

PAPPLEWICK PARISH COUNCIL

Minutes of the meeting held at Papplewick Village Hall, Linby Lane, Papplewick on Wednesday 11th March 2020

Present: Cllr S Roberts (Chair), Cllr C Hesketh (Vice-Chair), Cllr Jules Salmons, Cllr Stephen Walker, Cllr H Guyler, Cllr N Penlington, Cllr A Johns and the Clerk.

Parishioners/Visitors: Police Inspector Chris Pearson, PCSO Kirsty Szeluk, Mr Kerr

Minute No		Action
25/20	APOLOGIES Cllr C Barnfather (NCC, GBC), Cllr S Murray (GBC) and Cllr M Smith (GBC)	
26/20	DECLARATIONS OF INTEREST Cllr S Roberts – Cricket Club Cllr N Penlington – Village Hall	
27/20	APPROVAL OF MINUTES The minutes of the January meeting were accepted as a true record. Proposed by Cllr Hesketh seconded by Cllr Johns and signed by Cllr Roberts	
28/20	MATTERS ARISING None	
29/20	<p>OPEN FORUM</p> <p>Cllr Roberts welcomed Police Inspector Chris Pearson and PCSO Kirsty Szeluk to the meeting. Inspector Pearson gave an update on what's been happening locally and advised they are in the process of increasing the Neighbourhood police staff. He advised that Operation Reacher has been extended across the Force. He advised their current focus is on burglary and is aware there has been burglaries in the area. Due to the efforts of the detectives, he was pleased to report a substantial improvement in the number of burglaries recently.</p> <p>He reported that PC Chris Whild and PCSO Kirsty Szeluk have been conducting patch walks in the area which he felt was by far the best way to work with the community. He advised the walks are advertised on social media. He agreed to inform the Clerk of any future walks so that posters can be displayed in the Parish noticeboards.</p> <p>The Police are launching a new online product on 16th March which will allow residents to select priorities that they feel the Police should be focused on. From this information, police priorities will be set for the Borough.</p> <p>He advised they are aware of the ongoing antisocial behaviour at St James' Church. He advised they are doing all they can, and often in these situations, look for assistance from Antisocial Behaviour Officers. The Parish Council to continue to monitor the situation.</p> <p>He also reported a new Police Station has opened at the existing East Midlands Ambulance base on Annesley Road. He said his Team work closely with the officers at Hucknall and Ashfield.</p> <p>Inspector Pearson's monthly blog which provides updates on what's happening in the Borough, is available to view on the Nottinghamshire Police website.</p> <p><u>Floor markings on Main Street</u> Mr Kerr reported blue floor markings at the end of the pavements on Main Street. The Clerk to contact Severn Trent Water.</p>	Clerk to contact Severn Trent Water

Initials Chairman

30/20	SUPPORT FOR PARISHIONERS Cllr Roberts advised that the community needs to ensure the most vulnerable people in the village are supported during the Covid-19 emergency. Cllr Walker advised he will include a section within the newsletter encouraging people to check on their neighbours and offer help where possible, and also ask that if anyone is concerned about a neighbour, to contact the Clerk. Cllr Salmons commented there is a lot of advice available on www.gov.uk	
31/20	PAPPLEWICK ENVIRONMENT & COMMUNITY FUND Cllr Walker confirmed that at the last meeting the Marshall family had agreed to fund a proportion of the Christmas Decorations and new bird boxes for Moor Pond Woods. He suggested the next round of funding to start in October. Cllr Hesketh enquired whether the Group had discussed funding new flower tubs. She advised three new tubs were needed and agreed to get the costings. Cllr Walker to liaise with Rachel Marshall and report back to the PC.	Cllr Hesketh to obtain quotes Cllr Walker to contact Rachel Marshall
32/20	RISK ASSESSMENTS & POLICIES <u>Risk Assessments</u> No updates from Cllr Penlington <u>Policies</u> Cllr Walker produced a list of the policy and procedure documents from the website. The Health & Safety Risk Assessment has been adopted and needs to go on the website - Clerk to forward document to Cllr Walker. Cllr Hesketh agreed to look at the Financial Regulations and Financial Reserves Policies and also the Standing Orders.	Cllr Penlington to pursue Clerk to forward H&S Policy to Cllr Walker Cllr Hesketh to pursue
33/20	UPGRADING PC WEBSITE Cllr Walker circulated a document detailing the contents of the existing website including Parish Council information, statutory documents, community groups, local services etc. It also included a draft specification for the new site. He advised the existing website should remain functional throughout the development of the new site. He advised the Moor Pond Woods website has been built using WordPress. Cllr Walker advised he is happy with the current website provider, Proweb. Cllr Hesketh and Walker to obtain quotes.	Cllr Walker & Hesketh to obtain quotes for new website
34/20	DEFIBRILLATOR MAINTENANCE Cllr Penlington confirmed he has replaced the battery and pads. The PC to continue checking the defibrillator on a regular basis as part of the Playing Field Inspection. Next review for replacement battery/pads – Nov 2021.	Clerk to document review date
35/20	ARCHIVING PC DOCUMENTS Cllr Salmons advised the filing cabinet needs to be collected from Mr Savage. Cllr Hesketh advised all documents will need to be cross referenced with the PC's GDPR and Retention Policies as some records may need to be destroyed. The Clerk had emailed a list of the documents she has to the PC. Cllr Walker agreed to contact Nottingham Archives to find out which documents they will accept.	PC to collect filing cabinet Clerk to check GDPR / Retention Policies Cllr Walker to contact Nottingham Archives
36/20	BONFIRE EVENT 2020 The Papplewick and Linby Bonfire and Fireworks Agreement was agreed by the Council and signed by Cllr Roberts. The Clerk to forward on to Linby Parish Council to agree and sign.	Clerk to send Agreement to Linby PC

