

**MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE  
VILLAGE HALL ON WEDNESDAY, 9th JULY 2003**

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**Present:** Cllr Mr I Griffiths (Chairman)  
Cllr R Hull (Vice Chairman)  
Cllr D Hubbard  
Cllr Mrs Roberts  
Cllr Mrs Robinson

**Parishioners:** 1 + Cllr Brothwell – Linby PC

**OPEN FORUM**

Mrs Kendall asked if Church Lane would be receiving attention and Cllr Hull confirmed he had already carried out some strimming back of the nettles. Mrs Kendall of any progress with Gedling re additional burial facilities which had been on the agenda for some 3+ years. For the benefit of Cllr McCauley the Chairman explained the current position which was then discussed. Cllr Hull asked if the adjoining field to St James' Churchyard had been considered as a natural extension. Mrs Kendall confirmed the PCC had discussed and discounted the area, which was considered too boggy at the bottom end. Cllr Brothwell reported on Linby Parish Council's discussions and that a green burial centre would be preferred. Letter to be sent to Gedling with a copy to Cllr McCauley

Contravention of the HGV restriction together with the signs was discussed.

Clerk reported that PC Paul Johnson hoped to attend if possible.

**1. APOLOGIES**

Apologies received and accepted on behalf of Cllrs Walker and Wensley who were both away.

**2. DECLARATION OF INTEREST**

Cllr Hull declared an interest in an item under Agenda Item 5 Correspondence which related to BT's' broadband service. Chairman declared an interest in Item 8 Accounts a payment to The Nottingham Trent University.

**3. MINUTES OF THE PARISH COUNCIL MEETING – 14TH MAY 2003**

Cllr Hull proposed acceptance, seconded by the Cllr Hubbard and agreed.

**4. MATTERS ARISING FROM THE MINUTES**

**Annual Parish Assembly**

School Governor's Report (Page 1) Clerk confirmed a letter had been sent to the Clerk of the School Governors confirming the Council's wish that Mrs Kendall continue as its representative. Mrs Kendall confirmed her agreement.

## **Parish Council Meeting**

BT Pole on Moor Road (Page 2) Cllr Hull reported work had started to put the service to The Barn and Griffins Head underground.

Best Kept Village Competition (Page 2) Cllrs informed Papplewick Young Farmers would be prepared to move the plaque but a probably cost of £50 would be incurred.. For the benefit of the new Cllrs the Chairman explained the situation and asked if the Council wished to have it moved, bearing in mind it would be taken down in September. Cllr Hull proposed it be left in position until removed by CPRE. Which was seconded by Cllr Roberts and agreed. Clerk confirmed the village had not been entered in this year's competition.

Cemetery Provision (Page 2) Chairman and Clerk to progress

Highways – Linby Lane Parking (Page 3) Chairman still to visit resident.

Seat on Moor Road (Page 2) Clerk confirmed the seat was in Cllr Walker's garden awaiting repair but that Gedling had indicated the Parish Council would need to pay for its reinstatement. Mrs Barker informed Cllrs it was a seat provided by Gedling and which had come out of Arnold centre. Agreed a letter be sent to Mr Groves asking Gedling to reinstate the seat. Cllr McCauley asked for a copy of the letter.

## **Correspondence**

NALC Seminar for New Councillors (Page 4) Cllr Hull and the four new Cllrs had attended the seminar and all felt it had been informative. Responding to planning applications had been discussed and further advice was to be sought from the National Association regarding correct procedures. Cllrs felt the way the Parish Council dealt with applications was satisfactory.

Newsletter (Page 8) Clerk reported a request from the Young Farmers for a recruitment article to be placed in the next issue.

## **5. CORRESPONDENCE**

The following correspondence had been circulated and dealt with.

**Audit Commission** – District Council comprehensive performance assessment

**Boundary Commission** – Periodic Electoral Review of Notts. CC – Draft Recommendations

**Clerks & Councils Direct** July 2003

**CPRE**

Annual Report 2002 / Countryside Voice Summer 2003 Newsletter Summer 2003

Transport Campaign Group Newsletter Issue 26 April 2003

**DEFRA** - Good Councillors Guide & The Quality Parish and Town Council Scheme

**Gedling BC**

Performance Plan 2003/04 / Draft Gedling Community Plan for Consultation

Heels, Wheels & Hooves (Guide to walking, cycling & riding )

Stamping Ground Leaflet – Notts summer celebration of dance / Music in Quiet Places

**Gedling CVS**

AGM/Community Eye / Volunteer Bureau Viewpoint / GOEM Engage Seminar 8th July

Lincolnshire Fundraising Conference / Voluntary Sector Health Briefing May/Jne

**NALC**

Quality Parish Council seminar 28th June / The Good Councillor's Guide  
Annual General Meeting / Local Council Review / Long service certificate

**New Opportunities Fund 'Initiative' June 2003****Notts. CC**

Travel & Transport Briefing May & June 2003

" " " " further information

Minor Local Authority School Governors

Replacement Notts Minerals Local Plan – Revised Draft

Byron Festival leaflet / 'Participate' Edition 1 Summer 2003

'Countylink' Issue 57 June 2003 / 'A Framework Community Strategy for Notts.'

