

PAPPLEWICK PARISH COUNCIL

Minutes of the meeting held remotely (via Zoom) on
Wednesday 13th January 2021 commencing at 7:15pm

Present: Cllr S Roberts (Chair), Cllr Carolyn Hesketh (Vice-Chair), Cllr Stephen Walker, Cllr H Guylar, Cllr Ross Pettitt, Cllr N Penlington and the Clerk.

Parishioners/Visitors: Mr Sam Briggs (Vitty), Cllr M Smith (GBC) and 2 parishioners

<u>Minute No</u>		<u>Action</u>
1/21	WELCOME AND INTRODUCTIONS Cllr Roberts welcomed everyone to the meeting.	
2/21	APOLOGIES Cllr Chris Barnfather (NCC, GBC)	
3/21	DECLARATIONS OF INTEREST Cllr S Roberts - Papplewick & Linby Cricket Club Cllr H Guylar - Papplewick & Linby Village Hall Cllr R Pettitt - The Griffin's Head Pub	
4/21	APPROVAL OF MINUTES The minutes of the November meeting were accepted as a true record. Proposed by Cllr Roberts seconded by Cllr Hesketh and signed by Cllr Walker.	
5/21	MATTERS ARISING <u>i) Thank you to GBC Councillors</u> Cllr Roberts thanked Cllr's Smith, Barnfather and Murray for their kind donation of £600.00 towards security equipment for the playing field. <u>ii) 20mph speed limit in villages</u> Cllr Smith reported back to advise the two villages that are trialling the speed reduction do not currently have enough substantial analysis (due to Covid-19) so there are no plans to roll this out to other villages at present.	
6/21	SAM BRIGGS AT VITTY TO UPDATE ON THE NEW PC WEBSITE Mr Briggs advised he is in the process of testing the accessibility, moving content from the existing site onto the new site and fixing any development bugs. He shared his screen with the PC and navigated through the pages. He advised the next stage is to tidy up the content and ensure it's all up to date as some is out of date. Cllr Hesketh commented she will be available to assist. Cllr Walker advised he has started to chase some of the community groups for updated information. He advised the next stage is to create a beta site which will be available parallel to the existing site. The plan would then be that between March and May the PC will transition over to the new site. Mr Briggs advised he will set up log-ins for all Councillors. Mr Briggs agreed to set up a training session on how to edit the pages, for the PC. He advised that when an article is added to the website it can automatically upload to the Papplewick Facebook page. Cllr Walker advised the Facebook page is a Papplewick Community page and separate from the Parish Council. The PC discussed this and concluded that if an article wasn't relevant that it could quickly be removed from the Facebook page. Cllr Hesketh advised it would be beneficial to have the agenda's on the Facebook page. Cllr Roberts commented she was very impressed with Mr Briggs and thanked him for his work on the website so far. Mr Briggs advised he will continue to liaise with Cllr Walker.	S Briggs to set up training session for PC
7/21	COUNCILLOR VACANCY Cllr Roberts advised there has been no interest in the vacancy. Cllr Hesketh advised she will include a post on the Facebook page.	Cllr Hesketh to advertise vacancy on Facebook page

