

<b>EAST BRIDGFORD PARISH COUNCIL</b>		
<b>MINUTES OF THE MEETING HELD ON MONDAY, 2 June 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, T Hartfield, R Hunt, D Meylan, T Norman and J Turner	
<b>Also present:</b>	Mrs J Barlow (Clerk), Mr EMF Temple (Deputy Clerk)	
<b>1.</b>	The Chairman welcomed Mrs Norman to the Council after co-option	
<b>1.1</b>	<b><u>To receive Cllr Norman’s declaration of acceptance of office</u></b> Mrs Norman accepted the co-option and signed the declaration of office.	
<b>1.2</b>	<b>Resolved that the Clerk be authorised to purchase a new Declarations of Office Book at £120 and that the one just completed should be held for archives.</b> Proposed by Cllr Atkins seconded by Cllr Turner and all in favour.	
<b>1.3</b>	<b><u>To make Declarations of Interest in any matter on the agenda</u></b>	
	General Notice was given by Cllr Norman to the Council to the effect that she has an interest as an employee of Fraser Brown solicitors in any matter where Fraser Brown might be instructed in connection with matters for or against the Parish Council.  Cllr Norman declared an interest in agenda item 16 relating to the proposed work on Brooks Close as resident of Brooks Close.  Cllr Hunt declared an interest in item 13.3 as his leasehold property is adjacent to the right of access by the Marina	
<b>2.</b>	<b><u>To receive apologies for absence</u></b> Cllr Lawrence	
<b>3.</b>	<b><u>To consider the minutes of the meeting held on 12 May 2014 and when approved to sign them as a true record</u></b>	
	The following amendments were made:- Item 22 delete the words “and that the issues be minuted separately”  <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 (not dealt with elsewhere on the agenda) and answer questions from Councillors</u></b>	
<b>4.1</b>	<u>Temporary speed sign</u>	<b>Action:-</b> The Clerk was asked to chase this up with Highways as no progress seems to have been made.

4.2	<u>Footpaths leaflets</u>	Footpath leaflets have now been delivered to each of the Post Office, newsagents, village store, and the medical centre. These will be topped up by Cllr Hartfield as needed.
4.7	<u>VAT issues</u>	The Clerk reported that Fraser Brown solicitors have recommended Julian Rosser Senior Tax manager at Cooper-Parry Accountants as a VAT adviser to the Council. The Clerk was asked to make contact with him.
4.8	<u>Flooding issues</u>	Severn Trent are not forthcoming on updating. <b>Action:</b> Cllr Turner to pursue
5.	<b><u>To receive public comment (the meeting was adjourned for the duration of this item)</u></b> There were none.	
6.	<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. <b>Recommended:-</b> that the Chairman wear his Chain of Office at all formal functions and events where he is attending in his official capacity representing the Parish Council.	
7.	<b><u>To consider and make recommendations on planning applications and receive RBC decisions</u></b>	
	The Deputy Clerk reported that he had not been notified of any planning applications in the last month and that permission had been granted to Mr and Mrs T Cockayne for removal of 3 condition 3 of the planning consent re agricultural occupancy at Ash Close Poultry Farm Fosse Way East Bridgford ref 14/00477/VAR (Council had no objection).	
8.	<b><u>Finance</u></b>	
8.1	<b><u>To receive the Statement of Account to 29 May 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 29 May 2014 and the Schedule of Payments for June 2014 plus the cost of the footpaths leaflet. .</b> Proposed by Cllr Turner, seconded by Cllr Bancroft and all in favour Cheques were drawn and signed accordingly. The matter of the Sports Club insurances was deferred to the July meeting.	
8.2	<b><u>To receive the RFO's Report</u></b>	
	The RFO presented a copy of the bank statement for 29 May 2104 for signature by the Vice-Chairman as part of enhanced internal controls. Cllr Strutt checked and signed this as Vice Chairman	
9.	<b><u>To appoint a Village Hall Management Committee representative</u></b> <b>RESOLVED: that Cllr Norman be appointed as the Parish Council's representative on this Committee.</b> Proposed by Cllr Atkins, seconded by Cllr Bancroft and all in favour.	

