

PAPPLEWICK PARISH COUNCIL

Minutes of the meeting held at Papplewick Village Hall, Linby Lane, Papplewick on Wednesday 13th November 2019

Present: Cllr Stephanie Roberts (Chair), Cllr C Hesketh (Vice-Chair), Cllr Jules Salmons, Cllr Stephen Walker, Cllr Nigel Penlington, Cllr A Johns and the Clerk.

Parishioners/Visitors: Cllrs M Smith and C Barnfather, Reverend Raaff and Mr & Mrs Kerr

<u>Minute No</u>		<u>Action</u>
134/19	APOLOGIES Cllr H Guyler M Else	
135/19	DECLARATIONS OF INTEREST Cllr Roberts – Papplewick & Linby Cricket Club Cllr Penlington – Papplewick & Linby Village Hall	
136/19	APPROVAL OF MINUTES The minutes of the September meeting were accepted as a true record. Proposed by Cllr Roberts seconded by Cllr Hesketh and signed by the Chair Cllr Roberts.	
137/19	MATTERS ARISING <u>i) Defibrillator at the Cricket Club</u> Cllr Roberts advised the defibrillator will be paid by a grant either fully or topped up by the donation from Cllr Barnfather and will therefore have no cost to the Cricket Club. It will be mounted outside of the Pavilion. <u>ii) Remembrance Service on the Playing Field</u> Cllr Walker reported a well-attended ceremony. Mrs Kerr enquired whether the Service could be an annual event and Reverend Raaff advised that he would be happy to conduct a service annually unless it falls on a Sunday and then the Service will be held in church.	
138/19	CO-OPTION OF NEW COUNCILLOR Proposal to co-opt Andrew Johns – proposed by Cllr Roberts. All in agreement.	
139/19	NEW COUNCILLOR TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE Andrew Johns signed the Declaration of Acceptance of Office in the presence of the Clerk.	
140/19	OPEN FORUM <u>i) Youth nuisance at the Church</u> Reverend Raaff reported that youths were still using the Church porch in the evenings. He has engaged with them, however they are drinking and leaving their cans of beer in the porch. The church is very isolated and dark and advised there continues to be vandalism including damage to a tomb stone. He would like to lock the two gates at sunset which will hopefully deter the youths from going into the Church yard. He advised that due to the dark evenings, there are unlikely to be any visitors to the churchyard so shouldn't cause any disruption to others. He advised he will discuss this further with the missionary team and the Parochial Church Council. He asked if any early morning walkers would be available to assist with opening the gates to ensure there is access in the day. The PC commented that should locking the church gates not be effective, then they can discuss locking the Church Lane gate with a combination lock. It was discussed that farmers and local walkers could be given the code upon request.	

