

Minutes of the meeting of Newton Parish Council held in a private room away from the bar area, but open to members of the public at Royal Oak, Main Street, East Bridgford on Tuesday May 31, 2016 at 7.40pm.

Present:

Chaired by Chairman L Morgan

Cllrs M Goulder, M Topping, J Dobson, J Fearn, A Carlyle, D Simms

In attendance EMF Temple (Interim Parish Clerk)

No-one else present.

The Chairman reported a regulation which states "Meetings of a parish council shall be held at such a place, either within or without their area, as they direct, but shall not be held in premises which at the time of such a meeting may, by virtue of a premises licence or temporary event notice under the Licensing Act 2003, be used for the supply of alcohol (within the meaning of section 14 of that Act) unless no other suitable room is available either free of charge or at a reasonable cost."

At least 3 clear days notice in writing was given on the notice boards. Due to the short time available for the rearranged meeting, the chairman invoked that last section of the above paragraph on the basis that no other suitable room was available either free of charge or at a reasonable cost. It was agreed to proceed with the meeting.

BUSINESS TRANSACTED

- 1) To make Declarations of Interest in any matter on the agenda. (Where an interest becomes apparent during the course of any discussion, it must be declared at that time.)

None
- 2) To receive apologies for absence.

Cllrs Shouler and Forward, County Cllr Cutts and Borough Cllr Lawrence
- 3) To consider the minutes of the meeting held on 27 April 2016 and when approved, to sign them as a true record.

The following matters were requested to be added and that the April minutes be read subject to the following amendments and otherwise approved. :-

- a) Play area, **Resolved** that Mr Lee Sycamore, Chartered Membership of the Landscape Institute (CMLI) of Landscape Design Services landscape architecture + design be appointed as adviser to the Parish Council in relation to the proposed new play area, to its location and to its equipment at a maximum fee of £2500 and that this fee be taken into account when the Council allocates up to £20,000 of its funds towards the play area scheme and equipment. Proposed by Cllr Shouler, seconded by Cllr Simms and passed by majority vote, the objection from Cllrs Dobson, Fearn and Goulder being that the proposals for appointment of a consultant were presented at the meeting without due time to consider and compare like for like.

- b) Banking. That Cllr Goulder, (not the Chairman), as a signatory be the person to contact Natwest Bank about the future destination of bank statements and taking Mr Elliott off the list of contact points on the account.
 - c) Highways. That the Clerk be asked to write to County Highways with an enquiry as to where Newton is, in the priority list, for installation of a speed indicating sign on Wellington Avenue or elsewhere as the Highway Authority determine .
- 3A) Dates of next council meetings at Car Colston Village Hall 7.30pm
- June 22 , July 27, August 24, September 28, October 26, November 23. There may in fact be no meeting in August but the booking has been made just in case.
- 4) To receive reports on matters arising from the minutes (including on Neighbourhood Watch) and answer questions from Councillors.
- Nothing on Neighbourhood Watch. No questions arising save as under item 3 above
- 5). To receive public comment. (The meeting was adjourned for the duration of this item)
- None
- 6). To consider and make recommendations on planning applications and receive RBC decisions
- None
- 7) Finance
- (a) To receive the statement of account to 30 April 2016
- Current credit balance £41,605.82. Supported by bank statement.
- (b) To approve and sign the Schedule of Payments namely to sign cheques for invoices due for payment
- Shelford Village Hall 24 March £16.
- Elliott News service £57.91 for year-end accounts
- DA Dixon auditor £90 for annual audit report plus £44 for payroll and annual return
- Alan Langshaw £1,365 invoice. (Grass cutting, rubbing down benches, and cleaning play equipment) plus another invoice for £315 for May's grass cutting, three times at £105. Total £1680.
- Payments are also due of £10 for EB Methodists, plus £60 advance payments for Car Colston Village Hall and £25 for the last meeting and these will be made when invoices are available.
- (d) To receive the RFO's report , including reference to annual returns and annual accounts. Signing Annual Return and accounts.
- The Clerk reported that as at 31 March there was £29,754.43 in the bank account. Since then there has been received on 5 May £12, 400 from the precept , and paid out £16 to Shelford village hall, £227.85 to Elliott News service, £14.44 to Mr Elliott and £290.32 to Came and Company for insurances, all in early April. Current credit balance £41,605.82.

