

**EAST BRIDGFORD PARISH COUNCIL
MINUTES OF THE MEETING HELD ON MONDAY 13 APRIL 2015 AT 7.30 PM IN THE
METHODIST CHAPEL**

Present:	Chaired by Chairman Cllr P Clarke Cllrs, D Meylan, D. Atkins, P Bancroft, T Norman, R Hunt, N Hall, N Lawrence, T Strutt, T Hartfield,
Also present:	Mrs J Barlow (Clerk) EMF Temple (Deputy Clerk)
1.	<u>To make Declarations of Interest in any matter on the agenda</u> Cllr Atkins on the Community Plan and Springdale Wood.
2.	<u>To receive apologies for absence</u> Cllr Turner
3.	<u>To consider the minutes of the meeting held on 2 March 2015 and when approved to sign them as a true record</u> It was proposed by Cllr Atkins and seconded by Cllr Bancroft that the minutes be approved. Agreed unanimously.
4.	<u>To receive reports on matters arising from the minutes (not dealt with elsewhere on the agenda) and to answer questions from Councillors</u>
4.1	<u>Loan to the Pre-School Group</u> The Pre-School Committee has not yet met.
4.2	<u>Footpath 3, Browns Lane to Butt Close</u> Improvements have been made to the surface. Cllr Meylan has reviewed the changes and passed his comments to the Clerk to relay to Jane Baines at Notts CC.
4.3	<u>Gravel extraction at Shelford</u> It was discussed by Notts CC at a meeting in late February but we do not yet know the outcome.
4.4	<u>Speed limit into the village</u> It was noted that the 30mph sign partly obscures the speed indicators. It is believed that the sign will be moved. The Clerk reported that the sign cost £8680 and the insurers are including in the overall parish council insurances until renewal in October 2015 at an interim premium of £25.
4.5	<u>Donations Policy</u> 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.
4.6	<u>Millennium Sign outside the Post Office,</u> Paint has been purchased and the sign has been re-painted now that the weather is suitable. The sign and the telephone box have been cleaned up and a new light put in the telephone box.
4.7	<u>Notice Board for Allotments.</u> This has now been installed.

<p>4.8</p>	<p><u>Project at Cuttle Hill</u></p> <p>The Chairman reported that the PC has received a £6000 grant from Supporting Local Communities and that Council had already agreed to match that with £6000. There is apparently no need to have planning consent for the proposed small wall. Uncertain about the trees, these will be left until we see what is needed.</p> <p>Resolution that Notts County Council be approached to try and have the work done as part of the project Safer Schools, which will ensure that it complies with works for widening of the pavement. If negotiations succeed, tendering will not be required as Notts CC will be the sole contractor for the work.</p> <p>Proposed by Cllr Atkins, seconded by Cllr Bancroft and passed unanimously.</p>
<p>4.9</p>	<p><u>The village website.</u></p> <p>Resolved that the Council should go with the webhost preferred by VTL on terms to be agreed for hosting and maintenance. Proposed by Cllr Bancroft, seconded by Cllr Lawrence and passed unanimously.</p> <p>The Deputy Clerk was asked to regulate the position on contracts with VTL and an updating of previous guidance for what goes on the website. It is not owned by the Parish Council so in theory any villager can ask for items to be included.</p>
<p>4.10</p>	<p><u>The new IT storage system of drop boxes operated by the Clerk</u></p> <p>The Clerk had circulated a proposed structure of the boxes and this was approved. It was recognised that this would not be 'cast in stone' for ever and that adjustments would probably be needed to be made from time to time.</p> <p>Brian Haynes is coming in to move information to the new laptop. His quoted fee is £525 to purchase, set up and install. Resolved that this be accepted, proposed by Cllr Atkins, seconded by Cllr Hartfield and passed unanimously.</p>
<p>4.11</p>	<p><u>Nominations of Assets of Community Value</u></p> <p>Cllr Lawrence said that he had nothing to report at this stage.</p>
<p>5.</p>	<p><u>To receive public comment (the meeting was to be adjourned for the duration of this item)</u> None</p>
<p>6.</p>	<p><u>To receive the Chairman's Report</u></p> <p>The Chairman's Report had been circulated prior to the meeting and is attached as an Appendix to these minutes.</p>
<p>7.</p>	<p><u>To consider and make recommendations on planning applications and receive RBC decisions</u></p> <p>REPORT on planning applications of March 2015</p> <p>Where it states "permission granted" it may be approved subject to conditions.</p>

