeteries maintained by Gedling Borough Council, where 'ours were a doddle'. He confirmed the cemetery was low risk, where all headstones were small and uniform in shape unlike memorials in Gedling's cemeteries, which could be substantial both in terms of height, weight and size. He also explained that in Gedling's cemeteries, a 3.5 tonne JCB digger is also regularly used without causing problems. Also, that 'ride on' mowers were not usually associated with causing damage to graves and were used extensively in many cemeteries. He then explained that 3 types of testing could be carried out in cemeteries and that in the case of the New Cemetery, testing had been undertaken by hand. In summary, he had no concerns and that the actions taken by the Council were proportionate to the risks involved. Councillors thanked Mr Illet for attending the meeting, who were pleased to learn the Council's actions in this matter had been validated and appreciated the reassurance provided.
- 5.7 Dog Fouling - The Clerk had written to Gedling Borough Council to advise the Parish Council were doing a campaign to prevent dog fouling and did they have any posters, etc. A response has been received from Sarah Anderson, the new Neighbourhood Warden which states:  
*'I have recently taken over the area and aware of the ongoing response. I did a fouling clear up on Livingstone Street and am also going to put a no dog fouling sign up on the lamp column nearest to No 23 Livingstone Street. We will also look at doing a leaflet drop today around the area to make residents aware'*  
The Clerk had also obtained order forms from Tidy Britain should the Council wish to purchase 'Dog Poo Fairy Signs' from Tidy Britain, which were subject to a charge depending on the quantity of posters/stickers ordered. It was agreed the Council would order a minimum of 10 posters and stickers at a cost of £45 plus VAT. The Clerk would also write to Sarah to ask if further signs could be put on lamp columns on the approach to the school.
- 5.8 Disabled Access to Sports Field - The Clerk has written to Melvyn Cryer re lack of disabled access to sports field but have yet to receive a response
- 5.9 Foundry Terrace - The lengthsman was instructed to strim the path providing access to the front of homes on Foundry Terrace and the Council has since received an update to say this work has now been carried out. The resident who made the request had subsequently advised the Clerk the area which he had asked to be strimmed was the grass bank immediately prior to the walk through to Hazleford Way, not the area strimmed. Revised instructions to be sent to the lengthsman. The Chairman and Cllr Burnham had undertaken a walk around the terraces and findings reported. Cllr Burnham confirmed he had written to Gedling Homes regarding vegetation on the rooves of several homes owned by Gedling Homes but his letter had not been acknowledged. A copy of his letter would be passed to the Clerk to follow up.
- 5.10 Land Behind Fraser Street - Enquiries undertaken through land registry had established that much of land behind Fraser Street was registered to East Midlands Homes. A letter has now been sent to EMH requesting action be taken in terms of the flytipping and also enquiring what plans, if any, did they have with the land.
- 5.11 Request for a Litter/Dog Bin on Foundry Terrace - The request for a letter bin on Foundry Terrace had been refused on the basis that the area in question was no worse in terms of litter than anywhere. The Clerk had written back to Gedling Borough Council stating that the area had been subject to a litter pick by the Parish Council only three weeks ago and therefore it was unfair to come to a decision without the need for further monitoring of the situation. Andy Thornley has stated he will continue to stand by his original decision not to install a further bin in this location. He suggested that if the Council is not happy, the Council write to his supervisor Terry Ball who has the final say on this matter. Cllrs agreed this matter should be followed up with Mr Ball.
- 5.12 A Frame Gate - The Clerk advised that this jitty (and therefore anything installed on this) was not the

responsibility of highways as confirmation received this is not part of the adopted highway. The only option is for the Council to pay for a replacement, which the Clerk felt would cost between £500 to £600. It was noted that the present structure was in fact a staggered wooden barrier and it was agreed an estimate should be obtained for its replacement with a metal equivalent.

5.13 Funding Bid - Not yet actioned due to other priorities.

5.14 Newstead Abbey Grounds/Knotweed - This has been reported by the Chair and instructions have been passed to the new head gardener at the Abbey to treat.

5.15 Parking Post - Estimate received from Anthony Clarke for the sum of £50 to remove. Instructions had been given for the work to proceed and the post has now been removed.

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During discussion of items under 'Matters Arising', two Police Officers PC Suzlek and PC Cooke joined the meeting and were invited by the Chair to discuss matters relating to Policing Issues which was also opened for the public to speak.

PC Szulek advised that she was aware of potential problems with the selling of drugs in the village. She advised the Police did follow up all calls relating to suspected drug dealing and emphasized that if members of the public saw or suspected the selling of drugs from vehicles in the village, they should note the registration number of the car involved, time, date etc and either call the Police on 101, email the local beat team or ring Crimestoppers on 0800 555 111 to report the incident anonymously. In terms of parking issues, the Police will only deal with issues where vehicles are causing an obvious obstruction, whilst the Neighbourhood Wardens enforce parking restrictions including motorists parking on yellow lines. Cllr Scott advised that problems caused by parents parking had been raised at the last locality meeting, where the Headteacher had confirmed she would write to parents on this issue.

Other issues raised by the public included

- Beacon on island in Tilford Road removed but not replaced.
- Parking on Foundry Terrace - Whether it is possible for fence adjacent to the grass bank to be moved back to allow greater width for parking.
- No action had yet been taken regarding the depression left in pavement adjacent Chip Shop caused when works previously carried out by Western Power.
- Rev Lambert advised that permanent use of the church hall by the Youth Club was not an option where this had been discussed by the PCC and permanent change of use refused.

*Meeting re-opened*

## 6. Accounts

### i) Receipts and Payments for June 2017

#### Receipts

£100 Memorial headstone on Plot 132

#### Cheques for Approval

100424	Shirley Nurseries	£75.00	Flowers for planters
100425	Newstead Centre	£54.60	Room hire costs for May Council meeting.
100426	Barrie Woodcock	£124.77	Cost of internal audit
100427	Clarke's Cemetery Services	£630.00	Charges under grounds maintenance contract inc. additional charge for grass around MUGA and verge on Station Road.
100428	Notts A.LC	£17.00	Local Council Review
100429	Mrs P Young	£15.00	Chairman's allowance (May)
100430	Mrs J Johnson	£ 346.65	Clerk's wages for May less contribution to pension

100431	Notts County Council	£119.95	deficit. Pension Contributions for Clerk (May) plus deficit payment.
100432	Mrs J Johnson	£47.28	Clerk's expenses
			Postage/Other    £24.88
			Tel/Broadband   £8.00
			Mobile Calls     Nil
			Mileage <u>£14.40</u>
			TOTAL <u>£47.80</u>
100433	Mrs P Young	£18.00	Land registry fees
100434	Clarke's Cemetery Services	£320.00	Reset and rebond 5 memorials to base and removal of the parking post.

The payments were agreed as stated.

ii) **To Consider Recommendations Arising from the Internal Audit**

The Clerk advised that an unqualified audit of the 2016/2017 accounts had been received. Councillors were pleased to note this information

iii) **To Sign Section 1 of the Annual Return**

In referring to the above, the Clerk asked the Council whether it was happy to now sign the governance section of the Annual Return to which it was, with the relevant paperwork signed by the Chairman

iv) **To Approve the Year End Accounts for 2016/17 and Section 2 of the Annual Return**

A report on the accounts (attached as an appendix to these minutes) had been circulated to Cllrs prior to the meeting.

Cllr Butler asked why expenditure in respect of 'Cemeteries and Parish Maintenance' was significantly over budget. The Clerk advised that replacement of the cemetery wall had been a 'one off' which would not be repeated in the current year. There were also 'one off' costs associated with the parking post, which had now been removed and in respect of 'topple testing'. Even with the enhanced maintenance now undertaken in the parish, she felt the budget agreed for the current year of £11k should cover 'regular' expenditure under this heading.

The Chairman reminded the Council that although the report from the Clerk concluded the reserves remain significant, the sum of £40k was specifically earmarked towards the extension of the new cemetery and there was also the need to look at replacing the back wall of the Old Cemetery.

With these comments, the Accounts were approved as stated and Section 2 of the Annual Return signed.

v) **To Consider an Application for Funding from the PCC re Summer Fayre**

A request for funding towards ice cream for children and the cost of providing 2 new paddling pools for use by the children had been circulated to Cllrs with the agenda. In discussing this request it noted that both of the pools provided at the last Summer Fayre had been destroyed and it was felt the amount claimed would enable more robust pools to be purchased. It was proposed and seconded that a grant of £150 be given as requested and this was agreed. \_\_\_\_\_

7. **The Lengthsman's Scheme**

Following the discussion earlier with a resident from Foundry Terrace, it was agreed the lengthsman would be asked to trim the overgrowth coming through the fencing on Foundry Terrace to facilitate easier parking of

cars. It was noted that the damage to the fence opposite the school had not yet been repaired. The Clerk reminded the Council that the lengthsmen's hours were limited and any work not yet done would be passed to the next week.

## **8 Matters concerning Newstead Village**

- 8.1 Watering the planters/hanging baskets - The Council ratified the decision of the Clerk to instruct A J Sedgewick to begin watering of the planters following planting undertaken on the 22 May. The cost would be £15 per water in respect of the planters only or £20 for both planters and hanging baskets as and when they were installed. The Clerk advised that the costs had been capped to a maximum of £400 with watering to take place twice each week. The Chairman reported since watering had began it was apparent the planters were designed to be self watering and the contractor was hoping to get necessary attachments to enable this to happen, which could make watering cheaper over the longer term
- 8.2 Bonfire Event - Cllr Scott advised that following consultation, the date of the event has now been changed to Friday 10<sup>th</sup> November.
- 8.3 Hucknall Road - Cllr Burnham asked if the relevant authorities could be asked to side out the verge as this was becoming difficult to pass. Also nothing had happened in the case of the pothole adjacent to the cemetery wall.
- 8.4 Memorial Chapel - It was noted the grill to a window in the Chapel remained partially bent outwards. No action proposed as it had been like this for a number of years.

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

- 9.1 Potholes - It was noted that some of the previously patched areas on Station Ave had now deteriorated. The Chairman would again raise this issue with management at the Abbey.
- 9.2 Station Ave - The Chairman advised that the brambles on Station Ave had not yet been cut back so far this year and to remind Jonathon Rhodes to undertake this work. Cllr Burnham also noted that following the cutting of the grass on the bank adjacent to Station Ave by Gedling BC, a gate at the Vicarage Corner end of the bank had been left lying on the ground. Cllr Smith advised the gate is often left like this after mowing as she and her partner regularly put it back and will do so again when next passing.

## **10. Correspondence.**

None except mentioned previously. Cllr Scott asked about details of the badger survey and that in future should any similar correspondence be received a copy should be sent to Newstead Enterprise in addition to RCAN.

## **11. Planning Applications**

The following application had been received by the Council and circulated to Councillors prior to the meeting.

2017/0516 - 8 Abbey Road, Newstead (Proposed single storey rear extension) - No objection

The following decision notices had been received and conditional planning permission granted on both the following applications:

2017/0131 - Quarry Banks Farm, Station Ave, Newstead (Application to vary condition 4 of the application number 2001/1479 to allow for 25 horses)

Despite objections from both the Parish Council and affected residents, a decision had been made to grant permission in this case. In determining this application, planning officers had stated as follows:

- 18 horses already on site
- Whilst existing track is limited in width there are parts in which two cars can pass
- As the track is private neither the Borough Council nor the Highway Authority can enforce traffic regulations in this area.

- Whilst mindful of the Parish Council's comments with regards to lack of information provided and absence of planning statement and given that the Borough Council is required to work positively and proactively, the requirement to provide additional information to be disproportionate to the proposal.

2017/0360 - Monks Lodge, Newstead Abbey Park (Construction of a ménage) - The ménage shall be used for private domestic purposes at all times.

**12. Matters concerning the Cemetery**

None except for those covered earlier in the meeting.

**13. Reports from External Meetings**

Newstead Locality Group Meeting -12<sup>th</sup> May - Cllr Scott advised she had attended this meeting when the proposed date of the bonfire event was discussed. The 11<sup>th</sup> November was discounted as being too close to Armistice Day with 10<sup>th</sup> November preferred. Also discussed were behavioural issues affecting the school and also the Cleaner/Greener/Fun Day on 15<sup>th</sup> July, which will also involve Lorraine Horrocks and the micro pub. Parking issues around the school were also discussed.

**14. Items the Chairman Considers Urgent**

14.1 Vacancies on the Council - The Chairman advised that Mr Ernest Hardy of Tilford Road had expressed an interest in joining the Council. The Clerk advised that his application to join would be considered at the next meeting of the Council. Contact details were provided.

**15. Date of Next Meeting.**

The next meeting of the Parish Council would be held on Wednesday 5 July 2017.

Cllr Bicknell asked the Council to remain whilst he wished to explain in more detail matters relating to the Youth Club, It was resolved this matter would be discussed in confidence. Members of the public were therefore asked to leave the meeting

*For the next item, the Council resolves to exclude the public and press for discussion of these matters, which involves the disclosure of exempt information as defined in the Local Government Act 1972, schedule 12a, Part one, Para. 1, where this item relates to the affairs of an organisation*

**16. Youth Club**

Cllr Bicknell advised in addition to the work outlined earlier in the meeting that Debbie Widdowson was now liaising with Youth Services to draw up an agreement between the Youth Club and Newstead Centre Trustees, as to whom would be responsible for what. PAT testing has been carried out. Youth Club has brought 4 new LED lights. Cllr Bicknell has brought new internal roof tiles whilst volunteers will repaint the building. He reported that Notts CC Youth Services have advised the biggest single issue is now the roof.

## NEWSTEAD PARISH COUNCIL

### Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 5<sup>th</sup> July 2017

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr C Bicknell, Mr R Butler, Mr P Burnham, Miss H Scott and Ms J Smith. Also attending were County Cllr Mr C Barnfather, Cllr Mr B Andrews and Mrs Andrews and three parishioners.
2. **Apologies for absence:** Apologies received from Cllr C Powell.
3. **Declaration of Personal and Prejudicial Interests**  
Cllrs Bicknell and Scott declared an interest in any matters relating to the Newstead Centre as Trustees of the Charity. Cllrs Bicknell, Scott and Smith declared an interest in any matters relating to Newstead Enterprise. Cllr Butler declared an interest in matters relating to 'Land behind Fraser Street' as living directly adjacent to the land in question.
4. **Co-option of a New Councillor to represent Abbey Ward**  
Mr E Hardy of 64 Tilford Road, Newstead had previously indicated his intention to stand at the last council meeting. His co-option onto the Council was agreed and he was invited by the Chairman to join with members. Mr Hardy was then asked to sign his 'declaration of office' in the presence of the Proper Officer of the Council.
5. **Minutes of the Council meeting held on 7<sup>th</sup> June 2017**  
The minutes of the meeting were approved as a true record.
6. **Matters Arising from the Minutes**
  - 5.1 **Topple Testing** - One of only two remaining unstable headstone had now been made safe by a relative. The two headstones on which unauthorised work was carried out have now been laid down by Anthony Clarke. It was also explained that reinstatement of the headstones by Anthony Clarke was no longer possible. Cement left on both the headstones required removal before attempting further re-bonding of the headstones, which Mr Clarke felt could only be carried out by a qualified stonemason to minimize any further damage to the headstones.
  - 5.2 **Annual Community Fund** - Payment now received of £1,500 from RCAN.
  - 5.3 **War Memorial** - Invoices for the total outlay have been sent to the driver who has indicated that he would prefer to pay the Council's claim direct. These were sent on the 29 June and Council is now waiting to hear from the driver how he intends to reimburse these costs.
  - 5.4 **Dog Fouling** - An email had been received from Sarah Anderson, Neighbourhood Warden, Gedling Borough Council re action taken so far to promote responsible dog ownership. This advised that a letter drop to residents had been completed and new signs had now been put up outside the school. She had also carried out several patrols on foot when any visible mess was cleared up and asked whether there were any more areas in the village where complaints have been received. Cllr Smith felt the path between Webb Street and Tilford Road was a 'dog mess hotspot', whilst Cllr Burnham felt the dual cycleway/footpath leading from the terraces to Hazleford Way was also an area subject to dog fouling. It was agreed details of these areas would be passed to Sarah. The Chairman also asked Cllr Bruce Andrews to pass on the thanks of the Council for the work undertaken by Sarah on this issue. She also thanked Cllr Smith who had put up various posters/stickers in the village which had been found in the Newstead Centre promoting responsible dog ownership.

