

<b>EAST BRIDGFORD PARISH COUNCIL</b>	
<b>MINUTES OF THE MEETING HELD ON MONDAY, 12 May 2014 AT 7.30 PM IN THE METHODIST CHAPEL</b>	
<b>Present:</b>	Chairman – Cllr P Clarke; Vice-Chairman Cllr T Strutt Cllrs D Atkins, P Bancroft, N Hall, , N Lawrence, T Hartfield, D Meylan and J Turner
<b>Also present:</b>	Mrs J Barlow (Clerk), Mr EMF Temple (Deputy Clerk) Mr C Price re Broadband
<b>1.</b>	<b><u>To make Declarations of Interest in any matter on the agenda</u></b>
	General Notice was given by Cllr Atkins to the Council to the effect that he has an interest (as member and officer,) in East Bridgford Community Energy IPS Limited, registered number IP030864 and is to be regarded as interested in any future transaction or arrangement that may, after the date of the notice, be made by the Council with East Bridgford Community Energy IPS Limited, and in any discussions within the Council or any committees of the Council on the wind turbine planning application made by such company and its appeal on refusal of planning permission made to the.Planning Inspectorate at 3/09 Kite Wing, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN ref APP/P3040/A/14/2217418  Cllr Strutt said that she was no longer a member of the Parochial Church Council and any previously held interest in that connection had ceased.
<b>2.</b>	<b><u>To receive apologies for absence</u></b> Cllr Hunt.
<b>3.</b>	<b><u>To consider the minutes of the meeting held on 7 April 2014 and when approved to sign them as a true record</u></b>
	The following amendments were made:- Item 18 Cllr Hall to prepare a proposal for consideration Item 24.3 Cllr Strutt reported that the new Pre-School in the village has been registered by Office for Standards in Education, Children’s Services and Skills. (Ofsted).  <b><i>It was proposed by Cllr Atkins that the minutes with the above amendments be approved and signed, seconded by Cllr Turner and all in favour.</i></b>
<b>4.</b>	<b><u>To receive reports on matters arising from the minutes and answer questions from Councillors</u></b>
<b>4.1</b>	<u>Temporary speed sign</u>  The Clerk had circulated an email in advance of the meeting (advising that the temporary sign is being located in a different position to the permanent sign. This is due to the current location of the 30mph speed limit prior to the proposed TRO, finding a suitable lighting column to mount the sign (e.g. additional load

		<p>testing), ensuring good forward visibility to increase drivers' exposure time to the sign and a location not to impose on residents where possible. The proposed location was the earliest position the sign could be placed when entering the village.</p> <p>This will not affect the location of the permanent sign which will be erected approximately opposite the Medical Centre, probably in 2015.</p>
4.2	<u>Item 28.4 of March minutes</u>	<p>The Clerk had left a message for the owner of number 53 Main Street about her complaint that the fence between 55 and 57 Main Street needs repairing but has had no reply</p> <p><b>Resolved; no further action.</b></p>
4.3	<u>Footpaths leaflet</u>	<p>Footpath leaflets have now been delivered to Cllr Atkins. Resolved that initially 20 be deposited in each of the Post Office, newsagents, village store, the hairdressers and both pubs.</p> <p>Cllr Hartfield said that in about 3 weeks' time each household in the village will be visited in connection with the Village Flower Show and she would make enquiry to see if the persons calling could also leave a copy of the Footpaths Leaflet.</p> <p>She could not commit another organisation to do this but would enquire.</p>
4.4	<u>Insurances</u>	<p>The Clerk reported that the extra insurances are in place.</p>
4.5	<u>Item 16.2 Flood issues</u>	<p>Further investigations are ongoing.</p>
4.6	<u>Item 29.6 Hedge at the Old Vicarage needs trimming.</u>	<p>Done.</p>
4.7	<b>8.2.4</b> <u>VAT issues</u>	<p>The Clerk reported that Fraser Brown solicitors are to recommend an adviser</p>
4.8	<b>14.1</b> <u>Village Flower Show</u>	<p>Ken Greason and Cllr Lawrence have agreed to judge the allotments competition but no reply yet from Di Townsend to judge the flower competition.</p>
5.	<b><u>To receive public comment (the meeting was adjourned for the duration of this item)</u></b>	
	Chris Price spoke regarding Broadband Issues. See under item 11	

