

# PAPPLEWICK PARISH COUNCIL

## Minutes of the meeting held at Papplewick Village Hall, Linby Lane, Papplewick Wednesday 14<sup>th</sup> September 2016

**Present:**

Cllr Carolyn Hesketh (Vice Chairman)  
Cllr Nigel Penlington  
Cllr Baz Mayoh  
Cllr Stephen Walker  
Cllr Jules Salmons

Clerk: Liz Gretton

Parishioners: Richard Hull  
Wyn Lewis (arrived later in the meeting)

Open Forum commenced at 19:15.

Mr Hull commented that Highways had been replacing the LED lights on Linby Lane and asked if these could be extended to the end of the 30mph restrictions. He also asked if the Lengthsman would litter pick the bus shelter and stated the notice-boards were 3 months out of date.

Cllr Mayoh, on behalf of a parishioner, advised of two vehicles on Linby Lane, one with a SORN notice but left on the pavement, and the other left in the lay-by. It was advised that this had been reported previously.

**Council Meeting**

Meeting commenced: 19:20

<b><u>Minute No</u></b>		<b><u>Action</u></b>
73/16	<p><b><i>APOLOGIES</i></b></p> <p>Cllrs Stephanie Roberts and Terry Savage, Cllrs Chris Barnfather, Colin Powell and Bruce Andrews. Parishioners – Margaret Kerr, Ian Griffiths, Maggie Else</p>	
74/16	<p><b><i>DECLARATIONS OF INTEREST</i></b></p> <p>Cllr Mayoh – The Griffins Head</p>	
75/16	<p><b><i>MINUTES OF PREVIOUS MEETING</i></b></p> <p>The minutes of the meeting held on 13<sup>th</sup> July 2016 were accepted as a true record of the meeting. Proposed by Cllr Mayoh, seconded by Cllr Penlington and signed by the Vice-Chair Cllr Hesketh.</p>	

Initials Chairman .....

76/16	<p><b>MATTERS ARISING NOT COVERED IN THE AGENDA</b></p> <p><u>Barracks Farm Wind Turbine</u> - Cllr Hesketh advised the PC write to Rachel Marshall to suggest dates for an informal discussion regarding the contribution from the wind turbine.</p> <p><u>Best Kept Village Competition</u> - Cllr Hesketh advised Papplewick Village had been unsuccessful in the BKV competition. The Clerk to chase for feedback.</p> <p><u>Village Clean Up</u> - Cllr Salmons offered to organise a campaign to get parishioners involved with a village clean up.</p> <p>The Clerk to find out more information on the Keep Britain Tidy campaign.</p> <p><u>County Archives</u> - Cllr Walker advised he would approach the County Archives formally to discuss archiving old parish council documents. Cllr Hesketh advised she would assist Cllr Savage in going through parish council documents in the filing cabinet.</p> <p><u>Strimmer Course</u> - The Clerk advised she had contacted two training organisations as recommended by LANTRA, and had received a reply from Trent Valley Training. The strimmer course is penciled in for 24<sup>th</sup> October and costs around £135 for a day or £205 for a two day course. Cllrs Mayoh and Walker confirmed they would be interested. Cllr Penlington advised he would like to know what the course covers, and also advised contacting NALC for approved suppliers and Brackenhurst.</p>	<p>Clerk to write to Rachel Marshall</p> <p>Clerk to contact BKVC</p> <p>Cllr Salmons to organise a clean up campaign</p> <p>The Clerk to contact Keep Britain Tidy</p> <p>Cllr Walker to contact County Archives. Cllrs Hesketh &amp; Savage to go through PC archives.</p> <p>Clerk to contact Trent Valley re: what the strimmer course covers.</p> <p>Clerk to contact NALC for approved suppliers.</p> <p>Clerk to contact Brackenhurst.</p>
77/16	<p><b>CORRESPONDENCE RECEIVED</b></p> <p>1) NALC AGM invitation. Cllrs Hesketh and Penlington to attend.</p> <p>2) Cllr Walker advised of an email he had received from L Billups advising of broken links and missing resources on the Papplewick website. The Clerk to pursue.</p>	<p>Clerk to email NALC</p> <p>Clerk to email L Billups</p>
78/16	<p><b>COUNCIL POLICIES UPDATE</b></p> <p>Cllr Hesketh advised she would change the 'tense' of the wording in the Code of Conduct.</p> <p>Prior to the meeting, Cllr Roberts had circulated the updated Children &amp; Young People First Policy and the Standing Orders. The Council accepted the Children &amp; Young People First policy.</p> <p>Cllr Hesketh advised they were still missing information from the Standing Orders: start time of ordinary meetings and annual parish meeting, extraordinary meetings and how much notice to give, urgent business, emergency motions, how to vote at a meeting, annual review of employee pay rises, rules of debate, how to amend a motion, dealing with disorderly conduct, how to deal with a decision of a previous resolution, what's a quorum and what to do if we don't have one, how to vote and appoint at a sub committee, what happens with the</p>	<p>Cllr Hesketh to update the Code of Conduct</p>