To receive, approve and sign the Annual Governance Statement and review the systems of internal controls to ensure they are effective

Resolved: that the systems of internal controls having been reviewed, be approved as effective. Proposed by Cllr Simms, seconded by Cllr Carlyle and all agreed.

Resolved: that the Annual Governance Statement be approved and signed. Proposed by Cllr Simms, seconded by Cllr Carlyle and all agreed.

To receive, approve and sign the Financial Statement of Account for the year ended 31 March 2016, also to complete and sign the Accounting Statements on the Annual Return

Resolved : that the Financial Statement of Account for the year ended 31 March 2016 be approved and that the Chairman be authorised to complete and sign the Accounting Statements on the Annual Return. Proposed by Cllr Simms, seconded by Cllr Carlyle and all agreed.

(e) Banking arrangements and bank statements

Cllr Goulder reported that the current signatories on the account are Cllr Goulder, Cllr Shouler and Cllr Fearn. She advised that it is not possible for the bank to be notified by letter of a change in the requested destination of bank statements and the resignation of the former clerk, without a formal minute approved at a full council meeting, signed by the chairman and for completeness, probably by the three signatories as well.

Cllr Carlyle noted that the last year's records showed only £1.65 interest earned on the bank account and agreed to speak to the bank in general terms about whether some arrangement could be made for being credited more interest. He cannot discuss the Parish Council's particular account with the bank as he is not a signatory.

8)_ To discuss updating matters relating to the proposed play area

Cllr Shouler was unavoidably absent but a copy of the play area working party last minutes had already been sent to all cllrs.

Existing play area at Wellington Avenue.

Cllr Simms reported that it may be useful to add (possibly) only a slide and a swing to this, and to suggest alternative sites for additional play areas.

New areas

Cllr Simms reported that Mr Lee Sycamore has produced several new plans and designs for consideration. These would not be one central big park with lots of equipment but perhaps 5 small sites away from the Trenchard Close area with facilities for natural free-form play, (a Local Area for Play, L.A.P.) rather than installing a lot of big and expensive equipment. It was not required to make these as magnets for people from outside the village to drive in with children, as a "destination park", but to make it useful and accessible for residents. The village would in this way get more for its money. Planning permission would need to be considered for these sites, though possibly it may not be needed. This concept was received

favourably by the Parish Council but no decision was made until further information is available.

Mr Sycamore has also been asked to prepare recommendations to the Parish Council and to prepare a letter to be considered by the Parish Council (and if agreed, to be signed by the Parish Council chairman) to Mr Simon Waterfield of Newton Nottingham LLP with details of what proposals are suggested. It would be useful to consider copies to be sent also to Hunter Page Planning of Cheltenham, and Craig Straw of Innes England's Leicester office (believed to be advisers to Newton Nottingham LLP) and Meadfleet Ltd, who manage the Public Open Space land.

It was agreed that care must be taken in this initial approach to get it right and make the proposition attractive to Mr Waterfield. The Parish Council will not get a second chance to make a first impression.

Another working party meeting is planned for 15 June.

Resolved:- THAT the Interim Clerk be instructed to arrange for an Index Map Search to be made at the Land Registry against an area to be marked on a plan to find out actual ownership of various pieces of land. Stage 1 would be an index map search which would be free of fee payable to the Land Registry, which would just provide title numbers relative to each piece of land. Then selected sites would have an application made at £14 a title to obtain office copy Land Registry entries and plan. Maximum spend up to £70, and expenditure more than that, would need to come back to the Parish Council for approval. Proposed by Cllr Simms, seconded by Cllr Carlyle and all in favour.

- 9) To discuss matters relating to the proposed village hall.

Apparently funds have been ring-fenced for a Village Hall, no-one is certain where this money is. Ownership of relevant areas is also uncertain. Perhaps Mr Lee Sycamore can assist by using his scale detailed plans to identify what areas cllrs need to know about.

Action Cllr Shouler to ask him if he can assist.

- 10) To discuss issues relating to maintenance of the open areas at Newton and to the un-adopted roadways. Including costs of land ownership enquiry.

Deferred to next meeting and as in (9) above.

