

**EAST BRIDGFORD PARISH COUNCIL**

**MINUTES OF THE MEETING HELD ON MONDAY, 6 OCTOBER 2014 AT 7.30 PM IN THE  
METHODIST CHAPEL**

<b>Present:</b>	Chaired by Chairman Cllr P Clarke Cllrs D Atkins, P Bancroft, N Hall, R Hunt, N Lawrence, D Meylan, T Norman, T Strutt and J Turner County Cllr K Cutts
<b>Also present:</b>	Mrs J Barlow (Clerk), Mr EMF Temple (Deputy Clerk) J Rieley re Springdale Wood and Mrs S Stevens of 4 Magdalen Drive re planning application on 2 Magdalen Drive
<b>1.</b>	<b><u>To make Declarations of Interest in any matter on the agenda</u></b> Cllr Clarke declared an interest in the planning application on 2 Ludgate Drive as he lives in Ludgate Drive.
<b>2.</b>	<b><u>To receive apologies for absence</u></b> Cllr T Hartfield
<b>3.</b>	<b><u>To consider the minutes of the meeting held on 8 September 2014 and when approved to sign them as a true record</u></b>  <b>Resolved</b> that these be approved and signed Proposed by Cllr Bancroft seconded by Cllr Atkins and all in favour.
<b>5.</b>	<b><u>To receive public comment (the meeting was adjourned for the duration of this item)</u></b> Mr Cook's planning application re 2 Magdalen Drive was brought forward to here and discussed but recorded in para 7 below.
<b>4.</b>	<b><u>To receive reports on matters arising from the minutes (not dealt with elsewhere on the agenda) and to answer questions from Councillors</u></b>  <b><u>The Toll Bridge sign</u></b> Completed <b><u>Blocked/overgrown gullies and ditches on Kneeton Road</u></b> Ongoing <b><u>Flooding issues</u></b> Letters have been sent to landowners asking them to clear ditches. To be added to the list of outstanding matters. <b><u>Path near WI Hut</u></b> The Clerk reported that there is to be no site meeting but Jane Baines of Highways is to write to the adjacent owners about cutting back the overgrown hedges. Apparently there is only pedestrian access. Nothing for the Parish Council to do. <b><u>9.1 Title numbers of land on Kneeton Road</u></b> Yet to come through. <b><u>9.1 6 Green backed signs for Butt Close.</u></b> These had arrived and were passed to Cllr Hall. <b><u>10. Better BT Broadband in the village</u></b> A copy news article was circulated which will hopefully be reproduced in the Village Magazine, BT may be back-tracking and it may be that this is to be installed earlier than expected but it is still not wholly clear.

	<p><b><u>12 Butt Close Playing Field</u></b>  Cllr Atkins reported that various paperwork had come through from WREN re the grant which was passed to the Chairman to sign.</p> <p>The Clerk reported that nothing had been heard yet about a meeting with the Academy on the use of the field.</p> <p><b><u>14. New bin near the Pavilion</u></b>  The Clerk reported that no new bin has yet arrived.</p> <p><b><u>17. Cuttle Hill improvements</u></b>  Cllr Turner reported that he, with Cllrs Clarke and Hall, had met with Kendra Hourd of Notts CC on 6 October and had a very positive meeting. Particular attention was given to safety aspects of bollards and guard rails.</p> <p>Cllr Atkins reported that the flower display commemorating the outbreak of World War 1 in 1914 had been removed with the change of season.</p> <p>The question of possible appointment of a Project Manager was deferred to the November Council Meeting.</p> <p><b><u>19. Fosters Close</u></b>  The Clerk reported that there is to be a permanent sign on the Village Notice Board about the shared ownership scheme, and when there is a property up for sale, this will be posted on the notice boards if the Parish Council is informed, which had been asked for. Waterloo Housing will mailshot everyone on their register of interested parties and will liaise with each proposed vendor.</p> <p><b><u>21. Grass cuttings from Butt Close</u></b>  These have been removed.</p> <p><b><u>21. Revaluation of B Crossland's land</u></b>  To be removed from list of outstanding issues, as unnecessary but he will have a rent review in April 2015</p> <p><b><u>25.1 Old filing cabinets in the Village Hall</u></b>  Cllr Hunt reported that he had opened these and Cllr Norman is to make a preliminary review of the contents and liaise with the Clerk.</p> <p><b><u>26.1 Car Park surface</u></b>  Cllr Atkins reported that this had been completed and Cllr Atkins was thanked for his hard work.</p>
5.	<p><b><u>To receive public comment (the meeting was adjourned for the duration of this item)</u></b>  Mrs Stevens of 4 Magdalen Close expressed objection to the proposed planning application on 2 Magdalen Close.</p>
6.	<p><b><u>To receive the Chairman's Report</u></b>  The Chairman's Report had been circulated prior to the meeting and is attached as an Appendix to these minutes.</p>
7.	<p><b><u>To consider and make recommendations on planning applications and receive RBC decisions</u></b>  The Deputy Clerk had circulated details of various applications and the response of the Council to each was as follows, proposed by Cllr Atkins, seconded by Cllr Meylan</p>

