

East Bridgford Parish Council
Minutes of the Virtual Meeting held on Monday 9th November 2020 at 7.30 pm
by video conference.

Present: Councillors P Clarke (Chairman), P Bancroft, J Dawson, J Riddle, R Thomas, M Verner

Also present: Clare Fox (Clerk), Liz Reid (Deputy Clerk & minute taker)
 Borough Councillor D Simms, County Councillor F Purdue-Horan (from 8pm)

Public: Five members of the public and the Director of the Stagfield Group

2020/546	Apologies for Absence Apologies were received from Councillor M Monni and Councillor G Stevens
2020/547	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 Clarke as an Officer of the Bowls Club; Cllr Monni on matters relating to the Cricket Club. 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 and as an employee of St Peters Academy. Councillor Clarke and Councillor Dawson declared an interest in item 12.6 (allotment rent) as they were both allotment holders
2020/548	Public Comment
	None.
2020/549	Minutes of the Virtual Parish Council Meeting held on 12th October 2020
2020/549.1	Resolved that the minutes of the Virtual Parish Council meeting held on 12 th October 2020 be approved and signed (proposed by Councillor PB and seconded by Councillor JD).
2020/549.2	Minutes of the Virtual Planning Committee Meeting held on 26th October 2020
	Resolved that the minutes of the Virtual Planning Committee meeting held on 26 th October 2020 be approved and signed (proposed by Councillor PB and seconded by Councillor JD).
2020/550	Matters Arising
	Councillor Bancroft noted that the agenda referred to the Parish Council Meeting held on 15 th October 2020 and not 12 th October 2020. 519.2 Parish Council website – Councillors JD and JR had met with the Clerk and Deputy Clerk to discuss the website. Councillor JD was now collating comments to move the project forward 521.3 Sports Club AGM – Councillor JR had attended the meeting that week. A new chairman had been elected with the current treasurer and secretary being re-elected. The meeting had discussed works for the following year including grass cutting and verti-draining. The Sports Club had been advised to make a formal approach to the Clerk regarding future maintenance 536.1 Farm Close/Developer Trees – an approach had been made to the developer regarding the Parish Council taking ownership of the trees. Discussions were ongoing regarding any payment of legal fees 544 GDPR Consent Forms – the Deputy Clerk would be sending GDPR consent forms to Councillors to consent to their data being shared

	<p>ACTION:</p> <ul style="list-style-type: none"> i. Agenda to be amended to include correct date of meeting ii. Website project to be reported back to future meeting iii. Clerk to follow up Farm Close/Developer Trees iv. Deputy Clerk to send out GDPR forms to Councillors
2020/551	Chairman's Report
	<p>The Chairman had circulated his report (see appendix) and noted that most items were on the agenda. There were no questions on the report.</p> <p>The Chairman asked for approval to re-order the agenda as there were members of the public in attendance with an interest in item 9 Butt Lane development (minute 20/554).</p> <p>Items 7 and 8 were deferred to later in the meeting.</p>
2020/552	Tender Specification for Casual Labour and Litter Collection Contract
	<p>A draft tender specification for the Casual Labour and Litter Collection Contract had been circulated to Councillors prior to the meeting. The Chairman thanked Councillor PB and the Clerk for their work in preparing the contract.</p> <p>Proposed by Councillor PB, seconded by Councillor RT and RESOLVED that the tender specification for the Casual Labour and Litter Collection Contract be approved and the tender process begin.</p>
2020/553	Items for Determination
2020/553.1	Resurfacing of Car Park
	<p>Councillors discussed the revised quote for resurfacing the car park as it had exceeded the amount for delegated authority approved at the previous meeting of the Parish Council. Councillors questioned why the cost of materials had increased considerably and noted that this was likely because of the global pandemic. They felt it was important to carry out the work as soon as possible. Some Councillors felt that the work should go out for a second quote. The Clerk advised that it was possible to go out for further quotes, however this would delay works until the new year and Councillors should take that into consideration. The increase in the previous quote was not above the amount which could be paid without seeking further quotes.</p> <p>Proposed by Councillor JR, seconded by Councillor RT and RESOLVED (with two votes against and one abstention) that the work proceed with the current quote using granite and that the work be carried out as quickly as possible.</p> <p>The Chairman advised that hedge cutting in the car park would be carried out at the same time as the resurfacing works.</p> <p>Action: Clerk to place order for the car park resurfacing works and hedge cutting.</p>
2020/553.2	Replacement of Wooden Retainers on the Play Area
	<p>The Clerk had sought quotes for the replacement of wooden retainers on the play area zip wire from four companies and had received no replies. Councillors noted that the situation was worsening and that the work needed to be undertaken urgently. Furthermore it was important for the safety of the children and given the current coronavirus lockdown it was one of the few facilities available in the village.</p> <p>Proposed by Councillor PC, seconded by Councillor PB and RESOLVED (with one vote against and one abstention) that the Clerk be authorised</p>