Initials Chairman

	<p>Cllr Hesketh gave an overview of the recent Bonfire Committee Meeting. She advised the PC's will run the bar and the food will be outsourced.</p> <p>Cllr Guyler agreed to contact NSART and to create the Artwork for the Bonfire booklet. Cllr Hesketh advised the FLAPPS Group at School may be able to provide volunteers to run a children's bar & sweet stand.</p> <p>Cllr Hesketh advised they need lots of volunteers to ensure a successful event.</p> <p>Cllr Walker agreed to include an article in the newsletters and Cllr Guyler agreed to include a post on the Community Facebook Page.</p>	<p>Cllr Guyler to contact NSART & create artwork for booklet</p> <p>Cllr Guyler to advertise for volunteers on Facebook.</p> <p>Cllr Walker to include in newsletter.</p>
37/20	<p>GREAT BRITISH SPRING CLEAN</p> <p>The PC confirmed the event will take place on Saturday 21st March, meeting at 9:30am outside The Griffin's Head Pub. All volunteers welcome. The Clerk to confirm collection of the rubbish bags with Andy Thornley at GBC and also to request bags and litter pickers. Cllr Walker to include in newsletter and Cllr Guyler to include on Community Facebook page.</p>	<p>Clerk to contact GBC Cllrs Walker & Guyler to advertise the event</p>
38/20	<p>BEST KEPT VILLAGE COMPETITION</p> <p>The PC agreed to enter the competition.</p>	
39/20	<p>HR MEETING UPDATE</p> <p>The draft HR Committee Meeting Minutes were circulated to the PC prior to the meeting.</p>	
40/20	<p>CORRESPONDENCE RECEIVED</p> <p><i>All correspondence had been circulated to the Parish Council prior to the meeting.</i></p> <p><u>i) GBC Code of Conduct Training, Civic Centre, 16th March at 6pm</u> Cllr Roberts agreed to attend.</p> <p><u>ii) Parish Conference, GBC (Venue TBC), Wed 8th July approx. 1pm – 5pm</u> The Clerk advised of the new date for the Parish Conference and agreed to forward further information when received.</p> <p><u>iii) Letter from resident re: hydroelectric energy</u> The PC discussed a letter they had received from a resident looking into the possibilities of using hydroelectric energy. The PC advised the River Leen flows outside of the Parish boundary, however they agreed to explore the possibilities of hydropower and add it to the Action Plan. Cllr Walker agreed to pursue.</p>	<p>Cllr Walker to add to Acton Plan and investigate further</p>
41/20	<p>PLANNING APPLICATIONS RECEIVED</p> <p>2020/0074, 3 Stanker Hill Cottages, Forest Lane. Proposal: 2 storey rear extension and single storey front and side extensions. The PC have no objections to this application.</p> <p>2020/0179, 127 Moor Road, Papplewick. Proposal: Single storey rear and two store side extension. Cllr Guyler declared an interest. The PC have no objections to this application.</p> <p>Lakeside (Old Pumping Station), Arnold. The Clerk advised she had requested an update from GBC re: the works being carried out; however, she had not received a response. The Clerk to chase.</p>	<p>Clerk to chase</p>

