

EAST BRIDGFORD PARISH COUNCIL

MINUTES OF THE MEETING HELD ON MONDAY 3 October 2016 AT 7.30 PM IN THE METHODIST CHAPEL

Present:

Chaired by Chairman Cllr PA Clarke

Cllrs , T Strutt, DD Atkins, D Meylan, P Bancroft, R Hunt, N Hall, JR Turner, M Verner, S Sharma

Also present:

Mrs J Barlow (Clerk)

Mr E Temple (Deputy Clerk)

County Cllr K Cutts

G Whitt

W Barclay

Mr C Turner

1. To make Declarations of Interest in any matter on the agenda

Cllr Clarke as an officer of the Bowls Club.

Cllr Atkins on the Community Plan and Springdale Wood.

Cllr Strutt on matters relating to the Academy.

Cllr Hunt on matters relating to the Wharf and the Marina.

Cllr Norman on matters relating to Fraser Brown solicitors and to Brooks Close.

Cllr Sharma on matters relating to the Horticultural Society committee and the Community Plan committee.

2. To receive apologies for absence

Cllr T Norman and Borough Cllr Lawrence

3. To consider the minutes of the meeting held on 5 September 2016 and when approved to sign them as a true record.

Resolved:- to approve the minutes of the meeting held on 5 September.

Proposed by Cllr Turner , seconded by Cllr Bancroft and all in favour.

Public comment took place at this time but is recorded at item 6 and 12 (b) .

4. To consider (members of the committee) the minutes of the final meeting of the Pavilion and Fire Committee held on 6 June 2016 and when approved to sign them as a true record.

Resolved:- to approve the minutes of the meeting held on 6 June.

Proposed by Cllr Hall, seconded by Cllr Bancroft and all in favour.

5. **To receive reports on matters arising from the minutes (not dealt with elsewhere on the agenda) and to answer questions from Councillors**

5.1 Gravel extraction at Shelford

County Cllr Cutts reported that 71% of gravel extraction in the county is sent outside the county boundary, in many cases to places where there are untapped gravel deposits. There has been a lot of opposition to the proposals and the matter is now being referred to the full County Council.

5.2 The village website

The Deputy Clerk was asked to update previous guidance for what goes on the village website. Now that the separate OneDrive system is running, this should be progressed. Further consideration should include implications of putting financial information on the village website and whether minutes of all committee meetings should go on the village website.

The Clerk reported that she is looking at providing financial information for the website in more detail before any further action can be considered.

5.3 Replacement of the signpost at the Trent Lane/ Kneeton Road junction

No further progress was reported.

5.4 Hedges on 107-109 Main Street

The Deputy Clerk has made renewed enquiry of Development Control and waits a response.

5.5 Community Plan Group

The consultation has now closed. Reports expected soon.

5.6 The inter-active speed sign on Butt Lane has been repaired.

5.7 Parking issues near Medical Centre. No great improvement so far.

5.8 Community Speedwatch.

To be included in the monthly list of outstanding matters.

6. **To receive public comment (the meeting was adjourned for the duration of this item)**

Mr Clive Turner suggested structural improvements to the proposed lease to the Sports Club of land at Butt Close. He regarded the wording as exclusive and not inclusive, that the property lease fails to lay out how the Sports Club should actually manage sports in the village, with an alleged risk of possible incompetence, and things that change should be separated out from things that do not change. He knows of a person who is an expert in Community Plans who could take this over. His comments were noted.

7. **To receive the Chairman's Report**

This had been circulated prior to the meeting and is attached as an Appendix to these minutes. This was unanimously supported by all Cllrs. The Chairman also reported that after several years of being available but unused, the defibrillator in the phone box had been sought to be used twice by different people in the space of 3 hours on a Sunday. It was not available for the second person. As it happens, it was not needed to be used on either person.

It was noted that there is a second one inside the medical centre, but this is not open on a Sunday. The Chairman said that he would speak to Mike Handy of the Patients Liaison Group and see if the defibrillator could be stored externally at the Medical Centre with access to it to be available only by a code supplied by the Ambulance Service (as is the one in the phone box).

