

EAST BRIDGFORD PARISH COUNCIL

MINUTES OF THE MEETING HELD ON MONDAY 1 August 2016 AT 7.30 PM IN THE METHODIST CHAPEL

Present:

Chaired by Chairman Cllr T Strutt

Cllrs , D Atkins, D Meylan, P Bancroft, R Hunt, N Hall, T Norman, S Sharma, J Turner, M Verner.

Also present:

Mrs J Barlow (Clerk)

Mr E Temple (Deputy Clerk)

Borough Cllr N Lawrence

County Cllr K Cutts

C Henwood from the Horticultural Society

W Barclay from the Sports Club

J Whitworth and his architect J Firth.

Ms K Ashton

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 and the Pre-School Group.

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

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

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

2. To receive apologies for absence

Cllr P Clarke

3. To consider the minutes of the meetings held on 4 July 2016 and when approved to sign them as a true record.

Resolved:- THAT the minutes of 4 July be corrected by changing at:-

4.9 adding "Commissioner"

5.1 para 5 line 3, correct "nfirm" to "infirm".

9 (b) para 4 delete “Streetwise Environmental” and substitute “Notts CC”

10. line 1 correct “fr” to “for”.

22.4 delete “had cutting back” and replace with “replanting”.

22.5 delete and replace with “Alan Jay’s bench seat needs replacing and Cllr Hall will make enquiries”.

Otherwise approved.

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

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

4.1 Gravel extraction at Shelford

Nothing further to report

4.2 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.

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

No further progress was reported.

4.4 Hedges on 107-109 Main Street

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

4.5 Community Plan Group

The consultation has now closed. Reports expected in September.

4.6 3 November Fireworks Display for East Bridgford Academy. This is being reviewed by the Academy after which the Council has yet to hear with detailed proposals including issues relating to donations or seeking to charge entrance fees.

1 The Parish Council noted the email from the Head Teacher of the Academy, saying that any or all activities by the Academy’s PTA on the playing field should be done through the Academy which is a member of the Sports Club. The only people with the authority to speak on behalf of St. Peter's are David Maddison, (Head Teacher), or Peter Golightly (Chair of Governors and Chair of its Board of Trustees) and on occasions Cllr Tracy Strutt. There has been a request that a fireworks event be organised on Butt Close playing field by or on behalf of the Academy on 3 November and the insurances for the event are to be taken out, but not on the back of the Parish Council’s insurances. There is apparently £1,000 external sponsorship made available for this event.

2 It was agreed that two consents need to be obtained. a) the Parish Council and b) the Sports Club.

3. The police and fire authority need to be notified nearer the time and the Academy will need a licence from Notts County Council.

4. The Parish Council agreed to permit planning for such an event to proceed SUBJECT TO the Parish Council seeing well beforehand details of insurances, and compliance with all legal requirements (including a satisfactory risk assessment and method statement) and of course subject to any requirements that that Sports Club may make, if it agrees to such an event.

5. Any damage to the playing field as a result of the event is to be made good by the Academy or its insurers. Any insurance must allow for this to be done without having to wait for a long drawn out process.

4.7 arrangements for formal liaison with Nottinghamshire Police, following a recent reorganisation. Cllr Bancroft will draw up a draft letter with all outstanding unanswered enquiries for the Clerk to despatch on Parish Council notepaper to the Police Commissioner. Yet to be done.

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

4.9 Fraser Brown fees, (minute 8). Clerk to advise FB that the Council would consider this matter after the Wharf Registration had been completed and give an answer regarding fees at that time.

4.10 Community Speedwatch

Cllrs Clarke, Bancroft, Strutt and Sharma have been trained and this will be a rolling agenda item every March, June, September and December.

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

5.1 Mr W Barclay referred to a bench seat in Butt Close for Derek Chamberlain, possibly replacing the old George VI Coronation seat September agenda item.

5.2 Sports Club pavilion extension

Discussed here but recorded at item 9 (f).

5.3 Mr C Henwood reported that there had been an incident at the Care Home about alleged violent restriction of a patient. The Care Quality Commission is making an investigation.

6. **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.