and all in favour except for Cllr Lawrence who abstained.

14/01752/FUL

Mr D Powell

2 Cherryholt Lane NG13 8PN

Demolition of existing bungalow and garage; construction of a two storey dwelling with attached single storey annexe and detached garage.

Amended plans are being submitted. [Not yet seen.](#)

14/01896/FUL

Mr G Deacon

8A Kirk Hill NG13 8PE

Sun room to front of dwelling

[Council had no objection](#)

14/02008/COU

Mrs J Masters

73 Kneeton Road

Change of use to part ground floor from complementary therapies to residential (retain as single dwelling-house).

[Council had no objection](#)

14/02019/FUL

Mr A James

18A Kneeton Road

2 bedroom house in the garden of 18A Kneeton Road.

[Council had no objection.](#)

14/00924/FUL

Mr R Lee

2 Ludgate Drive

Replace existing garage flat roof with mono-pitch roof and enclose existing porch area.

The Council is unable to comment, owing to lack of essential information.

1. There is a note saying "enclose open porch" but drawing information is lacking.
2. Pitched roof slope will have to be modified to allow for flashing to window.
3. Sloping roof to porch, geometry unresolved. It would be neater if the porch roof followed the new roof line slope.
4. "Georgian" style windows, number and appearance undefined.
5. The Planning Dept said that it did not act as a design consultant. Agreed, nor does the Parish Council, but it tries to assist where it can.
6. New gutters, rainwater pipes and fascia to match existing.

[The Parish Council objects.](#)

14/02042/FUL

Mr C Cook

2 Magdalen Drive

Proposed 2 storey extension to front and side and single storey extension to the rear

Number 2 is typical of many houses that front Magdalen Drive and Cross Lane. Nicely spread with garages tucked away as front gardens are small. Brick and red tile hanging and with often generous planting, they have a "villagy" feel.

The drastic proposed development at No 2 puts the high wall within 6 feet of the boundary to No 4 against their door and window at the side. It also seriously obstructs the doors and windows of 26 Straws Lane.