Cllr Strutt said that the defibrillator in the phone box was a stand-alone item with no special training needed in its use. There are also in the village two members of First Responders group in process of training, and this is very helpful.

8. **To consider and make recommendations on planning applications and receive RBC decisions**

The Parish Council considered the following applications:-

PLANNING APPLICATIONS RECEIVED in September

16/02405/FUL

Mr Brian Crossland

Mill Heyes Farm, Closes Side Lane, NG13 8NA

Retention of mobile home/ chalet for occupation by an agricultural worker. To extend current permission 13/00068/FUL.

The Council supported the application.

Decisions yet to be made by RBC on the following

16/01980/FUL

Mr and Mrs McCabe

2 Lammas Gardens

NG13 8LQ

First floor side extension

16/01983/FUL

Mr D Filton

109 Main Street NG13 8NH

16/01956/FUL

Mr and Mrs Ferrar

81 Kneeton Road NG13 8PH

Alterations to the windows on the front elevation, additional roof light and sun-pipe.

16/01577/FUL

St Peter's Church of England Academy

Kneeton Road NG13 8PG

Single storey flat roof extension to existing Academy to SE elevation of existing classroom block to provide 3 new classrooms and associated facilities

16/01882/FUL

Mrs Molly Wood

25 Main Street NG1 8PA

refurbish existing outbuilding into annex

16/01956/FUL

Mr and Mrs Ferrar

81 Kneeton Road NG13 8PH

Alterations to the windows on the front elevation , additional roof light and sun-pipe.

PLANNING APPLICATIONS GRANTED OR REFUSED during September 2016

16/01412/FUL

John Whitworth

5 Kneeton Road NG13 8PG

Single storey front extension

Permission granted,

16/01817/FUL

Mr Robert Shaw

The Old Hall, Kneeton Road NG13 8PG

Proposed new dwelling within the grounds of the Old Hall following removal of swimming pool

Permission granted

16/00766/CLUPRD

Mr Jonathan Kerry,

Land NW of Lammas Farm, Kneeton Road

Application for Certificate of Lawfulness for proposed siting of caravan for purposes ancillary to the agricultural use of land

Permission granted

16/01556/TPO

Graham Rodger

4 Bramley Close NG13 8QR

Crown Lift walnut tree

Application refused

9. Finance

(a) –(b) To receive the Statement of Account to 29 September 2016 and approve and sign the Schedule of Payments for October .

RESOLVED: To accept the Statement of Account to 29 September 2016 and the Schedule of Payments for October 2016 Proposed by Cllr Turner, seconded by Cllr Hall and all in favour

(c) Cheques were drawn and signed accordingly.

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.

(d) To receive the RFO's Report

The last instalment of fire insurance money on the pavilion had come in and the balance of retention is due to be paid in November.

The RFO passed a copy of the September 2016 bank statement to Cllr Strutt for checking and if agreed, signing off.

Resolved (after checking):- that this be approved.

Proposed by Cllr Atkins, seconded by Cllr Bancroft and all in favour.

10. To discuss matters relating to the sports field:-

a) the Trim Trail.

Cllr Atkins said that the number of people involved in the Community Plan survey was 354 households relating to 1172 persons.

The electorate "registered to vote" in EB Parish is 1445. The Sports Club serves 240 Primary Academy children, 37 Bowls, 59 Cricket, 63 Football and 160 tennis club members. 559 people.

45% of the respondents to the Community Plan survey were in the 25-64 age band and 47% in the over 65 age band.

Q 39 Adequacy of outdoor recreational and sporting facilities .

Teenagers 190/336, 56% adequate and above

Mature adults 205/332 61% adequate and above

Mature adults 277/339 81% adequate and above.

7.4% thought them “poor” and 16% “very good”.

Q 43 rating of equipment on Butt Close

Over 50% marked it “good” or “adequate, 16% considered it “poor”.