	<p>to work with Councillor PB to place an order for the replacement of wooden retainers and subsequent bark with the current contractor.</p> <p>Action: Clerk to place order for replacement of wooden retainers and bark in the play area.</p>
2020/553.3	2021 Meeting Date Calendar
	<p>Agreed that the meetings for 2021 be as follows:</p> <p>11th January 8th February 8th March 12th April 22nd April (Annual Meeting of the Parish) 10th May (Annual Meeting of the Council – 7pm start, followed by Full Council at 7.30 pm) 14th June 12th July No August meeting 13th September 11th October 8th November 13th December</p> <p>Meetings will be held at East Bridgford Methodist Church Hall. If the Government Covid-19 restrictions are still in place meetings will be held virtually, via Zoom. Other meetings may be called as necessary.</p>
2020/553.4	General Power of Competence
	<p>Councillors noted the General Power of Competence (GPC) which gave Councils the power to do anything an individual can do provided it was not prohibited by other legislation: for a commercial purpose or otherwise; or a charge or without a charge, without the need to demonstrate that it will benefit the authority, its area or persons resident or present in its area</p> <p>Proposed by Councillor JR, seconded by Councillor PB and RESOLVED that the General Power of Competence be adopted by the Parish Council.</p>
2020/553.5	Trent Valley Way Footpath
	<p>Following the last meeting of the Parish Council the Chairman had contacted Via East Midlands regarding the Trent Valley Way footpath. A response had been received noting that Via EM were considering the options available to manage the top footpath no.13 in the longer term and this would likely include a permanent diversion. No timescale on this was available as it involved a legal process. The Bridleway no.35 was owned by the Canals and Rivers Trust and they had not yet proposed any method for reinstatement or any time frame.</p>
2020/554	Planning
2020/554.1	<p>The Chairman of the Planning Committee gave a verbal report from the Planning Committee held on 26th October 2020. Much of the meeting had been given to the consideration of planning application 20/02465/FUL, the erection of 88 dwellings, access and associated infrastructure in OS Field 8500 off Butt Lane. The Planning Committee had deferred the decision on the application to this meeting of the Parish Council and the minutes had been ratified. The Planning Committee had raised a number of points relating to: traffic calming, drainage, proximity to the homes on Bridle Ways, the height of the two storey dorma homes, the need for bungalows, the style of the homes at the entrance to the development and their impact on the rural approach to the village, the installation of a pedestrian crossing to the medical centre, the attenuation pond and the better walking facilities for walking to school. The play park was welcomed as an</p>

