

# PAPPLEWICK PARISH COUNCIL

## Minutes of the meeting held at Papplewick Village Hall, Linby Lane, Papplewick on Wednesday 10<sup>th</sup> May 2017

**Present:** Cllr Stephanie Roberts (Chairman), Cllr Carolyn Hesketh (Vice Chairman), Cllr Stephen Walker, Cllr Jules Salmons and the Clerk

**Parishioners:** 3 members of the public, Cllr C Barnfather

Cllr Roberts communicated the fire safety procedures to everyone.

Open Forum – None

### Council Meeting

Meeting commenced: 7:30pm

<u>Minute No</u>		<u>Action</u>
44/17	<b>APOLOGIES</b> Cllr Penlington, Cllr Powell, M Else (parishioner)	
45/17	<b>DECLARATIONS OF INTEREST</b> Cllr Roberts – Papplewick & Linby Cricket Club	
46/17	<b>APPROVAL OF MINUTES</b> 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.	
47/17	<b>COUNCILLOR VACANCIES</b> Cllr Roberts reported that Terry Savage had decided to stand down as Councillor. Cllr Roberts thanked Terry for his contribution to the Parish Council.  The PC confirmed they had not officially received any applications for the two Councillor Vacancies. Cllr Salmons to draft a notice for newsletter.	Clerk to send thank you letter to T Savage  Cllr Salmons to draft notice for newsletter
48/17	<b>DISCUSS STORAGE OF PC PRINTER &amp; FILING CABINET</b> The PC reported that Cllr Savage has the PC's printer & filing cabinet in his storage. The PC discussed meeting in the next 6 months to go through the cabinet and discussed arranging for any important documents to be scanned. The PC also discussed whether certain documentation could be stored at The Nottingham Archives. In the meantime, the Clerk to write to T Savage to ask if they can remain in his storage.	Clerk to write to T Savage  PC to meet and go through filing cabinet  S Walker to contact Nottingham Archives
49/17	<b>MATTERS ARISING NOT COVERED IN THE AGENDA</b> None	
50/17	<b>£150K AWARD TO IMPROVE TOURISM UPDATE</b> Cllr Roberts advised the Award closed 2 weeks after the January meeting.	

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51/17	<b>BARRACKS FARM WIND TURBINE CONTRIBUTION</b> Cllr Penlington had contacted the Chairman prior to the meeting to advise that Mr Marshall was keen to progress, and would arrange to meet with the PC in the next two weeks.	Cllr Penlington to arrange meeting
52/17	<b>CONSERVATION AREA APPRAISAL UPDATE</b> Mr Bradwell confirmed via email that he has now produced the draft conservation area appraisal and was currently going through this with Gedling Borough Council.	
53/17	<b>COUNCIL POLICIES UPDATE – OUTSTANDING POLICIES TO BE REVIEWED</b> No updates	Cllr Penlington to produce the Health & Safety Policy for the next meeting
54/17	<b>NEIGHBOURHOOD PLAN UPDATE</b> Cllr Walker reported that the final tranche of funding has been received. Any further costs will need to be funded by the Parish Council. The NP Working Party continue to meet monthly and during the last meeting two working parties had been set up; one to look at the urban/built area and the other Rural area/environmental issues. The next stage will be drafting the Policies for the NP with the assistance of the Planning Consultant. Cllr Walker also advised he had evaluated the responses from the questionnaires which gave a broad range of opinions. These are available to view on the website <a href="http://www.papplewick.org.uk">www.papplewick.org.uk</a> .	
55/17	<b>GEDLING LOCAL PLAN UPDATE</b> The PC reported that the Hearing Inspector had requested an extra hearing day to discuss housing land supply and Policy LPD 63. Cllr Roberts advised she would attend the hearing.	
56/17	<b>HYDROPOWER SCHEME UPDATE</b> No updates.	
57/17	<b>PLANTING PROJECT UPDATE</b> Cllr Hesketh reported that the cost for two planters under the Welcome to Papplewick signs would cost £309. The plants have been purchased at a total cost of £130. Residents had agreed to look after and water the plants in the barrels. Cllr Barnfather advised he may be able to make a donation of £300 and Cllr Hesketh advised this contribution could go towards 2 more planters.  Cllr Salmons advised she would like to relocate one of the barrels near Papplewick lodge to the verge near the bus stop on Blidworth Way. The resident of Papplewick Lodge has agreed to this. The PC agreed.  Cllr Salmons reported that she had spoken to 4 people who would be willing to sponsor a barrel at £20 - £25 per tub, and have a plaque on the barrel stating who had sponsored it. The PC agreed to include a plaque to acknowledge the support of the Papplewick & Linby Leisure Enterprise Group for their donation towards the barrels.	Clerk to write to Cllr Barnfather re: donation towards planters  Cllr Salmons to relocate barrel  Cllrs Salmons & Hesketh to look at plaques
58/17	<b>VILLAGE CLEAN UP</b> The PC agreed to hold a Clean Up event on Saturday 3 <sup>rd</sup> June. The clean up will focus on the Village. Cllr Walker to produce a poster for the notice boards and a notice in the newsletter.	Cllr Walker to include Clean Up event in Newsletter & produce poster for notice boards

