

NEWSTEAD PARISH COUNCIL.

Minutes of the Annual Parish Meeting held in the Sherwood Room of Newstead Centre on Wednesday 3 April 2019 starting at 7pm.

1. **Present** Cllrs: Mrs P Young (Chairman), Mr P Burnham, Mr E Hardy, Ms S Read and Ms J Smith.
Apologies had been received from Cllrs Mrs D Adams and also from Ward Cllrs Mr C Powell and Mr B Andrews.

There were no members of the public present.

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

The Chairman read her report outlining the work undertaken by the Council during for the year, which is attached as an appendix to these minutes. She particularly expressed her thanks to those councillors who would be standing down this year, especially Cllr Mrs D Adams for her contribution to the community over the past 11 years and also Cllr Mrs Helen Smith who had served on the Parish Council for the past 4 years.

Cllr Smith noted that the Chairman would also be retiring from the Council at the end of her term and also thanked her on behalf of the Council for her hard work over the time she had served on the Council. The fate of the planters in the village were discussed, where it was noted the Chairman had been primarily responsible for planting out these. Cllr Young confirmed that as she remained on the Council until May, she would remove the spent daffodil bulbs currently in the planters and dry these off for use next year.

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

No reports were submitted by County Cllr Mr C Barnfather, or either of the Ward Cllrs, who were both standing down at the next election.

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

No members of the public were present.

As there was no further business to discuss, the Chairman closed the meeting at 7.15pm

Annual Parish Meeting April 2019

Once again we have had a busy year with a number of challenging issues in the village ward. Firstly I would like to thank all councillors for their continued commitment to the parish. I would like to thank Jane for all the hard work she contributes both as an employee and going over and above the call of duty.

I would like to thank our 3 Borough councillors and the Newstead Locality Co-ordinator for their continued support and contributions to our budget. Also CAST for their assistance with the Xmas tree and barriers. Although Councillor Philip Burnham resigned from the council last year we were happy to second him back onto the council in December. We also co-opted Sarah Reed for the Abbey ward. This gave us a full complement of councillors.

We are now looking to a new council for the next 4 years. Whilst some of our existing members will not be standing again we are hoping that new people will come forward to ensure we have a varied and vibrant council. I hope all new councillors will take advantage of the NALC training programme to fully understand the role. Information about the council can be found on its website, Newsteadvillage.org. Agendas and notices are also posted on the 3 notice boards in the village and one by the Abbey rear gate.

Our biggest challenge this year has been the unauthorised travellers on Newstead meadow. Whilst we were given assurances that they would only be there for a few days this was not the case. I would like to thank Jane for her prompt action in putting the wheels in motion for the eviction to take place and Northfield for their assistance in providing concrete blocks, to avoid the site being accessed in the future. Also thanks go to Jane, Phil and my husband for their help in clearing rubbish and tree waste from the site. Unfortunately, legal costs incurred in evicting the travellers cost the council in the region of £1,300.

As a council we have statutory responsibility for both cemeteries and the car park, Newstead Meadow, the war memorial, the village green, the mosaic and the MUGA. Maintenance and repairs due to vandalism take a considerable amount of our budget.

On a positive note councillors took part in dressing the village for the Tour of Britain bike race, along with a number of other organizations such as CAST, and The Pit, micropub. We were extremely pleased to win the best dressed village competition and a plaque will be erected.

Councillors continue to plant out the planters in the village and arranged watering of the hanging baskets. The yellow biddens, looked delightful this year and complimented the 'Tour of Britain' colours.

We were pleased to see young people at the council meetings and hear their wishes for the skateboard park. Jane has worked closely with Wickstead to get plans drawn up and the process is now with Gedling Borough Council who own the park. The Parish Council was also able to secure funding for the installation of a new roundabout on the children's play park, which has proved very popular.

We have been able to support the Newstead Centre by taking over responsibility for strimming and tidying up some of their areas in the village. With support from our County Councillor we have been able to purchase litter picking equipment which is available for all to use. The Parish Council has undertaken a number of litter picks, although fly tipping is an on-going problem. It was gratifying to see that a group from the village organized their own litter pick recently.

With our limited budget we were able to support Easter, summer and Christmas events in the village and the annual bonfire. We didn't receive any financial requests from the Abbey ward. In the coming year there will be £1500 to support such events.

As this is an election year I would like to thank Dawn Adams and Helen Scott who will not be standing for the new council due to other commitments. I thank them for their time on the council and valuable contributions. Finally, as I will be retiring from the council after 8 years I would like to take this opportunity of wishing everyone well in the future.

Pam Young – Chair of Newstead Parish Council

NEWSTEAD PARISH COUNCIL
Minutes of the Parish Council Meeting
held in the Sherwood Room of
Newstead Centre on Wednesday 3rd April 2019 at 7.15pm

1. **Present:** Cllrs: Mrs P Young (Chairman), Mr P Burnham, Mr R Butler (arrived 7.30pm), Mr E Hardy, Ms S Read, Miss H Scott (arrived 8pm) and Ms J Smith. Also attending was County Cllr Mr C Barnfather (arrived 7.50pm).
2. **Apologies for absence:** Apologies received from Cllr Mrs D Adams and also Borough Cllrs Mr C Powell and Mr B Andrews.
3. **Declaration of Personal and Prejudicial Interests**
None
4. **Approval of the Minutes**
The minutes of the 6th March 2019 were approved and signed by the Chairman.
5. **Matters Arising from the Minutes**
 - 5.1 **MUGA** - Repairs completed on Monday 11th March and final invoice is now recommended for approval following inspection of the completed work by the Clerk.
 - 5.2 **ACV** - A decision has now been taken 'in principle' by Gedling BC to add Newstead and Annesley Country Park to the list of 'Registered Community Assets' within the borough and this decision is now with Gedling's legal team for approval and also to look at the wording on the order in order to minimise the risk of any possible legal challenges. Cllr Read drew attention to the new artwork which had been installed in Annesley Village between Moseley Road and Byron Street and also on the green areas within the new estate on the former colliery site. Further artwork had also been installed marking the gateway to the Country Park. *Cllr Butler entered the meeting during discussion of the above item.*
 - 5.3 **Elections** - Seven nominations have been received to date to stand on the Parish Council. Thanks were passed to Cllr Helen Scott for helping to complete the nomination papers during a meeting held on the 27th March.
 - 5.4 **Flytipping on Vicarage Corner** - A litter pick has not yet been arranged as residents via 'The Pit' held their own litter pick on Saturday 23rd March when over 20 bags of rubbish were collected. Cllrs agreed therefore not to arrange a further litter pick during April but to defer this until after the new Council is in place.
 - 5.5 **Lengthsman** - The Clerk reported that the repainting and re-staining of public seats in the village as agreed had been completed by the lengthsman. It was noted that some 16 hours of the lengthsman's time remained during the current year and the Council were asked for suggestions as to how his time could be used. Cllr Smith noted that some of the street nameplate signs were looking dirty and could benefit from washing down. She also reported that the Musters Road street nameplate sign close to the junction with Hucknall Road had been knocked down. It was also noted that where the kids sit on the corner near the MUGA, this area could do with some tidying and the adjacent seats given a lick of paint. The litter in the area was condemned especially where it was noted there were already 2 litter bins in situ which did not appear to be used. It was noted that part of the fencing around the community centre had been pulled down and kids were seen on the roof. Cllr Smith also drew attention to the stupidity of children doing wheelies on the Robin Hood Line which she had tried to warn off.
 - 5.6 **Skate Board Park** - Designs have been received from Wickstead and circulated for information. Debbie is to seek the necessary authorisation from Gedling Borough Council that a) she can spearhead the bid to WREN and b) confirmation they are willing to take on future upkeep/maintenance of the same. Further details

awaited on the youth Shelter. Further information also provided to the Notts County Council relating to the LIS bid for the Hurricane Swing.

- 5.7 Livingstone Street Sign - Instructions had sent to DJB Contracts to repaint the sign.
- 5.8 Deer Sign on Hucknall Road - Not yet actioned as further information required by the Clerk as to where on Hucknall Road any warning sign needs to be sited. This was clarified as being almost immediately as you enter Hucknall Road from the traffic lights on the A611, close to the small copse of trees to the right, which lie between Hucknall Road and the footway from Hucknall Road to the A611. Clerk to contact Via.
- 5.9 Bus Stop opposite Musters Road- A request has been made via Cllr C Barnfather for an interactive sign to be included as part of the refurbishment of this bus shelter but nothing further heard as yet. Cllr Burnham confirmed that Mark Spencer MP was also dealing with this issue where a petition had been sent by residents
- 5.10 Defibrillator in Newstead Village - A £400 donation has been received towards a defibrillator from Cllrs Mr C Barnfather and Mr C Powell. The Clerk confirmed that having looked into the matter further that vandalism of the equipment could be an issue. Also, there were several other ongoing costs connected with the maintenance of the equipment such as the need for an annual service and replacement of the battery and pads and this would be on top of the initial cost of £1,000 to £2,000 for the defibrillator itself, plus any casing that may required. The Clerk advised that as an alternative to purchasing a defibrillator, it may be possible to rent these and according to information obtained costs could be from as little as £1 a day. This would include the full maintenance and service of the machine, installation and signage, plus some training on use of the same. Cllrs felt that renting may be the more viable option. Also, although designed to be used by a 'novice', guidance issued by the British Heart Foundation suggested that where an Automated External Defibrillator (AED) was installed, they were most effective if training could be given to persons locally on CPR and the use of AED's. It was noted that where an AED was being considered that advice should be sought from the local ambulance service and contact be made with the community response officer. It was agreed that the Clerk would discuss this matter further with the first responder based in the Hucknall Ambulance station and bring back to the Council for further discussion.

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

No members of the public were present

Meeting Reopened

6. Accounts

6.1 Receipts and Payments for April 2019

Receipts

£6.81	Interest on deposit account up to 4 th February 2019
£6.19	Interest on deposit account up to 4 th March 2019
£200.00	Contribution towards defibrillator from Cllr C Barnfather
£200.00	Contribution towards defibrillator from Cllr C Powell
£250.00	Fees for headstone on Plot no 232

Cheques for Approval

None.

BACS Payments Made Between Meetings/or for Approval

0087	Newstead Centre	£45.00	Room hire charges for March Council meeting.
0088	Newstead Centre	£17.40	Room hire charges on 27 th March re Election meeting.
0089	Caloo Ltd	£594.00	Repairs to MUGA netting.
0090	Mrs P Young	£20.00	Chairman's Allowance (March)

0091	Mrs J Johnson	£368.69	Clerk's wages for March
0092	Notts County Council	£126.93	Pension Contributions for Clerk inc. Deficit payment.
0093	HMRC	£25.40	Tax and NI on Clerks pay to year end.
0094	Mrs J Johnson	£35.20	Clerk's expenses
			Postage/Other £9.20
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£18.00</u>
			TOTAL <u>£35.20</u>

These payments were approved as stated.

7. The Lengthsman's Scheme

Not discussed as covered earlier in the meeting.

Cllr Scott arrived prior to discussion of the next item.

8. Matters concerning Newstead Village

8.1 Former Rewind Premises - It was reported that the new owners of this building were still committed to the refurbishment of this building into a home.

8.2 Best Dressed Village Plaque - A location to site the plaque was discussed where it was noted that one of the proposed locations for the plaque was on the verge at the junction of Hazleford Way/Newstead Road. Whilst Cllrs had no strong feeling about where the plaque was situated, ideally it was felt this should be within the parish boundary, whereas the above location was not. Councillors discussed the plaque being sited on the village green, and on the verge outside the Newstead Centre; however the preferred location for the plaque was Station Ave adjacent to the micro pub. If this location could not be agreed, it was resolved that the matter be referred back to the Locality group for a decision.

8.3 Coping Stones, Newstead Cemetery Car Park - It was noted by Cllr Burnham that the coping stones missing from the cemetery wall had not yet been replaced. It was agreed to chase Darren Brown to complete this job plus that of cleaning the sign on Livingstone Street.

9. Matters concerning Newstead Abbey Park.

9.1 Station Ave - Cllr Burnham drew attention to some new potholes which had appeared on Station Ave between the gate and the turn off to the Chairman's home.

10. Correspondence

11. Planning Applications

Following the response submitted as agreed on 2019/0045 - Land at Top Farm, Blidworth Waye, Papplewick, it was reported by the Clerk that the determination date for this application will be on or around 9th May 2019.

12. Reports from External Meetings

12.1 Newstead Centre Trustee Meetings

Cllr Scott reported that the Trustees had signed a joint agreement with Gedling Borough Council on support for the centre. In future Debbie Widdowson has been told that her allocated hours will be prioritised towards matters dealing with the centre and she is to work closely with Jane Daniels, Co-ordinator for the Newstead Centre. Cllr Scott advised that she had now stood down as the Secretary to the Trustees, but will remain as a trustee. In future, she advised should the Parish Council wish to correspond with the trustees, any correspondence should be sent c/o Jane Daniels at the Newstead Centre.

13. Matters concerning the Cemetery

The Clerk advised that it had been reported by the contractor that 2 graves within the cemetery were excessively adorned with personal effects which made mowing this area difficult. It was agreed that the Clerk would write to the appropriate plot holders to remind them of the rules. Cllr Butler noted that the farmer was not using the area of land between the Old Cemetery and the Newstead Meadow and asked whether it was possible to 'acquire' this area. The Chairman confirmed that the owner had previously been approached and was unwilling to sell this land, where he probably still got a grant for this being set aside land.

14. Any Other Business that the Chairman Considers Urgent

Cllr Burnham wished to place his thanks to the Chairman, Mrs P Young, for all her hard work over the past eight years and wished her well for the future and also thanked Cllr Helen Scott for her contribution whilst on the Council. The Clerk also spoke of her appreciation of the support provided by the Chairman over the past four years and who had never failed to attend any meetings which had been arranged. Cllr Burnham also noted that Ward Cllrs, Mr Bruce Andrews and Mr Colin Powell, would also be retiring at the next election and asked that the Council send them a letter of thanks for their services to the parish over the past four years.

15. Date of Next Meeting.

The next meeting of the Parish Council will be on Wednesday 15th May starting at 7.30 pm, which will be the first meeting of the new council following the elections to be held on the 2nd May.

NEWSTEAD PARISH COUNCIL

Minutes of the AGM held in the Bentinck Room of Newstead Centre on Wednesday 15 May 2019

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

The retiring Chair, Mrs P Young, welcomed members to the inaugural meeting of the new Council. No formal introductions were considered necessary as all persons were known to each other.

2. **Present:** Cllrs: Mrs P Young, Ms E Astill, Mr P Burnham, Mr R Hardy, Mr T Moore, Ms S Read and Ms J Smith. Also attending the meeting were County Cllr C Barnfather (arrived later) and local resident, Ms Jenna Payne.

3. **Apologies for absence:** Apologies were noted from Cllr Mr R Butler who was absent due to existing work commitments.

4. **Election of the Chair**

Mrs P Young sought nominations from Councillors for the position of Chair. It was explained by the Clerk that Cllr Richard Butler had let it be known that he would stand as the Chairman of the Council, if no other nominations received. As no further nominations were received, Cllr Burnham proposed Cllr Butler for the role of Chair, seconded by Cllr Hardy and this was approved by show of hands from the remaining members of the Council. Cllr Butler was therefore elected as Chairman of Newstead Parish Council. As Cllr Butler was not present at this meeting, it was resolved that his 'Declaration of Office' could be signed at the next Council meeting. It was also agreed that whoever was subsequently elected as the Vice Chairman of the Parish Council would assume the role of chair for the remainder of this meeting.

5. **Election of the Vice Chair**

Councillor Sarah Read was proposed by Cllr Smith and seconded by Cllr Moore. A second nomination was received however as this was not validated, Cllr Read was duly elected as the Vice Chairman of Newstead Parish Council. The Declaration of Office was then signed by Cllr Read in the presence of the Proper Officer of the Council.

Cllr Read then assumed Chair of the meeting from Cllr Young, who then stepped down from the Council but remained to observe the meeting.

6. **Declaration of Office**

All remaining Cllrs were asked to sign their 'Declarations of Office' in the presence of the Proper Officer of the Council. In the case of Cllr Butler, it was resolved he could sign his declaration at the next meeting of the Council.

In addition Councillors were reminded of the need to return details of expenses incurred during the election and these forms were completed by members.

The Clerk also drew attention to the 'Register of Interest' forms which would need to be completed and returned by all members of the Council to the Monitoring Officer at Gedling Borough Council within 28 days of the appointment to office. These were handed out during the meeting with the proviso these were to be completed and returned to the Clerk at the next meeting of the Council.

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

The Council were introduced to Ms Jenna Payne who had expressed an interest in filling one of the two vacant seats on the Council. Ms Payne confirmed that she had moved to the Newstead Village approximately one year ago and that she had organised the recent litter pick held by residents. Ms Payne's co-option onto the Council was then approved and she was invited to join the Council. Her 'Declaration of Office' was also signed.

8. **Council Representatives on other bodies.**

The following representatives for 2019/2020 were agreed: -

Newstead Youth Club Committee - Cllr R Butler.

Newstead Locality Group - Cllr E Hardy with Cllr Astill as substitute where she agreed to attend any meetings of the Locality group that Cllr Hardy could not attend.

Newstead Meadow - Cllr Burnham and Cllr J Smith.

Newstead Centre - It was explained by the Clerk that whoever takes on this role would need to become a Trustee of the Newstead Centre. It was noted that Cllr Scott had previously updated the Council on matters relating to the Newstead Centre as the Secretary to the Trustees, but as she had recently stood down from this role, it was not clear whether the Parish Council would continue to be supplied with minutes from these meetings. Instead, it was agreed to ask the Newstead Centre if the minutes from these meetings could continue to be sent to the Parish Council. Otherwise there were no takers for this role.

Newstead Allotment Association - Cllr Astill

Cemetery Committee - The Clerk explained that this was a long established committee of the Council until recently when the previous council agreed not to have a separate committee, but that all matters affecting the cemetery are reported to the whole council. Following discussion, Cllrs agreed that no separate committee was required.

The Clerk reminded the Council that the list above was not 'set in stone' and that the Parish Council could chose to elect other representatives to attend other bodies or establish other committees as and when considered necessary. Members attending external meetings on behalf of the Council should report back to the Council on that meeting and any minutes taken should be circulated to all Councillors for information.

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

These were agreed as per the list circulated with the agenda.

10. **To Agree an Allowance for the Chairman**

It was explained by the Clerk that it was custom for the Chairman to be awarded a small sum to offset the increased cost of holding this office in respect of phone charges and expenses. It was proposed that the allowance for the Chairman should continue at the same rate as paid in the previous financial year i.e. £20 per month and this was agreed by all other Cllrs present.

11. **Training for Cllrs**

Details from NALC on training events to be held for new Cllrs were circulated. It was agreed that Cllr Moore would attend the training to be held at Epperstone on the 29th May, whilst Cllr Read and Cllr Payne would attend the session to be held on the 10th July at Shelford and would car share in terms of attending this event.

12. **Declarations of Personal & Prejudicial Interest:** There were no declarations of interest.

13. **Approval of the Minutes**

Annual Parish Minutes 3rd April 2019 - Subject to a correction on page one under item 2 first paragraph final line to read Cllr Helen Scott (not Smith as shown) , it was proposed and seconded that the minutes be approved as a true record and this was agreed.

Council Meeting 3rd April 2019 - Subject to the following addition - that under 5.5, children who were doing wheelies on the Robin Hood line were doing so when the barriers were down - it was agreed that the minutes be approved as a true record of the meeting.

Both sets of minutes were then signed by the Chair.

14. Matters Arising from the Minutes

Annual Parish Meeting - 3rd April 2019

There were no matters arising

Council Meeting - 3rd April 2019

- 14.1 ACV - Confirmation finally received from Gedling Borough Council that Newstead and Annesley Country Park has been successfully registered as an Asset of Community Value (ACV). The Clerk was also pleased to report that during March, the sum of £1.5K had been received from RCAN, representing contributions due from the wind turbine levy paid each year to the Council. This amount could be used to secure environmental improvements in the community and Cllrs were asked to give some thought as to how this levy could be spent in the current financial year.
- 14.2 Flytipping at Vicarage Corner - Further rubbish had been flytipped in the same area as recently cleared. Cllr Astill reported that following a conversation with Nic Crouch from Notts CC, it was understood that Network Rail were to install some additional fencing in the vicinity. It was also understood a local resident had been prosecuted for flytipping. It was noted that the Youth Club had also carried out a litter pick. A tentative date of Saturday 8th June at 10.00am was agreed for a litter pick with persons interested to meet outside 'The Pit' micropub. It was agreed to publicise this event, possibly through the local school. The frequency of visits by Gedling's street cleaners was also questioned and the Clerk was asked to find out how many times the streets were swept. A request from Annesley and Felley Parish Council was read out by the Chairman in which they invited the Council to join forces to tackle flytipping. This was welcomed by members of the Council and for the time being it was agreed the Clerk would be the main contact on behalf of the Council.
- 14.3 Lengthsman - The Clerk advised as few signs required cleaning and in order to use his time, instructions were given to the lengthsman to cut back the weeds/overgrowth from the Forestry Commission land in order to improve visibility for motorists on the bend on Hucknall Road, adjacent to junction with Tilford Road. Also to weedkill the weeds growing in pavements on Tilford Road and around ends of homes on 'the terraces.' In terms of future work for the lengthsman, the following projects were also identified by members of the Council.
- Clean main gates serving the New Cemetery
 - Strimming bank adjacent to homes on Foundry Terrace which affords passage to front of properties.
 - Cllr Burnham also asked if a new perimeter fence could be installed around the New Cemetery as proposed some four years ago. It was agreed that the Clerk would obtain estimates for new exterior fencing.
- 14.4 Skate Board Park - Discussion required with Debbie Widdowson to identify funds for project.
- 14.5 Deer Sign on Hucknall Road - Letter received from VIA suggested insufficient incidents reported to justify Deer Warning sign. It was noted by Cllr Burnham there had been a second 'incident' when a near miss was reported. It was agreed to raise awareness locally of hazards from animals along this section of the road.
- 14.6 Defibrillator in Newstead Village - Discussions not yet held with the ambulance service due to other priorities.
- 14.7 Best Dressed Village Plaque - Now installed on Station Ave adjacent to the Micropub. Cllrs Read and Smith

attended the commemoration of the plaque, which was also attended by the Leader of Notts County Council. It was generally agreed that the plaque had exceeded all expectations and was a welcome addition to the village

- 14.8 Cemetery Wall - Reminders sent to DJB contracts that this work is still outstanding.
- 14.9 Station Ave - Potholes have been reported to Newstead Abbey Management Committee.
- 14.10 AOB - Letters of thanks sent to outgoing Councillors Mr Bruce Andrews and C Powell. The Clerk advised it had been past custom of the Parish Council to send flowers to retiring Cllrs, although the preference of the outgoing Chairman would be for Amazon vouchers. A sum of £65 was agreed for this purpose.
- 14.11 Musters Road Nameplate - It was noted no action had been taken in relation to this damaged sign. The Clerk confirmed the matter had been reported to highways and an inspection undertaken but it was likely that the preparation of a new sign may take some time as this would usually be done as part of a job lot. A pothole on the same road was also reported at the same time and this had been repaired. Cllr Smith asked if Via could remove the damaged sign as this was unsightly. She also reported the presence of two further pot holes on the road outside her home.

