

# PAPPLEWICK PARISH COUNCIL

## Minutes of the meeting held at Papplewick Village Hall, Linby Lane, Papplewick on Wednesday 14<sup>th</sup> March 2018

**Present:** Cllr Stephanie Roberts (Chairman), Cllr Carolyn Hesketh (Vice-Chair), Cllr Jules Salmons, Cllr Helen McNish, Cllr Nigel Penlington and Liz Gretton, the Clerk.

**Parishioners/Visitors:** Mr and Mrs Kerr

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Open Forum commenced at 19:40pm

Mrs Kerr thanked the Parish Council for their hard work and advised it was a pity that more people do not attend the meetings and appreciate what the Council do. She reported that the Lengthsman had done a good job on Moor Road. She advised she had contacted the Clerk prior to the meeting regarding a Tommy Silhouette which could be purchased for £750.00 and wondered whether this would be something the PC would consider for Papplewick. Cllr Roberts advised that the Clerk had forwarded the link to the PC and they would discuss further.

Mr Kerr expressed concerns of the more vulnerable people in the village who may be affected by bad weather. He advised these people rely on visitors every day to provide meals etc. He asked if the PC would consider having a plan in place with a list of vulnerable people in the parish. The PC advised they used to have a plan which included where to meet in case of an emergency and what professionals lived in the village, such as doctors. Cllr Hesketh advised that with the new GDPR (General Data Protection Regulations) it may be that the PC cannot hold this personal information. The PC advised they would need a policy on how to instigate any activity, and this may put the PC at risk if the policy wasn't followed properly. Cllr Hesketh advised discussing further at the September meeting and including a section on this in the newsletter before the winter. Action: Clerk to contact NALC for advice and GBC to find out how they would operate it.

### Council Meeting

<u>Minute No</u>		<u>Action</u>
25/18	<b>APOLOGIES</b> Cllrs: S Walker, T Savage Cllrs: C Powell, C Barnfather Parishioners: M Else	
26/18	<b>DECLARATIONS OF INTEREST</b> Cllr Roberts – Papplewick & Linby Cricket Club Cllr Penlington – Papplewick & Linby Village Hall Cllr Hesketh – Resides within the Conservation Area	
27/18	<b>APPROVAL OF MINUTES</b> The minutes of the previous meeting were accepted as a true record. Proposed by Cllr Hesketh seconded by Cllr Salmons and signed by the Chairman Cllr Roberts.	
28/18	<b>MATTERS ARISING NOT COVERED IN THE AGENDA</b> <u>Gate keys</u> Cllr Roberts advised she had received the gate keys and would get a spare key cut for the PC.	Cllr Roberts to get spare keys cut for PC and pass to Cllr Walker to give to Malfords

Initials Chairman .....