- 5.5 Foundry Terrace - The lengthsman had strimmed the vegetation coming through the fence opposite homes on Foundry Terrace and also the path to Hazleford Way (Bunches). The Heras fence around the factory which runs from Foundry Terrace and at the back of the homes on Chatsworth Terrace was installed by Gedling BC when planning obtained a one off grant to promote economic development of the adjacent industrial site. To create permanent parking bays would need a transfer of land to the Council or perhaps residents. Cllr Burnham has passed a copy of his letter to Gedling Homes to the Clerk, who has now asked for further information on the properties affected. Cllr Burnham has subsequently provided this information, which identified at least 19 homes in 'the terraces' with vegetation growing on the roof. The Clerk will now write to Gedling Homes.
- 5.6 Land Behind Fraser Street - Telephone call from EMH. They will get the local housing officer to inspect the area and see what they can do regarding flytipping problem. Further discussion to take place later in the meeting.
- 5.7 Foundry Terrace Litter Bin Request  
The request for a litterbin has been discussed with Terry Ball, Gedling Borough Council. Whilst he has ruled out installing any further bins in Newstead Village (the round collection has reached full capacity), he may be prepared to transfer an existing unfilled or rarely used bin to this location. The Clerk has advised that as the Council has already agreed to pay half towards a cost of a new bin that NPC could help towards any transfer costs. Cllr Bicknell later in the meeting suggested that perhaps one of the bins on the play park could be utilized for this purpose.
- 5.8 A Frame Gate - An estimate has been obtained by John Evens of Gedling Borough Council for £1200 from Darren Brown for the fitting of a hooped barrier across the footpath. The Clerk advised she was not convinced that what has been put forward would stop motorcyclists or meet the requirements of DDA and this needs to be researched further.
- 5.9 Public Speaking re Request for yellow lines around green - This request has been refused by Highways on the grounds of cost as no concerns raised by either the emergency services or crash reduction team regarding this location. Following receipt of the email from Laura Trusler which had been forwarded to Cllrs, Cllr Phil Burnham had requested a meeting with Highways. It was agreed by the Council that a site meeting should be held with highways at school leaving times, preferably before the summer break.
- 5.10 Beacon on Tilford Road - Letter sent to Highways but no response received to date. Cllr Hardy advised that the loose cover on the island had now been replaced with something more secure. The Council remained of the opinion that the beacon was still required and that nothing had changed to warrant its removal. Clerk to chase highways for reinstatement of the beacon.
- 5.11 External Audit - The Annual Return and set of accounts for 2016/2017 has now been sent to the auditor Grant Thornton.
- 5.12 Planters/Hanging Baskets - Contractor authorised and watering underway.
- 5.13 Hucknall Road - The verge has now been strimmed back by Ashfield. Cllr Burnham felt this was a temporary fix and that siding out was still required. The Council to continue to pursue.
- 5.14 Potholes on Station Ave - Several areas of patching has been carried out including under bridge in areas worst affected. Potholes also filled on Tilford Road (next to Robin Hood Line and adjacent to bus turning circle).
- 5.15 Station Ave - The brambles have now been strimmed by Jonathon Rhodes. Cllr Smith advised that on inspection re the gate previously left on the verge by Gedling workmen, it had become apparent that the metal struts on which they sit are missing on one side. Gedling Borough Council to be advised.
- 5.16 Newstead Meadow - The bench on Newstead Meadow could not be repaired as on closer examination one of the concrete struts forming the base of the seat with the top had been damaged. Discussed with the Chair and it was agreed to obtain an estimate for its removal and an estimate had been received from Anthony Clarke for £70. The Clerk had then authorised work to proceed where the exposed concrete stumps presented a health and safety risk and invoice now received. Cllr Burnham advised that grass under the picnic benches has been cut by Anthony Clarke.
- 5.17 New Cemetery Wall - The loose coping stone has been rebbeded by Clerk.

*The meeting was then closed to allow members of the public to bring up various matters*

Residents were concerned at the amount of litter dropped in the village with particular reference being made to the roads outside the Post Office and Chip Shop and also the area around the MUGA and Youth Centre which was littered by a number of empty drink cans. It was noted this latter area was used by local kids and also by youths attending CAST and it was asked that an approach be made to both organizations to help clean up the litter. It was also noted that litterbins in this area were often full and the use of additional signage in this area was discussed. Flytipping on Chatsworth Terrace was also reported by Cllr Butler.

Mr T Moore asked if progress had been made with Gedling Borough Council re disabled access to the sports field but so far they had not responded to the Council's request. The use of a radar key was discussed which could be held by either Lorraine at the Micropub or retained in the reception at the Newstead Centre.

Other issues mentioned off road bikers which have been noted in a number of locations in and around this area often driving dangerously. Mr Moore raised the subject of traffic lights at the end of Annesley Cutting/Derby Road. Also graffiti on the street sign opposite Cornerstone House, which was suspected to have been caused by one of the kids attending CAST, where the Council agreed to ask Mick Leivers to arrange to clean this off.

*Prior to the discussion of the accounts, the Clerk asked whether Agenda item 9 could be brought forward for discussion as any funding subsequently agreed could then be included within the list of payments for approval. This was agreed.*

## **9. The Youth Centre Building**

Following an exchange of information between the Youth Centre, the Newstead Centre Coordinator and Debbie Widdowson regarding the need to undertake urgent repairs to the roof, the Parish Council had agreed to pledge the sum of £2k towards the repairs required. At the time of this pledge, only one estimate had been received by the Newstead Centre, however since that time further estimates had been obtained, copies of which are now in the possession of the Council. In total, 3 estimates have been received, the details of which are as follows: -

Pete Mills **£4,360**

A Barker Roofing **£3,500** inclusive of VAT (NB builder will need to source replacement tiles, which could take several weeks)

Nottingham Roofing Services **£2,800** plus VAT - Roof tiles already in stock

Further discussions had since been held with Newstead Locality Co-ordinator, Debbie Widdowson, who had advised that in total the sum of £1,000 had been pledged towards the repairs required. This comprised £250 from each of the District Cllrs, with a further £250 being received from Cllr Barnfather in his capacity as the County Councillor. She advised that at present neither the Newstead Centre, nor the Youth Club, is able to make a contribution towards the costs at this stage, although the Newstead Centre is able to recoup the VAT through usual returns to HMRC. Reserves held by the Youth Club have largely been used up i.e. as rent to the Church or on other works identified which are required in the building. The Clerk also read out notes from the Local Council Review, which confirmed that the Parish Council could legitimately make loans available to village hall committees, etc. She recommended that the Parish Council agreed to pay £1,800 towards the cost of repairs (based on lowest quote obtained), plus agree to make a loan to the Newstead Centre equal to the VAT payable on the repairs, which has to be returned by the Centre once refunded by HMRC.

It was also proposed that any payment is also contingent on the building meeting current health and safety standards and it was confirmed that the building will be assessed by the Notts County Council Youth Services to ensure this is fit for purpose. Cllr Bicknell confirmed that repairs could start on Friday, if agreed. It was

proposed by Cllr Young and seconded by Cllr Butler that the Council contribute the sum of £1,800 towards the cost of the roof repairs, plus make available a loan to the Newstead Centre of £560 (equal to the VAT) to be reimbursed to the Council once this has been recovered and this was agreed. Finally it was noted that rats were seen in the vicinity of the Youth Centre building.

7. **Accounts**

i) **Cheques for Approval**

**Receipts**

£670 Pre-purchase of new double plot in cemetery.  
 £1,500 RCAN - Wind turbine annual levy

**Cheques for Approval**

100435	Newstead PCC	£150.00	Donation towards Summer Fayre
100436	Newstead Centre	£45.00	Room hire costs for June Council meeting.
100437	Mr A Sedgewick	£140.00	Watering of planters and hanging baskets
100438	Keep Britain Tidy	£54.00	10 A3 and bin stickers - Dog fouling posters
100439	Clarke's Cemetery Services	£70.00	Removal of vandalised seat in Newstead Meadow
100440	Clarke's Cemetery Services	£630.00	Charges under grounds maintenance contract inc. additional charge for grass around MUGA and verge on Station Road.
100441	Mrs P Young	£15.00	Chairman's allowance (June)
100442	Mrs J Johnson	£346.85	Clerk's wages for June less contribution to pension deficit.
100443	Notts County Council	£119.95	Pension Contributions for Clerk (June) plus deficit
100444	Mrs J Johnson	£ 33.69	Clerk's expenses
			Postage/Other £18.04
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage £7.65
			TOTAL
100445	Newstead Centre	£2,360	Contribution towards repair of youth centre roof

The accounts were agreed as stated.

The Chairman also reminded the Council of the reasons for the high reserves currently held by the Council and explained that it was hoped that the present 'unused' part of the cemetery could be developed into an area of contemplation, which would require a driveway being constructed into the unused section of the cemetery, and also improved perimeter. She asked this be put on the agenda for discussion at the next council meeting.

ii) **Any Other Matters Relating to Finance**

None

iii) **Request for Raffle Prize for Greener/Cleaner Fun Day**

A request had been received from the Newstead Locality Co-coordinator towards a raffle prize for the above fun day. The Clerk advised she had already discussed an appropriate prize with Debbie and suggested the Council may like to purchase Argos Voucher to the value of £25. This was agreed by the Council.

8. **The Lengthsman's Scheme**

It was noted on Tilford Road and around the terraces there were a number of weeds in the pavement which required removal. Cllr Burnham also noted that the dual cycleway/pathway from the terraces to Hazleford Way required strimming back. It was agreed to instruct the lengthsman as per the work outlined above.

## **10 Matters concerning Newstead Village**

- 10.1 Land Behind Fraser Street - The Clerk explained that during part of the conversation with East Midlands Homes, it was suggested that the Parish Council may wish to lease the land in question for the benefit of local residents, whereby agreements have been reached with parish councils in other areas. In discussing this issue, it was noted that the cost of cleaning up the land would be prohibitive given the budget of the Council. There was also possible land ownership issues and disputes over rights of access to the rear of homes bordering the area. It was also a question of what use could be made of the land once in possession of the Council. Taking all this into consideration, the Parish Council agreed not to pursue a lease on the land at this stage. Cllr Butler requested details of the contact at EMH.
- 10.2 Newstead and Annesley Country Park - It was noted that the track from Pocket Park, up past the visitor centre which had been churned up during construction of the wind turbine had not yet been made good, despite this being part of the planning conditions. It was agreed to ask RCAN why this work had not been carried out.
- 10.3 White Lining - The junction on Markham Street in front of the church has still not been white lined, despite many previous requests to Highways, nor has the junction with Tilford Road/Fraser Street. Cllr Barnfather asked to be copied into any further correspondence with Highways. Cllr Bicknell also reported a pothole on Musters Road at the junction with Markham Street.
- 10.3 Newstead Meadow - The Chairman advised she had spoken to her beekeeper re hive on the wildlife meadow. His bees are currently 'angry' and he will need to purchase new queens, which he is working towards. These are very expensive and currently sell at £250 It was further noted that Cllr Bicknell has problems with bees in his loft and the Chairman agreed to ask advice from her beekeeper on this issue
- 10.4 Hucknall Road 'Pot hole' - The Clerk advised that having looked at why water gathers in the road adjacent to the cemetery wall, this was as a result of a combination of factors. There is no pothole as such but moreover the road itself has crumbled at the edge for a length of approximately 12 feet. She advised that surface water gathers at this point, where this is the lowest section of the road. There are no drains in the road itself and the verge to the side of the road (i.e. next to the cemetery wall) is completely saturated. Also, the area is in permanent shade due to a canopy of trees overhanging the road at this point. What she felt was needed was some means of draining the water from the road but preferably not into the cemetery. She suggested that the Council may like to obtain the advice of a drainage engineer and suggested a meeting with John Evens, Gedling Borough Council who had previously devised the scheme to drain the skate park and this was agreed.
- 10.5 Newstead Park - Cllr Bicknell advised that during the recent school fete a number of complaints had been received over the state of the existing play equipment where this was old. The Clerk explained this was a catch 22 situation in that the present park was owned by Gedling Borough Council, who would need to provide permission for the equipment to be changed and there was little point in pursuing an option, if this did not meet with Gedling's approval. The high cost of play equipment was discussed, where Cllr Barnfather suggested the Council may like to talk to the Clerks at Ravenshead Parish Council who had recently purchased new equipment for their park which he thought cost around £80k. It was also suggested that the Council write to John Robinson, Chief Executive, GBC to see what options were available and whether he could send an officer from parks to discuss what improvements could be made. The Chairman also asked about the possibility of using play equipment previously purchased for the Newstead Centre, but this idea was ruled out as the equipment was primarily suitable for indoor use only.
- 10.6 Speeding - It was noted there had been complaints from residents regarding a number of speeding tickets issued along the stretch of road between Newstead and Annesley Village. The meeting was reminded that the speed limit on this section of road was 30mph.

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

- 11.1 2017/0131 - Quarry Banks Farm - The Chairman asked Cllr Barnfather why following a site meeting with the

- residents that this particular matter had been decided by the planning officer and not referred to the Planning Committee. Cllr Barnfather replied he had no idea why the application had not been delegated to the Planning Committee, but during the relevant time period had been engaged in matter pertaining to the general election.
- 11.2 Hawkers/Pedlars - The Chairman confirmed she had answered a query from a resident in the park regarding a pedlar carrying out door to door sales within Newstead Abbey Park, who she understood had been licensed by the Parish Council. The Chairman had responded by explaining that the licensing of pedlars this was not within the remit of the parish council. It was subsequently noted that any license to sell goods door to door (i.e. pedlar's certificate) is issued by the local Police.
- 11.3 Station Ave- It was noted that the road had been marked out pending filling of the potholes on Station Ave.

## 12. Correspondence

- 12.1 Tour of Britain - Notification had been received that the OVO cycle tour of Britain would be passing through Newstead Village and proceeding to Newstead Abbey, as part of stage 4 of the race, on Wednesday 6<sup>th</sup> September. Planning for the event would be undertaken through the Newstead Locality Group, where the school has agreed to become involved. It was agreed by members of the Council that the Council would support whatever initiative is planned.

## 13. Planning Applications

The following application had been received by the Council and circulated to Councillors prior to the meeting.

2017/0735 - Unit 3, Alexander Court, Hazleford Way, Newstead (Certificate of Lawfulness for use as car sales) - The Clerk explained that a certificate of lawfulness was issued where planning permission should have been sought at the outset for the proposed use - but wasn't (in this case for car sales) and to validate the present use of the site. She advised they were usually only issued if the existing use had been established for 10 or more years. In this case, it was alleged the use of this unit for car sales had been established since 2004. Cllrs recalled that this site had been used for the sale of vehicles ever since completion of the site although it had changed owners several times. It was therefore agreed not to object to the certificate whereby use had been established since this time.

2017/0704 - 61 Kirkby Road, Ravenshead (Proposed Detached Garage) - No objections

Planning permission had also been received on the following application:

2017/0516 - 8 Abbey Road, Newstead (Proposed single story rear extension)

## 14. Reports from External Meetings

Newstead Miners Welfare Community Centre - Cllr Scott advised that the AGM/public meeting of the Newstead Centre had been held although poorly attended by the public. In terms of officers elected, Chris Bicknell is now Chairman of Newstead Centre Trustees and Vicky Leadbeater being appointed as the Vice Chairman. The post of Treasurer has not been filled as the accounts will continue to be presented by staff employed by the charity. In future, 1 in 3 meetings will be attended by the Trustees alone with further meetings being attended by either Jane Daniels (Centre Co-ordinator), or Debbie Widdowson (Newstead Locality Co-ordinator). Helen Scott has agreed to write the minutes but unlike parish councils, she advised there is no requirement to make them publicly available. Also, as this role is purely voluntary, the minutes will be more a list of bullet points and actions agreed to be taken. Some Councillors expressed their concern that minutes would not be made public and following further discussion, it was agreed that a copy of the minutes could be placed in the notice board outside Newstead Centre and also a copy sent to the parish council.

## 15. Matters concerning the Cemetery

- 15.1 To Review Existing Cemetery Regulations - Copies of the full cemetery regulations revised November 2014 had been distributed to Cllrs prior to the meeting, with proposed additions to the regulations highlighted in red. Cllrs approved the amendments as proposed with no further suggestions being made. It was agreed that a full copy of these regs be included on the cemetery notice board.
- 15.2 Request to Pre-purchase Plot in the Cemetery Section of New Cemetery - The Clerk explained that she had received a request from an individual with relatives already buried in the cemetery for permission to scatter his ashes over the grave of a relative where it was already Council's policy to allow such a request for a fee of £25. In addition the same individual wished to install a permanent memorial plaque in the grave yard and for this reason also wished to purchase a small plot of land in the cemetery. It was suggested the way forward would be to allow the person concerned to pre-purchase a plot in the cremations section of the graveyard and as no such policy existed at present, the matter had now been brought to the attention of the Council. The Clerk in response to queries raised by Cllrs advised that in theory this was no different from a person pre-purchasing a burial plot. Cllrs agreed to the request to pre-purchase a cremation plot for the purpose of installing a permanent memorial.
16. Items the Chairman Considers Urgent
- 16.1 Future Agenda Items - The following items were asked for inclusion on the agenda at the next Council meeting, which was a policy on Social Media and application for funding towards the Bonfire Event.

*The Clerk disclosed a pecuniary interest in the next item and left the meeting during discussion of this item.*

Clerk's Pay Review - The Chairman advised the Council that the Clerk's annual pay review would be put on the agenda for discussion on September but in the meantime asked if they wished her to carry out an appraisal. It was agreed by Cllrs that an appraisal was not required.

