

PAPPLEWICK PARISH COUNCIL

Minutes of the meeting held at Papplewick Village Hall, Linby Lane, Papplewick on Wednesday 12th September 2018

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

Parishioners/Visitors: 7

<u>Minute No</u>		<u>Action</u>
92/18	<p>OPEN FORUM</p> <p><u>Papplewick Environment Community Fund</u> Cllr Roberts welcomed Suzanne and Rachel Marshall to the meeting. Cllr Walker circulated the draft agreement prior to the meeting. He advised there is little change to the agreement since the last PC meeting. He clarified that 'community' is defined as the residents of the Papplewick Parish Neighbourhood Area. He asked Councillors for recommendations to be put forward to the Finance Committee meeting in October, to then be included in the budget and presented at the full council meeting in November. He advised the formal agreement will be signed at the November meeting by the Parish Council and the first payment will be on 19th November. He advised the Marshall Family have agreed to back date payment from 2015 to 2018 inclusive and include an additional 2.5% per annum to cover the cost of inflation. The first payment will be £8,305.03. Cllr Walker to forward the payments schedule to the Clerk. He advised the PC put together suggestions of worthwhile projects and by next year will be in a position to advertise the fund to the community. All parties agreed on the terms.</p> <p><u>Papplewick Village Fayre</u> Mrs Kerr commented on the great success of Papp Fest and thanked all involved.</p> <p><u>Silver Jubilee Bench</u> Mrs Kerr thanked the PC for restoring the bench. Cllr Walker advised they were able to retain the plaque.</p> <p><u>Ditch between Linby and Papplewick</u> Mrs Kerr advised the ditch at the layby between Linby and Papplewick is overgrown. The Clerk to contact Highways.</p> <p><u>Main Street Pavements</u> Mrs Kerr commented on the poor state of the pavements on Main Street. The PC advised of a scheme which has been circulated by Cllr Barnfather where the PC can put forward suggestions to Highways. See 'Correspondence'.</p>	<p>Cllr Walker to forward the payments schedule to the Clerk</p> <p>Clerk to contact Highways</p>
93/18	<p>APOLOGIES</p> <p>Cllr T Savage Cllr C Barnfather</p>	
94/18	<p>DECLARATIONS OF INTEREST</p> <p>Cllr Roberts – Papplewick & Linby Cricket Club Cllr Penlington – Papplewick & Linby Village Hall</p>	
95/18	<p>APPROVAL OF MINUTES</p> <p>The minutes of the previous meeting were accepted as a true record. Proposed by Cllr Roberts seconded by Cllr Hesketh and signed by the Chairman Cllr Roberts.</p>	