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

Mrs P Young reminded the meeting that as part of her commitment to the parishioners in the Abbey Park ward, she had written a newsletter periodically and asked if the new Cllrs representing this ward were likely to do the same. Cllr Astill confirmed she would write this with Cllr Read helping to distribute the same. Mrs Young also advised that work on laying additional soil over an existing gas line for reasons of safety had begun. She had also spoken to the bee keeper who had let it be known that bees should be on Newstead Meadow by next Monday and that by next year honey should be available for residents to purchase. The potholes which have appeared on Station Ave were also discussed where the Clerk confirmed it may be possible for the Council to contribute towards repairing them as they were on part of the Sustains Route. It was also pointed out that whilst residents from the Abbey contributed towards the precept, these residents received very little in return. It was suggested that the Council could look to make a token gesture towards the cost to redress the balance and it was agreed to make enquiries with the Newstead Abbey Management team re likely costs.

The meeting reopened

15. Accounts

i) Receipts and Payments for May 2019

Receipts

£ 1,500.00	RCAN - Wind turbine levy for 2018-2019
£16,030.00	Gedling Borough Council - Precept
£ 924.00	Gedling Borough Council - Local Council Tax Rebate
£ 2,101.49	HMRC - Reclaim of Vat spent over 2018-2019
£ 6.82	Interest on deposit account to 4 th April
£ 6.60	Interest on deposit account to 4 th May

Cheques for Approval

An invite to enter the Best Kept Village had been received by the Council. Following discussion it was agreed not to enter the competition this year.

Payments for Approval

0095	Newstead Centre	£ 45.00	Room hire costs for April Council meeting.
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0096	Clarke's Cemetery Service	£670.00	Maintenance of village greens and cemeteries.
0097	Mrs P Young	£ 20.00	Chairman's allowance (April).
0098	Mrs J Johnson	£370.46	Clerk's wages for April
0099	Notts County Council	£127.76	Pension contributions for Parish Clerk (April)
0100	Zurich Municipal	£721.12	Combined insurance policy for Council
0101	Notts. A.L.C	£ 17.00	Local Council Review newsletter
0102	Notts ALC	£105.00	Training for councillors
0103	Mrs J Johnson	£ 42.81	Clerk's expenses
			Postage/Other £28.96
			Tel/Broadband £ 8.00
			Mobile Calls Nil
			Mileage <u>£ 5.85</u>
			TOTAL <u>£ 42.81</u>

All invoices received were brought to Council meetings and these were passed to Cllrs for scrutiny. Cllrs agreed the payments as presented.

- ii) To Consider Grant Applications - None received at present, although it was noted that a request would be submitted for donations towards Newstead Fun Day
- iii) Internal Audit - The Clerk confirmed that an internal audit of the Council's accounts had been arranged for 23rd May.

16 The Lengthman's Scheme

As discussed earlier, no further discussion considered necessary.

17 Matters concerning Newstead Village

- 17.1 Antisocial Behaviour - The increase in antisocial behaviour by young persons in the village was noted. This included further incursions onto the Robin Hood Line, a motorist in a red car who speeds excessively up and down 'the terraces', Youths climbing on the scaffolds erected to repair chimneys and throwing down rubble, kids out of control generally and the smoking of illegal substances. As a result it was agreed to ask the Neighbourhood Wardens to carry out random patrols of the village particularly between the hours of 4pm and 8pm. Cllr Read offered to walk with the wardens when patrolling.
- 17.2 Garden Competition - Cllr Astill confirmed that Debbie Widdowson required judges for the garden competition to be held later in the year. Cllr Smith and Cllr Payne both volunteered their services with details to be passed to Debbie.
- 17.3 Metal Artwork - It was pointed out that there was no end decorative metal barrier between Stonehouse and Chapel Terrace. Cllr Barnfather suggested that an approach be made to Jigsaw who may fit the same, or alternatively there may be grants available toward this.
- 17.4 Festival - A 3 day festival had been held in the village organised by Lorraine Horrocks of The Pit in which £380 had been raised towards the Fun Day. There had been few complaints regarding noise, etc with the only problem being damage to the portaloos hired for the event. On the whole, it was felt the festival had been a success and had done much to raise the profile of the village.
- 17.5 Recycling Textile Bin in Newstead Village - Only two sites had been identified within the village as suitable for a textile bank and as these sites were outside the ownership of the Council, it was agreed that no further action be taken on behalf of the Council.
- 17.6 Planters in Village - It was advised that the Parish Council were responsible for planting out the planters and for watering of the same. A budget of £75 was agreed for the purchase of the plants themselves and several Cllrs volunteered to assist with the planting out. Based on historic costs, the sum of £300 was also agreed in respect of watering, with the same contractor to be instructed as in previous years.
- 17.7 Caravan - An old caravan had been left in the cemetery car park and subsequently destroyed by vandals who

had set this alight within a few hours of it arriving in the car park. Gedling BC had confirmed that removal of the same was the parish council's responsibility, as this was a job for specialists. Two estimates had been obtained at £450 and £300 respectively. Cllrs agreed to instruct the contractor with the lowest quote to remove.

18 Matters concerning Newstead Abbey Park.

18.1 Vicarage Corner - Cllr Burnham reported that a number of perimeter railings on this corner had been knocked down by a motorist. The Clerk confirmed that the damage had been reported to the Parish Council by Mick Leivers from CAST, who were currently undertaking improvements in the same area on behalf of the Parish Council. In order to expedite repairs as quickly as possible, it was agreed that CAST would undertake the work as part of the original improvement scheme, where instead of charging for the hire of a brush cutter they would use these funds to purchase the fencing required. As this would incur no further costs to the Council, the Clerk had agreed this work and this action was ratified by the Council. Cllr Astill reminded the Council of the need to ensure that CAST dispose of the brush cut back from the site responsibly.

19. Correspondence.

None other than already discussed

20. Planning Applications.

None reported

21. Matters Concerning the Cemetery

Although not directly concerning the cemetery, Cllr Burnham reminded the Committee that nothing had been done regarding the green waste left in Newstead Meadow by the travellers where it was previously agreed by the Council this would be burnt in the summer. He advised that at present much of the waste was too wet to burn and that he and Cllr Hardy had attempted to remove the same but it was too heavy. He asked whether a second estimate had yet been obtained for removing the waste. Clerk to pursue.

22. Reports from External Meetings

None

23. Items the Chairman considers urgent

None

24. Date of Next Meeting.

The next meeting of the Parish Council would be held on Wednesday 5 June at 7.30pm.

NEWSTEAD PARISH COUNCIL
Minutes of the Parish Council Meeting
held in the Sherwood Room of
Newstead Centre on Wednesday 5 June 2019 at 7.30pm

1. **Present:** Cllrs: Mr R Butler (Chairman), Ms E Astill, Mr P Burnham, Mr E Hardy, Mr T Moore, Ms J Payne and Ms S Read. Also attending were County Cllr Mr C Barnfather, Ward Cllr Mr M Smith and Mrs P Andrews.
2. **Apologies for absence:** Apologies received from Cllr Ms J Smith.
3. **Declaration of Personal and Prejudicial Interests**
Cllr Butler declared an interest in Newstead Youth Club as the treasurer of this committee.
4. **Chairman to Sign 'Declaration of Office'**
As resolved at the last meeting of the Council, the Chairman signed his 'Declaration of Office' in the presence of the Proper Officer of the Council.
5. **Co-option of Member to fill the Remaining vacancy on the Council re Newstead Village ward.**
The Council were advised that Mrs Patricia Andrews, who has a long association with the village as a previous borough councillor, had expressed an interest in joining the Parish Council. It was proposed by Cllr P Burnham and seconded by Cllr Hardy that Mrs Andrews be co-opted as a member of the Council and this was agreed by the other Cllrs present. Mrs Andrews was then welcomed by the Chairman and invited to take a 'seat at the table.' She then signed her 'declaration of office' in the presence of the Proper Officer of the Council.
6. **Approval of the Minutes**
Subject to the following corrections on Page 1, under item 2 - Present, to read Mr E Hardy, not R Hardy as shown and also to note that Cllr Barnfather had arrived on time. Also on Page 5 under item 14.3, to note it was the bank opposite the homes on Foundry Terrace (not adjacent) that required strimming, and finally on Page 6, under item 21, to read Cllr Burnham reminded the Council (not committee) - that the minutes of the 15th May were approved and signed by the Chairman.
7. **Matters Arising from the Minutes**
 - 7.1 **Newstead Centre** -The Council has requested that minutes from the Trustee meetings are continued to be sent to the Parish Council for information. It was noted there was no meeting of the Trustees last month due to a number of absences. Following the resignation of Helen Scott as the Secretary to the Trustees, no replacement has yet been agreed, nor any decision yet made who will write up the minutes in future.
 - 7.2 **Training for Cllrs** - All places booked as agreed. Cllr Moore felt the training provided by NALC covered a lot of ground and was much appreciated by him.
 - 7.3 **Street Cleaning Frequency in Newstead Village** - The Chairman advised this had been discussed with Terry Ball, who is one of the Parks and Street Care Supervisor for Gedling Borough Council. In terms of the street cleansing (which is the mini sweeper, plus a litter pick), the frequency in areas such as Newstead is once every 8 weeks. This is the same frequency that applies to all areas within Gedling Borough, except for town centres and shopping precepts which are done more frequently. In terms of grass cutting
 - Recreation grounds - every 2 to 3 weeks, or where football is played every two weeks.
 - Village greens, etc - Six cuts per year between April to October, but there is some degree of flexibility dependant on the weather.

Gedling do not spray weeds in the highway as this task has been delegated to Notts County Council Highways Department. In respect of the proposed litter pick on the 8th June, the Clerk confirmed it had not been possible to advertise the litter pick with the school prior to half term and it was agreed not to proceed with this. Cllr Barnfather suggested that the Council look to copy the practice adopted by Ravenshead Parish Council, which first advertised for volunteers who would be prepared to litter pick (in this case they have some 20 volunteers). A series of dates for litter picks was then agreed and emailed to all the volunteers, who then choose those litter picks they are able to commit to. So far all the litter picks held have attracted a number of volunteers. The Council agreed with this suggestion and discussed advertising in the next village newsletter for volunteers. Cllr Martin asked to be informed of the date set for the next litter pick.

- 7.3 Lengthsman - Cllr Burnham had asked whether there was any movement in terms of obtaining an estimate for replacing the perimeter fencing to the rear of the New Cemetery. The Clerk confirmed that no estimate had yet been obtained due to other priorities, however the Council would need to be more specific regarding the type of fencing required, as due to the length of fencing to be replaced, the costs could be considerable. Cllr Burnham advised that many of the existing posts were rotten and would need to be replaced and felt it was important to denote the boundary of the land owned by the Parish Council. It was agreed any estimate obtained could be based a like for like replacement of the existing post and wire fence. The Chairman also questioned if this was something that the Lengthsman could assist with.
- 7.4 Skateboard Park - Cllr Barnfather advised the meeting that officers had recommended approval of the LIS bid submitted by the Parish Council, which should be approved in a meeting to be held at County Hall tomorrow. The grant award would be £7,092 and this news was welcomed by the Council.
- 7.5 Musters Road Nameplate - The potholes reported outside No33 Byron Street have been filled. Cllr Smith noted with some disappointment that the damaged sign at the end of Musters Road had not yet been removed. Cllr Barnfather pointed out that street signs were the prerogative of Gedling Borough Council, rather than Highways and suggested the Parish Council speak to John Evens at Gedling Borough Council. Clerk to chase.
- 7.6 Funday - A grant application form has been sent to Debbie Widdowson for completion re grant towards Newstead Fun Day.
- 7.7 2018/2019 Accounts - The accounts for 2018/2019 had now been audited with a report to be given under 'Finance'
- 7.8 Anti Social Behaviour - The Clerk advised she had been in discussion with Charlotte Chubb, Neighbourhood Warden, when details of the various incidents of antisocial behaviour referred to in the May Council meeting and the offer from Cllr Read to walk with the wardens had been raised. It was confirmed by Charlotte that there had been few reported incidents of anti-social behaviour in Newstead Village over the past weeks, either to the Police or the wardens direct and that resources would only be deployed to those areas which report the most incidents of antisocial behaviour. Cllrs were advised that members of the public could also report incidents of antisocial behaviour electronically to the Warden via Gedling Borough Council's web site, where an on-line incident form had been specifically provided for this purpose. The importance of the public continuing to report antisocial behaviour to the Police was highlighted yet again.
- 7.9 Garden Competition - Cllrs details passed to Debbie Widdowson re judging the garden competition.
- 7.10 Planters in Village - A date of 12th June at 7pm has been agreed to plant out the planters.
- 7.11 Festival - Cllr Smith advised she not been aware of any complaints being reported at the Parish Council meeting relating to noise from the event.
- 7.12 Caravan - This has now been removed by Watts Commercial Waste, who following the last Council meeting had provided the Clerk with a more competitive quote for the removal of burnt out caravan and also proof of registration with the Environment Agency
- 7.13. Removal of Green Waste - A revised quote of £250 has been received to chip all confer cuttings left in Newstead Meadow with the chippings to be spread around the hedge bottom nearest the wood pile. It was agreed this work be carried out.

Previous Matters Arising

- 7.14 Tilford Road Drain - The drain in the lay by on Tilford Road close to the small children's play area has been cleaned out by VIA, which should hopefully prevent any further flooding from rainwater not draining away.

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

No members of the public were present

Meeting Reopened

8. **Accounts**

i) **Receipts and Payments for Approval**

Receipts

£1490.00 New interment in Plot 261

Cheques for Approval

None

BACS Payments for Approval

0104	Watts Waste Clearance	£324.00	Removal of caravan from car park.
0105	Newstead Centre	£ 45.00	Room hire costs for May Council meeting.
0106	Clarke's Cemetery Services	£670.00	Maintenance of the village green and cemeteries.
0107	R Butler	£ 20.00	Chairman's Allowance
0108	Barrie Woodcock	£124.77	Fees for internal audit.
0109	Mrs J Johnson	£379.62	Clerk's wages for May (inc. 1 hours overtime re new interment)
0110	Notts County Council	£127.76	Pension Contributions for Clerk inc. Deficit payment.
0111	Mrs J Johnson	£ 29.05	Clerk's expenses
			Postage/Other £10.70
			Tel/Broadband £ 8.00
			Mobile Calls Nil
			Mileage <u>£10.35</u>
			TOTAL <u>£29.05</u>

- ii) To Consider Recommendations Arising out of Internal Audit - The Clerk advised that an unqualified audit of the Councils account for 2018/2019 had been received and there were no recommendations to consider.
- iii) To Sign the Annual Return Section 1 - The Council agreed that all conditions under section 1 had been met and this part was signed by the Chairman
- iv) To Approve Year End Accounts for 2018/19 and Section 2 of the Annual Return - A report on the accounts for 2018/2019 had been circulated prior to the meeting. The Clerk explained that receipts from cemetery fees had been much higher than anticipated but this also resulted in increased expenditure by the Council in terms of additional burial fees. Cllr Read complimented the Clerk on the comprehensive report on the accounts, which she noted must have taken quite some time to prepare. The 'overtime' worked by the Clerk over and above her paid hours during the previous month was discussed where it was agreed to pay for 'two additional hours' over and above her contracted hours. It was proposed by Cllr Read and seconded by Cllr Burnham that the accounts for 2018/2019 were approved and this was agreed. Section 2 of the Annual Return was also signed by the Chairman on behalf of the Council.

- v) To Consider a Donation towards Newstead Fun Day - The Clerk advised that although a grant application form had been sent to Debbie Widdowson nothing had yet been received. It was noted that Debbie had recently been on annual leave, although Cllr Read advised the Council that matters concerning the Fun Day had been delegated to Lorraine Horrocks, who she understood would be looking for the Parish Council to pay for inflatables for the children to enjoy, plus staff to supervise. She advised that Lorraine had already raised considerable funds towards this event including £500 from Northfield Construction and £500 from Cllr Barnfather as well as the fund she had already raised towards this event. A discussion then ensued on the amount available in the budget for 2019/2020 under S137/Donations, plus details of other awards likely to be made over the forthcoming year. Taking this into consideration, it was proposed that £500 should be donated towards the Fun Day with an equal amount being made available towards the Bonfire event, assuming that grant applications were received from both. In view of the short length of time until the Fun Day, it was agreed that this matter need not be brought back to a future meeting of the Council and that delegated powers be given to the Clerk to make a payment of £500 towards this event, subject to receipt of a completed grant application form. This action was agreed by the Council.

9 The Lengthsman's Scheme

Cllr Read had noted that the blocked paved area between 'the terraces' was overgrown with grass and weeds and needed tidying up. It was agreed she would forward pictures taken of the area in question for the Clerk to pass to the lengthsman. An agreement to continue the Lengthsman's scheme for a further year had been received by the Council and this was signed by the Chairman on behalf of the Council.

10. Matters concerning Newstead Village

- 10.1 MUGA - Cllr Andrews drew attention to the MUGA whereby she felt than an annual inspection of the same may reduce the cost of repair. The Clerk advised that all repairs, however minor, were costly where at present the Council uses the original suppliers to carry out these and who are now based in Hemel Hempstead. Cllr Barnfather advised that Ravenshead PC used the services of a local contractor, who may be able to help in terms of tightening bolts, etc and suggested the Clerk contact the Clerks at Ravenshead PC for details.
- 10.2 Disabled Access to Sports Field - Cllr Moore asked if the disabled access to the sports field as previously promised by Gedling Borough Council could be followed up as a relative still struggled to get access to the sports field.
- 10.3 Junction of Musters Road with Markham/Bryon Street - The lack of stop lines at the end of Musters Road were requested as the right of way at this junction was presently confusing and had led to a number of near misses.
- 10.4 Replacement Grit Bin for the Terraces - Cllr Burnham requested replacement of the grit bin which had been taken by persons unknown. It was agreed any replacement grit bin should be bolted into place, which would prevent this from 'walking' in future. There was some discussion as to which part of the road this should be sited and ultimately this would depend on relevant permission being received from Highways.

11. Matters concerning Newstead Abbey Park.

- 11.1 Newstead Abbey Funding Award - Information was passed to the Council by Cllr Hardy regarding the recent announcement by Nottingham City Council on funding which had been secured to repair part of the West Front and mock Cannon Fort at Newstead Abbey. The funding, which totalled £310,000, had been received from Historic England, the World Monuments Fund, Nott'm City Council and via public donations.

12. Correspondence

12.1 Gedling Borough Council - Draft Statement of Community Involvement

The Clerk advised she had looked at this document and was pleased to advise that Parish Council would continue to be statutory consultees in terms of planning application i.e. will continue to be informed of all applications in the parish. In terms of other matters, the Clerk explained that for major applications, only one speaker is allowed to address the Planning Committee in support of application, and one against for a maximum of three minutes each.

The Clerk advised that in the case of a major application, a number of objectors may have different viewpoints which it may not be possible for one speaker to address. It was agreed there should be further flexibility given to the Chair of the Planning Committee to allow some flexibility in the number of speakers to be heard in order to better represent the views of the community.

13. **Planning Applications**

None received

14. **Reports from External Meetings**

No meetings had yet taken place.

15. **Cemetery Issues**

None

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

Cllr Andrews asked if the wording under this heading could be changed to allow any other business to be brought up by other member of the Council in addition to the Chair. The Council were reminded that technically there should be no business conducted under 'Any Other Business' except as items of information, as all matters which required a decision by the Council should be specified on the agenda in order to prepare any relevant information on the matter to be decided. This message was also reinforced by NALC during the course attended by Cllr Moore.

17. **Date of Next Meeting.**

The next meeting of the Parish Council will be on Wednesday 3rd July.

