

East Bridgford Parish Council**Minutes of the Meeting held on Monday 1 April 2019 at 7.30 pm in the Methodist Chapel**

Present: Cllrs P Clarke (Chairman), D Atkins, P Bancroft, N Hall, R Hunt, D Meylan, J Riddle, T Strutt, G Stevens, J Turner, M Verner

Also present: County Cllr F Purdue-Horan
Borough Cllr N Lawrence
Anne Chisholm, Clerk
Euan Temple, Deputy Clerk
Jess Molineaux, Minuting Secretary

Residents: Three residents attended for Public Comment

	Before the meeting commenced, a warm welcome was extended to the new Parish Clerk and RFO, Anne Chisholm
2019/080	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 Riddle on matters relating to the Horticultural Society; Cllr Stevens on matters relating to the bank above the Marina, Bridgford Court, the Horticultural Society and the Community Plan; Cllr Strutt on matters relating to the Horticultural Society.
2019/081	Apologies for Absence None
	The Chairman brought forward Item 2019/085
2019/085	To receive Public Comment
2019/085.1	A member of the Sports Club attended for two issues: Firstly to request that the Sports Club management fund (held separately by the Parish Council) can be used to pay for some final elements to the extension which affect the whole building, and for the project management costs Secondly to provide an update regarding the fencing and boundaries for the pavilion site – a new beech hedge will be planted to replace the one removed during the build, with an access gate. A further keypad gate which can also be freely opened from within in case of fire is to be installed on the path leading to the entrance to the courts.
	The Chairman brought forward Item 2019/090
2019/090	To consider the pavilion extension project report form the Secretary of the Sports Club, including the request to access the Maintenance Fund to pay for part of the cost involved in upgrading the pavilion.
	Councillors had received the Pavilion extension project report. Following the request from the Sports Club, it was proposed that the Sports Club be permitted to use the Maintenance fund for the project management costs and final items affecting the whole pavilion. Seconded and all in favour.
	The Chairman brought forward Item 2019/089
2019/089	To discuss matters relating to the Playing Field and Pavilion
	It was reported that Cllr Turner had been in communication with a resident regarding access across this area behind the pavilion, and whether there is a Right of Way. After consultation with the Rushcliffe Borough Council Rights of Way Officer, Cllr Turner has been advised that it does not constitute a Right of Way. It was proposed that the Parish Council supports the Sports Club with their plans to make additional arrangements for securing the area behind the pavilion. Seconded and all in favour. This Item was returned to later in the meeting.
2019/085.2	A member of the Community Plan group attended to reiterate that traffic speed and volume remained a major concern of residents. While the temporary closure of Trent Lane was welcomed, he asked what progress had been made with regard to other traffic initiatives.
	The Chairman brought forward Item 2019/093
2019/093	To receive an update on the proposed Trent Lane traffic scheme
	It was reported that the temporary two-way closure of Trent lane will begin on 3 May. Letters have gone out to residents and businesses on Trent Lane and signage will be installed shortly.
	The Chairman brought forward Item 2019/094
2019/094	To receive an update on other traffic, highways or footpath issues

	It was reported by Cllr Clarke and confirmed by County Cllr Purdue-Horan that several initiatives are being considered by VIA EM for the 2019/20 Notts Highways Programme. These include yellow lines at the crossroads, additional signage on the approach to the bend on Kirk Hill, and a bus stop no parking area outside the Royal Oak.
	The Chairman brought forward 2019/087
2019/087	Planning
	The Deputy Clerk reported that the planning application for the Hydro Plant at the Trent has been passed, with a lengthy list of planning conditions on track maintenance, maintenance of the bank above and below the track, trees, wildlife, water levels, and also on issues around access to the site. Now that planning permission has been granted, the Parish Council is expecting further representation from H2O Power regarding access. It was reported that water is leaking on to Trent Lane once again – this has been reported to Severn Trent. It was agreed that the Deputy Clerk will resume representation with the Environment Agency, Severn Trent and Via EM. Action: Deputy Clerk This item was returned to later in the meeting
2019/082	To provide an update on the appointment of a new clerk/RFO, and to discuss RFO training
	It was recommended that under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1 of Part 1 of Schedule 12(A) of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information. The residents left the meeting. The terms of employment of the new Parish Clerk and RFO had been circulated. It was proposed to accept these terms, seconded and all in favour . Two training opportunities offered by the Society of Local Council Clerks (Cilca) were also agreed at a cost of £350.
2019/083	To consider the Minutes of the Monthly Meeting held on 4 March 2019 and when approved to sign them as a correct record
	It was proposed that the Minutes be approved and signed, seconded, and all in favour . Cllr Atkins commented on the summary nature of the minutes.
2019/084	To receive reports on matters arising from the minutes and answer questions from Councillors
2019/084.1	Re 2019/078.2 – The Chairman has written to the resident at the Old Rectory regarding the overgrown hedge.
2019/086	To receive the Chairman's Report
	The Chairman had circulated his report (see Appendix). With regard to the Tree Warden Scheme – it was reported that RBC have delayed the launch of this scheme until after the elections. It was noted that there is some interest from residents.
2019/087	Continued from earlier in the meeting Planning See Appendix for full report. <u>17/03020/FUL</u> Mr Guy Phoenix (resubmission of design plans) Land North West of Kneeton Road (down by the river), Old Hill Lane . New dwelling with ancillary garage incorporating sustainable building systems and renewable technologies. This also incorporates a notice that this affects a public right of way. It was noted by Cllr Lawrence that RBC has little influence in this applications which comes under a specific part of the Planning Act regarding exceptional and innovative buildings. It was proposed not to object, but this motion was not carried. It was subsequently proposed that the Parish Council objects on the basis that the proposal is an unwarranted development in the greenbelt. Seconded, majority in favour. <u>19/00525/FUL</u> Ann Griffiths and Chris Walker The Dell, 64 Kneeton Road, NG213 8PJ (Demolition of existing sunroom and conservatory, alteration of existing front entrance porch and reconfiguring of roof, construction of new entrance canopy, alterations to windows, installation of insulation, render to all external walls, widening and resurfacing of driveway, and erection of summerhouse. Parish Council agreed not to object – colours of the external render to be approved by Planning.