	<p>accounts, rules for setting a precept, inspecting documents, what happens if a member of public interrupts a meeting. Cllr Hesketh advised that all new members of the Parish Council should get a copy of the standing orders. Cllr Hesketh advised taking out amounts in the standing orders policy and referring to the financial policy. Cllr Hesketh to contact Cllr Roberts with the updates.</p> <p>Cllr Penlington advised he would look at the policies he had been given and report back at the next meeting.</p> <p>Cllr Walker advised he would look at the Environment policy and Emergency Plan and report back at the next meeting.</p> <p>Cllr Hesketh advised she would like each document to include a picture of the village on the front page. Cllr Penlington advised he would like a footer on each page of every policy detailing what the document is, the date and version number.</p>	<p>Cllr Hesketh to contact Cllr Roberts re: updating the Standing Orders.</p> <p>Cllr Penlington to update policies.</p> <p>Cllr Walker to update policies.</p> <p>Cllrs to forward agreed and adopted policies to the Clerk to standardise.</p>																					
79/16	<p><b>NEIGHBOURHOOD PLAN UPDATE</b></p> <p>Cllr Walker advised that Gedling Borough Council had agreed for the PC to go ahead with a Neighbourhood Plan for the parish of Papplewick within Gedling. The Councillors unanimously agreed to proceed with a Neighbourhood Plan.</p> <p>Cllr Walker advised between now and the next meeting he would like to set up a Neighbourhood Plan Working Party to include as many members of the public as possible. He advised getting quotes for a Consultant to get a view of the market before continuing. He advised the Consultants role would involve applying for a Grant.</p> <p>Cllr Walker advised of an informal meeting with Denise Ireland at Linby Parish Council regarding a proposal to make use of the same Traffic Consultant. Cllr Walker advised traffic is a major issue and a Traffic Consultant could include both villages in his report. Cllr Walker advised he would contact Denise Ireland and discuss further.</p>	<p>Cllr Walker to set up an NP Working Party and obtain quotes from Consultants</p> <p>Cllr Walker to contact Denise Ireland to discuss further.</p>																					
80/16	<p><b>SPEEDING UPDATE</b></p> <p>The PC agreed not to proceed with the Community Road Safety Scheme. Traffic and speeding issues will form part of the Neighbourhood Plan discussions.</p>																						
81/16	<p><b>PARISH COUNCIL ACCOUNTS</b></p> <p>Current account balance - £20,986.39 Deposit account balance - £15,790.14</p> <p>Expenditure:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Amount</th> <th>Payee</th> </tr> </thead> <tbody> <tr> <td>26/07/16</td> <td>£58.60</td> <td>P&amp;L Village Hall – Hire</td> </tr> <tr> <td>01/08/16</td> <td>£353.53</td> <td>E Gretton – Wages</td> </tr> <tr> <td>26/07/16</td> <td>£643.88</td> <td>Glasdon UK – W.I Centenary bench</td> </tr> <tr> <td>02/08/16</td> <td>£25.00</td> <td>P Newman – Weedkiller</td> </tr> <tr> <td>19/08/16</td> <td>£120.00</td> <td>Grant Thornton – Annual return</td> </tr> <tr> <td>01/09/16</td> <td>£353.53</td> <td>E Gretton - Wages</td> </tr> </tbody> </table>	Date	Amount	Payee	26/07/16	£58.60	P&L Village Hall – Hire	01/08/16	£353.53	E Gretton – Wages	26/07/16	£643.88	Glasdon UK – W.I Centenary bench	02/08/16	£25.00	P Newman – Weedkiller	19/08/16	£120.00	Grant Thornton – Annual return	01/09/16	£353.53	E Gretton - Wages	
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82/16	<p><b>PLANNING</b></p> <p><b>a) Planning Applications Received:</b></p> <p><i>2016/0895 57 Main Street</i></p> <p>Papplewick Parish Council agree in principle with the tea-rooms but would need terms of conditions on the access, since this area of Church Lane belongs to the Parish Council. The Parish Council would like more details on precisely what they would like to do and require clarification on their intended parking situation. The PC would object to removing the whole hedge. Since this is within a conservation area, careful consideration should be given to the materials used for surfacing. For further discussions see b) Parish Boundary – Church Lane</p> <p><i>2016/0909 Altham Lodge</i></p> <p>The PC object on grounds of access and issues with traffic in the village.</p> <p><i>2016/0893 45 Linby Lane</i></p> <p>The PC object on grounds that removing the grass and posts detracts from the rural environment.</p>	Clerk to email all responses to Gedling Borough Council																	

