

PAPPLEWICK PARISH COUNCIL

Minutes of the meeting held remotely (via Zoom) on Wednesday 10th March 2021

Present: Cllr S Roberts (Chair), Cllr Carolyn Hesketh (Vice-Chair), Cllr Stephen Walker, Cllr Ross Pettitt, Cllr Nigel Penlington and L Gretton (Clerk).

Parishioners/Visitors: Mr Sam Briggs (Vitty), Cllr C Barnfather (GBC), Cllr Smith (GBC), Mrs Kerr, Ms K Weston, Mr W Lewis

Minute No		Action
23/21	APOLOGIES Cllr H Guyler Cllr S Murray (GBC)	
24/21	DECLARATIONS OF INTEREST Cllr S Roberts - Papplewick & Linby Cricket Club Cllr R Pettitt - The Griffin's Head Pub	
25/21	APPROVAL OF MINUTES The minutes of the January meeting were accepted as a true record. Proposed by Cllr Walker seconded by Cllr Hesketh and signed by Cllr Roberts.	
26/21	MATTERS ARISING None	
27/21	SAM BRIGGS AT VITTY TO UPDATE ON THE NEW PC WEBSITE Mr Briggs provided an update. Cllr Hesketh reported she has been able to include some external links on the pages. The PC discussed including links to local services such as doctors surgeries, dentists etc. They agreed to include an external link to the local District and County Councillors. The next step is to arrange a wider group to continue to develop the site. Cllr Walker advised he has been liaising with Mr Briggs re: the password section for Councillors and the production of the playground inspection duty report. Mr Briggs advised combining this with a Google document spreadsheet as the information will then automatically be added to the spreadsheet creating an ongoing record for the PC.	PC to organise working group to continue to develop the site
28/21	COUNCILLOR VACANCY Cllr Roberts thanked Mrs Weston for her interest in the vacancy and for joining the meeting.	
29/21	OPEN FORUM <u>i) Parking on Main Street pavement</u> Mrs Kerr advised that parking on the pavements continues to be an issue on Main Street. Cllr Roberts reported this is an issue that has been looked into by the Parish Council but there is very little that can be done to prohibit parking on pavements as it is not against the law. The PC to continue to monitor it. <u>ii) CCG Update on the vaccination</u> Mrs Kerr reported of some issues with getting the vaccine to those who are housebound. No further updates. <u>iii) Dangerous Dog, Path to Newstead</u> Mrs Kerr advised of a notice on a gate on the path to Newstead (the diverted path by the Lodge House), stating beware dangerous dog running loose. Cllr Walker advised this is an official path and that Mrs Kerr should report this to the Rights of Way Department via the Nottinghamshire County Council website.	

Initials Chairman

30/21	<p>ANTISOCIAL BEHAVIOUR IN THE PARISH Cllr Roberts advised the Police signs have arrived. The Clerk to liaise with Insp Pearson re: deploying them around the village.</p> <p>The Parish Council asked that the public report any antisocial behaviour to the police on 101 or online at https://www.nottinghamshire.police.uk/do-it-online/report-online</p>	Clerk to contact Insp. Pearson
31/21	<p>PC RISK ASSESSMENTS/POLICIES</p> <p><u>i) Advertising / fly posting</u> Moved to May meeting.</p> <p><u>ii) PC to adopt the Events Policy</u> The PC adopted the Events Policy and agreed to keep it under review after each Event.</p> <p><u>iii) Homeworking Risk Assessment</u> The Clerk to include a section on criteria for a free eye test. The PC agreed to adopt the Homeworking Risk Assessment.</p> <p><u>iv) PC PPE Provision Update</u> The Clerk circulated the PPE Provision Record prior to the meeting. Cllr Penlington commented that not everything on the record would be needed but the basics would be required i.e. Hi-Viz jackets, glasses and gloves. The Clerk to purchase PPE.</p>	<p>PC to produce Advertising policy</p> <p>Clerk to update Risk Assessment</p> <p>Clerk to purchase PPE</p>
32/21	<p>HIGHWAYS MATTERS (BROUGHT FORWARD FOR DISTRICT COUNCILLORS) <u>Proposed Road Crossing, Linby Lane Update</u> Cllr Barnfather advised he will arrange to meet Paula Johnson at Via onsite, to discuss the updated proposal. This includes creating a crossing by the last house on Linby Lane before Castle Mill with tactile pavement on both sides. Also to include a footpath along the wide verge back to the layby. Cllr Walker advised the advantage to this is that when people come out of Moor Pond Wood, they will be able to immediately cross the road and walk back to the layby having crossed in a safe place. Cllr Barnfather advised there may be an issue in creating a footpath where there is currently no footpath and no houses as this is contrary to Nottinghamshire County Council's policy re: installing footpaths. Cllr Walker advised discussing the options with Via. He advised the crossing would be within Papplewick parish and the footpath within Linby parish. Cllr Barnfather to arrange a meeting between Via, Cllr Walker and Cllr Lewis at Linby PC, when covid-19 regulations permit.</p>	Cllr Barnfather to arrange onsite meeting between Via, Papplewick PC and Linby PC
33/21	<p>PARISH ACTION PLAN - REVIEW, AMEND, ADOPT UPDATED VERSION Cllr Walker to include the footpath works on Linby Lane in the Action Plan and also within the Walking & Cycling Strategy document. He will also include a new footpath along Forest Lane as one of the PC's aspirations as well as Wildflower verges. Cllr Penlington commented he would like to include a hedge along the side of the playing field. Cllr Hesketh commented that items that have been actioned should be included in a separate section of the Plan so the PC can see what they have achieved. The Plan to be amended and adopted at the May meeting and reviewed again in September.</p>	Cllr Walker to amend the Plan for review at the May meeting.
34/21	<p>PAPPLEWICK ENVIRONMENT & COMMUNITY FUND The PC advised they had explored the option of providing laptops to local schools to assist children who did not have access to online learning during lockdown. Cllr Roberts liaised with Linby-cum-Papplewick School, Holy Cross, Leen Mills and the National Academy and all advised they had equipment available for all pupils. The only assistance that was required was to support a family financially, however the Parish Council are not allowed to offer this support.</p> <p>Cllr Walker asked the Councillors to forward ideas for the Fund and he will arrange a face to face meeting with the Group in September.</p> <p>Cllr Walker advised including information on the website regarding the bidding process, as the PC would like to encourage people from the broader community to be involved.</p>	<p>Cllrs to forward ideas to Cllr Walker</p> <p>Cllr Walker to arrange meeting in September</p> <p>Cllr Walker to include details on the Website</p>