	<u>19/00456/FUL</u> Chris Broad Grass Roots, 54 Kneeton Road NG13 8PJ Construction of single storey rear extension Parish Council agreed not to object
2019/088	Finance
2019/088.1	To receive the Statement of Account to end March 2019
2019/088.2	To approve and sign the Schedule of Payments. It was proposed that the Schedule of Payments be approved and signed by the Chairman and temporary Responsible Financial Officer. Seconded and all in favour with one abstention
2019/088.3	To sign cheques for invoices due for payment. Cheques were signed as appropriate.
2019/088.4	The RFOs report was received.
2019/089	To discuss matters relating to the Playing Field and Pavilion Continued from earlier in the meeting
2019/089.1	Cllr Turner gave a report on the current status of VAT claims and the final costings of the project. The re-valuation survey has been completed and the report is pending. Cllr Lawrence commented on how impressive the new facilities are, how they are creating new interest in the activities available, and he thanked the Sports Club and Cllr Turner for their efforts.
2019/089.2	The Deputy Clerk gave an update on the final states of the ownership transfer process. A discussion about the arrangements for mowing and maintenance was carried forward to the next meeting, after the next Sports Club meeting, and when the transfer should have been completed. It was agreed that the Cricket Club is only responsible for the cricket square itself rather than the whole field. It was suggested that, in order to formalise all the arrangements, simple leases could be set up with the Horticultural Society and Football Club for the Horticultural Shed, and with the Cricket Club for the Cricket Club shed. The Deputy Clerk offered to set these up.
2019/091	To receive a report on the play area and consider quotations for any remedial work required
	Cllr Bancroft reported. The contractor is due back on site next week to restart the work on the cable runway.
2019/092	To receive an update from the Deputy Clerk re the proposal to install a small hydro plant next to the Trent and an easement over the access road from Trent Lane to the Weir
	No further update
2019/095	To discuss GDPR Compliance – duplicate agenda item – see /106
2019/096	To discuss suitable signage for the Queen’s Glade (Queen’s Commonwealth Canopy Project).
	As that had been update from the Friends of Springdale Wood, it was agreed to remove this from the agenda for the time being.
2019/097	To agree the arrangements for the Annual Parish Meeting on Thursday 18th April at 7.30pm in the WI hut.
	The agenda and speakers for the meeting was approved. Cllr Hunt agreed to make and distribute posters. The WI will be doing refreshments as usual. The Clerk sent her apologies.
2019/098	To discuss subscribing to a professional mapping service
	A member of the Community Plan had been in contact to suggest that the PC subscribes to Parish Online which provides useful mapping tools. Some concerns were raised about shared use and access to this resource. It was proposed that the PC subscribes to Parish Online, seconded, majority in favour. Action: Deputy Clerk to do some research about costs, and implications.
2019/099	To discuss issues arising from the Parish Council elections
	It was noted that the Parish Council has no direct involvement in the election process – nominations need be submitted to RBC by Wednesday 3 April at 4pm.
2019/100	To consider changing the date and time of the Annual Meeting of the Parish Council and the May Parish Council meeting due to the proximity of the Elections.
	It was agreed to move the meeting to Monday 13 May 2019 – this meeting is preceded by the Annual Meeting of the Parish Council at 7pm. Cllr Stevens sent her apologies for this meeting.