NEWSTEAD PARISH COUNCIL
Minutes of the Parish Council Meeting
held in the Sherwood Room of
Newstead Centre on Wednesday 3rd July 2019 at 7.30pm

1. **Present:** Cllrs: Mr R Butler (Chairman), Mrs P Andrews, Ms E Astill, Mr P Burnham, Mr E Hardy, Mr T Moore, Ms J Payne, Ms S Read and Ms J Smith. Also attending were County Cllr Mr C Barnfather and Ward Cllrs Mr M Smith and Mr S Murray.
2. **Apologies for absence:** None
3. **Declaration of Personal and Prejudicial Interests**
Cllr Butler declared an interest in Newstead Youth Club as the treasurer of this committee.
4. **Approval of the Minutes**
Subject to the following corrections on Page 2, under item 7.6 - to note that it was Cllr Read who made this comment and not Cllr Smith and also under item 7.5 that Cllr Smith could not have made this comment, as she was absent from the meeting - that the minutes of the 3rd June were approved and signed by the Chairman.
5. **Matters Arising from the Minutes**
 - 5.1 **Street Cleaning Frequency in Newstead Village** - In an effort to recruit volunteers to help on litter picks in the village, it was previously suggested that the Parish Council look to have something in the village newsletter. Having spoken with Debbie Widdowson, the Clerk advised it may be some time before the next edition of the newsletter is released and this may not be until Christmas. It was suggested by the Clerk that the Council look to recruit volunteers at the Newstead Fun Day and had made a poster for this event (shown to the Council), which Debbie had agreed to display on her stall at the Fun Day. This included a sheet for persons to add their name, address and contact details. Cllr Astill confirmed she would also be at the Fun Day and asked that the Clerk also email a copy of this poster and she would also collect names of volunteers. The Council also discussed the need to promote greater pride in the village and the message that if residents see litter to 'pick it up'. The use of social media was discussed including the use of Instagram and having a parish council Facebook page. Cllr Moore volunteered to set up a Facebook page for the Council and this offer was welcomed by the Council. The Chairman commented that it was important to get the message out re anti littering and to promote a greater pride in the community.
 - 5.2 **Lengthsman** - A copy of the signed agreement has been sent to Ravenshead Parish Council. The lengthsman has been instructed to weedkill the block paving between 'the terraces' and has been instructed to trim the weeds/overgrowth adjacent to the Herras fencing and also along the footpath between Foundry Terrace and Hazleford Way. Cllr Hardy also asked if the lengthsman could be asked to tidy/weed the small traffic island on Tilford Road.
 - 5.3 **Musters Road Nameplate** - This has now been removed. A request was made to look at the Give Way signs at the end of Musters Road, where it was felt this junction could be confusing.
 - 5.4 **Antisocial Behaviour** - Further response received from PC Whyld, which has been emailed to Cllrs. Cllr Smith advised that when she had previously tried to get hold of PC Whyld to report an incident, it had proved difficult despite a search on the internet for his details. Cllr Burnham had noticed an increased police presence in the village more recently. Cllr Astill advised that following a serious incident at the Youth Centre, the Police had been in Newstead for a couple of days to provide a visible presence in the village. The use of 101 was discussed, where it was recognised that more residents needed to contact this number to report antisocial incidents in the village, including reporting of 'off roaders'. It was agreed to include this number on

the Parish Council Facebook page, although Cllr Smith advised that in her experience this number was not always answered.

- 5.5 Garden Competition - Cllr Smith asked who be awarding the prizes at the garden completion to which the answer supplied was that it was usually the Mayor. She also felt insufficient notice had been given in terms of the judging times, which had coincided with both her and Cllr Payne being at work.
- 5.6 Planters - These have now been restocked and thanks were made to Cllrs Read, Hardy and Smith for helping plant these out. An excellent deal had been secured on the plants, which had cost £50 in total. Andrew Sedgwick has been instructed to water the planters as from 14 June, based on a cost of £15 per session of watering. The Council also thanked the Clerk for purchasing the plants.
- 5.7 Removal of Green Waste - Whilst the cost has been agreed by the Council having discussed the matter with Cllr Burnham, it was suggested that the work is carried out at the same time as the annual strimming and chain harrowing of the Newstead Meadow (usually during September). This is because both sets of work require the removal of the concrete blocks in front of the main entrance gate, which will involve Northfield Construction coming out to remove the blocks and replacing them after the work is carried out. As this may involve a cost to the Council and will also leave the Meadow vulnerable to trespass, it is better if the blocks are removed only once. The Council agreed to defer the removal of the waste as recommended.
- 5.8 External Audit - An external audit of the Council's accounts is currently underway.
- 5.9 Newstead Fun Day - A grant application form has been received from Debbie Widdowson and BACS details are now awaited to enable payment of the grant to be made.
- 5.10 MUGA - Contact has been made with the Clerks at Ravenshead PC, who have provided details of a local fencing company able to carry out minor repair works to the MUGA and also the name of an individual at Wickstead able to carry out an annual inspection of the MUGA at a reasonable cost. Due to the fact the MUGA has only just been refurbished, it was suggested by the Clerk that the next annual inspection of the MUGA is carried out on the anniversary of the repairs carried out and this was agreed by the Council.
- 5.11 Draft Statement of Community Involvement - A response has been submitted to Gedling Borough Council as previously agreed.
- 5.12 Disabled Access to Sports Field - Cllr Moore enquired if there had been any progress in this matter. The Clerk advised she had chased up the matter and was now waiting to hear back from Gedling Borough Council. Cllr Barnfather confirmed he would also chase up this matter and asked to be sent copies of previous emails on this matter.

Previous Matters Arising

- 5.13 Former Cllrs - Thanks have been sent from Helen Scott and Dawn Adams in respect of the flowers sent by the Council. Thanks have also been received from the former chairman Pam Young for the book vouchers sent.
- 5.14 Joint Task Force re Flytipping - Details of councillors interested in joining the task force, plus a suggested venue for the first meeting had been passed to Cllr Rachael Blazewicz-Bell. Cllr Bell has now proposed that the inaugural meeting of the task force takes place on the 16th July at 'The Pit' starting at 7.30pm. A number of councillors signified they were able to attend a meeting on this date, with the Clerk to pass these details to Cllr Bell.

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

6. Accounts

- i) Payments for Approval
Receipts and Payments for July 2019

Receipts

£670.00 New pre-purchase of Plot 291 in Newstead Cemetery

Cheques for Approval

None

BACS Payments for Approval

0112	J A Rhodes	£100.00	Strim verge on Station Ave
0113	Gedling Borough Council	£500.00	Donation towards Newstead Fun Day
0114	Newstead Centre	£45.00	Room hire costs for June Council meeting.
0115	Clarke's Cemetery Services	£320.00	Burial fees
0116	Clarke's Cemetery Services	£670.00	Maintenance of the village green and cemeteries.
0117	R Butler	£20.00	Chairman's Allowance
0118	HMRC	£3.00	Tax and NI due for last quarter on Clerk's wages.
0119	Mrs J Johnson	£387.21	Clerk's wages for June (inc. 2 hours overtime as agreed per previous meeting)
0120	Notts County Council	£127.76	Pension Contributions for Clerk inc deficit contributions
0121	Mrs J Johnson	£130.18	Clerk's expenses inc plants (£50), plus flowers (£30) and book voucher (£25).
			Postage/Other £114.53
			Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£7.65</u>
			TOTAL <u>£130.18</u>

These payments were approved as stated.

- ii) To Consider a Donation towards PCC Summer Fayre - Details of a request from 'The Friends of St Mary's' had been circulated to the Council with the agenda. This application sought the sum of £150 towards the cost of holding the annual summer fayre and would be used towards a bouncy castle, prizes for the tombola and free ice cream for all. In discussing this application, it was noted that the funds raised during the event go towards the upkeep of the church, not specifically to Newstead. It was also felt the event may not have the same appeal, as for example the Fun Day, although Cllr Andrews noted that the event was open to all and was usually well attended. Cllrs also felt that 'the Friends' should look to put the surplus funds from one event towards costs of holding the next event, rather than relying on the Parish Council to fund these costs each year. Cllr Astill noted there were numerous similar events being held this time of year, including fayres held by the school and the Newstead Centre. She felt organisers should get together in future to ensure a more coordinated approach as to when these events were held. Also that in future, 'the Friends' should consider self funding these events. Following further discussion the Council agreed to donate the sum of £100 towards this event with the proviso that consideration is given towards collaboration with other organisations when setting a timetable for this event in future.
- iii) Any Other Matters Relating to Finance
None

7. The Lengthman's Scheme

Cllr Astill advised that she had received a complaint regarding the state of the Old Cemetery by someone who was having difficulty in accessing one of the graves in the cemetery and wondered whether this could be something for the lengthman. It was explained by Cllr Burnham that the policy of the Council was to maintain the Old Cemetery as a wildflower meadow with councillors previously planting out wildflowers in the same. The Clerk advised that under the existing maintenance regime, only the main drive, a path around the perimeter of the cemetery, and a path to some graves towards the rear of the cemetery (known to be visited) are cut on a regular basis. The site is then cut once a year by either the Probation Service, or more recently by Anthony Clarke. The Council could choose to have further maintenance carried out but this would result in increased costs. It was agreed that if Cllr Astill could find out which grave is presenting a problem, the Council could tweak the existing

maintenance contract with Anthony to ensure a path was cut to this in future. Cllr Smith noted that further sycamore saplings had appeared in the war memorial, whilst some saplings were noted at the base of wall fronting the cemetery car park. Other suggestions for the lengthsman included strimming the alleyway between Webb Street leading towards the Youth Centre, which should also include a litter pick of this area.

8. Task Force to Prevent Flytipping in the Parish

As this was discussed earlier in the meeting no further discussion was considered necessary. It was also agreed by the Council that in view of the first meeting of the Joint Task Force on the 16th July, not to proceed with item 17 on the agenda, pending the outcome of these talks.

9. Matters concerning Newstead Village

9.1 Accidents on Hucknall Road - Two accidents had taken place on Hucknall Road. The first accident involved a head on collision on the 8th June, where the cars involved had burst into flames, followed by a second accident on the 25th June, when a vehicle lost control and ploughed into a nearby field. Cllrs were keen to explore what could be done to mitigate the risk of further accidents on Hucknall Road. Cllr Barnfather confirmed that he had spoken with Highways and has been advised the Police have not yet reported back on the cause of the first accident. Whilst he was aware of the Parish Council's desire for the speed limit on this road to be reduced to 40mph, he advised the Council that during the period January 2016 to February 2019, there were only three recorded accidents on this road, two in wet weather and one in snow involving injury (all slight) and therefore speed cameras on this road could not be justified. Cllr Astill advised she was first on the scene following the collision on the 8th June, which she described as absolutely horrific. She was aware that the parties involved in this incident has not yet recovered from the injuries sustained and were still much traumatised. In the case of the first incident, she doubted whether a reduction in the speed limit on this road would have made any difference. Questions were raised by Councillors as to whether the drainage of the road was a factor in the incidents. A request was also made that Highways look to repair the scorch marks left on the road, as this served as a constant reminder of the incident for those involved.

9.2 LIS Funding and Skate Park Proposals - The Clerk was pleased to advise that official confirmation had now been received by the Parish Council that it had been awarded 50% i.e. £7,091 towards the cost of installing a Hurricane swing on the former basketball court in the skate park. An agreement had been received from Notts County Council regarding this award and this was signed by the Chairman on behalf of the Council. Having been successful with this bid, the Clerk explained it was now hoped this award could be used as match funding towards the total refurbishment of the skate board park with an estimated cost of £98k. Plans which had been drawn up following consultation with the Youth Club were passed to councillors for viewing. It was explained that permission was currently being sought from Gedling Borough Council to put forward a funding application to WREN, and also whether they would be willing to put funds towards the improvements and that in the event of a successful bid to WREN, Gedling Borough Council would also assume maintenance of the new equipment once this was installed. The Clerk advised that she had prepared details of possible contributions from the Parish Council, which would be put to the council once a response had been received from Gedling Borough Council. It was noted that regardless of the outcome of the enquiries with Gedling Borough Council at least the first phase of the improvements would proceed. In summary therefore the Parish Council could do no more pending the response from Gedling Borough Council.

9.3 Give Way Sign - Cllr Moore drew attention to the 'Give Way' sign adjacent to 'The Pit' where he had noted that the pole supporting the sign was severely corroded.

9.4 Defibrillators

The Clerk advised she had carried out further research and handed out a leaflet carrying an example of a defibrillator attached to the external wall of a building. Having spoken to the Newstead Centre, the Trustees had already made a decision not to have a defibrillator within the premises. Therefore any installed in the village would need to be in the open and kept secure within a locked container for which a code was required to gain access. This code would be provided by the Ambulance Service at the time use was required. It also helped if a number of persons in the village could be trained to use this. Whilst it was accepted that where large numbers of

people congregated and staff were already in situ, a defibrillator would be highly beneficial, with an ambulance station within 2 mile of the village, the practicalities of whether residents would actually use the defibrillator was discussed by the Council. It was also felt that with the risk of vandal damage to any equipment left outside and the ongoing cost of maintenance, the Council agreed not to proceed with this initiative. As two Borough Cllrs had already donated funds towards the purchase of a defibrillator, it was asked if this funding could be put towards the skate park improvements. Cllr Barnfather advised that whilst he was unable to speak for Cllr Powell, he felt it was more appropriate that his donation be put towards the original aim of saving lives in the community. He then spoke of first aid training being delivered to staff at the Ravenshead Leisure centre. Cllr Astill welcomed this suggestion and suggested that the Parish Council could look to use these donations to train persons within the community to deliver CPR, where it was noted this training could actually be more beneficial than installing a defibrillator, which was only used at the point where the heart had actually stopped beating. It was suggested that the Clerk contact the Clerks at Ravenshead for details of who could deliver this type of first aid training and this course of action was agreed by the Council.

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

None reported.

11. **Correspondence**

None other than mentioned elsewhere.

12. **Planning Applications**

The following applications had been received by the Council and previously circulated to members.

2019/0352 - Newstead Abbey, Newstead Abbey Park (Conservation Repairs to West Wing and also Cannon Fort) - No objections

2019/0416 - Broadeaves, Newstead Abbey Park (Demolition of Existing Dwelling and Construction of Self Build) - Details of the application had been circulated to members. Cllr Andrews had expressed her concern that the size of the dwelling to replace Broadeaves, was materially larger than the original dwelling, which resulted in the new build constituting 'inappropriate' development in the Green Belt, also that the style of the proposed dwelling was not in keeping with the more traditional style of other dwellings within Newstead Abbey Park and finally the loss of trees.

In regard to the latter point, Cllr Cllr Burnham advised that he and Cllr Hardy had visited the property and it was clear that a number of trees had already been taken down in lieu of the new building. A number of photographs had been taken and it was agreed these would be forwarded to the Clerk to pass to Gedling Borough Council. The Clerk also advised that within the planning statement submitted in support of the application, the applicant were arguing that a policy within the Gedling Local Plan allowed for an increase in the size of the development over and above existing Green Belt policy, which if agreed, would establish a precedent which was detrimental to green belt policy. In summary, the Council agreed to object to the proposal on the points highlighted above.

Cllr Barnfather also requested a copy of the response from the Parish Council.

13. **Reports from External Meetings**

13.1 **Meeting with Mark Spencer MP**

Cllr Burnham spoke of a meeting attended by him with Mark Spencer MP, in which the following matters were raised

- The accidents on Hucknall Road
- The provision of an interactive electronic sign on the bus shelter opposite Musters Road.

In respect of the former it was agreed that the MP through his office would arrange a meeting of those persons/organisations with an interest in Hucknall Road including highway officers representing both Gedling and Ashfield and also someone from the Forestry Commission. Cllr Payne asked to be kept informed of the meeting. The Clerk also enquired about other proposed improvements to the Bus Shelter itself, which was previously mentioned by Cllr Barnfather as being given due consideration by Notts County Council. Regrettably, he advised that a survey carried out by Highways had confirmed that it was not possible to install an enclosed bus shelter at this location due to there being insufficient width on the pavement to accommodate a closed shelter. He also advised that funding originally allocated for this improvement could not be used towards the costs of installing an interactive sign on the existing shelter, but would simply be allocated to other highway projects within the County.

It was also reported by Cllr Burnham noted that a 30mph sign near to this location needed a clean and was also obscured by tree branch and this was noted by the Clerk as a further job to be carried by the lengthsman.

14. Cemetery Issues

None

15. Any Other Business that the Chairman Considers Urgent

None

16. Date of Next Meeting.

The next meeting of the Parish Council will be on Wednesday 4th September 2019.

NEWSTEAD PARISH COUNCIL

Minutes of the Joint Fly Tipping Task Force held at 'The Pit' on Tuesday 16th July 2019

1. **Present:** Mr R Butler (Newstead Cllr), Jenna Payne (Newstead Cllr), Emma Astill (Newstead Cllr) Jude Smith (Newstead Cllr), Mrs Racheal Blazewicz -Bell (Annesley Cllr), Adam Blazewicz -Bell (Annesley Cllr). Also in attendance were Beth Cooke (Annesley Resident) and Ruth Anderson (Annesley Resident) and Jane Johnson, Clerk to Newstead Parish Council.

2. **Apologies for absence:** None

3. **Declarations of Interest:** None

4. **Actions Arising**

Introductions were made. Racheal explained she had felt it important to establish a joint task force comprising of councillors and interested residents from Annesley and Newstead Village, which would share ideas to combat growing problems of flytipping in the vicinity. Particular flytip hotspots in Annesley Village include Byron Street, Mosely Road and Stone Church View. It was explained that Ashfield DC have purchased a number of mobile CCTV cameras (12 in total).

In terms of actions agreed:

- Look at signs denoting the number of prosecutions for littering offences in area
- Promote on Facebook, the number of prosecutions made by local authorities for litter offences and flytipping. **Action** Clerk to contact Gedling BC on number of prosecutions in Newstead Parish over past 12 months.
- Raise funds to purchase CCTV/cameras.
- Better education of the public in regarding to disposal of items - To educate members of the public that responsibility for the disposal of items remains wholly with them even if they are paying someone else to take the waste. Also that if employing a contractor to remove waste to ensure they see a copy of the carriers waste licence before instructions given to proceed.
- Investigate cost of flying skips
- Form partnerships with local contractors i.e. Waste Watts Clearance with the view to providing more competitive rates for the public in terms of removal of waste. Also talk to this company for any ideas to reduce flytipping. Invite to future council meeting?
- Raise residents' awareness of cost of removing flytipping. It was felt imperative that a campaign was undertaken through social media specifically to appeal to the young. To this aim, it was agreed to include articles on Facebook pages on the face book pages of both parish councils and on the Newstead Born and Bred and Annesley Born and Bred sites.
- Get Neighbourhood Wardens to leaflet street where flytipping is considered more likely by residents.

5. **Next Meeting**

It was agreed meet 4 times per year with the next meeting scheduled for October.

NEWSTEAD PARISH COUNCIL
Minutes of the Parish Council Meeting
held in the Sherwood Room of
Newstead Centre on Wednesday 4th September 2019 at 7.30pm

1. **Present:** Cllrs: Mr R Butler (Chairman), Mrs P Andrews, Ms E Astill, Mr P Burnham, Mr E Hardy, Mr T Moore, Ms J Payne, and Ms S Read. Also attending were Ward Cllr Mr M Smith and the Reverend Hazel Robinson, who was subsequently introduced by the Chairman as the new vicar of Newstead and Annesley churches.
2. **Apologies for absence:**
Apologies received from Cllr Ms J Smith and County Cllr Mr C Barnfather. Ward Cllr Martin Smith advised that due to an early morning flight he may also need to leave the meeting early.
3. **Declaration of Personal and Prejudicial Interests**
Cllr Butler declared an interest in Newstead Youth Club as the treasurer of this committee.
4. **Approval of the Minutes**
Subject to the following corrections - on Page 5, under item 13.1 to note - it was both Cllr Burnham and Cllr Hardy who attended the meeting with Mark Spencer and under the same item that the 30 mph sign was simply obscured but not dirty - that the minutes of the 3rd July were approved and signed by the Chairman.
5. **Matters Arising from the Minutes**
 - 5.1 **Street Cleaning Frequency in Newstead Village** - No feedback had been received in terms of names collected from the Fun Day. It was agreed that names of volunteers would be sought through the new Facebook page.
 - 5.2 **Lengthsman** - Work had been carried out to the island and mosaic area around the terraces. The Clerk had noted that the bollards on the small traffic island on Tilford Road were very dirty and had asked the contractor watering the planters for a quote for washing these down. Following a verbal quote of £10, the contractor was instructed to undertake this work with this cost to be added to his final invoice for watering. Cllr Burnham noted that in terms of the grass strimmed from the small traffic island on Tilford Road, this had simply been blown all over the road. A discussion then ensued on disposal of any green waste and whether this could be taken to the Hucknall Waste Recycling Centre. Cllr Smith advised that the original advice re disposal of green waste may now have changed as there was some talk regarding Waste Carriers License for the lengthsman. He suggested that the Council clarified the position with the Clerks at Ravenshead PC.
 - 5.3 **Planters** - Due to the wet summer the cost of watering the planters has been considerably lower than at the same time as last year. The Clerk has agreed with Andrew Sedgewick that he will cease watering as from the week beginning 16th September. Costs including further watering during September will come to approx £200, as opposed to £400 originally allocated in the budget.
 - 5.4 **Removal of Green Waste from Newstead Meadow** - The Clerk had asked Jonathon Rhodes for a quote for an annual strim of the Meadow plus chain harrowing of the same, but this has not yet been received. Although the financial regs of the Council usually required more than one estimate to be obtained, it was explained that Jonathon Rhodes had unique knowledge of the flora and fauna found in the Meadow, as he had previously worked with the Notts County Council as part of the grant obtained to improve conditions on the site. Also his rates were found generally to be very competitive. Any estimate received would be referred immediately to the Council for approval as now was the best time for the work to take place.
 - 5.5. **Draft Statement of Community Involvement** - Although no direct response from Gedling BC, it was noted in the protocol for planning meetings as laid out in one of the agendas for planning meetings that the Chair of