Initials Chairman

8/21	<p>OPEN FORUM</p> <p><u>i) Parking on Main Street pavement</u> Mrs Kerr advised that cars are still parked on the pavement on Main Street, including walkers, visitors and residents and asked whether it can be included in the next newsletter. Cllr Walker commented that he has been made aware of a resident who regularly parks on the pavement and advised that in the first instance the Parish Council should write a letter. He advised he will forward the address to the Clerk.</p> <p><u>ii) Cigarette ends, Black Smith Court</u> Mrs Kerr advised of the large amount of cigarette ends that are being left near Black Smith Court, on the corner of Main Street/Linby Lane. The PC advised they were not aware of it and will investigate.</p> <p><u>iii) Tactile pavement on Main Street</u> Mrs Kerr raised concerns about the tactile pavement that has been installed on Main Street and advised pedestrians are unable to see vehicles coming around the corner from Linby Lane onto Main Street. Cllr Walker advised he has spoken to the workmen and they were working out the best place for crossing as the visibility conditions are different on either side of the crossing. Cllr Roberts advised the non-skid surfacing will be installed next week.</p>	<p>Cllr Walker to send address details to the Clerk, and Clerk to send letter.</p> <p>Cllr Hesketh to pursue</p>
9/21	<p>ANTISOCIAL BEHAVIOUR IN THE PARISH Cllr Hesketh reported that she occasionally sees lights from bikes on the playing field late at night. No further reports.</p>	
10/21	<p>PC RISK ASSESSMENTS/POLICIES</p> <p><u>i) Advertising / fly posting</u> Cllr Penlington raised concerns regarding the advert which was displayed on the hedge opposite the Moor Road junction before Christmas. He advised this was a commercial advert and was a distraction to motorists. He recommended the PC have a policy in place to deal with this. He advised that as banners/adverts are erected, they should be reported to Gedling Borough Council or Highways. The PC agreed to produce a policy.</p> <p><u>ii) PC events & supported activities i.e. Bonfire event</u> The PC confirmed the Bonfire risk assessment is up to date and advised the policy covers any events that the PC manage. Cllr Hesketh advised the policy also covers the Christmas tree and decorations. She advised the PC review the policy again and adopt at the next meeting.</p> <p><u>iii) Homeworking Risk Assessment</u> The Clerk forwarded examples of risk assessments to Cllr Penlington prior to the meeting and he agreed to review them. He advised some items that haven't been considered are travelling for parish council business, eye test checks, display screens etc. He suggested the PC also need to consider PPE provision for Councillors working on the playing field, delivering newsletters, litter picking etc. Cllr Hesketh advised in the first instance to put a list together of the PPE that Cllr's require and if anyone needs anything on the list it can then be arranged.</p>	<p>PC to produce a policy on advertising & fly posting</p> <p>PC to review the Events policy and adopt at the March meeting</p> <p>Cllr Penlington to review and update home working risk assessments and PC PPE provision</p> <p>PC to put list of PPE required and circulate to all</p>
11/21	<p>PAPPLEWICK ENVIRONMENT & COMMUNITY FUND Cllr Walker advised he has attempted to contact the Nottinghamshire Community Foundation again but not received a reply and advised they may be furloughed. He will continue to pursue.</p> <p>Cllr Penlington reported he has spoken to Suzanne Marshall who has asked that any future correspondence be sent to her and she will relay to the family. Suzanne has agreed that a bench on Stanker Hill is a good idea and she will look into it further.</p>	<p>Cllr Walker to pursue</p> <p>S Marshall to pursue</p>
12/21	<p>BUS SHELTER ON A60 No Updates</p>	<p>Cllr Roberts to pursue</p>

