

EAST BRIDGFORD PARISH COUNCIL

MINUTES OF THE MEETING HELD ON MONDAY 4 July 2016 AT 7.30 PM IN THE METHODIST CHAPEL

Present:

Chaired by Chairman Cllr P Clarke

Cllrs T Strutt, 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

R Bendy and C Henwood from the Horticultural Society

G Whitt and W Barclay from the Sports Club

Mrs T Taylor chair of Academy PTA

C Turner

Various other members of the public.

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

County Cllr Cutts

3. To consider the minutes of the meetings held on 9 May and 6 June 2016 and when approved to sign them as a true record.

Resolved:-THAT the minutes of 6 June be corrected by changing at 8(b) the seconder to the proposal was Cllr Hall and not Cllr Hunt and at 12, the reference to £893.86 should be £333.86 (ie £560+ £333.86=£893.86), and otherwise all these minutes, and the minutes of the Annual Parish Council meeting on 9 May, are approved.

Proposed by Cllr Bancroft, 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

Progressing well and questionnaires have been prepared and circulated in final form. The consultation has now closed.

4.6 The overgrown Rectory-hedge was discussed and Cllr Strutt has spoken with Mr P Golightly, Secretary to the Parochial Church Council and the work has been done.

4.7 The PAT Test for parish council equipment at the Clerk's office has been completed.

4.8 3 November Fireworks Display for East Bridgford Academy PTA. Yet to hear from PTA with detailed proposals for the event.

4.9 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.

4.10 in 'outstanding issues', boundary to the Marina, installation of fencing, this has been done and can come off the list of outstanding issues.

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

5.1 Mrs T Taylor complained about the parking at the end of Cross Lane, outside the Medical Centre.

When the planning application was made to construct an extension to the surgery and to reduce the surgery car parking area, the Parish Council sent in observations to the planners that the extra medical staff using the extension in a smaller medical centre car park, would inevitably cause traffic to park in the main road on a bend in the road. And the patients

using the surgery and unable to park cars, would spill over on to the main roadway, creating a further safety hazard.

Cars are parked close to the Cross Lane junction and on Butt Lane, chaos and pandemonium reigned. A serious health and safety issue. It was believed that because some cars are parked there on the road all day, that some at least of the parkers, are staff at the medical centre. There is a car collision just waiting to happen and moreover that there ought to be a pedestrian crossing installed outside the medical centre.

Patients crossing the road can be pram pushers, pregnant, the elderly, and by definition many visitors to the medical centre are infirm. Trying to cross the road and dodging cars "overtaking" parked cars on a bend is dangerous even when not infirm. A pedestrian crossing would also help slow down traffic on Butt Lane and ease the parking issue if there were no yellow lines.

In the preceding Chairman's report he had written:-

"The building work, which has been flagged for some time, has begun. Almost immediately, the predictable problems with parking have occurred. The junction with Cross Lane is always hazardous and is markedly worse when vehicles park close to it. Perhaps some police 'No Parking' cones could be deployed for the duration of the work?"

County Cllr Cutts had approached County Highways who had not been told by Rushcliffe Borough Council of the highways issue raised with the Borough by the Parish Council. It seems that the Rushcliffe planners are not concerned with highways issues as these are not generally "planning considerations" when granting planning permission, and County Highways were not. Cllr Lawrence said he was now aware of the issue and would look into it.

It was hoped that the Medical Centre staff would make more use of the village car park in Main Street. Mr Henwood (a member of the patient participation group at the Medical Centre) advised that this is a long term problem. A bit like pressing a balloon. If patients cars are parked away from the medical centre then this just causes problems to swell out somewhere else eg into Cross Lane, which is already a problem.

Borough Cllr Lawrence suggested that Mrs Taylor took some photos of the issues, on different days, dates and times , to demonstrate the problems faced. Send these to County Cllr Cutts at County Hall West Bridgford , asking her to lobby County Highways. If there are yellow lines installed, then the Borough can take enforcement action.

Reference was also made to parking problems at the church crossroads. Cllr Atkins advised that this is being put back until the results of the Community Plan are available.

5.2 Sports Club pavilion extension

Discussed here but recorded at item 9.

5.3 Wider use of the pavilion, Mr C Turner's comments.

Discussed here but recorded at item 9

5.4 Academy PTA fund raising event

Discussed here but recorded at item 18.

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. The Chairman also reported that building work had started at the Medical Centre which has had a knock-on effect on on-street parking as in 5.1 above. The Chairman had called at the Medical Centre and asked them to place No Parking cones in the main road with the intention of avoiding accidents but this has not had much effect on people parking cars.