Initials Chairman

35/21	<p>PLANTING/FLOWER DISPLAYS</p> <p>The PC agreed to spend £100 on plants for the flower beds on the playing field from Shirley Nursery who advised they will provide extra plants free of charge. They advised the PC can also take some of their soil and compost mixture without charge. Cllr Hesketh advised the PC has budgeted £200 for a new barrel. The second barrel is hoped to be funded through the Papplewick Environment & Community Fund. Cllr Walker agreed to liaise with the Marshall Family. Cllr Hesketh advised the PC has £400 in the budget for bedding plants.</p>	<p>Cllr Hesketh to purchase plants and barrels</p> <p>Cllr Walker to pursue contribution from the Fund</p>
36/21	<p>GREAT BRITISH SPRING CLEAN - 28th MAY - 13th JUNE</p> <p>The PC agreed to enter.</p> <p>(Date agreed after the meeting - Sunday 13th June).</p>	<p>Clerk to sign up to the event</p>
37/21	<p>BONFIRE EVENT 2021</p> <p>Cllr Hesketh advised the Bonfire Event is arranged for Saturday 6th November and the Fireworks and the Village Hall have been provisionally booked. The PC advised there should be an agreement in place for the fireworks so that if the event does not go ahead due to Covid restrictions, they will receive a full refund or roll it over to the following year. If this is not agreed, then the PC advise they should avoid any financial commitment as it is unlikely that it will be covered under the insurance policy. The PC received confirmation from Wyn Lewis that Linby PC agree to be involved in the event again this year. Cllr Hesketh agreed to speak to the Village Hall re their involvement. Cllr Penlington commented they will also require commitment from the new bar managers. Cllr Hesketh advised she will raise this at the next Village Hall meeting. Cllr Pettitt commented the Griffin's Head field could be available for parking.</p>	<p>Cllr Hesketh to discuss event with the Village Hall Committee and Bar Managers</p>
38/21	<p>BUS SHELTER ON A60</p> <p>Cllr Roberts reported she has received an email from Elliott Mizen at NCC advising the bus shelter is scheduled for 2021/2022.</p>	
39/21	<p>HR MEETING UPDATE</p> <p>Cllr Hesketh gave an overview of the HR Meeting. She reported the Committee have agreed to increase the Clerks pay in line with Pay scales as recommended by NALC. The PC agreed. Hours are to remain at 8 per week.</p>	
40/21	<p>CORRESPONDENCE RECEIVED</p> <p><i>All correspondence had been circulated to the Parish Council prior to the meeting.</i></p>	
41/21	<p>PLANNING APPLICATIONS RECEIVED</p> <p><u>2020/1293 39 Linby Lane, Papplewick</u> Proposal: Construct Single storey and double storey rear extension PC Comments: No objection</p> <p><u>2020/1243 Vincent Lodge, Forest Lane</u> Proposal: Single storey extensions PC Comments: No objection</p> <p><u>2021/0174 3 Hall Mews, Hall Lane</u> Proposal: Replacement of rotten French doors and rotten first floor bedroom window PC Comments: No objection as long as they match number 1 (as stated in the application) and are in keeping with the grade II listing.</p> <p><u>2021/0091 56 Forest Lane</u> Proposal: Single storey rear extension and new garage to replace existing. PC Comments: No objection to replacement garage. No information online re: the extension. Clerk contacted GBC - no response to date</p> <p><u>2021/0171 83 Mansfield Road</u> Proposal: Demolish single storey side extension and erect two storey side and single storey rear extension. PC Comments: No objection</p>	