**Notts. RCC**

Virtual Village Forum meeting – 18th June / Case Team information

Virtual Village re end of support for Papplewick IT Group

**Notts. Rural Priority Area 'Coalfield Contact' newsletter summer 2003****Notts. Wildlife Trust – AGM 28th June / Vision Statement 'A Partnership for Wildlife'****Office of the Deputy Prime Ministers - New ethical framework regulations****Open Space Society – 'the law and history of common land and village greens'****Papplewick & Linby Day Centre – copy of accounts following receipt of grant****Papplewick & Linby Leisure Enterprise Group minutes of meeting 3rd June****Prima IT Solutions re audit of systems****RoSPA – Report on play equipment****Southwell Care Project – details re fundraising walk****Standards Board - The new IDeA Guide for New Members / Code of Conduct Video**

Revised 'How do I register and declare interests, and register gifts and hospitality?'

**RECEIVED BY THE CLERK AND ACTIONED:**

**Audit Commission - Performance Assessment – Gedling BC questionnaire**

**Boundary Commission – acknowledgement of comments on Electoral Review**

**DEFRA - Acknowledgement of comments - Protocol Public Rights of Way & Access to Open country**

**Environment Agency/Ponds Conservation Trust -Pond survey training course**

July/August – referred to MPW Steering Committee

**Hacker Young acknowledgement of 2003 accounts annual return**

**Notts CC**

Parish Paths Partnership - new Wayfinder Project Officer – Referred to P3 committee

Crime stoppers & Racial Abuse posters – placed in noticeboards

Action for Wildlife Grant Scheme – referred to MPW Steering Committee

Notts. Cowslip survey – referred to MPW Steering Committee

**Notts. Police Authority – invitation received to launch of 2003/2004 Policing Plan but**

as the Clerk was unable to attend Cllr Hull represented the Council and he reported on the visit and updated equipment installed at Police Headquarters.

**Notts RCC** - Monitoring Form

**Notts. Wildlife Trust** – subscription renewal

**Prima** - 'Sophos Zone' – computer virus programme

**Sherwood Industries** – questionnaire re service and quality of product (computer cupboard)

**Society Local Council Clerks** – seminar on Quality Councils

**Tarmac** re meeting of Bestwood 2 Liaison Committee

**Wicksteed Leisure** - Disability Discrimination Act and how it affects play areas – circulated to P/Field Committee

An article in the Notts. RCC 'Rural Voice' re funding for village facilities was discussed re a potential use of the Old Forge building if the Crossroads Garage development did not go ahead.

Clerk confirmed Main Street residents had received a letter from Severn Trent Water confirming work was to be undertaken to the main water pipes. It was understood residents on Forest Lane had also received a similar letter.

Cllr Hull reported on an email received from a Grange Cottage resident asking the Council to support local pressure on BT to install appropriate equipment at the Hucknall exchange to enable a local 'Broadband' facility. Information downloaded from the internet was circulated to Cllrs. For the facility to be provided sufficient members of the public needed to write to BT and it was agreed an article should be included in the next Newsletter.

## **HIGHWAYS**

Conservation Grant 2002/03 - Details of the costings for the new Main Street pavement and installation of new seat and litterbin at the crossroads had been circulated with the agenda. The cost for the new pavement from Crossroads Garage to No 25 and from outside No 2 to No 8 totalled £5,014.14 with £3,450 funded by this grant, £620 from Gedling's highways maintenance budget with the Parish Council funding the balance of £944.14. The 2003/04 Capital Grant allocation of £747 had been allocated towards the project with the balance of £197.14 from general funds. Clerk confirmed the seat and litterbin costing £1,209 including installation had been wholly funded by Gedling's Conservation Grant. It was noted that Crossroads Garage had reported water run-off from the new pavement onto the garage forecourt.

Cllr Hull queried the storage cost included in the quotation for the seat removal, as this was now in his garden for use in an alternative location.

Flooding – Following heavy rain, flooding had been experienced outside Papplewick Hall and on Moor Road. Cllr Mrs Robinson informed the meeting of two accidents by the Hall and Cllr Walker reported on problems experienced on Moor Road. Letter to be sent to Gedling asking what remedial action they intended taking to deal with the problem and if someone would be prepared to attend a future meeting.