	<p>asset to the village. There was a need for construction traffic to access the site from the A46 end rather than through the village and to be mud free when leaving the site. The Committee had thanked the developers for engaging with the village on the proposals.</p> <p>The Chairman of the Planning Committee noted further that there had been eight public comments made directly to RBC, four in support, two neutral and two objections. There were also five consultee comments. The Chairman of the Parish Council noted that the Parish Council had also received a number of representations from members of the public and these had been circulated to Councillors for consideration.</p>
2020/554.2	<p>Butt Lane Housing Application (20/02465/FUL)</p> <p>Councillors considered the points raised at the Planning Committee (26th October 2020) and representations made by members of the public. A Councillor noted that they were disappointed that the dorma bungalows were all to be rented and that none of them were for sale. They expressed further concerns about the traffic implications and noted that the Parish Council would continue to work with Via East Midlands to seek a reduction to the speed limit on Butt Lane. Councillors noted their strong agreement with the views of East Bridgford Wildlife and Biodiversity Community Interest Company regarding the status of hedgerows and the need for more landscaping and thicker hedgerows. Re-assurance was needed from the developer that the hedgerows would be protected. The house heights behind Bridle Ways was of concern and were overbearing. The planning policy stated that the rural approach to the village should be protected however this was not the case with the proposed two storey dorma homes at the entrance to the development. Councillors also noted that it was good to see new houses and residents moving into the village.</p> <p>The Chairman asked Councillors to consider their support for their application and there were three options:</p> <ol style="list-style-type: none"> i. object to the application and give reasons ii. no objection to the application iii. no objection to the application overall and submit a number of recommendations/questions. <p>A Councillor expressed concern that any comments made could potentially be discounted by the Borough Council. The Clerk noted a comment from a member of the public in that if the Parish Council submitted recommendations there was no incentive for the developer to take these into account.</p> <p>Proposed by Councillor JD, seconded by Councillor RT and RESOLVED (with two votes against and one abstention) that there be no objection to planning application 20/02465/FUL subject to recommendations being made to the Borough Council in line with points raised at the Planning Committee and this meeting.</p> <p>Councillor JR raised a counter proposal however as the first proposal was voted in favour there was no further vote.</p>
2020/554.3	<p>Future of the Planning Committee</p> <p>The Chairman of the Planning Committee noted that the Planning Committee had been set up so that planning applications arriving between meetings could be addressed. He was concerned that it had now become a regular meeting. At the last meeting of the Committee he had raised this. Councillors felt that planning applications should be dealt with at the Parish Council meeting and that the Planning Committee only meet if extensions to timescales were not given by the Borough Council.</p>

	<p>The Parish Council Chairman noted that no proposal was required for this and that the Planning Committee would only be called in future where it was necessary because of timescales or in exceptional circumstances. Councillors noted that there would be an application for the development on the other side of Butt Lane in due course.</p>
2020/555	Planning Applications
2020/555.1	<p>Reference Number: 20/02551/FUL Development: Erection of single storey front and rear extension with application of render. Location: 3 Cherryholt Close East Bridgford NG13 8PP</p> <p>Proposed by Councillor MV, seconded by Councillor JD and RESOLVED that there be no objection to the planning application</p>
2020/555.2	<p>Decision on Planning Applications from Rushcliffe Borough Council</p> <p>Reference No: 20/02111/FUL Development: Demolition and replacement of utility room with garden room, replacement of enclosed porch with open timber frame porch, boundary wall alterations, render repairs, replacement windows and garage alterations. Location: 7 Mill Gate East Bridgford NG13 8PD Decision: Grant Planning Permission</p> <p>Reference No: 20/02135/FUL Development: Single storey garden room replacement, removal of two trees, new vehicle turning area and associated external works. Location: Old Hill Farm 113 Kneeton Road East Bridgford NG13 8LP Decision: Grant Planning Permission</p>
2020/556	Tree Works
	<p>Reference No: 20/00178/CONARE Tree works: Conifer (T1) - fell as outgrown its position. Conifer (T2) - fell poor specimen. Cherry (T3) - fell poor specimen. Poplar (T4) - crown lift to 5 metres to allow light to other plants Location: 47 – 49 Main Street East Bridgford NG13 8PA</p> <p>Councillors noted the comments from the village Tree Warden: the removal of the three trees was regrettable however their poor condition was a cause for concern. The crown lift of the poplar was also necessary.</p> <p>Proposed by Councillor JD, seconded by Councillor PC and RESOLVED that the views of the Tree Warden be supported and submitted to the Borough Council.</p>
2020/557	Finance
2020/557.1	<p>The Clerk noted that there was no bank statement due to the change in Clerks. She had followed up the internet banking with the bank and this was now being processed. The Clerk had circulated budget monitoring information and the banking would be reconciled once the statement had been received.</p>
2020/557.2	<p>The Schedule of Payments was considered.</p> <p>A Councillor questioned whether the budget for allotments covered the cost of the allotments and should this be increased. The Chairman noted that there had been a cost of £570 recently to remove the asbestos sheds and that the water bill had not been received for some time. He added that some allotment holders had approached him regarding the hire of a skip for rubbish. This would have to be considered as part of the precept. He noted that allotment charges were on the agenda for this meeting (minute 557.5).</p>

