

EAST BRIDGFORD PARISH COUNCIL

MINUTES OF THE MEETING HELD ON MONDAY 3 August 2015 AT 7.30 PM IN THE METHODIST CHAPEL

Present:

Chaired by Vice-Chairman Cllr T Strutt

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

Also present:

Mrs J Barlow (Clerk)

EMF Temple (Deputy Clerk)

County Cllr K Cutts

Borough Cllr Lawrence

Members of the public

Mrs S Brewill, Mr R Bendy, Mr C Henwood.

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.

Cllr Hartfield on matters relating to the Horticultural Society committee and the flower show committee is part of the Horticultural Society.

Cllrs Atkins and Meylan disclosed that they had been involved in the design of the medical centre some years ago and had been awarded a design prize. This new proposal had not been put before them and they had not been involved in the new planning application in any way so there was no interest to disclose for item 7.

2 To receive apologies for absence

Cllr P Clarke

3. To consider the minutes of the meeting held on 8 July 2015 and when approved to sign them as a true record

Resolved:-that the minutes be approved subject to inserting the names of Mrs E Meylan and Mrs S Brewill as the previously unidentified members of the public present, correcting numbering at 23.6 and 23.7, and that it was Cllr Norman who reported that footpath 13 was overgrown. Proposed by Cllr Strutt, seconded by Cllr Bancroft and all agreed.

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 Loan to the Pre-School Group

The Pre-School Committee has not yet met.

4.2 Gravel extraction at Shelford

It was discussed by Notts CC at a meeting in late February but we do not yet know the outcome. County Cllr Cutts said that it might be some time yet before a decision is made.

4.3 Donations Policy

This concept was discussed in January and met with general approval in principle.

Action. Clerk will prepare a draft for discussion at the next meeting of the Executive Committee.

4.4 The village website.

The Deputy Clerk had been asked to regulate the position on contracts with VTL and an updating of previous guidance for what goes on the website. Nothing to report yet. To wait until the new system is in place and then take it further.

Further consideration should include implications of putting financial information on the website

4.5 The defibrillator.

The defibrillator pads expired in July and have been replaced.

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

5.1. Mr C Henwood raised issues about whether the Post Office should be nominated as an Asset of Community Value (ACV). Borough Cllr Lawrence commented that a Post Office by itself is not an Asset of Community Value. The building of a shop and post office might be applied for as an ACV but that was up to Rushcliffe BC to decide. It is not a right to buy but a right to bid. Has the village a group wishing to take on the combined operation? Cllr Sharma commented that if the Parish Council did not wish to nominate the retail shop and Post Office as an Asset of Community Value, it did not prevent any community group in the village applying to nominate it to Rushcliffe Borough Council as an Asset of Community Value. Deferred to next meeting.

5.2. Issues relating to the fire at the Sports Pavilion were discussed here but recorded at item 9.

6. To receive the Chairman's Report

The Chairman's Report had been circulated prior to the meeting and is attached as an Appendix to these minutes.

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

PLANNING APPLICATIONS RECEIVED in June 2015

Where it states "permission granted" it may be approved subject to conditions.

15/01345/FUL

Mrs J Higgs

Old Hill Barn 113 Kneeton Road NG13 8LP

Extension to annexe to provide larger bedroom.

No objection

15/01356/FUL

Dr Scaffardi

EB Medical Centre 2 Butt Lane NG13 8NY

Two new single storey extensions to side and rear of existing Medical Centre

No objection on planning grounds. It was observed that no Design Statement has been produced, which makes it difficult to assess the changed loading and likely uses, especially the numbers of persons using the medical centre and car parking.

No objection on planning grounds. It was observed that no Design Statement has been produced, which makes it difficult to assess the changed loading and likely uses, especially the numbers of persons using the medical centre and car parking.

If there is an increased number of staff using the larger medical centre, then they will wish to park their cars in the medical centre car park.

But the already crowded car park (presently 32 spaces available for staff and patients/visitors) is likely to be reduced in available car parking area by these new proposals. The medical centre is believed to be in a Conservation Area. Where is it proposed that patients /visitors will park? On the public highway outside, near a bend?