<p><b>10 .</b></p> <p><b>10.2</b></p>	<p><b><u>To receive an update on broadband provision in the village</u></b>The Chairman reported that he had published an article on this in the Village magazine. There had been no response from Shelford and Newton Parish Council to the contact on this made by the Clerk. The Clerk was asked to follow this up. The Clerk reported that she had received an acknowledgement to her request to BT OpenReach asking for an upgrade and a timetable for implementation.  <b>Action:-</b> Clerk to follow up with BT, and with Shelford and Newton Parish Council</p> <p><b><u>To discuss the proposed Cuttle Hill Improvement Programme.</u></b></p> <p>Mrs Waring is now to present the design for comment at the Flower Show. Cllr Hunt will arrange for a flip chart and stand to be provided at the Show.</p> <p>Cllr Meylan said that the detailed specifications needed to be submitted for approval before any work is started at Cuttle Hill.</p> <p>The Clerk reported that she had been advised that the contractor would be responsible for insurance during the construction and that the Council would be on risk for insurance after Practical Completion. There arose the issue of who signs off for Practical Completion. The question of possible appointment of a Project Manager was deferred to the July Council Meeting.</p>
<p><b>11.</b></p>	<p><b><u>To receive an update on the Butt Field Improvement Project.</u></b></p> <p>Cllr Atkins reported that the meeting to decide on allocation of a grant (or not) at WREN had not yet been held, but that a decision is likely to be made before the next Council Meeting. The Council must be ready to place an order in July and the work is scheduled to begin in September on the junior football pitches.</p>
<p><b>12</b></p>	<p><b><u>To discuss the RoSPA report on the play area.</u></b></p> <p>Cllr Bancroft reported that a report from RoSPA on the condition of the Play Area has been received, and there are only a few minor issues to resolve. Overall, the Play Area is well-maintained. The play mound needs mowing, and the Clerk has reminded Mr Barker of Streetwise to do this.</p>
<p><b>13.</b></p>	<p><b><u>To consider matters arising from the review of Parish documents</u></b></p> <p>13.1 <u>The Gawp Shop agreement</u>  This was summarised and noted.</p> <p>13.2. <u>The Tennis Club lease</u>  Some of the copy Tennis Club documents are missing.  <b>Action:</b> - The Deputy Clerk was asked to contact Mrs R Watkins to see if copies could be obtained for the file.</p> <p>13.3. <u>The Wharf, Trent Lane</u>  <b>Resolved: that a subcommittee consisting of Cllrs Turner, Atkins and Hunt plus the Clerk be formed to discuss further the issues of rights of access near the Wharf / Weir.</b>  Proposed by Cllr Bancroft seconded by Cllr Hartfield and all in favour.</p>
<p><b>14</b></p>	<p><b><u>To discuss the Shared Ownership Fact Sheet</u></b></p> <p>This had been circulated to Cllrs before the meeting. Mrs Dwyer, Strategic</p>

	<p>Housing Manager at Rushcliffe Borough Council had followed up her April visit to the Parish Council by writing that if a shared ownership property is built using a government grant (e.g. Fosters Close in East Bridgford), then it must be marketed through Help to Buy Midlands (<a href="http://www.helptobuymidlands.co.uk">www.helptobuymidlands.co.uk</a>) Any customers who want apply for it must be registered with, and approved by, Help to Buy Midlands.</p> <p>If a shared ownership property is not built using a government grant (e.g. it is provided as part of Planning Obligations under S.106 of the Town and Country Planning Act 1990, such as on big sites in Bingham and East Leake), this does not apply. The customer needs to contact the Housing Association, or their estate agent, directly. The Housing Association will do the assessment on whether they qualify. The Housing Association can advertise their property with Help to Buy Midlands and market directly to the customers on their database, but they do not have to, and they have to pay. The same applies to resale of older properties.</p> <p>Mrs Dwyer had also suggested that if residents ask the Parish Council about shared ownership, it is still better to direct them to Help to Buy Midlands, as it can put them on their database, and discuss all the options on how to buy a new home with Help to Buy Midlands.</p> <p>There are two main types of involvement, shared ownership as such and straightforward renting of Affordable Housing. It was agreed that information about eligibility and the marketing of such properties to people with a Local Connection should receive more emphasis in the immediate area and that the Council should be notified so that notices of sale and renting can be placed on the village notice boards</p> <p><b>Action:</b>-The Clerk to write to the Waterloo Housing Group and to Mrs Dwyer to follow this up.</p>
<p><b>15.</b></p>	<p><b><u>To consider nomination of Assets of Community Value</u></b></p> <p>Cllr Turner reported on what his investigations had revealed and he was asked to follow this up and report back to the July Meeting.</p>
<p><b>16</b></p>	<p><b><u>To discuss improvement works required at Brooks Close</u></b></p> <p>Deferred to the July Council Meeting</p> <p><b>Action:</b>-to be priced up by Cllr Hall so far as possible and to check with the Tree Officer on whether permission is need for work on the trees.</p>
<p><b>17</b></p>	<p><b><u>To consider costs of replacing the allotments notice board</u></b></p> <p>Deferred to the July Council Meeting</p>
<p><b>18</b></p>	<p><b><u>To discuss progress on the Health and Safety Risk Assessment</u></b></p> <p>It was considered that there were three main levels of risk assessments, financial, assets , and jobs done by individuals. Cllrs were reminded that proformas had been sent round for completion and return to the Deputy Clerk for collating. Not all had been returned yet and Cllrs were asked to do this before the July Council Meeting.</p>

