

EAST BRIDGFORD PARISH COUNCIL

MINUTES OF THE MEETING HELD ON MONDAY 12 October 2015 AT 7.30 PM IN THE METHODIST CHAPEL

Present:

Chaired by Chairman Cllr P Clarke

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

Also present:

Mrs J Barlow (Clerk)

EMF Temple (Deputy Clerk)

Borough Cllr Lawrence

Members of the public namely Mrs Brewill and Mr Bendy from the Horticultural Society, and Mr Crawford and Mr 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).

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

2 To receive apologies for absence

Cllr Hunt, Cllr Norman, and County Cllr Cutts.

Borough Cllr Lawrence apologised in advance for predicted late arrival at 7.55pm

3. To consider the minutes of the meeting held on 7 September 2015 and when approved to sign them as a true record

Resolved:-THAT the minutes be approved.

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 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.

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

5.1. Issues relating to the fire at the Sports Pavilion were discussed, recorded at item 9.

5.2 Issues relating to the eastbridgford.net domain name were discussed, recorded at item 14.

5.3 Mr C Henwood asked for greater transparency in fleshing out fuller details of large expenses in the published accounts. The response was that this is done as requested at the Annual Parish Meeting.

5.4 Mr R Bendy Chairman of the Flower Show Committee recorded his thanks to Mrs S. Brewill for her hard work as outgoing Chairman of the Horticultural Society and in particular for her work on the day of the pavilion fire.

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 September 2015

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

PLANNING APPLICATIONS RECEIVED in September 2015

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.

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. No comment as the Parish Council has an interest in the application

Decisions yet to be made 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

15/01826/FUL

Mr and Mrs S.Ross

5 Croft Rise NG13 8PS

Two storey side extension

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.

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PLANNING APPLICATIONS GRANTED OR REFUSED

during September 2015

15/01720/LBC

Mr D Miles of Danshell Healthcare Ltd, Cedar Vale, 93 Kneeton Road NG13 8PJ

Enlargement of existing window to form new doorway and internal alterations and refurbishment to existing independent mental healthcare hospital.

Permission granted.

15/01899/FUL

Mr Marcus Waldram

21 Main Street NG13 8PA

Single storey rear extension

Permission granted

15/01937/FUL

Elaine Pearson

10 Fosters Close NG13 8NZ

Replace rear door and extend rear window

Permission granted

15/00973/FUL

Ross Matthews

47 Kneeton Road NG13 8PG

Dropped kerb on to Kneeton Road.

Permission granted.

8.0 Finance

8.1 To receive the Statement of Account to 30.09.15 and approve and sign the Schedule of Payments

RESOLVED: To accept the Statement of Account to 30 September 2015 and the Schedule of Payments for October 2015,

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.

Action:- Cllr Strutt was asked to report at the November meeting on the new rules for auto-enrolment on pensions for employees of the Council.

The RFO passed a copy of the September 2015 bank statement to Cllr Strutt for checking and signing off.

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

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

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

RESOLVED:- That the recommendations of the Council's advisers Cunningham Lindsey (and endorsed by the Fire Committee) be adopted namely to appoint Leawood Builders Limited as the contractors for rebuilding the Sports Pavilion on Butt Close.

Proposed by Cllr Atkins , seconded by Cllr Meylan and agreed unanimously.

The Deputy Clerk reported that he had arranged to meet representatives of the Sports Club the following evening to discuss aspects relating to the renewal of the lease.

RESOLVED:- That Cllrs Clarke, Turner and Hall be delegated to meet with the Sports Club the following evening after the lease discussions, to discuss the priorities of the Sports Club's wish list for extras to be incorporated in the initial rebuilding and to report back to the Fire Committee.

Proposed by Cllr Atkins , seconded by Cllr Meylan and agreed unanimously.

RESOLVED:- Resolved that the negotiations for what extras are to be included in the final contract be delegated to the Fire Committee.

Proposed by Cllr Atkins , seconded by Cllr Meylan and agreed unanimously.

RESOLVED:- That the Council pay Cunningham Lindsey's fees to date of £8,744.26.

Proposed by Cllr Atkins , seconded by Cllr Meylan and agreed unanimously.

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

Cllr Atkins reported that the water leak at the entrance to the Sports Field/Butt Close was the result of a leak of a long existing water pipe and it was believed that this leak was not the Sports Club's fault.

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

Cllr Atkins reported that no draft lease had yet been received. Nothing yet to report.

11.0 To consider matters arising from the review of Parish Documents

11.1 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 asked if the Council had contacted the owner of the wall at the back about necessary wall repairs nearer ground level. Cllr Hartfield to follow up.

11.2 Mowing of the playing field at Butt Close.

This is being done by Notts CC.

11.3 Concern was expressed about possible over-use of the football pitches if there is a second game organised for Sundays. To be considered if this could be factored in the proposed lease to the

Sports Club. Deputy Clerk to take this forward at his proposed meeting with the Sports Club the following evening.

11.4 To approve quotations for remedial work required at the playground

RESOLVED:- to accept the quotations presented to the meeting.

Painting the basketball backboard £173.05

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 £532.90

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

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

Deferred to the November meeting.

13.0 To discuss issues relating to the boundary of the Marina and installation of fencing.

Confidential item.