	<p><u>Health &amp; Safety</u> Cllr Penlington advised that a Health &amp; Safety policy would need to be supplied to Malfords along with our risk assessment. He advised Malfords would then need to make the PC aware of any further risks.</p> <p>Cllr Penlington also advised there should be a risk assessment for the Lengthsman. Cllr Hesketh to contact Emma at Ravenshead PC.</p> <p>The PC advised a Health &amp; Safety Representative would need to be appointed at the Annual Meeting of the Parish Council in May. Clerk to include on the agenda.</p> <p><u>Boundary Sign</u> Cllr Roberts thanked Cllrs Penlington and Savage in their help to repair the sign.</p> <p><u>Broadband</u> Cllr Roberts advised that fast speed broadband was now available on Mansfield Road.</p>	<p>Cllr Penlington to produce a risk assessment for Malfords</p> <p>Cllr Hesketh to request a risk assessment for the Lengthsman</p> <p>Clerk to include H&amp;S Representative on AMPC Agenda</p>
29/8	<p><b>BARRACKS FARM WIND TURBINE CONTRIBUTION</b> Cllr Roberts advised she had spoken to Rachel Marshall regarding arranging a meeting. The Clerk reminded the Parish Council of an email she had received from NALC regarding the ring-fenced fund which stated that a PC could accept the money but it should be spent to benefit the whole or part of the community, and not any one individual. The Clerk to resend email to the PC.</p>	<p>Clerk to email information to PC</p>
30/18	<p><b>HEALTH &amp; SAFETY POLICY TO REVIEW</b> Cllr Penlington to produce a Health &amp; Safety policy.</p>	<p>Cllr Penlington to update the Health &amp; Safety Policy</p>
31/18	<p><b>NEIGHBOURHOOD PLAN UPDATE</b> <i>Prior to the meeting, Cllr Walker produced the following report which was presented to the Council by Cllr Roberts:</i></p> <p>“We are in the consultation period until 6<sup>th</sup> April. The examiner has been appointed by GBC, he will start work once the consultation is concluded”.</p>	
32/18	<p><b>CONSERVATION AREA APPRAISAL UPDATE</b> <i>Prior to the meeting, Cllr Walker produced the following report which was presented to the Council by Cllr Roberts:</i></p> <p>“Consultation in progress, until 6<sup>th</sup> April. I have agreed to use the minutes of the meeting we held on 7<sup>th</sup> March to frame the wording of the Council response, and will liaise with the Clerk”.</p>	

33/18	<p><b>FOOTPATH EXTENSION, MOOR ROAD - UPDATE</b>  <i>Prior to the meeting, Cllr Walker produced the following report which was presented to the Council by Cllr Roberts:</i></p> <p>“Put Things Right’ have confirmed that they approve of their donation being used in this way. Cllrs Roberts, Walker, and Savage met with representatives of the landowners to discuss the Councils aspirations and possible routes. I have since had communication that the landowners support provision of a multiuser path, but are still examining the feasibility of three alternative routes. Two of these are in Ashfield District (ie west of Moor Road). ADC planning have indicated to me that they support the principle and would be willing to work with us to help to provide a link. Notts CC RoW / Access forum also support the proposal. The next stage is to finalise the approved route, establish the cost and to identify sources of funding”.</p> <p>The Parish Council agreed to use the donation to support the scheme as it will provide a safe walking/cycling route that will benefit parishioners and visitors to/from the parish. Cllr Hesketh added that she would be happy to use the money for this providing that the PC can finance the whole project.</p> <p>Mrs Kerr advised the PC look into funding available from D2N2. The PC agreed to pursue this.</p>	<p>Cllr Walker to establish the costs.</p> <p>PC to look into funding from D2N2.</p>
34/18	<p><b>VILLAGE CLEAN UP – UPDATE ON EVENT</b>  Cllr Roberts reported that the event was cancelled due to the bad weather. It has been re-arranged for 14<sup>th</sup> April.</p> <p>The Clerk to contact Mrs K Holmes at the Hall regarding storing the rubbish bags, and GBC to confirm they will collect the bags.</p> <p>Cllr Hesketh advised Cllr Savage had purchased 10 pairs of gloves which were at the Griffin’s Head. Cllr Hesketh agreed to collect them.</p> <p><u>Fly Tipping</u></p> <p>The PC advised of fly tipping at the layby on Blidworth Waye and the layby at Devil’s Elbow, Mansfield Road. Clerk to contact GBC.</p>	<p>Clerk to confirm date with the Village Hall</p> <p>Clerk to contact GBC re: collecting rubbish</p> <p>Cllr Hesketh to collect the gloves from the Griffin’s Head</p> <p>Clerk to contact GBC re: fly tipping</p>
35/18	<p><b>RELOCATION OF WAR MEMORIAL – UPDATE</b>  <i>Prior to the meeting, Cllr Walker produced the following report which was presented to the Council by Cllr Roberts:</i></p> <p>“Linby PC have got quotations and a suggested location and designs for a mounting. Since the project is now in Linby, PPC will not provide funding, so they need to identify and apply for funds. However I am willing to provide some support to the project. I still hope to meet the November 11<sup>th</sup> 2018 deadline. I await instructions from LPC”.</p> <p>The Parish Council agreed that should the memorial be placed within Papplewick, it could be installed at the corner of the field near the picnic area and protected by a Perspex cover. They discussed the possibility of organising a parade from St James’ Church to the war memorial on 11<sup>th</sup> November 2018 for the unveiling.</p>	

