

PAPPLEWICK PARISH COUNCIL

Minutes of the meeting held at Papplewick Village Hall, Linby Lane, Papplewick on Wednesday 8th January 2020

Present: Cllr C Hesketh (Vice-Chair), Cllr Jules Salmons, Cllr Stephen Walker, Cllr H Guyler, Cllr A Johns and the Clerk.
Cllr C Barnfather (NCC, GBC), Cllr S Murray (GBC) and Cllr M Smith (GBC)

Parishioners/Visitors: 4

Minute No		Action
1/20	APOLOGIES Cllr's S Roberts and N Penlington	
2/20	DECLARATIONS OF INTEREST None	
3/20	APPROVAL OF MINUTES The minutes of the November meeting were accepted as a true record. Proposed by Cllr Hesketh seconded by Cllr Walker and signed by Cllr Hesketh	
4/20	MATTERS ARISING None	
5/20	OPEN FORUM <u>i) Bench, Hall Lane</u> Mrs Kerr advised one of the slats on the back of the bench on Hall Lane is broken. Cllr Salmons to investigate. <u>ii) Incident on right of way footpath</u> Mrs Kerr advised of an incident with a vehicle whilst walking on a public footpath from Newstead Village. Cllr Walker advised Mrs Kerr to report the incident on the County Council website. <u>iii) Grate near Ward Cottage</u> Mrs Kerr reported this has not been actioned. The Clerk to chase. <u>iv) Burglaries</u> Mrs Kerr advised of a recent burglary in the Village. The PC advised parishioners to report any suspicious activity to the police. The Clerk to invite Police Inspector Chris Pearson to the next meeting.	Cllr Salmons to pursue Clerk to pursue Clerk to invite Inspector Pearson to next meeting
6/20	HIGHWAYS MATTERS (Agenda item brought forward) <u>a) Lengthsman Scheme</u> Jobs to include: Cutting back the branches of trees obscuring the bus stop on Linby Lane, Strimming around the bench at the end of Forest Lane <u>b) Jet Washing Skate Park</u> It was agreed to pursue this later on in the year. <u>c) Footpath opposite Layby on Linby Lane</u> Due to the roads flooding and cars mounting the kerb, the footpath is covered in mud and requires immediate attention. Cllr Barnfather advised he will contact Highways and ask an Inspector to visit the site. <u>d) Pothole, Linby Lane/Main Street junction</u> Mrs Kerr reported a large and dangerous pot hole at the junction. Cllr Hesketh agreed to take a photograph and forward to Cllr Barnfather to pursue.	Cllr Hesketh to request jobs Cllr Barnfather agreed to pursue Cllr Barnfather agreed to pursue