17. Date of Next Meeting.  
The next meeting of the Parish Council would be held on 6<sup>th</sup> September 2017.

## NEWSTEAD PARISH COUNCIL

### Minutes of the Parish Council Meeting held in the Sherwood Room of Newstead Centre on Wednesday 6 September 2017

1. **Present:** Cllrs: Mrs P Young (Chairman), Mr C Bicknell, Mr P Burnham, Mr R Butler, Mr E Hardy, Miss H Scott and Ms J Smith. Also attending were Ward Cllr Mr C Powell, Cllr Mr B Andrews and Mrs Andrews and one parishioner.
2. **Apologies for absence:** Apologies received from Cllr Mrs D Adams and County Cllr Mr C Barnfather.
3. **Declaration of Personal and Prejudicial Interests**  
Cllrs Bicknell and Scott declared an interest in any matters relating to the Newstead Centre as Trustees of the Charity. Cllrs Bicknell, Scott and Smith declared an interest in any matters relating to Newstead Enterprise. Cllr Butler declared an interest in matters relating to 'Land behind Fraser Street' as living directly adjacent to the land in question and also in respect of the Christmas Tree barriers, where his employers had provided the quote for the barriers. Cllr Scott subsequently declared an interest in item 6ii) as a member of Newstead Events Group.
4. **Minutes of the Council meeting held on 5 July 2017**  
With the following matters to be noted: under 11.1 - that although the minutes were based on what was said at the time, they did not reflect the considerable time taken by Cllr Barnfather in terms of discussions with the Planning Committee and also site meetings held with the affected residents. Also, under item 14, the Chairman had expressed concern that the Council had not been advised of the AGM of the Newstead Miners Welfare Community Centre charity. With these matters noted, the minutes of the meeting were approved as a true record.
5. **Matters Arising from the Minutes**
  - 5.1 **2017/0131 - Quarry Banks Farm** - Cllr Powell explained there is a panel which decides whether planning applications are submitted to the full planning committee for a decision, or delegated to Planning Officers to decide. In the case of this particular application, although objections had been received from residents, Cllr Powell advised no objections had been received from Nottingham City Council as the principal landowner affected by this application. This was felt to be crucial as customers would be accessing the stables, either through Newstead Abbey Park itself, or via Station Ave. As no objections had been received from the City Council, the Committee agreed any decision on this application should be delegated to Planning Officers. The Chairman was surprised that nothing had been received by the Planning Authority, as she had previously spoken to Rachael James, Operations Manager, Nottingham City Council, who had advised her she would be sending objections on behalf of the City Council. The Chairman will now make enquiries with the Abbey to find out why no objections had been sent as previously advised.
  - 5.2 **War Memorial** - Expenses reimbursed in full by the Third Party driver. The balance of the amount collected will be passed to Northfield Construction in payment of invoices for supplying and fitting the railings.
  - 5.3 **Dog Fouling** - Details of previous 'dog poo' hot spots passed to Sarah Anderson (Neighbourhood Warden). Posters have been received from Tidy Britain and these are currently in the process of being distributed.
  - 5.4 **Foundry Terrace/Gedling Homes** - Confirmation received that Gedling Homes are to undertake a survey of all affected Gedling Homes properties commencing 7<sup>th</sup> August with a view to commencing work thereafter. Cllr Burnham was asked whether he was aware any surveys had yet been completed and he was not. Agreed to chase Gedling Homes.

- 5.5 Land Behind Fraser Street - The Clerk has sent a reminder to East Midlands Homes on 16th August as nothing further heard from them. The school has also been informed of the identity of the landowner in the event they have any future queries. Cllr Butler advised he understood some residents may be interested in purchasing the land as an extension to their back gardens.
- 5.6 Litter Bin - The Clerk had written to Terry Ball accepting offer to re-site an existing bin and as yet nothing further had been heard from Gedling BC.
- 5.7 A Frame Gate - The Clerk has discussed this with Darren Brown. He agreed that with a hooped barrier, it may be possible to slide a bike under the barrier, although this problem could be overcome by adding metal inserts. The Clerk advised that on the whole, the Council felt the costs were prohibitive. Darren has suggested a possible alternative of installing a pedestrian barrier within the existing wooden frame and is to get back to the Council with a revised estimate.
- 5.8 Request for yellow lines around the Green - The Clerk advised it was not possible to set up a meeting prior to the school breaking up for the Summer holiday. As the school had only re-opened today, a meeting would now be requested.
- 5.9 Station Ave - It was noted that some of the brambles appeared to have been left in situ by Jonathon Rhodes which was made more prominent after this section of the verge had been mowed by Gedling Borough Council, prior to the Tour of Britain cycle race. Clerk to investigate. It was noted that the broken gate had now been removed presumably for repair by Gedling Borough Council.
- 5.10 Disabled Access to Sports Field - It was agreed that the Parish Council could be supplied with keys to existing wide gate and the Clerk is now waiting to hear from Gedling BC as to when these can be collected. In the longer term, a new gate and path will be installed, which is to be DDA compliant.
- 5.11 Street Sign - The Clerk had spoke to Mick Leivers and the graffiti on the sign has been cleaned off.
- 5.12 Youth Centre Building - Roof repairs carried out. Cllr Bicknell advised that most of the work required had been carried out but the building now needs a final clean up. On Tuesday 12<sup>th</sup> September, it was understood that Nottingham Youth Services would be undertaking a risk assessment of the facilities. Cllr Andrews confirmed that no arrangements had been made with the church to continue in these premises and it was intended to move back into the Youth building as soon as available. He also advised there was a fridge in the church which would also need moving back. In terms of an agreement between the Youth Club and the Trustees of the Newstead Centre, this was still ongoing. Cllr Scott advised that she had recently responded on behalf of the Trustees requesting an amendment to the agreement.
- 5.13 The Lengthsmans Scheme - Cllr Burnham advised that whilst some strimming may have been carried out on the dual cycleway/footpath between the terraces and Hazelford Way it had not been cut back on the cycle path side. The Clerk advised that according to the latest schedule of work undertaken by the lengthsmen the work had been carried out. Cllr Burnham to recheck and advise.
- 5.14 White Lining - Highways have advised that the white lining of the junction between Fraser Street and Tilford Road was carried out in November 2016, although the area marked out on the mono block was already smudged badly. Reminder sent re marking out of the junction of Markham Street with Musters and Bryon Street, which has not yet been carried out. The pothole previously reported on this road has not been filled and it was agreed to chase highways.
- 5.15 Newstead Miners Welfare Centre - Minutes circulated to Cllrs
- 5.16 Newstead and Annesley Country Park - Liam Russell has now left the employ of RCAN and therefore any queries re the park need to be directed to the new Chief Executive of RCAN. Having written to RCAN on the 17 August, the following reply was received on the 18 August from Helen Kearsley-Cree, which basically states *'having been on the park 6 times in the last two weeks she has not experienced the churned state of the paths as described in our response and that all paths used during the installation have been attended to. She will however follow up on our enquiry when she returns to the office on the 4<sup>th</sup> September'*. Cllrs confirmed the main area in which churning occurred was the path to the side of the sport field /rear of Northfield Construction, past the disabled fishing lake to the visitor centre. It was agreed to pass this information to Ms Kearsley-Cree.
- 5.17 Matters Concerning the Cemetery

Request to Pre-purchase Plot in Cremations Section - After further consideration (and possibly cost), the applicant has decided simply to add an inscription on the existing grave of his relative.

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

Mr T Moore noted that a litter bin had previously been installed outside the chip shop but removed some time ago which should provide the capacity to install and empty an additional bin on Foundry Terrace. Also, although the lengthsman had strimmed the nettles/overgrowth growing through the fencing on Foundry as agreed, the trees and branches on the factory side of the fence were now touching the telephone wires and weeds/nettles were also growing back through the fence. He was certain that Gedling BC had previously cut back this area. In terms of the barrier to be fitted on the jitty between Foundry and Hazleford Way, he suggested that in order to minimize the expense, it may be worth installing a barrier on a less wide section of the path. Inconsiderate parking was also discussed especially the poor vision when emerging from the service road at the side of Cornerstone House, where the view to the left of this junction was obscured by the CAST minibus parked near the junction.. It was agreed to include something in the newsletter re inconsiderate parking. Cllr B Andrews asked for clarity as to who is responsible for what on the Country Park. It was confirmed that RCAN owns the land whilst Newstead Enterprise own the visitor centre and Pocket Park. CAST has a lease to one fishing lake on site.

*Meeting re-opened*

6. Accounts

i) Cheques for Approval

Receipts and Payments for September 2017

Receipts

£265.00	Fees for interment on 2 <sup>nd</sup> August
£629.17	Reimbursement of repairs to war memorial
£250.00	Nottingham Memorials - Fees for new headstone.

Cheques for Approval

100446	Newstead Centre	£45.00	Room hire costs for July Council meeting.
100447	Mr A Sedgewick	£120.00	Watering of planters and hanging baskets
100448	Clarke's Cemetery Services	£30.00	New lock on cemetery gates.
100449	Clarke's Cemetery Services	£250.00	Charges for reopening grave re new interment.
100450	Clarke's Cemetery Services	£630.00	Charges under grounds maintenance contract inc. additional charge for grass around MUGA and verge on Station Road.
100451	Mrs P Young	£15.00	Chairman's allowance (July)
100452	Mrs J Johnson	£346.65	Clerk's wages for July less contribution to pension deficit.
100453	Notts County Council	£119.95	Pension Contributions for Clerk (July) inc. deficit payment.
100454	Mrs J Johnson	£ 33.69	Clerk's expenses (July)
			Postage/Other £29.66
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£3.15</u>
			TOTAL <u>£40.81</u>
100455	Notts ALC	£40.00	NALC Training course for Clerk - Cemetery Management and Operation

100456	J A Rhodes	£70.00	Strim brambles on Station Ave
100457	Northfield Construction Ltd	£409.17	Repairs to War Memorial.
100458	Mrs J Johnson	£94.19	Bunting and balloons for Tour of Britain event.
100459	Clarke's Cemetery Services	£630.00	Charges under grounds maintenance contract inc. additional charges for grass around the MUGA and verge on Station Road.
100460	Mrs P Young	£15.00	Chairman's allowance (August)
100461	Mrs J Johnson	£346.85	Clerk's wages for August less contribution to pension deficit.
100462	Notts County Council	£119.95	Pension Contributions for Clerk (August) inc. deficit payment.
100463	Paul Newman	£22.00	Weedkill used by lengthsman
100464	Mr A Sedgwick	£100.00	Watering of planters and hanging baskets during Aug
100465	Mrs J Johnson	£25.06	Clerk's expenses (August)
			Postage/Other £13.91
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£3.15</u>
			TOTAL <u>£25.06</u>

In addition to the above, the following matters were also discussed and agreed.

NALC Training Courses - The Clerk could attend the NALC Training Course on the 12<sup>th</sup> December to ascertain how forthcoming changes to the Data Protection Act will affect the storage of data held by the Council at a cost of £30

Cllr R Hardy to attend a 'New Councillors' training course to be held at Epperstone Village Hall on the 1<sup>st</sup> November As Cllr Hardy could not drive Cllr Burnham agreed to take Cllr Hardy to the venue subject a claim in respect of his travel expenses and this was agreed.

RBL Poppy Appeal - The Council agreed not to join the Nottinghamshire 'Lamp Post Poppy' campaign but continue to send a donation along with the usual order for 2 wreaths at £17 each. It was agreed to make to total payment of £50 to the Poppy Appeal including the cost of the two wreaths.

With these additional payments noted, it was agreed cheques could be approved and signed as stated.

- ii) **Request for Donation towards Newstead Bonfire Event** - A grant application had been received from Newstead Events Group, which sought a donation of £1,200 from the parish council (based on 2015 costs) towards a professional firework display, where the total cost of the holding the event was estimated to be in the region of £2,200. Cllr Scott explained that in addition the firework display, there would also be artist led workshops including face painting, and bonfire building, etc. She explained that past criticism of the event had been the poor firework display and the donation now sought from the Council would allow for a 'professional' display. It was advised that whilst funding could be found in respect of the workshops, very few organisations were willing to fund the firework display itself. The Clerk advised that in terms of the funding this would come under S137 expenditure which was limited in statute however the Council could legitimately spend just over £5k per annum under S137, although the budget agreed during 2017/18 for this type of expenditure was £1,000. The Chairman advised not all parishioners liked fireworks and there could be objections, if a significant proportion of the Council precept was spent on a firework display. She also felt that as many people from Annesley village could also attend this event that funding should be sought from Annesley and Felly Parish Council towards this event.

*With an interest in the matter already disclosed, Cllr Scott then left the meeting whilst Councilors made a decision on this matter.*

Cllr Bicknell advised that he was aware that £1,200 was the bare minimum required for a display whilst Cllr Butler was much in favour of the event. In looking how this cost of a professional display could be funded, it was felt that Northfield Construction could be approached for a donation towards the cost of holding this event. Cllr Butler offered to donate personally towards the cost and proposed that the Council should offer £700, towards the total amount sought of £1,200. This was seconded by Cllr Bicknell, whilst Cllr Burnham proposed £500, seconded by Cllr Hardy. A discussion then ensued how the remainder of the funds could be reached, if the lower amount agreed and an offer was made from Cllrs Powell and Andrews to fund the display of £100 each. It was also felt that if an approach was made to Cllr Barnfather, he may also pledge a similar amount. Cllr Bicknell also indicated he was willing to make personal contribution towards the cost. With this in mind, it was agreed by the Council to offer the sum of £550 towards the total sought of £1,200, with the Clerk to assist Cllr Scott in fundraising for the outstanding balance. It was also noted there was some urgency in the matter as the services of the contractor involved would need to be confirmed by the following Wednesday.

Cllr Scott returned to the meeting and was advised of the Council's decision to award £550 based on other contributions also pledged at the meeting.

iii) **Any Other Matters Relating to Finance**

None

7. **The Lengthsman's Scheme**

In addition to work to weedkill weeds/nettles coming through the side of the railings on Foundry Terrace, other suggestions for work included sweeping that part of Fraser Street which runs between the Post Office and Chip Shop and also repainting the black wrought iron railings on Tilford Road/Fraser Street junction. It was further advised that of the 75 hours allocated in the current year in respect of the lengthsman's time, some 34 hour of work had been completed by the lengthsman since May 2017.

8 **To Agree a Social Media Policy**

The Clerk tabled a draft version of a social media policy which she had got from the internet. She advised that a number of Parish Councils had publicised their own schemes online but she had chosen this version as this was fairly simple. In essence this would form the basis of any policy drawn up by the Council. The Clerk was asked to submit an electronic version of the policy to Cllrs for comment which would be brought back to the next meeting. It was also stressed that there was no reason why members of the Council could not air their own views on social media provided it was stated that this was the view of individual members of the council rather than the collective view of the Council as a whole.

9. **Matters concerning Newstead Village**

9.1 **Christmas Celebrations and Matters relating to the Christmas Tree** - There were a number of items relating to this matter which were agreed as follows:

- Christmas Tree - It was agreed to purchase the tree from the same suppliers as last year. The size of the tree was also discussed, plus the practical aspects of redecorating and disposing of the same, where it was agreed to opt for a 25 foot tree. In terms of decorating the tree, it was noted that the Christmas tree lights were currently held in storage by Gedling BC. It was suggested that Gedling be asked to decorate the tree with any tweaking of the lights to be carried out thereafter by Cllrs as the Council lacked the appropriate equipment to decorate a tree of this size. The Clerk would also obtain an estimate for a star at the top of the tree similar to that which adorned the Christmas tree in Linby Village. A plea was made by the Chair for the lights to be lit from 3pm to midnight and, also if possible, between 6am to

10am each morning (this will depend on the timer), so these could be seen by parishioners leaving for work.

- Barriers for the Christmas Tree - A revised design had been circulated to member of the Council where due to the increased size of the barrier costs had risen to £96.50 each, which included a staff discount of £122. The revised specification as circulated was approved and it was agreed to order 4 barriers from Fabrikat at a total cost of £386 plus VAT.
- Christmas Event - A tentative date for an event to be held was agreed as the second week in December. Cllrs were asked to think about what type of event the Council would like to hold which would be put back on the agenda for discussion at the next meeting.

- 9.2 Planters/hanging baskets - As the planters/baskets had now gone beyond their best, it was agreed to stop further watering of the planters. Cllr Young advised she hoped to plant winter pansies in the planters over the winter and this was approved by the Council. Cllr Scott also suggested planting snowdrops.
- 9.3 Newstead Meadow - An estimate had been received from Jonathon Rhodes for the cost of cutting back the haylage on the meadow at a cost of £580, which did not include baling. Also a further estimate had been submitted for subsequently chain harrowing the meadow which ideally should be undertaken during Autumn at a cost of £200. Both these costs were approved.
- 9.3 OVO Tour of Britain - This had taken place earlier in the morning when riders passed through the village as part of Stage 4 of the Tour of Britain. The Clerk had been authorized via email to spend up to £100 on bunting and balloons to decorate the village. Cllr P Burnham had volunteered to act as a marshal for the event. It was noted that the live feed of the event had made reference to the display in the school play area and also to the Newstead dragon. There had been a number of spectators to the event, which was much enjoyed.

## 10 Matters concerning Newstead Abbey Park.

- 10.1 Station Ave - Further resurfacing of the drive had been carried out in particular where the road goes under the railway bridge between Vicarage Corner and the Abbey entrance.
- 10.2 Gate Code/EMAS - A call to the emergency services by one of the residents in the park revealed that EMAS had not been passed on detail of the gate code for the rear entrance to the Abbey. This had resulted in the resident concerned having to meet the ambulance at the gate to afford access. Contact has been made with Newstead Abbey Management team to ensure that in future this code is passed on.