	<p><i>2016/0876 Seven Mile House, 1 Mansfield road</i></p> <p>The PC objected on 30/08/16</p> <p><i>2016/0775 17 Main Street – Planning permission granted</i></p> <p><b>b) Parish Boundary – Church Lane</b></p> <p>The Parish Council discussed the parish boundary at Church Lane. Cllr Walker advised his personal view was that he wasn't opposed to the tea-rooms access over the Parish Council boundary as long as their insurance safeguards the land. He would be happy to grant right of passage however he would advise on a covenant to ensure access was for the purpose of the tea-rooms business only. Cllr Penlington advised writing to Mrs Sherwin to advise that if they were granted planning permission, the Parish Council would require a formal agreement to be prepared by a solicitor stating the above, at no cost to the Parish Council.</p>	
83/16	<p><b>PLAYING FIELD</b></p> <p>a) General – vandalism &amp; litter - Cllrs Hesketh and Penlington have been monitoring the playing field. Cllr Hesketh advised the bins had been emptied and she hadn't noticed a lot of litter. She advised she had contacted the Lengthsman to clear the bins once a week from October.</p> <p>b) Inspection duty book handover and report -Cllr Walker to Cllr Hesketh to update and hand over to Cllr Mayoh. Cllr Hesketh advised the Parish Council should be checking the equipment once a week and update the inspection duty book with notes and dates. PC in agreement.</p> <p>c) Inspection report and risk assessments -Cllr Walker advised the risk assessment would be carried out once the tree survey had been completed.</p> <p>d) Confirmation of work carried out by Playing Field Committee as recommended in the Play Inspection Report - Cllr Hesketh passed the Play Inspection Report to Cllr Walker to pursue</p> <p>e) Playing Field Working Party Update - Cllr Walker advised nothing to report. Cllr Penlington to measure for a bin liner. Cllr Mayoh to purchase graffiti remover. Cllr Penlington advised he would strim the nettles, and if not would contact Cllr Hesketh to go on the lengthsman's jobs. Mr Hull advised the Preschool were ordering the memorial bench to go on the playing field. Mr Hull advised the PLLEG were meeting on 29<sup>th</sup> September and would be discussing plans for Bonfire Night.</p>	<p>PC to carry out park inspection once a week and update book with notes &amp; dates.</p> <p>Clerk to send tree survey pre-application form to Gedling Borough Council</p> <p>Cllr Walker to pursue</p> <p>Cllr Penlington to measure for a bin liner</p> <p>Cllr Mayoh to purchase graffiti remover</p> <p>Cllr Penlington to strim nettles</p>
84/16	<p><b>HIGHWAY MATTERS</b></p> <p>a) Lengthsman – Cllr Hesketh advised the Lengthsman had collected the broken post on Linby Lane which was rotten. Cllr Hesketh advised she would check the other posts and contact the Clerk to contact Gedling to replace.</p>	<p>Cllr Hesketh to advise the Clerk of any further rotten posts.</p>