Natural lighting and ventilation in the office space and health education may need to be improved, leading to a change to the visual appearance. Plus the unlit exit corridors.

15/01617/TPO

A Park

3 Cuttle Hill Gardens NG13 8RW

Fell Sycamore and fell Oak tree

No objection to felling the Sycamore. The Council objected to felling the Oak but if approval is given, then there should be a condition imposed that two new oak trees should be planted, closer to the hedge.

Decisions yet to be made on the following;

14/02554/FUL.

Ms E Robens

East Bridgford Hill, Kirk Hill

Majority change of use of ground floor and grounds for the use of specialised celebratory events.

No objection

15/00973/FUL

Ross Matthews

47 Kneeton Road NG13 8PG

Dropped kerb on to Kneeton Road.

No objection

PLANNING APPLICATIONS GRANTED OR REFUSED

during July 2015

15/00969/OUT

Mrs S Bibby

18 Cherryholt Lane NG13 8LJ

Outline permission for 2 dwellings and vehicular access: application for renewal of existing permission

Permission granted

8.0 Finance

8.1 To receive the Statement of Account to 31.07.15 and approve and sign the Schedule of Payments

RESOLVED: To accept the Statement of Account to 31 July 2015 and the Schedule of Payments for August 2015, to be added to which was a cheque for reimbursement to Cllr Hunt for purchasing a plate of suitable strength for potholes at the Marina.

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

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.

8.2 To receive the RFO's Report

The Clerk reported that she had retained all parish funds on the current account on maturity of the 30 day deposit in case needed in connection with the Sports Pavilion. It was agreed that this should continue and be reconsidered at the next PC meeting in September.

The Clerk reported that the audit of the Annual Return by Alan Hopwood the internal auditor had been completed with a clean report.

The Clerk reported that Cllr Atkins has been working on the paperwork for WREN required for the grant funding for the works at the field entrance and Cllr Atkins confirmed that it had been sent off within the required timescale.

The RFO passed a copy of the July 2015 bank statement to the Vice-Chairman for checking and signing off.

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

Proposed by Cllr Hartfield, seconded by Cllr Hall and all agreed.

9. To discuss matters relating to the fire at the Sports Pavilion.

Cunningham Lindsey of its Birmingham office have been appointed by the insurers Aviva as loss adjusters and claims managers. (Loss Adjusters Imran Ramzan and Bobby Campbell). Peter Whitehouse as senior surveyor at Cunningham Lindsey's Birmingham Office has been appointed by the Fire Committee as Project Manager, fees to be paid by the Parish Council if not reimbursed by Aviva under the insurance policy. A draft schedule of works is hoped to be ready by 14 August and any items extra required should be identified to the Clerk as soon as possible. An example was that it would be useful to have an external power point covered by a removable lockable steel plate, rather than to have externals having access to the inside of the new pavilion and stores.

There is also a water leak in one of the pipes under the field, which has caused the Sports Club to receive an unexpectedly large water bill. The cause of this has not yet been ascertained but it seems to have happened before the fire.

Informally it seems that the insurers are likely to release £30,000 initially and then in tranches of £100,000. The timing of VAT recoveries may VAT may have to be recovered only at the end, which will put a great strain on the council's cash flow.

Thanks were given to County Cllr Cutts for assisting with licences to be granted by Notts CC for cranes to come on to Butt Close (leased from Notts CC) to assist with repairs.

Resolved:- that the appointment by the Fire Committee of Peter Whitehouse as Project Manager be approved. Proposed by Cllr Atkins, seconded by Cllr Meylan and all agreed.

Resolved:- That correspondence coming in to the Clerk from all external sources other than from Bill Barclay of the Sports Club and from Cllr Clarke, Parish Council Chairman, be referred back to the source to be re-routed, and that instructions to the contractors be made only through the Project Manager. Proposed by Cllr Atkins, seconded by Cllr Meylan and all agreed.