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

The Parish Council considered the following applications:-

PLANNING APPLICATIONS RECEIVED in July

16/01412/FUL

John Whitworth

5 Kneeton Road NG13 8PG

Single storey front extension

Council was told that the Borough has satisfied itself on the boundary issue but the Parish Council is the owner of the land on which the extension encroaches and it disagrees. The objection to the proposal is therefore as neighbouring landowner. The exact location of the boundary on the ground needs confirming.

It is to be put to the planners to have a meeting on site with a representative of the landowner who will be cllr Meylan.

16/01454/FUL

Eddie Argyle

2 Cherryhold Close NG13 8PP

2 storey side extension, single storey front and rear extension, detached garage

The council had no objection.

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.

The council made the following observations:-

Access to the site for building works is not possible without agreement from neighbours but details have not been provided.

The new elevations and materials do not reflect the rural locale.

Some of the interior alterations will need external elements which will be visible eg roof-lights, (ventilating) in new toilets, and are not shown.

Clear 'before and after' drawings would help an assessment.

No landscape scheme has been submitted despite the apparent loss of a number of fir trees and needing proper protection of the remaining trees.

The developer would be prudent in consulting the Geological Institute on the possible effect of underground gypsum mining which did not finish in this area until after 1945.

The parish council and the residents of the village are much concerned at the possibility of an increase in pupils needing to be transported, as a major traffic difficulty already exists.

Rainwater disposal by connection to the main may well cause the existing system to fail.

This planning application may have knock-on impacts on proposals for a new school in Newton on the new estate there, which is understood to have planning permission applied for or granted (it is not known which) for new housing and a school. This links in to the above item on traffic and parking in that a large number of pupils already need to be transported each day from Newton to East Bridgford, pending construction of a school in Newton, and back again when school closes.

Until these issues are resolved, the Parish Council wished to file a formal objection to this application.

201616/01882/FUL

Mrs Molly Wood

25 Main Street NG1 8PA

refurbish existing outbuilding into annex. Insufficient time to review, to ask for an extension of time to reply.

Decisions yet to be made by RBC on the following

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

16/01556/TPO

Graham Rodger

4 Bramley Close NG13 8QR

Crown Lift walnut tree

16/01378/FUL

Duncan Ritchie

2 Brooks Close NG13 8LZ

Single storey rear extension

PLANNING APPLICATIONS GRANTED OR REFUSED during July 2016

16/01088/FUL

St Peter's Church of England Academy

Kneeton Road NG13 8PG

Proposed modular classroom building

Permission granted

16/01129/FUL

Mrs Caroline Phillips

35 College Street NG13 8LF

Single storey side extension; pitched roof to existing garage, alterations to existing porch and front elevation.

Permission granted.

16/01447/ LBC

Alister Robens

4 Kirk Hill NG13 8PC

Reconstruct garden wall

Permission granted

8. **Finance**

(a) –(b) To receive the Statement of Account to 27 July 2016 and approve and sign the Schedule of Payments for July.

RESOLVED: To accept the Statement of Account to 27 July 2016 and the Schedule of Payments for August 2016

Proposed by Cllr Bancroft, seconded by Cllr Sharma 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 RFO passed a copy of the July 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.

9. To discuss matters relating to the Sports field and the pavilion

a) The council discussed the proposed public meeting which was agreed to be held in the Village Hall on 14 September at 8pm. Borough Cllr Lawrence (who is not on the parish council) has agreed to chair it.

Emails had been received from Mr Clive Turner which were included in the discussion. It was agreed that the action required was issue of a simple acknowledgement of his emails and notification to him of the date and time of the public meeting.

It is to be an open forum where residents of the village can express and exchange their views. The Deputy Clerk was asked to prepare a "facts sheet" to be made available on the night.

The PC is there to listen and consult. There will not be a public vote.

It was agreed to place a notice in the parish magazine and on the village notice boards and on the website, announcing the public meeting for a non-binding consultation with the village residents. It is to ask that if anyone has a particular wish to speak, then to let the Parish Clerk know in advance.

The agreed topic is limited to discussing "use of the pavilion". Nothing else.

b) damage to cricket outfield

The Parish Council had already authorised immediate repairs by Notts CC in the interest of public health and safety at a cost of £1200 + VAT plus £270 for weed spraying at the same time. It had been hoped that the village Horticultural Society would notify its insurers about the £1200 + VAT that the Parish Council was paying in this emergency, without admission of any liability on the part of the Parish Council but such notification seems not to have been done.