	<p>The difference in height, size and materials (the tile hanging is to be replaced with render) will down grade the street scene. The site is not adequate for the drastic expansion and is over intensive.</p> <p><a href="#">The Parish Council objects.</a></p>
<b>8.</b>	<b><u>Finance</u></b>
<b>8.1</b>	<b><u>To receive the Statement of Account to 25 September 2014 and approve and sign the Schedule of Payments</u></b>
	<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><b>RESOLVED:</b> To accept the Statement of Account to 25 September 2014 and the Schedule of Payments for October 2014.</p> <p>Proposed by Cllr Hunt, seconded by Cllr Bancroft and all in favour</p> <p>Cheques were drawn and signed accordingly.</p> <p>A cheque was approved for Brian Crossland of £50 for grass removal and a revised fee estimate of £400 + VAT for Fraser Brown fees was approved.</p>
<b>8.2</b>	<b><u>To receive the RFO's Report</u></b>
	<p>The RFO had available a copy of the bank statements as at 31 August 2014 and 25 September 2014 for signature by the Vice-Chairman as part of enhanced internal controls. These were checked and signed by Cllr Strutt as Vice Chairman.</p> <p>There is a loan to the East Bridgford St Peters Pre-School (Ofsted reg EY474902) of £800. This is to be interest-free for 3 years and to be reviewed after 2 years. It cannot be called in before 3 years unless the Pre-School closes. The Academy has bought the assets and all finances for the Pre-School go through the Academy.</p>
<b>9.</b>	<b><u>To consider taking over ownership of Springdale (Millennium) Wood</u></b>
	<p>Mr J Rieley, Chairman of the East Bridgford Wildlife and Biodiversity Group was invited to comment with an update. Apparently there is no question of this being transferred to the Parish Council; it is more an issue of management and maintenance of Springdale Wood. The regional chairman of the Woodland Trust is to take it to the regional board of the Woodland Trust for further discussion. There is nothing for the Parish Council to do. It was agreed that this is not a matter at this stage for the Parish Council and, if there is anything to report, it will be put on the agenda for the November meeting.</p>
<b>10 &amp; 11</b>	<b><u>Butt Close Playing Field</u></b>
	<p><b>Butt Close Improvement Project.</b></p> <p>Cllr Atkins reported that various paperwork had come through from WREN re the grant which was passed to the Chairman to sign.</p> <p>The Clerk reported that nothing had been heard yet about a meeting with the Academy on the use of the field.</p> <p>It is not desired to see netting on posts, which might just happen in the future to fall over. Cllr Turner to investigate.</p> <p>The Clerk was asked to obtain a key or combination lock to the hut.</p>

12.	<p><b><u>To consider matters arising from the review of Parish Documents</u></b></p> <p><b><u>Leases and sub-leases</u></b>  The Clerk reported that the draft lease to the Sports Club has been sent by Fraser Brown solicitors to the Sports Club. The subleases to the Tennis Club and the Bowls Club have been sent to the Clubs concerned.</p> <p>The Clerk has written to Fraser Brown suggesting an amendment to clarify responsibility if squatters occupy the field</p> <p>The All-Courts cheque has been retained pro tem pending the work being checked.</p> <p><b><u>Bus Shelter</u></b>  The Clerk reported that the adjacent landowners are aware of the arrangement. The line of conifers is on Parish Council Land. There were uncertainties and so it was resolved that Fraser Brown be instructed to register voluntarily the bus shelter land. Cllr Norman took the original documents to take to Fraser Brown. The Land Registry fee for first registration is likely to be £40 and there will be Fraser Brown's fees in addition.</p> <p><b><u>Wayleave agreement</u></b>  Fraser Brown has been notified of this in connection with the Marina Land Registry application.</p> <p><b><u>Gawp Shop corner</u></b>. The position is noted and it was agreed that this should be part of the risk assessment.</p> <p>Marina, Land Registry application  Wharf Lease docs  Footpath leading up from Kneeton Road to WI hut <i>see item 5 above</i>  Deferred to November meeting</p>
13.	<p><b><u>To consider nomination of Assets of Community Value</u></b>  Cllr Lawrence had nothing to report on this at this stage.</p>
14.	<p><b><u>Tree Survey</u></b>  Advice had been received that the Parish Council would be covered by insurance if a tree fell down and if there had been regular checks and maintenance.</p> <p><b>RESOLVED:-</b>  1. That the sycamore T15 be the subject of a boring test at £400  2. That the horse chestnut T16 be checked out (Chairman's action)  Proposed by Cllr Lawrence, seconded by Cllr Bancroft and all in favour.</p>
15.	<p><b><u>Concerns about the Car Park</u></b>  The Police have advised that there is nothing they can do unless they are notified of some allegedly criminal activity.</p>
16.	<p><b><u>Risk assessment</u></b>  The Deputy Clerk had circulated a first draft template. It was considered that risks should be analysed first and what to do about them and then create the risk criteria. Possibly to consider red /amber/ green "traffic lights" as well as a number calculation. Ongoing.</p>
17.	<p><b><u>Footpaths</u></b>  Footpath No. 3 needs repair but it is not known who owns it. The Notts CC say that</p>