<b>6.</b>	<b><u>To receive the Chairman's Report</u></b>
	The Chairman's Report had been circulated prior to the meeting and is attached as an Appendix to these minutes. In connection with the proposed World War 1 Commemoration March on 10 August through the Village, it was agreed that he would request more information.
<b>7.</b>	<b><u>To consider and make recommendations on planning applications and receive RBC decisions</u></b>
<b>7.1</b>	Planning Application(s) See attached Clerk's report
<b>7.2</b>	RBC Planning Decision(s) See attached Clerk's report  An appeal has been filed by East Bridgford Community Energy IPS Limited, registered number IP030864 against the refusal of permission for the wind turbine with the Planning Inspectorate at 3/09 Kite Wing, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN ref APP/P3040/A/14/2217418
<b>7.3</b>	<b><u>Tree Preservation Orders</u></b>
	22c Main Street. Reasons have now been supplied for the pollarding. <b>No further action.</b>
<b>8.</b>	<b><u>Finance</u></b>
<b>8.1</b>	<b><u>To receive the Statement of Account to 30 April 2014 and approve and sign the Schedule of Payments</u></b>
	The Statement of Account and Schedule of Payments is attached as an Appendix to these minutes and had been circulated to Councillors prior to the meeting.  <b>RESOLVED: To accept the Statement of Account to 30 April 2014 and the Schedule of Payments for May 2014.</b> Proposed by Cllr Turner, seconded by Cllr Bancroft and all in favour Cheques were drawn and signed accordingly.
<b>8.2</b>	<b><u>To receive the RFO's Report</u></b> i) The quarterly internal audit has been completed and matters are all in order. Payroll and pay rates were checked as part of this review. ii) The internal auditor recommends that the Parish Council retain the current system of payment by cheque (rather than electronic payment) iii) The Clerk and internal auditor are to review the Financial Regulations and refer the matter to the Executive Committee thereafter iv) <b>-Resolved:-that the Statement of Account for the year to 31 March 2014 be approved, and the Chairman be authorised to sign the Annual Return / Statement of Assurance for the Clerk to file with the Audit Commission.</b>  —Proposed by Cllr Atkins seconded by Cllr Turner and all in favour.
<b>8.3</b>	<b><u>To review the systems of internal controls and ensure they are effective</u></b>
	The Clerk reported on the internal controls including that there is no petty cash, that the accounts are reviewed quarterly by Mr Hopwood, and that there are two signatures on Parish Council cheques.

	<p><b>Resolved that the system of internal controls has been reviewed and that these were regarded as effective.</b> Proposed by Cllr Atkins seconded by Cllr Turner and all in favour.</p>
9.	<p><b><u>To consider applicants and co-opt to fill the vacancy on the Parish Council</u></b></p> <p><b>Resolved that Mrs Tricia Norman be and she was thereby co-opted to fill the vacancy on the Parish Council</b> Proposed by Cllr Hall, seconded by Cllr Hartfield and all in favour</p>
10.	<p>To receive a report and discuss the proposed <b>Cuttle Hill Improvement Programme</b></p>
	<p>There had been a detailed presentation by Mrs Waring at the Annual Parish Meeting, and she is now to present the design for comment at the Village Show.</p>
11.	<p>To discuss <b>broadband</b> provision in the village</p>
	<p>The Chairman reported that some statistical information had come through from Councillors, Samples from different days/ times are best. Info needed: Postcode, Date, Day, time (24 hours only), download speed, and upload speed as per the spreadsheet he circulated in late April.</p> <p><b>Resolved to widen the survey to obtain as much hard information from village residents as possible, and to publish an article in the Village Magazine.</b></p> <p>Proposed by Cllr Bancroft, seconded by Cllr Hartfield and all in favour.</p> <p>Various emails from BT were read out which although contradictory in parts gave no real optimism for an early upgrading of the BT exchange in Springdale Lane.</p> <p><b>Resolved to ask the Clerk to write to BT Openreach asking for an upgrade and a timetable for implementation.</b></p> <p>Proposed by Cllr Bancroft, seconded by Cllr Hartfield and all in favour.</p> <p>The Clerk reported that she had been informed that Shelford and Newton Parish had similar issues. <b>Resolved; to implement co-operation with Shelford and Newton Parish on obtaining hard information on existing Broadband provision in these villages to present to BT.</b></p> <p>Proposed by Cllr Bancroft, seconded by Cllr Hartfield and all in favour.</p>
12.	<p>To receive an update on the <b>Butt Field Improvement Project</b></p>
	<p>Cllr Atkins reported that queries have been received on the application for grant funding and have been answered. The application will be considered in late July and the work is scheduled to begin in September on the junior football pitches.</p>