42/20	<p>PARISH COUNCIL ACCOUNTS</p> <p>a. <u>Current Account balance</u></p> <p>£52,926.28</p> <p>b. <u>Payments & Receipts</u></p> <p>Payments:</p> <table border="1" data-bbox="355 322 1270 801"> <thead> <tr> <th>Date</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>07/01/20</td> <td>Via – Supply feed for Christmas tree</td> <td>£400.00</td> </tr> <tr> <td>07/01/20</td> <td>Proweb – web maintenance</td> <td>£60.00</td> </tr> <tr> <td>15/01/20</td> <td>Papplewick & Linby Village Hall – Room hire</td> <td>£14.00</td> </tr> <tr> <td>20/01/20</td> <td>RSPB – Bird boxes for MPW</td> <td>£409.70</td> </tr> <tr> <td>22/01/20</td> <td>Vivaa Pro (CJ Wildbird Foods) – Nest box plates</td> <td>£52.56</td> </tr> <tr> <td>01/02/20</td> <td>E Gretton – January wages & expenses</td> <td>£407.96</td> </tr> <tr> <td>12/02/20</td> <td>Proweb – Domain/Business Starter</td> <td>£102.11</td> </tr> <tr> <td>18/02/20</td> <td>N Penlinton – Reimburse for washer hire</td> <td>£160.01</td> </tr> <tr> <td>26/02/20</td> <td>Papplewick & Linby Village Hall – Skip hire</td> <td>£73.33</td> </tr> <tr> <td>26/02/20</td> <td>Ecohound (Poo bags direct) – bags for dispenser</td> <td>£22.80</td> </tr> <tr> <td>26/02/20</td> <td>Timmermans – Conifers for lamp posts</td> <td>£86.36</td> </tr> <tr> <td>26/02/20</td> <td>NALC – Subs</td> <td>£136.89</td> </tr> <tr> <td>02/03/20</td> <td>E Gretton – Feb wages and expenses</td> <td>£406.16</td> </tr> <tr> <td></td> <td style="text-align: right;">TOTAL</td> <td>£2,331.88</td> </tr> </tbody> </table> <p>Receipts:</p> <table border="1" data-bbox="355 896 1270 958"> <thead> <tr> <th>Date</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>15/01/20</td> <td>HMRC – VAT Reclaim</td> <td>£439.57</td> </tr> </tbody> </table>	Date	Details	Amount	07/01/20	Via – Supply feed for Christmas tree	£400.00	07/01/20	Proweb – web maintenance	£60.00	15/01/20	Papplewick & Linby Village Hall – Room hire	£14.00	20/01/20	RSPB – Bird boxes for MPW	£409.70	22/01/20	Vivaa Pro (CJ Wildbird Foods) – Nest box plates	£52.56	01/02/20	E Gretton – January wages & expenses	£407.96	12/02/20	Proweb – Domain/Business Starter	£102.11	18/02/20	N Penlinton – Reimburse for washer hire	£160.01	26/02/20	Papplewick & Linby Village Hall – Skip hire	£73.33	26/02/20	Ecohound (Poo bags direct) – bags for dispenser	£22.80	26/02/20	Timmermans – Conifers for lamp posts	£86.36	26/02/20	NALC – Subs	£136.89	02/03/20	E Gretton – Feb wages and expenses	£406.16		TOTAL	£2,331.88	Date	Details	Amount	15/01/20	HMRC – VAT Reclaim	£439.57	
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43/20	<p>PLAYING FIELD</p> <p>a) <u>General – vandalism & litter</u> Cllr Salmons advised that due to the wet weather, it has been very quiet on the park with little to report.</p> <p>b) <u>Inspection duty book handover and report</u> Cllr Salmons agreed to continue</p> <p>c) <u>Inspection report and risk assessments</u> None</p> <p>d) <u>Playing field working party update</u> Cllr Walker reported he had met with members of the Preschool to discuss the Forest School in Moor Pond Woods. He reported that the Playgroup have been using Moor Pond Woods, and have developed an informal play area, including a shelter. He had discussed with the Playgroup organisers how the PPC may contribute by encouraging use of the informal play area alongside the playing field. He agreed that PPC would plan to mow out a path and create an area surrounded by logs where the children can meet, listen to stories and carry out activities. We have had the offer of corporate volunteering from a landscape architect from AECOM to develop a plan and visualisation. Due to the clearing out of vegetation, further tree works required and the bird nesting season, it is likely to be useable by Spring next year.</p> <p>e) <u>Tree Survey Update</u> Cllr Walker advised that the works cannot be carried out due to the bird nesting season, but will pursue at a later date.</p>	Cllr Walker to pursue																																																			