	<p>It was agreed to discuss this further with Mr Lewis at Linby PC to advise that Papplewick PC are more than happy for the war memorial to be relocated within Papplewick, a location has been agreed and any costs incurred by Linby PC to date would be reimbursed. Cllr Hesketh agreed to pursue.</p>	Cllr Hesketh to advise Mr Lewis at Linby PC																																	
36/18	<p><b>CORRESPONDENCE RECEIVED</b>  <i>The Clerk had forwarded all correspondence to the PC prior to the meeting.</i></p> <p>Papplewick Pumping Station Opening Times 2018 leaflet. Handed out to the PC and displayed in the reception area of the Hall (permission given by K Holmes)</p>																																		
37/18	<p><b>PARISH COUNCIL ACCOUNTS</b>  <u>a. Current Account balance</u></p> <p>£47,097.43</p> <p><u>b. Payments &amp; Receipts</u></p> <p><i>Payments:</i></p> <table border="1"> <tr> <td>03/01/18</td> <td>A Northcote – Planning Consultant</td> <td>£1,200.00</td> </tr> <tr> <td>04/01/18</td> <td>Proweb – SQL Hosting – Yearly</td> <td>£60.00</td> </tr> <tr> <td>10/01/18</td> <td>Morton Farm – Room hire for NP</td> <td>£60.00</td> </tr> <tr> <td>22/01/18</td> <td>Village Hall – Room hire Oct &amp; Nov</td> <td>£63.00</td> </tr> <tr> <td>22/01/18</td> <td>NALC – Subs</td> <td>£130.48</td> </tr> <tr> <td>01/02/18</td> <td>E Gretton – Jan pay &amp; expenses</td> <td>£369.13</td> </tr> <tr> <td>14/02/18</td> <td>Proweb – domain &amp; business starter</td> <td>£102.11</td> </tr> <tr> <td>14/02/18</td> <td>Parish Online – Subs</td> <td>£18.00</td> </tr> <tr> <td>20/03/18</td> <td>E Gretton – Feb pay &amp; expenses</td> <td>£369.13</td> </tr> <tr> <td>06/03/18</td> <td>Parish Mag Printers – Mar newsletter</td> <td>£61.00</td> </tr> <tr> <td></td> <td style="text-align: right;"><b>Total</b></td> <td><b>£2,432.85</b></td> </tr> </table>	03/01/18	A Northcote – Planning Consultant	£1,200.00	04/01/18	Proweb – SQL Hosting – Yearly	£60.00	10/01/18	Morton Farm – Room hire for NP	£60.00	22/01/18	Village Hall – Room hire Oct & Nov	£63.00	22/01/18	NALC – Subs	£130.48	01/02/18	E Gretton – Jan pay & expenses	£369.13	14/02/18	Proweb – domain & business starter	£102.11	14/02/18	Parish Online – Subs	£18.00	20/03/18	E Gretton – Feb pay & expenses	£369.13	06/03/18	Parish Mag Printers – Mar newsletter	£61.00		<b>Total</b>	<b>£2,432.85</b>	
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38/18	<p><b>PLANNING APPLICATIONS RECEIVED</b>  <i>The following Planning applications had been circulated to the PC prior to the meeting:</i></p> <p>2018/0015 17 Main Street Proposal: Detached garage  2018/0099 129 Moor Road Proposal: Two storey extension  2018/0179TPO 1 Hall Mews Proposal: Works to trees</p> <p>The Clerk advised she had contacted GBC to ask whether all planning apps, including historic apps were available on the website. GBC confirmed that all applications were available online. The Clerk advised the PC that she would no longer keep paper copies of planning applications. She advised she would create a new planning database which will include planning application number and first line of address.</p>	Clerk to create new planning database																																	