Cllr Turner reported that the proposed location (behind the metal screen near the Bowls Green) had been agreed with the Sports Club. This is not on land to be leased to the Sports Club.

The updated quote by Fresh-Air Fitness is £8774.50 + VAT for supply and installation.

Resolved that the order be placed for that price and that the contractors proceed to installation as soon as possible, the equipment is to be fixed as the suppliers recommend and surrounding mat on grass. Proposed by Cllr Clarke, seconded by Cllr Atkins and carried by majority vote.

There should be signage for the Trim Trail and a risk assessment made. Cllr Atkins will ask the contractors to make an initial risk assessment on installation.

b) The proposed transfer of ownership of Butt Close from Notts CC to the Parish Council

This is presently with Fraser Brown for processing the purchase.

A knock-on effect was discussed in that this will involve the Parish Council in costs of mowing the grass and trimming the hedges. The Clerk reported that she had spoken to Mark Walton and obtained a provisional estimate of £1000pa for a mowing budget. Hedge cutting at current rates is around £100pa but could rise, dependent on how much work is required.

The Sports Club has made a reimbursement offer of 50% (excl VAT) of the annual costs from time to time which was appreciated.

c) the proposed firework event on 3 November by the Academy

The Academy had produced copy insurances, as had Big Bang Fireworks. A risk assessment and method statement had been provided, and the text of a formal user licence for the fireworks was agreed. **Resolved** that the Chairman be authorised to sign the user licence on behalf of the Council in the form already circulated. Proposed by Cllr Turner, seconded by Cllr Hall and all agreed.

It has been brought to the attention of the Academy that there is a restriction on bringing vehicles on to the sports field in winter and this will affect transportation of the fireworks and the drinks bar materials.

The Tenant shall not allow except in cases of emergency any motorised vehicle of any type to be brought on or stand on the Property between the months of October to March in each year PROVIDED THAT the Tenant shall be permitted to bring onto the Property such appropriate vehicles as are required to comply with the Tenant’s obligations as to repair in this lease and PROVIDED FURTHER THAT the Tenant is entitled to permit temporary parking if this is required to allow access for disabled persons to the Property or for emergency vehicles.

The Academy will be applying for a Temporary Event Licence from Rushcliffe BC and for a fireworks/lit beacon Fireworks Event Licence from Notts County Council and will be notifying the Police and Fire Services as needed.

d) complaints re dog fouling.

Mrs Pickford has asked Rushcliffe BC for a dog bin in Springdale Lane. The Borough Council have declined and said that cost of installation of a dog bin would be £300 + VAT plus £4 fee + VAT per empty.

After complaints by the Football Club, it was agreed to invite the Rushcliffe Dog Warden to give his views, at the next Council Meeting, on dog fouling at Butt Close and generally. The Dog Warden has written in:-

Butts Field, College Street, is subject to the Rushcliffe Borough Dog Fouling Order 1998 where by it is an offence of failing to remove dog faeces forthwith from designated land under section 3 of the Dogs (Fouling of Land) Act 1996.

If you have any useful information about any alleged offenders please contact Environmental health and the matter will be investigated.

If you look at the dogs trust website www.dogstrust@org.uk they hold good educational material regarding dog fouling.

e) to consider the request that the Sports Club be made responsible for agreeing the schedule of sports allowed to be played on the playing field.

See item 12 (c)

11. To consider installation of the already purchased litter bin in the vicinity of the sports pavilion and approve costs

It was reported that there had been consultation with the Sports Club on the location of the bin and after the Sports Club had taken expert advice, it said that siting was preferred to be near the front steps. **Resolved:** that the litter bin be installed in that position and that Mr Marshall be instructed to fix and install it at a fee to be agreed. Proposed by Cllr Bancroft, seconded by Cllr Sharma. And all agreed.