## 11. Correspondence

None other than mentioned elsewhere.

## 12. Planning Applications

None received.

## 13. Reports from External Meetings

- 13.1 Newstead Miners Welfare Community Centre - Cllr Scott advised there had been further meetings with the Trustees with minutes to follow. Of matters to report Neil Bettison of the Notts County Council would be attending future meetings of the trustees to provide some 30 minutes of training at the start of each meeting. It was noted a 'Family Night' had gone well, which the centre would look to repeat in future. There are also plans to hold monthly craft and car boot sales.

## 14. Matters concerning the Cemetery

- 14.1 Cemetery Regulations - A copy of the revised regulation will be stapled on the notice board by the Chairman.
- 14.2 Extension to the New Cemetery - In order to start this project it would be necessary to agree a specification for the work to be undertaken. It was agreed that discussion would be held with Ashfield/Mansfield Groundwork to see whether they would be prepared to draw up the relevant specification. It was noted that the Council may have to pay for their services.

15. Any Other Business that the Chairman Considers Urgent

None

16. Date of Next Meeting.

The next meeting of the Parish Council would be held on 4<sup>th</sup> October 2017.

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

*The Clerk left the meeting for discussion of this next item*

17. Clerk's Pay Review

Prior to the meeting a paper had been circulated to each member of the Council outlining current salary paid to the Clerk and the effects of a 1%, 3% and 5% rise. In noting that the Clerk was paid less than recommended by NALC, and in recognition of the good service provided by the Clerk, it was agreed to increase the current level of pay by 5%, backdated to 1<sup>st</sup> July.

**NEWSTEAD PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held in the Sherwood Room of**  
**Newstead Centre on Wednesday 4 October 2017**

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr C Bicknell, Mr P Burnham, Mr R Butler, Mr E Hardy, Miss H Scott (arrived 7.35pm), Ms J Smith and Ward Cllr Mr B Andrews.
2. **Apologies for absence:** Apologies received from County Cllr Mr C Barnfather and Ward Cllr Mr C Powell
3. **Declaration of Personal and Prejudicial Interests**  
Cllr Bicknell declared an interest in any matters relating to the Newstead Centre as Trustees of the Charity. Cllrs Bicknell and Smith declared an interest in any matters relating to Newstead Enterprise. Cllr Butler declared an interest in matters relating to 'Land behind Fraser Street'.
4. **Minutes of the Council meeting held on 6 September 2017**  
The minutes of the above meeting were approved and signed.
5. **Matters Arising from the Minutes**
  - 5.1 **2017/0131 - Quarry Banks Farm** - The Chairman advised she had spoken with the Abbey Management who advised that comments were sent but arrived after the deadline for consultation.
  - 5.2 **Foundry Terrace/Gedling Homes** - Letter sent to Gedling Homes requesting details of timetable for when works are scheduled to be completed.
  - 5.3 **Land behind Fraser Street** - Despite a reminder being sent nothing further heard from EMH.
  - 5.4 **Litter Bin on Foundry** - The Clerk has tried to get a resolution on this and following a long conversation with Terry Ball at GBC, he has agreed he will arrange a site meeting with Andy Thornley (Head of Collections) to discuss a bin at this location. This meeting is due to take place on the morning of the 5<sup>th</sup> October.
  - 5.5 **A Frame Gate** - The Clerk held an on-site meeting with Darren Brown of DJB Contracts Ltd on the 21<sup>st</sup> September, when a discussion was held regarding refurbishing the existing wooden barrier by introducing a metal barrier in-between the same, or putting barriers at the other end of the jitty, where it is narrower. This latter solution works out more expensive where at least two pedestrian barriers would be required as it is usual to have these fitted in tandem to create a dog leg. The most cost effective solution proposed by Darren is to fit one pedestrian barrier within the existing wooden structure, to refurbish same, and also add a support post to one end of the existing wooden railings, where one of the existing wooden posts is wobbling. An estimate has subsequently been received for the work of £645, plus VAT. Following discussion by the Council, it was agreed to accept the quote provided by DJB Contracts Ltd, as Darren has been extremely competitive on work previously carried out for the Council and the standard of his work is good. Clerk to instruct contractor to put the work in hand.
  - 5.6 **Request for yellow lines around green** - As per email sent to Cllrs. Highways were not willing to attend a site meeting on this issue which they have advised is repeated outside every school in Nottinghamshire. They have suggested the Council telephone the Police in the event of obstructive parking.
  - 5.7 **Station Ave** - Discussed with contractor. He had previously strimmed the brambles and these have not re-grown. The clumps that remain are grass/nettles situated under yellow broom bushes, which were left in situ, where the contractor was asked to cut back the brambles only. To strim under these bushes will cost £40.

Alternatively, the Clerk suggested that the lengthsman be asked to carry out the work and this was agreed by the Council. .

- 5.8 Disabled Access to Sports Field - The Clerk has arranged for keys to be left with Debbie Widdowson. She has also tried to pinpoint when work is likely to take place to adapt the existing gate to accommodate wheelchair access. The only answer she could get from Gedling BC is that it will be scheduled for sometime over the winter.
- 5.9 Youth Centre Building - This remains closed, where it was understood from Jane Daniels, Coordinator for Newstead Centre, there are still problems with rats in the building and the pest control officer from Gedling is due to attend. Cllr Bicknell confirmed that a risk assessment of the building has been carried out by Notts. CC youth Services. Flagged up in this report was the need to have working fire alarms. It is not certain but work may be needed on the existing wiring in order for the alarms to work and this could be costly. An estimate is now being sought for this cost. The Clerk reminded the Council that it may consider a loan to the Newstead Centre to cover the cost of repair. Also on the same matter, Cllr Scott advised they had approached CISWO in respect of a lease with Notts. CC Youth Services but nothing had been heard. She understood that advice on legal matters can be very slow. Cllr Andrews advised that the Youth Club was running but that kids are remaining outside to play games in the MUGA.
- 5.10 White Lining/ Musters Road Pothole - The Clerk advised she had checked the pothole situation after the meeting. All holes have been filled but there is evidence that one of the repairs is starting to crumble. As this was only very slight, it will need to get worse before it would qualify as a pothole as such. Cllr Bicknell felt sure the school speed warning sign was still not working correctly despite the fact he was aware this had been reported by the parish council many times previously.
- 5.11 Newstead & Annesley Country Park - The Clerk has advised Helen Kearlsey Cree via email of paths which are churned up as a result of the wind turbine installation and has yet to receive a response.
- 5.12 Donation Towards Bonfire - The Chairman advised that the Clerk had worked hard to secure donations and up to date some £1350 has been raised towards the whole event, including £250 from Northfield Construction and a further £200 from Cllr Chris Barnfather. Cllr Scott confirmed that she had also made lots of progress with £250 being donated by Annesley and Felley Council towards the event. Posters have been prepared. She has also responded to East Midland Homes who have asked for further information and some funds have been donated through the locality group. Some discussion ensued as whether it was cheaper to source fireworks through local companies but Cllr Scott confirmed that the contractor chosen was the most competitive of all the quotes received. Cllr Burnham asked if there was any news of collecting stuff for the bonfire. Cllr Scott advised that anything put on the fire would need to be untreated.
- 5.13 Christmas Tree - A 25 ft Christmas tree has been ordered at a cost of £425 plus VAT and barriers now ordered.
- 5.14 Planters/Hanging Baskets - The Chairman advised she had not yet had time to plant out the planters but this would happen shortly. It was also intended to plant bulbs for spring. \_
- 5.15 Newstead Meadow - This has been cut and also chain harrowed.
- 5.16 Extension to New Cemetery - It has been established that churchyards/cemeteries do not fall within the remit of groundwork. Advice has been received that the parish council contact the Diocese of Southwell & Nottingham as they may be able to supply a suitable architect and a message has been left with the Diocese.

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

Cllr Andrews advised he had no specific comments to make

*Meeting re-opened*

6. **Accounts**

i) **Cheques for Approval**

**Receipts and Payments**

£560.00	Reimbursement of VAT on repairs to Youth Centre roof
£50.00	Refund for cost of repairing unstable grave <b>NB</b> Refunded to Clarkes' Cemetery Services in error.
£1.32	Interest on deposit acct - July
£1.36	Interest on deposit acct - August
£1.36	Interest on deposit acct - September

**Cheques for Approval**

100466	RBL Poppy Appeal	£50.00	Cost of 2 wreaths plus donation as agreed.
100467	N.A.L.C	£30.00	Data Protection training course for Clerk.
100468	Fabrikat (Nottingham) Ltd	£463.20	Cost of supplying barriers for the Christmas tree
100469	N.A.L.C	£30.00	New Cllr training course
100470	Newstead Centre	£54.60	Room hire costs for September meeting. <b>NB</b> Additional hour charged
100471	Clarke's Cemetery Services	£580.00	Charges under grounds maintenance contract inc. charge for grass around MUGA and verge on Station Road, less a reduction of £50 for overpayment of invoice 17007
100472	Mrs P Young	£15.00	Chairman's allowance (Sept)
100473	Grant Thornton UK LLP	£240.00	Fees for external audit of accounts 2016-17.
100474	Mrs J Johnson	£389.91	Clerk's wages for Sept plus backdated pay, less contribution to pension deficit.
100475	HMRC	£10.80	Income tax due on Clerk's wages 2 <sup>nd</sup> quarter.
100476	Notts. County Council	£133.22	Pension Contributions for Clerk inc. Deficit payment
100477	Mrs J Johnson	£ 46.39	Clerk's expenses (Sept)
			Postage/Other £29.84
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£8.55</u>
			TOTAL <u>£46.39</u>

The accounts were approved as stated.

- ii) **Request for Donation from Newstead PCC towards the Christmas Fayre** - An application had been circulated with the agenda where Newstead PCC had asked for a donation of £150 towards presents/selection boxes for children attending the Christmas fayre. Given that a substantial part of the budget had now been spent and further requests likely to be pending, it was agreed to make a donation of £100 only towards gifts for the children.
- iii) **Recommendations from the External Audit** - The Clerk was pleased to advise that in respect of the 2016-17 accounts, the Parish Council had received an unqualified audit.

7. **The Lengthsman's Scheme**

In addition to work already agreed i.e. to trim the verge on Station Ave, other suggestions included cutting back the hedge near the allotments (adjacent to the children's play area) and painting the railings, once these were accessible.

**8 To Agree a Social Media Policy**

The draft version of a social media policy discussed at the last Council meeting had been circulated to Cllrs for comment. As no further comments were received in respect of the same and it was agreed to adopt this policy as the Social Media Policy for Newstead Parish Council.

**9. To Consider a Request to Nominate Newstead and Annesley Country Park as an Asset of Community Value**

A letter had been received from a parishioner asking if the Council would consider registering the park as an AVC, a copy of which had been circulated with the agenda. The Clerk confirmed that the Council could apply to register the park as an AVC. Information obtained by the Clerk on the process of registering an asset, confirmed that any organisation who wished to register an interest in buying the asset are given just six weeks, once the asset is put up for sale, to produce business plans to the borough council on how they expect to raise the funds required to purchase the asset. As the RFO, the Clerk did not believe that the Council had either the funds, or the expertise to take over the park and that any decision to register the Country Park as an AVC should have the backing of the parish. The letter also raised a number of issues over the future of the Country Park, lack of development, and questioned use of the income from the wind turbine. It was proposed by the Chair that a meeting should be held with RCAN to discuss their future plans for the Country Park, where a number of questioned remained unanswered. There were also concerns raised with what was happening in terms of the 'Friends of Newstead and Annesley Country Park' as several local residents who had applied to join this group had not heard anything. It was resolved the Chairman and Clerk would meet with the Chief Executive of RCAN before any further decisions are taken. It was also noted that other organisations could register the park as an AVC, in addition to the Council and details of which groups could apply was given to Cllr Smith.

**10. Matters concerning Newstead Village**

- 10.1 Christmas Event - The Clerk advised that a Christmas party was due to be held at the Newstead Centre on the 16<sup>th</sup> December. It was not clear when the fayre would be held but this was generally at the weekend. The school would also be holding a disco in the school. It was agreed there may be a possibility of tagging onto this event.
- 10.2 Station Hotel - Cllrs agreed this area continues to look a mess. The Clerk suggested contacting the builders on Fraser Street or Persimmon Homes to see whether they would be interested in developing this land. It was also agreed contact should be made with the brewery to see whether they would tidy up the site. Cllr Smith asked about the responsibility for the verge adjacent the site. There was some uncertainty about who was now responsible for the verge but it was confirmed this was not part of the adopted highway. Cllr Smith to pass details to the Clerk with whom she had previously corresponded at the brewery.
- 10.3 Mosaic on Chapel Street - Cllr Burnham advised the edge at the side of the mosaic requires cutting back. The Clerk felt this was included as part of the contract with Clarke's Cemetery Services and she would ask him to carry out this work.
- 10.4 Grass bank adjacent Service Road to the Terraces - Cllr Burnham advised this needed cutting back as vegetation had now spilt over the wall.
- 10.5 Light on Station Road - It was reported that a street light in the vicinity of the Station car park was not working.
- 10.6 Faulty Lights - Cllr Burnham reported 3 lamp columns were out of action as trees covered sensors.
- 10.7 Fibre Broadband - Cllr Hardy advised that he had been trying to find out whether Newstead Village was likely to get better fibre broadband through the village, through an initiative by the Notts County Council. He understood that Annesley, Sutton and Kirkby were all part of phase 2 of this programme, but that the fibre broadband had only be installed as far as the new estate in Annesley. He had been trying to find out whether the village was in phase 3 of the BT programme, whereas at present only Virgin offered any kind of superfast broadband in the village, but was quite expensive. He had been liaising with County Cllr Diane Meale and asked

whether the Council would chase up a response. It was agreed he would forward the details of his correspondence with Cllr Meale to the Clerk, who would chase up the same.

**11 Matters concerning Newstead Abbey Park.**

11.1 Grit Bin on Vicarage Corner - Cllr Young asked whether highways could be asked to re-site the grit bin wrongly delivered to Chapel Terrace during last winter.

**12. Correspondence**

12.1 Offer of Winter Assistance - The Clerk had approached the Trustees of the Newstead Centre who had confirmed that provided the centre manager was happy with this arrangement, they would store any grit supplied by the Notts. County Council. She has since spoken to the Co-coordinator who is happy to store the grit. Five bags of 'free' grit have now been ordered from Highways.

12.2 Invite to N.A.L.C AGM - No one wished to attend this meeting.

**13. Planning Applications**

The Chairman spoke on the former Rewind premises, which were now being converted to a residential dwelling. She explained that as the site fell just inside the Ashfield boundary, the Parish Council were not consulted on this application as there was no legal requirement to do so. For the record however, planning permission for the work had been granted under v/2016/0602 in December 2016, but these plans are still available to view on Ashfield District Council's website.

Members of the Council were quite happy with the work carried out to date and the progress on the development is being shared on Face book by the owner.

**14. Reports from External Meetings**

None

**15. Matters concerning the Cemetery**

None

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

None

**17 Date of Next Meeting.**

The next meeting of the Parish Council would be held on 1<sup>st</sup> November 2017.

**NEWSTEAD PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held in the Sherwood Room of**  
**Newstead Centre on Wednesday 6<sup>th</sup> December 2017**

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr P Burnham, Mr R Butler, Mr R Hardy, and Miss H Scott. Also attending were Ward Cllr Mr B Andrews and County Cllr Mr C Barnfather (arrived at 7.40pm).
2. **Apologies for absence:** Apologies received from Cllr Ms J Smith and also from Ward Cllr Mr C Powell, who was attending another meeting.

The Chairman would like also to place on records her thanks to former Councillor Mr Chris Bicknell, who had provided much help in ensuring the Christmas tree, once delivered, was securely placed into the existing tree pit. She also advised that Chris had been invited to the fuddle to be held immediately following the meeting as a mark of thanks for his contribution to the Council over the last two years.

3. **Declaration of Personal and Prejudicial Interests**  
Cllr Scott declared an interest in any matters relating to Newstead Enterprise. Cllr Butler declared an interest in any matters relating to the 'Land behind Fraser Street'.

4. **Minutes of the Council meeting held on 1 November 2017**  
Subject to the following corrections - the minutes were approved and signed by the Chairman.