Initials Chairman

	<p><u>e) Proposed Roundabout Papplewick Lane/Moor Road junction</u> Mark Potter at Barratt Homes advised the work is due to start at the end of February 2020.</p> <p><u>f) Fly Tipping</u> Cllr Barnfather advised he has signed off the plans to block off the layby at Devil's Elbow which is a major fly-tipping hotspot. No further fly tipping to report.</p> <p><u>g) Permanent Flood Sign, Blidworth Waye - update</u> Cllr Barnfather advised Via has agreed to install a permanent flood sign on Blidworth Waye.</p> <p><u>h) Main Street Pavements - update</u> The Clerk advised she has received an email from Ian Pratchett at Via advising that the footpaths have been provisionally included on a draft programme for works in 2020/21.</p> <p><u>i) Ditch between Papplewick and Linby - update</u> The PC confirmed the ditch has now been cleared.</p> <p><u>j) Siding up Moor Road – update</u> The Clerk reported she has received notification that the siding up works will be carried out in this financial year.</p> <p><u>k) Flooding near Goosedale Hall, Bestwood</u> Cllr Barnfather reported on the flooding issues near Goosedale and advised that next week Via will be onsite digging up the road and laying new drains. They are completing the work in conjunction with the respective landowners. He advised traffic management will be in place whilst the work is carried out.</p>	
7/20	<p>ANTI-SOCIAL BEHAVIOUR IN THE PARISH The Clerk received an email from a parishioner advising that locking the Church gate does seem to have a deterrent effect however the same group of youths have been seen congregating at the turning circle outside the Church Gate. The Clerk to contact Reverend Raaff for an update.</p>	Clerk to contact Reverend Raaff
8/20	<p>PAPPLEWICK ENVIRONMENT & COMMUNITY FUND No updates. The Clerk advised she is waiting for the invoice for the conifers and will update the Christmas Decorations spreadsheet once received.</p>	
9/20	<p>RISK ASSESSMENTS & POLICIES No updates from Cllr Penlington</p> <p>Cllr Walker advised some of the PC Policies need to be updated. Cllr Hesketh advised the GDPR policies should also be updated. Cllr Walker to circulate a list of policies to update.</p>	Cllr Penlington to pursue Cllr Walker to circulate list
10/20	<p>NEIGHBOURHOOD PLAN: ACTION PLAN The PC agreed to inform the public of the progress of projects annually at the Annual Parish Assembly (APA) in March.</p>	
11/20	<p>UPGRADING PC WEBSITE Cllr Walker advised he has spoken to the Web Developer who developed the Moor Pond Wood website and will circulate a list of questions to be considered by the PC. Cllr Walker and Cllr Hesketh can then draw up a specification.</p>	Cllr Walker to circulate list
12/20	<p>DEFIBRILLATOR MAINTENANCE No updates.</p>	Cllr Penlington to pursue
13/20	<p>ARCHIVING PC DOCUMENTS Cllr Hesketh to contact Mr Savage re: collecting the PC cabinet.</p>	Cllr Hesketh to contact Mr Savage.

Initials Chairman

14/20	<p>CHRISTMAS TREE/ DECORATIONS</p> <p>Cllr Hesketh reported the tree has now been taken away and the lights, banner and star are in her cellar. She reported Via had disconnected the lights to the tree, however after an onsite meeting with them, the issue was resolved by installing a supply feed box inside the field.</p> <p>The Clerk to send a letter of thanks to the Marshall Family for the use of their land.</p> <p>Cllr Salmons to contact Mr Howard re: removing the Concrete block.</p> <p>Cllr Hesketh also advised that the battery powered lights on the Conifers on Main Street lasted throughout Christmas. The lamp post columns are to be replaced by Via in February, and she advised that a further lamp post basket could be installed once the work has been done.</p>	<p>Clerk to send thank you letter</p> <p>Cllr Salmons to contact Mr Marshall</p>
15/20	<p>BONFIRE EVENT 2020</p> <p>Mr Wyn Lewis, member of the Bonfire Committee, provided the minutes of the recent Bonfire Committee meeting. It was advised that Mr and Mrs Holmes do not want to continue to be involved in the bonfire event. The Hall will be available to hire for £500.00. The PC commented that running the event between the two Parish Council's will require absolute commitment from volunteers. Cllr Walker advised of a useful checklist created by Mr Hull who previously co-ordinated the event. Mr Lewis advised the next Linby Parish Council meeting is on 13th January where they will make a decision whether they want to be involved this year. The PC advised that should Linby PC agree, then they too would like to continue and support this event, which is expected to generate a lot of income for the two parishes.</p>	
16/20	<p>UPDATED FINANCE REGULATIONS</p> <p>Cllr Hesketh circulated the updated Financial Regulations prior to the meeting. The PC agreed to adopt the Regulations subject to the changes.</p>	<p>Cllr Hesketh to make changes and circulate to PC</p>
17/20	<p>GREAT BRITISH SPRING CLEAN</p> <p>The PC agreed to register for the event and meet on Saturday 21st March at 9:30am. The Clerk to register on the website and contact Mrs Holmes re: storing the rubbish. Cllr Guyler to advertise on the Community Facebook Page.</p>	<p>Clerk to register the event. Clerk to contact VH. Cllr Guyler to advertise on FB.</p>
18/20	<p>CORRESPONDENCE RECEIVED</p> <p><i>All correspondence had been circulated to the Parish Council prior to the meeting.</i></p> <p><u>i) Main Street, Temporary road closure</u> Works to replace the lamp columns on Main Street will start on 19th February for 2 days. The road will be temporarily closed during this time.</p> <p><u>ii) Consultation on Strengthening Police powers to tackle unauthorised encampments</u> The PC had received communication from NALC regarding the above consultation. The PC discussed the consultation and agreed not to comment, however, individual Councillors may respond. Clerk to re-circulate to PC.</p>	<p>Clerk to circulate consultation</p>