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

The Parish Council considered the following applications:-

16/01378/FUL

Duncan Ritchie

2 Brooks Close NG13 8LZ

Single storey rear extension

No objection

16/01447/ LBC

Alister Robens

4 Kirk Hill NG13 8PC

Reconstruct garden wall

No objection.

16/01556/TPO

Graham Rodger

4 Bramley Close NG13 8QR

Crown Lift walnut tree

This was one of the exceptionally fine trees in the village. To remove the branch as suggested will leave a threatened and part-destroyed tree and expose the Bramley Close houses to view from nearby dwellings. Council suggested a site discussion with the Tree Officer and owner be held to discuss the need and possible effect of the proposal. Objection.

8. **Finance**

(a) –(b) To receive the Statement of Account to 30 June 2016 and approve and sign the Schedule of Payments for June.

RESOLVED: To accept the Statement of Account to 30 June 2016 and the Schedule of Payments for July 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 June 2016 bank statement to Cllr Strutt for checking and if agreed, signing off.

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

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

Re pavilion, there is 2.5% retention to pay out in November . Certain expenses have been recharged to the Sports Club, and it is expected that the net contribution payable by the Council for the refurbishment is about £4000.

Re the annual return, this has been sent to the auditors who have responded with a number of enquiries about tendering process, which was in fact done under the auspices of Cunningham Lindsey and these details have been sent to the auditors.

The Clerk reported that she was considering changing banks and arranging for a spreadsheet to be submitted to the Council with a list of payments to be made, to be signed off by the cheque signatories and the Clerk authorised to make the payments electronically. This concept was generally approved and the Clerk is to report back further.

The Clerk is to check with Fraser Brown the status of unbilled work in progress and where the Council stands overall.

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

a) re-opening

It was reported that Cllr Cutts had formally opened the refurbished pavilion on 28 June with a good attendance from the public on a rainy evening, thanks to the pre-publicity for the event.

b) damage to cricket field

It was reported that there had been damage to the cricket outfield at the village show. A fire engine had been arranged by the Horticultural Society and when a cloudburst , it (weighing in excess of 12 tons) sank into the ground up to its axles. Three tractors were needed to pull it out. This has left ruts in the outfield, which are or may be now safety hazards which have been roped off. No cricket match can be played on the field at the moment.

Mr Bendy for the Horticultural Society said that the village show had had 2,970 visitors . No damage had been intended to the field, it was an unfortunate incident and he was very sorry.

Mr Whitt for the Sports Club said it was bad decision for the Horticultural Society to allow such heavy equipment on the field in the first place. The Society had been allowed the use of the field for the village show, who was going to pay for the repairs necessary to the cricket outfield?

Resolved that the Parish Council authorise and pay for 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 . Proposed by Cllr Meylan. Seconded by Cllr Atkins and all in favour.

It was suggested that the risk assessments by the Horticultural Society should take account of possible inclement weather and should set out what vehicles are allowed on the field in connection with the village show. It was hoped that the 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.

c) format of lease

It was reported that the format of the draft lease had been provisionally agreed with the Sports Club but Mr Whitt for the Sports Club asked at the meeting for a further amendment to be considered whereby it would be the Parish Council that should decide whether the village show goes ahead and not the Sports Club with its proposed 25 year lease. To be deferred to the next meeting.

d) Cllr Turner reported that there is still outstanding the proper testing of the electrics, and a complaint has been made to the Regulator.

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.

I wish to put forward an alternative proposal, which is likely to be in the form of a Community Amateur Sports Club, limited by guarantee. Please provide the mechanism for doing so.

It was agreed that this request under the Act should be met without reserve. It will take some time to assemble all the information, particularly as the financials (with retentions etc) have not yet quite been finalised. This has to be supplied within 20 working days, which period expires on 27 July. A charge will have to be made for providing the hard copy papers.

The Chairman commented that if Mr C Turner had a proposition regarding a new lease to a limited company, to create a profit for the limited company, then it is not the Council's responsibility to do the documentation for it. A proper submission covering all aspects should be filed with the council.

The Council would calculate the charge for all the papers requested and check with Mr Clive Turner that he was prepared to pay it before doing the copying, and receive it prior to dispatch. The Chairman also requested that each page of each copy be initialled if and when they are done.

Advice had been received that the Public Contracts Regulations 2006 (Statutory Instrument 2006/5) will apply to the Council provided that certain thresholds are reached and these thresholds are for contracts which have an estimated value of £25,000 or more. Advice had been received that this lease contract did not have such an estimated value and so the lease did not need to be advertised for open tender.