Signs – Clerk reported that following a conversation with Notts. CC it had been confirmed

the new road signs would be installed by the end of the financial year, but traffic calming schemes within the County were taking precedence over any signs.

Clerk reported resurfacing on Forest Lane at the A60 end was scheduled for the summer. Cllr Roberts reported a road closure sign had been erected confirming a one day closure on 30th July. It was noted no sign had been erected in the village - Gedling to be contacted.

Papplewick Lane – Cllrs were informed of another accident on Moor Road where the Moor Pond Wood fencing had been demolished. Clerk confirmed the 'Friends of Moor Pond Wood' had contacted the driver who had agreed to pay for repair materials with the repair work being undertaken by the 'Friends'. Cllr Hull reported on a subsequent accident on 28th June when a car had been left at the scene of the accident. He had given details to the police who were contacting the driver.

## 7. PLANNING

Planning applications received:-

**2003/0898 – 51 Linby Lane** (loft conversion with dormers) **No objections**

**2003/1177 – 141 Moor Road** (conservatory) **No objections**

**Goosedale Lakes** – Clerk reported receipt of an enquiry about this application to create a disabled fishing facility. Following discussion with the Chairman Gedling had been asked for details as part of the application site was within Papplewick Parish. These had been circulated to Cllrs but it was noted that the application related to the area within Bestwood Parish.

Clerk informed Cllrs that although Gedling was pushing for infill materials to be sourced from the site, it was likely additional material would need to be brought in. Bestwood Parish Council had requested that access was not through Bestwood village which meant the route for such lorries would no doubt be along Papplewick Lane and Moor Road. Cllrs expressed concern that Bestwood Parish Council had not made contact on this matter and it was agreed a letter be sent about the lack of discussion. No objections were made to the application but comments to be sent re:

- (a) Importance of infill material used from on site
- (b) Access route for any lorries only via Papplewick Lane and Moor Road
- (c) Creation of a permanent footway at the entrance to the site
- (d) Opportunity to extend the range of habitats with the inclusion of some wetland and wet woodland areas which are both scarce in this area.

Crossroads Garage Development - Clerk confirmed revised plans had been received that day. Chairman suggested that the application be discussed at the end of the meeting.

## 8. ACCOUNTS

(a) **Parish Council:** **Income - Nil**

Already paid:

000280	British Telecom – Village Hall computer	31.90	5.58	37.48
000281	Cllr R Hull (strimmer cord)	15.53	2.72	18.25
000282	Gedling BC (grass cutting April)	18.48	3.23	21.71
000283	Gedling BC (grass cutting May x 2)	36.96	6.47	43.43

**To be paid:**

Transfer	VAT transferred to MPW account			568.39
000284	The Nottingham Trent University (Parish Plan copying)	196.00	34.30	230.30
000285	CPRE subscription	25.00	-	25.00
000286	Mr B Woodcock (internal auditor)	144.00	-	144.00
000287	Playground Management Ltd (annual play equipment inspection)	74.00	12.95	86.95
000288	Mrs M Barker – Petty Cash	39.97	-	37.97
	Tel. - 7.63			
	Postage - 6.34			
	Bus shelter cleaning - 24.00 (8 weeks 15/5 to 3/7)			
000289	Notts. Wildlife Trust membership	27.00	-	27.00
000290	Cllr I Griffiths (Chairman's allowance)	20.00	-	20.00
000291	Ordnance Survey	47.50	8.31	55.81
000292	Ricoh UK Ltd (photocopier charges)	13.54	2.37	15.91
000293	Cllr S Walker	18.49	3.23	21.72

**(b) Moor Pond Wood:**

**Income:      VAT reimbursement      568.39**

**Already paid:**

000068	Friends of Moor Pond Wood	662.78	-	662.78
000069	Countryside Training Services	463.36	81.08	554.44

**To be paid:**

000070	Dr P Kirby (invertebrate survey)	1,000.00	-	1,000.00
000071	Pear Tree Plan (Clerk confirmed a £1,000 contribution towards this cost would be paid by Collins Plant Hire but she needed to discuss this with both companies prior to payment)	2,637.36	461.54	3,098.90

Clerk confirmed she was querying the cost of the internal audit but requested authority to pay Mr Woodcock's account on obtaining a satisfactory explanation for the number of hours involved.

Cllr Hull proposed acceptance of the accounts, seconded by Cllr Hubbard and agreed.

**(c) Audit and Year End Accounts to 31st March 2003** - Chairman and Clerk reported on the audit seminar they had attended and the query raised on completion of the annual return following a change to receipts and payments accounting. Cllrs were informed the annual return had subsequently been completed.

