

# PAPPLEWICK PARISH COUNCIL

## Minutes of the meeting held at Papplewick Village Hall, Linby Lane, Papplewick on Wednesday 8<sup>th</sup> May 2019

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

**Parishioners/Visitors:** 2

<u>Minute No</u>		<u>Action</u>
44/19	<b>APOLOGIES</b> Cllr C Barnfather (NCC, GBC)	
45/19	<b>DECLARATIONS OF INTEREST</b> Cllr Roberts – Papplewick & Linby Cricket Club Cllr Penlington – Papplewick & Linby Village Hall	
46/19	<b>APPROVAL OF MINUTES</b> The minutes of the March meeting were accepted as a true record. Proposed by Cllr Roberts seconded by Cllr Walker and signed by the Chairman Cllr Roberts.	
47/19	<p><b>MATTERS ARISING NOT COVERED IN THE AGENDA</b></p> <p><u>Whyburn Medical Practice</u> Mrs Kerr advised CCG have nominated PICS (Primary Integrated Community Services) as the new providers to take over from 1<sup>st</sup> June. She advised Adam Connor has taken on the lead GP role and was also present at the meeting. She advised the GP's will review their options and update again at the next meeting in June. She also advised of a meeting with the Director of Communications for New Integrated Care System for Nottinghamshire. Mrs Kerr agreed to keep the PC updated.</p> <p><u>Newsletter</u> Cllr Walker advised the newsletter will be produced at the end of the month and will include information on the election and the next litter pick.</p> <p><u>Noticeboard</u> Cllr Roberts advised the new noticeboard has been installed on the playing field and thanked all those involved.</p> <p><u>Dog Waste Bag Dispenser</u> Cllr Penlington advised that brackets were on order.</p> <p><u>Street lighting Mansfield Road</u> Cllr Roberts advised the new light has been installed.</p>	<p>Cllr Walker to produce newsletter</p> <p>Cllr Penlington to pursue</p>
48/19	<p><b>OPEN FORUM</b></p> <p>Mrs Kerr advised of the flooding on Blidworth Waye. Cllr Salmons advised the silt and mud runs down the hill and straight into the gullies which backs up. She advised when the gullies are cleared, after a few months it gets blocked up again. She advised there are no grates and therefore the water has nowhere to go. She advised of collection pits used at the farm and queried whether this could be an option. Mrs Kerr advised whatever action was taken previously had worked, until recently. The Clerk to contact Highways and ask to meet with a Councillor on site.</p> <p>Mrs Kerr advised of the recent flooding on Main Street. She requested a new pavement. The Clerk to contact Highways.</p>	<p>Clerk to contact Highways re flooding at Blidworth Waye, Main Street and Forest Lane</p>

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	Cllr Roberts advised of flooding on Forest Lane. The Clerk to contact Highways.	
49/19	<b>COUNCILLOR VACANCY</b> Cllr Roberts advised there is a vacancy on the Council. One candidate has expressed an interest, Cllr Walker to contact.  Details of the vacancy to be included in the noticeboards, Facebook Community page and the next newsletter.	Cllr Walker to pursue  Cllr's to update noticeboards and Facebook page
50/19	<b>PAPPLEWICK ENVIRONMENT &amp; COMMUNITY FUND</b> Cllr Walker advised the meeting will be arranged for September and asked Cllrs to forward their suggested projects.	Cllr's to email suggestions to Cllr Walker
51/19	<b>PURCHASING FLOWERS FOR THE VILLAGE / LAMP POST PLANTERS UPDATE</b> Cllr Hesketh reported on the lamp post planters on Main Street. She advised she has submitted the application to Highways and the planters are on order. She proposed purchasing the plants from Shirley Nurseries and asking the Lengthsman to install the planters. She advised she has arranged to collect the plants for the barrels from Reuben Shaws on 25 <sup>th</sup> May and asked for volunteers to assist with planting.	Cllr's to assist with planting 25 <sup>th</sup> /26 <sup>th</sup> May
52/19	<b>HEALTH &amp; SAFETY POLICY</b> Cllr Penlington advised he has made a start on the Policy and Risk Assessments. He advised it is an ongoing process. Cllr Penlington to forward the draft to the Clerk to format.	Cllr Penlington to pursue and forward draft to the Clerk
53/19	<b>NEIGHBOURHOOD PLAN UPDATE - ACTION PLAN</b> Cllr Walker to send 'to do list' to PC	Cllr Walker to pursue
54/19	<b>BEST KEPT VILLAGE COMPETITION</b> Cllr Roberts advised including the Church and the old yew tree on the map to submit to the BKVC and Cllr Penlington advised including Church Lane and Hall Lane. Cllr's to update the map and forward to the Clerk.  Mrs Kerr advised the map in the noticeboard on Church Lane has faded. Cllr Walker advised he will contact the Local Access Forum for an updated map. Cllr Walker agreed to look into an acrylic panel similar to those installed at Moor Pond Wood.  The PC agreed the next litter pick will be on the evenings of Tuesday 4 <sup>th</sup> and Wednesday 5 <sup>th</sup> June. Cllr's to confirm availability to Cllr Walker. Cllr Walker to include date in the newsletter.	Clerk to submit entry  Cllr Walker to pursue  Cllr Walker to pursue  Cllrs to confirm availability. Cllr Walker to include in Newsletter
55/19	<b>TRANSPORT AND MAINTENANCE SCHEME UPDATE</b> No updates	
56/19	<b>UPGRADING THE PC WEBSITE – UPDATE</b> Cllr Walker had circulated an email to the PC asking all Cllr's to catalogue the web pages and documents on the website. Cllr Walker advised there are documents on the website that are no longer required, however a lot of the public information is relevant. He advised the difficulty is keeping it up to date.	Cllr's to catalogue information and forward to Cllr Walker
57/19	<b>BONFIRE EVENT - UPDATE</b> Cllr Hesketh advised the amount insured for the event takings was too low compared to what was taken on the night and is awaiting an updated quote.	

