

## **EAST BRIDGFORD PARISH COUNCIL**

### **MINUTES OF THE MEETING HELD ON MONDAY 2 November 2015 AT 7.30 PM IN THE METHODIST CHAPEL**

Present:

Chaired by Chairman Cllr P Clarke

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

Also present:

Mrs J Barlow (Clerk)

EMF Temple (Deputy Clerk)

County Cllr K Cutts

Members of the public namely Mr and Mrs S Levick. Mr Francis Meylan, and Mrs J Bostock

#### **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).

Cllr Bancroft on matters relating to the email domain name eastbridgford.net

#### **2 To receive apologies for absence**

Cllr Hunt, Borough Cllr Lawrence.

#### **3. To consider the minutes of the meeting held on 12 October 2015 and when approved to sign them as a true record**

Resolved:-THAT the minutes be approved subject to certain minor amendments.

Proposed by Cllr Atkins, seconded by Cllr Strutt, 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. It might be some time yet before a decision is made. This was discussed further at 19.1 below.

#### 4.3 Donations Policy

This concept was discussed in January 2015 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 Accident report form

Cllr Hartfield had prepared an accident report form for use by the Council, which was approved and filed for use. Cllr Clarke had had occasion to use it for himself and found it satisfactory.

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

5.1 Mr FG Meylan reported on the traffic arrangements in place for the parade from the War Memorial to the Methodist Chapel on Remembrance Sunday. Road to be closed between 10.50am and 11.30am. The police will not be assisting directing traffic in the village around that time.

5.2. Planning applications were discussed here but recorded at item 7.

5.3 Mrs J Bostock had contacted the Parish Council by email raising her concerns regarding dogs being allowed to run freely and the particular problems this causes on the narrow footpath entrances to Butt Field. She spoke in person during public comment, re-iterating her experiences and concerns and requested that the Parish Council investigate the possibility of making all approaches to the field lead only areas for dogs

The Chairman will include a reference to this problem highlighted by Mrs Bostock, in his next report for the Parish Magazine, and the item will be placed on the next PC meeting agenda.

### **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.

RESOLVED:-That the Council support the proposed project as a memorial for the late Garth Powell, and that the Chairman liaise with John Black as to progressing it.

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

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

PLANNING APPLICATIONS RECEIVED in October 2015

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

PLANNING APPLICATIONS RECEIVED in October 2015

15/02070/FUL

Mr Robin Perkins

8 Farm Close NG13 8LN Two-storey rear extension

The Council objected on grounds very similar to those submitted to RBC by The Planning Hub on behalf of Mr and Mrs Levick by letter dated 27 October.

15/02466/FUL

Mr Steven Tooley

Glebe Farm, 104 Kneeton Road, NG13 8LP

Construction of fully functional masonry Tower Mill.

Note. This is not a wind turbine but a traditional windmill. No objection.

15/02251/FUL

Mr Edward Tarbatt

East Bridgford Garden Centre NG13 8LA

Demolition of part of existing buildings and erection of replacement garden centre

With new vehicular access, car park and access road for garden centre, retail and associated and ancillary activities

Along with demolition of existing dwelling and erection of veterinary centre

(amendments to outline planning approval ref 08/01274/OUT and reserved matters 14/02162/REM)

The Council had no objection but observed that the car parking for 533 cars could be much improved if nicely patterned and subdivided. Lighting should be confined to the site boundaries.

Decisions yet to be made by RBC on the following;

14/02554/FUL.

Ms E Robens

East Bridgford Hill, Kirk Hill

Majority change of use of the ground floor of the building and grounds for the holding of specialised celebratory events and functions, including the restricted siting of marquees.

15/01379/FUL

Mr and Mrs B Twomey

Site of former tennis court at the top of Cuttle Hill Gardens.

Erection of 1 new dwelling and garage.

There are two extant planning permissions for this site, both relating to a single dwelling with detached car port/garaging.

15/02059/FUL

Mr S Brumfitt

61 Main Street

NG13 8PA

Ground\_first floor rear extensions; removal of existing paint from external walls; enlarge front door; replace windows.

Objection on the ground of overlooking neighbouring property.