**(d) Internal Auditor's Recommendations** - Cllrs were informed that the internal audit had been carried out and a copy of the Mr Woodcock's recommendations had been circulated with the agenda. These were discussed with the following action being taken:

1. **No evidence of a formal annual financial risk assessment** – Guidance notes had been circulated with the agenda. Chairman proposed the Finance Committee meet to discuss and report back to the Council, which was agreed.
2. **Council's fidelity guarantee insurance cover inadequate** – Council's insurance company to be contacted and this cover to be increased in line with the auditor's recommendation.
3. **No evidence of regular formal exercise of performance against budget** – Currently undertaken yearly but Clerk circulated with the agenda a quarterly budget performance to 30th June. Cllrs agreed this should be provided at the July, November and March meetings.
4. **Insured items of equipment not included on the accounts supporting notes** - Clerk confirmed these items had been included on the notes submitted to the external auditor.
5. **CPRE Best Kept Village Competition** entry fee to be included in Section 137 expenditure – this was noted.

Clerk suggested the new Council should review its Standing Orders and Financial Regulations. Chairman proposed the Financial Sub Committee discusses and reports back to the Council with any recommendations, which was agreed.

## **9. INSURANCE – ANNUAL BONFIRE**

Following contact with the Council's insurers a copy of the letter received from Allianz Cornhill had been circulated with the Agenda. It was noted that the event should be solely organised by the Parish Council in order for it to be covered under the Council's Public Liability Section of the Policy. Cllrs were informed the Horse and Groom event had been cancelled due to insurance costs and all Cllrs felt the Papplewick event should continue. Cllr Hull agreed to set up a formal committee to run the bonfire and to report back to the September meeting. The other conditions and recommendations as detailed in the Allianz Cornhill letter were noted.

## **10. PARISH PLAN**

At 9.10 pm the meeting was closed whilst the Chairman and Clerk looked at the costings for the Parish Plan account to be submitted to the Countryside Agency. Cllrs took the opportunity to look at the revised plans for the Crossroads Garage development.

At 9.25 the meeting was reconvened and Cllrs were informed that the final account to be submitted in respect of expenses incurred in producing the Parish Plan was lower than the original estimate submitted to the Countryside Agency. Total project cost was £1,123.39 less voluntary time contributed £450.00 and less 5% Parish Council contribution of £50 the shortfall to be funded by the CA was £623.39. As £578.50 had already been received this meant a further payment of £44.89 was to be requested.

Following discussion on how to implement the Parish Plan, Cllr Hull agreed to produce an action plan.

## **11. VILLAGE HALL – COMPUTER**

Cllr Hull confirmed he had spoken to the Village Hall Management Committee but they had not shown any interest in taking over the computer facility. Cllr Hull reported that an article had not been included in the last newsletter about the withdrawal of this facility. It was

therefore agreed a note should be included in the next issue confirming the facility would be withdrawn as from the 1st October unless someone volunteered to run the project.

## 12. REPRESENTATIVE/COMMITTEE REPORTS

- (a) **Moor Pond Wood** - Clerk gave an update on work undertaken and activities being organised including completion of new pathway, bird song walk and BBQ. Mrs Barker reported that the daughter of Mrs Dawson late of Moor Road had approached her about installing a commemorative seat in memory of her mother. The Steering Committee would be discussing this and also a seat in memory of Colin Passey.
- (b) **Parish Paths Partnership** - In the absence of Cllr Walker, the Clerk reported that he had obtained the necessary claim forms for grass cutting but a meeting still had to be organised of the Committee. Mrs Barker thanked Cllr Hull for the strimming he had undertaken on Church Lane and the Meadows footpath and suggested the strimming cord purchased by the Council should be reclaimed from County, which was agreed.
- (c) **Playing Field Committee** – Cllr Robinson reported £975 had been raised by the Leisure Group as a result of the open garden day. She thanked everyone who had been involved and the Chairman thanked the group for their efforts. Clerk confirmed the annual inspection of the play equipment had been undertaken and which had again raised certain problems. Cllrs Hull and Walker agreed to renovate the slide. Chairman suggested the Committee meet to discuss the inspection and report back to the Council.
- (d) **Village Hall Committee** - Cllr Hull reported the problem with the floor was ongoing and a risk assessment had been carried out.

## 13. COUNCILLORS REPORTS

Cllr Roberts reported she had attended a Julian Cahn meeting, She confirmed Mrs Orton had said she would be standing down in Spring 2004. The next meeting would be in October.

Cllr Roberts and Chairman reported overgrown trees on Mansfield Road north of No 203.

Cllr Hull reported the undergrowth around the signs on Blidworth Waye needed cutting back.

Chairman confirmed he had been given a verbal quote of £490 for the commemorative seat outside Papplewick Hall. It would be a six-sided seat set around the tree, similar to the one provided at the school

## 14. ANY ITEMS CONSIDERED URGENT BY THE CHAIRMAN

None

## 15. DATE OF NEXT MEETING

Wednesday, 10th September 2003