	<p>the CC is responsible for the top two feet. But there is vehicular access, should adjacent owners be responsible? Clerk to progress.</p> <p>The Council sympathises with disabled access issues, Cllr Meylan to speak to Jane Baines and to approach the adjacent owners and the Notts CC; the Clerk to email Cllr Cutts.</p> <p>Deferred to November meeting.</p>
<b>18</b>	<b><u>Executive Committee</u></b>
<b>18.1</b>	<p><b><u>To consider update of the Financial Regulations</u></b></p> <p>A new template of recommendations had been issued by The National Association of Local Councils (NALC). Many were more appropriate to large Councils with significant numbers of staff. Each paragraph had been examined by the Executive Committee and agreement was reached on a final text now submitted to the full Council for approval. The Executive Committee recommended to the Parish Council that the Financial Regulations be updated. The Clerk has circulated the updated draft to Council in the format for approval.</p> <p><b>RESOLVED</b> to accept the recommendation. Proposed by Cllr Bancroft, seconded by Cllr Atkins and all in favour.</p>
<b>18.2</b>	<p><b><u>External advice on IT</u></b></p> <p>The Executive Committee recommended to the Parish Council that the Clerk be authorised to seek external advice on protection of the Council's information on her own computer, to include advice on anti-virus, possibly by installing separate hard drives for Parish business and Parish accounts separate from her own personal information.</p> <p><b>RESOLVED</b> to accept the recommendation and that the Clerk be authorised to ask Brian Haynes to advise on what is needed and to obtain a fee quote. Proposed by Cllr Bancroft, seconded by Cllr Atkins and all in favour.</p>
<b>18.3</b>	<p><b><u>Grievance and Disciplinary Policy for Parish Council Employees</u></b></p> <p>The draft circulated to Council had been recommended by the Executive Committee,</p> <p><b>RESOLVED</b> to accept the recommendation. Proposed by Cllr Bancroft, seconded by Cllr Atkins and all in favour.</p>
<b>18.4</b>	<p><b><u>The Hanging Baskets/Best Floral Containers competition.</u></b></p> <p>Apparently this had not been judged, so it was recommended by the Executive Committee that no awards be given this year for the floral containers and prizes only be given for the Best Kept Allotments, namely first equal at £35 each and third place £20, to be given as garden vouchers from the Bridgford Garden Centre. A cheque for £90 had been drawn (this sum being as previously approved by the Parish Council) and passed to Cllr Hall to activate the purchase of the prizes. Noted.</p>
<b>18.5</b>	<p><b>New standing orders in draft</b> have been published centrally, consideration of which has been delegated to the Executive Committee. There are references to the possibility of audio and video recordings of council meetings which (if done) must be done in a sympathetic way and not intimidating. Ongoing.</p>
<b>19.</b>	<b>Monthly list of outstanding issues</b>

Double yellow lines around the village –ongoing

Rent review of Brian Crossland allotments – next due in April 2015

Butt Lane outside Medical Centre 15m of guardrail + marker post - NCC to carry out work

Old A46 Fosseyway junction signing improvements - Cllr Turner to contact Kendra Hourd

Wharf Lease - Issues with the Enclosure Award and reference to the access to the Wharf/Weir

30mph sign on Butt Lane - ongoing

Welcome packs for newcomers to the village

Notice Board for allotments

Replace tree at 52 Kneeton Road

Flooding, blocked/overgrown gullies & ditches on Kneeton Rd – letters have been sent to landowners on Kneeton Road