Resolved that The Clerk be instructed to write to the village Horticultural Society after the repairs invoice arrives, for settlement by the Society. Proposed by Cllr Hall, seconded by Cllr Hunt, and passed by majority vote.

c) format of lease

It was reported that the format of the draft lease had been provisionally agreed with the Sports Club but this has been put on hold pending the public meeting on 14 September.

d) electrics

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, He is still awaiting a response from the NICEIC.

The cost of the Condition Survey was £174.00 + VAT which was carried out by Oglesby's.

e) Freedom of Information Act issues

It was reported that a request had been received on 29 June 2016 from Mr Clive Turner under Freedom of Information Act as follows:-

I request that the Parish Council provide to both myself and all Parish Councillors

i. A copy of the draft leasing arrangements.

ii. Minutes of all meetings relating to the creation and negotiation of the draft lease.

iii. A financial summary, detailing the sources and amount of funds used, to reinstate the pavilion building after the fire.

iv. A copy of the revaluation of the pavilion building and associated sports facility.

This had been complied with, within the statutory deadline (ie before 27 July) but receipt had not yet been acknowledged by Mr Clive Turner.

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

There was a report from Cllr Turner that the Sports Club was still in process of preparing grant applications for extending the pavilion and opening it up to more use. But without a lease, this was shelved for the time being because no grant-funder will make a grant unless the recipient owns the freehold or has a 25 year lease. This means that the Autumn round of grant applications will be missed and the Sports Club's project set back until 2017.

g) Fire and health & safety risks

A Fire Risk assessment for the use of the Pavilion has been completed, A Health and Safety risk assessment needs to be completed. The Deputy Clerk was asked to progress this.

h) Trim Trail. Cllr Atkins recommended that this be not placed on the left side of the field, as one enters from College Street, but behind the metal screen near the Bowls Green. The updated quote is the same at £7172.78 + VAT for supply and installation. (correction to £8774.50 plus VAT , see September minutes)

Resolved that this quote be accepted and that the Playing Fields and Pavilion Committee be delegated authority to make the final selection of the exact site for each equipment item. Proposed by Cllr Bancroft , seconded by Cllr Sharma and all agreed.

10. 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 was asked to check with the original contractors (Playdale and Killingley) as to existing guarantees.

11. To receive an update regarding Springdale (Millenium) Wood lease

Cllr Atkins presented the lease and deed of dedication for execution on behalf of the Council. Fraser Brown have asked whether the Parish Council wish them to sign a side letter relating to replacement of the information board.

Resolved that this be approved and that Cllrs Clarke and Strutt were authorised to sign it the lease and deed. Proposed by Cllr Atkins, seconded by Cllr Meylan and all in favour.

Proposed management agreement of the Wood by the Wildlife and Biodiversity Group. It was reported that the Deputy Clerk had sent a letter of initial advice to Cllr Atkins but that no response had been received yet from Woodland Trust.

12. To consider matters arising from the review of parish documents to include queries on the Sports Club lease, 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

Sports Club lease. Nothing further to report

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.

Freehold of playing field

It was reported that Notts CC had offered to allow the Parish Council the opportunity to purchase the freehold of the playing field for a nominal sum. Agreed that the Council should take this up subject to contract and instruct Fraser Brown solicitors to act, having obtained a fee structure from them first. Clerk to action. Matter referred to the Playing Field and Pavilion Committee

Wharf registration,

confidential item

13) To discuss the water discharge from the bank above the Marina access track

Confidential item

14) To consider the terms of the loan to the Pre-School Group

Deferred to next meeting

15) To consider the terms of a Grievous Complaints Policy

Resolved that this be adopted in the form previously circulated to Cllrs. Proposed by Cllr Turner, seconded by Cllr Sharma and all in favour.

16) To receive a report on matters on the monthly list of outstanding issues

Outstanding Issues July 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 fit outside pavilion
August 15	Trim Trail – Fitness equipment – see item 22.1

- 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
- February 16 Boundary to the Marina – installation of fencing has been completed.

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

17.1 public meeting re pavilion 14 September at 8pm in the Village Hall. Also the proposed Trim Trail can be revived now that the pavilion repairs have been done. See item 9(h)

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

public meeting re pavilion 14 September at 8pm in the Village Hall

Insurances

18.1 Wharf roadway

Review insurances.

