

East Bridgford Parish Council**Minutes of the Meeting held on Tuesday 2 January 2018 at 7.30 pm in the Methodist Chapel**

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

Also present: Borough Cllr N Lawrence, County Cllr F Purdue-Horan
Michele Sharratt (Clerk), Euan Temple (Deputy Clerk), Jess Molineaux (Minuting Secretary)
Peter Cross (Sports Club) and Dot Crawford (Tennis Club)

	The Chairman opened the meeting by welcoming the new Clerk, Michele Sharratt. He thanked Jess and Euan for helping out prior to Michele starting her role, and Jill, the outgoing Clerk for staying on to hand over the role. There was a round of introductions. It was agreed that a letter be sent to Jill to formally thank her for all her hard work and commitment. Action: Clerk
2018/002	Apologies for Absence
	Cllr Stevens, Cllr Verner – both away
2018/001	To make Declarations of Interest in any matter on the agenda. (Where an interest becomes apparent during the course of any discussion, it must be declared at that time.)
	Standing declarations as follows: 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 Stevens on matters relating to the bank above the Marina. It was noted that Cllr Strutt declares an interest in the Village Show and the Horticultural Society as she is now Chairperson. Action: Clerk to record as appropriate
	The Chairman brought forward Item 2018/005
2018/005	To receive Public Comment
	Mrs Crawford and Mr Cross explained that a funding application to Wren requires the Sports Club to apply in conjunction with the Parish Council as the owner of the building. Firstly they requested the Parish Council agrees to work in partnership in regards to this bid. Secondly, there is a shortfall of £7604 in the evidenced match funding required. They requested a letter confirming that the Parish Council is willing put forward this amount, secured against the maintenance fund. There was reassurance that the money itself would not be moved or used.
	The Chairman brought forward Item 2018/010, and stepped back as Chair, due to interest in the Bowls Club. The Deputy Chair, Cllr Strutt, took his place for this item
2018/010	To discuss any matters arising with regard to the Pavilion and the extension
	To consider a request from the Sports Club for the Parish Council to become party to the bid to WREN for part-funding the project.
	Following discussion, it was proposed that the Parish Council puts its name to the bid to Wren for funding for the Pavilion Extension. Seconded and majority in favour with one abstention. Further, it was proposed that the Parish Council provides a letter to the effect that the maintenance fund can be made available as match funding for the purposes of the bid. Seconded and majority in favour with 2 abstentions. Action: Chairman to draft letter and sign on the Council's behalf Cllr Clarke returned to the Chair
2018/003	To consider the Minutes of the Monthly Meeting held on 4 December 2017 and when approved to sign them as a correct record
	Subject to some typographical errors, it was proposed that the Minutes be approved and signed, seconded, and all in favour.
2018/004	To receive reports on matters arising from the minutes and answer questions from Councillors
2018/004.1	Re: 2017/ 282.1 The Chairman had also received a letter from a residents group regarding the planned housing sites
2018/004.2	Re: 2017/285.1 (Planning) – there has been some representation to Councillors from the tenants who use (and pay for) the garages earmarked for housing on Holloway Close. It was noted that the Parish Council was informed at the time the application was discussed at the December meeting, that the garages were not in use by tenants.
2018/004.3	Re 2017/292 – Cllr Strutt has asked the school to apply for a contribution to the Dare project well in advance of the event itself.
2018/006	To receive the Chairman's Report