<p><b>13.</b></p>	<p>To discuss the implications of the <b>repeal of the two signatory rule</b> for payments</p> <p>The Clerk advised that this matter will be considered further in due course but the internal auditors advice is that cheque payments be retained for the time being and the Financial Regulations will be reviewed with a view to update later this year</p>
<p><b>14.</b></p>	<p>To consider nomination of <b>Assets of Community Value</b> Deferred till next meeting. <b>Action</b> Cllr Turner to obtain forms from Rushcliffe BC <b>Recommendation</b> that the Parish Council should consult with owners before nominating.</p>
<p><b>15</b></p>	<p><b>To discuss improvement works required at Brooks Close</b></p>
<p><b>15.</b></p>	<p>Cllr Hall to prepare a proposal for consideration, to be submitted to the Clerk for circulation to Cllrs and if agreed by the Council, the works should start about September 2014.</p>
<p><b>16.</b></p>	<p><b><u>To discuss the tree survey annual review.</u></b> This had been referred to the Allotments and Open Spaces Committee. The committee will have an informal walkabout meeting on 30 May 2014 at 10.00</p>
<p><b>17.1</b></p>	<p><b><u>To discuss the request for funding to assist with repairs to and maintenance of the St Peter's Church Tower Clock, Weather vane and War Memorial</u></b></p> <p><b>Resolved that a one-off donation of £600 be made towards clock repairs</b> Proposed by Cllr Atkins, seconded by Cllr Lawrence and all in favour.</p>
<p><b>17.2</b></p>	<p><b>Resolved that the Parish Council set up a Heritage Maintenance Fund as a sinking fund of £500pa against future requests for contributions on heritage matters within the Parish and that this need not be in a separate account at the Bank but kept in the general funds to form part of the Council's reserves.</b> Proposed by Cllr Strutt, seconded by Cllr Hartfield and passed by a majority of 6-2 in favour.</p>
<p><b>18</b></p>	<p><b><u>To discuss progress on the Health and Safety Risk Assessment</u></b></p> <p>Cllr Turner gave a short presentation from his notes on Risk Assessments and Method Statements which gives a brief outline of the Organisation of the Council and examples of Risks for each member to consider. Once we have identified our risks we can then employ a Consultant to write up the risk assessment giving values to the likelihood and consequence of the risks and then provide a method statement to mitigate these risks. <b>Action</b> These notes would be circulated to each Member of the Council after the meeting and each member of the Council to try and identify the risks they perceive are attributable to their duties and send this to the Deputy Clerk to collate.</p>

	Cllr Bancroft reported that The Royal Society for the Prevention of Accidents (RoSPA) inspection is due to be conducted in May 2014	
<b>19.</b>	<b><u>To receive a report on matters on the monthly list of outstanding items</u></b>	
<b>19.1</b>	Double yellow lines	This is being reviewed.
<b>19.2</b>	Sports Club Lease  Land near the Marina	The Clerk reported that she and Cllr Turner had met with Fraser Brown solicitors and that Fraser Brown recommended a sublease of the Sports Club Pavilion rather than a licence, for legal reasons. Awaiting draft from Fraser Brown Solicitors. The Clerk reported that she and Cllr Turner had met with Fraser Brown solicitors and had given them a value of the land near the Marina for Land Registration purposes
<b>19.3</b>	New footpath leaflets	Cllr Atkins is dealing with this. See item 4.3 above
<b>19.4</b>	Rental value of Brian Crossland's allotment land	Revaluation due every six years – due in November 2014
<b>19.5</b>	Overhanging branches on footpath by Old Post Office	To be cut back in April ready for Village Show in June. Action: Clerk to write to residents
<b>19.6</b>	15m of guard rail and marker post outside Medical Centre	NCC to carry out works.
<b>19.7</b>	Improved signage at old A46/Butt Lane junction	NCC to action
<b>20.</b>	<b><u>To consider whether there are any consultation issues arising from the agenda</u></b>	
	The proposed Trim Trail at Butt Field and the proposed improvement works at Brooks Close, as discussed during the course of the meeting.	
<b>21.</b>	<b><u>To consider whether there are any insurance issues arising from the agenda</u></b>	
	Only as discussed during the course of the meeting.	
<b>22.</b>	<b><u>To receive reports from committees</u></b>	
	<b><u>To discuss contracts for Casual Labour and Litter Collection and Play Area maintenance,</u></b>  <b>RESOLVED that the various tenders remain confidential for reasons of commercial confidentiality.</b> Proposed by Cllr Lawrence, seconded by Cllr Hall, and all in favour	

