

East Bridgford Parish Council**Minutes of the Meeting held on Monday 8th May 2017 at 7.30 pm in the Methodist Chapel**

Present: Cllr P Clarke (Chairman), Cllrs D Atkins, P Bancroft, N Hall, R Hunt, D Meylan, T Norman, T Strutt, J Turner

Also present: Mrs J Barlow (Clerk); Borough Cllr N Lawrence; Mr E Temple (Deputy Clerk), Mrs J Molineaux (Minute Secretary)
Mr Clive Turner, resident

2017/109	To make Declarations of Interest
	Cllr Atkins on matters relating to the Community Plan & Springdale Wood; Cllr Clarke as an Officer of the Bowls Club; Cllr Hunt on matters relating to the Wharf and the Marina; Cllr Norman on matters relating to Fraser Brown Solicitors; Cllr Strutt on matters relating to the Academy.
2017/110	Apologies for Absence
	None
	The Chairman adjourned the meeting and brought forward Public Comment.
2017/113	To receive Public Comment
2017/113.1	Mr Clive Turner referred to a conversation with Cllr Hall in November 2016 over his concern that the new lease arrangements would severely restrict activities on Butt Field. He brought the Council's attention to the wording of the Sports Club's constitution which allows for the four existing sporting activities with no obligation to arrange others.
	The Chairman brought forward item 2017/117
2017/117	To discuss matters relating to the Playing Field
2017/117.1	The Deputy Clerk confirmed that the leases for the Pavilion, tennis and bowls areas have been completed but are not yet registered. The Playing Field purchase has been delayed due to General Election matters holding up the Secretary of State decision. The lease precludes golf and archery, but lists 15 named sports, and makes provision for other activities to be organised as required.
2017/117.2	Cllrs Hall and Turner attended the Sports Club meeting. They intend to operate a traffic light system to assess risks relating requests to use the field. The Academy may be able to offer fire risk assessment training.
2017/117.3	It was reported that a model helicopter recently became lodged in a tree on Butt Field – such items could present a danger. Action: Clerk to make enquires with NALC as to whether Notice Board text prohibiting "inherently dangers activity" is sufficient
2017/117.4	It was reported that Mark Walton is providing quotes for grass cutting – it was agreed to roll over the current arrangements until the Parish Council obtains the freehold when it will need reviewing
2017/117.5	It was reported that the Zorb event went very well, although there was one complaint about the noise, which was dealt with on the day by Cllr Bancroft.
2017/111	To consider the Minutes of the meetings held on 27 March and 3 April 2017 and when approved to sign them as a correct record
	It was proposed that both sets of the Minutes be approved and signed and all in favour.
2017/112	To receive reports on matters arising from the minutes and answer questions from Councillors.
2017/112.1	Re 86.2 – there had been no response to the Clerk's letter to the Police
2017/112.2	Re 51.6 – Brunts Lane tree – still awaiting outcome from Diocese
2017/112.3	Re 91.1 – the grass cutting round the tennis courts has now been completed
2017/112.4	Re 96 – footpath leaflets have now been reprinted and are with Cllr Hall to distribute to Chris Henwood, Post Office, Paper Shop etc
2017/112.5	Re 107.1 – hedge at 1a Browns Lane – Action: Clerk to review letter and send.
2017/112.6	Hedge letters also to be sent to properties at top of College Street, the Old Chapel, Corner of Cross Lane/Main Street, corner of Cross Lane/Closes Side lane. Action: Clerk to send hedge letters
2017/112.7	Cllr Hall requested a No Cycling sign for the WI Hut/Kneeton road twitchel – advised to contact NCC main switchboard
2017/112.8	Re 78 – The Council's responses to the consultation about the green belt have been published on the village website.
2017/114	To receive the Chairman's Report
	The Chairman had circulated his report (see Appendix). Action: Cllrs Clarke, Bancroft and Hall to inspect the tree with damage in the play area.