- the Planning Committee now has discretion to extend the length of time of public speaking to more than three minutes.
- 5.6 Disabled Access to Sports Field - Response received from Terry Ball of Gedling BC that due to them being very busy, the fitting of a new DDA gate has slipped through the net but they are still intending to do this work and that he will get it planned as soon as he can. The Clerk advised she would continue to chase Gedling to ensure this work is carried out.
- 5.7 Joint Task Force - This took place as agreed when a number of actions were undertaken by the Council including a request for letters to be sent to residents re penalties for flytipping and FOI request. Also new Facebook page established. Draft minutes from that meeting were also distributed to councillors. It was noted that another caravan had been abandoned in the cemetery car park. This had been reported to the Police by the Chairman and on speaking with the Police further he was advised that no further action would be taken by them and no further enquiries would be made in terms of tracing the owner. Cllrs were pleased to note that following an advertisement on a local Facebook page by Cllr Smith i.e. that the caravan was available to anyone prepared to collect; this had now gone to a good home locally. This action had saved the local taxpayer the cost of collecting and disposing of the caravan, where an estimate of £350 had been received for removing and disposing of the same.
- 5.8 Donation to Summer Fayre - This has been sent to the Friends of St Mary's along with the comments made as agreed. A response had been received from Carol Ward, Church Warden as follows:
'we are very grateful to the parish council for their help when we ask for it. We know that there have been a lot of fun days etc but as we have to fit in with Annesley and Kirkby Woodhouse churches ours just get put back. We will do what we can to alter this next year'
Rev Robinson confirmed that the churches tried to avoid holding events on the same date as each other but she had spoken with Carol Ward and next year they will try to bring the date of the summer fayre forward. Cllr Astill advised she had also spoken with Carol, who confirmed the Church would also be joining in with other activities in the village.
- 5.9 Accidents on Hucknall Road - Repairs to the scorch marks had been carried out. Thanks were passed to Cllr Payne for her role in reporting this matter to Highways. Discussion will take place with Mark Spencer on the 27th September with Cllrs Astill and Payne, plus the Clerk attending this meeting.
- 5.10 LIS Funding - Correspondence had subsequently been received from the Notts County Council of various policies they wished to see prior to any award being made. These included policies on equality and diversity and the current health and safety policies for the park. The Clerk has requested this information from Gedling Borough Council as the owner of the park in question.
- 5.11 Defibrillators - Enquiries with Ravenshead PC had established that a minimum of 3 places could be made available on the training course to be held by them later in the year. Cllr Astill suggested that the Parish Council should look to hold its own first aid course but as the minimum cost is £500, regardless of whether one person attends or 12, the Clerk suggested that the Council would need to establish who would take part in the training before further arrangements made. Feelers had also been sent out to Lorraine Horrocks, staff at the Newstead Centre and CAST, who have also expressed an interest in taking part, although CAST advised they usually arrange their own first aid training periodically and it may be possible to undertake a joint enterprise. Cllr Astill confirmed she would be interested in taking part in any training provided, which is an accredited course and will take approx 6 hours to complete. The minimum age to take part in the training is 14. Saturday was the preferred date of such training as and when this is arranged.
- 5.12 Planning Application 2019/0416 - Response sent as agreed along with photos of trees already removed from plot. No decision reached at this stage. Ward Cllr Smith suggested this may simply mean that the Gedling web site had not yet been updated. Cllr Andrews felt that any decision should be one made by the Planning Committee due to the planning principles involved. It was agreed the Clerk would chase up the position.
- 5.13 Previous Matters Arising
Post and Wire Fence around Perimeter of Cemetery/Vicarage Corner Improvements - A meeting was held between the Clerk and Mick Leivers of CAST, who has been asked to provide a quote for repair of the existing post and wire fence in the New Cemetery. In addition the Clerk also inspected the work carried out

in terms of the improvements previously agreed on Vicarage Corner, where the beginning of a stone path has been laid as part of a path through the area. Work has also been carried out to replace part of the external boundary fence which was badly damaged by impact by a vehicle. Mick Leivers has also advised that CAST will continue to trim the weeds/grass around the perimeter of the fence and it has been agreed that he will now submit his invoice for the work undertaken. During the same meeting, the Clerk also checked for knotweed in the vicinity, but could find no evidence of any and this appears to have been treated successfully.

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

A parishioner spoke on the matter of a planning application which had been submitted by her neighbours in respect of a new external boiler. In terms of the size and scale of the boiler itself, she had no concerns however she felt that 2 pieces of key information were required before commenting further on the application and this information had been requested from the Planning Authority. These were

- details of how emissions would be vented
- noise emitted by the boiler whilst in operation.

She then explained her preferred option would be that the emissions were vented through a chimney. The Council agreed to request this additional information before commenting on this application further. Other items brought to the Council's attention by the same parishioner were problems with noise from unregistered motor bikes and number of unauthorised motorists continuing to use Station Ave as a cut through to and from the A60. This issue had been discussed with Newstead Abbey Management who has advised they may look to install number recognition plates.

6. Matters Affecting Governance of the Council

Adoption of the New Code of Conduct for Cllrs - Following a nationwide review of the Cllrs Code of Conduct recommendations had been received from the Borough Council on revisions to the existing code of conduct, which reflected new advice given and which they urged Parish Councils to adopt. The Clerk had drawn up modifications to Newstead Parish Council's own code of conduct based on the advice given by the Borough Council, and it was agreed by the Council to accept these recommendations as stated without further modification.

7. Accounts

i) Payments for Approval

Receipts and Payments for July /August 2019

Receipts

£6.60	Interest on deposit account up to 5 th July
£6.82	Interest on deposit account up to 5 th August
£250.00	Fees for memorial headstone on Plot 398

Cheques for Approval

None

BACS Payments for Approval

0122	E Astill	£20.00	Two gates passes for the Abbey
0123	Friends of St Mary's	£100.00	Donation towards Summer Fayre
0124	Newstead Centre	£45.00	Room hire costs for July Council meeting.
0125	Clarke's Cemetery Services	£670.00	Maintenance of the village green and cemeteries.
0126	R Butler	£20.00	Chairman's Allowance - July
0127	Mrs J Johnson	£ 372.09	Clerk's wages for July
0128	Notts County Council	£127.76	Pension Contributions for Clerk inc deficit Contributions

0129	Mrs J Johnson	£39.97	Clerk's expenses inc
			Postage/Other £29.27
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£2.70</u>
			TOTAL <u>£39.97</u>
0130	Clark's Cemetery Services	£670.00	Maintenance of village green and cemeteries
0131	A J Sedgwick	£200.00	Watering of Planters and clean bollards on Gilford Road.
0132	R Butler	£20.00	Chairman's Allowance (August)
0133	Mrs. J Johnson	£372.09	Clerk's wages (August)
0134	Notts County Council	£127.76	Pension contributions for Clerk
0135	Mrs. J Johnson	£19.35	Clerk's expenses
			Postage/Other £8.20
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£3.15</u>
			TOTAL <u>£19.35</u>

These payments were approved as stated.

ii) To Consider a Donation towards the Bonfire Event - Details of a grant application received from Newstead Events Group had been circulated to members prior to this meeting, where the sum of £1,000 had been sought towards the bonfire event specifically towards the cost of holding workshops and artistic direction in the lead up to the event. In discussing this application, Cllr Astill felt that it was not unreasonable to charge a small admittance fee for events of this nature and that the Council should stick to the decision made earlier in the year of £500 each to both this event and the Fun Day. Cllr Read confirmed that the Stitch n' Bitch Group had not yet been formally approached by Newstead Events Group to develop themed décor. In summary, Cllrs felt the firework display itself was the major attraction of the evening rather than the workshops and agreed to uphold their earlier decision to award £500 towards the event primarily to assist towards the costs of the firework display.

iii) Any Other Matters Relating to Finance
None

8. The Lengthman's Scheme

The Clerk advised that during August when it became clear the lengthman had not used all the allocated hours she had asked him to clear the weeds in the pavement and tidy the area around the lay-by/bus shelter opposite Musters Road and also to remove the weeds in the pavement along Hucknall Road from the junction of Musters Road up to the Old Cemetery and this work had been completed. Following a recent visit to the village, it was recommended the following work be undertaken by the lengthman.

- Strimming of the grass verge under the Herras fencing separating Garden Terrace from the factories on Hazleford Way.
- Removal of weeds from the service road between Stonehouse and Chatsworth Terrace along with a good sweep of the same.

These recommendations were agreed by the Council

9. Provision of Grit Bins in the Village

Following details of winter assistance provided by Via, it was agreed to purchase a blue grit bin (filled) to replace one previously taken from the service road leading to the terraces at a cost of £155. It was agreed that any

replacement bin should be securely fixed and that the ultimate position of the bin would be determined by Highways. This would likely incur an additional charge which was noted by the Council.

10. New Facebook Page for Newstead Parish Council

The Chairman was pleased to welcome the launch of a new Facebook page for the Parish Council which had been constructed by Cllr Moore and was proving a very useful tool in passing on information to the community and had also proved very popular. Cllr Moore was thanked for his work. In responding, Cllr Moore said he would also like to pass on his thanks to Cllrs Jenna Payne and Emma Astill for their help in updating the Facebook page and also responding to the comments received.

11. Matters concerning Newstead Village

11.1 Christmas Tree - An enquiry had been received from Linby Parish Council as to whether Newstead Parish Council would again like to join with them in ordering a Christmas tree from Moorgreen Garden Centre and sharing the cost of transporting the trees as before. The Clerk advised that the cost of a 25ft tree would be £350 (the same as last year), plus expected transport costs of £50. It was agreed by the Council to purchase a tree from Moorgreen Garden Centre with cost of transport to be shared between the two councils.

11.2 Vegetation on Service Road leading to the Terraces - A request was made by Cllr Burnham to ask Ashfield District Council to cut back the grass and vegetation above the retaining wall on the service road leading to the terraces. Cllr Hardy also drew attention to a sign on Hucknall Road where the post holding the sign looked to have been peppered with shot.

11.3 Pothole on Foundry Terrace - It was noted by Cllr Moore that a pothole recently filled on Foundry Terrace had failed, where immediately after this had been repaired the material used to fill the hole had been removed and left on the road. It was agreed to contact Highways to ask them to redo the work.

11.4 Vandal damage to bench opposite shops - It was noted that over the past week, the bench opposite the chip shop had been damaged by vandals sitting on top of the bench and deliberately rocking this backwards and forwards dislodging the bolts that hold this in place. The Clerk advised that this had happened before and it was possible for the seat to be bolted back into place. In addition she reported that one of the Perspex sides in the adjacent notice board had misted up and required replacement and suggested that both jobs were done by the same company. Based on costs previously incurred, it was agreed by the Council to delegate authority to the Clerk to authorise the work provided the costs of repair did not exceed £200. It was noted that as the seat was under the CCTV, if there was any chance of the culprits concerned being identified. Discussion took place of exactly how the CCTV worked and Councillors asked if someone from Gedling Borough Council could be invited to address the Council on the operation of the same. If it was felt that this information was likely to be sensitive, it was agreed the Clerk would discuss the matter with relevant officers at the Borough Council.

11.5 Musters Road Junction - It was noted no action had been taken re white lines at the end of this junction.

11.6 Promoting a Cleaner Tidier Newstead - As part of the continuing efforts to promote a cleaner and tidier Newstead, it had been suggested by Cllr Astill that a competition was held for youngsters based on the best photograph submitted of litter being disposed of thoughtfully. As part of a prize awarded by the Council, a certificate had been produced which had already been presented to local youngsters, who had taken part in a litter pick arranged via Summer camp. Some discussion took place as to whether the winners would also be awarded £5, although it was agreed to test the reaction to the certificates, before deciding to make any monetary awards. The Council also agreed that Cllr Astill could sign and present certificates to children as and where applicable.

12. Matters concerning Newstead Abbey Park.

None reported.

13. Correspondence

13.1 Review of Polling Stations in the Ward - The Parish Council had been consulted as part of a review carried out by the Borough Council on the location and accessibility of polling stations in the borough. Cllrs felt the ward was well served by existing polling stations and no further changes were warranted.

13.2 NALC AGM - An invite was extended to the Parish Council to put forward representatives to this event.

14. **Planning Applications**

The following applications had been received by the Council and previously circulated to members.

2019/0757 - The Gatehouse Lodge, Newstead Abbey Park, Ravenshead (Change of use from residential and office purposes in connection with the Abbey, to residential use) - No objections

2019/0704 - Abbey Fields Farm Cottages, Newstead Abbey Park (Install an exterior oil fired boiler) - As agreed earlier in the meeting, further information to be requested from the planning authority relating to noise and details of where emissions from the boiler are likely to be vented.

15. **Reports from External Meetings**

15.1 Youth Club - The Chairman advised that a meeting of the Youth Club Committee would be held shortly where Debbie Widdowson was presently waiting to hear back from Cllr Chris Barnfather as to which date would be best for him to attend.

16. **Cemetery Issues**

16.1 Transcribing of Old Burial Records - Cllr Moore advised that his wife had a keen interest in genealogy and as a result they had requested sight of the Council's old burial records for the purpose of transcribing these online for members of the public to view. In addition, they had been able to scan the original burial maps for the Old Cemetery, which was no mean feat due to the size and fragility of the map in question. Cllr Moore and his spouse were thanked for the work undertaken on this.

16.2 Wasp Nest in the New Cemetery - Cllr Read commented on the colourful poster used to warn the public of the wasp nest situated directly under a bench in the New Cemetery. Cllr Burnham was thanked by the Clerk for his help in taping off the seat. It was also noted by Cllr Read that several of the benches within the cemetery could do with re-staining and it was agreed this would be added to the list of jobs for the lengthsman.

16.3 Broken fence in the Old Cemetery - It was noted that one of the rails comprising part of the perimeter fence at the Old Cemetery was broken.

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

None

18. **Date of Next Meeting.**

The next meeting of the Parish Council will be on Wednesday 2nd October 2019.

For the next items, 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, points 4 and 7, where these items relates to information re prevention of crime and also an employee

19. **Cemetery Car Park** - As a result of the recent spate of flytipping and especially that of abandoned caravans, the Council discussed means of preventing future incidents. The Council were reminded of a previous proposal to install CCTV on site, although this idea was subsequently discounted. Also suggested was the installation of height barriers at the entrances/exits to the car park, where an estimate had been received from Fabrikat for the cost of supplying the barriers at £648.08 each. It was noted that the total cost of installing height barriers including the installation was likely to be in the region of £2k, however given that the cost of removing a caravan was at least £300, it was felt this cost would soon be recouped. The Clerk was asked to obtain estimates for the installation of the barriers to be referred back to the Council.

The Clerk left the meeting during consideration of the next item.

20. **Clerk's Pay Review** - A report had been circulated to Cllrs providing details of the Clerk's present wages including information from NALC on the latest pay recommendations for Clerks. Following discussion, it was recommended that the Council now look to pay the rates as recommended by NALC for a council the size of Newstead parish backdated to 1st July.

NEWSTEAD PARISH COUNCIL
Minutes of the Parish Council Meeting
held in the Sherwood Room of
Newstead Centre on Wednesday 2nd October 2019 at 7.30pm

1. **Present:** Cllrs: Mr R Butler (Chairman), Mrs P Andrews, Ms E Astill, Mr P Burnham, Mr E Hardy, Mr T Moore, and Ms J Payne. Also attending were Ward Cllr Mr M Smith and County Cllr C Barnfather (arrived 8.30pm following attendance at another meeting).
2. **Apologies for absence:**
Apologies received from Cllr Ms J Smith and Ms S Read.
3. **Declaration of Personal and Prejudicial Interests**
Cllr Butler declared an interest in Newstead Youth Club as the treasurer of this committee.
4. **Approval of the Minutes**
Subject to the following corrections - on Page 3, under item 5.13 final paragraph to read 'unauthorised' rather than 'authorised', under 11.2 that it was Cllr Hardy who drew attention to the 'peppered sign' and under 11.6 the word 'completion' to be substituted for 'competition' - that the minutes of the 4th September were approved and signed by the Chairman.
5. **Matters Arising from the Minutes**
 - 5.1 **Street Cleaning Frequency in Newstead Village** - The number of volunteer litter pickers has grown to 4, plus one organisation i.e. Rotary Club. Cllr Astill confirmed she would pass on details of the relevant contact from the Rotary Club, who has advised they would assist with future litter picks, if sufficient notice given. Additional litter pickers had been purchased by the Chairman, where it was noted that a number of the original litter pickers purchased by the Council had broken. The Chairman then spoke on the litter pick which had taken place on the 28th October, when particular attention had been given to extracting litter from the shrubs around the MUGA. He also extended his thanks to local residents Will and Mica who were both very enthusiastic. Although unable to attend on the day, it was noted that Cllr Burnham had litter picked part of Hucknall Road and the cemetery car park earlier in the week.
 - 5.2 **Lengthsman** - The response received from Ravenshead Clerks in relation to the disposal of green waste is as follows:
'In terms of disposing of green waste, things will continue as they have always done. I believe you have an area of land in the village which he puts any green waste by agreement with your Councillors. I do know that we can't dispose at recycling centres because of the cost element..... Just to let you know, as St Albans are no longer part of the Lengthsman Scheme, so the allocated hours have been split and Newstead now have an extra 12 hours to use this year'
The additional hours were welcomed by the Council, who were asked to give thought as to how these could be utilised.
 - 5.3 **Planters** - Volunteers from the Council were sought to empty these and the idea of winter planting was discussed. Cllrs agreed to allocate the sum of £50 towards plants with Cllrs Astill and Hardy volunteering to assist with the planting out. Cllr Astill advised that the school has a garden club and may be able to donate some plants
 - 5.4 **Removal of Green Waste** - A quote of £780 had been received from Jonathon Rhodes, which included £580 for strimming the haylage from the Meadow, plus a further £200 for chain harrowing the same. The Council agreed this cost with the work to be put in hand.

- 5.5 Disabled Access to Sports Field - This work has now been carried out although some concern has been expressed by Cllr Moore with the quality of the work where a cross member has already fallen off and the original hinge pins left on the gate. The Clerk confirmed his observations had been passed onto Gedling BC. Cllr Smith advised he would also follow up this matter.
- 5.6 Joint Task Force - Cllrs agreed to hold a second meeting of the Joint task force with Annesley PC and it was agreed that Cllr Astill would add something on 'What's App' with suggested dates for the next meeting.
- 5.7 Meeting with Mark Spencer - To be discussed under item 12 on the agenda.
- 5.8 First Aid Course - Not yet arranged due to other priorities
- 5.9 2019/0416 - Broadeaves - Response from Planning Officer had been received as follows: -
I can confirm that the above application is still with me at the moment and therefore the application is still pending consideration, I am expecting the submission of revised plans in regard to the application and when these are received further consultations will be undertaken in respect to the revised plans. At this point in time, I do not know if the application will be determined under delegated powers or if the application will be reported to the Planning Committee. If you keep in touch with me I can keep you updated on this.
 Cllr Andrews advised that she had also spoken to the Planning Officer where she had voiced her concerns over the trees which were cut down prior to any application being approved.
- 5.10 Post and Wire fence - The Clerk had received a verbal quote from Mick Leivers of CAST of £300 to undertake the work which she had asked to be put in writing. As this sounded very competitive for the extent of the work required, she recommended the Council seek no further estimates and moved to accept this quote. This was agreed.
- 5.11. New Code of Conduct - The Monitoring Officer at GBC has been informed that the Council has adopted a revised code of conduct in light of information received.
- 5.12 To Consider a Donation towards the Bonfire Event - The Clerk read out an email from Newstead Events group in which it was explained that charging at the gate was not possible, with only a small number of volunteers able to assist with this event. A request was made for more volunteers to help marshal the event. Cllr Astill advised that if further volunteers were sought provided NEG were able to furnish some details as to what was required; she would put something on the Council's Facebook page.
- 5.13 Provision of Grit Bins for the Village - Salt and grit bin ordered from VIA.
- 5.14 Christmas Tree - Now ordered and transport arrangements agreed with Topsoil 4 U (same as last year)
- 5.15 Vegetation on Service Road leading to Terraces - Clerk to ascertain where the responsibility for strimming this area now lies following the meeting with Mark Spencer. Cllr Burnham then spoke on the grit bin, which had been taken from the service road leading to 'the terraces', which he now surmised was likely to be hidden within this now overgrown area.
- 5.16 Pothole on Foundry Terrace - Via has confirmed this has now been inspected and repairs will be carried out shortly.
- 5.17 Vandal Damage to Bench - The work to repair the bench has now been completed. Cllrs agreed that should there be another incident of vandalism in future, that the existing bench be removed and replaced with something likely to be more durable.
- 5.18 Review of Polling Stations - Gedling BC advised no change required.
- 5.19 Transcribing of Old Burial Records - The transcriptions are now online at https://geneapedia.co.uk/index.php?content_id=202. Cllr s welcomed the opportunity to view the old burial records, which many had now seen. Cllr Moore explained that at present due to an operation to his hand, he had not yet been able to put the burial map online and this would follow shortly.
- 5.20 Broken Fence at Cemetery - Clerk to speak with Mick Leivers as she is aware that he has some spare fence rails left over from the repair at Vicarage Corner. A quote will be sought from Anthony Clarke re annual strimming of the Old Cemetery.

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

No members of the public were present.