	<p><u>f) CCTV – Data Processing & Confidentiality Agreement Update</u> Cllr Penlington advised the agreement will not be signed by the Village Hall.</p> <p>Cllr Hesketh advised turning the camera around so it is not taking images on the playing field/park and therefore it will not be taking any images of the PC's data. Cllr Johns agreed to pursue.</p> <p><u>g) CCTV Notices update</u> Not required, see item f) above</p> <p><u>h) New CCTV equipment for Playing Field Update</u> Not required, see item f) above</p>	<p>Cllr Johns to turn camera around</p>
<p>44/20</p>	<p>HIGHWAYS MATTERS</p> <p><u>a) Lengthsman Scheme</u> Linby Lane / Bus Stop still needs to be cleared of weeds, the bus stop needs sweeping out, flower beds need regular work, road signs need cleaning, noticeboards need cleaning and clearing of moss. Main Street and Forest Lane needs weeding, around the trees and posts, strimming on the playing field and down Church Lane. Wire fence needs repairing in MPW.</p> <p><u>b) Proposed Roundabout Papplewick Lane/Moor Road junction</u> Cllr Walker advised he had spoken to Mark Potter and was told that due to roadworks being carried out in the local area, including near Goosedale and re-kerbing on Papplewick Lane, it was unlikely that Highways would give a licence for another set of roadworks this year. The Clerk to continue to chase for updates.</p> <p><u>c) Fly tipping</u> None</p> <p><u>d) Siding up Moor Road</u> Provisionally booked for March 2020</p> <p><u>e) Footpath opposite layby on Linby Lane</u> The Clerk advised that Cllr Barnfather has ordered the siding up works for the footpath and an inspector will look at the layby with a view to putting in new grips.</p> <p><u>f) Pothole on Linby lane/Main Street junction</u> Cllr Hesketh reported the pothole has not been repaired. The Clerk to contact Cllr Barnfather.</p> <p><u>g) PC to discuss how the impact of traffic arising from the Top Wighay development will be managed</u> Cllr Walker asked the Clerk to contact Highways for a meeting to find out what they are proposing to ensure construction traffic doesn't drive through Papplewick Village.</p> <p><u>h) Consultation on traffic calming in Bestwood Village</u> The PC discussed the recent proposal to install 6 additional speed humps in Bestwood Village. The PC commented that they were concerned that these proposals will increase the traffic flow through Papplewick. Cllr Roberts agreed to draft a response on behalf of the PC.</p> <p><u>i) Footpath to Seven Mile House</u> Cllr Walker advised the Ramblers Association has reached an agreement with Notts County Council to maintain the pathway across the fields to the Seven Mile House.</p>	<p>Cllr Hesketh to submit jobs to the Lengthsman</p> <p>Clerk to contact Cllr Barnfather</p> <p>Clerk to contact Highways</p> <p>Cllr Roberts to draft response</p>

	<p><u>j) Bus Shelter, A60</u> Cllr Roberts reported the PC have accepted an offer from Notts County Council to install a new bus shelter on the A60 in Papplewick. The PC discussed installing solar lights in the other bus shelter. Cllr Roberts to pursue with NCC.</p>	Cllr Roberts to contact NCC re: solar lights
45/20	<p>REPRESENTATIVE REPORTS a) Village Hall: None – See report in APA Minutes b) Moor Pond Wood: None – See report in APA Minutes</p>	
46/20	<p>COUNCILLOR REPORTS <u>Village Hall Elections</u> Cllr Penlington advised that he will stand down on the Village Hall committee at the next election. <u>Dog Waste Bag Dispenser</u> Cllr Hesketh advised the dispenser is empty again. She asked Cllr Penlington to drop off bags and she will keep the dispenser topped up. <u>Flowers & Tubs</u> Cllr Hesketh advised the flowers for the tubs will need to be purchased before the next meeting in May. She advised she will obtain quotes for 3 new tubs. The PC agreed to the purchases. <u>Village Fayre</u> Cllr Hesketh advised the PC had previously agreed that the remaining £100.00 left from the Donation budget would be donated to the Papplewick Village Fayre Group. The PC agreed. The Clerk to make payment. <u>Lamp Post Poppies for VE Day 75</u> The PC agreed not to erect the poppies for VE Day 75 on May 8th.</p>	<p>Cllr Penlington to pursue Cllr Hesketh to purchase flowers and obtain quotes for tubs Clerk to make payment</p>
47/20	<p>DATE OF NEXT FULL COUNCIL MEETING Wednesday 13th May 2020 The Full Council Meeting will follow the Annual Meeting of the Parish Council (AMPC)</p>	

The meeting ended at 21:55

Signed: _____ **Chairman**

Initials Chairman