	<p>Mrs Kerr had emailed the Clerk prior to the meeting advising the gate across the meadow hadn't been fixed. Cllr Penlington advised he would look at putting a rope loop on the gate.</p> <p>Cllr Hesketh advised she had forwarded Ian Griffiths request of cutting back the Stanker Hill footpath to Emma at Raveshead. She advised that the Lengthsman had undertaken this task around 2 years ago and it took 10 hours. Due to the length of time the Lengthsman will not be carrying out this work. Cllr Penlington advised he would look at cutting back the footpaths himself.</p> <p>Cllr Penlington asked for the bushes at the lay-by to be cut by the Lengthsman.</p> <p>b) Dropped kerb, Moor Road. Cllr Walker advised it was unlikely the Parish Council would receive a grant for the dropped kerb. The PC agreed to pay for the dropped kerb and asked the Clerk to contact CP Berry to re-quote.</p> <p>c) General. Cllrs Penlington and Walker to put up the footpath signs. Cllr Salmons advised the fence on Hall lane hasn't been replaced since the accident. Cllr Salmons to pursue getting this replaced. Cllr Walker advised of a parishioner who lives on Blidworth Way who uses a mobility scooter. She is unable to get to the post box as there isn't a dropped kerb between the cottages on Blidworth Waye and Main Street. He commented the pavement by the Hall is cambered towards the road and is dangerous for her to ride along. Cllr Walker advised making Highways aware of this and to note that the footpath is not suitable for all parishioners. Cllr Salmons advised the speed limit from the cottages to Blidworth Waye should be reduced to 30mph. This footpath is used by walkers, dog-walkers and parishioners and fast driving vehicles pose a risk. Clerk to contact Highways to request 30mph extension.</p>	<p>Cllr Penlington to look at the gate across the meadow.</p> <p>Cllr Penlington to look at cutting back the footpaths Stanker Hill.</p> <p>Cllr Hesketh to contact the Lengthsman re: cutting back bushes at lay-by.</p> <p>Clerk to contact CP Berry re: dropped kerb</p> <p>Cllrs Penlington &amp; Walker to put up footpath signs</p> <p>Cllr Salmons to purchase new fence.</p> <p>Clerk to contact Highways re: footpaths outside of Papplewick Hall</p> <p>Clerk to contact Highways re: 30mph extension on Blidworth Waye</p>
85/16	<p><b>REPRESENTATIVE REPORTS</b></p> <p>a) Village Hall – Mr Hull advised the CCTV camera had been installed, the new central heating pump is being installed. The chairs in the hall are to be re-covered and re-varnished. Cllr Penlington advised bookings were good with weddings booked for 2017/18.</p> <p>b) Julien Cahn Trust. Cllr Roberts circulated a report prior to the meeting: <i>At the last meeting of the Trustees in August it was officially decided that we would approach Nottingham Community Almhouse Association to take over the homes. As Chairman I will be starting the process as discussed previously with their representative David Simmons. This process could take up to 12 months. The residents have not yet been informed of our plans but we will be speaking with them in the not too distant future. The delay in this is because it cannot be assumed that the Nottingham Community Almhouse Association will agree to this although we do not believe there will be a problem. I will keep PPC informed on the progress. In the mean time we will continue to care for the homes and the residents in the best way we can with routine and unexpected matters being dealt with as and when they arise.</i></p>	