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96/18	<p>MATTERS ARISING NOT COVERED IN THE AGENDA</p> <p><u>Works to Trees</u> The majority of the urgent work to the trees has been carried out and more significant work is planned for the winter. Mr Crouch advised via email that there are 170 trees which require some intervention, most requiring pollarding rather than felling. Mr Crouch agreed to attend the November PC meeting to discuss further.</p> <p><u>Signage on gate near Tea Rooms</u> Cllr McNish advised the tearooms have erected a sign stating "customer parking only". No further action required from the PC.</p>	Clerk to invite Mr Crouch to Nov meeting and include on Agenda
97/18	<p>BARRACKS FARM WIND TURBINE CONTRIBUTION</p> <p>See 'Open Forum' under 'Papplewick Environment Community Fund'</p>	
98/18	<p>HEALTH & SAFETY POLICY</p> <p>Cllr Penlington to review the revised Risk Assessment from Malfords. Cllr Penlington advised he is reviewing the Health & Safety policy.</p>	Cllr Penlington to pursue
99/18	<p>NEIGHBOURHOOD PLAN UPDATE</p> <p>Cllr Walker reported that Gedling Borough Council has "made" the Papplewick Neighbourhood Plan. The plan is on the GBC website along with the decision statement. He advised he has updated the PC website. The PC to discuss an action plan based on the points made in the Plan.</p>	PC to discuss action plan for next PC meeting
100/18	<p>CHRISTMAS LIGHTS</p> <p>Cllr Hesketh advised of a few options for Christmas lights in the village; flat decorations that fit against the lamp post or 'Halo' decorations that fit on top and around the light. Mrs Kerr advised of the Tesco Bags of Help grant, which provide lights for villages. Cllr Hesketh advised it may be a Christmas 2019 project and will continue to explore.</p>	Cllr Hesketh to pursue
101/18	<p>RELOCATION OF WAR MEMORIAL UPDATE</p> <p>Cllr Walker advised he met on-site with Denis Peat who has agreed to do the stone work. He advised it will take a couple of days at a cost of a few hundred pounds. Cllr Walker recommended using PC funds to cover the small cost, since applying for grants was a lengthy process. The PC agreed. Cllr Hesketh asked if an information board could be placed next to the memorial. Cllr Walker agreed to pursue. Cllr Roberts advised she has spoken to Rev. Raaff who confirms the service will be held at St Michael's in Linby. He agreed to consecrate the memorial, date to be confirmed.</p> <p><u>Silent Solder Silhouettes</u> Cllr Hesketh advised the Silhouettes were in her cellar and would need to be collected by the end of the month. The PC agreed to install one of the silhouettes when they erect the Lamp Post poppies. The PC suggested the Griffin's Head Pub, with the approval of Mr Mayoh.</p> <p>Cllr Penlington agreed to purchase at least 240 cable ties for the poppies.</p>	<p>Cllr Walker to pursue information panel</p> <p>PC to collect Silhouettes before October.</p> <p>PC to erect Lamp Post poppies w/c 15 Oct</p> <p>Cllr Penlington to purchase cable ties</p>
102/18	<p>NEW NOTICEBOARD ON PLAYING FIELD AND HALL LANE</p> <p>The Clerk circulated quotes to the PC prior to the meeting. The cost of a double-sided noticeboard is around £2,000.00. The PC agreed to fund the noticeboard, and the Clerk to resend quotes.</p>	Clerk to forward quotes to PC.
103/18	<p>BONFIRE NIGHT UPDATE</p> <p>Cllr Hesketh reported she attended the recent Bonfire Event meeting where the agreement was discussed. Mr Lewis advised the agreement has now been signed by a member of the LPC and VH and was passed to Cllr Roberts to sign. The Clerk to scan and</p>	Clerk to circulate signed agreement to all parties.

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	<p>circulate to PPC, LPC and VH.</p> <p>Mr Lewis advised he has an insurance quote of £500.00 however this doesn't state it covers the whole event. Cllr Hesketh advised the key things were changing the public liability to £5m not £2.5m as stated in the quote, and to receive written confirmation that the insurance would cover the whole event, and not just the playing field as indicated in the current quote. Mr Lewis agreed to obtain a revised quote. Cllr Penlington advised the Village Hall will pay for the insurance as both Parish Councils have contributed towards the fireworks. Cllr Hesketh asked the Clerk to contact Dynamite to request that the previous invoice can be changed and addressed to the Papplewick and Linby Bonfire and Fireworks Display.</p> <p>Cllr Hesketh advised the Event Safety Plan & Risk Assessment presented at the meeting still focused on the playing field rather than the whole event. Cllr Penlington and Cllr Hesketh agreed to look at the pro-forma sent to her from the police when making arrangements for the Papplewick Fayre, and combining this with the latest information sent by Kathryn Holmes. Cllr Penlington advised including a section on the primary and secondary car parks, as that was not yet covered in the Plan, and to also include site maps as the main site plan currently only extends to the playing field. He also advised including an Emergency Plan.</p> <p>Mr Lewis advised the fireworks would be set off in Marshalls Farm and the bonfire will be at the bottom of the playing field, which is the furthest distance from the properties. Cllr Hesketh confirmed that fence panels will be taken out for the event. She reported that the Committee had agreed in principle that no parties will pay out cash on the night from income received on the night.</p> <p>Cllr Hesketh advised she will be available to attend the next Bonfire Event meeting, but that representatives from PPC were still required. Cllr Walker advised he would be happy to representative the PC however he will require more than 5 day's notice for a meeting.</p>	<p>Clerk to contact Dynamite re invoice</p> <p>Cllr Hesketh and Penlington to look at the Event Safety Plan, Risk Assessment and Emergency Plan</p>
104/18	<p><i>CORRESPONDENCE RECEIVED</i> <i>All correspondence is circulated to the PC prior to the meeting.</i></p> <p><u>Minerals Local Plan Consultation - Bestwood II Quarry</u> Cllr Walker commented that he felt the document is well written and has no reason to object to the proposal. Cllr Powell commented that minerals extracting may include fracking. Cllr Walker agreed to take another look.</p> <p><u>Transport & Highways Priority Schemes</u> Cllr Barnfather sent an email to Parish Council's asking for suggestions for Highways schemes for a future year's maintenance programme. The deadline is 17th September 2018. The PC suggestions include improvements to footpaths on Main Street and Moor Road, A new footpath/cycle path on Forest Lane and tarmac the unofficial lay by on Moor Road. Clerk to prepare document.</p>	<p>Cllr Walker to pursue</p> <p>Clerk to submit suggestions to Cllr Barnfather</p>
105/18	<p><i>PLANNING APPLICATIONS RECEIVED</i> <i>All planning applications are circulated to the PC prior to the meeting.</i></p> <p>2018/0658 Strawberry Cottage, Hall Lane – Single storey extension</p> <p>2018/0498 Gardeners Cottage, Hall Lane – Revised Application (erection of garage building)</p>	