	Proposed by Councillor JR, seconded by Councillor JD and RESOLVED that the Schedule of Payments be approved and signed.
2020/557.3	The cheques for invoices would be signed as appropriate by the Chairman and a Councillor.
2020/557.4	<p>The Clerk sought approval for the purchase of a financial package, Scribe. The use of the package would reduce the time spent manually inputting payments and receipts and calculated VAT, AGAR and the year end amongst other things.</p> <p>Councillor JR noted that there were a number of financial packages available however Scribe would be useful for the Parish Council. There was a read only facility which Councillors could use to view financial reports. The annual licence costs would be £288. A Councillor asked how long the package had been on the market. The County Councillor noted that Bingham Town Council had used it for approximately 15 years.</p> <p>Proposed by Councillor JR, seconded by Councillor JD and RESOLVED that Scribe financial package be purchased at a cost of £288 (exc VAT) for use by the Clerk.</p> <p>ACTION: Clerk to purchase Scribe package.</p>
2020/557.5	<p>Councillors considered increasing the allotment charges for 2021/22.</p> <p>Proposed by Councillor JR, seconded by Councillor PB and RESOLVED that the decision on allotment charges be deferred to the next meeting to allow the Deputy Clerk to research further information to ensure all costs were covered.</p> <p>ACTION: Deputy Clerk to gather further information on allotment costs including the water bill.</p>
2020/557.6	<p>The Clerk had circulated a framework for setting the 2021/22 precept and asked Councillors to consider items to be included in the next year's budget. She highlighted potential overspends in the playing field, pavilion and staff budgets. Councillors discussed the potential for use of the Heritage Fund and other requests which may come in from the community. Councillors noted that there had been plans for the retaining wall and steps at Cuttle Hill however this had been stalled due to the pavilion fire in a previous year. There would also be costs relating to any website development. Councillors noted that the precept would be on the agenda for the next meeting.</p> <p>ACTION: Clerk to circulate current budget position for Councillors to put forward ideas for 2021/22.</p>
2020/558	Playing Field, Pavilion and Play Area
2020/558.1	Councillors noted that the playing field, pavilion and play area issues had been resolved earlier in the meeting. The play area would re-open after the beech tree had been removed on 18 th November. Grass cutting would be required following this. The outdoor gym was closed as part of the Covid-19 lockdown. The Chairman noted that play areas could remain open under Covid-19 regulations.
2020/558.2	There were no quotes for repairs and maintenance other than those resolved under minute 2020/553.2
2020/558.3	The Tree Management Plan had been circulated and was noted by Councillors.

2020/559	Other Matters for Discussion
2020/559.1	Issues Arising from the Community Plan Group (CPG) Action Planning
	None.
2020/559.2	Outcomes of NCC Review of Trent Lane Closure and Kirk Hill Junction Proposals
	<p>There was no timescale regarding a permanent fixture for the closure of Trent Lane.</p> <p>Councillors discussed the Notts County Council proposals to improve the Kirk Hill Junction and agreed that the following points be submitted in response to the consultation:</p> <ul style="list-style-type: none"> • any proposal which helped the flow of traffic along the A6097 was an improvement and would reduce the temptation for vehicles to go through the village, either along Butt Lane or down Kneeton Road • extension of 30 mph speed limit from the rectory right up to the traffic lights • phasing of traffic lights should be monitored after the improvement were made • consideration be given to cyclists and pedestrians using the A6097. <p>ACTION: Deputy Clerk to submit comments to NCC on Kirk Hill Junction proposals</p>
2020/559.3	Ongoing Closure of Footpaths Along and Above Weir
	See minute 2020/553.5
2020/560	Councillors' Reports
	None.
2020/561	Clerk's Report
	Councillors noted Clerk's report and asked that she progress the updates of policies listed in her report as appropriate.
2020/562	Insurance and Risk Assessment Issues
	None.
2020/563	Issues Arising from GDPR
	Councillors to complete GDPR consent forms to be sent out by Deputy Clerk.
2020/564	Date of Next Meetings:
	Full Council (virtual meeting) to be held on 14 th December 2020 at 7.30 pm
	No Planning Committee dates set.
	The Chairman thanked Councillors for their contributions to the meeting.
	There being no further business the meeting closed at 9.00 pm.