Resolved that a public meeting be called in the Village Hall for a date in September after the beginning of school term for a public debate to discuss the use of the sports pavilion. This would be part of a non-binding consultation process and the Parish Council should be able to reach its own decision on its own judgements. **Proposed by Cllr Sharma, seconded by Cllr Verner and passed by a majority of 7 to 2, Cllrs Atkins and Meylan voting against.**

It was hoped that Borough Cllr Lawrence would be able to chair the meeting.

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 risks

The fire risk assessment for the pavilion has been prepared in conjunction with the Fire Service and the Fire Officer has made a final inspection. The fire alarm installed is there to assist evacuation, not to summon the fire brigade.

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

Resolved that the council store 10 tons of play area sand, and for it to be stored at the Marina. Proposed by Cllr Sharma, seconded by Cllr Bancroft, and all in favour,

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.

Resolved that this be replaced at a cost of £723.83 and treated with preservative. Proposed by Cllr Sharma, seconded by Cllr Bancroft, and all in favour,

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

Cllr Atkins reported that the terms of the lease had more or less been agreed by Fraser Brown with the Woodland Trust. The Wildlife and Biodiversity Group had received an £8000 grant. It was estimated that £1000 of this would be used to remove willow stumps. It was estimated that it would cost the Council £500 pa for minor repairs and a bit extra every 5 years for the cutting of the hedges.

Resolved that the Deputy Clerk be asked to advise the Council on the terms of a proposed management agreement of the Wood by the Wildlife and Biodiversity Group. Proposed by Cllr Atkins, seconded by Cllr Turner and all in favour.

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

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

Deferred to next meeting

14) **To consider arrangements for community speedwatch**

Various cllrs had signed up for this for Saturday 16 July in East Bridgford at 10.00am, meeting at the Methodist Church.

This will not involve a fee payable by the Parish Council. To be advertised to get as many trained as possible.

15) **To consider purchasing plants for the Cherryholt Lane triangle.**

Resolved that the council pay up to £100 to the village WI for plants for the triangle. Proposed by Cllr Meylan, seconded by Cllr Bancroft and all in favour.

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

Outstanding Issues June 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

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

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. Bob Hayward of Cunningham Lindsey has revalued the Sports Pavilion reinstatement costs, for insurance purposes to £520,000. The tennis courts will have a separate valuation. The fire alarm will need weekly testing. The main insurances on the building itself were renewed on Practical Completion and handover.

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.

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 for Sports Day.

The Council has seen a copy of the Academy's Public Liability Certificate.

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

The Council has seen a copy of the 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.

- 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 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**

Executive Committee

To discuss procedures for dealing with vexatious complaints from members of the public,

Resolved that the draft presented to the Exec meeting be recommended to the full Council for discussion at the August council meeting. Proposed by Cllr Bancroft seconded by Cllr Strutt and all in favour.

To discuss 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.

To consider update of Standing Orders.

The Clerk was asked to consider 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.

To consider 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.

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.

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

20.1

a) Officers' workload. The Clerk reported on a substantial increase in the workload of the officers, and that this needed a long-term solution. **Resolved** that a secretary to the clerk be advertised for to be appointed to take minutes of council meetings and committee meetings and to look after One Drive issues at an hourly rate of £10.36.

Proposed by Cllr Strutt , seconded by Cllr Bancroft and all agreed.

b) Communications. The Clerk reported that there seems to be an unnecessary surfeit of emails flying about. She recommended that tasks were 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.

c) the Council's old printer has been passed to Francis Meylan for use for the Scouts.

20.2 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.
- 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 Alan Jay’s bench seat needs replacing and Cllr Turner will make enquiries about the cost of a replacement.
- 21.6 Cllr Strutt reported that a number of footpath hedges need cutting back. She will report this online to the County Council.
- 21.7 Cllr Hunt reported that the Canal and River Trust has cleared the weir but has not yet removed the waste. (there may be bat activity in a fallen tree)
- 21.8 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.

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.

Cllr P Clarke

Date

Chairman's report, July 2016

Butt Close

Further heavy rain precluded any intervention with the heavily damaged surface of the field to date. Mark Walton has agreed to attend on Monday morning at 10.00am to assess the situation (he has been unable to get here sooner as there are multiple problems for his service around the county). At the time of writing, it is uncertain if a local farmer will be able to fill some of the deeper holes in the interim. It is a worrying situation for the cricket club and we are trying our best to assist.

Pavilion Re-opening

Despite the cancellation of the cricket, a good number of people from the community attended the re-opening, which County Councillor Kay Cutts had kindly agreed to perform. Everyone was impressed with the renovation and it was also a good opportunity for the football club to show the trophy which they won last year despite the difficult circumstances during the winter.