<p>7.1</p>	<p>PLANNING APPLICATIONS RECEIVED in March 2015</p> <p>15/00385/FUL Richard Widdowson 6 Bridleways NG13 8PT First floor side extension above existing garage, conversion of garage. Council had no objection</p> <p>15/ 00506/ FUL Paul Kirkland 10 Walnut Tree Lane NG13 8NN Single storey rear extension and front porch, partial reskimming and retiling of bungalow.</p> <p>Council had no objection. Observations. It appears an overall change in appearance is proposed, roof to be replaced with pantiles, external walls refaced with brickwork and timber cladding. Location to be agreed. As this is a Conservation Area, red clay pantiles would be appropriate. Changes to the submitted appearance to be agreed before being carried out.</p> <p>15/00665/FUL Mrs Penny Seagrave 2 Haycroft Way East Bridgford NG13 8PB 2 x Single storey front extension incorporating pitched roof to existing kitchen; pitched roofs to 2x front dormer windows, pitched roof to existing garage</p> <p>This arrived too late for discussion. Investigations will be made and circulated between Cllrs and it is hoped to agree a position on this before the Annual Parish Meeting on 23 May, enabling the end of month deadline to RBC to be met.</p>
<p>7.2</p>	<p><u>Decisions yet to be made on the following;</u></p> <p>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.</p> <p>Notts CC Road Traffic Order for 2015 , consultation ref 2038/01 Changes to speed limits in Butt Lane, near the Medical Centre, and in Kneeton Road / Lammas Lane.</p>
<p>7.3</p>	<p>PLANNING APPLICATIONS GRANTED OR REFUSED during March 2015</p> <p>15/00106/FUL Mr and Mrs F Meylan 97 Main St. NG13 8NH Extension to existing car port Permission granted.</p> <p>14/01505/FUL Heather Allen and John Bach 105 & 107 Main Street NG13 8NH Window alterations to original approved plans for two storey rear extensions with</p>

	<p>accommodation in roof space, single storey rear extensions (11/01192/FUL) retrospective. Council had no objection to retrospective approval of alterations to rear of 105/107 Main St. Recommended a condition to re-instate the front hedge and garden. Permission granted.</p>
8.	<u>Finance</u>
8.1	<u>To receive the Statement of Account to 31.03.15 and approve and sign the Schedule of Payments</u>
	<p>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.</p> <p>RESOLVED: To accept the Statement of Account to 31 March 2015 and the Schedule of Payments for April 2015 Proposed by Cllr Atkins, seconded by Cllr Bancroft and all in favour Cheques were drawn and signed accordingly.</p> <p><u>To receive the RFO's Report</u></p> <p>i) The quarterly internal audit has been completed and matters are all in order. Payroll was checked as part of this review.</p> <p>ii) Resolved:-that the Statement of Account for the year to 31 March 2015 be approved, and the Chairman be authorised to sign the Annual Return / Statement of Assurance for the Clerk to file with the Audit Commission. Proposed by Cllr Atkins seconded by Cllr Bancroft and all in favour.</p> <p><u>To review the systems of internal controls and ensure they are effective</u></p> <p>The Clerk reported on the internal controls including that there is no petty cash, that the accounts are reviewed quarterly by Mr Hopwood, and that there are two signatures on Parish Council cheques. The preceding month's Bank current account statements and 30 day deposit statements are reviewed and all balances checked by a Cllr each month and signed off</p> <p>Resolved that the system of internal controls has been reviewed and that these were regarded as effective. Proposed by Cllr Atkins seconded by Cllr Bancroft and all in favour.</p>
8.2	<u>To receive the RFO's Report</u>
	<p>The RFO passed a copy of the March 2015 bank statement to the Vice-Chairman for checking and signing off.</p>
9.	<u>To finalise arrangements for the Annual Parish Meeting on 23 April.</u>
	<p>The Chairman circulated a draft agenda which was agreed. This will be posted on the village notice boards. The Deputy Clerk was asked to bring one or two clipboards for an attendance register.</p> <p>The Clerk was asked to contact all candidates for the forthcoming parish council elections notifying them of the Annual Parish meeting and that it might happen</p>