Resolved: That Mr Whitehouse be instructed to check with Rushcliffe BC planning control, as to planning permissions required, on the basis that the "footprint" probably does not need to be altered. Proposed by Cllr Atkins, seconded by Cllr Meylan and all agreed.

Resolved:- that the Fire Committee be authorised to instruct contractors to set in motion repair of the water leak to a maximum cost of £900, and to advise on the likely cause. Proposed by Cllr Atkins, seconded by Cllr Meylan and all agreed.

Resolved:- that the Clerk be asked to check on the VAT reclaims position for the Council (and possibly for the Sports Club) on VAT reclaims. Proposed by Cllr Atkins, seconded by Cllr Meylan and all agreed.

Resolved:- that in view of the need to enable key decisions to be made without delay, the Clerk be instructed to review the Standing Orders with a view to suspending some in relation to the Fire Committee's decision-making. To report back to the September Council meeting. Proposed by Cllr Atkins, seconded by Cllr Meylan and all agreed.

Fuller details of progress on the pavilion repairs etc are to be found in the annexed Chairman's report.

10. To receive an update on the Butt Close Improvement Project and consider quotations / approve expenditure on Fitness Trail equipment

RESOLVED:-this issue be postponed for a while. The field may need to have all sorts of equipment installed in it for rebuilding the pavilion, areas fenced off for safety, and this new Fitness Trail Equipment might well just get in the way. Deferred to the next meeting

Proposed by Cllr Atkins, seconded by Cllr Hartfield and all agreed.

11.0 To receive an update on the Cuttle Hill project and consider quotation for works

Resolved:-That in view of the Pavilion Fire, and the likely strain on expenses, this project be deferred for review until April 2016.

Proposed by Cllr Turner, seconded by Cllr Hunt and all agreed.

12.0 Inspection and Maintenance of the existing Play Areas.

12.1 Cllr Bancroft reported that the work by Streetwise was not altogether satisfactory and had been in touch with Streetwise. Update at next meeting. The 3 month probationary period started on 1 June 2015.

Resolved:- that 20 tonnes of suitable sand be ordered from a source other than Streetwise at a cost of £770 and delivered to Cllr Hunt who will arrange for it to be delivered to Butt Close when needed and that the Council should then obtain a quote for laying the sand.

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

12.2 It was reported that the rubbish bin outside the play area had some wooden slats missing.

Resolved : that Cllr Hall's offer to repair the bin by purchasing extra slats and fixing them be accepted subject to him being reimbursed for the cost of the wood.

Proposed by Cllr Turner and seconded by Cllr Meylan and all agreed.

13.0 To receive an update on the proposed Springdale (Millennium) Wood lease

Cllr Atkins was invited to comment on the projected annual cost to the Parish Council of a very long lease from Woodland Trust. He commented that much depended on what was to be done each year. He was of the opinion that £600pa should meet basic requirements and that all expenditure to be incurred by the Friends should be pre-approved by the Council, if the Council is to be invited to reimburse. Annual expenditure will have a knock on effect on the precept. No draft lease had yet been received.

14.0 To consider matters arising from the review of Parish Documents

14.1 Bus shelter

The roofing on the bus stop opposite the Royal Oak needs attention and the Clerk has written accordingly to Notts CC which has given a broadly positive response to the Council's request . County Council to price it up. Notts CC asked if the Council had contacted the owner of the wall at the back about necessary wall repairs. Cllr Hartfield to speak to the owner and at the same time enquire about the possibility of a notice board at the back which may have the effect of stopping fly posting.

15.0 To discuss the water discharge onto the bank above the Marina access track on to Parish Council Land.

Confidential item

16.0 Monthly list of outstanding issues

Double yellow lines around the village –ongoing

Sports Club Lease – being negotiated with Sports Club via Fraser Brown. See also 16.5.

Replace tree at 52 Kneeton Road

Welcome packs for newcomers to the village

Seats to be re-varnished around the village

Kicking goal on Butt Close.

Trim Trail/Fitness Trail

Wharf lease,

Cuttle Hill project

Relocation of Holloway Close grit bin.