12. To discuss matters relating to the sports field and the sports pavilion , to include a discussion of matters raised at the public meeting on 14 September and a decision on whether to proceed with the lease.

a) damage to cricket outfield

Cllr Turner reported that the newly seeded areas on Butt Close were starting to grow better.

b) public meeting on 14 September about future uses of the pavilion

The Chairman asked for Cllrs' views arising out of the public meeting on 14 September, and as there were none raised, he moved on to the next item of the agenda.

c) format of lease

It was reported that the format of the draft lease had been provisionally agreed with the Sports Club, subject to it being agreed by the Council's solicitors Fraser Brown. It was agreed that this be approved at this stage enough for it to be sent by the Clerk to Fraser Brown for review and advice.

The Deputy Clerk was asked to insert wording in schedule 2 along the following lines and to see if this was acceptable to the Sports Club:

The Tenant is permitted to add to or delete any of the above [schedule of sports] provided that golf and archery are never allowed. If an applicant wishes to appeal a decision of the Sports Club as to a refusal to allow an additional sport, or to deletion of a particular sport, or to licence a particular event, this shall, in the case of dispute, be referred to the Landlord Parish Council by the Tenant Sports Club and determined by a nominee of the Landlord Parish Council who shall consider the representations made by each party and whose decision shall be final and binding.

e) electrics and snagging list

Cllr Turner reported an Independent Condition Survey of the Electrics had been carried out by Oglesby's and the findings were that the Installation was unsatisfactory. This report has been passed to the NICEIC for comment and reporting to the original Contractor. Cllr Turner is still awaiting a response from the NICEIC to make a ruling on the installation. He is also preparing a snagging list of outstanding small items needing to be rectified by the contractors in the usual way.

Cllr Turner was authorised to make decisions prior to the next council meeting with reference to the ongoing query about the electrical contractors' installation for the pavilion, and NICEIC to which approach had been made.

f) . To consider proposals from the Sports Club regarding the proposal to extend the Sports Pavilion

Nothing further to report yet.

g) Fire and health & safety risks

See item 21.1

h) Romanies.

It was reported that Travellers (or Romanies) had left occupation of the area near and under the Butt Lane flyover. The Clerk was asked to write to Kendra Hourd of Notts CC Highways about the possibility of gating the access to that area. County Cllr Kay Cutts said that she supported this and would make her own separate representations.

Cllr Hall said that there was further clearing-up needed after the departure and he would report this on-line.

13. To receive a report on the play area and consider quotations for any remedial work required

It was reported that the timber at the base of the pole at the end closest to the field entrance, needs to be replaced because it is rotting. There were concerns about the zip wire also. This could all cost a lot of money and Cllr Turner had been asked to check with the original contractors (Playdale and Killingley) as to existing guarantees by the contractors and this had not yet been clarified by them .

14. To consider matters arising from the review of parish documents to include queries on mowing of the field, the Wharf registration (confidential item) and insurance items

Review of parish agreements and procedures had been put on temporary hold until the issues on the sports pavilion and sports club lease had been resolved. The pavilion has been refurbished but

there are still issues about use of the pavilion and the matter of the sports club lease. But generally ongoing, being dealt with, in a limited quantity each month

Mowing the field. This continues at County Council expense in accordance with the lease. The playing field is being mowed in the usual way, at least those bits that are not damaged and in need of repair.

Wharf registration,

confidential item

The water discharges from the bank above the Marina access track

Confidential item.

For insurance items see item 21.

15. **To receive an update regarding Springdale (Millennium) Wood management agreement**

Cllr Atkins had amended the original draft management agreement of the Wood with the Wildlife and Biodiversity Group in line with the Deputy Clerk's suggestions, it was presented to the meeting, unanimously agreed, and signed by the Chairman. It is terminable by either side on 3 months' notice.

16 **To consider the terms of the loan to the Pre-School Group**

It was reported that the Pre-School Group had now been wound up and its functions taken over by the Academy. **Resolved** that the £800 loan made in October 2015 be treated as a donation to the Academy for village benefit. Proposed by Cllr Verner seconded by Cllr Hunt and agreed by a majority vote, (Cllr Strutt abstaining).