10.	<p>that villagers might wish to ask all candidates for their views on current issues affecting the village.</p> <p><u>To discuss matters relating to the forthcoming Parish Council elections on 7 May.</u></p> <p>Cllr Lawrence said that the ward is now called East Bridgford Ward and incorporates East Bridgford, Kneeton, Newton and Shelford. Arrangements for the elections are in the hands of Rushcliffe Borough Council.</p>
11. 1	<p><u>To receive an update on the Butt Close Improvement Project and consider quotations / approve expenditure on Trim Trail equipment</u></p> <p>Cllr Atkins reported on the Trim Trail a.k.a the Fitness Trail. The tender has been accepted for the access drive, work was done in March. The tarmac and grass reinforcement has been carried out. This is the end of the work grant-aided by WREN. The sign needs to be erected by WREN.</p> <p>The Sports Club is concerned about the proposed location (does it conflict with car parking?) but it was agreed that the Council will proceed with ordering equipment and will be consulting with the Sports Club about the location.</p> <p>WREN (Waste Recycling Environmental Limited) was established in 1997.WREN is a company limited by guarantee and is a non-profit making Environmental Body (</p> <p>Plastic sheeting was removed by a Working Party at 10.00am on 17 January, a risk assessment was completed before work started, and has been passed to the Deputy Clerk.</p> <p>Resolved that Cllrs Atkins, Turner and Bancroft meet again to recommend to the Council their preferred location of the Fitness Trail and details of the items recommended to be purchased. It was noted that £10,000 had been set aside for purchase of the equipment and that costs are slightly higher than expected after installation costs are factored in. It was hoped that they would be able to return to the Council in May with a fixed price (including installation) of no more than £11,000, agreed with a recommended supplier and installer.</p>
11.2	<p><u>Inspection of the Play Area.</u></p> <p>R.O.S.P.A. is due to inspect in May. Various items were noted in the latest inspection by Cllr Bancroft and have been referred to RBC for prompt attention. Costs have been requested and can be dealt with under the RFO's powers for sanctioning works, (Health and Safety).</p>
12.	<p><u>To receive an update on the proposed Springdale (Millennium) Wood lease</u></p> <p>The Chairman reported that a meeting had taken place with the Woodland Trust and discussions were continuing. Cllr Atkins suggested that a proviso be made in the 2016 budget for £500 maintenance expenses. The PC should keep all expenses and outgoings under its own control, however much the Friends of Springdale Wood may assist in management on the ground, which is welcomed.</p> <p>Draft Heads of Terms had been received and the Council is waiting for a draft lease</p> <p>Certain remedial works have been agreed by Woodland Trust, for example, replacing certain fencing, gates, removing the old information board supports and revising the information board text which the Woodland Trust will have produced</p>

	<p>as part of the agreement.</p> <p>Resolved that these be approved and the matter proceed. Proposed by Cllr Bancroft, seconded by Cllr Meylan and passed unanimously.</p> <p>It was considered whether a tenant-only ability to terminate the lease early, should be included in the lease and that this could perhaps be discussed when drafting and agreeing the lease itself.</p>
13	<u>To consider matters arising from the review of Parish Documents</u>
13.1	<u>Bus Shelter</u> Fraser Brown is dealing with the land registration. Ongoing.
13.2	<u>Wharf registration</u> Fraser Brown is dealing with the land registration. Ongoing.
13.3	<u>Wharf Lease</u> Nothing to report on this until the land registrations has been completed. Cllr Hunt said that the issue of a triangle of land had been misinterpreted and he was not altogether happy with the present situation; little could be reported on this in the absence of Cllr Turner, who has consulted Fraser Brown.
13.4.1	<u>Mowing of Butt Close</u> The Deputy Clerk reported on a meeting he had had with Cllr Turner at Notts CC, and the PC is waiting for Notts CC to come back with responses. But it is believed that the mowing will be starting soon, to be arranged and paid for by Notts CC.
13.4.2	<u>Lease of Butt Close to the Sports Club</u> The Deputy Clerk reported that the present proposals had not been responded to by the Sports Club yet. Nor any response to the suggestions about what land is to be included and this seems to be the main outstanding issue. A meeting is scheduled for 30 April with the Deputy Clerk.
13.4.3	<u>Sports Club Pavilion</u> Slipping roof tiles on the Pavilion due to balls being kicked onto the roof. The Deputy Clerk reported again that the Club is still looking into the possibility of retiling the front elevation with tiles to be nailed on. The new draft lease to the Sports Club on repair liability reads:- <i><u>Pavilion</u> The Sports Club shall maintain at its own expense the Pavilion to the standard of repair and condition shown in the attached Schedule of Condition and the Sports Club shall maintain at its own expense good and sufficient CCTV coverage in respect of the Pavilion and in particular the Sports Club shall at all times during the lease put and keep the Pavilion in a clean and tidy condition with its windows cleaned regularly.</i> Ongoing.
14.	<u>To consider the request for funding towards the D.A.R.E. project.</u> Drug Abuse Resistance Education (D.A.R.E.) is an international substance abuse prevention education programme that seeks to prevent use of controlled drugs, membership in gangs, and violent behaviour.