Initials Chairman

13/21	IMPROVEMENTS WORKS TO CROSS-ROADS Discussed in agenda item 8/21 iii)																																					
14/21	PRECEPT RECOMMENDATION - PC TO AGREE Cllr Hesketh circulated the updated budget sheet and precept recommendation prior to the meeting. The recommended precept for 2021/2022 is £12,529.00, a 0.44% increase on last years' precept. The PC resolved to accept the precept recommendation. Clerk to forward details to GBC.	Clerk to forward precept to Sue Healey at GBC																																				
15/21	CORRESPONDENCE RECEIVED <i>All correspondence had been circulated to the Parish Council prior to the meeting.</i>																																					
16/21	PLANNING APPLICATIONS RECEIVED <u>2020/1243 Vincent Lodge, Forest Lane</u> Proposal: Single storey extension and attached garage. PC have no objections. <u>2020/1245 20 Main Street</u> Proposal: Construction of a two storey rear extension with new first floor windows to the side elevation. PC have no objections. <u>2020/1293 39 Linby Lane, Papplewick</u> Proposal: Construct single storey and double storey rear extension. PC have no objections. <u>Other Planning Matters</u> Cllr Walker reported there are a number of trees in Moor Pond Wood which require urgent attention. The works will be carried out by contractors on behalf of Nottinghamshire County Council. He reported there are approximately 80 trees that are affected, 2 require urgent attention and 10 need work within the next year. All the trees are along the roadside. Cllr Walker also reported signs of ash dieback and commented that the mature Ashes are losing their crowns. This is a concern for MPW Group and NCC as 70% of the trees in Moor Pond Wood are Ash and there is a risk of losing a sizeable proportion.																																					
17/21	PARISH COUNCIL ACCOUNTS <u>a. Current Account balance</u> £57,075.56 <u>b. Payments & Receipts</u> Payments: <table border="1"> <thead> <tr> <th>Date</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>16/11/2020</td> <td>Cllr C Hesketh - Reimburse for Christmas trees & lights</td> <td>£182.78</td> </tr> <tr> <td>24/11/2020</td> <td>Reuben Shaw & Sons Ltd - Christmas tree</td> <td>£420.00</td> </tr> <tr> <td>24/11/2020</td> <td>Joe Walker Haulage - Christmas tree delivery</td> <td>£60.00</td> </tr> <tr> <td>01/12/2020</td> <td>E Gretton - Nov wages & home office expenses</td> <td>£426.68</td> </tr> <tr> <td>01/12/2020</td> <td>ICO Registration Fee</td> <td>£35.00</td> </tr> <tr> <td>21/12/2020</td> <td>Glasdon - 2 X Countryside Seat for Playing Field</td> <td>£1,360.53</td> </tr> <tr> <td>01/01/2021</td> <td>E Gretton - Dec wages and home office expenses</td> <td>£426.68</td> </tr> <tr> <td>07/01/2021</td> <td>Proweb - SQL Hosting - annual</td> <td>£60.00</td> </tr> <tr> <td>12/01/2021</td> <td>A Sharpe (Lengthsman) - Reimburse for items for park</td> <td>£52.45</td> </tr> <tr> <td>12/01/2021</td> <td>Cllr S Roberts - Reimburse for Zoom subscription (Nov)</td> <td>£14.39</td> </tr> <tr> <td></td> <td style="text-align: right;">TOTAL</td> <td>£3,038.51</td> </tr> </tbody> </table>	Date	Details	Amount	16/11/2020	Cllr C Hesketh - Reimburse for Christmas trees & lights	£182.78	24/11/2020	Reuben Shaw & Sons Ltd - Christmas tree	£420.00	24/11/2020	Joe Walker Haulage - Christmas tree delivery	£60.00	01/12/2020	E Gretton - Nov wages & home office expenses	£426.68	01/12/2020	ICO Registration Fee	£35.00	21/12/2020	Glasdon - 2 X Countryside Seat for Playing Field	£1,360.53	01/01/2021	E Gretton - Dec wages and home office expenses	£426.68	07/01/2021	Proweb - SQL Hosting - annual	£60.00	12/01/2021	A Sharpe (Lengthsman) - Reimburse for items for park	£52.45	12/01/2021	Cllr S Roberts - Reimburse for Zoom subscription (Nov)	£14.39		TOTAL	£3,038.51	
Date	Details	Amount																																				
16/11/2020	Cllr C Hesketh - Reimburse for Christmas trees & lights	£182.78																																				
24/11/2020	Reuben Shaw & Sons Ltd - Christmas tree	£420.00																																				
24/11/2020	Joe Walker Haulage - Christmas tree delivery	£60.00																																				
01/12/2020	E Gretton - Nov wages & home office expenses	£426.68																																				
01/12/2020	ICO Registration Fee	£35.00																																				
21/12/2020	Glasdon - 2 X Countryside Seat for Playing Field	£1,360.53																																				
01/01/2021	E Gretton - Dec wages and home office expenses	£426.68																																				
07/01/2021	Proweb - SQL Hosting - annual	£60.00																																				
12/01/2021	A Sharpe (Lengthsman) - Reimburse for items for park	£52.45																																				
12/01/2021	Cllr S Roberts - Reimburse for Zoom subscription (Nov)	£14.39																																				
	TOTAL	£3,038.51																																				