	<p>2018/0834 115 Moor Road – Remove existing roof structure & replace with new roof with loft rooms, construct two storey side extension and single storey rear and front extensions to combine No's 115 and 117 Moor Road into one dwelling</p> <p>2018/0818 Vincent Lodge, Forest Lane – Two storey front/side extension and single storey extension – <i>PC noted that this is dated 2011, and the only document online is a location map. Clerk has contacted GBC for clarification</i></p>																						
106/18	<p>PARISH COUNCIL ACCOUNTS</p> <p><u>a. Current Account balance</u> £49,881.59</p> <p><u>b. Payments & Receipts</u></p> <p>Payments:</p> <table border="1"> <tr> <td>26/07/2018</td> <td>Royal British Legion – Silent Soldiers</td> <td>£500.00</td> </tr> <tr> <td>01/08/2018</td> <td>E Gretton – July wages & Exp</td> <td>£389.24</td> </tr> <tr> <td>10/08/2018</td> <td>Malfords – Grass cutting</td> <td>£96.00</td> </tr> <tr> <td>14/08/2018</td> <td>PKF Littlejohn – External auditors</td> <td>£240.00</td> </tr> <tr> <td>03/09/2018</td> <td>E Gretton – Aug wages & Exp</td> <td>£389.24</td> </tr> <tr> <td></td> <td>Total</td> <td>£1,614.48</td> </tr> </table> <p>Receipts:</p> <table border="1"> <tr> <td>22/08/2018</td> <td>HMRC – VAT Reclaim</td> <td>£782.64</td> </tr> </table> <p><u>c. External Auditor Report & Notice of Conclusion of Audit</u> The Clerk advised the External Auditor Certificate & Report has been received with no matters reported. The Notice of Conclusion of Audit is displayed on the website and forwarded to the PC to go in the noticeboards.</p>	26/07/2018	Royal British Legion – Silent Soldiers	£500.00	01/08/2018	E Gretton – July wages & Exp	£389.24	10/08/2018	Malfords – Grass cutting	£96.00	14/08/2018	PKF Littlejohn – External auditors	£240.00	03/09/2018	E Gretton – Aug wages & Exp	£389.24		Total	£1,614.48	22/08/2018	HMRC – VAT Reclaim	£782.64	
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107/18	<p>PLAYING FIELD</p> <p>a) <u>General – vandalism & litter</u> None to report.</p> <p>Cllr Hesketh advised that due to personal reasons, the lengthsman has been unable to fulfil all his hours and hasn't been emptying the bins, though the PC were not aware of this until recently.</p> <p>b) <u>Inspection duty book handover and report</u> Cllr Penlington to hand to Cllr Salmons</p> <p>c) <u>Inspection report and risk assessments</u> To be passed to the Clerk</p> <p>d) <u>Playing field working party update</u> Nothing to report</p> <p>e) <u>Replace matting on playground</u> Gedling Borough Council quoted £1,984.00. The PC agreed for the works to be carried out.</p> <p>f) <u>Skate park noise</u> Cllr Penlington agreed to pursue. The Clerk to contact Emma at Ravenshead PC re: contractors.</p>	<p>Cllr Penlington to forward inspection report to the Clerk</p> <p>Clerk to contact GBC to request works to be carried out</p> <p>Cllr Penlington to pursue.</p> <p>The Clerk to contact Ravenshead PC</p>																					