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	<p>She also enquired how much to increase the public liability from £5 million to £10 million. She advised the insurance will be paid by the Village Hall again, since both Parish Councils have already paid £500 for the fireworks.</p> <p>She advised the Griffin's Head Pub will open up their field for parking.</p> <p>The bonfire event will take place on Saturday 2<sup>nd</sup> November.</p>																																								
58/19	<p><b>CHRISTMAS DECORATIONS – UPDATE</b> No updates.</p>																																								
59/19	<p><b>PC STRIMMER – INSURANCE CLAIM UPDATE</b> The Clerk contacted the insurers to claim for the stolen strimmer and received an email confirming a payment of £811.00. Cllr Salmons to pursue a replacement strimmer. The PC to consider training.</p>	Cllr Salmons to pursue																																							
60/19	<p><b>CORRESPONDENCE RECEIVED</b> All correspondence had been circulated to the Parish Council prior to the meeting.</p>																																								
61/19	<p><b>PLANNING APPLICATIONS RECEIVED</b> 2019/0261TCA – 67 Main Street. Sycamore Tree – Prune back to the boundary over hanging branches. Horse chestnut tree to the rear of the property – prune over hanging branches. PC have no objections</p> <p>2019/0280TCA – 2 Main Street. Beech tree pruning works – lowering by 1/3. The PC queried whether this was to be reduced by a third as the plans advised crown lift. PC have no objections</p> <p>2019/0325 – 259 Moor Road. Demolition of outbuildings and replacement with single storey rear extension. PC have no objections</p> <p>2019/0391 – 107 Mansfield Road. Retain existing double garage with first floor, removing incomplete balcony. The PC do not support the application due to the impact of the roof height and size of the building.</p> <p>2019/04/15 – 6 Hall Mews. Erection of timber round topped picket fence within the rear garden of 6 Hall Mews, alongside the northern boundary only. The PC have no objections.</p>																																								
62/19	<p><b>PARISH COUNCIL ACCOUNTS</b> <u>a. Current Account balance</u> £57,754.15</p> <p><u>b. Payments &amp; Receipts</u> Payments:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>21/03/19</td> <td>E Gretton – reimburse for stationery (for audit)</td> <td>6.75</td> </tr> <tr> <td>01/04/19</td> <td>E Gretton – March wages &amp; home office exp</td> <td>£389.24</td> </tr> <tr> <td>04/04/19</td> <td>Dynamite – fireworks</td> <td>£500.00</td> </tr> <tr> <td>04/04/19</td> <td>Malfords – playing field cut</td> <td>£48.00</td> </tr> <tr> <td>04/04/19</td> <td>Proweb – Unix hosting</td> <td>£80.00</td> </tr> <tr> <td>11/04/19</td> <td>Papplewick &amp; Linby Village Hall – hire</td> <td>£28.00</td> </tr> <tr> <td>24/04/19</td> <td>Via East Midlands – Tree Survey</td> <td>£162.00</td> </tr> <tr> <td>24/04/19</td> <td>BHIB Insurance – PC annual cover</td> <td>£1,790.60</td> </tr> <tr> <td>30/04/19</td> <td>Malfords – playing field cut x 2</td> <td>£96.00</td> </tr> <tr> <td>30/04/19</td> <td>Barrie Woodcock – Internal audit</td> <td>£106.95</td> </tr> <tr> <td>01/05/19</td> <td>E Gretton – Apr wages &amp; home office exp</td> <td>£407.96</td> </tr> <tr> <td></td> <td><b>TOTAL</b></td> <td><b>£3,615.50</b></td> </tr> </tbody> </table>	Date	Details	Amount	21/03/19	E Gretton – reimburse for stationery (for audit)	6.75	01/04/19	E Gretton – March wages & home office exp	£389.24	04/04/19	Dynamite – fireworks	£500.00	04/04/19	Malfords – playing field cut	£48.00	04/04/19	Proweb – Unix hosting	£80.00	11/04/19	Papplewick & Linby Village Hall – hire	£28.00	24/04/19	Via East Midlands – Tree Survey	£162.00	24/04/19	BHIB Insurance – PC annual cover	£1,790.60	30/04/19	Malfords – playing field cut x 2	£96.00	30/04/19	Barrie Woodcock – Internal audit	£106.95	01/05/19	E Gretton – Apr wages & home office exp	£407.96		<b>TOTAL</b>	<b>£3,615.50</b>	
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63/19	<p><b><u>PLAYING FIELD</u></b></p> <p>a) <u>General – vandalism &amp; litter</u> Cllr Hesketh advised Dave Southgate will continue to litter pick.</p> <p>b) <u>Inspection duty book handover and report</u> Cllr Guyler advised she has not recorded the inspection as she doesn’t have the inspection duty book. Cllr Walker advised he has the book. Cllr Walker to hand book to Cllr Roberts.</p> <p>c) <u>Inspection report and risk assessments</u> Cllr Penlington advised he will measure for the bin insert and order replacements.</p> <p>d) <u>Playing field working party update</u> None</p> <p>e) <u>Tree Survey Update</u> Cllr Walker reported the tree survey has been carried out and the works suggested are not major. Due to the bird nesting season, the first available time to carry out the works will be September. He suggested contacting Jonathan Rhodes who previously carried out the works to the trees. The PC agreed. He advised he has checked the TPO Information sent by GBC and none require permission.</p> <p>Cllr Roberts reported the tree surveyor had also pointed out the ivy on some of the trees in the seating area and advised band cutting to kill the ivy. Cllr Walker agreed to discuss with Jonathan Rhodes.</p> <p>f) <u>Skate park noise</u> Cllr Walker advised this will be considered as part of the NP Action Plan.</p>	<p>Cllr Penlington to measure for bin inserts</p> <p>Cllr Walker to contact Jonathan Rhodes</p>												