	Action: Clerk to write letter of thanks to Tony Beresford for painting the telephone box
2017/115	<p>To consider and make recommendations on planning applications and receive RBC decisions See Appendix for full report. <u>17/00758/FUL</u>- Mr J Farrington, 6 College Street NG13 8LE Construction of dwelling Objection was made on the impact to the Conservation Area by virtue of the impact on the location of the property within the site, loss of open space and the principle of infill development. There was also concern that the proposed development would have an overbearing impact on neighbouring properties. A more contemporary approach and imaginative scheme could have secured an active improvement to the character of the area. <u>17/00861/FUL</u> - Mr Kevin Booth, 4 Dovecote Close NG13 8PR Erect 1m high wall with additional 1m high fence to boundary to replace existing fence and hedge. Objection on the ground that it is inappropriate to the rural scene in a Conservation Area.</p>
2017/116	Finance
2017/116.1	To receive the Statement of Account to 3 May 2017
2017/116.2	To approve and sign the Schedule of Payments: It was proposed that the Schedule of Payments be approved and signed, seconded and all in favour.
2017/116.3	To sign cheques for invoices due for payment.
2017/116.4	To receive the RFO's report: The End of Year PAYE return has been made, and Internal Report completed. It was agreed that the Tangle logs payment can now be released.
2017/116.5	<p>To review the systems of internal controls to ensure they are effective and to approve and sign the Annual Governance Statement The systems of internal control were discussed and the Annual Governance Statement was read out by the Clerk. It was proposed that the Annual Governance Statement was signed by the Chairman, seconded and all in favour. It was agreed that as part of the staff appraisal process a review of standing orders/policies will be considered and prioritised</p>
2017/116.6	<p>To receive, approve and sign the Financial Statement of Account for the year ended 31 March 2017, also to complete and sign the Accounting Statements on the Annual Return It was proposed that the Financial Statement of Account was signed by the Chairman, seconded and all in favour.</p>
2017/118	<p>To discuss any matters arising with regard to the Pavilion and the extension Cllr. Turner was thanked for working with the Sports Club to ensure that their process for selecting a managing consultant for the extension project follows any possible statutory requirements. It is not yet clear how the issue of VAT will apply to the project and clarification is being sought. Cllr. Clarke, while declaring his interest as an officer of the Bowls Club, suggested that the Council note the arrangements for the appointment of a managing consultant, and support the Sports Club in proceeding with the project at its own financial risk. In relation to a question asked in public comment, it is correct to say that there is a limited list of permitted sports on Butt Close, but the terms of the lease allow for this to be varied. The Sports Club constitution is such that variations to this list are possible, for example, lacrosse was added to the list at the request of the Academy, which is a full member of the Sports Club.</p>
2017/119	To receive a report on the play area and consider quotations for any remedial work required
2017/119.1	Cllr Bancroft reported that Streetwise have conducted the quarterly inspection which highlighted certain items which need addressing before the ROSPA inspection. It was proposed to authorise £571.35 all outstanding repairs to logs, fencing repairs, spinner, further repairs to wooden beam. Seconded and all in favour. The decking still needs to be repaired and stained.
2017/119.2	Cllr Turner reported that he is in touch with NT Killingley. Cllrs Turner and Bancroft to liaise re compiling full report. Action: Cllrs Turner and Bancroft
2017/120	To consider the vacancy on the Parish Council to be filled by co-option and agree and adopt the co-option policy
	It was proposed to agree and adopt the co-option policy. Seconded and all in favour. It was noted that there had been no applications thus far – the deadline is 22 May.

2917/121	To consider the request to hold the 2017 Horticultural Show on Butt Field
	It was proposed to approve the request to hold the 2017 Horticultural Show on Butt Field. Seconded and all in favour.
2017/122	To discuss preparations for the Best Kept Village Competition
	Papers relating to the competition had been circulated. Initial judging takes place between 5 th and 23 rd June. It was agreed to hold a clean-up day on Saturday 20 May. Cllr Clarke to mention in his village magazine report. A flyer was suggested to be emailed from school to parents. It was noted that the sponsors, Wilkinsons and CPRE should be acknowledged in publicity. It was agreed that the former Reindeer pub site be excluded from the judging and that the judges are notified about the extension work taking place at the Academy. Action Clerk to request a collection of rubbish from RBC.
2017/123	To consider the quotation for costs of printing envelopes for the Village Welcome pack
	Cllr Atkins has quotes for the cost of the printing which is from Primeprint, Newark - is 250 C4 peel&seal envelopes printed black for £56 +VAT It was proposed to authorise the printing of the envelopes, seconded and all in favour.
2017/124	To consider matters arising from the review of parish documents to include mowing of the field, the Wharf Registration and insurance items
	Land registration – solicitors are continuing to advise re the Wharf track.
	Cllr Lawrence left the meeting
2017/125	To consider matters relating to the water discharge from the bank above the Marina access track
	Nothing additional to report
2017/126	To receive a report on matters on the monthly list of outstanding issues
	Nothing additional to report The matter of the five-year consultation on the dualling of the A46 will be put on the June agenda.
2017/127	To consider whether there are any consultation issues arising from the agenda
	Nothing to report
2017/128	To consider whether there are any insurance/risk assessment issues arising from the agenda
	Deputy Clerk to complete risk assessment for village clean-up event. It was suggested that a standard process be established for dealing with requests to hold events on Parish owned property, like the pop-up café at Springdale Wood, to include a proforma letter giving consent on condition that a risk assessment has been completed and suitable insurance is in place Action: Deputy Clerk to progress
2017/129	To receive reports from committees
	None
2017/130	To receive and consider reports from the Clerk
	Nothing additional
2017/131	To receive matters for report
2017/131.1	Cllr Atkins reported an unstable and potentially dangerous fence around the bins in the car park. Action: Clerk to mention to RBC in context of Best Kept Village Competition
2017/131.2	Cllr Atkins sought approval for the purchase of 1 ton of crushed gravel for the car park indentations - approved
2017/131.3	Cllr Atkins extended invitations to the Nottingham Building Presentation Trust lunch event on 2 June, and the Notts Historic Churches Trust event at East Bridgford Hill on 16 June.
2017/131.4	Cllr Bancroft reported that East Bridgford Neighbourhood Watch are seeking a new Treasurer, as the current Treasurer is leaving.
2017/131.5	Cllr Norman reported that the Village Hall Committee is considering whether or not to get the more expensive external defibrillator, and asked whether the Parish Council would be willing to contribute. It was suggested that the new County Councillor, Cllr Purdue-Horan is approached.
2017/131.6	Cllr Strutt had received two complaints – one regarding the hedge at the Rectory – Action Clerk to send hedge letter