17 **To receive an update and recommendations on the proposed appointment of a Minutes Secretary.**

Confidential item

18 **To consider timetable for tree inspections under the Parish Tree Management Policy**

It was reported that a quotation had been obtained for a tree survey but that this was more expensive than anticipated. Further quotes are to be sought. See also the Chairman's Report.

19 **To receive a report on matters on the monthly list of outstanding issues**

Outstanding Issues October 2016

Date	Issue
October 08	Double yellow lines around the village being reviewed. Sports club Lease – being negotiated with sports club via Fraser Brown
Wharf Lease	solicitors dealing with the Land Registry application re the Wharf Lease
August 14	52 Kneeton Road Replace Tree - 14/00875/TPO
October 14	Seats to be Re-varnished around Village
February 15	Waste bin to fitted outside pavilion. See item 11.

- August 15 Trim Trail – Fitness equipment – see item 10 (a)
- August 15 Cuttle Hill project –Deferred to later in 2016
- August 15 Hedges at 107 – 109 Main Street- Deputy Clerk taking up with planners
- December 15 Improved footpath around Butt Close – review as part of trim trail
- October 2016 Community Speedwatch issues.

20. **To consider whether there are any consultation issues arising from the agenda**

20.1 Consultation with Sports Club on dog fouling on Butt Close.

21. **To consider whether there are any insurance/risk assessment issues arising from the agenda**

21.1 A Risk assessment was made for the public meeting on 14 September and has been made for the proposed fireworks event on 3 November.

The Fire Risk assessment for the use of the Pavilion has been completed. The draft Health and Safety pavilion and sports field Risk Assessment needs to be finalised. There is (or may be) an Equality Act discrimination issue for access to the pavilion by a person with a disability, to the Disabled Toilet. It cannot be accessed from outside except by going through the bowls club (locked) gate. The Deputy Clerk was asked to progress this and it is to be considered further. Agenda item for November.

It was reported that a Risk Assessment on the phone box was done 3 years ago and there is no change. The electrical check on the Defibrillator in the phone box has been completed and is reported to be satisfactory.

A Risk Assessment is needed for parish assets, and a schedule created of when the routine inspections should take place.

This almost certainly needs consideration on an asset by asset basis, probably by small groups or individuals looking at each asset. The list of Parish assets is on OneDrive. There should be annotated against each asset of when these need to be inspected and how often, (eg play area weekly, trees less often) and a risk assessment for each. Then a separate inspection register recording the date and time of each inspection. The only leased assets are Butt Close and Bridgford Street (from the traffic lights on the A6097 to Brunts Lane, inside the hedge). Deputy Clerk to progress.

Consider also an updating Risk Assessment on the play area equipment at Butt Close.

Insurances

21.2 Wharf roadway

Review insurances.

21.3 Lease to Sports Club. Nothing further to report as yet beyond 12 (c).

Action. Insurances and liability position to be checked out when the lease to the Sports Club and the subleases to the tennis club and bowls club are in final form. The Sports Club has already been told of the need to insure its own contents at the pavilion, and it was believed that this had already been done.

The Clerk is to notify the insurers of the installation of the Trim Trail equipment and include this in the insurance cover.

21.4 Use of playing field for events by non-sports club members.

All users of the field for events and sporting activities (if allowed to use the Property for a permitted event), must in future give to the Sports Club, prior written confirmation that there are adequate insurances in place for risks connected with the required proposed activity.

21.5 Lease of Millennium Wood.

Review insurances. £5m cover for third party and public liability is requested by the Woodland Trust for the Council to take out.

22 **To receive reports from Committees**

None

23. **To receive and consider reports from the Clerk**

a) Fallen tree by Marina. Jane Baines at Notts CC is trying to contact the landowner, no progress so far.

b) Standing Orders.