14.0 To consider the request from the users of the East Bridgford.org email address and the future use of the East Bridgford.net addresses.

In public comment Mr Crawford commented that there had not been adequate consultation on this issue. The Chairman concurred, with apologies, but advised that the issue was not an immediately pressing one. The Clerk advised that VAT is or might be a potential complication. It was agreed to keep a watching brief on this and to review at the January 2016 council meeting and that nothing more be done about this for the time being.

15.0 To consider the enquiry from the website manager re historical parish magazines.

Resolved that that the Council pay £50 for an IT solution to the problems relating to accessing the historical parish magazine archive.

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

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

Mrs Woodhead of 32 Main Street asked for 4 panels to be installed on the existing fence down to Main Street. She had offered to make a contribution to the cost.

RESOLVED:- that the Clerk instruct Bill Marshall to purchase 4 panels and instal them. Cllr Hall to liaise with Bill Marshall.

Proposed by Cllr Hall, seconded by Cllr Bancroft and all agreed except for one against.

17.0 To consider a request from the village W.I. for a donation towards the cost of Hedgehog Brushes for gutter cleaning at the WI Hut.

RESOLVED:- THAT the Council make a donation of £125.

Proposed by Cllr Turner, seconded by Cllr Bancroft and carried with two Cllrs voting against.

18. To discuss Assets of Community Value.

The Reindeer pub has been sold to a developer. Planning applications may be made by the developer to Rushcliffe BC.

Borough Cllr Lawrence advised that it is not possible to nominate the Church, the Methodist Chapel, or the Village Hall as Assets of Community Value. It was suggested that the Royal Oak pub be considered as a possible nomination. Cllr Hartfield to talk this through with Rushcliffe BC and to report back at the November meeting.

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 Scoping Request in respect of sand and gravel extraction at Shelford.

It was agreed that this is not a planning application but a consultation for the Local Minerals Plan and that the response previously sent to Notts County Council should be re-sent by the Chairman as slightly amended in context.

20.0 To receive a report on the monthly list of outstanding issues

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

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

Wharf lease, ongoing.

Cuttle Hill project, Deferred

Relocation of Holloway Close grit bin. Ongoing.

Waste bin to fit outside pavilion. Deferred pending completion of pavilion works.

Hedges at 107-109 Main Street.

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

21.1 The location of the Fitness Trail in Butt Close and the rebuilding of the Pavilion. Consult with Sports Club. The Clerk has written to the Academy re safety issues and the play equipment.

21.2 Community Plan

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

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

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

22.1 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.

22.2 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.

22.3 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.

22.4 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.

22.5 The Bridgford Street track,

Review insurances.

22.6 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.

22.7 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 was asked to notify the insurers before work starts on the rebuilding of the proposed start date.

23.0 To receive reports from Committees

Fire Committee reports as in para 9 above.

The Allotments Committee is due to meet on 16 November.

24. To receive and consider reports from the Clerk

24.1 The Clerk reported that the PC's IT consultant, Bryan Haynes had issued an updated user sheet on use of "One Drive" file storage. Training to progress.

24.2 Auto-enrolment. Cllr Strutt to report at the next meeting.

24.3 The Clerk reported that arrangements had been made for delivery to the village of free road salt.

24.4 The Clerk reported that letters of thanks had been received from some of the winners of Flower Show and Allotments prizes. Much appreciated.

25. To receive matters for report

25.1 Cllr Sharma suggested a new sign at the top of Trent Lane.

25.2 Cllr Meylan commented that there continued to be uneven-ness on Main Street footpaths and pavement crossings, and was asked to contact the appropriate authority to find out what can be done about this.

25.3 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.

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

25.5 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:- Clerk to write.

25.6 Cllr Hall reported that the Borough Council had transferred to Streetwise, management of its dog control and pest control functions.

26 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.

27`0 Correspondence for information only.

Noted.

Closure The meeting closed at 10.22pm.

Chairman Date:

Chairman's report, October 2015

Pavilion

A 'phoney war' atmosphere has existed recently during the period when tenders are being prepared. The deadline for these has been slightly amended to the 9th October and then the surveyor acting for the Council will send us his report so that the Fire Committee can discuss it and decisions can be made at the Parish Council meeting. On Thursday 8th October, he will meet the RBC Conservation Officer on site to check if any of the suggested works will have implications for the Conservation Area.

In the meantime, and primarily thanks to the perseverance of Nick Durst of the Football Club, there is now a portacabin which, together with a portalo, is sited on parish land between the hedge and

the tennis court. Planning permission is still required and an application has been submitted on behalf of the Parish Council.

Road Works

There has been some disquiet about the impact of the Butt Lane over-bridge closures coinciding with Severn Trent works near Mill Gate (see for example the Village Magazine editorial). This seems to be focussed on communication issues. Not many seem to be aware that we recently decided that major road works notices could be put on the website but even so how many of us routinely check anyway? One solution may be a 'flash round' system involving e-mails, which might also be useful in case of a parish emergency, but this may have data protection issues. Perhaps someone could investigate the possibilities.

Remembrance Sunday and the Bingham Town Council Civic Service

I will be representing the Council at both of these events. Since St. Peter's Church is currently closed for refurbishment, arrangements for the former will be different this year, and more details should be available soon.

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