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59/17	<b>BEST KEPT VILLAGE COMPETITION</b> Cllr Walker advised he would produce the maps, exclusions and points of interest for the BKVC. The PC agreed the boundaries to be the village rather than the parish, but to include Moor Pond Woods.	Cllr Walker to complete BKVC entry forms/maps etc																																																												
60/17	<b>VILLAGE SHOW 2018 UPDATE</b> No Updates.  Mr Hull advised liaising with the Village Ladies & PLLEG re: their events planned for next year.	Cllr Hesketh & Salmons to discuss events with Village Ladies & PLLEG																																																												
61/17	<b>RELOCATION OF WAR MEMORIAL UPDATE</b> Cllr Walker advised he had sent photographs of the memorial to the Monumental Mason who advised it would be feasible to move it, and gave a costing of around £600. Cllr Walker advised he would re-approach the house-holder, and begin a feasibility study.	Cllr Walker to contact the house-holder and begin feasibility study																																																												
62/17	<b>ERECTING SPEED REPEATERS SIGNS ON MOOR ROAD</b> The PC resolved not to erect speed repeater signs on Moor Road.																																																													
63/17	<b>CORRESPONDENCE RECEIVED</b> All relevant correspondence was circulated to the PC prior to the meeting.																																																													
64/17	<b>PARISH COUNCIL ACCOUNTS</b>  a) <u>Current account balance:</u>  £44,488.22  b) <u>Payments &amp; Receipts:</u>  bi) Payments: <table border="1"> <thead> <tr> <th>Date</th> <th>Amount £</th> <th>Payee</th> </tr> </thead> <tbody> <tr> <td>14/03/17</td> <td>£1,200.00</td> <td>A Northcote – Planning Cons</td> </tr> <tr> <td>21/03/17</td> <td>£2,375.00</td> <td>R Hollins – Traffic Cons.</td> </tr> <tr> <td>27/03/17</td> <td>£42.00</td> <td>Village Hall – NP Hall hire</td> </tr> <tr> <td>27/03/17</td> <td>£850.00</td> <td>R Hollins – Traffic Cons.</td> </tr> <tr> <td>30/03/17</td> <td>£105.52</td> <td>S Walker – Map licences for NP</td> </tr> <tr> <td>03/04/17</td> <td>£353.53</td> <td>E Gretton – March wages</td> </tr> <tr> <td>04/04/17</td> <td>£39.48</td> <td>Groundwork UK – Unused Grant</td> </tr> <tr> <td>11/04/17</td> <td>£28.00</td> <td>Village Hall – Hall hire</td> </tr> <tr> <td>13/04/17</td> <td>£60.00</td> <td>Proweb – Annual unix hosting</td> </tr> <tr> <td>25/04/17</td> <td>£870.00</td> <td>J A Rhodes – tree surgeon</td> </tr> <tr> <td>02/05/17</td> <td>£113.70</td> <td>B Woodcock – internal audit</td> </tr> <tr> <td>02/05/17</td> <td>£369.13</td> <td>E Gretton – Apr wages</td> </tr> <tr> <td>05/05/17</td> <td>£2,009.18</td> <td>AON – Insurance</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>£8,415.54</b></td> <td></td> </tr> </tbody> </table>  bii) Receipts: <table border="1"> <thead> <tr> <th>Date</th> <th>Amount £</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>10/03/17</td> <td>£5,200.00</td> <td>Groundwork UK – NP Grant</td> </tr> <tr> <td>22/03/17</td> <td>£250.00</td> <td>GBC – Donation towards bulbs</td> </tr> <tr> <td>18/04/17</td> <td>£10,318.00</td> <td>GBC – Precept &amp; Grant Aid</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>£15,768.00</b></td> <td></td> </tr> </tbody> </table>	Date	Amount £	Payee	14/03/17	£1,200.00	A Northcote – Planning Cons	21/03/17	£2,375.00	R Hollins – Traffic Cons.	27/03/17	£42.00	Village Hall – NP Hall hire	27/03/17	£850.00	R Hollins – Traffic Cons.	30/03/17	£105.52	S Walker – Map licences for NP	03/04/17	£353.53	E Gretton – March wages	04/04/17	£39.48	Groundwork UK – Unused Grant	11/04/17	£28.00	Village Hall – Hall hire	13/04/17	£60.00	Proweb – Annual unix hosting	25/04/17	£870.00	J A Rhodes – tree surgeon	02/05/17	£113.70	B Woodcock – internal audit	02/05/17	£369.13	E Gretton – Apr wages	05/05/17	£2,009.18	AON – Insurance	<b>TOTAL</b>	<b>£8,415.54</b>		Date	Amount £	Details	10/03/17	£5,200.00	Groundwork UK – NP Grant	22/03/17	£250.00	GBC – Donation towards bulbs	18/04/17	£10,318.00	GBC – Precept & Grant Aid	<b>TOTAL</b>	<b>£15,768.00</b>		