6. **Accounts**

i) **Payments for Approval**

Receipts and Payments for September 2019

Receipts

£6.82 Interest on deposit account up to 5th September
£100.00 Fees for memorial headstone on Plot 415

Cheques for Approval

None

BACS Payments for Approval

0131	J A Sedgewick	£205.00	Watering of planters (NB please note invoice received was for £205 and not £200 as advised.
0136	CAST Angling Projects	£2000.00	Improvement Works on Vicarage Corner (NB Part payment on invoice as daily limit of £2k on BACs)
0137	CAST Angling Project	£60.00	Improvement Works on Vicarage Corner -Remainder of invoice for work on Vicarage Corner.
0138	Malcolm Lane & Son Ltd	£348.00	Repair of 2 seats plus notice board
0139	Newstead Centre	£45.00	Room hire costs for Sept Council meeting.
0140	Clarke's Cemetery Services	£670.00	Maintenance of the village green and cemeteries.
0141	R Butler	£20.00	Chairman's Allowance - Sept
0142	Mrs J Johnson	£ 471.37	Clerk's wages for September including increase backdated as from 1 st July 2019
0143	Notts County Council	£158.22	Pension Contributions for Clerk inc deficit Contributions, plus contributions on back pay
0144	Mrs J Johnson	£29.85	Clerk's expenses inc Postage/Other £13.75 Tel/Broadband £8.00 Mobile Calls Nil Mileage <u>£ 8.10</u> TOTAL <u>£29.85</u>
0145	PKF Littlejohn LLP	£240.00	Fee for external audit
0146	Dynamite Fireworks	£500.00	Donation towards the bonfire event
0147	J A Rhodes	£90.00	Cut verge and brambles along part of Station Ave
0148	R Butler	£33.00	Additional litter pickers purchased as agreed.

In respect of the latter item, it was pointed out that at least two of the new litterpickers had broken during the recent litter pick. It was agreed that in future more expensive litter pickers should be purchased. Cllr Astill suggested that the Council should look to purchase 'medical grabbers' as an alternative, whilst Cllr Smith noted that the litter pickers used in Ravenshead had been supplied from Mitchells Ironmongers and had proved very durable.

The payments were then approved by the Council as stated.

ii) **Report on Half Year Accounts**

A report on the half year accounts (attached as an appendix to these minutes) had been circulated to Cllrs

prior to the meeting. The Clerk explained she had now included within the revised forecast figures, all possible expenditure by the Council. Cllr Andrews questioned whether the reserves held by the Council were unusually high compared to the precept sought. The Clerk explained that as long as these reserves were earmarked towards a specific project (in this case £40k had been allocated towards the extension of the existing cemetery), this level was deemed acceptable. Further discussion took place on the remaining capacity in the cemetery in terms of burial space, when it was advised that further extension of the facility was unlikely to be required for some time. It was also noted that the forecast figures did not include any provision towards improvements to the skate park, which would also need to come from the reserves. The Parish Council approved the revised forecast.

iii) To Consider an Application for Grants

None received by the Council, although in terms of Section 137 payments, the Clerk advised it was custom to send a small donation to the RBL Poppy Appeal at the same time wreaths were ordered for the Armistice Day services. It was agreed that Cllr Hardy would lay a wreath on behalf of the Council at the service held at the War Memorial, whilst Cllr Astill would lay a wreath at the Church. The Council agreed that £50 be sent to the Poppy Appeal, which would also include the cost of purchasing the wreaths.

iv) Recommendations from the External Audit - A copy of section 3 was passed to each member of the Council where the following observations had been made, otherwise there were no other matters giving rise to any concerns. *The smaller authority has disclosed that it made proper provision during the year 2018/19 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering 'Yes' to Section 1, Assertion 7, which, on the basis of the above, is not correct'*

It was explained by the Clerk that whilst insufficient notice of 'the elector's right to inspect the accounts' had been given in the previous financial year, she had been careful not to repeat the same mistake twice and therefore did not fully understand or agree the comments made. However as no further action had been proposed by the auditor, she suggested that the comments were simply noted and this was agreed by Council.

7. The Lengthman's Scheme

Cllr Astill suggested that the lengthsmen be asked to remove weeds in the road leading between Chatsworth and Stonehouse Terrace. The Clerk confirmed that instructions had already been passed to the lengthsmen following the last meeting and was pending.

8. Matters Concerning Newstead Village

8.1 Travellers - It was noted that on Sunday 22nd September travellers had moved into part of Pocket Park. Cllr Hardy advised that he had visited CAST on the following day to offer advice and also explained how later on the same day, the Police had tried but failed to serve an injunction on the travellers. This was successfully presented the following day by officials from Gedling Borough Council. Cllr Hardy confirmed the travellers had left the site late Wednesday evening, when a subsequent clean up of the site had then been undertaken by CAST. Cllrs then discussed whether it was possible to secure the car park and what could be done to prevent further unauthorised encampment, although as the car park was in constant use, it was not felt possible to secure this area. The Council agreed the borough wide injunction taken out by Gedling Borough Council against unauthorised encampments had proved very useful and saved much time and expense.

8.2 Unauthorised Building Works - Cllr Burnham asked whether any planning applications had been received in respect of Hayes Farm where he understood from local residents that a number of trees were being cut down on land owned by the farm. Cllr Barnfather advised that if the Council were concerned at unauthorised work being carried out, it should pass on the details to the enforcement officer at Borough Council and this was agreed.

8.3 Residents Parking - Cllr Moore drew attention to inappropriate parking on Foundry Terrace, which prevented access by emergency services to a number of homes on Foundry. Cllr Martin advised that in terms of 'Residents Parking'

only, an application could be made to the Notts County Council. Alternatively, if this was a case of one vehicle regularly causing an obstruction, he suggested PCSO's be asked to look at this.

- 8.4 Tree on Green - Cllr Hardy advised that saplings rising from the base of the tree on the green outside his home now required pruning back. It was agreed to contact Gedling Borough Council who were responsible for maintenance of this small green.

9 **Matters concerning Newstead Abbey Park.**

None reported.

10. **Correspondence**

- 10.1 Temporary Closure of Newstead Post Office - The Council had been contacted by the Post Office in relation to the temporary closure of Newstead Post Office pending refurbishment work and providing details of alternative services. It was noted by Cllrs that the 'shop' part of the Post Office was now open, although no details were given as to when the post office itself would be reinstated. Cllrs also spoke of a pile of building waste which had been left at the back of the chip shop as a result of the building work being carried out, and was currently attracting vermin. This was causing much concern. The Council agreed to monitor the situation whilst building works were ongoing, but to report to Environmental Health if not cleared quickly following completion of the work.

- 10.2 Rushcliffe and Gedling Voluntary Car Transport scheme - Attention was drawn to the 'Dial a Ride' scheme set up by the above councils specifically aimed at persons with disabilities, who were unable to use public transport. Cllr Payne advised if these details could be sent to her she would add them to the Council's face book page.

11. **Planning Applications**

2019/0704 - Abbey Fields Farm Cottages, Newstead Abbey Park (Install an exterior oil fired boiler) - Cllr Barnfather advised that planning permission had been agreed by the Planning Authority, where it was explained that matters relating to how emissions are vented are outside the scope of the planning authority.

12 **Reports from External Meetings**

Meeting with Mark Spencer

The Clerk reported on the meeting held with Mark Spencer, which was also attended by Cllrs Hardy and Moore, a representative from Via, 2 members of staff from Mark's office, Ashfield District Council and the Forestry Commission, when the following items were discussed: -

- Reduction of the existing speed limit on Hucknall Road from 50mph to 40mph
- Responsibility for maintenance of the footway between the village and A611.
- Flooding issues which occur on Hucknall Road following heavy rain particularly that adjacent to the New Cemetery
- Badly damaged village gateway sign post.
- Need to provide an interactive bus sign at the shelter opposite Musters Road
- Need to improve visibility on the bend at the junction with Hucknall Road/Tillford Road.

Feedback from Paula Johnson, Senior Highway's Officer, VIA immediately following the meeting had confirmed the following action was to be taken in respect of the issues raised

- Flooding report (boundary with the Cemetery) - I am investigating a possible solution and will respond with an outcome in due course.
- Siding up (vegetation maintenance) request along Hucknall Road - I hope to get a date for works shortly and will let you know. In future this length of pavement will become the responsibility of the Notts County Council (VIA) rather than Ashfield District who have cut this in the past
- Damaged village gateway post raised by the PC - the street lighting team have ordered works to replace the damaged post in due course.

- Speeding - response provided by Cllr Barnfather during meeting - In short, it was noted that a 40mph speed limit along this section of Hucknall Road would not be agreed, where the Police have stated this would be impossible to police effectively.

In response to the request for the interactive bus sign, staff from Mark Spencer's office referred to a previous public consultation carried out by their office, to which only 4 persons from the village had responded. As a result, it had not been possible to secure funding for the same due to priorities elsewhere. To improve the chances of securing funding for this project (approx £5.5k), it was necessary to secure public support for this project. Cllrs felt that notwithstanding the poor response from the village, there was a real need for this sign. Cllr Barnfather confirmed he would again submit a request to Notts County Council for a real time bus sign. In summary, the Council felt the meeting had been very constructive.

13. Cemetery Issues

- 13.1 Moss on the Drive - As a result of the recent wet weather it was noted there had been a build up of moss on the main drive serving the New Cemetery. Clerk to instruct A Clarke to remove.

14. Any Other Business that the Chairman Considers Urgent

- 14.1 Crime Statistics - The Chairman read out the number of recorded crime figures during August (11 in total), which included a number of incidents of antisocial behaviour and also violent and sexual offences.
- 14.2 Bricks left on Former Coal Stocking Yards - Cllr Astill drew attention to a pile of bricks which appeared to have been fly tipped on the land in question. Cllr Burnham explained that these had been put on the site with the permission of the Notts. County Council, where these were to be used as part of a lizard basking area. It was agreed the Parish Council would make enquiries with the Notts Council to establish whether this was the case. She also spoke of a meeting held with the Allotment Association and Network Rail where it had been agreed to install some additional fencing to prevent further flytipping in the area, which appeared to be 'no man's land'.

15. Date of Next Meeting.

The next meeting of the Parish Council will be on Wednesday 6th November 2019.

NEWSTEAD PARISH COUNCIL
Minutes of the Parish Council Meeting
held in the Sherwood Room of
Newstead Centre on Wednesday 6TH November 2019 at 7.30pm

1. **Present:** Cllrs: Mr R Butler (Chairman), Mrs P Andrews, Ms E Astill, Mr P Burnham, Mr E Hardy, Mr T Moore, Ms J Payne and Ms S Read. Also attending were Cllr M Smith and two parishioners. Cllr Barnfather arrived later in the meeting.
2. **Apologies for absence:**
Apologies received from Cllr Ms J Payne (illness) and also from Cllr Barnfather, who may be late following attendance an earlier meeting.
3. **Declaration of Personal and Prejudicial Interests**
Cllr Butler declared an interest in Newstead Youth Club as the treasurer of this committee.
4. **Update from Mick Leivers on CAST/Country Park**
Mr Leivers introduced himself to the Council and provided some background on the purpose of CAST, which he described as a sustainable social enterprise providing alternative education service for mainstream schools in Nottingham and Derby. Currently they employ 12 members of staff, 8 full time. CAST offers land based studies including BTEC Diplomas for students not suited to academic studies. 80% of the students who attend have special educational needs. Students usually attend between one to three days a week and CAST currently have 65 students on their roll. They try to teach students a work ethic. They also have a team in Derby, who work with Derbyshire City Council. CAST started life as a volunteer led angling project in 2001 and in 2003 started working with schools as an alternative provision. Originally part of RCAN, the business was brought out from RCAN in 2016. Two years ago, CAST purchased Cornerstone House from Gedling Borough Council. There are currently three directors of CAST, who are Mick, Ash and Dean. They currently undertake many land based work projects in the community, such as work in Newstead Abbey Park and on the Newstead and Annesley Country Park. A newsletter detailing some facts about CAST and also a list of projects that CAST has carried out in Newstead parish was distributed to members of the Council. Mr Leivers then explained the history of the Country Park which was originally purchased by RCAN in 2005. He explained that a charity, Newstead Enterprise, was subsequently established to oversee the management of the park, which comprised CAST, RCAN and members representing the local community. Further land owned by the Notts County Council was then given to Newstead Enterprise for use in connection with the country park and whilst the majority of the site is owned by RCAN, the car park and area of land known as Pocket Park is owned by Newstead Enterprise of which Mick Leivers is a trustee. In terms of future plans for the Country Park, Mr Leivers confirmed that discussions were shortly to be held with RCAN with a view to CAST obtaining a lease on the Country Park. Cllr Burnham asked where the current 'Friends of' group would fit with this arrangement if the site was leased to CAST, to which the response was essentially 'same as before'.

Questions were then invited from the members.

Cllrs enquired whether Mr Leivers would be reinstating the barrier to the car park following the recent invasion of the site by travellers. Mr Leivers confirmed the original barrier was damaged by a lorry, but it was planned to reinstate a height barrier in the near future. Cllr Astill then asked about qualification being undertaken by the students at CAST and spent time looking at the training manuals brought in by Mr Leivers.

The Chairman than thanked Mr Leivers for his address, who then left the meeting.

5 Approval of the Minutes

Subject to the following corrections - on Page 3, under item 5.1 to note the litter pick had in fact been undertaken on the 28th September and under 8.3 to note that parking problems were mainly confined to the entrance to the circle and the end of Foundry Terrace' - that the minutes of the 6th November were approved and signed by the Chairman.

6. Matters Arising from the Minutes

- 6.1 Planters - The planters were successfully planted out with the cost of the plants coming to £44.70.
- 6.2 Removal of Green Waste/Strimming of Newstead Meadow - Work to strim the meadow and chain harrow the same, plus disposal of the old conifer cuttings left by the travellers has now been completed. Thanks have also been sent to Northfield Construction for the removal and replacement of the concrete blocks.
- 6.3 Disabled Access to Sports Field - Cllr Moore confirmed that the original hinge pins left on the gate have now been removed and the horizontals have been re-secured with more substantial screws.
- 6.4 First Aid Course - Mick Leivers has confirmed that CAST will shortly be in receipt of two defibrillators, in which he has said one will be fitted to the exterior of Cornerstone House and will be available for public use. Cllr Astill noted that in terms of the first aid course to be delivered some research would need to be carried out on the content of the course to be delivered. Cllrs interested in attending first aid training were Cllrs J Payne, Emma Astill, Richard Butler and possibly Cllr Tim Moore
- 6.5 Broadeaves - Still awaiting revised plans
- 6.6 Vegetation on Bank adjacent the Service Road to the Terrace - The Clerk has asked the lengthsman to cut back much of the grass/vegetation spilling over the wall and also to strim back as much of this bank as possible.
- 6.7 Pothole on Foundry Terrace - This has now been re-patched and appears to be holding.
- 6.7 The Lengthsman Scheme - The Parish Council has been advised that work to remove the weeds on the service road between Chatsworth and Stonehouse Terrace has been completed by the lengthsman. Cllr Astill to check on the quality of the work carried out.
- 6.7 Unauthorised Building Works - Not pursued as work has now stopped.
- 6.8 Tree on Green - The lengthsman has been asked to remove the sapling from the base of this tree.
- 6.9 Temporary Closure of Newstead Post Office - It was noted that the rubbish left at the rear of the chip shop had now been placed in a skip. Cllr Burnham advised that some preparatory work in connection with the post office service had been carried out by the owners, who were now waiting for the Post Office to complete their part of the work.
- 6.10 Meeting with Mark Spencer - Action on a number of items raised at the meeting has been taken including work to incorporate drainage in the highway at the end of the cemetery wall. The strimming of the grass/weeds along the pavement on Hucknall Road, plus the cutting back of the roadside hedge has done much to improve the width of the footway. It was noted that the verge still required siding out and that contact should be made with the residents at Hopping hill Farm to ask if the bushes fronting onto the pavement could be cut back.
- 6.11 Bricks left in the former coal stocking yards - This has been confirmed as part of ongoing work to create lizard basking areas on the former coal stocking yards.

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

A resident from Newstead Village accompanied by his wife then introduced himself to the Council as a potential candidate to fill the vacancy on the Council, where it had been suggested he attend the meeting to gain a 'flavour' of the Council and the work undertaken. The resident was welcomed by the members of the Council.

6. Accounts

i) **Payments for Approval**
Receipts and Payments for October 2019

Receipts

£6.82 Interest on deposit account up to 5th October
 £1490.00 Fees for new interment on 11th October

Cheques for Approval

100548 RBL Poppy Appeal £50.00 Donation and purchase of 2 wreaths.

BACS Payments for Approval

0149	Newstead Centre	£45.00	Room hire costs for October Council meeting.
0150	Clarke's Cemetery Services	£320.00	Charges for new double grave.
0151	Clarke's Cemetery Services	£670.00	Maintenance of the village green and cemeteries.
0152	R Butler	£20.00	Chairman's Allowance - Oct
0153	Mrs J Johnson	£413.62	Clerk's wages for October inc. 1 hour overtime for new burial.
0154	Notts County Council	£137.22	Pension Contributions for Clerk inc deficit contributions
0155	HMRC	£24.03	NI and tax due on last quarter.
0156	Mrs J Johnson	£105.47	Clerk's expenses inc plants for planters and Xmas decorations
			Postage/Other £83.07
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£14.40</u>
			TOTAL <u>£105.47</u>
0157	J Rhodes	£780.00	Strimming and Chain Harrowing Newstead Meadow
0158	J Rhodes	£250.00	To chip and remove green waste left on Newstead Meadow
0159	Watts Waste Clearance	£108.00	To remove and dispose of builder's rubble left in Cemetery car park

The payments were then approved by the Council as stated.

ii) **To Consider an Application for Grants** - An application had been received from the Friends of St Mary's for a donation towards the Christmas Fayre in order to fund an advent calendar and presents for the children who attend. The amount requested was £150 towards expected costs of £300. More specifically the money would be used towards the provision of advent calendars for children and presents from Santa. The Council in discussing this application felt that the cost of holding these events should be paid for out of surplus funds raised from previous events rather than asking for donations to cover the costs each time. Also Cllr Astill felt it was not necessary to provide presents for the children, plus there were many other events held in the village that the church could join in. It was proposed by Cllr Butler and seconded by Cllr Read that the sum of £50 be donated towards this event and this was agreed.

iii) **To Agree Additional Signatories on the Accounts**

The Clerk explained that following the retirement of the former Chairman and the resignation of Cllr Smith, additional signatories were now needed on the bank account which would involve a trip to Nottingham to present identification to the branch concerned. It was agreed that Cllr Moore and Cllr Read would be added as a signatories to the account. The Clerk advised that the relevant mandate had been requested from the bank but this had not yet been received.

Cllr Barnfather joined the meeting during this item.

8. **Vacancy on the Council** - The Clerk advised the Council that a vacancy had arisen following the resignation of Cllr Ms Jude Smith representing Newstead Ward. Notices had been prepared and posted on the notice board as from 6th November. This specifies that if ten or more electors make a written request for this vacancy to be filled by a poll, an election will be held to fill the said vacancy. If no such request is received the Parish Council is free to co-opt a new member as from the 27th November.

9. **The Lengthman's Scheme**

The following suggestions were put forward in addition to that mentioned earlier. These were:

- To trim back brambles on the right hand side of the dual cyclepath/footpath between Newstead Village and Hazleford Way, where it was noted that many brambles were coming through the fence adjacent Badgemaster's premises.
- Tidy verge to the rear of the terraces
- To side out weeds/grass encroaching on the bus turning circle at the end of Tilford Road.

During discussion of this last item, Cllr Barnfather was pleased to advise that following the last Council meeting when the bus stop opposite Musters Road had been discussed, the official responsible for bus shelters has agreed to come out to inspect the shelter. Also, that he has received a promise that funding is now in place for a 'real time' interactive bus sign at the stop.

This announcement was warmly welcomed by members of the Council

10. **Matters Concerning Newstead Village**

10.1 **Update on the Skate Board Park**

Following discussion with representatives from WREN, it was noted that a public meeting would now be held at the Newstead centre on the 11th November. Cllr Read was thanked for producing posters for this meeting, which would also be attended by many children from the youth club.

10.2 **Decorating the Christmas tree**

A request had been made from the Locality Co-ordinator following a recent locality meeting that the Parish Council look to purchase some decorations for the Christmas tree, which are to be painted by children attending Newstead Primary School. As agreed, the Clerk had purchased wooden ornaments at a cost of £30, which Cllr Astill had kindly volunteered to take into the school. In addition an estimate had been received from Gedling Borough Council of £201 to install the lights and subsequently dispose of the tree and this cost was agreed. In addition the Clerk advised there was now a requirement to establish a separate unmetered account for the electricity likely to be consumed in lighting the tree, which would have to be paid for by the Parish Council. Cllr Barnfather advised this was now a requirement sought by Western Power Distribution, whereby previously the electricity used had been 'lost' in the system. It was thought this would probably add a further £100 to the overall costs in putting up the tree, but the Council had been given little choice in this matter, as this was now part of the requirement to obtain a Seasonal Decorations License. It was also noted that the school would be holding its annual fayre on Thursday 5th December, and it was agreed to switch on the Christmas lights at the conclusion of the fayre at 6pm.

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

11.1 **Station Ave** - Signs had been noted on Station Ave to advise that the road would be closed on the 12th November.

12. **Correspondence**

None

13. **Planning Applications**

The following application had been received by the Council and circulated to members for comment

2019/0917 - Newstead and Annesley Country Park (Installation of a metal container 20ft x8ftx8ft for Storage)

Cllr Andrews advised she had some general concerns over the siting of a container in a country park, whilst other councillors felt that the siting of the container amongst the existing infrastructure for wind turbine was the best location for the container. It was therefore agreed that whilst the Council had no objections to the container to request this be screened through the use of appropriate planting, or at least painted green in order to look less conspicuous within the landscape.

14 Reports from External Meetings

None

15. Cemetery Issues

15.1 Annual Strim of the Old Cemetery - An estimate had been received from Anthony Clarke to trim the Old Cemetery at a cost of £300. During the previous year when the cemetery had been strimmed by Anthony instead of the Probation team, a number of favourable comments had been received by the Council on the high standard work carried out. It was therefore agreed to instruct Anthony Clarke to undertake the strimming of the Old Cemetery again this year.