19/20	<p>PLANNING APPLICATIONS RECEIVED 2019/1081TCA – Cornerstone House, 72 Main Street. Proposal. Tree Works. The PC advised there was not enough information available on the website in order to comment on this application. The Clerk advised she has contacted GBC Planning to request further details. The Clerk to chase.</p> <p>Lakeside, Old Pumping Station. Cllr Hesketh advised of works currently being carried out and requested the Clerk contact GBC Planning for details.</p>	<p>Clerk to chase</p> <p>Clerk to contact GBC Planning</p>																																																															
20/20	<p>PARISH COUNCIL ACCOUNTS a. <u>Current Account balance</u> £54,818.59</p> <p>b. <u>Payments & Receipts</u> Payments:</p> <table border="1" data-bbox="355 600 1270 1048"> <thead> <tr> <th>Date</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>19/11/2019</td> <td>Belmont – Brushcutter & Safety items</td> <td>£639.00</td> </tr> <tr> <td>19/11/2019</td> <td>C Hesketh – Reimburse for Christmas lights</td> <td>£145.18</td> </tr> <tr> <td>19/11/2019</td> <td>Royal British Legion – Wreath</td> <td>£25.00</td> </tr> <tr> <td>25/11/2019</td> <td>E Gretton – Reimburse for paper</td> <td>£15.00</td> </tr> <tr> <td>27/11/2019</td> <td>Joe Walker Haulage – Christmas tree delivery</td> <td>£60.00</td> </tr> <tr> <td>28/11/2019</td> <td>C Hesketh – Reimburse for cabling for tree</td> <td>£39.94</td> </tr> <tr> <td>28/11/2019</td> <td>C Hesketh – Reimburse for Christmas lights</td> <td>£54.99</td> </tr> <tr> <td>29/11/2019</td> <td>ICO Registration Fee</td> <td>£35.00</td> </tr> <tr> <td>01/12/2019</td> <td>E Gretton – Nov Wages</td> <td>£407.96</td> </tr> <tr> <td>03/12/2019</td> <td>H Guyler – Reimburse for banner</td> <td>£36.39</td> </tr> <tr> <td>17/12/2019</td> <td>Reuben Shaw & Sons – Christmas tree</td> <td>£420.00</td> </tr> <tr> <td>01/01/2019</td> <td>E Gretton – Dec wages</td> <td>£407.96</td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL</td> <td>£2,286.42</td> </tr> </tbody> </table> <p>Receipts:</p> <table border="1" data-bbox="355 1137 1270 1332"> <thead> <tr> <th>Date</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>19/11/2019</td> <td>Barracks Farm – Environment & Comm Fund</td> <td>£2,153.78</td> </tr> <tr> <td>26/11/2019</td> <td>Mr P Holmes – Reimburse for Fireworks & Magnetic Tool</td> <td>£576.97</td> </tr> <tr> <td>26/11/2019</td> <td>Mr P Holmes – Bonfire Proceeds</td> <td>£994.79</td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL</td> <td>£3,725.54</td> </tr> </tbody> </table> <p>Payments to be authorised:</p> <table border="1" data-bbox="355 1422 1249 1518"> <thead> <tr> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Via East Midlands – Supply feed for Christmas tree</td> <td>£400.00</td> </tr> <tr> <td>Proweb – SQL Hosting (web maintenance)</td> <td>£60.00</td> </tr> </tbody> </table> <p>c. <u>Confirm Precept Recommendation and sign Precept Forms</u> The PC confirmed the precept of £12,474.00. Precept forms A & C were signed by Cllr Hesketh, Cllr Guyler and Cllr Johns. The Clerk to submit forms to Sue Healey at Gedling BC.</p>	Date	Details	Amount	19/11/2019	Belmont – Brushcutter & Safety items	£639.00	19/11/2019	C Hesketh – Reimburse for Christmas lights	£145.18	19/11/2019	Royal British Legion – Wreath	£25.00	25/11/2019	E Gretton – Reimburse for paper	£15.00	27/11/2019	Joe Walker Haulage – Christmas tree delivery	£60.00	28/11/2019	C Hesketh – Reimburse for cabling for tree	£39.94	28/11/2019	C Hesketh – Reimburse for Christmas lights	£54.99	29/11/2019	ICO Registration Fee	£35.00	01/12/2019	E Gretton – Nov Wages	£407.96	03/12/2019	H Guyler – Reimburse for banner	£36.39	17/12/2019	Reuben Shaw & Sons – Christmas tree	£420.00	01/01/2019	E Gretton – Dec wages	£407.96	TOTAL		£2,286.42	Date	Details	Amount	19/11/2019	Barracks Farm – Environment & Comm Fund	£2,153.78	26/11/2019	Mr P Holmes – Reimburse for Fireworks & Magnetic Tool	£576.97	26/11/2019	Mr P Holmes – Bonfire Proceeds	£994.79	TOTAL		£3,725.54	Details	Amount	Via East Midlands – Supply feed for Christmas tree	£400.00	Proweb – SQL Hosting (web maintenance)	£60.00	<p>Clerk to submit Precept forms to GBC</p>
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21/20	<p>PLAYING FIELD a) <u>General – vandalism & litter</u> Cllr Hesketh reported no vandalism. She advised the signs around the playing field need replacing. Bonfire site still needs attention. Dog waste bags need replacing in the dispenser.</p>	<p>Cllr Penlington to replace bags in dispenser</p>																																																															