2019/101	To consider entering CPRE's Best Kept Village Competition 2019
	It was suggested that the village enters the Best Kept Village Competition run by CPRE – to be brought to the May meeting for a resolution.
2019/102	To receive a report on matters on the monthly list of outstanding issues
	As circulated.
2019/103	To consider whether there are any consultation issues arising from the agenda
	None.
2019/104	To consider whether there are any insurance/risk assessment issues arising from the agenda
	Action: Deputy Clerk to check insurance for the contents of the Horticultural Shed With regard to the village firework display – risk assessment is in hand.
2019/105	To consider any issues arising from GDPR
	It was noted that residents' names should be omitted from the minutes of meetings.
2019/106	To receive reports from committees
	None
2019/107	To receive and consider reports from the Clerk
	None.
2019/108	To receive matters for report
2019/108.1	Cllr Atkins suggested outgoing councillors should sort through and box up any PC documents and papers for archiving.
2019/108.2	Cllr Bancroft confirmed with Cllr Hunt that he still has the pendulum from the cable runway
2019/108.3	Cllr Stevens had received a request for a copy of the traffic survey done as preparation for the Trent Lane project – the resident is to be directed to VIA EM.
2019/108.4	Cllr Stevens referred to a letter from a resident published in the village magazine, and felt that the new Parish Council should discuss making meetings more accessible and inclusive. Action: Clerk to add to agenda for the next meeting.
2019/108.5	Cllr Lawrence wanted to make some comments as outgoing Borough Councillor. He reported that East Bridgford is one of the more successful Parish Councils in Rushcliffe, it has been able to achieve a lot for a small council. Cllr Lawrence has been proud to be involved for 23 years, and gives thanks particularly to long-standing Cllrs Meylan, Atkins, Hunt, Hall and Turner. In turn Parish Councillors expressed their thanks to Cllr Lawrence for his support – there is concern about the loss of such a wealth of knowledge held by outgoing councillors.
2019/109	Correspondence for information only
	As circulated.
	Cllr Clarke gave a formal vote of thanks to Councillors standing down in the forthcoming elections after many years of service. There being no further business the meeting closed at 9.45pm

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Chairman

Date:

East Bridgford Parish Council

Appendix to the Minutes held on Monday 1 April 2019 7.30pm in the Methodist Chapel

Item 2019/086 - Chairman's report, April 2019

Appointment of the Clerk

A warm welcome is extended to Anne Chisholm who will be attending the meeting as Clerk for the first time. There are some formalities to be resolved at the meeting in respect of the terms and conditions of the appointment, but Anne has made a start to the significant work which needs to be completed by the financial year end. The Council is very grateful for the considerable amount of work done by the other officers, Jess and Euan, and by Cllr. Turner who has been tackling the on-line banking and VAT, assisted by Cllr. Riddle, during the period of the vacancy.

Implications of the Parish Council elections

The final date for the receipt of nomination forms in Wednesday April 3rd at 4.30pm. If there are more candidates than seats, a vote will be needed which takes place on Thursday May 2nd. There are some formalities required by the process but predominantly the Parish Council as a body needs to avoid any active involvement in the election itself.

The new Clerk has pointed out that the currently published date of the May meeting (which will also be the date of the Annual Meeting which takes place at 7pm, immediately before the May meeting) is very soon after the date of the election itself and hence there is a problem with ensuring that new Councillors receive papers in time for the meetings so she has requested an agenda item to consider changing the date of the meetings.

Annual Parish Meeting

The booking of the WI Hut for Thursday 18th April has been confirmed, and once again the members of the WI have kindly volunteered to provide refreshments. Apart from presenting the Chairman's Report, Cllrs. Lawrence and Purdue-Horan have agreed to speak and an invitation has been sent to the Sports Club for someone to talk about the new extension to the pavilion. As Councillor Atkins is standing down this time, and as he is the longest serving Councillor, I have offered him the opportunity to share his most memorable experiences over the years.

Trent Lane

It is understood that letters are being sent to residents about the forthcoming experimental closure of Trent Lane and that signage alerting vehicles to the date of the change will soon be evident.

Best Kept Village (BKV 2019)

This competition run by the CPRE is taking place in June and July again this year and Councillors will decide whether to enter. If so, the PC normally delays any input to the initiative from Keep Britain Tidy to have a national 'clean up' which takes place in late March to late May.

Tree Warden

RBC is proposing a scheme whereby each parish has a Tree Warden. Unfortunately, the PC did not receive details in the initial mailing in February inviting Councils to nominate a Tree Warden for a launch event in April. The timing is also an issue with the forthcoming election which point has been made to the organiser. The Warden does not need to be a current or future Councillor, however, so if a volunteer can be found RBC may be approached for them to be included.

Item 2019/087- Planning

Where it states "permission granted" it may be approved subject to conditions.
PLANNING APPLICATIONS RECEIVED in March 2019

17/03020/FUL

Mr Guy Phoenix (resubmission of design plans)
Land North West of Kneeton Road (down by the river), Old Hill Lane .