Initials Chairman

	<p>Receipts:</p> <table border="1"> <thead> <tr> <th data-bbox="209 159 373 192">Date</th> <th data-bbox="373 159 1114 192">Details</th> <th data-bbox="1114 159 1257 192">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="209 192 373 253">24/11/2020</td> <td data-bbox="373 192 1114 253">Barracks Farm - Papplewick Environ. & Comm. Fund payment</td> <td data-bbox="1114 192 1257 253">£2,207.63</td> </tr> <tr> <td data-bbox="209 253 373 313">12/01/2021</td> <td data-bbox="373 253 1114 313">GBC - Donation from Borough Cllr's towards security on playing field</td> <td data-bbox="1114 253 1257 313">£600.00</td> </tr> <tr> <td colspan="2" data-bbox="373 313 1114 347" style="text-align: right;">TOTAL</td> <td data-bbox="1114 313 1257 347">£2,807.63</td> </tr> </tbody> </table>	Date	Details	Amount	24/11/2020	Barracks Farm - Papplewick Environ. & Comm. Fund payment	£2,207.63	12/01/2021	GBC - Donation from Borough Cllr's towards security on playing field	£600.00	TOTAL		£2,807.63	
Date	Details	Amount												
24/11/2020	Barracks Farm - Papplewick Environ. & Comm. Fund payment	£2,207.63												
12/01/2021	GBC - Donation from Borough Cllr's towards security on playing field	£600.00												
TOTAL		£2,807.63												
18/21	<p><u>PLAYING FIELD</u></p> <p>a) <u>General – vandalism & litter</u> The PC reported the Lengthman is emptying the bins and continues to disinfect the play equipment 3 times a week. Cllr Hesketh advised up until lockdown the bins were OK and only a few occasions where she has had to sweep up broken glass.</p> <p>b) <u>Inspection duty book handover and report</u> The PC commented it is important they continue the visual inspections of the playing field. Cllr Walker advised this will be something that can be completed electronically through the new website when it is live. Cllr Hesketh advised she will look at the policy on how often the PC should be inspecting the playing field and report back to the PC. The PC agreed the following inspection rota.</p> <p>Jan - Mar - SW Mar - May - NP May - Jul SR Jul - Sept - CH Sept - Nov - RP Dec - Jan - HG</p> <p>Each Councillor should record the date of inspection and details should be forwarded to the Clerk to record.</p> <p>c) <u>Inspection report and risk assessments</u> As above</p> <p>d) <u>Playing field working party update</u> No updates due to Covid-19 and lockdown.</p> <p>e) <u>Dogs on playing field - update on signage</u> Cllr Guyler to pursue the signs. See agenda item below.</p> <p>f) <u>Dog Fouling Order Update</u> Cllr Smith confirmed the new public space order for dog fouling includes all public land in Gedling Borough. GBC have new signs, however, Cllr Walker commented that the PC should also include this on the PC signs since the playing field is the PC's responsibility. Cllr Guyler to pursue.</p> <p>g) <u>Skate park noise update</u> Cllr Hesketh forwarded a document which provides some options for reducing the noise on the skate park. These include repairing the split sections, fixing the equipment in the correct position, silicone between the edge and the concrete and filling inside the cavity with sound deadening material - this will require lifting each ramp. The PC discussed this in detail and agreed a contractor should undertake the whole task. The PC to produce a specification and obtain 3 quotes.</p> <p>h) <u>Container /CCTV</u> Cllr Roberts reported she hasn't had a response from GBC regarding planning permission for the container. She advised she will try again and if still no response, will forward the details to the Clerk to pursue. Once the planning permission information is received, the PC can look at costing the project.</p>	<p>Cllr Hesketh to look at policy</p> <p>All Cllr's to complete inspection report and forward to Clerk to record</p> <p>Cllr Guyler to pursue</p> <p>PC to produce specification and send out to 3 contractors</p> <p>Cllr Roberts to pursue</p>												