Initials Chairman

	<p><u>ii) Flooding, Blidworth Way</u> Mrs Kerr reported flooding near Top Farm on Blidworth Way and that no flood sign had been put up on the bend when approaching from the A60. She advised driving at night and hitting the water is very dangerous. She had contacted NCC Flood Team who will contact Highways asking for a flood sign. The Clerk to contact Highways to request a permanent sign stating 'road liable to flooding', and to remind them of the issues of flooding and request the flood prevention works be carried out sooner.</p> <p><u>iii) Planning application for construction of two highways junctions at Top Wighay roundabout</u> Mrs Kerr advised of the above application.</p> <p><u>iv) Whyburn Medical Practice</u> Mrs Kerr reported the surgery has appointed a clinical pharmacist and 2 salaried GP's. She advised she attended a meeting in September with Mark Spencer, CCG, NHS England, local doctors, Chris Baron and Ashfield Planners. CCG reported they have two new sites to consider for a new health centre. It is hopeful there will be a plan in place by January 2020.</p> <p><u>v) Main Street Pavements</u> The Clerk advised she continues to chase but has been unsuccessful in getting a response from Highways. Cllr Barnfather advised he has included improvements to Main Street pavements in this year's Transport Schemes suggestions and should receive feedback in January 2020. He also advised he has included Moor Road layby and requested a joint site visit.</p> <p><u>vi) Ditch between Papplewick and Linby</u> Mrs Kerr requested the ditch be cleared. Clerk to contact Highways.</p>	<p>Clerk to contact Highways re: flood sign, permanent sign and flood prevention works</p> <p>Clerk to contact Highways</p>
141/19	<p>ANTI-SOCIAL BEHAVIOUR IN THE PARISH Discussed in Open Forum (140/19). Cllr Smith reported that he had a meeting with Inspector Pearson earlier in the month who advised they were recruiting more constables which will provide more coverage in the area. He advised Inspector Pearson is keen to engage with the local communities and the Parish Councils.</p>	
142/19	<p>PAPPLEWICK ENVIRONMENT & COMMUNITY FUND Cllr Walker reported on the recent meeting and advised two possible expenditure items were discussed including a contribution towards the Christmas decorations/planters and a request from Moor Pond Wood for bird boxes throughout the woodland. These suggestions were all supported and agreed. He advised the group discussed the application process and agreed on a two tiered application, one for smaller amounts and a more detailed application form for larger projects. They agreed to meet twice a year and the PC to advertise on their website, Facebook and the newsletter giving information on how to apply. They also discussed having an interim process where applicants can contact the PC to discuss their ideas and get advice. The funds are ring-fenced in the PC Accounts and payment for projects will be made by the PC. Cllr Hesketh advised when the final cost of the Christmas decorations are available, the PC can discuss what percentage will be allocated from the fund.</p>	<p>Clerk to provide final costs for the Christmas lights and update the PC</p>
143/19	<p>RISK ASSESSMENTS & POLICIES No updates</p>	<p>Cllr Penlington to pursue</p>
144/19	<p>NEIGHBOURHOOD PLAN: ACTION PLAN Cllr Walker advised they need to agree the expenditure and will provide an update at the January meeting. He advised the PC has received two requests from parishioners; one for looking at the highways gateways and the other for creating wildflower verges. He advised that the gateways were discussed during the NP process with Highways who were reasonably responsive and advised this would be something to follow up. He advised there are a range of options for the wildflower verges and there were various organisations who could manage and maintain them. Cllr Walker to pursue.</p>	<p>Cllr Walker to update at the Jan meeting</p> <p>Cllr Walker to pursue with Highways & Organisations re: wildflowers in verges</p>

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	Cllr Penlington commented that floodlights were available for £20 which could be an option for the bus shelters on Mansfield Road. Cllr Roberts advised that a bus had driven past her as she was waiting because she couldn't be seen. Cllr Barnfather advised he has a meeting with the person in charge of bus shelters and will raise the issue and report back to the PC.	Clerk to email Cllr Barnfather re: lights in bus shelter
145/19	UPGRADING PC WEBSITE Cllr's Walker and Hesketh to draw up a specification. Cllr Walker advised this will be required when the PC tender for the new website.	Cllr's Walker & Hesketh to draw up specification.
146/19	BONFIRE EVENT Cllr Penlington advised of a successful event despite the weather. Cllr Hesketh reported that numbers on the gate were very similar to last year and the PC profit will be around £1,100.00.	
147/19	CHRISTMAS DECORATIONS Cllr Hesketh was pleased to inform that the PC have received permission from Via to install the lights on the Christmas tree and to connect to the lamppost for electricity. They have also been given approval for the battery powered lights on the conifers which will be installed in the lamp post planters on Main Street. Cllr Salmons to contact Mr Marshall re: providing the block for the Christmas tree to stand in. Cllr Hesketh asked for volunteers to help erect the tree. Provisional date is Wednesday 20 th November – Cllr Hesketh to confirm. She advised the lights will be installed with the help of Gary Fairholme and switched on for 1 st December.	Cllr Hesketh to confirm date to erect tree
148/19	DEFIBRILLATOR MAINTENANCE Cllr Penlington agreed to install the new battery and replacement pads	Cllr Penlington to pursue
149/19	GDPR UPDATE The Clerk had circulated the handout from the GDPR Training to the PC. Cllr Salmons to collect the PC filing cabinet from Mr Savage. The PC to arrange a date at the next meeting to go through the contents and any documents to be archived can be taken to Nottingham Archives. Cllr Walker advised he has been handed some Cahn Homes material from Cllr Roberts and these will be sorted and taken to Nottingham Archives.	Clerk to include on Jan agenda Cllr Walker to pursue
150/19	FINANCE COMMITTEE MEETING UPDATE INCL. PRECEPT RECOMMENDATION Cllr Roberts gave a brief overview of the Finance Committee Meeting. The draft minutes were circulated to the PC prior to the meeting. The recommended precept for 2020/21 is £12,474.00, a 3.5% increase on last years' precept. The PC resolved to accept the precept recommendation.	
151/19	CODE OF CONDUCT The PC resolved to adopt the updated Code of Conduct. Cllr Walker to upload the document to the website. The Clerk to inform Helen Barrington at GBC.	Cllr Walker to upload the document to the website. Clerk to contact GBC
152/19	FINANCIAL RISK MANAGEMENT POLICY The Clerk advised the Financial Risk Management Policy will need to be updated to include the date the PC have adopted the new Code of Conduct. The PC agreed to adopt the changes.	The Clerk to update the Policy
153/19	FINANCE REGULATIONS Cllr Hesketh agreed to look at NALC's updated policy and make changes to the PC's Finance Regulations.	Cllr Hesketh to pursue