19	<p><b><u>To discuss the request received from organisers of the 'Great March 2014'.</u></b></p> <p>The Chairman reported that a march from Newark to Radcliffe on Trent, calling at Flintham and East Bridgford, is being planned for Sunday August 10th. This is being based on a recruitment event for the Sherwood Foresters regiment held in Newark in 1914, after which the volunteers were marched to Derby to be trained.</p> <p>It was agreed to facilitate contact between the Scouts and the organisers, and that the Great March 2014 might be allowed to use the Scout Field at the back of The Rectory. It was noted that the Council has still not been given insurance details yet by the organisers of the Great March 2014.</p> <p><b>Resolved: - that the Council will not provide stewards for the event as it passes through the village.</b></p> <p>Proposed by Cllr Turner, seconded by Cllr Hall and all in favour.</p> <p><b>Action:</b> Chairman to liaise with organisers of the Great March 2014.</p>	
20	<p><b><u>To receive a report on the monthly list of outstanding issues</u></b></p>	
20.1	Double yellow lines	This is under review.
20.2	Sports Club Lease	<p>A draft lease had been received and there were unresolved interim issues about repair and maintenance obligations which were deferred to the July Council Meeting.</p> <p><b>Action:</b> Cllr Turner and Clerk to review the draft and report back</p>
20.3	Rental value of Brian Crossland's allotment land	Revaluation due every six years – due in November 2014
20.4	Overhanging branches on footpath by Old Post Office	<p>To be cut back ready for Flower Show in June. The Clerk has written to residents.</p> <p><b>Action:</b> The Clerk was asked to write also to the school and to the resident adjacent to the footpath leading to the WI hut.</p>
20.5	15m of guard rail and marker post outside Medical Centre	NCC to carry out works.
20.6	Improved signage at old A46/Butt Lane junction	<p>NCC to action</p> <p><b>Action:</b> Cllr Turner to contact Kendra Hound</p>
20.7	The Wharf Lease	Cllr Hunt asked that this be put on the list of outstanding items as there were issues with the Enclosure award and the reference to the access to the Wharf/ Weir
21.	<p><b><u>To consider whether there are any consultation issues arising from the agenda</u></b></p>	
	Only as discussed during the course of the meeting.	
22.	<p><b><u>To consider whether there are any insurance issues arising from the agenda</u></b></p>	
	Only as discussed during the course of the meeting.	

23.	<p><b><u>To receive reports from Committees.</u></b></p> <p><b>East Bridgford Community Plan 2014</b> Cllr Atkins reported that the sub-committee is to meet on 9 June to prepare for the presentation at the Flower Show.</p>
24.	<p><b><u>To receive and consider reports from the Clerk</u></b></p>
24.1	<p><b>Tree Survey</b> An informal walk by some Cllrs and the Clerk about the village, to inspect the trees for which the Parish Council is responsible, has taken place. Further examination will take place before the next July meeting of the willow trees on the allotments, and the trees near the Copse</p> <p><b>Action:</b> - Chairman to write to the managing agent of the flats at the end of Ludgate Drive with a request to tidy it up.</p>
24.2	<p><b>Resolved:-That the list of proposed time frames and systems for reporting, circulated by the Clerk, be accepted.</b> Proposed by Cllr Turner and seconded by Cllr Hunt and all in favour.</p>
24.3	<p><b>Resolved: that Cllr Strutt be nominated to monitor routinely the Parish Council's website.</b> Proposed by Cllr Hartfield and seconded by Cllr Atkins and all in favour</p>
24.4	<p><b>Pensions for employees</b> The Clerk made reference to the obligation on councils to provide pensions for employees under the Pensions Act 2008 which will have implications especially from 2015 onwards when all local councils will be required to enrol their <i>eligible</i> employees in a qualifying scheme. Councils will also have obligations to <i>non-eligible</i> employees and to <i>entitled</i> employees. The Clerk reported that both she and the Deputy Clerk as the only employees had agreed that there was no immediate need to examine this. <b>No Action.</b></p>
24.5	<p><b>Grievance and Disciplinary Policy</b> The Clerk reported that legislation has been changed and small employers, such as the Parish Council, are required to have a formal Grievance and Disciplinary Policy. <b>Action: Clerk to consider further.</b></p>
24.6	<p><b>Proposed reduction in bus services to Nottingham</b> A news article in the Nottingham Evening Post in May suggested that there is a threat to the Nottingham to East Bridgford bus service. Further inquiry has found that a subsidy given to Trent Barton to support a small number of journeys in the evening is being withdrawn by the County Council and that the daytime services are not affected. The Parish Council had not been consulted on this</p> <p><b>Action:</b>-Clerk to make contact to ask why there had been no prior consultation.</p>