	The Chairman had circulated his report (see Appendix).
2018/007	Planning
	To consider and make recommendations on planning applications and receive RBC decisions See Appendix for full report <u>17/02873/FUL</u> Jonathan Farrington, "Longlands", 6 College Street NG13 8LE Installation of 2m tall traditional iron gates at entrance to driveway. Objection that security gates like this do not fit into the village ethos <u>17/02975/FUL</u> Mr Brumfitt "Sunnyside Cottage", 77 Kneeton Road NG13 8PH Partial conversion of garage, first floor side extension, front porch and replacement windows. Deferred to Executive Committee, response to the planners by 19 January
2018/008	Finance
2018/008.1	To receive the Statement of Account to 21 December 2017.
2018/008.2	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.
2018/008.3	To sign cheques for invoices due for payment.
2018/008.4	As this was the Clerk's first meeting, there was no RFO's report
2018/009	To discuss matters relating to the Playing Field:
2018/009.1	To approve a lettings policy (to apply prior to transfer of the field ownership)
	It was proposed that the draft lettings policy circulated prior to the meeting is approved. Seconded and all in favour. Cllr Turner reported that the transfer is progressing satisfactorily with recent contact between the Deputy Clerk and the NCC legal team.
2018/011	To receive a report on the play area and consider quotations for any remedial work required
2018/011.1	To consider the purchase of bark in time for installation prior the next annual inspection in the Spring
	Cllr Bancroft gave an update. It was agreed to authorise the purchase of 10 bags of bark for the zip wire and climbing frame areas. These to be stored at the Marina until conditions are right for it to be laid. Cost: £860 for the bark, £202.50 for it to be laid, total £1062.50
2018/012	To consider the results of the consultation about whether to require dogs on Butt Close to be on leads and decide what action to take
	The Chairman had circulated and collated responses on this issue, which included a helpful proposal from two residents to form a community-based group to address the issues without the need to require dogs to be on leads. It was proposed to accept this solution and review the situation over the course of two years. Seconded, and the majority in favour. The Council may wish to offer some additional support, for example additional signage.
2018/013	To discuss action to be taken regarding remedial work required to play area timbers
	The Deputy Clerk gave an update that a copy of the signed contract is still pending from Cracknells, so that Fraser Brown can advise. Action: Cllr Turner to chase Cracknells
2018/014	To consider a request for financial support for the production of the village welcome packs distributed in December
	It was firstly proposed to offer a donation of £100 towards these costs (£678) but this was not seconded. It was subsequently proposed to offer £300, seconded and majority in favour. Action: Clerk to arrange payment
2018/015	To consider the request by the Horticultural Society to hold the Village Show on Butt Close
	It was proposed to allow the Horticultural Society to use the field on the Village Feast weekend 29/30 June 2018 subject to the usual permissions and insurances. Seconded and all in favour with one abstention.
2018/016	To consider the reprinting of the footpath leaflet
	This item was deferred until the February meeting. Action: Clerk to obtain quotes for printing of 1000 copies and add to February agenda
2018/017	To discuss the tender process for the contract for clearing litter etc.
	The current contract with Brian Crossland ends in April 2018. This item was deferred to the Executive Committee Meeting. Action: Clerk for agenda
2018/018	To consider the Data Protection documentation in advance of the GDPR coming into

	force in May 2018
	This item was deferred to the February meeting. Action: Clerk for agenda. The Deputy Clerk noted the advice from NALC that councillors should use a dedicated email address for Parish Council correspondence, rather than their personal email addresses. This will be discussed in February.
2018/019	To consider matters arising from the review of parish documents to include mowing of the field, the Wharf Registration (confidential item) and insurance items
	none
2018/020	To receive a report on matters on the monthly list of outstanding issues
	As circulated prior to the meeting. It was agreed to remove "Improve footpath round Butt Close" from the list. The Chairman gave an update on his correspondence with the Police and Crime Commissioner and other agencies about a trial of a "Smart" Speed Camera which records data. Councillors enquired about the proposed trail of a one-way restriction to Trent Lane – there has been no news on how this will work. Action: Clerk to contact Kendra Hourd at Via (Highways).
2018/021	To consider whether there are any consultation issues arising from the agenda
	Ongoing consultation with NALC regarding GPDR.
2018/022	To consider whether there are any insurance/risk assessment issues arising from the agenda
	The Deputy Clerk has enquired with the Council's insurer as to whether the cover will be updated to take account of the GPDR – this has not yet been resolved.
2018/023	To receive reports from committees
2018/023.1	To set a date for the next Executive Committee
	The Executive Committee meeting will take place on Wednesday 17 January 2018 at 7pm , upstairs at the Methodist Church.
2018/024	To receive and consider reports from the Clerk
	None
2018/025	To receive matters for report
2018/025.1	Cllr Atkins reported flooding on the Kirk Hill corner before the traffic lights – Action: Cllr Atkins to report via NCC
2018/025.2	Cllr Hall reported the Browns Lane sign has been damaged - Action: Cllr Hall to report to NCC/RBC
2018/022.3	Cllr Hunt enquired about the overgrown hedge on Kirk Hill. Action: Clerk to review correspondence to ascertain position with Diocese
2018/025.4	Cllr Hall had attended the DARE event at the School and the Headmaster had thanked the Parish Council for its contribution
2018/025.5	Cllr Hall noted that the shed needs repainting. Action: Cllr Atkins to look back at paperwork to establish the colour and type of paint.
2018/025.6	Cllr Strutt enquired about issues of rubbish on the land by the A46 bridge. Action: Borough Councillor Lawrence to follow up with officers.
2018/025.7	Cllr Purdue-Horan attended a Parish Chairmen's reception at which it was announced that negotiations were underway to develop a new recycling centre within Rushcliffe.
2018/025.8	Cllr Lawrence reported that there had been a Tree Preservation application from the Old Vicarage from the Tree Officer.
2018/026	Correspondence for information only
	As circulated to Cllrs prior to the meeting. NALC have offered additional training on topics by request. The Deputy Clerk offered to do a mini training session on Data Protection in the coming months – deferred to the Executive Committee Meeting It was agreed that the outgoing Clerk's printer should be returned as a Council asset, and passed on to the new Clerk. Information was circulated about a fund available from RBC for improvement to skateparks – it was agreed this was not needed at present.
	There being no further business the meeting closed at 9.35

.....
Chairman

Date:

East Bridgford Parish Council

Appendix to the Minutes held on Tuesday 2 January at 7.30pm in the Methodist Chapel

Item 2018/006 - Chairman's report, January 2018

A Merry Christmas and a Happy New Year to everyone!