15.2 Valuations Office Agency/Capacity of Cemetery - The Clerk advised that an enquiry by the Valuations Office in connection with a review of the rateable value of the New Cemetery had led to the need to identify the remaining capacity in terms of grave space left in the cemetery. She explained that based on the past ten years, the amount of additional grave space required each year was roughly 6 new spaces. Looking at the grave space currently available in the existing cemetery, she felt that even without the proposed extension, there was sufficient capacity to last for the next 25 to 30 years. She therefore suggested that the Council may look to review a decision to allocate funds towards an extension, if these could be used elsewhere in the immediate future. Cllr Astill asked for the Clerk's view as to whether the £40k currently earmarked for the cemetery should be spent elsewhere. The Clerk responded that whilst some of the funds should be retained, there was scope to spend half of these or, alternatively, use these to reduce the amount of precept required in future years.

15.3 Cemetery Car Park - In view of further flytipping which had occurred in the cemetery car park over the past week, it was suggested the Council look to discuss what measures could be agreed to prevent flytipping in the future. The Chairman advised this item would therefore be discussed at the end of the meeting where the Council resolved to exclude the public and press for discussion of this matter as this involved the disclosure of exempt information as defined in the Local Government Act 1972, schedule 12a, Part One, Para 7, where the item relates to the prevention, investigation or prosecution of a crime and this was agreed.

16. Any Other Business that the Chairman Considers Urgent

None

17. Date of Next Meeting.

The next meeting of the Parish Council will be on Wednesday 6th December 2019 followed by the annual Christmas fuddle.

The meeting was then closed to allow for discussion of confidential item outlined earlier.

18. Cemetery Car Park

The Clerk confirmed that an estimate had now been obtained to install the height barriers to the in/out entrances to the car park at a cost of £975.00 which included cost of transport from Fabrikat but not the cost of the barriers themselves. Cllr Burnham advised that his concerns were that in fitting height barriers to the car park, this could result in anything that was to be dumped simply being left on the highway or abandoned in front of the barriers. The Clerk was also concerned the barriers could be knocked down or vandalised resulting in further costs to the council, nor would this have prevented the most recent incident of flytipping. Due to the lateness of the hour, it was resolved the matter be discussed at a future meeting of the Council and this was agreed.

NEWSTEAD PARISH COUNCIL
Minutes of the Parish Council Meeting
held in the Sherwood Room of
Newstead Centre on Wednesday 4th December 2019 at 7.30pm

1. **Present:** Cllrs: Mr R Butler (Chairman), Mrs P Andrews, Mr P Burnham, Mr E Hardy, Mr T Moore, Ms J Payne and Ms S Read. Also attending were County Cllr Mr C Barnfather, Borough Cllr Mr M Smith, Mr B Andrews and two parishioners.
2. **Apologies for absence:**
Apologies received from Cllr Ms E Astill (illness) and also from Borough Cllr Mr S Murray (work commitments).
3. **Declaration of Personal and Prejudicial Interests**
Cllr Butler declared an interest in Newstead Youth Club as the treasurer of this committee.
4. **Co-option of a New Member to Represent Newstead Village Ward**
Following notification of a vacancy on the Parish Council in respect of Newstead Village ward, the Clerk confirmed the Council were now in a position to co-opt a new member as no poll had been requested by the electorate. Details of the candidate (who had previously expressed an interest in joining the Council) had been circulated to members prior to the meeting. The Chairman of the Council proposed, and seconded by Cllr Burnham, that Mr Paul Bruch be co-opted as the new member representing Newstead Village ward and this was agreed by the remaining members of the Council. Mr Bruch was then invited to join the Council and asked to sign his 'Declaration of Office'. The Chairman then welcomed Mr Bruch as a new member of the Council.
5. **Approval of the Minutes**
Subject to the correction under item 4 of 'bought' instead of 'brought', the minutes of the 6th November were approved and signed by the Chairman.
6. **Matters Arising from the Minutes**
 - 6.1 **Update from Mick Leivers** - A meeting was held with RCAN on 18th November to discuss a lease on the Country Park. The Parish Council was asked to provide a reference for CAST for this meeting, which was duly sent by the Clerk. A further meeting with RCAN is scheduled to be held on Wednesday 4th December, when CAST should be informed of the outcome.
 - 6.2 **Removal of Green Waste/Strimming of Newstead Meadow** - A refund had been received of £170 in connection with the charges incurred for the removal of the green waste from the meadow. Unfortunately due to very wet weather on the day the work was carried out, the chipping machine got gummed up and the waste was not chipped as originally agreed with the remaining waste being left behind the fence at the rear of the site. Due to a mix up in communications, the Clerk was not aware of this development and paid the invoice believing the work had been completed as originally agreed. It was agreed that the waste be left in situ to rot down over time and will provide a suitable habitat for wildlife.
 - 6.3 **Broadleaves** - Still awaiting revised plans
 - 6.4 **Vegetation on Bank adjacent the Service Road to the Terrace** - Highways has confirmed that enquiries made with Land Registry show that the Forestry Commission are registered as owners of the embankment and that they would be responsible for its upkeep. The Clerk has asked Highways to check whether the information supplied is correct and whether the land is leased, for example, to Gedling Borough Council. Cllrs were unconvinced that the Forestry Commission were owners of the said land, and it was agreed the information supplied by land registry would be copied to all Cllrs and also to Cllr Chris Barnfather who would check with Highways the information supplied was correct. Cllr Burnham recalled that trees on the said bank were

previously cut by Ashfield District Council and referred to a map previously drawn up by Paul Bateman re land ownership in the parish. Unfortunately this map only specified that the land was outside the boundary of the parish and not details of actual ownership.

- 6.5 Tree on the Green - Cllr Hardy confirmed work to remove the sapling from the base of this tree has been carried out by the lengthsman.
- 6.6 Temporary Closure of Newstead Post Office - Cllr Burnham advised that the Post Office service is now up and running and commented that the newly refurbished shop looks good. Cllrs did however query the purpose of a large black box, which was attached directly to the exterior of the shop, on an existing footway. It was not clear whether this represented an obstruction in the highway or whether planning permission had been sought to install this box. It was agreed further investigations should be made into this aspect.
- 6.7 Meeting with Mark Spencer - The Clerk has written again to Highways requesting that the footway to the A611 is sided out now that the hedge has been cut back allowing access to the footway. Highways has responded that this pavement is on the list for siding out and that Paula Johnson (VIA) will try to find out timescale for when the work will be undertaken. Cllr Barnfather confirmed that in respect of the bus shelter real time sign he had spoken again to the highway official concerned, who has agreed to meet up with himself and Cllr Hardy, either on his way into work or after work, so any meeting would either be very early in the morning i.e. 7.30am or late afternoon. Cllr Hardy confirmed he would be happy to attend a site meeting on behalf of the Council and it was agreed that his details would be passed to the official concerned with a site meeting to be arranged.
- 6.8 To Agree Additional Signatures on the Accounts - The mandate has arrived from the bank and was signed by the new signatories, plus the remaining signatories where specified.
- 6.9 Update on the Skate Board Park - A well attending meeting was held on the 11th November attended by the Chairman, Cllr Astill and the Clerk and various children from the sports club, plus a number of adults who were also involved in the design of the original skate park. A bid is intended to be put to WREN at the end of January. A more comprehensive report on the above will be provided to the Council at a later meeting.
- 6.10 Decorating the Christmas Tree - It was advised that the hanging of the wooden ornaments on the tree will take place the following morning, following a delay in the lights being fitted to the tree. The Clerk has sent a 'best estimate' to Western Power on how much electricity is likely to be used over the festive period in order to get WPD Unmetered certificate. A Seasonal Decorations License has been issued by Via (despite not all information as requested not yet being sent). The barriers have been fitted by CAST. Cllrs were reminded that the switch on of the lights would take place at 6pm on Thursday 5th December.
- 6.11 Previous Matters Arising - The Clerk has sent a reminder to Highways as the Council has not yet received free salt, or grit bin as ordered. It was explained that the recent unprecedented wet weather had resulted in other priorities for Highways, who were behind with usual deliveries.

7. Accounts

i) Receipts and Payments for November 2019

Receipts

£6.82	Interest on deposit account up to 5 th November
£170.00	Refund for charges for chipping brash on Newstead Meadow
£250.00	Fee for memorial headstone
£250.00	Fee for memorial headstone

Cheques for Approval

None

BACS Payments for Approval

0155	HMRC	£1.60	Additional payment under 0155 for Tax and NI due on 1 st quarter (NB missed previously)
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0161	Newstead Centre	£45.00	Room hire costs for November Council meeting.
0162	Topsoil4U	£60.00	Charges for transport of Christmas tree
0163	Clarke's Cemetery Services	£300.00	Charges for strimming the Old Cemetery
0164	R Butler	£20.00	Chairman's Allowance - Nov
0165	Mrs J Johnson	£405.05	Clerk's wages for November.
0166	Notts County Council	£137.22	Pension Contributions for Clerk inc deficit contributions
0167	Mrs J Johnson	£21.80	Clerk's expenses
			Postage/Other £5.25
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£8.55</u>
			TOTAL <u>£21.80</u>

The payments were then approved by the Council as stated.

- ii) To Consider an Application for Grants - None received. Cllr Read then advised the meeting that instead of holding a free lunch for the Over 60's, the Newstead Centre through the Secret Kitchen initiative would be providing a Christmas Meal at 6pm on Saturday 14th December at a cost of £5 per head. Tickets were available on a first come, first serve basis .
- iii) Any Other Matters Relating to Finance - None

9. The Lengthman's Scheme

Following on from the suggestions at the last meeting, which had been passed on to the lengthman, it was noted that the entrance to the Old Cemetery was now a quagmire as a result of fallen leaves and heavy rain. It was agreed to instruct the lengthmsan to side out this area. It was also noted that the gates to the cemetery no longer closed, and it was thought they were possibly struck by a vehicle.

10. Matters Concerning Newstead Village

- 10.1 Police Surgery - A Police surgery would be held at the Newstead Centre on Monday 9th December between 9.30 and 11.30 am.
- 10.2 Flytipping in Cemetery Car Park - Following on from a decision at the last meeting to defer any decision for the time being to install height barriers, the position was discussed in terms of fitting CCTV in the car park including the use of portable CCTV. The provision of additional signage was also discussed when it was noted the installation of existing signs did initially have some preventative measure. It was agreed the Clerk seeks advice from relevant officers from Gedling Borough Council as to what alternative measures could be put in place to prevent the flytipping and whether it would be possible to have some additional signage in place as a cheaper alternative.
- 10.3 Former Chapel on Tilford Road - It was noted that some windows had been smashed in this building, which was currently under renovation.

11. Matters concerning Newstead Abbey Park.

- 11.1 Station Ave - Concern was raised following flooding on Station Ave, where it was noted that for several days towards the end of November, deep flood water under the former railway bridge on Station Ave had prevented access either to or from Newstead Abbey. Correspondence had been sent to Abbey Management with a request to clear the drains in the vicinity, which had been acknowledged and subsequently passed to the Nottingham City Council. It was noted that after several days the water had subsided suddenly and bags were now seen to have been left near the drain. Cllrs were concerned that during this time it had been impossible for any residents in the Abbey to leave the park via Newstead and also that in the event the emergency services were required, valuable time could be lost if access was only possible from the A60. It was agreed the Council would write to the Nottm City Council to find out if there were any plans in the future to prevent the same thing happening again, especially

in view of expected climate change.

12. **Correspondence**

None

13. **Planning Applications**

The following application had been received by the Council and circulated to members for comment.

2019/0749 - 15 Byron Street, Newstead (Extension to Rear)

Although this was a retrospective application, it was explained that this application would need to be considered by Gedling Borough Council, as though it had been received in the usual way, hence the reason it had been referred to the Parish Council for comment. Only in the event that applications are formally refused, can Gedling Borough Council take appropriate enforcement action. Even then, as explained by Cllr Barnfather, an applicant has a right to appeal to the Planning Inspectorate, and only when the refusal is upheld, can action be taken. This makes any enforcement action a long drawn out affair.

In commenting on the application itself, there were no objections.

13. **Reports from External Meetings**

Youth Club - The Chairman confirmed there had been a meeting of the Youth Club Committee. It was noted that the Youth Centre had been closed for several days following damage to an external door caused by someone breaking and entering the premises, although this has now been repaired and the Youth Club reopened. The Chairman confirmed that Laura Burrows is still permanent and is supported by three other part time youth workers. PC Chris Whild now also visits the Youth Centre every week. Cllrs asked if it was possible for a representative from the Youth Club to attend the next meeting of the Council to update the Council on forthcoming plans for the Youth Club as per previous visits. The Clerk explained there had already been a prior request from Police Inspector Chris Pearson to address the January meeting of the Parish Council on the future of Neighbourhood Policing, and it was agreed to defer any visit until February.

14. **Cemetery Issues**

- 14.1 Cemetery wall - It was noted that the end corner of the stone wall (adjacent to the farm track) forming the wall to the Old Cemetery had sustained some kind of impact damage during late November, although no trace of the offending vehicle. The Clerk advised she had contacted Rob Shacklock, who had previously repaired the stone parapets in Linby Village, for an estimate, although this had yet to be received. It was understood by Cllrs there was someone in the village who was also a master builder. Cllr Burnham also noted that although the Old Cemetery had now been strimmed, the arisings had simply been left in situ rather than collected in one place. It was agreed to take no further action at this point but to leave the grass to mulch following complaints in the past when the arisings had been left in the south west corner of the cemetery.
- 14.2 Cemetery Car Park Wall - Cllr Burnham reminded the meeting that no action had yet been taken with regard to replacement the missing coping stones from the top of the cemetery wall. It was noted that these measured some 16cm sq and a visit to Frank Key was recommended to find suitable replacements.

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

None

16. **Date of Next Meeting.**

The next meeting of the Parish Council will be on Wednesday 8th January 2020.

NEWSTEAD PARISH COUNCIL
Minutes of the Parish Council Meeting
held in the Sherwood Room of
Newstead Centre on Wednesday 8th January 2020 at 7.30pm

1. **Present:** Cllrs: Mr R Butler (Chairman), Mrs P Andrews, Ms E Astill, Mr P Burnham, Mr E Hardy, Mr T Moore, Ms J Payne, Mr P Bruch and Ms S Read. Also attending were County Cllr Mr C Barnfather and Borough Cllrs Mr M Smith and Mr S Murray (although these arrived later). Also present were Police Inspector Chris Pearson and PC Chris Whild.
2. **Apologies for absence:**
Cllrs Barnfather, Smith and Murray who would be late following attendance at a meeting of Papplewick Parish Council held on the same evening.
3. **Declaration of Personal and Prejudicial Interests**
Cllr Butler declared an interest in Newstead Youth Club as the treasurer of this committee.
4. **Address by Police Inspector Chris Pearson**
The Chairman welcomed Police Inspector Chris Pearson and PC Chris Whild to the meeting and introductions were made all round. Inspector Pearson confirmed he had come to discuss what Neighbourhood Policing will look like in the future and the direction this will take. Previously there had been a lot of concern over levels of manpower, but the good news is that Nottinghamshire Police have received funding for 350 new police officers, with 90 new officers to start this month. This allows Inspector Pearson to 'grow' the neighbourhood team and will result in 3 additional beat managers for the Gedling area. In future each beat manager will cover a smaller area. Additional staff, a Police Sergeant and 6 additional officers are expected to start at the end of the month. This will allow the police to become more proactive, which Inspector Pearson acknowledged due to previous staff constraints, had 'gone out the window'. In future, he advised there would be more engagement with local communities. He confirmed that already beat surgeries had been held in a number of parishes, and whilst the surgery held in the Newstead Centre on the 9th December was not attended by anyone, some discussion took place with a group already in the centre. Inspector Pearson was now trying to establish the best way to engage with the community, what the priorities are now for policing and what is happening in the streets. His vision included scheduled walks through towns and villages, which ideally would include parish councillors and ward councillors, plus members of the public pointing out issues. In short, it was hoped that any issues could be solved at a much earlier level.

In terms of setting priorities for the police, Inspector Pearson advised that they now work in partnership with Gedling Borough Council. Rather than wait for a response from the consultations previously held with the public and other organisations, the Police Commissioner has now instructed the beat teams to knock on doors to find out direct from the public what they perceive to be priorities for policing in their area. Instead of a newsletter, Inspector Pearson now updates the public on local issues through a monthly blog on the Police website. The same website also contains details of crime prevention tips.

PC Whild advised that in terms of Newstead village, he tries to get out as much as possible into the community and regularly visits the Youth Club. Lots of young people now know who he is, and that they are able to discuss their concerns. Personally, he felt that compared to this time last year, the position in terms of antisocial behaviour had much improved, following the issue of Antisocial Behaviour Orders. In terms of crime statistic for the village there had been 5 incidents of stolen property including two from motor vehicles. He also explained that a 'patch walk' would be held in Newstead Village on February 16th between

1pm and 3pm, unless it was raining, when he would remain at the Newstead Centre. Cllrs were also invited to join this walk. Questions from members of the Council were then invited.

Matters raised by Cllrs included:

- Contact details for PC Szeluk
- Lack of response on matters previously reported
- Questions relating to the operation of CCTV in Newstead Village where it was confirmed that Gedling Borough Council has taken on an additional member of staff in the control room, which is operational 24/7 and a further ten mobile CCTV's have been brought for use in the borough

The Inspector and PC Whild were then thanked for attending the meeting and left the meeting prior to the next item.

5. Approval of the Minutes

Subject to the following corrections - under item 6.6 to note the box was grey and also under 14.2 to note the size of the missing coping stones were 60cm sq and not 16cm sq as shown, that the minutes of the 4th December were approved and signed by the Chairman.

6. Matters Arising from the Minutes

- 6.1. Co-option of New Member - Cllr Bruch has completed his 'Registration of Interest' form and this has been sent to Gedling Borough Council, who have since acknowledged receipt of the same.
- 6.2. Update from Mick Leivers - Position with regards to the lease as outlined in the recent email from the Clerk.
- 6.3. Broadleaves - Revised plans circulated to members to be discussed under 'Planning'.
- 6.4. Bank adjacent Service Road to Terraces - The lengthman has now strimmed this area. It has been established that Gedling BC are responsible for this embankment.
- 6.5. Temporary Closure of Newstead Post Office - The Clerk on visiting the village had noted that there appeared to be work ongoing around the box, so the matter had not been pursued pending completion of this work. Cllrs noted the box was still in situ and felt this remained an obstruction in the highway. Cllr Barnfather asked if it was possible to take a picture of the said obstruction so he could discuss the position with Highways. Cllr Payne volunteered to take a photo on her way to work and would forward this Cllr Barnfather.
- 6.6. Meeting with Mark Spencer - Cllr Hardy's contact details have been passed to Cllr Barnfather pending a meeting with Highways re interactive bus sign. Cllr Barnfather apologised for the delay in contacting Cllr Hardy, but had now spoken to the officer concerned, who would be able to meet on site with Cllr Hardy and himself on Wednesday 15th January, starting at 7.30am. Cllr Hardy confirmed he was able to attend the meeting at the time proposed. It was noted by Cllr Burnham that the Forestry Commission had still not cut back the vegetation on the bend which was affecting visibility. Also the pitted posts on the village entry sign still needed replacing, despite confirmation being received from Highways during October that this work would be carried out. Clerk to chase. Cllr Burnham also asked if the Parish Council could continue to pursue 'deer warning' signs as further sightings of deer had been reported over the last 3 weeks. It was agreed by the Parish Council that as a recent request for signs had already been turned down by Highways, not to pursue this matter, but instead include notices on the Council's Facebook page warning of the presence of deer, especially near the junction with the A611.
- 6.7. Xmas Tree - WPD Unmetered Certificate from Western Power has been approved with a signed copy now received by the Parish Council. A copy of this has also been sent to VIA as part of the information requested by VIA. Cllr Hardy noted that the tree had been removed this morning. It was noted that despite concerns most of the wooden decorations installed on the tree had survived largely intact and had been much

appreciated by local children. Cllr Astill advised that for next year plans were in place for decorations which were waterproof.

- 6.8 Flytipping in Cemetery Car Park - The Council has received a number of suggestions from the Neighbourhood Warden, Charlotte Chubb, such as installing CCTV warning signs including an example of such a sign, which she confirmed had proved very effective at another location in the borough. Photos of this sign were then circulated to Cllrs for discussion. Cllr Burnham advised that when the original 'no tipping' signs were installed in the car park, this initially led to a marked reduction in the amount of flytipping experienced. Cllr Astill asked whether it would also be possible to have a similar sign made for the entrance to the former coal stocking yards, where fly tipping has been a continual problem. Although costs were not yet available, it was anticipated that compared to more than £2k in respect of height barriers, this was likely to cost much less and was something definitely worth trying. Possible changes to the wording shown on the signs were discussed, although it was subsequently agreed to leave the wording as shown. Clerk to obtain estimates for consideration of the Council.
- 6.9 Station Ave - Letter sent to Abbey Management asking what plans Nottm City Council will put in place to prevent further flooding under the bridge. No response received to date.
- 6.10 Youth Club - Laura Burrows (Youth Worker in charge) has confirmed she will attend the February Council meeting. It was confirmed that no children would be attending the meeting.
- 6.11 Cemetery Wall - An estimate for repair had been obtained from Robert Shacklock at a cost of £600. In discussing the estimate, Cllr Burnham advised that a resident who claimed to be a master builder had not come back to him. As this was a traditional limestone wall, it was felt the existing damaged stone should be salvaged and redressed with any repointing carried out with traditional lime mortar. As any work was best undertaken by a stone mason rather than a general builder, it was proposed by Cllr Burnham, seconded by Cllr Moore and agreed by the Council that the estimate provided by Shacklocks be approved. The Clerk to instruct Shacklocks to undertake the repair.
- 6.12 Grit Bin - It was reported by Cllr Burnham that a new blue grit bin, as previously ordered by the Parish Council had finally been installed by Via on the service road at the 'top of the terraces'. It was not clear with the bin being full of grit, whether this had been actually fixed into the highway as previously instructed.