Waste bin to fit outside pavilion.

Hedges at 107-109 Main Street.

17.0 To consider whether there are any consultation/ risk assessment issues arising from the agenda.

17.1 The location of the Fitness Trail in Butt Close and the rebuilding of the Pavilion. Consult with Sports Club.

17.2 Community Plan

Cllr Atkins reported that this was progressing well, but nothing particular to report at present.

17.3 The Deputy Clerk reported that he had prepared a template risk assessment proforma to assist in any future risk assessments.

18.0 To consider whether there are any insurance issues arising from the agenda

18.1 The Deputy Clerk will prepare an inspection sheet for land and buildings and other owned /leased assets of the Parish Council that need regular inspection. This will not only list the assets but in a separate column, list the required frequency for inspection. Another separate column will record the date and time of inspection and whether there are any matters needing attention. This will assist with insurances.

18.2 When the list in 18.1 is complete, it may be useful to create a second similar register of trees on Parish Council land, that need regular inspection.

18.3 When the list in 18.2 is complete, it may be useful to create a third similar register of portable electrical assets owned by the Parish Council land that need regular P.A.T. testing.

18.4 The possible acquisition of Springdale Wood by the Parish Council, relying on Friends of Springdale Wood to maintain it. Insurance cover needs to be in place. For risk assessment purposes the Deputy Clerk asked:-

(a) Who is to be responsible for health and safety of the Friends when they are working in the wood on maintenance aspects?

(b) If a member of the public is injured while walking in the wood, who bears liability? Who owes the "duty of care" to the public? The Friends or the PC?

If it is the Friends, will the PC reimburse the insurance premium? When discussing the litter-picking day, at that time, the Friends had no present insurances at all. This is yet to be determined.

18.5 The Bridgford Street track,

Review insurances.

18.6 Wharf Drive at the Marina,

Review insurances.

18.7 Lease to Sports Club

Action, Insurances and liability position to be checked out when the lease to the Sports Club is in final form.

19.0 To receive reports from Committees

Fire Committee reports as in para 9 above.

20.0 To receive and consider report from the Clerk

20.1 The tennis club has negotiated a reduced price for the repairs to the tennis court and settled it.

21. To receive matters for report

21.1 Cllr Meylan reported that there is a parade of the British Legion in London on 15 August for Burma Star veterans. He has been invited to join in the parade and is the last surviving member of the village to do so.

21.2 Cllr Norman was asked to submit a chairman's report to the Parish Magazine in the absence on holiday of Cllr Clarke, text to be approved first by the Clerk.

21.3 Cllr Hunt reported that a Notts CC mower had taken out a 12 foot oak tree, he was requested to contact Jane Baines of Notts CC by phone to notify.

21.4 Cllr Hall reported that a new allotment tenant had asked if he can instal a beehive on his allotment. The Council had no objection to this but agreed that it would be nice if the allotment holder could confer with his allotment neighbours to preserve harmony.

21.5 Cllr Bancroft reported that at the entrance to the field behind the flats at Holloway Close, some dog walkers picking up dog faeces, putting them quite properly in plastic bags, put those bags in the adjacent blue bins. The Deputy Clerk was asked to contact the Neighbourhoods Department at Rushcliffe BC with a request for installation of a dedicated dual purpose "city" litter bin for dog faeces in plastic bags, adjacent to the garages on Holloway Close.

21.6 Cllr Bancroft said that there are 5 email "east bridgford " .net accounts : 3 with Borough Cllr Lawrence, 1 for Cllr Bancroft and 1 for Steve Crawford. He said that the charge to him had doubled recently. It was important in his view that the parish council retain control of the .net domain name. Comment was made that if the village name was to be retained in a domain name , perhaps the village organisations should be entitled to use it too. Deferred to the September meeting.

21.7 Flower baskets and allotments prizes

Not yet published.

22 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.