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	<p>c) <u>Cheques for approval</u></p> <table border="1" data-bbox="368 136 1153 203"> <thead> <tr> <th>Details</th> <th>Cheque no.</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>N P McCarthy – Play day drummer</td> <td>001095</td> <td>£175.00</td> </tr> </tbody> </table> <p>d) <u>Internal audit report</u> The Clerk confirmed the internal auditor, Barrie Woodcock had carried out the internal audit for Papplewick Parish Council for the year ended 31 March 2017. No issues were raised and no recommended actions to be taken.</p> <p>e) <u>Approval of Annual Governance Statement 2016/17</u> The Annual Governance Statement was presented to the Parish Council and signed by the Clerk and the Chairman, S Roberts</p> <p>f) <u>Approval of Accounting Statement 2016/17</u> The Accounting Statement was presented to the Parish Council and signed by the Clerk and the Chairman, S Roberts.</p> <p>g) <u>Approval of Bank reconciliation</u> The bank reconciliation was presented to the Parish Council and signed by the Clerk and the Chairman, S Roberts.</p> <p>h) <u>Notice for inspection of accounts</u> The Clerk advised the 'Notice of Commencement of period for the Exercise of Public Rights accounts for the year ended 31 March 2017' should be displayed on the website.</p> <p>i) <u>Discuss figures for earmarked reserves</u> The PC resolved the following would be included within the PC's earmarked reserves, and would be reviewed annually at the Finance Meeting:</p> <table border="1" data-bbox="368 1088 1153 1373"> <tbody> <tr> <td>Play Equipment – Replacement &amp; Maintenance</td> <td>£12,534.00</td> </tr> <tr> <td>Trees Maintenance – Tree works on PC owned land</td> <td>£2,000.00</td> </tr> <tr> <td>War Memorial Project - Relocation</td> <td>£3,000.00</td> </tr> <tr> <td>Dropped Kerb – Installation of dropped kerb on Moor Road</td> <td>£2,000.00</td> </tr> <tr> <td>Neighbourhood Plan – Funding required to complete the NP</td> <td>£4,000.00</td> </tr> <tr> <td><b>Total Earmarked Reserves</b></td> <td><b>£23,534.00</b></td> </tr> </tbody> </table> <p>j) <u>Additional signatory on the Yorkshire Bank account</u> Cllr Salmons agreed to being included as a PC signatory on the account.</p>	Details	Cheque no.	Amount	N P McCarthy – Play day drummer	001095	£175.00	Play Equipment – Replacement & Maintenance	£12,534.00	Trees Maintenance – Tree works on PC owned land	£2,000.00	War Memorial Project - Relocation	£3,000.00	Dropped Kerb – Installation of dropped kerb on Moor Road	£2,000.00	Neighbourhood Plan – Funding required to complete the NP	£4,000.00	<b>Total Earmarked Reserves</b>	<b>£23,534.00</b>	<p>Cllr Walker to display on website.</p> <p>Cllr Walker to display on website.</p> <p>Cllr Walker to display on website.</p> <p>Cllr Salmons to take form and I.D. to Yorkshire bank branch</p>
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65/17	<p><b>PLANNING</b></p> <p>a) <i>Applications received:</i> 2017/0318 Forest Lodge. Part demolition of existing building, part renovation &amp; rebuild to create family home with stand alone carport &amp; store.</p> <p>2017/0484 Emmawill House. Proposed rear &amp; extensions to existing dwelling.</p> <p>b) Tea-rooms update: Cllr Roberts reported that she had spoken to the Solicitor regarding advice on pursuing an agreement for the upkeep of Church Lane.</p>																			