- 11) To discuss highways issues relating to speeding and parking on the David Wilson Homes / Bellway estates and condition of pavements on Main Street Newton.

Deferred to next meeting

- 12) To receive a report on matters on the monthly list of outstanding issues, if any.

None other than dog waste and dog warden issues which were deferred to the next meeting

- 13) To consider whether there are any insurance/risk assessment issues arising from the agenda

Mainly the proposed play area.

Cllr Goulder reported that Streetwise give a regular inspection and report relating to the existing Wellington Avenue play area and that she examines the play area equipment on behalf of the Council every week. She had not seen a recent report from Streetwise and the Interim Clerk will contact Mr Elliott and/or Streetwise to obtain this.

Details of the insurance policies had been received from Came & Company but with the former clerk's address on the paperwork. The Clerk was asked to arrange with Came & Company for corrected documents.

- 14) To consider whether there are any consultation issues arising from the agenda

The proposed play area. There have been three working party meetings and one Parish Council meeting. The public have been invited to express views and have done so.

Further public consultations are to be held over the coming months. This will include a more in-depth questionnaire being circulated to all Newton households and proposed representation by the committee at community events.

- 15) To receive reports from committees, if any

None other than the play area, as above .

- 17) To receive and consider report from the Interim Clerk

None

- 18) To receive matters for report by Cllrs

A complaint had been received about the overgrowing vegetation onto Main Street. The Interim Clerk was asked to write to the occupiers /owners of relevant properties asking them to cut it back. The Interim Clerk first to check wording with Cllr Fearn to ensure the right issues were being raised in connection with which property.

- 19) Correspondence

Cllr Carlyle reported that he had spoken to Mr Skelton about his complaints and had given the following views:

Play area, a large number of residents have expressed an opinion that there are inadequate play areas in the village, particularly for the younger children (2-5 years). Many of these residents have petitioned the Council in private and in several public sessions. The council is currently trying to respond to this series of requests and has set up a working group to explore how/where/what to improve.

Grass cutting,

Grass cutting, this has little to do with the Parish Council except for the Wellington Avenue play area, that the Parish Council leases and also maintains (ie the Wellington Avenue play area) at Council expense.

Broken fence and deposited Jewson bag.

This area of land is under the ownership of Newton Nottingham LLP. Their address for correspondence is: Manor Stables, Corsely, Warminster, Wiltshire, BA12 7QE.

Wellington Avenue, The council has raised this point with County Councillor Cutts on several occasions. The public has also been very vocal about this matter at council meetings! Unfortunately, there seems to be little appetite on the part of County Highways to re-lay roads that are not principal carriageways.

Correspondence direct from the public, and via the website

The Clerk was instructed to reply to letters from the public, particularly in relation to letters of complaint, by a standard answer in a form to be agreed.

The wording suggested was “Thank you for your correspondence/ email/letter. Your concerns will be presented at the next Parish Council Meeting on [].”

Agreed by all. Anything requiring more urgent attention will be forwarded to the Chairman or Vice Chairman who will decide who is to respond and how. The Chairman will establish a communications matrix.

Correspondence not from the public, and routine Clerk’s business

To be dealt with by the Interim Clerk as considered appropriate.

20) Clerk’s formal appointment

The chairman said it had been planned right at the outset that the position would be advertised in June 2016 when a permanent appointment would be made.

Resolved that the position be formally advertised on the village website and on the village notice boards and those of Shelford and Bingham in wording to be determined by the Chairman. Fees according to age and experience relative to a council the size of Newton Parish Council. Cut off time for replies, 14 days from the date the notice first appears on the village notice board. Proposed by Cllr Simms, seconded by Cllr Carlyle and all in favour.

In the meantime, it was agreed that the Interim Clerk be given a formal contract of employment, as required by law, on the basis of the Nottinghamshire Association of Local Councils (NALC) model contract, which was signed by the chairman.

20) Crime and Disorder Act 1998, report by Clerk.

The 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 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.

22) Any other business

Cllr Goulder asked that the cheque signing comes at the end of the meeting, otherwise she and the other bank mandate signatories cannot concentrate on the business in hand and on the bill signing details. This was noted.

23) Closure The meeting closed at 9.45pm

Signed Cllr D Simms Vice-Chairman

Date.....