PLANNING APPLICATIONS GRANTED OR REFUSED during October 2015

15/01826/FUL

Mr and Mrs S, Ross

5 Croft Rise NG13 8PS

Two storey side extension

Permission granted.

15/02103/FUL

Cllr P Clarke, East Bridgford Parish Council

Butt Close

NG13 8LE

Retention of temporary Portakabin and Portaloo at Butt Close for one year until sports pavilion destroyed by fire is rebuilt.

Permission granted.

## 8.0 **Finance**

(a) –(b)To receive the Statement of Account to 30.10.15 and approve and sign the Schedule of Payments for November .

RESOLVED: To accept the Statement of Account to 30.10. 2015 and the Schedule of Payments for November 2015,

Proposed by Cllr Bancroft, seconded by Cllr Atkins 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 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. The Sports Club are paying bills promptly to enable us to fund necessary payments and there is a VAT reclaim on the Pavilion YTD.

Cllr Strutt reported on rules for auto-enrolment on pensions for employees of the Council. It now seems that the full process may not be necessary after all, as there will be no enrolment.

The RFO passed a copy of the October 2015 bank statement to Cllr Strutt for checking and if agreed, signing off.

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

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

**9. To discuss matters relating to the fire at the Sports Pavilion and its reinstatement and to consider recommendations from the Pavilion Fire Committee.**

The Chairman reported that the contract had been signed with Leawood Builders, work to start on 16 November 2015, completion is scheduled for May 2016. Pavilion is expected to be wind and watertight by Christmas. Planning permission has been obtained for the temporary buildings on site and confirmation has been received that planning permission is not necessary for reinstatement of the pavilion.

Leawood Builders will fence off their compound, but is unlikely to have very much equipment on site. Came & Co are linking in with the insurers for Leawood Builders and the insurance for the site works will be in joint names of Leawood Builders and the Parish Council.

There had been consultation with the Sports Club on the Council's priorities for the Pavilion, and these were listed as follows:-

Band A £0-300

Band B £301-1000

Band C £1001-3000

Band D £ 3001-6000

Band E £>6000

Items identified as priorities for the Parish Council by the Fire Committee at £2,880 + VAT.

Allow to provide Master key system such that copies/new keys cannot be cut without prior written permission from the Parish Council, ( except for the tennis store and bowls store, where the existing locks should be retained if possible).

Band A

Allow to supply and install 4 no 'sun-pipes' Velux TWF/TLF or other similar approved located to the rear of the clubroom and rising to the side/rear roof elevation as appropriate.

Band B

Allow to provide and install to changing room showers and referee's room 8 kw electric shower - material costs Allow to provide and install 2 no water heaters. One above hand wash and kitchen sink connected to all services and suitably sized capacity for location.

Band B

Allow to increase all single switched socket outlets to double 8 No approx and add 2 no double sockets to bowls store Band B

Allow to increase size of bar by 1 m towards rear exit doors, include here for all additional costs involved in increased size of bar shutters shelving etc. This item is still being considered by the Sports Club and the cost is not being funded by the Parish Council. Band B

Further enquiry to be made. Is the door wide enough for a wheelchair? Is it needed?

Toilet off exit lobby (main Club room) Allow to provide and install blue disabled toilet grab rail set (doc M pack)  
Band B

RESOLVED:- That these priorities be agreed, added to the contract and paid for by the Parish Council in the first instance.

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

#### Selection of internal furnishings

Decisions have to be made on the colour of the Pavilion wall units/cabinets, + colour of seat coverings and the colour of the internal wall paint. It was considered suitable to consult the Sports Club on this.

Cllr Sharma was asked to take this forward, on behalf of the Parish Council. Was requested to make contact with Mrs R Watkins, treasurer of the Sports Club.

#### Building contract performance bond

Cllr Meylan raised the issue that a building contract performance bond is commonly used in the construction industry as a means of insuring a client against the risk of a building contractor failing to fulfil contractual obligations to its client.

Whether or not a contract performance bond is required will depend, in the main, on the perceived financial strength of the party bidding to win a contract, as the most common concern relates to a contractor becoming insolvent before completing the contract. Where this occurs, the bond provides compensation guaranteed by a third party (usually by the contractor's bank) up to the amount of the performance bond. Bonds are typically set at 10% of the contract value. This compensation can enable the client to overcome difficulties that have been caused by non-performance of the contractor, such as, for example, finding a new contractor to complete the works.