The Clerk is processing a revision of standing orders. These probably need substantial updating, in particular with regard to press being admitted to meetings, and public procurement issues. Clerk to progress.

c) website policy and content

The Deputy Clerk was asked to update previous guidance for what goes on the village website. Now that the separate OneDrive system is running, this should be progressed but further consideration should include implications of putting financial information on the village website and whether minutes of all committee meetings should be placed on the village website.

d) progress with use of OneDrive

Some cllrs are trained, some are not yet. The Clerk is populating OneDrive which is a very lengthy process. Contents of minutes etc will be on the village website after approval by cllrs and published.

e) Proposals from the users of the eastbridford.net domain names is awaited and no further action is required at the moment.

f) prizes for allotments and for floral displays

It had been reported at the September meeting that the prizes awarded for the Allotments were first prize to Mr Whitehead, second prize to Mr Gardner, and third prize to Mrs Crawford.

It was now reported that the prizes awarded for Floral Displays were first prize to Mrs Chaloner, second prize to Mr and Mrs Parker, and third prize to Mrs Ford.

Congratulations were given to the prize winners and to all competitors.

25. **Matters for report**

25.1 Mrs Bibby at Mulberry Close in Cherry Holt Lane has had, some time ago, planning approval for 2 houses and is starting to activate it.

25.2 It was reported that there was regarded to remain a deficiency on signage to over the flyover from the old A46. This has been improved but it was considered unlikely in this financial year that County Highways would find this a priority.

25.3 It was reported that there is a pile of rubble at the end of Ludgate Drive. Cllr Clarke, (who lives in Ludgate Drive) will inspect and if needed, will get Streetwise to clear it away.

25.4 Cllr Hunt renewed his appeal for the Gunthorpe Bridge end of Trent Lane to be one-way traffic. No vehicle exit at the bridge, agenda item for November.

25.5 It was reported that there was a builder's bag full of tree clippings in one of the ditches in Lammas Lane. Deputy Clerk to report on-line.

25.6 Mrs Stevens' hedge backs on to the tennis courts and there are issues of over-growing. It was considered that an on-site meeting should be arranged to take this forward. Cllr Hall to arrange.

26. **Correspondence for information only**

None

27. **Crime and Disorder Act 1998**

The Deputy Clerk reported on the provisions of the Crime and Disorder Act 1998

S.17 Duty to consider crime and disorder implications.

(1)Without prejudice to any other obligation imposed on it, it shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area.

The Deputy Clerk reported that in his view there was nothing that was decided at this meeting that would be likely to have an adverse effect on prevention of crime and disorder in the Parish

The meeting closed at 9.58 pm.

Chairman

Date

Chairman's report, October 2016

Travellers' camp. Butt Lane

When residents reported that caravans and other vehicles were seen on the by-way off Butt Lane, the facts were reported to Rushcliffe Borough Council (RBS) straight away. RBS has an officer designated to deal with such issues, and sent out someone to visit the camp within 24 hours. As the responsibility for the land in question is Notts County Council (NCC), any further measures which might have been needed would have rested with them, but a verbal agreement from the travellers to move on after a week was kept and they left the site.

Part of the procedures included involvement of the police, and they instigated their own visits and a patrol timetable for the area. A police officer kept me informed of these actions. In the village, advice was given to try and keep other areas such as Butt Close access secure.

Councillors may recall Cllr. Hall wished to see agricultural gates installed on the by-way when it was created as part of the dualling of the A46, as they were on the section of Butt Lane which was left by the stables, and on the old road from Kneeton to the A46 when it became a cul-de-sac, and the PC may wish to pursue this possibility further with NCC.

Tree Policy

The first quote from the original consultant who carried out the Tree Survey is somewhat larger than expected, so it will be necessary to pursue further quotes. If these are available for the meeting, they will be put before the Council.

Dogs on Butt Close Playing Fields

Further reports of dog fouling are being made, including disturbing instances where school children using the playing fields are being contaminated by excrement. Preventative measures such as notices and reminders in the magazine about the health hazards of this seem to have little effect on the (hopefully a) minority who do not clear up after their dogs. It may be that the publicity of an owner/walker receiving a hefty fine would be more effective and so, perhaps, it is time to look at enforcement measures.