5. **Matters Arising from the Minutes**

- 5.1 **Gedling Homes** - No response as yet. \_
- 5.2 **Litter Bin on Foundry** - The Clerk has spoken to Terry Ball and the meeting with Andy Thornley (Head of Collections) did not take place due to priorities elsewhere. The meeting has now been rescheduled to include the Clerk and will take place on the 8<sup>th</sup> November. \_
- 5.3 **A Frame Gate** - Work to this barrier has now been carried out by DJB Contracts Ltd and an invoice presented for payment. This had been inspected by the Clerk who felt the work had been completed to a high standard.
- 5.4 **Request for yellow lines around green**- The Chairman has put forward a suggestion that posts be installed around the perimeter of green to prevent parents parking on it. This idea had been supported by Cllrs. The Chairman advised that Mick Leivers had offered to carry out this work on behalf of the Council through CAST. The Clerk explained that approval/permission is required from Highways prior to any work being carried out. Also, the idea of planting spring bulbs in the green was discussed and approved by the Council. Cllr Barnfather suggested the Council might wish to look at knee high railings to mark out the perimeter of the green such as those surrounding the junction of Hall Lane with Blidworth Waye, Papplewick. The Chairman explained she did not feel this was appropriate as many pensioners and young mums crossed the green to the bus stop and any railings may impede access.
- 5.5 **Station Ave**- The lengthman has been instructed to strim under the gorse.
- 5.6 **Youth Building** - This should be open from next week onwards. Notts County Council have agreed to pay for the cost of repairs and servicing of the alarms and also a professional clean. The Clerk understands that the cost is around £2.5k. Cllrs felt this was excellent news.
- 5.7 **Station Hotel**- The Clerk has spoken to Mick Leivers who has said he will tidy and strim back all the brambles on the verge along Station Road and should start this within the next 2 weeks. Cllr Smith confirmed that the Probation Trust had already begun work to one section of the verge, and will also be carrying some work on Pocket Park. The Chairman drew attention to a possible tripping hazard on the right of the entrance of

Pocket Park. The Clerk advised she had made contact with Persimmon Homes, who have expressed a tentative interest in the land behind the Station Hotel as a possible housing site and now wants the Council to write to them formally with contact details for the Brewery. This was welcomed by the Council.

5.8 Mosaic on Chapel Street - Anthony Clarke has cut back the bushes surrounding the mosaic and tidied up the same.

5.9 Lights on Tilford/Garden Terrace - These have been reported to Highways.

5.10 Fibre Broadband - Enquiries have revealed there are no plans to install BT fibre broadband in the village, as Virgin already provide a service. Cllr Hardy has now supplied details to the Clerk of an alternative supplier, which is as follows:

WarwickNet Residential Broadband 30 Mbit(s) down, 1 Mbit/s up, unlimited data allowance with an acceptable use policy, cost £35 per month plus an installation fee of £100.

It was agreed details of this alternative service would be publicised.

5.11 Grit Bin on Vicarage Street - Highways are to provide an additional grit bin at Vicarage Corner as well as a further grit bin to be sited outside No 25 Livingston Street.

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

A discussion was held with regard to the resignation received from Chris Bicknell. It was noted that Chris had also resigned as treasurer of the Youth Club Committee and it was considered likely that he would also resign as a Trustee of the Newstead Centre. The importance of finding other Trustees for the Newstead Centre was noted and unless new trustees could be found this charity would cease to exist. Cllr Andrews also advised that the Youth Club were also struggling to find a replacement treasurer. The need to find volunteers to fill a number of vacancies was discussed including those on the Parish Council. It was agreed that a poster would be drawn up to be displayed at 'The Pit' micropub asking for volunteers to fill the various positions outlined above.

Cllr Barnfather felt it would be a good idea for the Parish Council to write to Notts County Council, specifically Mr Pom Bhogal of Notts Youth Service, to thank him for the contribution made by Youth Services towards the work required on the fire alarms and also towards the deep clean of the youth building and this was agreed.

*Meeting re-opened*

## 6. Accounts

### 6.1 Cheques for Approval

#### Receipts

None

#### Cheques for Approval

100478	Newstead PCC	£100.00	Donation towards Christmas Fayre
100479	Mrs P Young	£46.75	Pansies/bulbs for planting
100480	Mr J A Rhodes	£780.00	Hay cut and chain harrowing of Newstead Meadow
100481	DJB Contracts Ltd	£90.00	Install post and notice to Newstead Car Park
100482	DJB Contracts Ltd	£774.00	Furbish wooden barrier and install new post
100483	Newstead Centre	£45.00	Room hire costs for October meeting.
100484	Clarke's Cemetery Services	£630.00	Charges under grounds maintenance contract inc. charge for grass around MUGA and verge on Station Road.
100485	Mrs P Young	£15.00	Chairman's allowance (Oct)
100486	Mrs J Johnson	£361.07	Clerk's wages for October, less continuation towards pension deficit.

100487	Notts County Council	£124.37	Pension Contributions for Clerk inc. Deficit payment
100489	Mrs J Johnson	£30.80	Clerk's expenses (Oct)
			Postage/Other £13.80
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£9.00</u>
			TOTAL <u>£30.80</u>

The payments were approved as stated

## 6.2 Report on Half Year Accounts

A report from the Clerk had been circulated with the agenda for the first seven months of this year, attached as an appendix to these minutes. She assumed that Cllrs had read the attached report and welcomed any questions on the same. The Chairman advised that in respect of Vicarage Corner, this had been discussed at a meeting held with Mick Leivers earlier in the day, who would shortly be putting together a programme of works for this area. This would include strimming back the vegetation around the wooden railings which front onto Station Ave.

Cllr Smith also noted the number of beech saplings amongst the grassed area in the former coal stocking yards, where it was confirmed that removal of the same was included in the improvement works originally planned for this site as part of a grant application to WREN. However this did not proceed due to changes in the funding conditions.

The report on the accounts and revised forecast for the year was approved by the Council.

## 6.3 To Consider Applications for Grants

None received

## 6.4 Any Other Matters Relating to Finance

Following the resignation of Cllr Bicknell, who was also a cheque signatory on the Council's accounts, it was agreed to add Cllr Richard Butler as an additional signatory on the accounts and remove Cllr Bicknell.

## 7. The Lengthsman's Scheme

Cllr Barnfather advised that the hourly rate paid to the lengthsman has increased by 50p an hour making an hourly rate of £11. The result of this is that slightly less of the lengthsman's time will be allocated for Newstead parish in future.

## 8. Matters concerning Newstead Village

8.1 Land behind Fraser Street - It was noted that one of the homes on Fraser Street was for sale but did not include any additional land to the rear of the property.

8.2 Notice in Bus Stop - Cllr Smith had been asked to enquire by Lorraine Horrocks about the possibility of a public notice board being placed inside the bus shelter on Hucknall Road opposite Musters Road. As this required permission from the owners of the shelter, it was suggested that she apply direct to Trent Barton for the same.

8.3 Children's Play Area - The Clerk advised of a meeting held between herself and a representative of Sovereign Playgrounds with a view to discussing possible improvements to the children's play park and also to the skate board park. In term of the small children's park, his recommendation was that most of the equipment was essentially sound and to rip up the existing equipment and start again would cost in the region of £130,000 to £140,000k. In short he recommended the Council look to remove the existing springers and to replace these with some equipment that spins i.e. a roundabout of some description since none of the present equipment fulfils this function. Also, this company did not assist with sourcing funding for new equipment, and the number of bodies providing funding for this type of improvement was now very limited. In terms of the skate board park, it was accepted

There was scope to do much more on this site and it was agreed to hold further discussions with Jane Richardson, Parks Officer at Gedling Borough Council and also Debbie Widdowson for ideas on development of this site and to bring this back to the Council. In terms of the small children's play area, it was agreed by Council that the idea of replacing the springers as suggested seemed sensible with this option to be pursued.

- 8.4 Speed Limit between Newstead and Annesley Villages - Correspondence had been circulated from the daughter in law of an existing resident, where it was felt there was inadequate signage to denote the speed limit which applied between the two villages (ie 30mph). Included within this correspondence was a response from Carl Whitley, Senior Highway Liaison Officer at Via, who advised that Highways would shortly be carrying out a speed survey of the road in question and if it was found that sufficient motorists exceeded the limit, they may be prepared to install a permanent interactive speed warning sign on this section of Hucknall/Newstead Road . The person making the request asked whether the Council would also be prepared to lobby for better speed awareness on this road. The Chairman noted that recently an interactive speed sign at the Derby Road end of Annesley Cutting had been removed. In discussing this request, Cllrs felt as the road had always been 30mph, there was no need for any further action, however, it was agreed to contact Highways to find out the results of the survey, as this would indicate any potential problems in terms of speed awareness.

- 8.5 Christmas Event - The Clerk advised that a Christmas party was due to be held at the Newstead Centre on the 16<sup>th</sup> December, which seemed too late for any lighting ceremony to take place. The school would be holding an event on the 7<sup>th</sup> December and further enquiries would be made with the school for a joint event.

9. Matters concerning Newstead Abbey Park.

None

10. Correspondence

No further items discussed except as mentioned elsewhere

11. Planning Applications

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

2017/1130TP - Knights Cross Cottage, Newstead Abbey Park (Proposal to fell tree due to stem failure and infection)

No objections received after it was proven that the tree to be felled had been diseased.

12. Reports from External Meetings

None

13. Matters concerning the Cemetery

None

14. Any Other Business that the Chairman Considers Urgent

- 14.1 Remembrance Day Services - It was noted that Cllr Hardy would be laying a wreath at the cenotaph where the start time for the service was 9.45am. The Chairman would also attend the evening service at St Mary's Church where also she would lay a wreath on behalf of the Parish Council.

- 14.2 Christmas Fuddle - It was agreed that Cllrs would each bring an item of food to the next Council meeting as part of the usual Christmas fuddle

15. Date of Next Meeting.

The next meeting of the Parish Council would be held on 6<sup>th</sup> December

*For the next item, the Council resolved to exclude the public and press for discussion of*

*these matters, which involves the disclosure of exempt information as defined in the Local Government Act 1972, schedule 12a, Part one, para. 3 where this item relates to affairs of a business.*

**16. Newstead and Annesley Country Park**

Details of a meeting which had taken place between the new Chief Executive of RCAN and the Chairman and Clerk of the Parish Council had been circulated to members. Both the District Cllr and County Cllr were invited to remain for the duration of this item. As a result of the discussions, it was agreed to give serious consideration to the suggestion of nominating the Country Park as an Asset of Community Value. It was agreed the Clerk would undertake due diligence enquiries with Gedling Borough Council before any application was made by the Council to nominate the Country Park as an Asset of Community Value.

**NEWSTEAD PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held in the Sherwood Room of**  
**Newstead Centre on Wednesday 6<sup>th</sup> December 2017**

1. **Present:** Cllrs: Mrs P Young (Chairman), Mrs D Adams, Mr P Burnham, Mr R Butler, Mr R Hardy, and Miss H Scott. Also attending were Ward Cllr Mr B Andrews and Mrs Andrews and also County Cllr Mr C Barnfather (arrived at 7.45pm), plus 2 parishioners.
2. **Apologies for absence:** Apologies received from Cllr Ms J Smith and also from Ward Cllr Mr C Powell, who was attending another meeting.

The Chairman advised she would also like to thank former council member, Mr Chris Bicknell, for his contribution to the local community over the past two years in his role as a Parish Councillor, and also for his help during the recent installation of the Christmas tree.

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

Cllr Scott declared an interest in any matters relating to Newstead Enterprise. Cllr Butler declared an interest in any matters relating to the 'Land behind Fraser Street'.

4 **Minutes of the Council meeting held on 1 November 2017**

Subject to the following corrections - Under item 2 - to note apologies were received from Miss H Scott (not Smith as shown), the minutes were approved and signed by the Chairman.

5. **Matters Arising from the Minutes**

- 5.1 **Apologies for Absence** - Notices have been placed in the notice boards asking whether electors wish the vacancy on the Newstead village ward of the Council to be decided by poll, following the resignation of Chris Bicknell. Unless 10 or more requests are received by the Borough Council by the 13<sup>th</sup> December (**NB** thought highly unlikely), the Council would be free after this time to co-opt a further member of the Council to represent the Newstead village ward. It was suggested that notices for a new Cllr are put in notice boards after the 13<sup>th</sup> December with co-option to take place either during the January or February Council meeting.
- 5.2 **Gedling Homes** - No further news despite reminders being sent. The Clerk reminded the Council that initially a favourable response had been received from Gedling Homes in August confirming surveys of the affected properties would be completed and repairs carried out thereafter, but no action had been taken since. Cllr Burnham asked the Clerk to pursue Gedling Homes for a response and, also, if Cllr Andrews could also chase up progress with Gedling Homes as the borough councilor. The name of the contact at Gedling Homes was provided.
- 5.3 **Litter Bin on Foundry** - As a result of a site meeting between the Clerk, Andy Thornley and Terry Ball of Gedling Borough Council, it was not possible to identify a suitable location for a litter/dog bin on Foundry Terrace. However, a survey of the existing litter bins in the village did identify a shortage of litter bins especially around the shops on Tilford Road, where much litter was observed. A new dual purpose litter/dog bin has therefore now been installed to the rear of the chip shop.
- 5.4 **Parking on the Green** - Request made to Highways for permission to install parking posts in the green. The Clerk also advised she had made enquiries with Linby Parish Council regarding parking posts installed in their verges. These had been fashioned from damaged railings taken from the 'Linby docks' and reflectors added. As they now have some spare reflectors, Linby PC may be able to provide these for free.
- 5.5 **Youth Building** - This has now reopened and the number of children attending has substantially increased.
- 5.6 **Station Hotel** - Mick Leivers has made some progress with the verge but his team had been diverted to

assist with installing sockets in the green for the Christmas tree barriers. A letter has been sent to Persimmon Homes as agreed but no response received as yet.

- 5.7 Fibre Broadband - Request made to Debbie Widdowson that this is added to the Newstead facebook page and details included in the next newsletter.
- 5.8 Public Participation - Letter of thanks sent to Pom Bhogal at Notts CC Youth Services as suggested.
- 5.9 Any Other Matters Relating to Finance - The mandate to add Cllr Butler as a signatory has been requested from the bank and completed by the Clerk as far as possible. The mandate was then signed by Cllr Butler and also two of the existing signatories during the meeting.
- 5.10 Children's Play Areas - A meeting was held with Jane Richardson, Parks Dept, Gedling Borough Council, Debbie Widdowson and the Clerk on the 27 November when both the small children's park and Skate Park were visited. In terms of the smaller park there would be no objections from Gedling to putting in a roundabout of some description, which would continue to be maintained by Gedling BC. In terms of the skate board park, it was agreed in principle that the Climbing Web was no longer fit for purpose and that this site required almost total redevelopment with the exception of the existing skate facility. It was made very clear that Gedling BC will not be able to commit any funds to this and any redevelopment will have to rely on finding external funding. It was suggested that Deborah Widdowson look to secure an 'Awards for All' grant to cover the cost of Groundwork drawing up designs for the skate park and to help secure funding for the improvements. Through the Youth Club, Debbie is now making enquiries with the youngsters what they would like to see in this area, prior to any grant claim being made. Similarly, it is to be explored with parents of young children what type of roundabout they would prefer on the small children's play area. In both these cases, any grant claim will need to be submitted by Gedling BC.
- 5.11 Speed Limit between Newstead and Annesley Villages - The Clerk has requested that NPC be copied into the result of the speed survey undertaken by Highways and this request has been acknowledged.

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

The parishioner present noted that the Fibre Broadband offered by Warwicknet was not as good a deal as first presented. First, this did not cover homes on Foundry Terrace, nor did the charges advertised include VAT, or line rental. If these two aspects are included, the charge works out at £65 per month. Helen Scott also advised that no formal notice of resignation had been received from Chris Bicknell as a Trustee of the Newstead Centre and that there was no suggestion whatsoever that the charity would close. In fact the Trustees were already making enquiries with other individuals to boost the number of trustees at the Newstead Centre and she asked this be noted.

*Meeting re-opened*

## 6. Accounts

### 6.1 Receipts and Payments for December 2017

#### Receipts

£820.00 Fees for new burial on 21.11.2017

#### Cheques for Approval

100489	Mr P Burnham	£12.60	Travel expenses to NALC training session
100490	Big Bang Fireworks Ltd	£550.00	Donation towards professional firework display
100491	Newstead Centre	£45.00	Room hire costs for November Council meeting.
100492	Clarke's Cemetery Services	£320.00	Burial fees in respect of interment on the 21.11.17.
100493	Mr R Butler	£36.00	Fees for delivery of barriers from Fabrikat to Newstead village.

100494	Mrs P Young	£15.00	Chairman's allowance (November)
100495	Mrs J Johnson	£368.45	Clerk's wages for November, plus overtime of 1 hour less contribution to pension deficit.
100496	Notts County Council	£124.37	Pension Contributions for Clerk inc. Deficit payment
100497	Mrs J Johnson	£ 55.49	Clerk's expenses (November)
			Postage/Other      £36.69
			Tel/Broadband      £8.00
			Mobile Calls      Nil
			Mileage <u>£10.80</u>
			TOTAL <u>£55.49</u>

The payments were approved as stated

- 6.2 **To Consider Applications for Grants** - Details of a grant application received from the Newstead Centre had been circulated to Cllrs along with the agenda. This application sought the sum of £100 towards the cost of a Christmas party to be provided by the Newstead Centre for residents of the village. More specifically any funds awarded by the Parish Council would be used to provide selection boxes for children attending the party, which would be held on the 16<sup>th</sup> December. The total cost of holding this event was expected to be in the region of £350.

Cllrs approved the award as requested.

- 6.3 **Any Other Matters Relating to Finance**  
None

7. **The Lengthsman's Scheme**

Notification had been received that the present lengthsman, Mr P Newman, had handed in his notice due to other work commitments. The vacancy had been advertised but as yet no applications for this post had been received.