The Chairman reported that this had already been raised with the Council's insurers and they had refused to fund the premium for a contract performance bond. The Council acknowledged that there was a risk in proceeding without a bond but took the view that payment for the reinstatement will be in stages, ie only for completed work, signed off as satisfactory after inspection, and that the small risk is acceptable.

10.0 To approve quotations for remedial work required at the playground

10.1 RESOLVED:- to accept the quotations presented to the meeting namely:-

Painting the basketball backboard £173.05 deferred and monitor  
for the time being as backboard may need remedial work doing

Painting the free standing slide and hand rails £120.49

General surface, topping up bark generally, sand requires raking as leaves and debris are evident £532.90

On the decking, one small slat is missing £73.40

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

Cllr Atkins reported that he had received several very favourable comments from members of the public about the splendid work that Cllr Bancroft does in his weekly checks on the play areas in particular and Cllr Atkins asked for this to be minuted.

The Clerk has written to the Academy re safety issues and the play equipment.

Cllr Sharma commented on the Radcliffe on Trent skatepark which is made up of metal ramps on a tarmac surface. The skatepark features a mini ramp, flat bank, quarter pipe, funbox, ledge and rail. Perhaps something to consider for the village? Cllr Atkins said that he would include a question on this in the consultation process on the Community Plan.

10.2 Cllr Hall reported that the gates to Butt Close from College Street had sometimes remained unlocked, and the Clerk was asked to write to Streetwise about this. Action.

### **11.0 To receive an update on the proposed Springdale (Millennium) Wood lease**

Cllr Atkins reported that no draft lease had yet been received. Discussion took place on whether to have a 25 year lease with an option to renew, and a tenant only break clause, or a 999 year lease with no break clause. Merits of each were discussed. It was noted that the Woodland Trust has a policy of not agreeing to 'break' clauses except for short leases.

Security of tenure for business leases under the Landlord and Tenant Act 1954.

S.23 (1) Subject to the provisions of this Act, this Part of this Act applies to any tenancy where the property comprised in the tenancy is or includes premises which are occupied by the tenant and are so occupied for the purposes of a business carried on by him or for those and other purposes.

(2) In this Part of this Act the expression "business" includes a trade, profession or employment and includes any activity carried on by a body of persons, whether corporate or unincorporate.

Doubts were expressed that providing free access to the public to a wood for recreational purposes was a "business" within the 1954 Act and there would need to be significant and specific renewal rights incorporated in the lease. The Woodland Trust is not prepared to give this on short leases, and on a 999 year lease it would not be needed.

RESOLVED:- that the Council take up a 999 year lease with no break clause and that Cllr Atkins inform the Trust accordingly.

Proposed by Cllr Atkins, seconded by Cllr Hartfield, and all but one Cllr in favour.

### **12.0 To consider matters arising from the review of Parish Documents**

#### **12.1 Bus shelter**

The roofing on the bus stop opposite the Royal Oak needs attention and the Clerk has written accordingly to Notts CC and the work has been done. Notts CC has asked if the Council had contacted the owner of the wall at the back about necessary wall repairs

nearer ground level. Cllr Atkins reported that in 1988 the bus shelter was relocated to provide better access to the properties behind. Cllr Hartfield to follow up with the owner of the wall. Action.

12.2 Mowing of the playing field at Butt Close.

This is being done by Notts CC.

12.3 Sports Club renewal lease

The Deputy Clerk reported that agreement had been reached with representatives of the Sports Club on the terms of renewal, subject to approval by the Council and by the Sports Club Committee, and when in final form, it would be sent to Fraser Brown, as solicitors to the Council, for advice.

### **Confidential items**

RESOLVED:- that items 13,14 and 15 be treated as confidential items and that the Council go into closed session. Proposed by the Chairman, seconded by the Vice Chairman and all in favour.

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

Confidential item.

### **14.0 To discuss issues relating to the boundary of the Marina and installation of fencing.**

Confidential item.

### **15 to discuss matters relating to the car park**

Confidential item.