154/19	<p><i>CORRESPONDENCE RECEIVED</i> All correspondence had been circulated to the Parish Council prior to the meeting.</p> <p><u>i) Dog waste bin, Forest Lane</u> A parishioner had contacted the PC requesting a dog waste bin at the entrance to the field on Forest Lane. The Parishioner advised they regularly pick up dog waste bags from this location. The PC advised they have previously contacted Gedling Borough Council requesting a bin here however, due to the location, and being on private land they would not be able to empty the bin.</p> <p><u>ii) Parish Conference</u> The Clerk advised the Parish Conference has been cancelled and will be rescheduled in the new year.</p> <p><u>iii) RoSPA Play Safety Conference</u> The PC discussed the upcoming Conference in Birmingham. The cost is £150.00 per delegate. Cllr Walker commented he suspected the conference was aimed at larger organisations and didn't feel the PC would benefit from attending. He advised there are places to go locally who can offer advice. The PC agreed not to attend.</p> <p><u>iv) Parish Online – Free Subscription</u> The Clerk had circulated information to the PC regarding free subscription to Parish Online when committing to a 3 year contract with BHIB Insurance. The Clerk to pursue.</p> <p><u>v) Parish Online – Webinar</u> Cllr Walker advised of a free webinar on how to use the Parish Online maps – Cllr's to see email circulated by Clerk</p>	<p>Clerk to pursue</p> <p>Cllr's to pursue</p>
155/19	<p><i>PLANNING APPLICATIONS RECEIVED</i> 2019/0884TCA St James's Church – Work to trees</p> <p>2019/0873TPO 5 Hall Mews, Hall Lane – Rowan T1 – Fell because it is dying and diseased. Leylandii T2 -Fell because it is dying and diseased</p> <p>2019/0428 117 Moor Road – Planning Appeal</p> <p>2019/0919TCA 24 Main Street – Silver birch – cut back for maintenance</p> <p>2019/0928TCA 24 Main Street – Prune overhanging branches</p> <p>2019/0942TPO 1 Mansfield Road – Leylandii hedge – prune back overhanging foliage to neighbouring fence & Sycamore – crown lift and prune back long dropping overhanging branches to main stem to a height of 5M and by 3M in length (30%) to neighbouring border.</p> <p>Cllr Roberts advised of the work being carried out at 1 Mansfield Road (the old Ice Cream Parlour) which includes a new roof with concrete slabs, a huge extension and new UPVC windows. She advised she has contacted GBC and no planning application has been submitted. Cllr Walker advised that though it isn't a listed building, it is a building of local interest. Cllr Roberts advised she is waiting to hear back from Christine James, the Enforcement Officer for GBC. Cllr Barnfather agreed to also pursue with Christine James.</p>	