Initials Chairman

	<p><u>2020/1293 Re-consult, 39 Linby Lane</u> Proposal: Construct single storey and double storey rear extension PC Comments: No objection</p> <p><u>2020/1245 20 Main Street</u> Proposal: Construction of two storey rear extension with new first floor windows to the side elevation PC Comments: No objection</p> <p><u>2021/0217 1 Hall Mews, Hall Lane</u> Proposal: Removal of leaking slate and pantile roofing to lean-to annexe and replacement with red pantiles. PC Comments: No objection</p>																																					
42/21	<p>PARISH COUNCIL ACCOUNTS <u>a. Current Account balance</u></p> <p>£55,862.14</p> <p><u>b. Payments & Receipts</u> Payments:</p> <table border="1"> <thead> <tr> <th><u>Date</u></th> <th><u>Details</u></th> <th><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>26/01/2021</td> <td>Malfords - Installation of park benches</td> <td>£468.00</td> </tr> <tr> <td>01/02/2021</td> <td>E Gretton - Jan wages & home office expenses</td> <td>£426.68</td> </tr> <tr> <td>02/02/2021</td> <td>NALC - Subs</td> <td>£140.43</td> </tr> <tr> <td>04/02/2021</td> <td>Cllr S Roberts - Reimburse for zoom subs (Jan)</td> <td>£14.39</td> </tr> <tr> <td>05/02/2021</td> <td>NALC - Health & Safety E-Training</td> <td>£16.80</td> </tr> <tr> <td>10/02/2021</td> <td>Proweb - Website, business starter (annual)</td> <td>£102.11</td> </tr> <tr> <td>01/03/2021</td> <td>E Gretton - Feb wages & home office expenses</td> <td>£426.68</td> </tr> <tr> <td>03/03/2021</td> <td>NALC - Conduct Issues & Employee Relations Training for C Hesketh</td> <td>£60.00</td> </tr> <tr> <td>05/03/2021</td> <td>NSP (Normanton Screenprint) - Police signs/padlocks</td> <td>£207.48</td> </tr> <tr> <td></td> <td style="text-align: right;">TOTAL</td> <td>£1,862.57</td> </tr> </tbody> </table> <p>Receipts:</p> <table border="1"> <tbody> <tr> <td>14/01/2021</td> <td>HMRC - VAT Reclaim</td> <td>£649.15</td> </tr> </tbody> </table>	<u>Date</u>	<u>Details</u>	<u>Amount</u>	26/01/2021	Malfords - Installation of park benches	£468.00	01/02/2021	E Gretton - Jan wages & home office expenses	£426.68	02/02/2021	NALC - Subs	£140.43	04/02/2021	Cllr S Roberts - Reimburse for zoom subs (Jan)	£14.39	05/02/2021	NALC - Health & Safety E-Training	£16.80	10/02/2021	Proweb - Website, business starter (annual)	£102.11	01/03/2021	E Gretton - Feb wages & home office expenses	£426.68	03/03/2021	NALC - Conduct Issues & Employee Relations Training for C Hesketh	£60.00	05/03/2021	NSP (Normanton Screenprint) - Police signs/padlocks	£207.48		TOTAL	£1,862.57	14/01/2021	HMRC - VAT Reclaim	£649.15	
<u>Date</u>	<u>Details</u>	<u>Amount</u>																																				
26/01/2021	Malfords - Installation of park benches	£468.00																																				
01/02/2021	E Gretton - Jan wages & home office expenses	£426.68																																				
02/02/2021	NALC - Subs	£140.43																																				
04/02/2021	Cllr S Roberts - Reimburse for zoom subs (Jan)	£14.39																																				
05/02/2021	NALC - Health & Safety E-Training	£16.80																																				
10/02/2021	Proweb - Website, business starter (annual)	£102.11																																				
01/03/2021	E Gretton - Feb wages & home office expenses	£426.68																																				
03/03/2021	NALC - Conduct Issues & Employee Relations Training for C Hesketh	£60.00																																				
05/03/2021	NSP (Normanton Screenprint) - Police signs/padlocks	£207.48																																				
	TOTAL	£1,862.57																																				
14/01/2021	HMRC - VAT Reclaim	£649.15																																				
43/21	<p>PLAYING FIELD a) <u>General – vandalism & litter</u> No issues as per Cllr Walker.</p> <p>b) <u>Inspection duty book handover and report</u> Cllr Walker advised he is working with Mr Briggs to include any issues on the website as a test case. He commented he will continue to inspect the playing field before handing over to Cllr Penlington.</p> <p>c) <u>Inspection report and risk assessments</u> As above</p> <p>d) <u>Playing field working party update</u> No updates.</p> <p>e) <u>Update on playing field signage</u> Cllr Guyler to circulate costings to the PC. Cllr Walker commented it's important that the signs in MPW are not too large and have proper support as they should not be nailed to trees.</p>	Cllr Guyler to circulate costings.																																				