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	<p>She advised looking at the deeds for Church Lane to ascertain who has right of access, both pedestrian as well as vehicular. She also advised it may also be necessary to look at Morton Farm's deeds to see if it includes any rights of access over Church Lane and whether this states for private or business use. The Solicitor advised the PC should have an agreement in place. Cllr Walker was concerned that if the current owners sold the property, it may be sold with access off Church Lane. The PC raised concerns about the hedge, and agreed to find out from the deeds whether the hedge belongs to the PC, and if it does, would discuss having an agreement in place to ensure that should the tea-rooms cease trading in the future, they would agree to reseal the hole in the hedge.</p>	<p>PC to look at Church Lane Deeds re: access and ownership of the hedge</p>
66/17	<p><b><i>PLAYING FIELD</i></b></p> <p>a) <u>General – vandalism &amp; litter</u> Nothing to report.</p> <p>b) <u>Inspection duty book handover and report</u> Handover from Cllr Walker to Cllr Roberts.</p> <p>c) <u>Inspection report and risk assessments</u> Nothing to report.</p> <p>d) <u>Playing field working party update</u> Cllr Walker advised the tree work has been carried out. There is now a pile of logs and wood chippings. Further discussion to be held with the PLLEG and go back to the Landscape Architect Julian Gladman. When the decision is made regarding the path from the playing field to the wood, the PC will contact Tarmac about their offer to do a corporate sponsorship and provide the workforce to do it.</p> <p>e) <u>Quotes for ground maintenance on playing field</u> The PC had received a quote from Ramscape for £895 for 18 cuts per annum. The PC are waiting for a quote from Malfords. The Clerk to contact Gedling BC for a contract and specification.</p>	<p>Playing field working party to discuss possibilities with the PLLEG &amp; Landscape Architect.</p> <p>Clerk to contact John Clayton at Gedling BC for contract &amp; specification</p>
67/17	<p><b><i>HIGHWAYS MATTERS</i></b></p> <p>a) <u>Lengthsman Scheme</u> It was reported that two of the requests had not been completed – re-wiring fence and strimming verges on Church Lane. Cllr Hesketh to chase. Cllr Hesketh advised jobs over the next two months include clearing weeds on Main Street and at the Moor Road lay by, clearing back the edges of the paths at MPW, strimming around seat at end of Forest Lane and the island on Blidworth Way. Cllr Salmons advised she had strimmed the island on Blidworth Way, and asked for this job to be replaced with clearing the pavement on from Ward Cottage to Hall Lane. Cllr Hesketh to update the Lengthsman. Mrs Kerr reported the state of the road signs. The PC advised the signs could be cleaned by volunteers during the Village Clean Up event.</p> <p>b) <u>Dropped Kerb Moor Road</u> The Clerk advised she had contacted David Gray at Gedling who confirmed the PC would need to apply for planning permission. Mr Gray advised that there may not be a fee if the dropped kerb is to be installed for disabled users. The Clerk emailed Mr Gray to confirm that the PC wish to install the dropped kerb for the benefit of all pedestrians including wheelchair users and those with limited mobility.</p>	<p>Cllr Hesketh to contact the Lengthsman</p> <p>Clerk to chase David Gray at Gedling BC</p>