8. **Nomination of a Council Representative on the Youth Club Committee and Request for Treasurer** - The Chairman asked for nominations for this role, where it was noted that Youth Club Committee meetings generally took place at 5pm. Cllr Butler advised that he was interested in volunteering for the youth club and had already agreed to accept the role of treasurer to the Youth Club. It was agreed by the Council that Cllr Butler could represent the Council on the Youth Club Committee.

9 **Matters concerning Newstead Village**

- 9.1 **Christmas tree lights** - It was with regret that the Chairman reported the lights on the Christmas tree had been vandalised sometime during the previous evening/night. As a result, the lights would need to remain switched off until after these had been checked by a qualified electrician and repairs carried out. This action had put at risk a proposed lighting ceremony of the tree due to be held on the 7<sup>th</sup> December, where this was unlikely to go ahead. The matter had been reported immediately to Gedling Borough Council and also the Police. Cllrs were disappointed at this news where the actions of a few had spoilt the enjoyment of the lights for the many. It was agreed the Council would have no choice but to pay for the repairs, but this would depend on the extent of the damage caused where the lights had been cut in a number of places. Further advice to follow.
- 9.2 **Christmas tree barriers** - The Clerk thanked Cllr Butler for his help in delivering the barriers to Newstead, where these were too heavy to be carried by any one individual. The Clerk had asked Mick Leivers of CAST to install the barriers around the tree and under her delegated authority had agreed that any costs incurred by CAST by way of postcrete/concrete and other sundries would be reimbursed by the Council. This action was ratified by the Council.

- 9.3 Bonfire Event - The Chairman thanked Cllr Scott for her work in connection with the bonfire event held on the 10<sup>th</sup> November, which had been a great success and enjoyed by many. Cllr Scott also thanked the volunteers who helped out at the event.
- 9.4 Other Vandal Damage - Cllr Burnham noted that in addition to the lights, the remaining grit bin on Chapel Terrace had been kicked over and grit spilt onto the road. Also a street sign denoting Station Road had been dug up and left adjacent bushes on the other side of the Robin Hood Line. This had been reported to Gedling Borough Council to collect and reinstall, if possible.
- 9.5 Hucknall Road - Cllr Scott noted that cones had been put around the crumbling road edge adjacent to the boundary wall of the New Cemetery and this had also been marked out in yellow paint. She hoped this meant that this section of the road was due to be repaired shortly.
- 9.6 Newstead and Annesley Country Park - The Clerk has requested nomination forms from the Estates Department of Gedling Borough Council (now received) and has also spoken with Katie Walters from Estates, who is the contact for ACV's. In terms of putting in the nomination for listing, there is no obvious disadvantage to the Council, who will have to be informed of any impending sale of the Country Park. Any listing lasts for a period of five years from the date the asset is listed as an AVC. There is an obligation to furnish evidence within a six week period of being notified of a sale, that there are credible plans in place to be able to put in a realistic bid for the asset, although any other qualifying body can also write/submit that evidence in place of the Council. Any third party who did so write must also however be a **qualifying body**. In putting this matter to the Council, the Chairman advised that in addition to the land owned by RCAN, any application to nominate Newstead and Annesley Country Park should also include land known as Pocket Park which presently serves as the parking area and also the main entrance to the park and is currently owned by Newstead Enterprise and should also include, if possible, the unfinished visitor centre as a separate item which is also listed by Newstead Enterprise as an asset on their books. There was some uncertainty as to whether this building could be nominated as an ACV in its own right and further information would need to be sought from Gedling Borough Council on this point.

*At this stage of the conversation, Cllr Scott declared an interest in this matter as a director of Newstead Enterprise and left the meeting pending any further discussion of this item.*

Cllrs resumed discussion of this item where it was agreed by all to register all areas of the country park regardless of ownership and, also, if this proved possible the visitor centre, in its own right. It was therefore proposed by Cllr Adams and seconded by Cllr Butler that the Council nominates Newstead and Annesley Country Park as an ACV, to include Pocket Park as a second listing, and if possible, the unfinished visitor centre as a further ACV and this was agreed.

*Cllr Scott returned to the meeting*

- 9.7 Flashing School Speed Warning Signs - It was noted the sign on Tilford Road (next to the old allotments) was still faulty despite this being reported many times to Highways.
- 10 Matters concerning Newstead Abbey Park.
- 10.1 Station Ave - Cllr Burnham noted that the road surface was starting to deteriorate especially under the former railway bridge. The Chairman agreed to raise this with the Abbey management.
- 10.2 Vicarage Corner Grit Bin - Since the last meeting, the Clerk informed the Council the grit bin opposite the Newstead Centre on Tilford Road had been stolen, but this had since been replaced by VIA. One of the grit bins previously left on Chapel Terrace had been moved to Vicarage Corner, but this had only been in situ for one night when it disappeared. Two new grit bins had appeared on Livingstone Street. One of these had been supplied by VIA following a request made directly to Cllr Barnfather, but it was unclear as to where the second had come from and may have been the one removed from Vicarage Corner. It was agreed to move the 'second' grit bin on Livingstone Street to Vicarage Corner, but as this location was seen as 'vulnerable', it was agreed any bin installed

would need to be fastened securely, either to a post or into a hard standing base to prevent this from 'walking' again. It was agreed by Cllrs that the Clerk could instruct a contractor to carry out this work. At the same time in noting that the grit bin on Chapel Terrace had been tipped over previously, it was also agreed this bin should be bolted down as well.

- 10.3 Speeding - The Chairman had noted on Facebook reference to further Police speed checks being carried out in the village which she admitted may be a result of her complaint to the Police about a silver mercedes, who regularly speeds through the Abbey grounds and had reached speeds up to 50mph along Station Ave.

11. Correspondence

- 11.1 CAST newsletter - A newsletter which had been prepared on behalf of CAST was distributed to the meeting, where in future, CAST intended to be a much more proactive organisation in terms of what it could do for the community through various community projects.

- 11.2 Invite to County Hall on 12<sup>th</sup> December - Cllr Barnfather enquired if the Parish Council had received an invite from County Hall, which had been extended to the chairs of all parish councils in Notts to hear the future spending plans and priorities of the County Council over the next few years. The Chairman advised she already had a prior commitment on the date in question and it was agreed that the details would be sent to Cllr Burnham, who may be able to attend instead.

12. Planning Applications

None

13. Reports from External Meetings

None

14. Matters concerning the Cemetery

None

15. Any Other Business that the Chairman Considers Urgent

None

16. Date of Next Meeting.

The next meeting of the Parish Council would be held on Monday 3<sup>rd</sup> January at 7.30pm

**NEWSTEAD PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held in the Sherwood Room of**  
**Newstead Centre on Wednesday 3<sup>rd</sup> January 2018**

1. **Present:** Cllrs: Mrs P Young (Chairman), Mr P Burnham, Mr R Butler, Mr E Hardy, and Miss H Scott. Also attending were Ward Cllrs Mr C Powell and Mr B Andrews, Mrs Andrews plus Sarah Anderson, Gedling Neighbourhood Warden and PCSO Kirsty Szeluk.
2. **Apologies for absence:** Apologies received from Cllr Ms J Smith and also from County Cllr Mr C Barnfather.
3. **Declaration of Personal and Prejudicial Interests**  
Cllr Scott declared an interest in any matters relating to Newstead Enterprise and Newstead Centre. Cllr Butler declared an interest in any matters relating to the 'Land behind Fraser Street' and Newstead Youth Club as the treasurer of this committee.
4. **Minutes of the Council meeting held on 6 December 2017**  
Subject to the following corrections - Under Persons Present to read Mr E Hardy and under item 10.3 to read 'who regularly speeds through the village and Abbey grounds' , the minutes were approved and signed by the Chairman.
5. **Matters Arising from the Minutes**
  - 5.1 **Apologies for Absence** - No poll has been sought by parishioners to fill this vacancy and the Council is now free to co-opt another member. Notices advertising the vacancy have been put in the notice board and anyone wishing to apply, to contact the Clerk no later than the 31<sup>st</sup> January 2018. Cllrs were not aware of anyone who wished to join the Council.
  - 5.2 **Gedling Homes** - Cllr Burnham confirmed that Cllr Andrews had been in touch to advise that all non urgent work by Gedling Homes had been stopped in wake of the Grenfell Tower disaster in order to conduct a review of its existing housing stock against the risk of fire. It was hoped to resume surveys in January 2018, with work scheduled to start in the new financial year.
  - 5.3 **Parking on the Green** - Response received from Highways which indicates that the Parish Council would need to sign a license with them in the event the Council put up any signs/structures on the Green and that liability arising from that structure would be transferred to the Parish Council. Plans of the proposed parking posts would also need to be sent to VIA for approval and the council would also be responsible for future maintenance. Cllr Scott felt that as persons had no right to be driving over the green, the Parish Council should accept the liability. The durability of the posts were discussed given they could be kicked over and easily dislodged. The Council agreed simply to monitor the situation for the time being.
  - 5.4 **Station Hotel** - The verge on the road has now been substantially cut back by CAST/Probation team. Nothing as yet received from Permission Homes
  - 5.5 **Matters relating to Finance** - The request to add Cllr Butler as a signatory on the council's accounts was posted to the bank shortly after the last meeting and a response from the bank is awaited.
  - 5.6 **Children's Play Area** - There may be an opportunity to obtain some funding over revised LIS scheme which will need to be submitted to the Notts County Council by the end of January. This Clerk will progress this with the Newstead Locality Coordinator, D Widdowson.
  - 5.7 **Speed Limit between Newstead and Annesley Village** - Further update received from Sonia Harvey which was copied to members of the Council. It was noted that four new 30mph signs had appeared on the lamp columns between the villages.

- 5.8 Christmas Tree Lights - A letter of thanks had been sent to school in respect of the funds raised towards the cost of repairing the lights, when a bag of cash (total value £40.43) was given to the Council during the tree lighting ceremony. The Chairman advised more vandalism of the lights had been reported over the Christmas break but as the majority of lights still worked, no further action taken as these were due to be taken down shortly. The Clerk is to discuss the cost of repairing the lights with Gedling Borough Council, or if not economical to repair, the cost of replacements. Cllr Butler felt the additional green lights installed by Gedling BC, in place of those which had been damaged, enhanced the look of the tree and asked if the Clerk could find out the cost of additional green lights.
- 5.9 Other Vandal Damage - The Station Road sign had been upended and removed by vandals which had been reported to Gedling Borough Council. It was noted by Cllrs, this sign had now been put back in situ. Cllr Scott reported another incident of antisocial behaviour with kids swinging off car mirrors along Fraser Street and Markham Street. The Chairman also reported that a motorist had skidded off the road on Station Ave and demolished part of the railings, which run adjacent the woodland area near Vicarage Corner. There had also been an accident involving a horse and rider in the Abbey grounds, where she had also noted a number of horse riders, who were wearing jackets emblazoned with the words 'Polite'. It was confirmed these had been given out by the Police.
- 5.10 Flashing School Speed Warning Sign - The Clerk confirmed this had been reported yet again.
- 5.11 Vicarage Corner Grit Bins - Quote waited from Anthony Clarke for securing grit bins both at Vicarage Corner and Chapel Terrace. Also all grit bins had been topped up following recent snow by Shaun Pearson as per the policy agreed previously.
- 5.12 Identification Badges - The Clerk has ordered some lanyards from Amazon and some cards to print re identification badges.

Following discussion of this item the Chairman then introduced Sarah Anderson, Gelding Neighbourhood Warden and PCSO Kirsty Szeluk. PC Szeluk then began by stating that in terms of incidents reported to the Police over the past 90 days, the crime figures for Newstead village were good compared to other areas in Newstead ward, where 28 burglaries had been reported in Ravenhead and 30 sheds broken into. On the issue of antisocial behaviour, she was aware two girls had been causing problems in the village such as banging on doors late at night. An Acceptable Behaviour Contract had been put in place, which covered such items such as not to hang around in groups, not to shout or disturb residents, and this would be monitored by Niki Pekal, Anti Social Behaviour Co-coordinator, Gedling Borough Council. Sarah advised she would keep Niki aware of what was happening in terms of further antisocial behaviour. Cllr Butler asked whether they felt the problems were drug related, to which the answer was 'there was no evidence to suggest this'. In terms of the incident reported, it was noted on New Year's Day; a brick had been thrown through the window of a home on Chapel Terrace and on the 27<sup>th</sup> December that someone was banging on doors late at night. Cllr Burnham did not feel that enough was being done to bring the antisocial behaviour under control and spoke of the impact on both him and his neighbour. It was stressed that the Police could only deal with issues if they were reported and urged that all residents continue to report all instances of abuse/damage/etc to the Police using the 101 number, unless an emergency. PC Szeluk also spoke of the re-launch of the Notts Horse Watch scheme whereby horse riders whilst out riding were asked to report such matters as off road bikers, out of control dogs, flytipping and other examples of suspicious behaviour and she is also the point of contact for Gedling on this scheme. In view of the level of concern raised by antisocial behaviour, Sarah advised she would also attend the February meeting of the Council, when Niki Pekal would also be attending.

Sarah Anderson and PCSO Szeluk then left the meeting.

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

*No items raised*

*Meeting re-opened*

## 6. Accounts

### 6.1 Cheques for Approval

#### Receipts

£1.32	Interest on deposit account up to 4 Oct
£1.36	Interest on deposit account up to 4 Nov
£1.45	Interest on deposit account up to 4 Dec
£40.43	Various - Donation from school towards repairs to Christmas tree lights

#### Cheques for Approval

100498	Newstead Centre	£100.00	Donation towards Christmas Party on 16 <sup>th</sup> Dec.
100499	Mrs J Johnson	£99.90	Costs incurred on 13 <sup>th</sup> and 18 <sup>th</sup> December for topping up parish grit bins following snow.
100500	Elveden Farms Ltd	£534.00	To supply 25 foot Christmas Tree.
100501	VIA East Midlands Ltd	£186.00	Cost of supplying grit bin for Livingstone Street.
100502	Newstead Centre	£ 54.00	Room hire costs for December meeting.
100503	Mrs P Young	£15.00	Chairman's allowance (December).
100504	HMRC	£12.40	Tax on Clerk's wages from 1.10.2017 to 31.12.17.
100505	Mrs J Johnson	£361.27	Clerk's wages for December.
100506	Notts County Council	£124.37	Pension Contributions for Clerk inc. Deficit payment.
100507	Mrs J Johnson	29.36	Clerk's expenses (December)
			Postage/Other £18.66
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£2.70</u>
			TOTAL <u>£29.36</u>

These payments were approved as stated

### ii) Any Other Matters Relating to Finance

The Chairman reminded Cllrs who had obtained a pass for the Abbey that this must be handed back once the person concerned was no longer a member of the Council. Also that the cost could be claimed back from the Council where she understood some Cllrs had obtained passes but had not yet clam back the cost. Cllr Butler asked whether it was possible for him to obtain a pass for the Abbey and this was agreed.

## 7. The Lengthsman's Scheme

It was understood that position of lengthsman was still vacant. It was felt the position may be of interest to a local resident but following discussion with Cllr Scott she advised the person concerned did not have sufficient tools or equipment to carry out this role.

## 8. The Ground Maintenance Contract

Details of the original specification for the grounds maintenance contract and also a breakdown of the costs received from various contractors at the last renewal had been circulated to Cllrs as part of the papers for the meeting. The Clerk explained that the contract agreed with Anthony Clarke was due to expire on the 31<sup>st</sup> March 2018 and before proceeding to go out to tender she wanted to know whether the Council wished to amend the contract to include the additional grass cutting currently being undertaken by Anthony Clarke, such as the area around the MUGA (cost of £350 p.a) and the verge at the end of Station Road (£140 p.a). Also, this presented an opportunity to include additional areas in the specification such as the opposite verge on Station Road which had recently been cut back by CAST.

Alternatively, there was an option within the contract already agreed to extend this for a further year, which

the Clerk had discussed with Anthony Clarke, who confirmed he was happy to extend the contract on the same terms as the previous years. The Clerk explained that as any future contract would span the period 1 April 2018 to 31<sup>st</sup> March 2021, any costs subsequently agreed would need to include an inflation element to cover the latter years of the contract. As a result, the costs of the contract were anticipated to rise. A further year would also give time to establish whether the Newstead Centre had reached a position where it could resume grass cutting of its own land. Following discussion, it was agreed the existing contract with Anthony Clarke be extended for a further year on the same terms as agreed previously. Also, that Anthony continues to maintain the area around the MUGA and the top end of Station Road for a further year and that an estimate is sought for maintaining the opposite verge on Station Road for the remainder of the year.

**9. Matters concerning Newstead Village**

- 9.1 Picnic Tables/Fort - The Chairman asked whether it was possible for the Council to make use of the equipment still in the grounds of the former Station Hotel i.e. play fort and picnic tables which could be used either on the Country Park or public land in the village. It was noted the play fort had now been moved, although the picnic benches were still in situ. It was agreed the Council should write in the first instance to the brewery asking whether they were prepared to donate these for the benefit of residents.
- 9.2 Litter - Callers drew attention on the large accumulation of litter on the verges either side of Hucknall Road. Cllr Burnham noted that these verges had just been litter picked by Ashfield District Council.
- 9.3 Newstead Cemetery Car Park - Cllrs reported sightings of what appears to be a converted horse box parking overnight in the cemetery car park. It was suggested that the new neighbourhood warden be asked to keep an eye on this.
- 9.4 Musters Road - Cllr Burnham has reported another pothole on this road.