	<p>Resolved: that the Council support the D.A.R.E. project at the Academy with a grant of £500. Proposed by Cllr Atkins, seconded by Cllr Meylan and passed unanimously.</p>
15.	<p><u>To consider holding Village floral and Village best kept allotments competitions, and if approved to decide on prizes (s137).</u> Deferred to the May meeting.</p>
16.	<p><u>Monthly list of outstanding issues</u></p> <p>Double yellow lines around the village –ongoing Sports Club Lease – being negotiated with Sports Club via Fraser Brown Overgrown hedges – ongoing Old A46 Fosseyway junction, signing improvements and lighting 30mph sign on Butt Lane - ongoing Replace tree at 52 Kneeton Road Welcome packs for newcomers to the village Flooding, blocked/overgrown gullies & ditches on Kneeton Rd – work has been done on this. Seats to be re-varnished around the village Kicking goal on Butt Close. Wharf lease, see 13.2 and 13.3 above</p>
17.	<p><u>To consider whether there are any consultation issues arising from the agenda</u> The location of the Trim Trail in Butt Close. Consult with Sports Club</p>
18.	<p><u>To consider whether there are any insurance issues arising from the agenda</u></p> <p>18.1 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:-</p> <p>(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</p> <p>18.2 The Bridgford Street track, look again at the Wharf Drive at the Marina.</p> <p>18.3 The Deputy Clerk reminded the meeting that the head lease to the Parish Council put an obligation on Notts County Council as follows:-</p> <p><i>[Notts CC must] Ensure that the Pupils of the School are properly and adequately supervised during the time when the Pupils use the Property and to indemnify the Tenant from and against all action proceedings expenses costs damages claims and demands whatsoever in respect of all damage and injury of every description which may be caused to or suffered by any pupil teacher servant agent or employee of the School or any third party arising out of the use of the Property by the Pupils of the School.</i></p>

19.	<p><u>18.4 draft Sports Club lease</u></p> <p>The Deputy Clerk said that this stated at 6.1 <i>“Subject to clause 6.2, the Landlord EBPC shall keep the Property (other than the playing surface of the bowls green on the Bowls Club Property) insured against loss or damage by fire and such other risks as the Landlord at its absolute discretion deem appropriate together with insurance cover against demolition and site clearance and against professional fees and expenses arising on reinstatement (“the Insured Risks”) for such sum which the Landlord considers to be the full reinstatement cost (taking inflation of building costs into account). The Landlord shall not be obliged to insure any part of the Property installed by the Tenant.</i></p> <p>Action. Deputy Clerk has checked if this insurance covers EBPC’s public liability and third party risks. Came & Co advise that it does.</p> <p><i>Clause 10.1 Subject to clause 10.2, the Tenant Sports Club shall at all times during the lease at its own expense put and keep the Property including Landlord’s Fixtures (other than the bench seats fixed to the Property, and the Trim Trail fixed to the Property) in good and complete repair and condition and in a clean and tidy condition damage by any of the insured risks excepted unless the said insurance policy has been vitiated or payment of the policy money refused in whole or in part due to any act or default of the Tenant or of any of its member clubs (including the Bowls Club and the Tennis Club).</i></p> <p>So the Sports Club is intended to be responsible for ensuring that any muddy or waterlogged areas to the side of e.g. the football pitch are able to be walked on safely.</p> <p>Action, Insurances and liability position to be checked out when the lease to the Sports Club is in final form.</p>
20.	<p><u>To receive reports from Committees</u></p> <p>None</p>
20.1	<p><u>To receive and consider reports from the Clerk</u></p>
20.2	<p><u>Empty allotments</u></p> <p>It may be that the East Bridgford Wildlife and Bio-diversity Group might assist on some way.</p>
20.3	<p><u>Village Magazine</u></p> <p>An article was noted in a recent issue relating to footpaths maintenance. Maintenance of these is the responsibility of the Notts CC, (Jane Baines) and not the Council.</p>
20.4	<p>The Deputy Clerk reported on the provisions of the Crime and Disorder Act 1998</p> <p>S.17 Duty to consider crime and disorder implications.</p> <p>(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.</p> <p>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.</p>

20.5

Matters for report

Cllr Hall reported that the grit bin on Holloway Close is in the wrong position and the Clerk was asked to take this up with Notts CC.