	<p>c) Moor Pond Woods. Cllr Walker advised it was a busy time in the woods at the moment with the HLF funding project, lots of landscaping work, disabled access, laying paths etc. all in progress. This week they have an archaeology audit of the whole site to identify any work for the future. They have an agreement with Watercare, which allows them to apply for grant aid. This would help work on the wetland habitat, further work on the ponds to stabilise the water level and analyse the water to prove its wildlife value and maintain woodland around it. MPW are also applying for grants to open up better access to Papplewick Dam Wood. Cllr Walker advised of a barn dance at the beginning of October, Friends of Moor Pond Woods AGM the last Wednesday in September and a celebration event to sign-off HLF in November – all Councillors invited.</p>	
86/16	<p><b>COUNCILLORS REPORTS</b></p> <p>Cllr Walker advised of black bin bags dumped in the Moor Road Lay-by south of Number 69. Clerk to contact Gedling.</p> <p>Cllr Penlington advised the Papplewick Estates are for sale. Cllr Walker advised he had a meeting with the Land Agent who said the woodland was not included in the sale. Cllr Hesketh advised the land for sale was agricultural land.</p> <p>Cllr Hesketh commented she had discussed with Cllr Salmons a proposal for a Christmas tree on Hall Lane, which would require 150 additional lights at a cost of around £420. Cllr Hesketh proposed the PC ask the PLLEG for match funding. Wyn Lewis commented he would put forward the request at their next meeting on 29<sup>th</sup> September.</p> <p>Cllr Hesketh commented on the suggestions for the contribution from Galliford Try. The Clerk confirmed Linby PC had arranged for the Preschool to receive £500 donation towards their electronic equipment. Papplewick PC suggested a contribution towards the re-covering of the seats in the Village Hall.</p> <p>Cllr Salmons to attend NALC's New Councillor Training next month.</p> <p>The Clerk had been in contact with Gedling to conclude the conservation area appraisal for Papplewick. Gedling had responded to say they had instructed Consultants to undertake the work at the end of the month. Cllr Walker advised the document will be useful to the PC and will have a lot of bearing on the Neighbourhood Plan.</p> <p>Cllr Walker advised he would produce a newsletter for the beginning of October which will include information on the Neighbourhood Plan and the Bonfire Night event.</p> <p>Cllr Hesketh advised of an email from NALC concerning a meeting with Paddy Tipping, requesting feedback on the information provided by the police to parish councils and neighbourhood watch groups. The Parish Council responded asking for representation from the Police at Parish Council meetings at least one a year. Cllr Hesketh advised inviting them to open forum at the Annual Parish Assembly.</p>	<p>Clerk to contact Gedling to remove bags in lay-by</p> <p>Clerk to contact Galliford Try</p> <p>Clerk to pursue</p> <p>Cllr Walker to produce newsletter</p>

	<p>Cllr Hesketh advised she would take responsibility for the Notice-board near the crossroads.</p> <p>The WI Autumn Craft Fair poster was distributed to the Cllrs to display in the notice-boards.</p> <p>The Clerk to confirm dates for the Finance Committee Meeting next month and circulate to the PC. Cllr Penlington advised of a vacancy on the committee due to Hilary Espley leaving.</p>	<p>Cllrs to display WI Autumn Craft Fair poster in notice-boards</p> <p>Clerk to arrange Finance Committee Meeting &amp; circulate vacancy to PC</p>
87/16	<p><b>AOB</b></p> <p>Cllr Penlington suggested inviting the new vicar to attend the open forum at the next parish council meeting.</p>	<p>Clerk to contact Vicar</p>
88/16	<p><b>DATE OF NEXT FULL COUNCIL MEETING</b></p> <p>Wednesday 9<sup>th</sup> November 2016</p>	
89/16	<p><b>The meeting ended at 21:46</b></p> <p><b>Signed Chairman</b> _____</p>	