### **16.0 To consider the matters raised by a resident with regard to the perimeter of the car park.**

RESOLVED that the Council contribute £135 towards the cost of materials and labour for fencing, and for Cllr Hall to consult with Mrs Woodhead of 32 Main Street about the nature of the installation and cost.

Proposed by Cllr Atkins, seconded by Cllr Strutt and all agreed

### **17.0 To consider whether to make a funding application under the Notts CC Supporting Local Communities Scheme for Cuttle Hill**

Cllr Cutts advised that the Notts CC scheme may be coming to an end, so it will be now or never.

RESOLVED; that an application be made to Notts CC for Cuttle Hill (it was also commented that Cllr Atkins will re-activate the application to W.R.E.N for the Trim Trail). Proposed by Cllr Atkins, seconded by Cllr Strutt and all agreed.

### **18. To discuss Assets of Community Value.**

The Clerk was asked to contact Cllr Hartfield (who had had to leave the meeting early) to see what information she had obtained on this topic, and for it to be placed on the agenda for the December meeting. Action.



Cllr Sharma asked if any village assets were Designated Heritage Assets. It was thought unlikely but Cllr Sharma was asked to check with the Borough Council.

**19.1 To consider the request from the Horticultural Society to hold the Flower Show on 25 June 2016 on Butt Close.**

The Deputy Clerk reported that the present clause on this in the draft lease reads as follows:-

Clause 3.2 This lease is subject to the reservation of the over-riding right of the Landlord and anyone authorised by it (and for the avoidance of doubt the rights in this clause are extra to those authorised to use the Property under the Superior Lease) to use the Property at any time in connection with the use of the Property for recreational activities (for this purpose including all use in connection with the East Bridgford Flower Show on the last Saturday in June each year) subject to the Landlord paying a fair proportion according to user of the cost of maintaining the Property, such proportion to be determined by the Landlord in its absolute discretion PROVIDED THAT the Landlord shall not be responsible for contributing in respect of the use in respect of the East Bridgford Flower Show, which shall be the responsibility of the Tenant, and EXCEPTING AND RESERVING to the Landlord the right to fix further bench-seats and to the Trim Trail on the playing field (but not on the areas usually used for the sites of football and cricket games, bowls and tennis)

It was agreed that there was no problem in principle with welcoming the Horticultural Society event, but discussion took place about what use it might make of the Pavilion. It could utilise the two planned external sockets, no great issue with that either.

RESOLVED :- that the Horticultural Society, well in advance of the scheduled date, must inform the Clerk of how it proposes to use the Pavilion (if at all) at the Flower Show and what insurance cover the Horticultural Society has in place (with the name of the Council endorsed on the policy as superior landlord) in the event of damage to the pavilion and that the Council confer with the Sports Club at the time to ensure full security and co-ordination.

Proposed by Cllr Strutt, seconded by Cllr Hall and all in favour except one.

**20. To consider replacement of the Cuttle Hill signpost at the cross roads.**

Cllr Sharma had obtained a quote for £375 including labour .

RESOLVED:- that the signpost be replaced at a cost of £375 + VAT including labour and that Cllr Sharma liaise with Notts CC Highways to agree details and the text of the wording on the sign.

Proposed by Cllr Sharma, seconded by Cllr Atkins and all in favour except two.

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

October 08 Double yellow lines around the village, under review.

Wharf lease. Fraser Brown dealing with the Land Registry application for the lease.

August 14. 52 Kneeton Road, replace tree. The Deputy Clerk was asked to write to Rushcliffe BC to ask if they can enforce the replacement. Ref 14/00875/TPO.

Sept 14 Welcome pack for newcomers to the village, ongoing.

Nov 14 Kicking goal on Butt Close. Deferred pending completion of pavilion works.

Feb 15 waste bin to fit outside sports pavilion. Deferred pending completion of pavilion works.

Aug 15 Trim Trail/Fitness Trail. Deferred pending completion of pavilion works.

Aug 15 Cuttle Hill project, Deferred to 2016

Aug 15 Hedges at 107-109 Main Street. Number 109 has apparently been sold. There was a planning application in 2013 for a new vehicular access at 107 Main Street ref 13/00466/FUL but this application was withdrawn. There was an earlier 2001 application which had to be implemented within 5 years after 2001. The Deputy Clerk was asked to write to Rushcliffe BC to ask if they can enforce the reinstatement of the hedge.