Correspondence for information only.

Closure

The meeting closed at 9.52pm

Chairman Date:

Chairman's report April 2015

Cuttle Hill

At the time of writing, advice is awaited from Development Control following a detailed query about what planning permission if any is required, and a decision is due soon from the funding scheme to which an application was made last Autumn.

National Community Clean-up Day March 21st.

Rushcliffe Borough Council provided a holdall containing 9 litter-picking sticks, 20 large sacks and some latex gloves for this event, which has taken place in this village following an initiative by Jack Rieley. After some preparation work on risk assessments etc by the Deputy Clerk, a number of Councillors, members of the Biodiversity & Friends of Springdale Wood groups, and Scouts gathered in the Car Park on a chilly Saturday morning. In the next two hours, rubbish was collected from various places around the village and some landmarks were given a spring clean or coat of paint. There were some 'black spots' where rubbish had built up, notably on Butt Lane and the adjacent by-way, and the area next to the hedge by the A6097 lay-by continues to be heavily polluted by a wide range of material. The closure of Langar Recycling Centre means that we probably need to be vigilant about increased fly-tipping.

Annual Parish Meeting and Parish Council Elections

A resident has contacted the Council pointing out that the coincidence of a general election on the same day as the Parish Council election is an opportunity to encourage exercising local democracy, especially if there can be a contested election in the village. He hoped that candidates could be encouraged to stand, and that the Annual Parish Meeting was a good opportunity for candidates to put forward their views and be questioned by parishioners. He also felt that it was appropriate for an 'end-of-term' report to be made to this meeting, summarising what had been achieved and what may still be areas for improvement. These ideas can be considered at our April PC meeting.

Broadband

A second cabinet has gone 'live', on Main Street near the Royal Oak, and a further 250+ households in that area can now access superfast broadband. Interestingly, speeds elsewhere seem to have gained a wider and higher average range, with commercial packages offering 'up to 16mbps' now rather than the previous 'up to 10mbps'. However, the speed in these non-superfast areas is still dependent on distance from the exchange and time of day and many people are probably still limited to speeds below 2mbps at least part of the day.

New Speed Indication Sign

This long-awaited sign, which the Council has funded, has been erected opposite the Medical Centre in readiness for the re-siting of the start of the 30mph zone further east along Butt Lane. In the process, a line of daffodils was sacrificed to

the electricity supply excavation, and these need to be replaced (carefully!) next autumn. Some people entering the village along this route still do so well above the limit, and we should consider having the community 'speed gun' again some time soon.

HomeInstead

This business has re-located into the old surgery on Main Street, having outgrown its office in Bingham. Although many of its employees, who are carers, work from home, it is probably the biggest employer in the village now in terms of numbers, and covers a large area extending to Newark in the North and Melton Mowbray in the South. It was officially opened by R.Jenrick MP, and I was invited as Chairman of the Council. I am sure the whole Council will welcome this enterprise and hope that it continues to thrive here.

Issue with a floodlight at the Garden Centre

This item is included as a case study in how the Parish Council can be an effective facilitator. A resident had raised an issue about how a floodlight at the Garden Centre affected the Springdale Lane by-way and wildlife habitats in the area. Direct approaches, and the involvement of Rushcliffe Borough Council had not resolved the issue, mainly due to problems with communication. When the resident contacted the Clerk, she was able to set up a process of communication involving the Managing Director of the garden centre, which in a short period of time managed to identify the light in question and set in motion action to correct the problem.

In terms of the ideas above about setting out ideas for the future for the election and then the new Council in May, this case study is useful in that it shows the importance of the Council, despite its limited powers, in helping to bring about improvements, to contribute to the resolution of problems, and generally make it easier for people to enjoy living in our village.

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