Clerk to the Parish Council

A warm welcome to Michele Sharratt who has taken up her post as Clerk, and for whom this will be her first meeting. Michele has been working with Jill on the hand-over arrangements and the Council is grateful to Jill for fitting this in with her new enterprise. Everyone will want to send their thanks and best wishes to Jill for every success in her new venture.

Dogs on Butt Close

Feedback by e-mail has been circulated to Councillors as it has come in, all of which bar one is resistant to the suggestion that dogs should be on leads while on Butt Close. Responses made at the Community Plan meeting are similar. There are many explanations and suggestions to consider in all of these, together with the practicalities involved to which Councillors have been alerted during the consultation period. A separate briefing paper which will seek to address the options available will be circulated.

Christmas Tree Festival

Congratulations to the organisers and contributors to the first Christmas Tree Festival at St. Peter's Church. There was a wide range of trees, including some very clever and innovative ones, reflecting the time and effort which had been put into the event.

Pavilion extension - update

Funding for the extension is dependent upon a number of applications to funding bodies, and it is reported that a substantial proportion of the overall build cost has been secured. There are issues with a major funding stream about which the Sports Club has asked for the urgent attention of the Council. Further details are being sought and these will be circulated in advance of the meeting.

Item 2018/007 - Planning

EAST BRIDGFORD PARISH COUNCIL 28 December 2017

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

PLANNING APPLICATIONS RECEIVED in December

17/02873/FUL

Jonathan Farrington - "Longlands", 6 College Street NG13 8LE

Installation of 2m tall traditional iron gates at entrance to driveway.

Objection that security gates like this do not fit into the village ethos

17/02975/FUL

Mr Brumfitt - "Sunnyside Cottage", 77 Kneeton Road NG13 8PH

Partial conversion of garage, first floor side extension, front porch and replacement windows.

Deferred to Executive Committee, response to the planners by 19 January

Decisions yet to be made by RBC on the following

None

Decisions made

17/02486/FUL

Andrew Gatehouse, South of 55 Holloway Close NG13 8NG

Demolition of existing garages and erection of 5 two storey houses with associated parking

Permission granted

17/02268/FUL

Justin Crocker, Potts Farm, 20 Kneeton Road NG13 8PH

Single storey rear extension

Permission granted

17/02579/TPO

Mrs Pat Pring, 7 Kirk Hill NG13 8PE

Fell Sycamore and reduce Yew by 4m

Permission granted

17/02094/FUL and 17/02016/LBC

Plaza Homes Ltd, Land adjacent to 18 Cherryholt Lane NG13 8LJ and associated landscaping

Plus Demolition of section of wall (Listed Building Consent).

Construction of 2 dwellings with new vehicular access.

Planning permission was granted on 15 December but there was an error on the Decision Notice so a revised Decision Notice has been issued.

17/01761/FUL

Graham Pennick, 32 Browns Lane NG13 8PL

Two storey rear extension

Application withdrawn

Item 2018/020 Outstanding issues

Date	Issue
October 08	Double yellow lines around the village - being reviewed
	Sports club Lease
October 14	Seats to be Re-varnished around Village – in hand
August 15	Cuttle Hill project –Deferred
December 15	Improved footpath around Butt Close – TO BE REMOVED FROM THE LIST
July 16	Water discharge from bank above Marina
October 16	Community Speedwatch Exercise
May 17	Five year consultation on dualling of A46
September 17	Meet Diocese re Kirk Hill hedge/verge maintenance

Item 2018/008 – Finance

MEETING OF EAST BRIDGFORD PARISH COUNCIL TO BE HELD ON 2 JANUARY 2018			
CLERK'S FINANCIAL REPORT			
Statement of account		at	20/12/2017
Balances :			£
Bank of Scotland current ac			48049.63
			48049.63
* 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
transfers in / out	27/09/2017	500.00	re 2017/18
c/f	20/12/2017	2000.00	
Summary of receipts and payments			
Receipts		01/11/17	to 20/12/2017
<u>Accounts heading</u>		<u>Description</u>	£
Grants donations and miscellaneous		Best Kept Village Competition Prize	50.00
Grants donations and miscellaneous		Refund of credit balance on account	2.06
			52.06
Supplementary Payments - December 17			
<u>Accounts heading</u>		<u>Description</u>	£
			0.00
Payments - January 2018			£
<u>Accounts heading</u>		<u>Description</u>	
Playing fields and pavilion		Field Rent - qtr to 28/2/18	87.50
Grants donations and loans		Contribution to DARE programme	500.00
Management expenses		Stamps	6.72
Staff costs		Net salaries	1073.83
Casual Labour/Litter		Casual labour and litter picking	350.00
Staff costs		PAYE/NIC - q/e 31/12/17	744.21
			2762.26
Signed			Chairman EBPC
			Dated
Signed			Clerk & RFO
			Dated