156/19	<p>PARISH COUNCIL ACCOUNTS</p> <p>a. <u>Current Account balance</u> £53,379.47</p> <p>b. <u>Payments & Receipts</u> Payments:</p> <table border="1" data-bbox="354 293 1252 835"> <thead> <tr> <th>Date</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>10/09/19</td> <td>T Barker – Reimburse for ironmongery for gate</td> <td>£9.98</td> </tr> <tr> <td>25/09/19</td> <td>Malfords – Playing field cut</td> <td>£96.00</td> </tr> <tr> <td>25/09/19</td> <td>C Hesketh – Reimburse for tree lights</td> <td>£275.92</td> </tr> <tr> <td>25/09/19</td> <td>Machine Mart – Magnetic sweeper</td> <td>£76.97</td> </tr> <tr> <td>26/09/19</td> <td>N Penlington – Reimburse for petrol for strimmer</td> <td>£8.98</td> </tr> <tr> <td>26/09/19</td> <td>N Penlington – Reimburse for gate / fixings</td> <td>£241.38</td> </tr> <tr> <td>01/10/19</td> <td>E Gretton – Sept wages & expenses</td> <td>£421.66</td> </tr> <tr> <td>17/10/19</td> <td>Proweb – Email (anti-spam filter)</td> <td>£24.00</td> </tr> <tr> <td>17/10/19</td> <td>A.R. Musson – Hedge cutting (Church Lane)</td> <td>£168.00</td> </tr> <tr> <td>17/10/19</td> <td>Papplewick & Linby Village Hall – Hall hire</td> <td>£28.00</td> </tr> <tr> <td>17/10/19</td> <td>Toolstation – Bin bag hoops</td> <td>£61.68</td> </tr> <tr> <td>01/11/19</td> <td>E Gretton – Oct wages & expenses</td> <td>£407.96</td> </tr> <tr> <td>04/11/19</td> <td>Parish Mag Printers – Newsletter</td> <td>£61.00</td> </tr> <tr> <td>04/11/19</td> <td>Malfords – Playing field cut</td> <td>£96.00</td> </tr> <tr> <td>07/11/19</td> <td>Jonathan Rhodes – Installation of gate</td> <td>£160.00</td> </tr> <tr> <td></td> <td style="text-align: right;">TOTAL</td> <td>£2,137.53</td> </tr> </tbody> </table> <p>Cllr Roberts requested the Clerk make payment to the Royal British Legion for the wreath.</p> <p>Cllr Hesketh advised the cost for the Magnetic Sweeper will be reimbursed through the Bonfire Profits.</p> <p>Cllr Penlington advised the Bin Bag Hoops are in the Container.</p> <p>Cllr Roberts advised she has found the Parish Council high visibility jackets.</p>	Date	Details	Amount	10/09/19	T Barker – Reimburse for ironmongery for gate	£9.98	25/09/19	Malfords – Playing field cut	£96.00	25/09/19	C Hesketh – Reimburse for tree lights	£275.92	25/09/19	Machine Mart – Magnetic sweeper	£76.97	26/09/19	N Penlington – Reimburse for petrol for strimmer	£8.98	26/09/19	N Penlington – Reimburse for gate / fixings	£241.38	01/10/19	E Gretton – Sept wages & expenses	£421.66	17/10/19	Proweb – Email (anti-spam filter)	£24.00	17/10/19	A.R. Musson – Hedge cutting (Church Lane)	£168.00	17/10/19	Papplewick & Linby Village Hall – Hall hire	£28.00	17/10/19	Toolstation – Bin bag hoops	£61.68	01/11/19	E Gretton – Oct wages & expenses	£407.96	04/11/19	Parish Mag Printers – Newsletter	£61.00	04/11/19	Malfords – Playing field cut	£96.00	07/11/19	Jonathan Rhodes – Installation of gate	£160.00		TOTAL	£2,137.53	Clerk to raise payment to RBL
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157/19	<p>PLAYING FIELD</p> <p>a) <u>General – vandalism & litter</u> Mr Southgate continues to empty the bins. Cllr Hesketh reported the noticeboard had been vandalised by inserting twigs into the locks. She has since removed the twigs and the doors can now open.</p> <p>b) <u>Inspection duty book handover and report</u> Cllr Hesketh to purchase new book and handover 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> Cllr Walker advised he had met with the Playgroup Representatives. They have started a Forest School and have two trained leaders following a forest school curriculum. They are currently using Moor Pond Wood, however it was advised that the Playing Field informal area would be a better choice due to being fenced off. He advised the Working Party will look at what improvements can be made.</p> <p>e) <u>Tree Survey Update</u> Cllr Walker to contact Jonathan Rhodes</p>	<p>Cllr Hesketh to purchase new duty book</p> <p>Cllr Hesketh to send Inspection Report to Clerk</p> <p>Cllr Walker to contact J Rhodes</p>																																																			