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Chairman

Date:

ACTIONS SUMMARY

Minute Number	Date	Action	Lead
2020/550	9/11/20	Website project to be reported back to future meeting	Cllr JD
2020/550	9/11/20	Follow up Farm Close/Developer Trees	Clerk
2020/550	9/11/20	Send out GDPR forms to Councillors	Deputy Clerk
2020/553.1	9/11/20	Order to be placed for car park resurfacing works and hedge cutting	Clerk
2020/553.2	9/11/20	Order to be placed for replacement of wooden retainers and bark in play area	Clerk
2020/554.2	9/11/20	Comments on Butt Lane Housing Development planning application to be submitted to RBC	Deputy Clerk
2020/555	9/11/20	Comments on planning application to be submitted to RBC	Deputy Clerk
2020/556	9/11/20	Comments on tree works to be submitted to RBC	Deputy Clerk
2020/557.4	9/11/20	Scribe financial package to be purchased	Clerk
2020/557.5	9/11/20	Additional cost information for allotments to be sought	Deputy Clerk
2020/557.6	9/11/20	Precept information to be circulated to councillors for their input	Clerk/ All Cllrs
2020/559.2	9/11/20	Comments on Kirk Hill junction proposals to be submitted to Notts CC	Deputy Clerk

East Bridgford Parish Council

Appendix to the Minutes for meeting held on 9th November 2020 at 7.30 pm by video conferencing

Agenda Item 2020/551

Chairman's Report November 2020

a) Covid restrictions – national lockdown

This began on 5th November. Implications where identified are set out below.

b) Remembrance Sunday

Under national lockdown, an act of remembrance on Remembrance Sunday, the 8th November, is still allowed but with limited involvement. The laying of a wreath at the memorial on behalf of the parish will take place.

c) Butt Close & pavilion

Covid-19 lockdown & Sport - the Bowls Club has received advice from Bowls England that essential maintenance of the green can continue, subject to covid-19 risk assessments, procedures etc; the same is the case for the cricket square and any planned maintenance of Butt Field can continue, (these aspects are all part of the rules about essential work). School sport as I understand it can continue.

Tennis and grass-roots football, including training, are no longer allowed. The tennis club has changed the combination on the lock so the courts cannot be accessed.

Play area –this continues to be closed and the gates secured with lock chains awaiting the felling of the dangerous tree which we are informed is scheduled for November 18th. Under national lockdown, playgrounds can remain open so the play area will re-open when the tree is dealt with.

Football pitch – this was verti-drained on Monday 26th October as part of the enhanced maintenance programme agreed by the PC. Four more spiking/turf-slitting operations will take place during the winter months, then the programme needs evaluating so decisions can be made about the next financial year's programme. It might be wise to budget for at least the same level of intervention and possibly some third party funding for possible grant-aided drainage & footpath provision.

Trees around the tennis court – see Tree Management Plan below.

d) Tree Management Plan

An annual visual inspection has been carried out. As a result, a draft Tree Management Plan has been updated and circulated.

e) Allotments – removal of old sheds and rent review

The sheds with asbestos roofing were removed as scheduled and certification paperwork received. It is some time since the level of rents (and deposits) paid by tenants for their allotments has been reviewed. Councillors need to consider whether to include this in the budget-setting process.

f) Kirk Hill traffic lights

Plans have now been received & circulated for the series of changes to various islands/junctions down the A614/A6097 corridor, including the Kirk Hill junction. Basically, at the traffic lights, it appears that additional lanes will be created on the A6097 presumably to smooth through traffic in both directions. If that works, the temptation to use the village to cut through will be reduced. Councillors have already indicated that extending the 30 mph limit

from the rectory right up to the traffic lights is now necessary, especially with potential further housing on Kirk Hill.

g) Butt Lane development

The full planning application for the Butt Lane (north side) development has been received and considered by the Planning Committee. Since an extension for submission of views has been received, that committee decided that it be brought to the monthly meeting for further discussion and a decision by the full Council (see the draft minutes of the committee). There was considerable interest from residents and some very focussed discussion, which was assisted by having the developer present on-line. Ensuring that there is adequate time for discussion, while still expediting agenda business, will require a delicate balance and an equally tight focus on the issues.

h) Car Park

A new quotation and proposed dates for completion have been received but it was outside of the discretionary limit for the same specification authorised by the Council in October – further details will be provided separately under commercial confidentiality guidance.