	<p><u>g) CCTV – Data Retention Policy from Village Hall &amp; Data Sharing Agreement Update</u> Cllr Hesketh advised it is a Data Processing Agreement that is needed as the Village Hall is processing the PC's data. She advised she will produce a draft and circulate to the PC.</p> <p><u>h) CCTV Notices update</u> The PC advised the notices are not on the entrances. Cllr Penlington to pursue.</p> <p><u>i) New CCTV equipment for Playing Field Update</u> Cllr Penlington advised he had received an email from the Police Technology Surveillance Unit regarding upgrading the cameras on the playing field. Cllr Penlington advised the recorder in the Village Hall will need to be updated for better resolution and image quality. He advised Kathryn Holmes has a contractor who works on the VH system and suggests approaching them for advice.</p>	<p>Cllr Hesketh to produce a Data Processing Agreement</p> <p>Cllr Penlington to pursue</p> <p>Cllr Penlington to pursue</p>
64/19	<p><b>HIGHWAYS MATTERS</b></p> <p><u>a) Lengthsman Scheme</u> Cllr Hesketh advised the PC have been allocated 80 hours from 1<sup>st</sup> May. She advised she will contact Emma at Ravenshead PC regarding last years unused hours to be carried forward.</p> <p>Cllr Penlington to meet with the Lengthsman to discuss the fence on Church Lane.</p> <p>Cllr Walker reported the gate onto the Meadows Path has dropped and also the antique footpath sign needs to be lifted in view. Cllr Hesketh to contact the Lengthsman.</p> <p>Cllr Walker advised spraying the weeds in the laybys and along the kerbs within the next week, and again in 3 to 4 weeks time, ahead of the BKVC judging.</p> <p>Mrs Kerr commented on the mess left on Moor Road when the trees were felled and asked if it can be swept.</p> <p><u>b) Proposed Roundabout Papplewick Lane / Moor Road junction</u> Cllr Walker advised Papplewick Lane will be closed the 3<sup>rd</sup> week in June to relay the surface. It has been confirmed that the roundabout will also be installed during this time.</p> <p><u>c) Fly tipping update</u> Cllr Roberts advised she had reported fly tipping on Forest Lane which had been removed. She advised GBC had acted quickly to remove the rubbish. Cllr Salmons advised of fly tipping on Blidworth Waye, which again has been cleared up quickly by GBC, and also fly tipping under the Railway Bridge, however they have not removed the rubbish on the other side of the fence, due to being on private land.</p>	<p>Cllr Hesketh to pursue</p> <p>Cllr Penlington to pursue</p> <p>Cllr Hesketh to contact the Lengthsman re: requests</p>
65/19	<p><b>REPRESENTATIVE REPORTS</b></p> <p>a) Village Hall: Cllr Penlington gave a brief overview of the recent Village Hall meeting, including election of officials. It had been agreed that Bob Brothwell would remain as Chair, however the sad news of Bob's passing means there is now a vacancy. There are also vacancies for a Treasurer and Secretary. Cllr Penlington advised including the vacancies in the newsletter. He advised the VH are carrying on with regular improvements and will soon be reducing the size of the gents and building cupboard storage to make better use of the space. The electrics have also been tested, with some work carried out. He advised bookings are down and financially they are breaking even.</p>	<p>Cllr Walker to include VH vacancies in newsletter</p>