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

22.1 The reinstatement of the Pavilion. Consult with Sports Club. The Clerk has written to the Academy re safety issues and the play equipment.

22.2 Cllr Hall to consult with Mrs Woodhead re the car park fencing

22.3 Community Plan

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

22.3 The Deputy Clerk reported that he had prepared a template risk assessment pro-forma to assist in any future risk assessments.

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

23.1 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.

23.2 An inventory of trees on parish-council owned land, which can be used as a register, has already been completed by Crown Consultants as part of the Council's Tree Policy.

23.3 It may also 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.

23.4 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.

23.5 The Bridgford Street track,

Review insurances.

23.6 Wharf Drive at the Marina,

Review insurances. In the meantime the Clerk has insured the steel plate on the Marina track as part of PC insurances.

23.7 Lease to Sports Club

Action, Insurances and liability position to be checked out when the lease to the Sports Club is in final form. The Parish Council has included the issue of potential squatters in its own legal expenses insurances.

22.8 rebuilding the Pavilion

The Clerk reported that the insurers have been notified of the fact that works will be starting on Butt Close on or after 16 November.

24.0 **To receive reports from Committees**

Fire Committee report as in para 9 above.

The Allotments Committee is due to meet on 23 November.

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

25.1. Dates of 2016 Meetings

11/1, 1 /2, 7/3, 4/4, 9/5, 6/6, 4/7, 1/8, 5/9, 3/10, 7/11, 5/12.

Parish Meeting 21 April 2016 and Annual Parish Council meeting 9 May 2016.

26. **To receive matters for report**

26.1 Cllr. Hunt had reported a trip hazard in the block paving on the public highway outside the Post Office, and the repair was authorised under emergency powers. It has now been completed. The Deputy Clerk was asked to notify the insurers via Came & Co in case the Council had accidentally adopted liability

26.2 Cllr Bancroft reported that there continued to be delays at the A6097 traffic lights at peak periods, and was asked to make enquiries to see if anything can be done about this.

26.3 Cllr Hartfield had previously reported that there is a tent dweller down by Watson's Place at the foot of Trent Lane. Further enquiries to be made.

26.4 Cllr Strutt reported that hedges at the Rectory were overgrown, and that the fence at the back of the tennis courts are pushing out. Action:- The Clerk has asked Cllr Strutt to clarify details before she writes.

26.5 Cllr Atkins reported that the Reindeer Inn had been sold. It is believed that there will be some planning applications for change of use to residential. He also reported that there had been some complaints about Metropolitan Housing's flats in Holloway Close, and repairs.

26.6 Cllr Hall reported that the footpath from Millgate to the WI Hut had been repaired by Notts CC and that the lighting had been improved.

## **27 Crime and Disorder Act 1998**

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

S.17 Duty to consider crime and disorder implications.

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

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

28.0 **Correspondence for information only.** Noted

**Closure** The meeting closed at 9.50pm.

## **Chairman's report, November 2015**

### Pavilion

Cllrs. Turner, Norman, and I have attended a further meeting with the Sports Club to discuss the 'Wish List' of optional improvements which will not be paid for by the insurers. On Wednesday 28th October, there will be a 'pre-start' meeting where various issues such as access to the field, health & safety, risk assessments etc will be clarified.

The appointed contractors wish to start on the 16th November with a timeline to complete by the first week in May. The Fire Committee will discuss these matters at its meeting immediately prior to the full Council meeting, and make appropriate recommendations. The meeting planned for Wednesday 28th October, to discuss essential formalities with the contractors and surveyors, and to sign the formal contract, took place and the start date of 16th November confirmed. The electric meter has been replaced and Western Power has confirmed that the system is ready for the installation of the builders' board in time for the start date. The Sports Club is due to meet on 4th November when it is expected that any outstanding issue(s) relating to the 'Wish List' should be resolved.

