

# PAPPLEWICK PARISH COUNCIL

Minutes of the meeting held at Papplewick Village Hall, Linby Lane, Papplewick on Wednesday 9<sup>th</sup> May 2018

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

Cllr C Barnfather

**Parishioners/Visitors:** 3

Open Forum commenced at 19:30

1) A parishioner advised that a drone was flown into his garden by a neighbour. He also advised his neighbour is a Parish Councillor for Papplewick.

2) A parishioner advised the verges have been mowed but the cuttings have been left. She suggested turning the verge into a wildflower meadow which may deter people from pulling up on the verge. Cllr Penlington advised the wildflower meadows would not be maintenance free. Cllr Hesketh commented there could be an option to use the lawn mower and trailer at Linby, and could ask the Lengthsman to mow it more regularly.

3) A parishioner advised the PC look at any projects for the future LIS (Local Improvement Scheme) Grant. Cllr Barnfather advised that NCC look favourably on applications which offer match funding and community involvement.

## Council Meeting

<u>Minute No</u>		<u>Action</u>
44/18	<b>APOLOGIES</b> Cllrs: T Savage, C Powell (GBC)	
45/18	<b>DECLARATIONS OF INTEREST</b> Cllr Roberts – Papplewick & Linby Cricket Club Cllr Penlington – Papplewick & Linby Village Hall	
46/18	<b>APPROVAL OF MINUTES</b> The minutes of the previous meeting were accepted as a true record. Proposed by Cllr Roberts seconded by Cllr Walker and signed by the Chairman Cllr Roberts.	
47/18	<b>MATTERS ARISING NOT COVERED IN THE AGENDA</b>  <u>Gate keys</u>  Cllr Roberts advised the locksmith was unable to cut one of the gate keys. Malfords had the same problem when they tried. Cllr Penlington to chase Tim for spare keys. Cllr Walker advised he has a spare set and therefore Malfords can keep the set they have.  <u>Planning Database</u>  The Clerk advised she had created a new planning database spreadsheet, which she will forward to the Council prior to each meeting.	Cllr Penlington to locate spare keys

Initials Chairman .....

48/8	<p><b>BARRACKS FARM WIND TURBINE CONTRIBUTION</b></p> <p>Cllr Walker advised of the recent meeting held between members of the PC and the Marshall family. The proposal is that they will donate £2,000 per year out of takings from the turbine, over a 20 year period. This will be backdated. The preference is that it is a ring fenced fund for environment and community purposes, administered by the Parish Council. They agreed to set up a working party of members from the council, members of the Marshall family and possibility co-opting members of the community to make recommendations to the Parish Council regarding how the money could be spent. This would officially be agreed at a Parish Council meeting. It was discussed that the money should support environmental projects, however it was noted that the PC is not allowed to support any one individual, but can support groups with a scheme that benefits the whole or part of the community. Cllr Walker advised they would need to sort out a bidding process and timeline. He suggested agreeing a working party to meet in September 2018. Any proposals will be put to the Finance Meeting in October and will then require full approval at the Parish Council meeting in November. The PC agreed to include information regarding the scheme in the next newsletter and include a dedicated tab on the website.</p> <p>The Parish Council resolved to move forward with the above proposal.</p>	Cllr Walker to look at bidding process, include in newsletter and arrange a meeting for September.
49/18	<p><b>HEALTH &amp; SAFETY POLICY</b></p> <p>No updates.</p>	Cllr Penlington to update the Health & Safety Policy
50/18	<p><b>RISK ASSESSMENT FOR MALFORDS LTD (GRASS CUTTING)</b></p> <p>Cllr Penlington requested the Clerk contact Malfords for their risk assessment, and advised the PC need to know whether the lengthsman has a PA1. Cllr Barnfather agreed to contact the Lengthsman.</p>	<p>Clerk to contact Malfords re: risk assessment</p> <p>Cllr Barnfather to contact lengthsman re: PA1</p>
51/18	<p><b>NEIGHBOURHOOD PLAN UPDATE</b></p> <p>Cllr Walker advised the Plan had been submitted to GBC which went to consultation, they then appointed an external Examiner who examined the Plan and has now published his report. A copy has been circulated to the PC. He advised there are lots of recommendations, mostly which are supportive of what the PC need to do, some small technical details, changes to wording etc. Next steps are GBC have to make a decision whether to accept the Examiner's report and its recommendations. If they chose to except it, they can choose which recommendations to select and then the Plan is rewritten around that. He also advised the Examiner concluded the referendum area should not extend beyond the Parish of Papplewick. Once GBC have made their decision, the Parish Council may wish to discuss further or appeal the decision. The 5<sup>th</sup> July has been set aside for the referendum. If it passes the referendum, it will need to be adopted by the Borough Council.</p> <p>Cllr Barnfather advised he would speak to Alison Gibson and Joanna Gray at GBC re: arranging a meeting with Cllr Walker.</p>	Cllr Barnfather to arrange meeting between GBC and the Cllr Walker