23.0 Correspondence for information only.

Closure The meeting closed at 10.22pm

Chairman Date:

Chairman's report, August 2015

Cuttle Hill

It appears that we will need to keep cash balances in hand to pay for works to the pavilion and then claim them back from the insurers. With this in mind, it may be best if we defer the Cuttle Hill work until next year. This will entail losing the current SLC funding but, provided the scheme runs again next year, we can submit a bid to take into account the extra cost and build in the pavement widening. I have alerted staff at Notts CC about this possibility but I would ask that the Parish Council resolve formally at the August meeting to defer the scheme until next year so that the SLC funds can be reallocated elsewhere.

Communicated issues

Letter re Play Area Junior Swing – passed to Cllr. Bancroft. Rain water pooling on Walnut Tree Lane. Highways Dept are dealing (yellow paint marking for verge cut back).

Pavilion Fire

The following meetings and works took place in the week beginning Monday 27th July.

On Tuesday 28th , there was a Sports Club Committee meeting. Cllrs Turner and Hall were there, and will report to the Council in the meeting on Monday 3rd August as normal. I also attended in the

particular circumstances of the fire, and some issues will be referred to below where they are relevant.

The contractor engaged to remove the asbestos-containing soffits & debris arrived on Wednesday and completed the work as required.

Notice that the debris removal teams would be on site from Thursday 30th July was also received during Wednesday. The Sports Club was informed so that they could attend to claim any salvageable items. The contractors, Gelders, arrived on time Thursday morning, and their operatives were very helpful in removing quite a large number items belonging to Bowls, Cricket and Tennis, whose members were helpfully able to attend at short notice to identify and take them away for storage. Further clearance during Thursday was unfortunately delayed by the late arrival of skips which are currently sited on the hard standing area. Cllr. Turner notified contractors of the need to protect the newly-reseeded cricket pitch.

Clearance continued from early on Friday 31st July , but completion of this together with boarding up and the provision of a building board for services, will continue on to Monday 3 August.

A planned meeting with the loss adjuster and the two surveyors from Cunningham Lindsey took place on Friday morning 31 July. Cllrs Clarke, Turner and Hall attended, together with the Clerk, George Whitt from the Sports Club, and David Palmer from Came and Company, the Council's broker. The Clerk has recorded the various issues, decisions and actions which arose in this meeting, but I will make the following comments since I cannot attend on Monday.

Subject to a further inspection next week, our surveyor who was formally appointed on Friday was of the opinion that the walls are stable and the works will be predominantly a re-roof and re-fit process. He believed the outline brief for this could be completed by 14th August. In relation to any proposed changes to layout etc, if these are requested and involve additional cost, these costs would fall on the Council. The Sports Club were asked to consider this and inform the Clerk of any works so that the Council can decide, via the group delegated to deal with the issues which arise between full meetings, how to proceed. If there is no undue delay, the tendering process should proceed from late August, with contractors on site from mid to late October. Projected completion could be as early as January.

The loss adjuster for the insurers confirmed that it accepted liability for the building's damage. It was also confirmed however, that there is no provision for temporary accommodation in the Council's Buildings policy, as is normal for this kind of landlord arrangement. The onus is on the tenant ie the Sports Club to take out this type of cover. Since the Club does not have this cover, the cost of any temporary provision needs to be met by the Club. The football section is investigating a basic cabin for changing, and the tennis club has hired a portaloos. County Councillor Kay Cutts is assisting in getting the County Council to give permission for temporary buildings for the Sports Club and contractors on the field if required.

It should be noted that the Council has good reason, again, to be grateful that its Clerk is very thorough in researching and providing appropriate advice to Councillors. One key area for example is the sum assured which was based on a recent professional valuation which was advised by the Clerk. Another is the situation with VAT. Both of these are potential minefields where professional advice and recorded decisions are vital. Hence, this incident provides much evidence that the Council will need to continue to be vigilant in fulfilling its responsibilities to avoid as far as possible any pitfalls which can be prevented by taking the appropriate actions or precautions.

One thing shines through, though, and that is the ready willingness to engage with the issues from many quarters of the community and this willingness has injected momentum into the process and gives some optimism that resolution may come sooner rather than later.