2017/131.7	The second complaint was regarding children using Springdale Wood as part of a cycle track they have built. Action: Clerk to contact The Friends of Springdale Wood to inform them and to request that they secure the boundary.
2017/132	Correspondence for information only
	As circulated to Cllrs prior to the meeting. The correspondence regarding affordable housing in East Bridgford is deferred until the next meeting.
	There being no further business the meeting closed at 9.55pm

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Chairman

Date:

East Bridgford Parish Council

Appendix to the Minutes held on Monday 8 May 2017 at 7.30pm in the Methodist Chapel

Item 2017/114 Chairman's Report

Tree Survey

There are a number of recommended works which need early action. A summary will be made available for the meeting. The Clerk has reported that a tree surgeon has been tasked by the Church Commissioners to deal with the urgent one by Bridgford Street, so an update is awaited on that one.

Best Kept Village

With the decision to enter the above, it has been suggested that the PC organise a 'clean-up' weekend session along the lines of the national one held in March which for various reasons did not take place in East Bridgford. If the Council agrees, a date needs to be identified and other organisations approached to assist.

Tony Beresford has kindly agreed to paint the telephone box. The paint needed to do this was donated a couple of years ago and stored ready for this purpose.

Sports Club Pavilion Extension

The Sports Club is in the process of selecting a consultant to complete the design process, produce tenders and manage contracts. This process has been monitored to check that it meets the Council's criteria for best value and details will be available at the meeting. Subject to sufficient funds being available from the applications for grant aid being made, and in view of the extension being part of the pavilion and hence in the Council's ownership, the Council is being asked to agree to entering into the contracts at the appropriate time. This will have implications for the work load of the Clerk.

Officers' duties appraisals

This process needs to begin this month. A group of three would be ideal which would then produce recommendations for the Council to consider

Item 2017/115 – Planning

REPORT on planning applications as at 2 May 2017

Where it states "permission granted" it may be approved subject to conditions.

PLANNING APPLICATIONS RECEIVED in April

17/00758/FUL

Mr J Farrington, 6 College Street NG13 8LE

Construction of dwelling

Objection was made on the impact to the Conservation Area by virtue of the impact on the location of the property within the site, loss of open space and the principle of infill development. There was also concern that the proposed development would have an overbearing impact on neighbouring properties. A more contemporary approach and imaginative scheme could have secured an active improvement to the character of the area.

17/00861/FUL

Mr Kevin Booth, 4 Dovecote Close NG13 8PR

Erect 1m high wall with additional 1m high fence to boundary to replace existing fence and hedge.

Objection on the ground that it is inappropriate to the rural scene in a Conservation Area.

Decisions yet to be made by RBC on the following

APP/P3040/W/17/3169170

Mr Robert Shaw, The Old Hall, Kneeton Road, NG13 8PG

Proposed new dwelling within the grounds of the Old Hall following removal of swimming pool.

Appeal filed against refusal of planning permission, application 16/01817/FUL.

Decisions made by RBC on the following in April

17/00534/FUL

Mr Edward Tarbatt, Bry Sjak, Fosse Way, NG13 8LA

Change of use of existing dwelling to proposed veterinary practice.

Permission granted

17/00137/FUL

Rev O Learmont, St Peter's Church, Kirk Hill, NG13 8PE

New glass doors to the South Porch.

Permission granted

17/00144/FUL

Mr and Mrs Perkins of Aslockton NG13 9AZ dated 21 December
Reindeer Inn building NG13 8PH
Demolition of existing outbuildings

Permission granted

17/00346/FUL

Mr Nick Murphy, Pilgrims Return, 3 Manor Rise, NG13 8PX
Lean-to greenhouse

Permission granted

17/00487/GDOTEL

CTIL, Telefonica UK and Vodaphone.