	<p>The Clerk advised she has contacted Inspector Pearson regarding the CCTV and Police Signs but unfortunately he is extremely busy with Covid-19 issues and day to day duties. The Clerk advised she will continue to chase him. Cllr Smith commented that they have CCTV in Ravenshead and advised contacting the Clerk, Emma for details of the cameras.</p> <p><u>i) Defibrillator Signage</u> Cllr Roberts advised new signs are required showing the location of the Defibrillator at both the Village Hall and the Cricket Ground. Cllr Guylar agreed to pursue this. Cllr Hesketh advised displaying posters in the noticeboards. Cllr Pettitt agreed to display posters in the Griffin's Head Pub.</p> <p><u>j) Tree Survey</u> Cllr Walker to pursue.</p> <p><u>k) Green Flag Award</u> Cllr Roberts to pursue.</p> <p><u>l) Installation of 2 x benches on playing field</u> The Clerk reported that Malfords will install the benches next week, weather permitting. Cllr Walker agreed to meet them onsite.</p>	<p>Clerk to chase Inspector Pearson and contact Ravenshead PC for information on CCTV.</p> <p>Cllr Guylar to look at signage & Cllr Roberts to create poster for noticeboards.</p> <p>Cllr Walker to pursue.</p> <p>Cllr Roberts to pursue.</p> <p>Cllr Walker to meet Malfords.</p>
19/21	<p>HIGHWAYS MATTERS</p> <p><u>a) Lengthsman Scheme</u> Cllr Hesketh advised the lengthsman continues to empty the bins and disinfect the equipment on the playing field three times a week and will ask that he continues this until the end of April. Cllr Smith advised Papplewick PC have 27.5 hours remaining and expects the scheme will continue in May. Cllr Hesketh commented the PC should only request urgent jobs, as any additional hours will need to be paid for.</p> <p><u>b) Proposed Roundabout Papplewick Lane/Moor Road junction</u> No updates.</p> <p><u>c) Fly tipping</u> None.</p> <p><u>d) Blidworth Waye Flood Prevention Works update</u> The Parish Council reported the works have been a success and there has been no evidence of standing water.</p> <p><u>e) Forest Lane Flooding - update on grips</u> Cllr Roberts advised the photographs have been forwarded to Via and she will continue to monitor it.</p> <p><u>f) Other Matters</u></p> <p><u>i) Linby Lane Layby Flooding</u> Cllr Walker advised of regular flooding at the layby on Linby Lane. The Clerk to contact Via.</p> <p><u>ii) Road crossing, Linby Lane, layby/Moor Pond Wood entrance</u> Cllr Walker reported he had been contacted by a parishioner regarding the difficulty in crossing the road on Linby Lane to the layby at the entrance to Moor Pond Wood. Cllr Walker commented the dropped kerb doesn't line up to the layby. He advised a crossing point should be installed here and asked the Clerk to pursue with Via. He advised the area is within Linby Parish.</p>	<p>Cllr Hesketh to pursue</p> <p>Cllr Roberts to monitor.</p> <p>Clerk to contact Via.</p> <p>Clerk to contact Via.</p>
20/21	<p>REPRESENTATIVE REPORTS</p> <p>a) Village Hall: Cllr Guylar reported Kathryn and Paul have now left the Village Hall and handed over to Sarah who previously worked there as a Caretaker. The preschool remains open.</p>	

	<p>b) Moor Pond Wood: Cllr Walker advised they have been fortunate with the amount of work they were able to carry out up to Christmas with regular help from volunteers. The footfall has increased due to lockdown. The habitat pond has been reinstated and cleared of woodland.</p>	
21/21	<p><i>COUNCILLOR REPORTS</i> <u>a) Microsoft 365 Training</u> Cllr Penlington advised he attended the zoom meeting, and though it was interesting it wasn't relevant to Papplewick PC.</p> <p><u>b) Overflowing Bin, Main Street</u> Cllr Roberts advised a parishioner has contacted her regarding the overflowing bin near Papplewick Lodge. The Parish Council discussed the matter and agreed to include a sign on the bench asking that if the bins are full, people should take their rubbish away with them. The PC to monitor the situation.</p> <p><u>c) CCG Update on the vaccination</u> Mrs Kerr advised she attended a meeting with the CCG who reported that by the end of January they are on course in Nottinghamshire to have vaccinated all residents over 80 and hoping to give the second dose within 2 weeks. She advised they are now offering transport to people who are immobile or have difficult accessing the sites. The nearest vaccination centre is Ashfield Health Centre in Kirkby. There is also the Richard Herrod Centre in Carlton, Cripps at the University and a Centre in Gamston. They are also hoping to open up two more centres.</p>	PC to produce a sign for the bench.
22/21	<p><i>DATE OF NEXT FULL COUNCIL MEETING</i> Wednesday 10th March 2021 - this will follow the APA (Annual Parish Assembly) which commences at 7:15pm.</p> <p>Please note: The next meeting is likely to be held remotely via Zoom. This will be confirmed on the agenda.</p>	

The meeting ended at 21:01

Signed: _____ Chairman

Initials Chairman