7. Accounts

i) Receipts and Payments for December 2019

Receipts

£6.60 Interest on deposit account up to 5th December
£250.00 Fee for memorial headstone

Cheques for Approval

None

BACS Payments for Approval

0168	Reuben Shaw & Son	£420.00	Cost of Christmas tree
0169	Newstead Centre	£45.00	Room hire costs for November Council meeting.
0170	Information Commissioner's Office	£35.00	Data Protection fee <u>NB</u> to be taken from the bank account on or before 5 th February.
0171	R Butler	£20.00	Chairman's Allowance - December
0172	Mrs J Johnson	£ 405.25	Clerk's wages for December
0173	Notts County Council	£137.22	Pension Contributions for Clerk inc deficit Contributions
0174	Mrs J Johnson	£38.05	Clerk's expenses
			Postage/Other £24.20
			Tel/Broadband £8.00

Mobile Calls	Nil
Mileage	<u>£5.85</u>
TOTAL	<u>£38.05</u>

0175 HMRC £24.40 Tax and National Insurance on Clerk's wages

The payments were then approved by the Council as stated.

ii) To Consider Grants Applications - None received.

iii) Any Other Matters Relating to Finance - None

9. The Lengthman's Scheme

The following works were suggested and agreed.

- Cleaning of speed sign on Newstead Road and mildew from the village planters
- Cleaning of various street signs

Some discussion then took place as to whether members of the public could suggest work for the lengthman, but after consideration, it was agreed by the Council that any requests should come via councillors, as the type of work which could be undertaken by the lengthman was limited.

10. Matters Concerning Newstead Village

- 10.1 Dog Fouling - An increase in dog fouling particularly in the vicinity of the school had been reported by Cllrs. It was noted this was a form of antisocial behaviour, where offenders could be reported either directly to the Neighbourhood Wardens, or online to Gedling Borough Council. Unfortunately the identity of the dog owners who failed to 'pick up' was not known, but as this was usually the same repeat offender, it was suggested that something could be put on the 'Newstead Born & Bred' website as to their identity. It was also agreed that the Parish Council should look to purchase more stickers reminding dog owners that failure to 'pick up' was punishable by a fine and that these be put on the lamp posts around the school. J E Wright was suggested as a source for these stickers. Cllr Astill also agreed to ask the Headteacher of Newstead Primary School, if something could also be included in the next newsletter to parents on the perils of allowing your dog to foul the pavement.
- 10.2 Toy on Top of Bus Shelter - A decapitated white/pink unicorn toy was reported as being left on the top of the bus shelter opposite Musters Road. NB Subsequently removed by Cllr Bruch.
- 10.3 Passing Place on Station Ave - It was noted that vehicles were again parking on Station Ave in the lay-by opposite the sports field when on Sunday it was reported that a total of 3 vehicles were parked in the passing place. It was agreed that the Council should request a sign from Gedling Borough Council as owners of this section of the road, which denoted the lay-by as a passing place only.
- 10.4 Tilford Road - A number of white vans had been noted which appeared to be permanently parked overnight in the lay by on Tilford Road adjacent to the small children's play park. It was rumoured that new occupants had recently moved into a property on Tilford Road and were operating a delivery service from home address.
- 10.5 Litter - Cllr Astill drew attention to copious amounts of litter in the parish particularly on the footpaths running between the village and the factories on Hazleford Way. It was noted that a snack van was now serving hot food to factory workers, which it was felt contributed towards the rubbish thrown on the paths. Cllr Astill proposed that the Council hold a litter pick of this area and a date was agreed of Wednesday 19th February between 12pm and 2pm with the Neighbourhood Wardens to be advised. It was also agreed that a general letter be sent to the factories concerned asking them to remind their workers not to drop litter although the absence of any litter bins on Hazleford Way was noted. It was also agreed to follow up on a meeting with Annesley Parish Council re the joint initiative to reduce flytipping in both parishes.

11. Matters concerning Newstead Abbey Park.

- 11.1 Newsletter - Following discussion it was agreed to issue a newsletter to resident in the Abbey Ward informing them of the identity of their representatives on the parish council, although this information was already

available on the web and notice boards.

12. **Correspondence**

None

13. **Planning Applications**

A revised application regarding Broadeaves had been received by the Council and circulated to members for comment. It was noted that the plans included a sub-basement level which had reduced the size of the dwelling visible above ground. It was agreed that provided the revised plans led to a building, which did not exceed 50% of the floor space of the original dwelling on site, the Parish Council would not object.

13. **Reports from External Meetings**

None

14. **Cemetery Issues**

Flytipping - It was noted that a small amount of builder's rubble had again been left in the car park over Christmas, but this had been cleared up by Gedling Borough Council's operatives whilst emptying the bin in the car park.

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

15.1 **Social Media Policy**

As a result of concerns expressed re posts by Cllrs on various media platforms, the Chairman had issued an email reminding Cllrs of the following points. In short, he felt any input/comments posted by Cllrs on any media platform was a good thing, but to make sure that any comments are:

- Never confrontational or argumentative
- Never respond to anything on behalf of the council something that we shouldn't and definitely not without the discussed majority consent.
- Never post pictures with people without their permission and never name anyone.

Attached with his email was a copy of the Council's Social Media policy. Cllr Moore advised that having read this, he felt that some amendments were required where its present form the existing policy could lead to problems with copyright. With some knowledge of social media in his professional capacity, Cllr Moore agreed to review this policy and suggest possible amendments to the same. It was agreed this item would be on the agenda for discussion at the next Council meeting.

16. **Date of Next Meeting.**

The next meeting of the Parish Council will be the Precept Meeting to be held on Wednesday 22nd January 2020.

Minutes of the Parish Council Precept meeting held on Wednesday
22 January 2020 in the Sherwood Room of Newstead Centre
starting at 7.30pm.

1. **Councillors present:** Cllrs Mr R Butler, Ms E Astill, Mr P Burnham, Mr E Hardy, Mr T Moore, Ms J Payne, Mr P Bruch and Ms S Read.

2. **Apologies for absence:** Apologies received from Cllr Mrs P Andrews.

3. **Declarations of interest:**

Cllr Butler declared an interest in any items relating to Newstead Youth Club as Treasurer for the Youth Club.

4. **To Review Cemetery Charges for 2019/20**

Details of the revised charges from Clarke's Cemetery & Churchyard Services applicable from the 1 January 2020 had been circulated with the agenda, where it was noted that the various grave digging fees charged by Anthony Clarke had increased by £10 for a single grave; reopening of an existing grave, and for the interment of ashes and by £20 in respect of a double grave.

The proposed cemetery charges by the Council for 2020/21 were then discussed. The Clerk reminded the Council that for any new burials, the fees charged by the Council should cover both the grave diggers' charges, plus any additional overtime paid to the Clerk, which if left unchanged could lead to the Council actual losing money, especially in the case of a resident's burial.

In terms of burial charges for 'non residents', the Clerk confirmed that the fees charged by the Council reflected not only the grave digging charges, but also provided a contribution towards the long term upkeep of the cemetery. At present income received from cemetery charges not only covered the cost of running/maintaining the cemetery, but also helped offset other costs incurred by the Council. In an effort to remain competitive to 'non residents', it was suggested these costs be held at the present level. Also as charges for the erection of headstones/memorials were not influenced by an increase in costs from Clarke's Cemetery Services, it was recommended these charges also remain the same.

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

The new cemetery charges for 2020/21 were therefore agreed as follows:

	<u>Resident</u>	<u>Non-Resident</u>
Purchase of a Deed of Right of Burial	£220 (£220)	£670 (£670)
Grave preparation fee for 6ft grave	£325 (£315)	£775 (£775)
Grave preparation fee for 8ft grave (for 2)	£375 (£355)	£820 (£820)
Re-open grave	£305 (£295)	£565 (£565)

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	£180 (£170)	£350 (£350)
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 2019/2020

Cllrs agreed that the new charges would be applicable from the start of the new financial year i.e. 1st April 2020. It was also agreed that additional charges made by the gravedigger for oversize coffins (defined as 28inches or more) of£50, and in respect of caskets (£100) would be passed onto consumers as and when applicable. In response to a question raised from Cllrs, it was noted that caskets were generally much wider and more ornate than a coffin and required a much larger grave to be dug.

5. To Set the Precept for 2020/2021

A report by the Responsible Financial Officer on the Council's accounts had been distributed with the papers for this meeting, which is now attached as an appendix to these minutes. This report outlined the income and expenditure expected over the next financial year and demonstrated the effect on the budget as a result of 0%, 2% and 4% increase in the precept.

It was assumed that all councillors had read the report prior to this meeting and in discussing this report, the Clerk drew attention to the removal of **Council Tax Support** previously provided by Gedling Borough Council where she explained how this reduction had been offset, due to an increase in the tax base from **368.31** to **389.66**.

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

The Clerk then explained that in setting the budget, she had deliberately not set a balanced budget, where it was assumed that the reserves would continue to be used to offset any deficit in the budget and where it was noted that the reserves anticipated at the end of March 202 were still higher than the budget set in March 2019. She also advised that if a balanced budget was sought, the precept would need to increase by

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

It was also noted that when the Parish Council set the budget in January 2019, it was assumed that the balance in the account as at the end of 31st March 2020 would be just over £50k, whilst the estimate for 2020/21 even with no increase in the precept assumes that the reserves at the end of March 2021 will be approximately £53k.

Cllr Astill asked what sort of provision should be made towards the skate park without impacting too much on the level of reserves. The Clerk replied that given that the cost of Phase 1 of the skate park improvements are already included in the revised forecast for 2019/2020, under Capital Expenditure, she felt that the Council could easily commit another £15k towards Phase 2 from the reserves.

Where it was noted that the proposed extension to the cemetery was not required for many years and that

The Council agreed that

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

6. Items that the Chairman considers urgent

Cllr Astill appealed to all present to bring in any empty crisp packets, where her daughter's school was fundraising by collecting empty packets.

7. Closure and Date of next meeting

The next meeting would take place on Wednesday 5th February commencing at 7.30pm.

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

Report for the Precept Meeting

This report has been written by the Responsible Financial Officer of the Council to assist in setting the precept for 2019/2020 and should be read in conjunction with the document headed **Receipts and Payment Estimate 2019/20**.

This document outlines what has been spent over the current financial year, from 1st April 2018 to the end of December 2018, and also shows the expenditure over the same period in the previous year (left hand side columns on this sheet).

The third column shows the actual income and expenditure incurred by the Council for the whole of 2017/2018, whilst Column 4 shows the budget for 2018/2019, set in January 2018.

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

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

Income / Receipts

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

The tax base for the parish for 2019/20 has now been set at **368.31**. Therefore if no increase is sought in the amounts paid by individual households, slightly more income i.e. **£15,414** will be collected in 2019/20, due to this increase in the tax base. Highlighted in the final two right hand columns of the **Receipts and Payments Estimate** is the income which would be received as a result of a 3% and 5% increase in the precept.

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

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

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

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

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

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

Expenditure/ Payments

Salaries – This heading includes wages paid to the Clerk and also includes pension contributions in respect of the Clerk paid by the Council to the Nottinghamshire County Council as part of the Local Government Pension Scheme (LGPS). In December 2016, the Parish Council was advised that the contributions paid by Newstead Parish Council as an employer would increase from the previous level of 14.7% of the Clerk’s salary, to 17.7% applicable from the 1st April 2017 for the next three years. In addition further contributions also need to be paid into the Local Government Pension Scheme to meet the pension deficit identified during the latest valuation of the LPGS fund undertaken in 2016. In 2017/2018, this was set at £385 per annum, for 2018/19 at £394 per annum and by 2019/20 will have increased to £404 per annum. In April 2017, the Clerk purely as a voluntary arrangement decided to contribute towards the pension deficit payment outlined above, so that the amounts paid by Newstead taxpayers in respect of the pension deficit payments will not exceed £250 per annum for the 3 years beginning 1st April 2017 and ending in March 2020.

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

Expenses – This covers the allowance previously agreed for the Chair of the Council, any travel or subsistence costs for Councillors and other expenses assumed by Councillors in the course of their duty including cost of attending training courses held by NALC. For the purposes of these figures, I have assumed that the amount paid to the Chairman in 2018/19 to reflect the expense of holding office will remain the same at £20 per month.

Expenses also cover a number of items such as postage, ink cartridges and other sundry items, which are bought by the Clerk as and when needed and are reimbursed to her as expenses. A sum of £8 a month is also paid towards broadband costs and use of the Clerks home as an office.

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

Cemeteries and Parish Maintenance – Cllrs will be aware that an extension of the existing grounds maintenance contract with Anthony Clarke was agreed by the Council in November 2018, when it was agreed that his existing charges would be held for a further 3 years. The cost of the contract was originally agreed at **£3,920** per annum in April 2015 and will remain the same until 31st March 2022. In addition to the work outlined under the contract, it was

agreed to continue to maintain mowing the grass around the MUGA (an additional **£350** per year) and to continue cutting the verge at the top of Station Road (**£140** per annum). It was also agreed to ask Anthony to continue to mow the verge on the opposite side of Station Road for which a further figure of **£200** has been included. This is good news for taxpayers as this ensures certainty at a time of rising costs generally.

In respect of restocking of the grit bins, the Parish Council is now responsible for six grit bins, so I have included a provision of at least **£200** to cover this aspect of expenditure.

Other costs under this heading also include the provision of a Christmas tree (**£350**), and installation, decoration and disposal of the same (**£250**). Cllrs will also need to bear in mind there will be additional costs in respect of Newstead Meadow, which will require annual strimming and removal of the haylage. The same also applies in respect of the Old Cemetery and the budget assumes costs of **£1,500** towards maintenance of both these areas of land. Other items for consideration include strimming of the brambles on Station Road (**£250**) and also included within the budget proposed is **£100** towards plants for the planters, plus **£400** in respect of watering the planters/hanging baskets

Burial fees are also included under this heading, but these costs are always covered by the fees charged by the Council. Also included under this heading comes repairs undertaken to parish council property such as seats, notice boards and the MUGA, either as a result of wear and tear or sadly due to vandalism and also includes other ad hoc expenses relating to the parish such as removal of fly tipping, the provision of additional grit bins and other sundries such as paint and weedkiller used by the lengthsman. With known expenditure under this heading expected to come in the region of **£9k**, I have included an additional amount of **£2k** to cover any unexpected contingencies in terms of expenditure on maintenance in the parish. During the current year the contingency was used towards the repair of the MUGA.

Audit/Insurance and Subscriptions – Again these are based on the amounts paid out during current year in respect of insurance and charges for both the internal and external audit. It is assumed that costs will rise slightly this year. Also included under this heading will be the subscription fees payable to the information commissioner at £35 per annum

Room Hire – The figure proposed for 2019/20 takes into consideration the present cost of hiring the Newstead Centre and assumes that one additional meeting is likely to be held by the Council over and above the regular council meetings.

VAT payments – Any VAT payments will always be cost neutral to the Council. The Council is able to reclaim VAT on room hire costs and on other goods and services it buys which are subject to VAT. At the end of December 2018, there is presently **£1,627** of VAT to be reclaimed back from HMRC, and with further VAT to be incurred between 1st January and the 31st March 2019, the final amount expected to be refunded back to the Council by HMRC during the next financial year will be **£1,897**

Section 137/Donations – These are usually grants paid to other bodies that approach the Parish Council for funding. For the purpose of this budget I have increased the amount under

this heading to **£1,500**, which reflects the donations paid last year to Newstead Events Group and the Allotment Association.

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

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

Summary

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

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

Even with the excess of expenditure over income, the Parish Council still has substantial reserves. However there remain a number of significant challenges over the next year both in terms of the Newstead Centre and the Newstead and Annesley Country Park. Also, over the next few years, the Council will need to undertake the replacement of the remaining two sides of the original boundary wall of the Old Cemetery (but not the stone wall adjacent to Hucknall Road) and I also suspect the Council will also have to undertake work on some of the trees in the cemeteries.

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

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

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

In terms of future projects that the Council wishes to undertake, these will form part of the discussions at the precept meeting. However I hope the attached report will provide an overview of the finances of the Council and provide a basis for further discussions.

Signed

Mrs J Johnson
Responsible Financial Officer for the Council

NEWSTEAD PARISH COUNCIL
Minutes of the Parish Council Meeting
held in the Sherwood Room of
Newstead Centre on Wednesday 5th February 2020 at 7.30pm

1. **Present:** Cllrs: Mr R Butler (Chairman), Mrs P Andrews, Ms E Astill, Mr P Burnham, Mr E Hardy, Mr T Moore, Ms J Payne, Mr P Bruch and Ms S Read. Also attending were County Cllr Mr C Barnfather, Borough Cllr Mr M Smith, Laura Burrows, Youth Worker, Newstead Youth Centre, plus two members of the Youth Club.
2. **Apologies for absence:**
Cllr E Astill as a result of family illness and Cllr Murray due to existing work commitments.
3. **Declaration of Personal and Prejudicial Interests**
Cllr Butler declared an interest in Newstead Youth Club as the treasurer of this committee.
4. **Address by Laura Burrows, Youth Worker at Newstead Youth Centre**
All round introductions were made and Ms Burrows thanked the Council for inviting her to speak. She advised she had now been at the Youth Centre for 12 months and over that time it had been a 'roller coaster'. Over the past year, the Youth Centre has undertaken many exciting things from Residentials, to Go Karting, plus they also had a climbing wall at the centre. She confirmed that in terms of attendance by young people, this was now good, with between 20 to 25 young people regularly attending each session. To close the autumn term, the Youth Centre held a Christmas party funded partly by a contribution of £200 from Cllr Barnfather, when a fantastic time was had by all. The Youth Club is presently doing some work on the Holocaust which involves making sculptures out of plaster. Some boxing fitness sessions will also shortly be held on Saturday mornings between 11am and 1pm, which will be free to all youngsters, when refreshments, toast and fruit will also be provided. Funding has also been sought for a graffiti project to be displayed in the Youth Centre, although whether it would consist of respraying over existing art work or whether this will go onto boards to be displayed in other parts of the centre has yet to be decided. The Youth Centre is also looking into funding for another Residential, possibly at Hagg Farm, but this would be weather dependant. She has also made contact with a local supermarket, with the view to securing regular donations of surplus food to be used to provide meals for the youngsters. In two weeks, there is to be another cookery project using funds secured from Gedling Borough Council, where a professional cook will come in to prepare and cook food prior to the Thursday evening sessions. Unfortunately, Ms Burrows advised that not everything was positive with cannabis use being an issue with a group of older lads, where she has no option but to deny them access to the Youth Centre. The local policing team try to get down as often as possible to attempt to deter them but resources are stretched. To address this problem she has spoken to the Children's Society to do some workshops and she hoped this group would attend. Otherwise there are no issues with alcohol and the atmosphere at the moment is really good with no other behavioural issues reported.

The Chairman welcomed the news that things were now positive. Questions and comments were then invited from the Council.

Matters raised by Cllrs included:

- Whether previous artwork on the wall in sports hall would be removed - Miss Burrows advised that it is intended to leave this artwork in situ and she had heard talk there was some possibility of extending the same.

- Age of Children attending - The age range of the Youth Centre is actually 10 to 19, although Ms Burrows confirmed that the majority of persons attending were between 10 and 15 years, with the oldest at 17.
- Do the kids have any input?
Yes, they are regularly consulted on topics of interest and they are looking to join a Youth Council.

Ms Burrows advised she had also considered splitting the age range on certain evenings but as some kids attend every evening, should an age barrier be introduced, this would prevent some of the children attending and this idea was therefore discarded.

The Chairman thanked Ms Burrows for attending the meeting, who then promised to send details of her report to the Council, which would also include themes to be undertaken by the Youth Centre in the ensuing year.

Ms Burrows then left the meeting along with the children accompanying her.

5. **Approval of the Minutes**

The minutes of the 8th January were approved and signed by the Chairman.

6. **Matters Arising from the Minutes**

- 6.1 **Address by Police Inspector Chris Pearson** - Links to Police website and monthly blog produced by Inspector Pearson included on Council's Face book page. The Council were reminded there will be a patch walk on the 16th February starting at 1pm from the Newstead Centre.
- 6.2 **Temporary Closure of Newstead Post Office** - It was confirmed by Cllr Burnham that the gray box had now been moved from outside the former entrance to the Post Office to just round the corner adjacent to the side wall of the shop. Whilst this again encroached on to the highway, it was felt to be less of a problem than the original location. Cllr Read felt that as the owner had done so much to improve the shop through the refurbishment work undertaken, she was happy not to pursue this matter further and the Council agreed that no further action to be taken.
- 6.3 **Meeting with Mark Spencer** - The lengthsman has been instructed to remove vegetation from the Post and Wire fence opposite the junction of Hucknall Road/Tilford Road. An update from VIA on the replacement of the damaged posts has confirmed that VIA are waiting to hear from Cadent Gas where there appears to be a gas pipe in close proximity to the sign and they are now waiting for the go ahead from them to proceed with the work. Cllr Hardy also advised he had met with officials from Highway as agreed and that VIA are to contact the Forestry Commission to find out whether they can purchase a small amount of land for the purpose of providing an enclosed shelter. He also advised that a 'Real time electronic bus sign' will be funded but not until the next financial year.
- 6.4 **Xmas Tree** - In response to a question from the Chairman, it was confirmed that an invoice for the cost of electricity used in lighting the tree, had not yet been received by the Council.
- 6.5 **Flytipping in the Car Park** - An estimate has been received from Nuneaton Signs at a cost of £260.50 plus VAT for a new sign at the entrance to the former coal stocking yards and to fit a new sign on an existing post already situated in the cemetery car park. Anthony Clarke has confirmed his cost for installing the sign at Vicarage Corner will be £200. The Notts County Council has given permission for the Council to site the sign on their land but subject to the Notts County Council agreeing the exact location of the sign. They have also advised that they are getting a quote for adding an additional fence panel to bridge the gap between the existing fencing and the gate to make access more difficult for flytippers. The Parish Council agreed to proceed with the installation of the signs on the basis of the costs shown above. On the subject of the former Coal Stocking yards, Cllr Burnham advised he had followed up with the Notts County Council, the

state of the site following work to the bridge by British Coal. At this point in time, the Notts CC have stated they want the site to dry out first and then they will assess what needs to be done in Spring.