39/18	<p><b>PLAYING FIELD</b></p> <p>a) <u>General – vandalism &amp; litter</u>  b) <u>Inspection duty book handover and report</u>  c) <u>Inspection report and risk assessments</u>  d) <u>Playing field working party update</u></p> <p><i>Prior to the meeting, Cllr Walker produced the following report which was presented to the Council by Cllr Roberts:</i></p> <p>“I have the book and have monitored the field since early February. No problems – field has either been too wet or frozen/snow covered. I’ve got off lightly – happy to ‘do another term’!</p> <p>Next inspection booked for May/June – SW booked onto training course in May.</p> <p>I contacted Julian Gladman who has given me some background information to consider and is happy to continue to advise us”.</p> <p>Cllr Roberts advised she had met with the lengthsman on the playing field and went through the plants in the raised beds. The wall shrub tree on the fence has been tied with wire which is cutting into the plant. The Lengthsman to cut the wire, use proper tree wire or the tree may be able to stand without it. She advised that in the corner of the field are a wonderful mass of wild daffodils which were planted 5 years ago. She advised there are nettles on the playing field and pointed out to the lengthsman where they might be if he was asked to clear them. She advised the PC that rubbish had been dumped over the wire fence near Dam Banks. It was agreed to leave this until the Autumn and possibly add to the bonfire heap. The wire fence is damaged and needs replacing (lengthsman has the wire).</p> <p>e) <u>Skate park noise – update</u>  Cllr Penlington advised the big ramp needs moving back and bolting down. He confirmed it is safe. Cllr Penlington to liaise with Cllr Savage re: using spray foam on the ramp.</p> <p>f) <u>Resurface sponge matting on playground – update</u>  GBC have confirmed the work will be carried out before the end of March, weather permitting.</p>	Cllr Penlington / Cllr Savage to pursue
40/18	<p><b>HIGHWAYS MATTERS</b></p> <p>a) <u>Lengthsman Scheme</u>  Cllr Hesketh reported the following:</p> <p>The new lengthsman is Andrew Sharpe. Outstanding and ongoing jobs are: litter picking on the field and clearing the bus stop which is now twice a week from March onwards, repair the fence at the side of the field and weed and trim back planters on the playing field. Further jobs to include:</p> <p>Strim verges both sides of Church Lane – end of April  Clearing weeds on Main Street - ongoing  Cleaning signs in the village</p> <p>Cllr Hesketh to produce a revised schedule and bring along to the next meeting.</p>	Cllr Hesketh to produce new schedule and bring to next meeting