52/18	<p><b>FOOTPATH EXTENSION, MOOR ROAD - UPDATE</b></p> <p>Cllr Walker advised of the recent meeting with members of the Hardstaff family regarding creating a footpath extension to link up the Parish pavement with the multi-user trail to provide a safer path. He advised they were broadly in favour of putting in a multi-user trail into one of their fields and would look into it further. He advised their preference would be for it to be nearest the golf course (down Moor Road on the right, far side of the field and not the roadside). The benefit to this is it would be next to the SSI pond, and would link the path from the housing estate to the Railway bridge. He advised there are discussions between the Landscape Developers and Ashfield Borough Council.</p> <p>The Parish Council resolved to move forward with the above and Cllr Walker agreed to look into funding.</p> <p>Cllr Walker reported that MPW Group has applied for Grants to link Papplewick Pumping Station to MPW, physically and virtually to develop a combined IT space with virtual tours and to convert the railway line. He advised GBC are working on their Heritage Strategy and part of that is to create a Gedling Heritage Trail and this proposal could be part of it. He advised they were invited to talk to Officers at GBC and he spoke to Groundwork who are doing the contracting to establish a scheme and look for funding.</p>	Cllr Walker to look at funding
53/18	<p><b>VILLAGE CLEAN UP – UPDATE ON EVENT</b></p> <p>Cllr Hesketh advised the event was a success with 15 volunteers. The PC agreed another clean up prior to the BKVC. Cllr Penlington advised they were short of bags and advised purchasing 10 more Hi-Vis jackets before the next clean up.</p> <p>Cllr Roberts commented on the rubbish dumped at the Severn Trent layby and at Devil's Elbow and Walter's Hill on Blidworth Way. The clerk to contact GBC. A parishioner suggested contacting GBC re: using their portable CCTV cameras. Cllr Barnfather advised contacting David Wakelin.</p> <p>Cllr Barnfather reported that he had met with Highways and GBC on site at Devil's Elbow lay-by to discuss closing the lay-by since there is little use for it and the area is a hot spot for fly tipping. The Parish Council advised they would be supportive of closing the lay-by.</p>	<p>PC to purchase 10 hi-vis jackets</p> <p>Clerk to contact GBC re fly tipping</p> <p>Clerk to contact David Wakelin re: portable CCTV</p>
54/18	<p><b>BEST KEPT VILLAGE COMPETITION UPDATE</b></p> <p>The Parish Council agreed to include the derelict farm buildings on Main Street. The Clerk to submit entry for BKVC.</p>	Clerk to submit BKVC entry
55/18	<p><b>PLANTING PROJECT UPDATE INCL. PURCHASING A PLANTER, BARREL &amp; FLOWERS</b></p> <p>Cllr Hesketh advised the Planter has been purchased and received, and the Barrel has been ordered.</p>	
56/18	<p><b>RELOCATION OF WAR MEMORIAL – UPDATE</b></p> <p>Cllr Walker confirmed the memorial will be relocated in Papplewick. Cllr Salmons advised she had been out to the site to measure and take photographs of the plaque. Cllr Walker advised he would look at the design, the costings and any grants available.</p>	Cllr Walker to look at the design, costings and apply for funding.
57/18	<p><b>ROYAL BRITISH LEGION</b></p> <p><u>Poppies</u></p> <p>The PC agreed to purchase additional poppies. Forest Lane still to be counted. Cllr Roberts agreed to count Mansfield road.</p>	PC to count and purchase lamp post poppies