18.2 Lease to Sports Club. Nothing further to report as yet.

Action. Insurances and liability position to be checked out when the lease to the Sports Club and the sublease to the tennis club is in final form. A Fire Risk assessment for the use of the Pavilion has been completed.

A Health and Safety pavilion risk assessment needs to be completed. The Deputy Clerk was asked to progress this.

After the lease is in place, responsibility for these Butt Close items are intended to be passed to the Sports Club, who will need to regularly update them as needed.

18.3 Use of playing field by Academy.

The Council has seen a copy of its current Public Liability Certificate.

18.4 Use of playing field by Horticultural Society for village show.

The Council has seen a copy of its current Public Liability Certificate

18.5 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 including

18.6 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.

18.7 Should there be a Risk Assessment on the phone box? Deputy Clerk to consider.

18.8 Lease of Millenium Wood.

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

19 **To receive reports from Committees**

None

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

a) Officers' workload.

Secretary to the clerk. Advertising locally is proceeding.

b) Communications. The Clerk reported that there seems to be an unnecessary surfeit of emails flying about. She recommended that tasks be allotted to an individual or to a committee/ working party, who got on with the task and reported back. Eg she did not need to be copied in on every detail of the Sports Club draft lease. Comment was made that even if no action was required, the Clerk should not be kept in the dark about progress or events and that there is a slight conflict between the two needs, both of which were quite reasonable. To be considered further. September agenda.

c) Fallen tree by Marina. Jane Baines at Notts CC is trying to contact the landowner

d) Defibrillator and phone box. Electrical check completed and is reported to be satisfactory.

e) 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.

f) website policy and content

The Deputy Clerk had been 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 be placed on the village website.

g) 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 when approved by cllrs and published.

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

21. Matters for report

- 21.1 Trim Trail – Fitness equipment. Cllr Atkins advised that the proposed location be changed to behind the screen netting behind the skateboard ramp, which was agreed and he is to obtain a revised quote. See item 9(h).
- 21.2 The dropped kerbs on pavements on Main Street which upset the pavement configuration for wheelchairs has been reported to County Highways. A letter had been received by the Deputy Clerk asking for further details which had been passed to Cllr Meylan to action.
- 21.3 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. To be considered further.
- 21.4 Cllr Norman advised that the hedge on Cross Lane needs replanting.
- 21.5 Cllrs Strutt and Hunt reported that a number of footpath hedges need cutting back. This will be reported online to the County Council.
- 21.6 Cllr Atkins reported that a tree at the corner of Springdale Lane and Brunts Lane needs attention. Cllr Hall to investigate.
- 21.7 The footpath off Lammas Lane behind Mrs Tomlinson’s house is too narrow because of overgrown hedges. Jane Baines of County Highways has been notified. It seems that part of the land in question is subject to a public right of access and the bits at the edge are private land so this at the edges is more for discussion between the landowners.
- 21.8 The hedges at 20-22 Main Street have been cut back.

22. Correspondence for information only

None

23. 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 10.15 pm.

Chairman

Date

Chairman's report, August 2016

Reminder: I will not be attending the meeting as I will be on annual holiday.

Butt Close

The damage to the field caused by the fire engine and other vehicles has been top-dressed, and other work including spiking has been done. The area is protected by stakes & tape, some from the stock in the shed, and some provided by Nick Durst. Ironically, there has not been enough rain to bed in the repaired areas so unfortunately it is not yet possible for cricket to take place.

Better news has been received from County Councillor Kay Cutts. The relevant Committee at the County Council has authorised negotiations to take place to transfer ownership of Butt Close to the Parish Council, subject to various & existing conditions of use including covenants etc. While this will involve the PC taking on a level of maintenance & other costs, it would mean the field will be secured for the village beyond the lease period. At the meeting, Councillors will need to decide formally whether to proceed & determine who will take the negotiations forward.

Community Road Safety (CRS) Training

The previous Speedwatch scheme has been replaced by a new CRS scheme, which has enhanced equipment. A group of Councillors were trained on the 16th July by PC Howard Shinn and PCSO Sally Charles, about how to use the new equipment. The next stage will be to identify locations and complete the appropriate risk assessments etc, prior to booking out the equipment, probably in September.

Medical Centre

Following the representations made in public comment at the last meeting, I contacted the Practice Manager again who agreed to ask staff to park further away during the building work.