	<p>b) <u>Inspection duty book handover and report</u> Cllr Hesketh advised she has purchased a new book. Passed to Cllr Salmons.</p> <p>c) <u>Inspection report and risk assessments</u> Inspection report to be scanned and emailed to the Clerk</p> <p>d) <u>Playing field working party update</u> None</p> <p>e) <u>Tree Survey Update</u> Cllr Walker to contact Via.</p> <p>f) <u>CCTV – Data Processing & Confidentiality Agreement Update</u> Cllr Hesketh advised the Village Hall have not yet signed the Agreement. Cllr Hesketh advised that if by the next Village Hall meeting the document isn't signed, then the Parish Council should consider turning off the camera. She advised contacting Mr Griffiths (VH Committee member) to explain the importance of having the signed Agreement and ask him to contact her to answer any concerns or queries. The Clerk to pursue.</p> <p>g) <u>CCTV Notices update</u> Cllr Hesketh to purchase notices.</p> <p>h) <u>New CCTV equipment for Playing Field Update</u> Cllr Penlington awaiting information from Hoot. Cllr Johns agreed to look at cameras/recorders and update the PC.</p> <p>i) <u>Jet washing picnic area and skate park update</u> Discussed in Highways – Agenda item 6/20</p>	<p>Cllr Walker to contact Via re tree survey</p> <p>Clerk to contact Mr Griffiths</p> <p>Cllr Hesketh to purchase CCTV notices</p> <p>Cllr Johns to pursue</p>
22/20	<p>REPRESENTATIVE REPORTS</p> <p>a) Village Hall: Cllr Penlington forwarded a report prior to the meeting: Village Hall hire fees are to be increased from January and again mid-year. Failing to increase for the last two years has resulted in being low to equivalent venues, but also we are struggling to cover increasing overheads. Decision has been made to increase in 2 phases to minimise impact to hirers. Drains have been damaged and blocked by tree roots. Repairs have been organised, offending trees removed.</p> <p>b) Moor Pond Wood: Cllr Walker reported they have the materials to repair the bridge and have an agreement with the EA and NCC re: repairing the riverbank. No further updates due to the season.</p>	
23/20	<p>COUNCILLOR REPORTS</p> <p>None</p>	
24/20	<p>DATE OF NEXT FULL COUNCIL MEETING</p> <p>Wednesday 11th March 2020.</p> <p>The Full Council Meeting will follow the Annual Parish Assembly (APA)</p>	

The meeting ended at 21:00

Signed: _____ **Chairman**

Initials Chairman