<b>25.</b>	<b><u>To receive matters for report</u></b>
<b>25.1</b>	<p><b><u>Toll Bridge sign</u></b>  Cllr Hunt reported that a revised proof of the sign on the Toll Bridge had been obtained and subject to some further necessary corrections, was close to being final.  <b>Resolved that the text be reprinted (subject to a final proof being signed off first by the Chairman), at a cost of £125 +VAT.</b>  Proposed by Cllr Atkins, seconded by Cllr Turner and all in favour.</p>
<b>25.2</b>	<p><b><u>Grant to Plant Scheme</u></b>  Cllr Atkins reported that the Council's application for a £200 grant had been successful. He demonstrated some plans and designs of flower beds on Cuttle Hill with diagrams of 1914-2014 flowers. It was agreed that the Council keep away from national flags in the designs. This will be a temporary arrangement for the duration of the WW1 Commemoration.  <b>Resolved -That the grant money be spent on annual bedding plants, (not perennials), and casing and that the flowers be purchased and bedded in.</b>  Proposed by Cllr Meylan, seconded by Cllr Strutt and all in favour.</p> <p>The meeting closed at 9.54 pm  The date of the next meeting is 7 July 2014</p> <p>Chairman ..... Date:</p>

**Chairman's report June 2014**

Congratulations to Cllr. Atkins who has secured the £200 Grant to Plant to be used in relation to the WW1 anniversary this year, which was referred to at the last meeting. There have been further reports about two motor bikes being ridden on Butt Field. The clerk has pointed out that the terms of the lease, particularly the reference to nuisance, cover this situation. Cllr. Bancroft has approached the police to ascertain the best way to deal with this.

A reply has been received from the group organising the commemorative march from Newark to Radcliffe on Trent on August 10<sup>th</sup> as part of the WW1 anniversary. There are still some outstanding issues which require our consideration during the meeting, and further details will be circulated when these issues become clearer.

Cllr. Turner has reported a further incident of sewage release at the junction of Brickyard Lane, after moderately heavy rain, which Severn Trent cleared fairly rapidly. He will bring the latest news to the meeting.

A copy of the Footpath leaflet arrived recently, kindly distributed by Cllr. Atkins. It has been awaited eagerly and does not disappoint.

I will be attending the coffee morning at the Village Hall on June 14<sup>th</sup>, which is being held to recognise and publicise the refurbishment & redecoration works which have been completed.

Having already been to other events in there recently, I can testify that the changes to the heating system and the new curtains, repainting etc have all had a dramatic effect, and the Council will no doubt wish to send its appreciation to the Village Hall Committee.

In relation to this, where I will be attending in my capacity as Chairman, and, in view of the fact that there are other official guests who have been invited in their respective roles, I wish to seek your guidance about when to wear the Chain of Office, kindly provided by Cllr. Atkins some time ago. I believe it would be appropriate at this type of event, but can you consider at which other events you would wish me to wear it, or not, as the case may be. Other examples in particular where I need your guidance are at the Feast Day Service and Remembrance Day Service where the solemnity must be preserved.

Finally, welcome to Tricia Norman who joins us again, this time as Councillor. If the old adage that the best gamekeepers were former poachers is a good analogy, (or should it be the other way round?), I think we can look forward to the coming meetings!

The council was delighted to learn that a 'Grant to Plant' of £200 has been secured. This has been offered so that the 100th anniversary of the beginning of World War 1 can be commemorated, and an area on Cuttle Hill will be planted to an appropriate design by Cllr. Atkins. This will be a temporary arrangement for the duration of the commemoration – the project to improve the frontage and access on to Cuttle Hill will proceed after further consultation and a tendering process for the final design has been completed.

On the subject of commemorating the First World War, the council has learned that a march from Newark to Radcliffe on Trent, calling at Flintham and East Bridgford, is being planned for Sunday August 10th. This is being based on a recruitment event for the Sherwood Foresters regiment held in Newark during 1914, following which the volunteers were marched to Derby to be trained. It is hoped further details will be available soon.

Following up on the high-speed broadband issue, the Council has written to BT Open Reach to ask for an update about the timetable for an upgrade to the exchange on Springdale Lane. We have also contacted Newton & Shelford Council, which is also concerned about when this important service will be available in their area, to see whether there are opportunities to cooperate over this matter.

Issues have arisen about the marketing of shared-ownership properties on Foster's Close, the 'affordable homes' development. The parish council is concerned that any opportunities should be being publicised more effectively in the parish since applicants with a "local connection" receive priority. For interested and eligible people, further details are available at [www.helptobuy Midlands.co.uk](http://www.helptobuy Midlands.co.uk). The Council will also monitor the situation with respect to the rental properties on that site.