	<p><b><u>Silent Soldier Figures</u></b>  The Clerk advised of an email from The Royal British Legion, stating the cost of a figure would be £100 (without sponsorship) and £250 (with sponsorship). A parishioner advised the larger, metal figures were £750.00. It was agreed that they would not be suitable for the playing field. Cllr McNish suggested placing one in the bricked up doorway of the Griffin's Head pub since this would be fairly vandal proof. Cllr Hesketh agreed to discuss with Mr Mayoh.</p>	Cllr Hesketh to pursue
58/18	<p><b>GDPR UPDATE</b></p> <p>The Clerk advised the next steps were to send out Consent emails to residents on the Contacts list, including those on the NP group list. She advised the Data Map is to be completed for approval at the next meeting. She asked that Councillors Salmons, McNish, Savage and Walker complete the Compliance Checklists asap.</p>	<p>Clerk to send out consent emails to residents.</p> <p>Clerk to complete Data Map and circulate to the PC.</p> <p>Cllr's to return the Security Compliance Checklist to Clerk</p>
59/18	<p><b>BONFIRE NIGHT EVENT UPDATE</b></p> <p>Cllr Penlington advised of the first Bonfire meeting and reported he was surprised at how much of the planning had already been done, such as prices for fireworks, organisational plans, people lined up for various tasks etc. He advised the key issue is to sort out the funding for the fireworks and the insurance. He advised the following:</p> <ul style="list-style-type: none"> <li>- fireworks to be set off on Marshall's land and not on the playing field</li> <li>- professional company dealing with the fireworks</li> <li>- catering stalls on the car park</li> <li>- making an extra gateway in the field</li> <li>- lighting over the gateways into the field, floodlights on car park</li> <li>- emergency access into Marshall's field</li> <li>- several ticket booths</li> <li>- Entry fees to be £3.00 and £2.00 to reduce change required</li> <li>- funding raised from food stands – hotdogs, peas etc</li> <li>- Village hall to put out a hire charge of £1.00 to both PC's (to cover their insurance)</li> <li>- marshalling (using experienced marshalls)</li> <li>- potentially two carparks (Griffin's Head a possibility)</li> <li>- both car park entrances lit</li> <li>- all plans and risk assessment already completed</li> </ul> <p>Cllr Penlington advised the Bonfire Group have no formal constitution and no bank account. Cllr Hesketh advised that there seemed to be an assumption that they would use the Parish Council's insurance for public liability, but that would only work if it was the PC's own event, which it is not. She also advised they may not be covered under PC insurance since the fireworks were no longer being let off on the playing field but on a privately owned field, plus a lot of the activity is on the Village Hall premises.</p> <p>It was agreed that decisions had been made without the backing of the Parish Council. Cllr Walker advised he was fully supportive of the PC being involved but that the PC would need to be involved with the organisation at this stage.</p>	Cllr Roberts to discuss all points with Mr Holmes