	<p><u>g) CCTV camera – PC to discuss GDPR obligations and updating the equipment</u></p> <p><u>Purchasing/Update CCTV equipment</u> Cllr Walker advised the camera is licenced on the Village Hall system. New public signs are on order. Cllr Hesketh advised that a sign is required at the bottom of the field. Cllr Walker advised it is a high resolution camera which produces good images. Cllr Savage had emailed prior to the meeting with a suggestion of purchasing a Cloud CCTV camera, which was inexpensive. Cllr Walker advised this would be duplicating the present system which is already installed and running and did not see the benefit of the extra cost.</p> <p><u>GDPR Obligations</u> Cllr Hesketh advised the Village Hall were the Data Controllers, however, since the field belonged to the Parish Council, she was conscious that sensitive personal data was being captured, and requested a Data Retention Policy from the Village Hall. Cllr Penlington advised he thought there should be a Data Sharing agreement written up between the Village Hall and the PC. Clerk to email Kathryn Holmes to include on the next VH Agenda.</p>	<p>Clerk to contact K Holmes at VH re: data retention policy & data sharing agreement</p>
<p>108/18</p>	<p><u>HIGHWAYS MATTERS</u></p> <p>a) <u>Lengthsman Scheme</u> Cllr Hesketh advised the PC has only used 11 hours, partly due to the lengthsman not emptying the bins. Jobs to do include: weed killing, siding up Moor Road from Griffin's Head Pub to the end of Moor Pond Wood and clearing the pathway of overhanging vegetation between the path, field and wood.</p> <p>The Clerk received an estimate from Malfords for £895.00 + VAT for siding up Moor Road. Since the PC have lengthsman's hours available, it was agreed to utilise the lengthsman for this task. Mr Lewis advised this would be a massive task to undertake with a shovel, and advised using a mini digger. The Clerk to contact Emma at Ravenshead to find out if the Lengthsman has the necessary paperwork to drive a digger.</p> <p>b) <u>Siding up, Moor Road Update</u> See a) Lengthsman Scheme</p> <p>c) <u>Proposed Roundabout Papplewick Lane / Moor Road junction</u> Nothing to report</p> <p>d) <u>Extension to 7.5 tonne weight restriction update</u> Cllr Walker advised the PC had discussed with NCC who have stated they will not agree to extending the 7.5 tonne weight restriction and would not agree to meet on-site. The PC advised it is important that people continue to report to Lorry Watch.</p> <p>e) <u>Fly tipping update</u> The Clerk advised the camera has been on Blidworth Waye over the bank holiday weekend and now looking at the A60 again. He advised a £400 fixed penalty had been issued for a fly tip on Ricket Lane and an ongoing investigation from a fly tip on Forest Lane, where the vehicle was seized by police as it had no insurance or tax. Mr Gilder agreed to keep the PC updated.</p>	<p>Cllr Hesketh to request jobs.</p> <p>Clerk to contact Ravenshead PC</p>

109/18	<p>REPRESENTATIVE REPORTS</p> <p>a) Village Hall: Nothing to report</p> <p>b) Julian Cahn: Cllr Roberts advised they are waiting for an update from Nottinghamshire Community Housing Association.</p> <p>c) Moor Pond Wood: Cllr Walker advised they continue to apply for grant funding to complete the disabled access footpath in Papplewick Dam Woods.</p>	
110/18	<p>COUNCILLOR REPORTS</p> <p><u>Water leak, Moor Road</u> Cllr McNish advised of a water leak at the Papplewick Lane / Moor Road junction. Clerk to contact Severn Trent Water.</p>	Clerk to contact Severn Trent Water.
111/18	<p>DATE OF NEXT FULL COUNCIL MEETING</p> <p>Wednesday 14th November 2018</p>	

The meeting ended at 21:35

Signed: _____ **Chairman**

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