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

None

**11. Correspondence**

No further items discussed except as mentioned elsewhere

**12. Planning Applications**

None

**13. Reports from External Meetings**

- 13.1 Meeting of Newstead Centre Trustees - Cllr Scott advised that the Trustees were interested in starting a food assembly and they are speaking to local producers to get expressions of interest. America Farm, Spelt & Rye, Reinhold Farm, Cookie Stop have already been approached and are interested. Other suggestions include Newstead Allotment Association, local beekeepers and Brooke Farm. In total, Cllr Scott advised some 20 producers were now on board. Cllrs welcomed this development which they felt to be an excellent initiative. The Chairman provided an update on the bees which were likely to be in situ in April.

**14. Matters concerning the Cemetery**

None

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

None

**16. Date of Next Meeting.**

The next meeting of the Parish Council would be held on 24<sup>th</sup> January, which would be the precept meeting to start at the earlier time of 7pm.

**Minutes of the Parish Council Precept meeting held on Wednesday 24 January 2018 in the Sherwood Room of Newstead Centre starting at 7.00pm.**

1. **Councillors present:** Cllrs Mrs P Young (Chairman), Mr P Burnham, Mr R Butler, Mr E Hardy and Miss H Scott.
2. **Apologies for absence:** Apologies received from Cllr B Andrews, Cllr C Powell and County Cllr C Barnfather, who were all attending a planning meeting at Gedling Borough Council.
3. **Declarations of interest:**  
Cllr Scott declared an interest as a member of Newstead Events Group, the group responsible for organising the Newstead Bonfire Event, which has previously received grants from the Council and also as a Trustee of the Newstead Centre.
4. **To Review Cemetery Charges for 2018/19**  
Details of the revised charges from Clarke's Cemetery & Churchyard Services applicable from the 1 January 2018 had been circulated with the agenda, where it was noted that the various grave digging fees charged by Anthony Clarke had been increased by £20 for a new single grave and reopening of an existing grave, £30 in respect of a double grave, and £10 for the interment of ashes.

The proposed cemetery charges by the Council for 2018/19 were then discussed. The Clerk advised that it was necessary not only to ensure that the Council's fees in respect of new burials remained above that charged by the gravedigger, but also included a small fee in respect of the Clerk's time where additional hours were paid to the Clerk in respect of all new burials.

In questioning how Newstead's fees compared to charges made by other cemeteries, the Clerk confirmed that Newstead remained fairly competitive as a number of local authorities had increased charges substantially to make up for the loss of local government funding. Also the Clerk advised that it would be better not to increase the fees charged for non residents as these were already quite expensive compared to the rates paid by local residents (understandably so, as this would be the only charge towards future upkeep of the cemetery) and they provided an important contribution towards the upkeep of the burial ground in any one year.

Cllrs then questioned the proportion of non residents buried in the cemetery in any one year compared to residents. The Clerk responded there was no set pattern in respect of any one year as the number of burials varied substantially between years.

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

The new cemetery charges for 2018/19 were therefore agreed as follows:

Resident

Non-Resident

Purchase of a Deed of Right of Burial	£220 (£220)	£670 (£670)
Grave preparation fee for 6ft grave	£305 (£285)	£765 (£745)
Grave preparation fee for 8ft grave (for 2)	£335 (£305)	£800 (£770)
Re-open grave	£285 (£265)	£555 (£535)
Purchase of a Deed of Right of Burial in the cremations section	£170 (£170)	£495 (£495)
Burial of a casket in the cremations or burial sections	£160 (£150)	£340 (£330)
Erection of a headstone in the burial section	£100 (£100)	£250 (£250)
Additional inscription	£Nil	£Nil
Memorial on a cremation plot which must be no more than 2ft in height	£90 (£90)	£240 (£240)

*NB Figures shown in brackets are fees charges in 2017/2018*

Cllrs agreed that the new charges would be applicable from the start of the new financial year i.e. 1st April 2018. It was also agreed that charges for oversize coffins would only be made for those coffins and caskets of 30 inches or more (up from 28 inches), which is also when additional costs from the gravedigger are incurred.

#### 5. To Set the Precept for 2018/2019

A report by the Responsible Financial Officer on the Council's accounts had been attached with the agenda and is attached as an appendix to these minutes. This demonstrated the effect on the budget as a result of 0%, 2% and 4% increase in the precept. It was assumed that all councillors had read the report prior to this meeting.

The Clerk drew attention to the reduction in the amount of Council tax support provided by Gedling Borough Council which would continue to fall and then reduce to nothing by 2020. This represented a considerable loss of income to the Council, where this loss has not been covered by the increase in the tax base for 2018/2019.

Under the heading of **Expenses**, the Clerk asked the Council whether it wished to review the amount paid to the Chairman each month where it was noted that this amount had remained the same for several years.

Cllr Scott queried what costs the Chairman incurred, which was mostly in respect of additional petrol costs as the role incurred a number of trips into the village and also in fetching plants for the planters etc, telephone expenses and the cost of printer consumables. Also, it was traditionally the role of the Chair to provide wine at the Christmas buffet. It was noted that the amount currently paid to the Chairman was half that paid to the previous chair. As a result, it was proposed by Council to increase the amount paid to the Chair by £5 per month i.e. from £15 per month to £20 and this was agreed.

Under the heading of **Cemeteries and Parish Maintenance**, the Clerk advised she had now heard back from Anthony Clarke with a cost for mowing the verge on the Station Hotel side of Station Road. This was given as £25 per cut and based on a total of 7 cuts each year worked out at £175 per annum. As this was slightly less than the figure assumed for the purpose of setting the budget, Cllrs were asked

if the Clerk could instruct Anthony Clarke to undertake this work once grass cutting begins again in April and this was agreed.

The Chairman drew attention to the slight increase in the provision made in respect of **Section 137/Donations** which had been increased to £1225 from £1,000. The Clerk advised that this figure was based on likely expenditure over the current year and the figure was accepted as stated.

Also shown in the budget was an allocation of £5,000 under **Capital Expenditure**, which could be utilised towards capital projects the Council hoped to achieve in 2018 such as the provision towards a roundabout on the small children's play park and towards improvements on the skate park where this sum could act as match funding. As the majority of other costs outlined in the budget were fixed, this would also allow some contingency in terms of the budget should the unexpected happen.

In summary the Clerk advised she had not set a balanced budget where it was assumed that the reserves would continue to be used to offset any deficit in the budget.

During discussion by the Council, the need to extend the cemetery was discussed where it was felt that the existing grave space would not run out for several years. The Chairman felt that irrespective of this, the £40k set aside would be required to replace the remainder of the existing boundary walls around the Old Cemetery and also as many of the trees in the cemetery were now in poor condition; it was anticipated these would require work in future. The Council had also discussed utilising the reserves to create a Garden of Rest in the New Cemetery.

In order to compensate for the loss of Local Council Tax Support, it was felt by Cllr Butler that Council tax rates should rise now to avoid a larger increase in future and that a 6% increase would be not be unreasonable. The Clerk advised that whatever increase was set in terms of the cost per household, the difference between 2% and 6% was negligible in cash terms. At present the cost to a Band D household of Newstead Parish Council was £41.03 per annum. A 2% rise would cost work out at an additional 82p per year.

In noting that the other parts of the Council tax bill was likely to increase substantially, it was proposed by the Chairman to limit the increase to 2%, and this proposal was seconded by Cllr Scott.

No further recommendations were made in respect of the budget proposed, which was then agreed as stated in the report from the Responsible Financial Officer. As no other proposals were put on the table, the 2% increase proposed by the Chairman was agreed resulting in a total precept requirement of **£15,333**.

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

Community Payback Scheme - The Clerk advised of a meeting held with the Probation service with regard to the strimming and general tidy up of the Old Cemetery, whereby as part of the risk assessment undertaken it had been necessary to instruct Jonathon Rhodes to remove a broken branch which was suspended on branches directly above the main entrance gate. In addition it had been

requested that the Council again purchase some tools for the Probation service up to the value of £150 in lieu of charges for the work carried out and this was agreed by the Council via email. The Clerk then advised that following discussion with the Probation service, the Parish Council had been asked to provide half a dozen loppers which could be obtained from Wickes at a cost of £26.99 each including VAT. The Clerk advised she had now searched online and could get the same loppers for £18.99 from Amazon. The Council agreed that the Clerk could purchase the loppers on behalf of the Council and the costs reimbursed to her.

Anti-Social Behaviour in the Village - Following discussions with the Chairman, it was noted that Niki Pekal, Anti Social Behaviour and Troubled Families Co-ordinator for Gedling Borough Council would attend the next meeting of the Parish Council to discuss action taken regarding antisocial behaviour currently being experienced in the village.

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

The next meeting would take place on Wednesday 7<sup>th</sup> February commencing at 7.30pm.

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

**NEWSTEAD PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held in the Sherwood Room of**  
**Newstead Centre on Wednesday 7 February 2018**

1. **Present:** Cllrs: Mrs P Young (Chairman), Mr P Burnham, Mr R Butler, Mr E Hardy, and Miss H Scott. Also attending were Ward Cllrs Mr C Powell and Mr B Andrews, County Cllr C Barnfather (arrived 7.40pm), Niki Pekal (Anti-social Behaviour Co-ordinator, Gedling Borough Council) and 14 members of the public.
2. **Apologies for absence:** None
3. **Declaration of Personal and Prejudicial Interests**  
Cllr Scott declared an interest in any matters relating to Newstead Enterprise, the Newstead Centre and Newstead Bonfire Event. Cllr Butler declared an interest in any matters relating to the 'Land behind Fraser Street' and Newstead Youth Club as the treasurer of this committee.
4. **Update by Niki Pekal (Anti-social Behaviour Co-ordinator for Gedling Borough Council)**  
Prior to the start of the address by Niki Pekal, the Chairman read out a letter from the Keep Fit club, which had been passed to the Council at the start of the meeting outlining incidents of antisocial behaviour. With the permission of the writer, this letter was then passed to Niki Pekal, who then introduced herself and explained her role. She advised that complaints of antisocial behaviour in Newstead started coming through in early December and that she was completely aware of all of problems having been supplied details of all the various incidents recorded by the Police. As a result of these issues, a meeting had been held at the Newstead Centre with various agencies including Police, Social Services, Councillors, and the Youth Club to agree a plan of action to tackle the antisocial behaviour being experienced. The Neighbourhood Wardens and PCSO's are currently increasing the number of patrols in the village (although this was disputed by many of the residents attending). She explained she is willing to act on hearsay, whereas the Police can only prosecute if there is enough evidence to support a conviction. As a result of the information being passed to her, she has spoken with the parents of several of the children involved and a number of Acceptable Behaviour Contracts have been issued and signed by the parents. In respect of 2 persons identified as coming from Hucknall, this is being addressed by her counterpart in Ashfield.

She then explained that Social Services do an Early Help intervention scheme for troubled families. Out of the nine children identified as causing the problems, the Family Service is now working with the parents of 6 children. She felt this was the best way to resolve the situation. She stressed it was important for residents to continue to report incidents to the Police, and, if possible, to provide a description of the same with as much detail as possible. If criminal damage continues to persist, matters are then ramped up to the next level and injunctions are then considered. Residents can either telephone the Police on 999 in an emergency, or 101 if not. If residents do not want divulged their name because of concerns for their safety to ring Crimestoppers on 0800 555111. She is also willing to speak to residents and her number can be obtained on the Newstead face book page.

Emma Astill, Youth Worker, Notts County Council based at the Newstead Youth Centre explained that many of children in the village were frightened of the youths involved and were scared to leave their homes. A number of children had stopped attending the Youth Club for this reason. At present there were lots of projects and things going on at the Youth Club and it was unacceptable that kids were missing out. She advised the Youth Centre were putting in a plan to have kids come at separate times. Once at the Youth Club

she emphasised that children are totally safe as there are a number of adults youth workers present. She also advised any parent who was still concerned to either bring, or collect their children from the Youth Centre.

Cllr Scott asked Emma if there were any plans by the Youth Club to address the adverse experience suffered by some of the children. The answer to this question was yes. Some information is being prepared and they have talked to the children. She also spoke of activities on offer such as the Sports Club on Mondays and Art each Wednesday. She then explained that following a brief time at the church, the Youth Club have now moved back to the original youth centre, which has been refurbished. She then thanked the Parish Council for the contribution received towards the new roof.

Niki Pekal then confirmed she had been working with the Youth Workers at the Youth Centre. Contrary to the rumours circulating most of the children causing the problems were local and none lived in properties owned by Gedling Homes. She also advised she would keep the Parish Council informed of any further developments. She said she empathised with residents on the problems being experienced and whilst she did not expect behaviour to change overnight, with Social Care now dealing with each child/family individually, she hoped matters would now start to improve.

Other matters raised by residents included:

- Details of an injury caused to a local resident as a result of being pushed
- Racist abuse
- Police not attending to follow up incidents reported
- Never experienced such intimidating atmosphere in village
- Should we report young children being seen out at 12pm/1pm. The answer to this was yes as this is a safeguarding issue.
- Issues with dog fouling
- Local resident being advised not eligible for a council property in village

As the debate had lasted for over an hour, the Chairman then closed the session in order proceed with the next item of business. Niki Pekal was then thanked by the Chairman for attending the meeting and left along with the majority of residents attending.

## **5 Minutes of the Minutes held on 3 January 2018**

Subject to the following corrections - under item 5.9- to note it was PCSO Szeluk who had reported the accident with the horse in the Abbey grounds, under item 13.1 to note 20 producers referred to those at the Nottingham Assembly, not signed up by the centre and finally that apologies had been sent by Cllr Adams, the minutes were approved and signed by the Chairman.

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

- 6.1 Apologies for Absence - Notices of the vacancies have been sent to the Micropub. Lorraine Horrocks has confirmed she may be aware of someone in the village who may be interested in joining the Council and will pass on details to them. An information sheet has been produced relating to the role of the Council and is available if anyone needs to pass on this information. \_
- 6.2 Gedling Homes - Response received from Danny Wyer of Gedling Homes which states '*I can confirm properties have been surveyed and that we have set aside a budget to undertake the remedial work early in the financial year. We are currently in the process of procuring a contractor to undertake these works and as soon as we have a start date, I will write to confirm timescales for completion.*'
- 6.3 Station Hotel Verge - Mowing of this verge has now been added to the Council's grounds maintenance contract. Councillors reported flytipping on the entrance to the field, whereby a fridge freezer had been



The Clerk advised she had been able to ascertain the cost of the roundabout which was £4,920 plus Vat. On top of this would also be the cost of installation. Having discussed this with the Chair, it was agreed that the Clerk would submit an application under LIS grant scheme, whereby the cut off date for any claim was the 31<sup>st</sup> January 2018. The Clerk explained that grants were awarded up to 50% of the cost of project, which means the Council would need to fund the remaining £2,460. In noting the budget under 'Capital' for 2017/2018, the Council had so far spent £2,261, leaving the remaining balance of £2,739. The Council were asked to ratify the actions of the Clerk in submitted an LIS claim to the Notts. County Council and also that it agreed to contribute 50% towards the cost of the new roundabout based on the match funding required under the LIS grant scheme. This was agreed by the Council. The help given by the Locality Co-ordinator was also noted. Cllrs welcomed the progress on this matter. A meeting has been arranged with Eibe Playgrounds for next Tuesday when a quote for the installation will be sought.