Initials Chairman

	<p><u>f) Skate park noise update</u> Cllr Penlington updated the PC prior to the meeting. He advised he has contacted several companies regarding the stainless steel works and resurfacing. He advised Howard Marshall will provide a quote for the works.</p> <p><u>g) Container /CCTV</u> Cllr Roberts advised planning permission won't be required on a 20 x 8ft container but it shouldn't exceed 4 metres high (including solar panels on the roof). She advised once the PC have decided on a container, she will email GBC Planning to confirm it's ok to proceed. She advised more information is required on CCTV. The PC agreed to look into the cost of the container and where the most appropriate location will be. Once Covid-19 regulations allow, the PC to meet on-site.</p> <p><u>h) Defibrillator Signage & Posters for noticeboards</u> Cllr Roberts to pursue</p> <p><u>i) Tree Survey</u> Cllr Walker advised Via will carry out the tree survey this week.</p> <p><u>j) Green Flag Award</u> Cllr Roberts forwarded a document detailing the criteria prior to the meeting. The PC agreed to revisit this once the other areas of the park have been completed.</p>	<p>Cllr Penlington to contact Howard Marshall</p> <p>Cllr's to meet on-site re: location for container</p> <p>Cllr Walker to liaise with Miner 2 Major re: a grant</p> <p>Cllr Roberts to pursue</p>
44/21	<p>HIGHWAYS MATTERS</p> <p><u>a) Lengthsman Scheme</u> Cllr Hesketh advised she will contact Emma at Ravenshead PC re: how many hours are outstanding. Lengthsman jobs include fixing the broken fence at Hall Lane and weed treatment on the flower beds. Cllr Hesketh reported the Lengthsman is considering purchasing a ride-on mower. He has quoted £75.00 to cut the verge across from the Griffin's Head Pub and £50.00 per cut on the playing field. The PC advised Malfords currently charge less per cut and they are happy with their work. The Clerk advised she has requested updated costings from Malfords to include the verges and will circulate to the PC.</p> <p><u>b) Proposed Roundabout Papplewick Lane/Moor Road junction</u> Works scheduled for the Summer holidays.</p> <p><u>c) Fly tipping</u> All fly tipping is reported online and GBC have been quick to clear it and empty the bins upon request.</p> <p><u>d) Blidworth Waye Flood Prevention Works update</u> No further updates, all working well.</p> <p><u>e) Linby Lane Lay-by Flooding update</u> Clerk to chase Via</p>	<p>Cllr Hesketh to contact Emma at Ravenshead re: hours</p> <p>Clerk to forward costings to PC.</p> <p>Clerk to chase Via</p>
45/21	<p>REPRESENTATIVE REPORTS</p> <p>a) Village Hall: Cllr Hesketh advised the AGM is Wednesday 14th April. They are seeking new members which will involve attending meetings, discussing any concerns or issues re: the Village Hall at the Open Forum, attending the AGM and voting members onto the committee. If anyone is interested, contact Cllr Hesketh for an application form.</p> <p>b) Moor Pond Wood: No further updates.</p>	
46/21	<p>COUNCILLOR REPORTS</p> <p><u>a) Newsletter</u> Cllr Walker to produce a newsletter by end of April to be delivered beginning of May.</p>	<p>Cllr Walker to produce newsletter</p>

	<p><u>b) Play Equipment Covid-19 Risk Assessment</u> Cllr Roberts advised the PC has received several emails from the general public regarding the closure of some of the play equipment on the park. This has been due to the Covid-19 government regulations and the risk assessment required. The PC discussed the risks and agreed to re-open the play equipment except for the roundabout as this is higher risk. The Adult Gym equipment will also remain closed off as per government regulations. The PC advised all notices are installed around the playing field which explain the current regulations and the Lengthsman will continue to sanitise the equipment.</p>	
47/21	<p><i>DATE OF NEXT FULL COUNCIL MEETING</i> Wednesday 12th May 2021 - this will follow the Annual Meeting of the Parish Council (AMPC) which commences at 7:15pm.</p>	

The meeting ended at 22:00

Signed: _____ **Chairman**

Initials Chairman