	<p>b) <u>Dropped Kerb Moor Road</u>  <i>Prior to the meeting, Cllr Walker produced the following report which was presented to the Council by Cllr Roberts:</i></p> <p>“I met with Cllr Barnfather and Paula Johnson of VIA onsite and we agreed a location opposite 67 as the preferred location. Resident contacted and agreed that site. However, it transpires that the resident from 69 had been in communication with NCC last year and had been advised that the site opposite 67 <u>would not</u> be used. He had documentary records for those interactions. I met with the contactor onsite last week and he will provide costings for locating the kerb outside either 67 or 57. I asked Cllr Barnfather to intervene to clarify the conflicting information from NCC/VIA. I have received confirmation today that the location outside 57 has been approved by VIA. So we can go ahead with that option, and instruct the contactor to apply for the necessary permissions. We await confirmation of cost”.</p> <p>c) <u>Papplewick Lane, road surface update</u>  Cllr Roberts advised she would contact Adrian Smith at NCC and try to arrange a meeting. Also discuss making the 7.5 tonne limit enforceable.</p> <p>d) <u>Proposed Roundabout Papplewick Lane / Moor Road junction</u>  The PC had received notification from GBC that the plans for the proposed roundabout had been rejected due to visibility. The design is back with the Developer. They are considering a raised plateau to reduce speed in order to make the shortfall in visibility more acceptable.</p>	<p>Cllr Roberts to contact Adrian Smith at NCC</p> <p>Clerk to chase</p>
41/18	<p><b>REPRESENTATIVE REPORTS</b></p> <p>a) Village Hall: Cllr Penlington advised the last meeting was cancelled.</p> <p>b) Julian Cahn: Cllr Roberts advised the Trustees have discussed the amount of funds they have. The budget is in excess of £10k each year, in case of refitting a kitchen, a bathroom etc when a property becomes vacant. She advised the maintenance contributions had been collected for 2017 but they had had little additional expense in 2017 so a healthy bank balance meant they could re-do the gardens and paths which require attention.</p> <p>c) Moor Pond Wood: No updates from Cllr Walker. Mrs Kerr advised of a memorial plaque that has been placed on the fence overlooking the pond. The plaque is dedicated to Cara Green Smith. Mrs Kerr advised the Friends of MPW are trying to locate the family.</p>	
42/18	<p><b>COUNCILLOR REPORTS</b></p> <p>Cllr Hesketh asked if the PC would agree to another planter under the Welcome to Papplewick Sign on Linby Lane. The PC agreed. Cllr Hesketh to pursue. The PC agreed it would not be suitable to place a planter on Forest Lane due to safety.</p> <p>Cllr Hesketh advised of the new GDPR (General Data Protection Regulations) coming into force in May. She reported this was discussed at the recent HR Meeting. The Clerk advised it would involve a lot of extra work outside of her normal hours. The PC agreed to pay for any additional hours worked.</p>	<p>Cllr Hesketh to purchase planter</p> <p>Clerk to continue to work on the GDPR</p>

	<p>The PC agreed to assist the Clerk as required in ensuring the PC were complying with the new regulations. The Clerk advised she would keep the PC updated.</p> <p>She advised the PC to go through the filing cabinet at Cllr Savage's home to ensure that no personal information is stored, and consider destroying any documents no longer needed.</p> <p>Cllr Salmons advised she would once again seek sponsorship for the planters. Cllr Roberts advised the donation received from the PLLEG could be used for the planters and flowers.</p> <p>The PC agreed to produce a newsletter to be issued late May, before the Best Kept Village Competition.</p> <p>The PC advised the police telephone number in the newsletter stated 112, however, it should state 101.</p> <p>The Clerk advised she had contacted PCSO Kirsty Szeluk inviting her to attend a Parish Council meeting to discuss the recent disturbances and burglaries in the village and how the PC and the public should deal with it. Cllr Salmons advised she would contact PCSO Szeluk.</p> <p>Cllr Hesketh advised the Papplewick Community Facebook Page has 418 followers. The PC had reported the recent disturbances in the village, and had received a lot of response from the public. Cllr McNish agreed to look into turning off 'comments' on the Page. The PC advised they would like to seek further advice from PCSO Szeluk regarding what is acceptable to report on the Community Facebook page.</p> <p>Cllr Roberts advised she would speak to Roger Barratt at the British Legion regarding purchasing further poppies for this year. It was agreed, the PC should count how many poppies are required.</p> <p>Moor Road – Cllr Savage  Mansfield Road – Cllr Roberts  Linby Lane – Cllr Hesketh  Main Street – Cllr Salmons</p>	<p>PC to go through filing cabinet</p> <p>Cllr Walker to produce newsletter for May</p> <p>Cllr Walker to change Police number on newsletter</p> <p>Cllr Salmons to contact PCSO Szeluk re attending a PC meeting</p> <p>Cllr McNish to look at Facebook page settings</p> <p>Cllr's to count lamp posts for poppies</p> <p>Cllr Roberts to purchase poppies</p>
43/18	<p><b>DATE OF NEXT FULL COUNCIL MEETING</b>  Wednesday 9<sup>th</sup> May 2018.  To include the Annual Meeting of the Parish Council</p>	

**The meeting ended at 21:56**

**Signed:** \_\_\_\_\_ **Chairman**

Initials Chairman .....