Land at Springdale Lane, on the right hand side, going towards the old Fosse near the sewage pumping station.

1 lattice tower of 12m with 6 antennae, two 0.3m dishes, 4 equipment cabinets, and ancillary development within a 5.5m x 5.5m compound.

Telecoms permitted development.

17/00489/FUL and 17/00165/FUL

Mr Malcolm Armstrong, 4 Trent Lane NG13 8PF

Demolition/removal of boundary wall. Add two five bar gates and one pedestrian gate, dropped kerb to facilitate wider access.

Permission granted

17/00462/FUL

Mr Sean Cook, 21 Farm Close NG13 8LN

Single and two storey rear extension

Permission granted

17/00251/FUL

Mr William Dudill, , 18 Main Street NG13 8PA.

First floor and single storey rear extensions.

Permission granted

17/00597/FUL

Mrs Molly Wood, 25 Main Street, NG13 8PA

Refurbish existing outbuilding and extend to create annex (re-submission)

Permission granted

17/02981/FUL

Mr and Mrs Perkins of Aslockton NG13 9AZ dated 21 December

Reindeer Inn building NG13 8PH

Change of use of public house to residential dwelling, proposed external alterations, and demolition of existing outbuildings.

Permission granted

16/03015/FUL

Mr A Bouch, East Bridgford Business Park, Kneeton Road NG13 8PJ

Construction of a two storey building to comprise 5 storage/distribution units and 5 office units with associated access, parking, soft landscaping and means of enclosure. The area proposed is at the public highway/ side of the Park.

Permission granted

16/02405/FUL

Mr Brian Crossland, Mill Heyes Farm, Closes Side Lane, NG13 8NA

Retention of mobile home/ chalet for occupation by an agricultural worker. To extend current permission 13/00068/FUL.

Permission granted.

Item 2017/116 – Finance

<u>MEETING OF EAST BRIDGFORD PARISH COUNCIL TO BE HELD ON 8 MAY 2017</u>				
<u>CLERK'S FINANCIAL REPORT</u>				
Statement of acc:		at	03/05/2017	
Balances :				£
Bank of Scotland current ac				55877.19
				55877.19
* Note:				
Of total funds, reserve for maintenance of village heritage assets:				
b/f	25/09/2014	£	500.00	re 2014/15
transfers in / out	30/09/2015		500.00	re 2015/16
transfers in / out	29/09/2016		500.00	re 2016/17
c/f	03/05/2017		1500.00	
Summary of receipts and payments				
<u>Receipts</u>	01/04/2017	to	03/05/2017	
<u>Accounts heading:</u>			<u>Description</u>	£
Allotment rent and land			Wayleave	13.63
Allotment rent and land			Allotment rent	20.00
Precept			Precept	18407.50
				18441.13
Supplementary Payments - April 17				
<u>Accounts heading:</u>			<u>Description</u>	£
Playing fields and Pavilion			Field Maintenance qtrs 3 and 4	1614.96
Allotments			Return deposit and pro-rata rent	28.33
				1643.29
Payments - May 2017				
<u>Accounts heading:</u>			<u>Description</u>	£
Management expenses			Stamps	6.72
Management expenses			Stationary	4.00
Premises Hire			Room hire for PC meetings Jan - April 17 incl	116.00
Pavilion Fire and Rebuild			Release of retention on final certificate	4922.20
Maintenance of equipment			Defibrillator battery and electrodes	354.00
Section 137 payments			Best Kept Village Competition entry fee	6.00
Grants, donations and Miscellaneous			Contribution towards costs of village magazine	400.00
Management expenses			Phone bill - parish line	66.83
Management expenses			Internal auditor travel expenses	27.00
Staff costs			Salaries April 2017	774.01
Casual Labour			Labour and litter collection	350.00
Open spaces			Works to trees and bench repairs	325.00
Premises Hire			Room hire - APM	40.00
Management expenses			Barrier tape	13.45
				7405.21
Signed		Chairman EBPC		Dated
Signed		Clerk & RFO		Dated

Item 2017/126 – Outstanding issues

Date	Issue	Discussion – May 2017
October 08	Double yellow lines around the village ~ being reviewed	
	Sports club Lease – being signed	
August 14	52 Kneeton Road Replace Tree - 14/00875TPO ~ Tom Petitt	No update
October 14	Seats to be Re-varnished around Village	To take place over the summer
August 15	Cuttle Hill project –Deferred	
December 15	Improved footpath around Butt Close	
July 16	Water discharge from bank above Marina	
October 16	Community Speedwatch Exercise	
May 2017	five-year consultation on the dualling of the A46	On agenda for June 17