	<p><u>f) CCTV – Data Processing & Confidentiality Agreement Update</u> Cllr Penlington reported that the agreement has been received and is currently with the Chairman of the Village Hall. Cllr Hesketh advised of the urgency of having the document agreed. Cllr Penlington agreed to chase.</p> <p><u>g) CCTV Notices update</u> No updates</p> <p><u>h) New CCTV equipment for Playing Field Update</u> Cllr Penlington reported the Village Hall have recently updated their alarms and made improvements to the cameras, cabling and receiver box. He advised all cameras now provide a quality image and have infrared. He advised he has spoken to Andy Brown at Hoot regarding the playing field camera and will update the PC in due course.</p>	<p>Cllr Penlington to chase</p> <p>Cllr Penlington to update the PC</p>
158/19	<p>HIGHWAYS MATTERS</p> <p>a) <u>Lengthsman Scheme</u> No outstanding jobs.</p> <p>New jobs to include:</p> <p>Cutting back of trees at the bus stop on Linby Lane</p> <p>Tidying up the bus stop on Linby Lane (houses side) including scraping out weeds on the pavement and clearing the leaves</p> <p>Clearing the leaves and sweeping up leaves at the Seating area on playing field</p> <p>Sweeping and pressure washing the skateboard park (Cllr Barnfather advised contacting Emma at Ravenshead PC for contact details of who they use for the tennis courts)</p> <p>Bushes down the side of Moor Road are overgrown and need cutting back as growing into the path.</p> <p>b) <u>Proposed Roundabout Papplewick Lane / Moor Road junction</u> Cllr Walker reported he has been in contact with Highways who advised that no works are scheduled for the next 4 months. The Clerk advised she had received an email from Mark Potter at Barratt Homes advising that the works will be carried out in Jan/Feb.</p> <p>c) <u>Fly tipping update</u> None</p> <p>d) <u>Flooding on Forest Lane</u> Cllr Roberts advised the works have been carried out satisfactorily. She advised the opposite side of the road still requires attention.</p> <p>e) <u>Flooding on Blidworth Waye</u> See 140/19 ii) Open Forum</p> <p>f) <u>Other matters</u></p> <p>i) <u>Siding Up on Moor Road</u> Cllr Walker advised the PC have received a quote for £2,000.00 from Malfords for siding up on Moor Road. The Clerk reported she had contacted Highways on several occasions to chase them as it had been on their countrywide siding up list for future consideration. Cllr Barnfather commented that he has contacted Paula Johnson regarding this and will report back to the PC.</p>	<p>Cllr Hesketh to request lengthsman jobs</p> <p>Clerk to contact Emma at Ravenshead PC</p> <p>Cllr Barnfather to update the PC</p>

	<p><u>ii) Pot Holes, Moor Road</u> Cllr Penlington commented that the pot hole on Moor Road was repaired last year and again last week, however he noticed that the repair was unsatisfactory and the surface was not prepared properly. He has again reported it to Highways and sent a photo. Cllr Barnfather advised he has received the email and photograph and will pursue with Paula Johnson at Highways.</p> <p><u>iii) Grate, Forest Lane</u> Cllr Hesketh advised along Forest Lane, opposite the houses, there is an open grate which needs the cover refitting. Cllr Hesketh to confirm the location so it can be reported to Highways.</p> <p><u>iv) Devil's Elbow</u> Cllr Barnfather advised there has been a public consultation and funding has been granted to block off the layby at Devil's Elbow. They will install two gates to allow access for Farmers to the field, but it will not be big enough for vehicles to pull on and dump their rubbish.</p>	<p>Cllr Barnfather to update the PC</p> <p>Cllr Hesketh to pursue</p>
159/19	<p>REPRESENTATIVE REPORTS</p> <p>a) Village Hall: Cllr Penlington advised the gents have now been completed. There has been a request for baby changing facilities which is being considered. It was reported the Ladies Circle group has 30 members. Concerns were raised regarding the drains at the side of the village hall which have trees planted on them. The trees are being removed.</p> <p>b) Moor Pond Wood: Cllr Walker advised they have received the LIS Grant and an order has been made for the decking for improvements to the bridge. There are issues with erosion of the river bank and negotiations have taken place with the Environment Agency, Gedling and NCC Flood authority. This is currently under review. Bird boxes will be erected in the wood, as discussed previously. They've had a meeting with the Wild Life Trust who are working with Inspire, a Youth Education Project, and have youths looking for woodwork projects from planning to design. There will be 10 boxes in each section, 30 in all. He reported that MPW project has been chosen for the Co-op Local Community Fund, where every time a member shops at Co-op, 1% of what they spend will go towards the project.</p>	
160/19	<p>COUNCILLOR REPORTS</p> <p><u>Strimmer</u> Cllr Penlington advised the new Strimmer, ear muffs, face shield and leg shield have arrived. Cllr Salmons agreed to store the strimmer at the farm. He advised the risk assessments will need updating and new signs need ordering.</p>	<p>Cllr Salmons to store Strimmer Cllr Penlington to update risk assessment and purchase new signs.</p>
161/19	<p>DATE OF NEXT FULL COUNCIL MEETING Wednesday 9th January 2020</p>	

The meeting ended at 21:20

Signed: _____ **Chairman**

Initials Chairman