New dwelling with ancillary garage incorporating sustainable building systems and renewable technologies. This also incorporates a notice that this affects a public right of way.
It was noted by Cllr Lawrence that RBC has little influence in this applications which comes under a specific part of the Planning Act regarding exceptional and innovative buildings.

It was proposed not to object, but this motion was not carried.

It was subsequently proposed that the Parish Council objects on the basis that the proposal is an unwarranted development in the greenbelt. **Seconded, majority in favour.**

19/00525/FUL

Ann Griffiths and Chris Walker- The Dell, 64 Kneeton Road, NG213 8PJ

(Demolition of existing sunroom and conservatory, alteration of existing front entrance porch and reconfiguring of roof, construction of new entrance canopy, alterations to windows, installation of insulation, render to all external walls, widening and resurfacing of driveway, and erection of summerhouse.

Parish Council agreed not to object – colours of the external render to be approved by Planning.

19/00456/FUL

Chris Broad - Grass Roots, 54 Kneeton Road NG13 8PJ

Construction of single storey rear extension

Parish Council agreed not to object

Decisions yet to be made by Rushcliffe BC

18/00986/FUL Resubmission

Ray Shelton, 27-43 Main Street

Erection of 1 storey green roof, bio-diverse house with garage and associated access

Decisions made by Rushcliffe BC

18/01841/FUL

Mr E Campbell-Lendrum of H2O Power , Gunthorpe Weir, Trent Lane

Hydroelectric generation plant comprising Archimedes screw turbines, an adjustable weir crest. A new multi-species fish pass, a turbine house building, hydraulic channels, trash screening, access improvements, an electrical substation and underground cabling.

Permission granted with conditions.

19/00064/FUL

Paul Bottomley, 22 Browns Lane NG12 8PL

First floor bedroom extension

Permission granted

18/02890/FUL

Mr Billy Morris, Old Telephone Exchange Butt Lane NG13 8NY

Change of use of telephone exchange to dwelling, construction of single storey side and rear extension and rendering of existing building

Permission granted

Item 2019/073 Outstanding issues

Date	Issue
October 08	Double yellow lines around the village - being reviewed
	Sports club Lease
August 15	Cuttle Hill project -Deferred
July 16	Water discharge from bank above Marina – damage to track
October 16	Community Speedwatch Exercise – signs from Police? Kendra
May 17	Five year consultation on dualling of A46
October 18	Who owns piece of land adjacent to copse near traffic lights?
October 18	Concern about vehicular access to the byway under A46

Item 2019/088– Finance

MEETING OF EAST BRIDGFORD PARISH COUNCIL TO BE HELD ON 1ST APR 2019				
FINANCIAL REPORT				
Statement of Account		at		27/03/2019
Balances:				
Bank of Scotland current account			£82,343.89	
* Notes				
of total funds, reserve for maintenance of village heritage assets				
b/f	25/09/2014		£500.00	2014/15
transfers in/out	30/09/2015		£500.00	2015/16
transfers in/out	29/09/2016		£500.00	2016/17
transfers in/out	27/09/2017		£500.00	2017/18
transfers in/out	24/09/2018		£500.00	2018/19
transfers in/out	07/01/2019		£1,000.00	PCC church clock
c/f			£1,500.00	
Summary of Receipts and Payments				
Receipts		01/03/2019-27/03/2019		
Accounts heading	Description			
Allotment Rent		Rent Hemingway	£10.00	
Allotment Rent		Rent Hemingway	£30.00	
Playing Field		VAT Repayment HMRC	£16,187.55	
Playing Field		WREN Payment Pavilion	£7,240.80	
Wharf Rent		Kingfisher Wharf	£1,275.00	
Sports Club		Shutters Payment	£8,650.00	
Payments - Mar 2019				
Accounts Heading				
Playing Field		S Taylor Window Shutters	£8,650.00	
Subscriptions		Notts F P Society	£5.00	
Management Expenses		Hire WI Hut	£48.00	
Open Spaces		NCC Ground Maintenance	£190.80	
Rent, rates, mortgages		NCC Playing Field Rent	£87.50	
Playing Field		Sports Club Part loan repayment	£10,000.00	
Casual labour/litter		Casual Labour and Litter Picking	£350.00	
Rent, rates, mortgages		EB Methodist Church	£93.00	
Staff Costs		Wages	£838.44	
		HMRC Tax & NI	£871.56	
		Expenses (Office & mileage)	£45.60	
Payments authorised last month				
Accounts Heading				
Casual labour/litter		Casual Labour and Litter Picking	£350.00	
Playing Field		Playground Inspection	£82.20	
Signed	Chairman EBPC	Dated
Signed	Clerk & RFO	Dated