### Supporting Local Communities Fund (SLC) and Cuttle Hill

Applications are again being invited for this fund for the financial year 2016-17. We deferred the Cuttle Hill project which had attracted funding last year because of unknown financial implications from the pavilion fire. Since the deadline is in December, we need to decide whether to re-apply. The budget allocated this year was up to £10 000. The previous application was for £6000 out of a total cost of £12 000, with £4000 'to spare' for over-run, but this did not match the eventual quotation from NCC (using NCC has advantages for planning & coordinating with the widening of the pavement). If we apply again, we would need to allocate £12 000 for a 30% match funding application.

Cllr. Sharma's suggestion for a new finger post sign at the Trent Lane/Kneeton Road junction could be included in the SLC bid, but, as she will report, the quotation is so reasonable the Council may wish to get it done sooner.

### Emergency paving repairs

Cllr. Hunt reported a trip hazard in the block paving outside the Post Office, and the repair was authorised under emergency powers. It has now been completed.

### Car Park Paper Bank

After several queries about the recycling paper banks in the car park being full, the containers suddenly disappeared altogether. Historically, any profits generated from this collection merited a donation to the Methodist Chapel, but the price of waste paper has plummeted, and the Chapel has not received any money from the company which owns the containers and arranges collection for some years. It can only be presumed that the collection is no longer economically viable and the company has removed the containers.

### Remembrance Sunday and the Bingham Town Council Civic Service

By the time of the meeting, I will have attended the Bingham Town Council Civic Service as the Parish Council representative. The arrangements for Remembrance Service, subject to any final amendments, are to hold the commemoration at the Memorial as normal, and then to parade along Main Street to the Methodist Chapel, where the service will be held. Notice of temporary road closure, marshals etc. is being sorted out. The roads will need to close from 11am for approx 15 minutes while the uniformed organisations and British Legion parade from the Memorial up to the Chapel.

### Garth Powell Memorial plaque, notice board and Village Trail information display/leaflet

There is a proposal received and circulated for the above, which was first mooted in March 2015. It is included in this report as it relates to an issue which was deferred until these details became available (see March minutes, item 15).

Proposal to erect a notice board containing a 'village walk' leaflet' in memory of Garth Powell at the East Bridgford village car park

### Background

The family of Garth Powell, who was chairman of East Bridgford Parish Council for many years until his death in 2014, wish to leave a public acknowledgement of Garth's contribution to the village. The proposal is to erect a notice board at the corner of the village car park to contain a guide to walks in the village and its environs. A small plaque identifying Garth, including a brief note on his role in the village, would be attached to the frame of the notice board. A weather-proof box capable of containing about 20 copies of a 'Village walking companion' (copy attached) would also be attached to the frame of the notice board. This proposal was raised at the Parish Council meeting on 2nd March 2015. The purpose of this note is to specify what needs to be purchased, where the notice board is to be located and who pays for what.

The notice board and accessories

The 'Village walking companion' is a single sheet of A4 coated paper, printed on both sides and folded in three. The 'front side' has short descriptions of notable features around a map of the centre of the village. The 'back side' deals with the village environs extending from Margidunum to Gunthorpe Bridge. It is proposed to display both sides, one above the other, at A3 size within a lockable notice board of suitable size. Copies of the 'walking companion' would be supplied by the East Bridgford Local History Group and would be free of charge to the public. It is proposed to use a notice board rather than a permanent plaque (as is installed outside the village shop) in order to enable the 'Village Walk' document to be replaced when faded or damaged or in need of updating.

The project is simple and involves purchasing a number of items, assembling them and then installing them at the village car park.

The layout and approximate dimensions of the proposed scheme (Inset shows proposed location intended to face inwards and be seen by visitors on exiting the car park for a walk).

### Costs

The total cost of the project consists of items to be purchased (~£150) plus the cost of labour to attach the plaque and the leaflet box to the notice board, assemble the posts and backboard and then install in the chosen location. These costs are representative and it is possible that lower prices could be obtained from suppliers different to the ones I found on the internet.

It is proposed that the Parish Council undertake the project and then seek reimbursement from Alison Powell who has offered to pay for the project.

### Suppliers

It is proposed that,

1. the notice board is purchased from 'xldisplays.co.uk'
2. the leaflet holder is purchased from 'sign-holders.co.uk'
3. the commemorative plaque is purchased from a sign-maker.net (based in North Devon).[Note: a local inscriber might be found that is either cheaper or more convenient.]