- 9.2 Improvements to Vicarage Corner - Previously, the Parish Council has supported a management plan (drawn up in 2000) to improve this area of land and make it available for use by the public. Whilst the total cost at that time was given as approx. £11k, the proposal from CAST is that they try to tackle some of the areas highlighted in that original management plan using funds the Council currently has available, which is estimated to be around £2,250 (this comprises money not yet spent in the 2017/2018 Parish and Grounds maintenance budget of approx £750, plus the £1,500 wind turbine receipts). In looking at the costs quoted by CAST, if broken down into a number of smaller jobs, these appear to be fairly competitive. For example in January 2016, the lengthsman quoted £440 to trim back an area of one metre around the boundary fence adjacent to Station Ave, whereas CAST had quoted £350. Also, in 2000, EMEC estimated the cost of removing the knotweed as £360 for which CAST has quoted £300. In addition the quote includes repair of the fence opposite the school on Tilford Road, which was damaged by a car several months earlier. Also, if CAST is able to carry out this work, they will also litter pick the site for free and also install bat and bird boxes on site. Should the Parish Council agree to this work being carried out, it was explained that permission will also be required from Gedling Borough Council (as the landowner) to allow this work to proceed. There is also some necessity to agree this work as soon as possible, to enable this to begin before the start of the bird's nesting season. In noting the specification for the work to be carried out, the Chairman felt most of this was acceptable, however she did not believe that the Council should pay for removal of the Japanese Knotweed, which was statutory obligation on the part of the landowner. She therefore proposed acceptance of the quote less the cost to treat the knotweed and this was agreed by Council. The total cost of the work proposed will therefore be £2,060.
- 9.3 Newstead Wildlife Meadow - Cllr Burnham had noted that dog walkers were cutting diagonally across the meadow rather than following a path around the edge. It was noted that the only part of the wildlife meadow which was trimmed related to the area around the picnic bench. It was agreed that Anthony Clarke be asked to provide a quote for mowing a path around the perimeter of the meadow.
- 9.4 Van parked on Green - Cllr Adams noted that a van was parked on the green at the junction of Tilford Road/Hucknall Road. Cllrs were asked to note the registration of the offending vehicle and pass to the Clerk, who will forward these details to the neighbourhood wardens.
- 9.5 School Warning Flashing Lights - Cllr Hardy advised that he had observed Highways carrying out repairs to the lights during January but within a short space of time following departure, it was noted that the lights on the sign had failed again.
- 9.6 Potholes on Musters Road - It was noted the potholes previously reported had got much worse as a result of the recent poor weather and would now probably fit the criteria required for repair. Clerk to report
10. Matters concerning Newstead Abbey Park.
- 10.1 Station Ave Roadworks - The Chairman advised the Council that she had been contacted by management at the Abbey to advise that major work will shortly be undertaken on a gas pipe which passes under Station Ave close to North Lodge. Work is required to re-lay the gas pipe, where the existing ground above this has eroded over time. Work is expected to start around April and last for nine months. It is not known whether Station Ave is likely to be closed during this time and further information will be provided by the Chairman as and when received.

- 10.2 Newstead and Annesley Country Park - It was noted that a concrete lid which had been placed over a borehole on the park had been removed. Clerk to report to RCAN.
11. **Correspondence**
- 11.1 Land to the Rear of Fraser Street - Cllr Butler advised he had finally received a response from East Midlands Homes in respect to his own inquiry re plans for this land behind his home. It was agreed the contact details for East Midlands Homes would be passed to the Council.
12. **Planning Applications**
- None
13. **Reports from External Meetings**
- 13.1 Newstead Centre Trustees Meeting - Cllr Scott confirmed that the trustees had met last Monday when the main discussion included maintenance of the building, lifts, windows, etc. Also, there is potential for new users at the centre, where an enquiry has been received from local residents wanting to use a room for band practise.
14. **Matters concerning the Cemetery**
- 14.1 Strimming by the Probation Team - The Clerk was pleased to advise that Jonathon Rhodes will not be submitting a charge for the cost of removing a broken branch hanging above the main entrance gate in the Old Cemetery. This branch was noted as part of the risk assessment undertaken by the Probation Service before work commenced and was removed by Jonathon fairly easily, once this could be reached.
- 14.2 Newstead Cemetery Car Park - Cllr Scott confirmed she had been able to speak to the driver of the converted horse box previously observed parking overnight in the cemetery car park. The driver confirmed that he parked overnight when he comes to visit relatives in the village. Information on a more suitable location to stop overnight h
- as been passed on.
15. **Any Other Business that the Chairman Considers Urgent**
- 15.1 Newstead Bonfire Event 2018 - Cllr Scott advised that the proposed date for this event would be Saturday 10 November.
- 15.2 Grand Re-Opening of Youth Centre - Cllr Butler advised the original date had been pushed back due to the antisocial behaviour problems currently being experienced with a new date to be advised. Members of the Council were invited to attend.
- 15.3 The Pit Micropub - It was advised that the first anniversary of the micro pub opening would be the 7 March.
16. **Date of Next Meeting.**
- The next meeting of the Parish Council would be held on 7<sup>th</sup> March 2018 starting at 7.30pm.

**NEWSTEAD PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held in the Sherwood Room of**  
**Newstead Centre on Wednesday 7 March 2018**

1. **Present:** Cllrs: Mrs D Adams (Acting Chairman), Mr P Burnham, Mr R Butler, Mr E Hardy, and Ms J Smith  
Also attending were Ward Cllrs Mr C Powell and Mr B Andrews, County Cllr C Barnfather, Emma Astill and Paul Ashby, Youth Workers, Notts County Council, plus 8 members of the public.
2. **Apologies for absence:** Apologies received from Cllrs Mrs Pamela Young and Miss Helen Scott.
3. **Declaration of Personal and Prejudicial Interests**  
Cllr Butler declared an interest in any matters relating to the 'Land behind Fraser Street' and Newstead Youth Club as the treasurer of this committee.
4. **Co-option of a new Councillor to represent Newstead Ward**  
Interest had been previously expressed by Chelsea Harris in joining the Council to represent Newstead Ward. The Clerk confirmed that she had met the eligibility for standing as a Councillor. Her co-option onto the Council was agreed and she was invited by the Chairman to take a seat with the other members of the Council. Ms Harris was then asked to sign her 'declaration of office' in the presence of the Proper Officer of the Council.

It was also confirmed by the Clerk that interest had been shown in the remaining vacant council seat.

5. **Update by Emma Astill (Youth Worker, Notts County Council)**  
Emma Astill advised that she had been asked to update the Parish Council on matters relating to the antisocial behaviour currently being experienced in the village. Due to concerns raised by parents and young people, she advised that the Youth Club have amended their usual timetable of activities to allow them to work with all young people in a safe environment. In the case of the young people that are committing antisocial behaviour and whose behaviour has not improved, access to the Youth Club will only be allowed from 7pm to 8.30pm each day. Papers were then distributed to Cllrs, which specified the Youth Centre's activities during each week. She advised that once inside the Youth Centre, there were no issues regarding behaviour. However a number of persons, who had been excluding from attending the Youth Centre until 7pm, had taken this decision badly and the behaviour outside the Youth Centre has been poor. She explained that the Youth Club do not want to disengage themselves from the young people involved in the antisocial behaviour, as they hoped in time to work with them, but equally they also wished to send a message to the persons concerned that engaging in antisocial behaviour also has repercussions. What they have told the individuals involved, is that if their behaviour improves, they will be allowed back into the Youth Centre at the usual time. At present there are still some incidents of antisocial behaviour being experienced and if anyone has any ideas how to combat this, to get in touch with either Emma or Paul Ashby at the Youth Centre.

Paul then spoke of the re-launch of the Youth Club on the 3<sup>rd</sup> May when invites will be extended to people in the village. He confirmed that the Youth Workers had been approached by the Police and Niki Pekal, Antisocial Behaviour Co-coordinator for Gedling Borough Council, who had asked the Youth Club to work with these children. Cllr Barnfather advised he had met with the Chief Executive at Gedling Borough Council to agree a coordinated approach to dealing with the anti social behaviour issues. As previously advised, a number of Acceptable Behaviour Contracts had been issued, which currently only one parent has refused to sign. The village is continuing to have additional visits by the Local Beat Team and Neighbourhood Wardens and Niki

Pekal is still actively monitoring the situation. Emma again stressed the need to engage with the young people causing the antisocial behaviour and confirmed that earlier in the evening, one of the children concerned attended the drama session and had done well. Cllr Butler felt it was important for these children not to feel abandoned. Cllr Smith understood that some of the children like fishing and this could be used as inducement to good behaviour. Emma confirmed there were signs the children were responding to praise and one boy had already been taken off report. For those children who continue to exhibit poor behaviour, she will still exclude them from the Youth Centre on a night to night basis. Cllr Adams felt it was good that children were feeling the consequences of their actions and also praised the coordinated approach from the various authorities. Discussions then turned to the need to raise aspirations of the children attending the centre and also on Post 16 provision.

The Chairman then thanked Emma and Paul for attending the meeting.

## **6 Minutes of the Minutes held on 7 February 2018**

Subject to the following corrections - on Page 2 under 'other items raised by residents' - to read 'intimidating' and not 'intimating', the minutes were approved and signed by the Chairman.

### **Minutes of the Precept Meeting - 24<sup>th</sup> January 2018**

The minutes were approved and signed by the Chairman.

## **7. Matters Arising from the Minutes**

- 7.1 Update by Niki PeKal - The Council has received no further update from Niki PeKal other than information passed on by Emma earlier in the meeting.
- 7.2 Gedling Homes - No further communications received. It was anticipated by Cllr Burnham that nothing further would be heard until after the start of the next financial year.
- 7.3 Station Hotel - Demolition has now started of this building. Further flytipping has occurred in the vicinity of the Station Hotel. Photographs had been taken of the truck concerned and it was agreed to pass these to the Clerk, who would pass them onto the Neighbourhood Wardens.
- 7.4 Old Cemetery - Probation Trust has now finished the work at the Old Cemetery. Loppers have now been ordered as 'payment in lieu'. Only three have been ordered at present as the suppliers are currently out of stock.
- 7.5 The Lengthsman's Scheme - A new appointment has now been made.
- 7.6 Improvements to the Children's Play Park - Following a meeting with Eibe playgrounds, various estimates have been received from them for installation which range from £3k to £6K (depending on safety surface required), making the total cost including roundabout of between £7.8K to £11.5k. Having discussed this with Debbie Widdowson, the Clerk felt that the cost of installation was unreasonable and that it was agreed to look at alternative companies offering similar products. The Clerk has a site meeting on Monday 12<sup>th</sup> March with a representative from Komplan Playgrounds, who can supply a similar product and initial discussions with them suggest the above figures especially the installation costs could be halved. Cllr Barnfather suggested that the Clerk approach the Clerk at Ravenshead Parish Council for advice as they had recently refurbished a playground.
- 7.7 Improvements to Vicarage Corner - Following the decision to carry out this work, a letter was sent to Gedling Borough Council requesting permission for the work to proceed as soon as possible. This permission has now been granted and Gedling BC has also confirmed it will continue to treat the knotweed. Instructions subsequently given to CAST to undertake the work and a programme of works is now awaited
- 7.8 Newstead Wildlife Meadow - Estimate not yet obtained.
- 7.9 School Flashing lights - These have been reported again and acknowledgement received that repairs will be carried out in next 10 days. Cllr Hardy confirmed the lights were still faulty.
- 7.10 Musters Road Potholes - Via has advised these now meet the criteria for repair and the work to be put in hand shortly. It was confirmed by Cllr Smith that these potholes have now been repaired and also that a

number of holes on Abbey Road/Byron Street were highlighted in yellow, which she hoped meant that action to repair these was imminent.

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

An unnamed resident said she had cause to complain about a member of the Parish Council. The Chairman advised that any complaint against a member of the Council would need to be put in writing and sent to the Clerk; thereafter the Council would investigate the cause of complaint and discuss any response in camera. The Clerk passed on details of her contact details. This was taken by the resident concerned.

The subject of litter in the parish was also raised and the need to organise a community litter pick was discussed. It was agreed by Cllrs this would be a good idea with the Youth Workers advising this would be a good for the kids from the Youth Centre to attend in order to enhance the reputation of young persons in the village. A date for this event was discussed, where it was felt this could take place one evening after the clocks have gone forward. After discounting the Easter holidays, the best week to organise a litter pick was agreed as the week beginning Monday 16<sup>th</sup> April, with a starting time of 6pm. In addition to the Youth Centre children and staff and members of the Council, it was also suggested that the Neighbourhood Wardens be asked to attend. The Parish Council will need to arrange for disposal of the rubbish collected and it was agreed to ask Debbie Widdowson to supply the litter sticks, suitable protective clothing and black bags to collect the rubbish collected as before.

*Meeting Reopened*

**8. Accounts**

**8.1 Cheques for Approval**

**Receipts**

None

**Cheques for Approval**

DD	HSBC	£10.00	Charges for stopping cheque No 100484.
100515	Clarke's Cemetery Services	£630.00	Replacement cheque to cover invoice no 17182. <u>NB</u> Original cheque sent out last November but not received.
100516	Newstead Centre	£45.00	Room hire costs for February meeting.
100517	Mrs P Young	£15.00	Chairman's allowance (February).
100518	Mrs J Johnson	£361.07	Clerk's wages for February
100519	Notts County Council	£124.37	Pension Contributions for Clerk inc. Deficit payment.
100520	Mrs J Johnson	£70.70	Clerk's expenses (February) <u>NB</u> includes 3 loppers purchased from Amazon*
			Postage/Other £56.85
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£5.85</u>
			<b>TOTAL <u>£70.70</u></b>

These payments were approved as stated

- 8.2 To Update the Risk Assessment** - A copy of the recommended changes to the risk assessment had been circulated with the agenda. It was agreed to seek the cost of adding the war memorial to the Council's insurance policy based on a Sum Insured of £5k. Cllrs agreed to accept the proposed changes to the risk register (highlighted in red).

- 8.3 **To Appoint a New Internal Auditor** - It was recommended by the Clerk that Barrie Woodcock, former financial advisor to the Society of Local Council Clerks, be again instructed to carry out the internal audit of the council's accounts for 2017/2018. The cost of the audit is based on a rate of £35.65 per hour and last year cost the Parish Council approx £125. It was agreed by Council to appoint Mr Woodcock to undertake the internal audit of the Council's accounts for 2017/2018.
- 8.4 **Any Other Matters Relating to Finance** - The Clerk confirmed that Cllr Butler had still not been added as signatory to the account. Another form had been completed to allow electronic checks to be carried out on Cllr Butler which had since been returned to the bank and a response was now waited. Cllr Adams asked what the progress had been in terms of electronic payments, where it was also noted that the Notts County Council had said they would no longer accept cheque payments in respect of the pension contributions for the Clerk. The Clerk advised there was some reluctance on her part to undertake electronic payments, where it was felt it would be easier to make errors on the accounts and far more difficult to retrieve any payments made in error. It was noted that internet banking would eliminate the requirement to change signatories on the accounts and it was agreed the Clerk would contact the bank to arrange for internet banking.
- 9 **The Lengthsman's Scheme**  
During the absence of the Youth Club from the Youth Centre, the grass verge to the rear of the Youth Centre Had become overgrown and the Youth Workers asked the Parish Council whether it would cut this piece of grass in future. A suggestion was made by the Clerk that the new lengthsman be asked to trim this area as instructions for this work could be given immediately and this was agreed.
- 10 **Matters concerning Newstead Village**
- 10.1 **Skate Board Park** - The Clerk reported that correspondence had been received from Debbie Widdowson which stated that for Groundwork to draw up the proposals for improvements to the skate park and to cost out the same would be in the region of £2.5k, and that another quote was to be obtained for the cost of drawing up the plan. Unfortunately this had meant that it was not possible to submit a claim through WREN in the current funding round (ends 31.3.2018) and the deadline for the next round would be the end of June. Cllrs felt the quote provided by Groundwork appeared excessive. .
- 10.2 **Foundry Terrace**- Cllr Harris advised of concern which had been raised by residents on Foundry Terrace, where it was noted that drugs were being sold on a regular basis and that it is happening in front of kids. It was suggested that the resident concerned makes contact with Sarah Anderson, Neighbourhood Warden to outline these concerns or alternatively rings Crimestoppers, where reports of criminal activity can be made anonymously.
- 10.3 **Flytipping** - A number of black bags had been flytipped at the top of terraces adjacent the metal railings to the factories behind. Clerk to report.
- 10.4 **Vandalism** - Cllr Burnham reported that the grit bin at the top of the terrace had been kicked around and had now disappeared completely. It was also noted that a litter bin had been wrenched from its base near the MUGA and was now lying close to the Youth Centre. The Clerk also advised that the notice board in the cemetery had been damaged, where someone had snapped off the top part of the wooden notice board. Whilst this could still be used, it was no longer fit for purpose being open to the elements and had gone rotten in parts. A quote for a new notice board is likely to be in the region of £600.
11. **Matters concerning Newstead Abbey Park.**
- 11.1 **Station Ave** - It was felt by some Councillors that the trees lining Station Ave on the approach to the Abbey had been over pruned.
12. **Correspondence**  
**CPRE - Best Kept Village Competition** - This had been emailed to Cllrs between meetings where it was agreed that due to the current antisocial behaviour problems, it was not prudent to enter the competition this year.

**13. Planning Applications**

None received.

The Clerk advised that she had notified through other Clerks in Gedling that a decision had been taken by Gedling Borough Council not to send out hard copies of plans to parish councils in future. Cllr Barnfather confirmed that the decision had been taken internally by the Planning Department but this had not been approved by the members. He agreed this decision was wrong. Feedback from other parish clerks had mostly supported the need to receive paper copies, as most Clerks simply did not have access to photocopiers able to re-produce plans of any size. The Clerk understood this was an issue to be discussed at the next parish clerks meeting, to which she had sent her own views. This was that whilst some plans could be identified online, not all plans were clear. Initial notification of planning applications could be sent to Clerks electronically, but if the Parish Council felt a hard copy of the plans are required, Gedling BC should supply these. Unfortunately, due to adverse weather conditions, the Clerk's meeting did not go ahead and is to be rescheduled for another date. Meanwhile Cllrs supported the need to be sent paper copies of the plans, if requested. Cllr Barnfather will also be discussing the matter with Gedling BC and further information will follow.

**14. Reports from External Meetings**

None

**15. Matters concerning the Cemetery**

None

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

None

**17. Date of Next Meeting.**

The next meeting of the Parish Council will be the Annual Parish meeting starting at 7.00pm on the 4 April 2018, followed by the April Council meeting.