Overgrown hedges - ongoing

20.	<p><b>Consultation Issues</b></p>
	None arising
21.	<p><b>Insurance issues</b></p> <p>The RFO reported that if there were any Cllrs or Volunteers aged 86-90 then the insurers need to be notified. Over 90s are not covered by insurance.</p>
22.	<p><b>Committee Reports</b></p> <p><u>Community-led Plan sub-Committee</u></p> <p>The next Committee Meeting is on 20 October when it is hoped that more people will attend and support. A Bank account has been opened in the name of the group.</p>
23.	<p><b><u>To receive and consider reports from the Clerk.</u></b></p> <p>Village Show date 27.06.2015 on Butt Close Playing Field. All in favour.</p>
24.	<p><b><u>To receive matters for report</u></b></p> <p>24.1 <i><b>New sand and gravel extraction proposed at Shelford</b></i></p> <p>24.2 Cllr Lawrence to keep a watching brief with County Cllr Cutts.</p> <p>24.3 <u>Pumping and drainage system at the Sports Pavilion</u> By a majority vote it was resolved not to have a full service this year.</p> <p>24.4 <u>Overgrown hedges on Parish Council land</u> Cllr Hall to speak to Bill Marshall about this.</p> <p>24.5 <u>Bus service from Nottingham to the village</u> Cllr Norman reported that Trent Buses will not re-route the service.</p> <p>24.6 <u>Bags of road salt</u> Cllr Hunt has ordered 5 bags of free winter salt.</p> <p>24.7 <i><b>Gate at bridleway</b></i> A gate has been requested on the bridleway leading off Butt Lane just prior to the bridge over the new A46. Clerk to speak to Jane Baines.</p> <p>24.8 <u>Re-varnishing seats round the Village</u> Cllr Turner to prepare a schedule of what is required and Bill Marshall will be asked to do this work in March 2015.</p> <p>Cllr Strutt reported a number of items:</p> <p>The footpath between Millgate to the WI Hut has ivy and branches overhanging.</p> <p>The hedge on 8 Bridleways was hanging over but has now been cut back.</p> <p>There were overhanging brambles by the Old Hall. Cllr Strutt has secateured these.</p>



	<p>There are still issues with the Car Colston roundabout. Cars are going out past a No Entry sign on to the dual carriageway and it may be because the 'sat navs' have not picked up the correct route.</p> <p>There seems to be motor bikes using the paddocks round Sandfield Farm, possibly with the owner's permission.</p>
	<p><b>Closure</b> The meeting closed at 10.06pm</p> <p>Chairman ..... Date:</p>

**Chairman's report October 2014**

The sight of an enormous tractor ploughing up Butt Close is one of those "no going back now" moments which requires a certain faith in the outcome. Despite the clear notices at the entrances, a number of people, mainly children, braved the soil mounds and the furrows so it was a good idea to pay for the temporary fencing after levelling. Things look a whole lot better now it is levelled, and only normal autumn weather (ie somewhat wetter) is needed now to establish the new grass.

Further communication has been received about Shelford West being included in the Notts. Mineral Plan for the extraction of sand and gravel. Shelford & Newton are coordinating a response as follows:

"The October 9<sup>th</sup> meeting of the Notts CC Environment and Sustainability Committee will consider a request from the Minerals Team for a further 8 week consultation based on Brett's latest plans. . . . We will need to respond urgently to the consultation and will be asking for your help in encouraging your parishioners to do so. Barton in Fabis enlisted the help of surrounding parishes and obtained nearly 2000 objections."

Cllr. Atkins arranged for extra crushed stone to be delivered to the Car Park and was assisted by a group of Scouts and their Leaders in spreading it into the depressions which would shortly become pot-holes. Impressively, one of the Scout Leaders was able to arrange a roller to come at short notice and this has compacted the new stone very well. The council is grateful to them and fortunate to have such a Scout Group for the young people of the parish.

A site meeting is being arranged with Kendra Hourd, from the Notts CC Highways Dept., to discuss possible measures to improve safety outside the school as part of the Cuttle Hill project.

The Village Hall Committee is applying for grant aid towards repairing the front extension roof of the hall. A letter on behalf of the Council supporting this has been provided to them for inclusion in the application.

The finger post signs to the WI Hut have been refurbished and I am grateful to Amanda Waring for painting the white lettering on these, together with a Butt Field sign at the Main Street/College Street junction, which task was way beyond my capabilities.