	<p>c) <u>Dropped Kerb Blidworth Way</u> The Clerk reported that the request for a dropped kerb would be included for consideration in the next financial year.</p> <p>d) <u>Hall Lane fence</u> The PC reported the fence had been installed, and Mr Hull commented it was installed by Via. The PC advised the timber that had been purchased by Mr Savage for the fence could be used for the playing field. The Clerk to write to Mr Savage to request the invoice for the timber.</p> <p>The Parish Council discussed the following matters relating to Highways:</p> <ul style="list-style-type: none"> <li>- Cllr Salmons advised the bollards on Blidworth Waye are cracked and broken and need replacing. Cllr Salmons to forward photograph to the Clerk who will contact Highways. She also advised the reflective signs had fallen down.</li> <li>- Mrs Kerr asked if the County Council would carry out an assessment of Main Street since the pavements were in a bad state of repair. Cllr Barnfather advised this is an issue all over the County.</li> <li>- Mrs Kerr also reported on cars continuing to park on the pavement on Main Street and asked if this can be included within the newsletter.</li> <li>- Cllr Roberts asked Cllr Barnfather if any further work would be carried out to make Mansfield Road safer following the recent fatal accident there. Cllr Barnfather responded that as far as he was aware, no further work was to be carried out.</li> </ul>	<p>Clerk to write to Mr Savage to request invoice for timber</p> <p>Cllr Salmons to send photograph to the Clerk Clerk to contact Highways</p> <p>Clerk to contact Paula Johnson at NCC</p> <p>Cllr Walker to include parking on pavements in newsletter.</p>
68/17	<p><b>REPRESENTATIVE REPORTS</b></p> <p>a) Village Hall: Prior to the meeting, Cllr Penlington had forwarded a report to the Chairman which was reported to the Council.</p> <p>b) Julian Cahn: Cllr Roberts reported that the homes are in a very good state of repair and are all occupied. More work is planned including installing security lights in the porches.</p> <p>c) Moor Pond Wood: Cllr Walker reported that the work for HLF is now complete. They have identified the work they might carry out for the next phase. The bridge has now been completed.</p>	
69/17	<p><b>COUNCILLOR REPORTS</b></p> <p>Cllr Salmons advised she was looking to source graffiti remover.</p> <p>Cllr Walker reported the Papplewick sign on Papplewick Lane needs cleaning, and this may be done at the Clean Up event.</p> <p>Cllr Roberts advised of the planning application for the Caravan Storage at Five Acres and that the PC believed the application had been withdrawn, though a number of caravans were stored there. The Clerk has chased Gedling BC to find out if the planning application has been withdrawn. Cllr Barnfather advised speaking to Christine James, Enforcement Officer.</p>	<p>Clerk to contact Christine James</p>

70/17	<b>DATE OF NEXT FULL COUNCIL MEETING</b> Due to two Councillors being unavailable for the July meeting, the next meeting will be Wednesday 28 <sup>th</sup> June.	
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**The meeting ended at 9.45pm**

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

Initials Chairman .....