	<p>The VH made a loss last year, due to reinvestments and using reserves. He advised children's parties were OK, but weddings were down.</p> <p>b) Moor Pond Wood: Cllr Walker advised they are waiting for the outcome of the LIS grant to upgrade the paths. He advised they were constructing an HLF Grant for Archaeology and Habitat works for the future.</p>	
66/19	<p><b>COUNCILLOR REPORTS</b></p> <p><u>66.1 Papplewick Village Fayre Donation</u> The PC agreed to donate £250.00 towards the Papplewick Village Fayre event. The Clerk to arrange payment. Cllr Salmons advised the event will take place on 31<sup>st</sup> August. She advised the funds pay for the attractions and insurance, and any surplus amounts are donated to Charity.</p> <p><u>66.2 Strimming on Hall Lane</u> Cllr Salmons advised she will strim along Hall Lane before the BKVC judging.</p> <p><u>66.3 Noticeboards</u> Cllr Roberts advised all Councillors to keep the noticeboards up to date and remove any old agendas etc. Also advised cleaning the noticeboards. The Clerk to forward list of newly elected Councillors to the PC to include in the noticeboards. Clerk to send updated police contacts to be included in the noticeboards.</p> <p><u>66.4 Papplewick Village Fayre</u> Cllr Guyler requested volunteers to help out for an hour or two at the Papplewick Village Fayre event.</p> <p><u>66.5 Bin on corner of Linby Lane and in the lay by on Moor Road</u> Cllr Hesketh advised the bins haven't been emptied at the above locations. The Clerk to contact GBC.</p> <p><u>65.6 Defibrillator Service</u> Mrs Kerr asked if the defibrillator at the Village Hall has been serviced. The Clerk to contact EMAS.</p> <p><u>66.7 Defibrillator at Pumping Station</u> Cllr Walker advised the defibrillator has been installed at the Pumping Station.</p> <p><u>66.8 War Memorial Plaque and QEII Playing Field Plaque</u> Cllr Roberts asked the Clerk to contact Howard Marshall re: ordering a perspex front for the war memorial plaque, and to take the plaque off the QEII Playing Field plaque for cleaning.</p> <p><u>66.9 Linby Lane/Forest Lane Sign</u> Cllr Walker advised the old Forest Lane sign has now been removed. He advised installing a Linby Lane sign at the cross roads, as the current sign is on the opposite wall and not visible to traffic approaching the cross roads. Clerk to pursue.</p>	<p>Clerk to arrange payment</p> <p>Cllr Salmons to strim Hall Lane</p> <p>Cllr's to tidy noticeboards. Clerk to forward Cllr's list and police info</p> <p>Cllr's to advise on availability</p> <p>Clerk to contact GBC</p> <p>Clerk to contact EMAS re: defibrillator</p> <p>Clerk to contact Howard Marshall re: plaques</p> <p>Clerk to contact GBC re: Linby Lane sign</p>
67/19	<p><b>DATE OF NEXT FULL COUNCIL MEETING</b> Wednesday 10<sup>th</sup> July 2019</p>	

The meeting ended at 21:40

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

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