23.	<b><u>To receive and consider report from the Clerk</u></b>
	<p>Planning reports are now to be dealt with by the Deputy Clerk  <b>Action: Clerk to ask RBC to send all planning application and decision notices to the Deputy Clerk.</b></p> <p>A letter has been received from the rental agents for Southwell Diocese regarding rents due on Bridgford Street.  <b>Action: Clerk to reply</b></p>
24.	<b><u>To receive matters for report</u></b>
24.1	<p>It was reported that Mr Elliott's allotment was untidy. <b>Resolved that the Clerk send warning letter number one to Mr Elliott.</b>  Proposed by Cllr Hall seconded by Cllr Meylan and all in favour.</p>
24.2	<p>It was reported that the state of the notice board at the allotments was in a very shabby state of repair and that it has now been taken down. The Committee was asked to cost out the price of buying and installing a replacement but without at this stage any commitment to do so.  <b>Action:</b> agenda item for June</p>
24.3	<p>It was reported that the twitchells were fairly clean of dog droppings, which was pleasing.</p>
24.4	<p>Allotment holders had reported that a pig had escaped from the stables onto the allotments. Cllr Strutt reported that she had spoken to the stable owners and the pig is now fenced in.</p>
24.5	<p>The sign on the Toll Bridge has certain inaccuracies and typos' in it which are unsatisfactory. <b>Resolved that the text be reprinted subject to a final proof being signed off first. Approved</b> by a majority of 6-2 in favour</p>
24.6	<p>Cllr Hartfield said that Rushcliffe BC had asked the Horticultural Society for a significant payment for 60 rubbish bins and liners to be provided at the Village Flower Show.</p> <p><b>Resolved that the Parish Council contribute £120 towards the cost.</b>  Proposed by Cllr Turner and seconded by Cllr Bancroft and approved by a majority with one abstention.</p>
24.7	<p>The Grant to Plant scheme being offered by RBC (£200) was discussed and it was agreed that an application should be made. <b>Action: Cllr Atkins to prepare and submit the application</b></p> <p>The meeting closed at 10.05 pm  The date of the next meeting is 2 June 2014</p> <p>Chairman ..... Date:</p>

## **Chairman's report May 2014**

Congratulations to St. Peter's Church, the Methodist Chapel and everyone who contributed to the Flower Festival over the Bank Holiday weekend. The displays were stunning.

The recently purchased 'Caution!' tape was used twice in quick succession this month on the Play Area. The first occasion was in response to a report of wasps near the junior slide. These turned out to be a variety of miner bee, and regarded as low risk so the tape was removed. The second occasion was after a report from a resident of damage to the zip wire seat (caused by the extensive wear and tear), which has subsequently been repaired.

In relation to Butt Close generally, it has been reported that two motor bikes were parked in front of the main entrance gate. When the riders were told this creates a problem for access, they said that there was not a notice to that effect. While we may think that common sense applies in this situation, perhaps we should have a notice to request the area be kept clear because access is needed for emergency vehicles at all times.

In my last report, I referred to the telephone box's increased capacity and the fact that, despite this, the box still gets over-stocked. If books are left on the floor they make access difficult and tend to get wet and mouldy. Without wanting to discourage people who generously donate their unwanted books, we need to ask that only good quality books are brought, and left only if there is space available.

A contact has been received from a group organising a commemorative march from Newark to Radcliffe on Trent in August as part of the WW1 anniversary. Further information is being sought which will be brought to the meeting, but they have indicated that they wish to have a second refreshment stop in East Bridgford (the first will be in Flintham).

Finally, I wish to record my thanks to all those who made the Annual Parish Meeting a success this year, particularly the speakers and the WI hosts.