- 6.6 Cemetery Wall - Shacklocks have been instructed to carry out this work but unfortunately due to existing work commitments they are unable to start the job until the first week in March.
- 6.7 Dog Fouling - The Clerk confirmed she had asked Charlotte Chubb, Neighbourhood Warden if Gedling BC can put some further signs on the lamp columns around the school as there are currently only two in situ and one is badly faded. A response had been received from Charlotte in which she advised the following:
- A banner had been lent to the school for display
 - During the past year there has only been one complaint of dog fouling from the whole of Newstead Abbey Ward and that related to the Country Park.
 - As a result of the lack of reports, the Senior Neighbourhood Warden will not authorize expenditure on any further signs.
 - Links were provided to report any dog fouling which can be reported on <http://www.gedling.gov.uk/resident/reportit/> or via email at enquiries@gedling.gov.uk
 - Would Newstead Parish Council consider providing funds towards suitable signs or banner?

Following the response from Charlotte, the Council agreed to pass on the message of the importance of reporting dog fouling incidents to the correct authorities and it was agreed to upload the links onto the Council's Facebook page. In addition, the Council agreed the sum of £100 for the Clerk to spend on appropriate banners or signs in conjunction with Gedling Borough Council. The Clerk had also brought some posters to the meeting, which Cllr Payne agreed to distribute to the school and other venues in the village.

- 6.8 Tilford Road - The Clerk has reported the situation to the Environment Department of Gedling BC and is now waiting for them to come back to the Council with advice.

- 6.9 Litter - The Clerk had spoken to Cllr Astill regarding the litter pick which few Cllrs are likely to attend due to existing work commitments. It was suggested that the Council's efforts would be better directed to getting a litter bin on this close, as there are currently none. Having carried out an inspection of the area, the litter problem appears to be caused by people/visitors who park/stop overnight on Hazleford Way and throw litter out of car/van windows on the grass verge next to the road. It was also agreed to ask Gedling Borough Council to do a litter pick of this area. It was noted that Gedling BC had recently made available funding for some 50 new litter bins in the borough. In discussing the location for new bins, the Clerk suggested next to on the verge adjacent the dual footpath/cycleway leading back to the village. Cllr Moore drew attention to the amount of litter along the footway between Hazleford Way and Foundry Terrace and suggested a bin at the start of the path from Hazleford Way. It was therefore agreed to write to Gedling BC requesting two litter bins at the locations proposed. Cllrs Smith and Barnfather indicated their support of this request and asked to be copied into the request to Gedling Borough Council. Cllrs also asked whilst on the subject of litter bins whether a cigarette extinguisher could also be added on the top of the existing litter bin next to the school.

- 6.10 Newsletter - A draft newsletter has been agreed.

- 6.11 Planning Applications - It was confirmed that the planning application in respect of Broadeaves has now been approved as the visible part of the dwelling is now less than a 50% increase of the size of the original dwelling. The dwelling originally proposed had an overall floor area of 714 sq metres, well in excess of the original floor area established at 324 sq metres. The revised design, which includes a new basement level means the floor area visible above ground is 483 metres i.e. 3 metres less than the maximum allowed under current Green Belt rules. Furthermore one of the planning conditions requires the applicants to submit details of tree protection measures for the remaining trees on site during construction of the new build. This news was welcomed by Councillors.

7. Accounts

- i) Receipts and Payments for January 2019

Receipts

£6.83 Interest on deposit account up to 5th January

Cheques for Approval

None

BACS Payments for Approval

0176	Newstead Centre	45.00	Room hire costs for January Council meeting.
0177	Gedling Borough Council	£201.00	Decoration of the Christmas tree plus subsequent disposal.
0178	R Butler	£20.00	Chairman's Allowance - January
0179	Mrs J Johnson	£405.25	Clerk's wages for January
0180	Notts County Council	£137.22	Pension Contributions for Clerk inc deficit contributions
0181	Mrs J Johnson	£125.32	Clerk's expenses includes full set of ink cartridges
			Postage/Other £114.17
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£3.15</u>
			TOTAL <u>£125.32</u>
0182	Newstead Centre	£39.00	Room Hire Costs for precept meeting.

The payments were then approved by the Council as stated.

ii) To Consider Grants Applications - None.

iii) Any Other Matters Relating to Finance - None

8. Review of Newstead Parish Council's Social Media Policy '

As agreed at the last meeting, Cllr Moore had rewritten the existing social media policy and this had been circulated to members for comment prior to the meeting. Many Cllrs felt that the overall policy was much clearer and far more easily understood than the original policy, which was considered too wordy and did not take into consideration the newer platforms of social media. Some discussion was held by the Council as to whether the revised policy should incorporate the Parish Council's response to communications received, which were deemed offensive. Cllr Moore felt that to make any further inclusions to the policy would dilute the intent of the policy, which was primarily about outward communication from the Council. A parishioner might send in a response in language which might be considered offensive, but make a good point. The onus was on the Council and individual members to respond according to the guidelines set out in the policy and not cause offense. Cllr Andrews felt this made sense. The Council therefore agreed to adopt the Social Media Policy as circulated without further amendment. Cllr Moore was thanked for the work undertaken on this policy.

9. The Lengthman's Scheme

No further work proposed where it was noted that there was already a backlog of outstanding jobs.

10. Matters Concerning Newstead Village

10.1 Skate Park Proposals - Unfortunately there was no progress to report where the Newstead Locality Co-ordinator remained absent from work due to family illness.

10.2 Lamp Post Poppies and VE Day Celebrations - A communication had been passed on from the Newstead Locality Co-ordinator which had originated from the RBL regarding the supply of lamp post poppies for the forthcoming

75th anniversary of VE/VJ day celebrations which she felt the village should support. Some discussion were held and opinions were mixed as to whether poppies strewn around the lamp posts was the best way to celebrate VE Day, these traditionally being a symbol to 'the Fallen', In any event, it was noted that the poppies could be displayed during Armistice, but if ordered nearer the time, supplies of these type of poppies could run out. At a suggested donation of £3 per poppy, it was agreed by the Council to purchase 30 lamp post poppies. Cllr Burnham asked if this was 'in addition to' or 'instead of' the wreaths and donation usually sent to the RBL, when it was confirmed the intention was to send for these as usual.

- 10.3 Bin Emptying at 'The Pit' - Cllr Read reported that following construction of disabled access to 'The Pit', she was aware that the owner was having issues with collection of trade waste from the same, where some difficulty was being encountered in getting this waste to the collection point along the newly created path. The Council was asked if there was anything that could be done to assist the owner in her dealings with Gedling Borough Council and it was agreed the Clerk would make enquiries with the owner.
- 10.4 Annesley Forest Boundary - It was reported that following logging, a number of posts in Annesley Woods had been knocked down from the track opposite the skate park. It was agreed to letter be sent the Forestry Commission requesting reinstatement of these posts.
- 10.5 Street Light outside Youth Centre - The Clerk advised that following the precept meeting it had been reported by Cllr Bruch that the light outside the Youth Centre had now failed completely. The Clerk had instructed VIA to carry out the repair and confirmed that as this was on land owned by the Newstead Centre, the Parish Council had agreed to pick up the cost of repair. It was explained that over Christmas an earlier decision had been made by the Council to pay for the cost of repairing two other lights on the same service road (not required subsequently) and as such the Clerk had authorised the work to proceed.

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

- 11.1 Station Ave - Several more potholes were reported on Station Ave in the vicinity of Poets Corner,
- 11.2 Meeting with Newstead Abbey Management - Cllr Burnham advised he had been trying to arrange a meeting with the management at the Abbey for members representing the Abbey Ward.

12. **Correspondence**

- 12.1 Gedling Lotto - Attention was drawn to the new 'Gedling Lotto' established by Gedling Borough Council which was now looking for good causes to sign up as potential beneficiaries of this funding? The Clerk advised this information had already been sent to the Newstead Centre, CAST and Lorraine Horrocks at 'The Pit'. A launch event for the new lotto would be held at the Richard Herrod Centre on Wednesday 26 February 2020.

13. **Planning Applications**

None

14. **Reports from External Meetings**

None

15. **Cemetery Issues**

- 15.1 Fence at the Old Cemetery - Cllr Burnham asked if any action had been taken regarding a broken rail on the post and rail fence at the Old Cemetery to which the response was no action had yet been taken.

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

None

17. **Date of Next Meeting.**

The next meeting of the Parish Council will be held on Wednesday 4th March 2020

NEWSTEAD PARISH COUNCIL
Minutes of the Parish Council Meeting
held in the Sherwood Room of
Newstead Centre on Wednesday 4th March 2020 at 7.30pm

1. **Present:** Cllrs: Mr R Butler (Chairman), Ms E Astill, Mr P Burnham, Mr E Hardy, Mr T Moore, Ms J Payne, Mr P Bruch and Ms S Read. Also attending were Borough Cllr Mr Martin Smith and Reverend Hazel Robinson.
2. **Apologies for absence:**
Cllr Mrs P Andrews (family illness), Cllr S Murray (work) and County Cllr Mr C Barnfather.
3. **Declaration of Personal and Prejudicial Interests**
Cllr Butler declared an interest in Newstead Youth Club as the Treasurer of this committee.
4. **Approval of the Minutes**
Precept Meeting Held on the 22nd January 2020
The minutes of the precept meeting were approved and signed by the Chairman
Parish Council Meeting held on the 5th February 2020
Subject to the following correction - the omission of Cllr Astill from those present - the minutes of the 5 February were approved and signed by the Chairman.
5. **Matters Arising from the Minutes**
Precept Meeting
 - 5.1 Due to differences in rounding, the cost to a band D taxpayer of Newstead Parish Council will increase by 1p per annum from £43.52 to £43.53
Council meeting 5th February 2020
 - 5.2 **Address by Laura Burrows** - Report received and circulated to Cllrs.
 - 5.3 **Address by Police Inspector Chris Pearson** - Cllr Burnham advised that unfortunately the weather on the day of the proposed patch walk was appalling, which resulted in the Police driving around the village instead.
 - 5.4 **Meeting with Mark Spencer** - The replacement of the pitted post has now been carried out.
 - 5.5 **Flytipping in the Car park** - No Tipping/CCTV signs now ordered. Site meeting held with Mark Guy, Notts CC to agree position of sign at Vicarage Corner.
 - 5.6 **Cemetery Wall** - The contractor has advised there may be a delay in the start time for the work as a result of ongoing family illness.
 - 5.7 **Dog Fouling** - The Council's Facebook page has been updated by Cllr Jenna Payne to include links to report owners who fail to pick up, and who also arranged for additional posters to be displayed in village. Contact has been made with Charlotte Chubb, Neighbourhood Warden, who has acknowledged the Council's contribution of £100 towards additional posters and is to look at appropriate banners/signs. In addition, a leaflet drop had been undertaken by Charlotte and her colleagues to every household in Newstead Village on the penalties for failing to pick up. Cllr Astill confirmed that she herself had been stopped by the Neighbourhood Wardens, whilst walking her dog, who asked if she was carrying a dog poo bag. The Council applauded the proactive stance which had been taken by the wardens on this issue and it was agreed that a letter of thanks be sent to Charlotte on behalf of the Council for her actions on this matter.
 - 5.8 **Litter on Hazleford Way** - A request has been sent to Gedling BC for the installation of two litterbins on Hazleford Way. Nothing heard as yet. Cllr Astill drew attention to a message sent to the Council's Facebook page from member of Annesley Parish Council whereby human excrement had been found on the verge on Hazleford Way. It was agreed this was associated with the road being used as an overnight stop and that a request would be made to the relevant authorities for a 'No parking' sign.

- 5.9 Newsletter - Cllr Burnham advised that copies of the final version of the newsletter were now at his house pending delivery to residents of the Abbey.
- 5.10 Review of Council's Social Media Policy - PDF final version received from Cllr Moore and is now displayed on Council's web page.
- 5.11 Lamp post poppies - These have been ordered and delivered to the Clerk's home.
- 5.12 Bin Emptying at 'the Pit' - Contact made with Lorraine Horrocks but assistance not required as this and other matters relating to the lease of the building are being followed up by Cllr Chris Barnfather.
- 5.13 Station Ave - The potholes outside Poets Corner have now been filled. The Clerk also advised that whilst collecting a replacement gate pass direct from the Abbey, she also discussed with Jonathon Brown what was happening to prevent further flooding under the former railway bridge on Station Ave. He confirmed there were no plans by the Nottm City Council at the present time to do anything further other than to keep the situation monitored. The Clerk was advised that work undertaken by the Coal Authority to the former railway bridge had led to a blockage of the drains which were subsequently cleared. Following very heavy rain brought about by Storm Dennis over the weekend of the 15th/16th February, staff had been immediately dispatched to check on whether the drains were operating correctly (which they were) and there was no repeat problem in terms of flooding under the bridge. The Clerk also advised she herself had checked the position, where although there were numerous signs of water run-off from the adjacent land on Vicarage Corner, no flooding was observed under the bridge and the drain was operating as it should.
- 5.14 Meeting with Newstead Abbey Management - Cllr Burnham advised this has now been arranged on Friday 13th March starting at 2pm in the Abbey. Other members of the Council were also invited to attend.
- 5.15 First Aid Training - A defibrillator has been installed on the wall outside Cornerstone House and Cllrs had been invited to a training session held by CAST at the Newstead Centre on Friday 28th February. Unfortunately no one from the council was able to attend. The Clerk then discussed the content of the First Aid training to be offered to the public in which she advised the course chosen would not include the use of a defibrillator but was more focused on first aid in the workplace. Cllrs felt that use of the defibrillator should be self explanatory with spoken instructions to come from Ambulance Service at the time of use. Saturday was the best time for persons to attend the course and it was agreed that a choice of dates in May would be sent out to interested persons, together with an instruction to tick the preferred date for the training to be held.

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

The Reverend Hazel Robinson addressed the Council on the need to carry out work to St Mary's Church in order to make this waterproof and secure, which primarily involved replacement of the existing church windows. Discussions had been held with the Planning Department at Gedling BC where there had been some ambiguity as to whether full planning permission was required for replacement of the windows. In addition a faculty would also be required from the diocese in Southwell. Reverend Robinson thanked Cllr Martin for time spent dealing with the Planning Department, where it had been subsequently confirmed only building regs were required, and also in respect of funds towards these costs. She then advised that in terms of the faculty required, the board meets on the 9th March to begin the process, which then includes a 28 day notice period before the faculty is finally granted. She explained that in terms of replacing the windows, she was looking at UPVC. She also had further concerns regarding the church roof, which would need attention in future. Whilst addressing the Council, Reverend Robinson also wished to flag up the subject of the community hall at the side of the Church, which was also in a state of disrepair. Looking into the future, she did not feel there was any need to retain the hall and it was hoped to sell the land on which it stood to provide funds towards the upkeep of the church itself. She then appealed to the Council for ideas on the best use of this land for the community and would warmly welcome any suggestions from either the Council or the wider community.

Following her address Reverend Robinson then left the meeting and the meeting reopened.

6. Accounts

i) Receipts and Payments for February 2020

Receipts

£6.83 Interest on deposit account up to 4th February

Cheques for Approval

None

BACS Payments for Approval

0183	Newstead Centre	£45.00	Room hire costs for February Council meeting.
0184	Notts. Association of Local Councils	£ 217.26	Annual Subscription for NALC
0185	The RBL Poppy Appeal	£90.00	Supply of lamp post poppies
0186	R Butler	£20.00	Chairman's Allowance - February
0187	Mrs J Johnson	£413.42	Clerk's wages for February inc 1 hours overtime for new burial.
0188	Notts County Council	£137.22	Pension Contributions for Clerk inc deficit contributions
0189	Mrs J Johnson	£ 32.40	Clerk's expenses
			Postage/Other £14.50
			Tel/Broadband £8.00
			Mobile Calls Nil
			Mileage <u>£9.90</u>
			TOTAL <u>£32.40</u>

The payments were then approved by the Council as stated.

- ii) To Update the Risk Assessment - A copy of the proposed changes to the risk assessment had been circulated with the agenda NB highlighted in red. It was proposed by Cllr Read and seconded by Cllr Burnham that the Council accepts the changes to the Risk Register as recommended by the Clerk and this was agreed by the remainder of the Council.
- iii) To Appoint the Internal Auditor - It was recommended that Barrie Woodcock, former financial advisor to the Society of Local Council Clerks is again instructed to carry out the internal audit of the council's accounts for 2019/2020, although it was noted that there would be a small increase in his hourly rate. This was agreed.
- iv) Any Other Matters Relating to Finance - None

7. The Lengthman's Scheme

The following work was put forward by Cllrs to be undertaken by the lengthman:

- Cutting back of allotment hedge next to the school
- Tidy up/cutting back of bushes in the raised embankment between the factories off Hazleford Way and Chatsworth/Foundry Terrace
- Litter pick of the footpaths between Foundry Terrace and Hazleford Way.

8. Adoption of a Safeguarding Policy'

A proposed safeguarding policy had been circulated to Cllrs prior to the meeting. No further alterations to the policy were suggested by Councillors and it was agreed to adopt the policy in the form as circulated.

9. Matters Concerning Newstead Village

- 9.1 Chip Shop on Tilford Road - Cllr Hardy advised that new owners of the chip shop is to fence off the yard to the rear of the shop and would be re-opened for business on 1st May.
- 9.2 Faulty Street Light - The street light closest to the Sure start building was reported as not working.
- 9.3 Caravan - The owner of the caravan 'abandoned' on the service road near to the small children's play area had been traced by Gedling BC, who despite asking the owner to clean up the same had failed to do so. It was agreed that as the owner of the land in question, it was not acceptable that Gedling BC continue to allow what has become an 'eyesore' to be parked on its land. It was agreed that a letter be sent to Gedling BC requesting that the caravan is removed.
- 9.4 Access from side of Cornerstone House - Cllrs complained regarding poor visibility when turning right from the junction adjacent Cornerstone House. This was in part due to the presence of mini buses driven by CAST being parked on Tilford Road just below Cornerstone House and the use of yellow lines around this junction was discussed. The Clerk confirmed that such a request had been made previously by the Council to Highways and this had been refused on the grounds of cost. It was noted by Cllr Moore that the situation was not helped by the distinct lack of road markings in the vicinity of this junction and it was agreed to ask Highways to look at renewing road marking at this junction.
- 9.5 Resurfacing of Service Road between Tilford Road/ Chapel Terrace and Stonehouse Terrace - It was noted that the condition of this road had deteriorated over time and now required resurfacing.
- 9.6 Consultation on Removal of Public Pay Phone - Correspondence had been received from Gedling Borough Council regarding the proposed removal of a number of public payphones by BT including the payphone situated on Fraser Street. Although records had indicated the pay phone had been used to make a total of 98 calls over the last year, this was received with some scepticism by Councillors who were surprised at this level of calls recorded and concluded this was more likely to be in connection with crime rather than genuine calls as such. It was therefore agreed no objections would be raised to the removal of the payphone provided that BT also removed the kiosk at the same time.
- 9.7 Skate Park Proposals - The Clerk reminded the Council that the Annual Wind Turbine Levy due from RCAN had not yet been allocated to any particular project by the Council and asked that this levy be allocated to the proposed improvements to the skate park. This was agreed by the Council. The Clerk also reported that with the excessive rain which had fallen over the past month, the 'lake' at the bottom of the main ramp had reappeared despite a drainage scheme being installed some two years ago which appeared to resolve this problem. The Clerk reported she had been told by children playing on the skate park that other children had filled the drainage channel with stones. It was agreed to investigate the problem.

10. Matters concerning Newstead Abbey Park.

- 10.1 Station Ave - A large quantity of water had been noted on Station Ave alongside the sports pitch coming off the playing field itself. It was noted that the drains alongside the field appeared to be full of silt and it was agreed to ask Gedling Borough Council, who is responsible for this section of the Station Ave, to look at these.
- 10.2 Work on Former Coal Stocking Yards - Cllr Burnham reported that a work party had been organised on the former coal stocking yards by Nic Crouch of the Notts County Council, when some 20 volunteers had cut back and had tidied up the site in order to make the environment more attractive to butterflies .

11. Correspondence

- 11.1 Trentbarton Together - It was agreed that details of this scheme would be passed to the school and also the Sports Club.
- 11.2 Miner2 Major Landscape Partnership Team - The parish council has received notification from a new body which had been established to promote Sherwood Forest and is funded by a grant from the National Heritage Lottery. This included the provision of and distribution of small grants to deliver local projects within the Sherwood Forest area. The Clerk suggested that a scheme which would involve the removal of the existing post and wire boundary fence along Hucknall Road from west of the bus shelter opposite Musters Road to Hazleford Way, which had already been damaged in several parts, looked unsightly and no longer served any particularly function . Also

required was a general tidy up of the areas which sit behind the fence which had been blighted by discarded litter and other bits of detritus and it was suggested the Partnership be approached to discuss improvements to this area.

12. **Planning Applications**

None

13. **Reports from External Meetings**

Allotment Association - Cllr Astill advised that a work day would be held next Saturday on the allotments.

14. **Cemetery Issues**

None

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

Cllr Astill drew attention to fundraising efforts of a family in the village with a desperately sick child. Whilst it was confirmed that the Council was unable to provide a donation in aid of the child concerned, it was agreed the Council could assist publicising the fund raising event to be held and these details would be added to the Council's Facebook page by Cllr Astill

16. **Date of Next Meeting.**

The next meeting of the Parish Council will be held on Wednesday 1st April which will be the Annual Parish Meeting starting at 7pm followed by the usual council meeting.