	<p>The PC advised the group needs to have a bank account and handle the money, so that they are answerable for it. They need a simple constitution, have a bank account, rules and regulations and that the joint venture needs to sort out their own insurance. Cllr Hesketh asked whether the profit was taxable, since the Parish Councils were not charities. She advised it all needs to be properly accounted for.</p> <p>The PC agreed that the new bonfire group need to consider all of these issues and that there needs to be a discussion between the Chair and the Chair of the group to ensure that the PC's questions are answered. It was advised that a lot has been organised prior to the first meeting. Cllr Hesketh advised that as an alternative, Papplewick PC could agree to rent out the field, so that the PC can walk away from it, but the event may still go ahead.</p> <p>The PC advised they have paid £500 towards the fireworks and informed it is a loan though they have not received anything in writing. The PC advised Paul Holmes had agreed the finances.</p> <p>It was agreed Cllr Roberts contact Mr Holmes ASAP to discuss the above.</p>																																				
60/18	<p><b>CORRESPONDENCE RECEIVED</b>  <i>The Clerk had circulated all correspondence to the PC prior to the meeting.</i></p>																																				
61/18	<p><b>PARISH COUNCIL ACCOUNTS</b></p> <p><u>a. Current Account balance</u></p> <p>£57,217.94</p> <p><u>b. Payments &amp; Receipts</u></p> <p>Payments:</p> <table border="1" data-bbox="355 1211 1165 1469"> <tr><td>01/04/18</td><td>E Gretton – March wages &amp; exp</td><td>£369.13</td></tr> <tr><td>11/04/18</td><td>GBC – Repair surface on play area</td><td>£675.00</td></tr> <tr><td>11/04/18</td><td>Malfords – grass cutting March</td><td>£48.00</td></tr> <tr><td>11/04/18</td><td>Proweb – Unix hosting May 18 – 19</td><td>£80.00</td></tr> <tr><td>11/04/18</td><td>Papplewick Village hall hire</td><td>£28.00</td></tr> <tr><td>26/04/18</td><td>Dynamite Fireworks – PPC donation</td><td>£500.00</td></tr> <tr><td>01/05/18</td><td>E Gretton – Apr wages &amp; exp</td><td>£379.36</td></tr> <tr><td></td><td><b>Total</b></td><td><b>£2,079.49</b></td></tr> </table> <p>Payments for authorisation:</p> <table border="1" data-bbox="355 1559 1155 1592"> <tr><td>Malfords – grass cutting x 2 Apr</td><td>£96.00</td></tr> </table> <p>Receipts:</p> <table border="1" data-bbox="355 1682 1165 1783"> <tr><td>27/03/18</td><td>GBC – Donation for dropped kerb</td><td>£150.00</td></tr> <tr><td>19/04/18</td><td>GBC – Precept &amp; Grant aid</td><td>£12,050.00</td></tr> <tr><td></td><td><b>Total</b></td><td><b>£12,200.00</b></td></tr> </table>	01/04/18	E Gretton – March wages & exp	£369.13	11/04/18	GBC – Repair surface on play area	£675.00	11/04/18	Malfords – grass cutting March	£48.00	11/04/18	Proweb – Unix hosting May 18 – 19	£80.00	11/04/18	Papplewick Village hall hire	£28.00	26/04/18	Dynamite Fireworks – PPC donation	£500.00	01/05/18	E Gretton – Apr wages & exp	£379.36		<b>Total</b>	<b>£2,079.49</b>	Malfords – grass cutting x 2 Apr	£96.00	27/03/18	GBC – Donation for dropped kerb	£150.00	19/04/18	GBC – Precept & Grant aid	£12,050.00		<b>Total</b>	<b>£12,200.00</b>	
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	<p><u>c) PC to agree the updated Ear Marked Reserves</u> The PC agreed the update to the Ear Marked Reserves, which totals £34,961.00 and includes reserves for Play Equipment, Trees maintenance, War memorial project, Dropped kerb on Moor Road, Neighbourhood Plan and Safer cycling in the parish.</p> <p><u>d) Internal Audit Update</u> The Clerk advised that the Internal Auditor, Barrie Woodcock, was unable to complete the internal audit prior to the meeting due to his busy workload. He advised the Clerk that the AGAR could still be signed without the internal auditor's report. The Clerk confirmed she would take the accounts to Mr Woodcock on 10<sup>th</sup> May.</p> <p><u>e) Approval of Annual Governance Statement 2017/18</u> The Annual Governance Statement was presented to the Parish Council and signed by the Clerk and the Chairman, S Roberts</p> <p><u>f) Approval of Accounting Statements 2017/18</u> The Accounting Statement was presented to the Parish Council and signed by the Clerk and the Chairman, S Roberts.</p>	<p>Clerk to take accounts to Internal Auditor</p> <p>Clerk to submit AGAR to PKF LittleJohn and forward documents to be uploaded to the website and placed in noticeboards</p>
62/18	<p><b>PLANNING APPLICATIONS RECEIVED</b> <i>The following Planning applications had been circulated to the PC prior to the meeting:</i></p> <p>2018/0284 Strawberry Cottage, Hall Lane – Single storey extension 2018/0387 Montague Lodge, Hall Lane – Single storey rear extension</p> <p>Cllr Roberts advised of the large gates installed at Papplewick Lodge. The Clerk advised she had contacted Christine James, Enforcement Officer at GBC who agreed to look into it.</p>	<p>Clerk to chase Christine James re: Papplewick Lodge</p>
63/18	<p><b>PLAYING FIELD</b></p> <p>a) <u>General – vandalism &amp; litter</u> None to report</p> <p>b) <u>Inspection duty book handover and report</u> Handed to Cllr Roberts (report with the Clerk)</p> <p>c) <u>Inspection report and risk assessments</u> Cllr Walker advised he had asked the Clerk to update the inspection report template to include the roundabout. Clerk to update and circulate to the PC.</p> <p>He advised that GBC had not mended the surface matting on the side of the roundabout or two corners on the hexagon. He advised it wasn't a trip hazard but should have been completed when they carried out the works. Clerk to contact GBC.</p> <p>Cllr Walker reported he had attended a Playground Inspection Training Course. He advised scanning the inspection reports and keeping them on file for a period of 20 years, in case of any future claims. He advised treating all the woodwork, which are showing signs of deterioration.</p> <p>d) <u>Playing field working party update</u> Cllr Walker advised nothing to report</p>	<p>Clerk to update inspection report and circulate to PC</p> <p>Clerk to contact GBC re: matting</p> <p>PC to keep records of inspection reports</p> <p>PC to arrange lengthman to treat woodwork, or arrange working weekend for PC</p>

	<p>Cllr Penlington advised the strimmer needs repairing. He also asked if the PC would purchase signs to be erected when people are strimming.</p> <p><u>e) Skate park noise – update</u> Nothing new to report</p> <p><u>f) Fields in Trust “Have a Field Day” Event</u> PC agreed not to pursue this year</p>	<p>PC to purchase ‘people working’ signs</p> <p>Cllr Penlington / Cllr Walker to pursue</p>
64/18	<p><b><u>HIGHWAYS MATTERS</u></b></p> <p>a) <u>Lengthsman Scheme</u> Cllr Hesketh advised of the great job on the flower beds. New jobs include mowing the verges down Moor Road, small trim to the edges on Church Lane, clearing weeds on Church Lane and Moor Road lay-by, clearing edges alongside pathway to Moor Pond Woods due to path getting narrower, strim under the seat at the end of Forest Lane, cleaning Parish Signs and weeding under signs.</p> <p>b) <u>Dropped Kerb Moor Road</u> The Clerk advised she had continued to chase Parkin Contractors for an update but without success.</p> <p>c) <u>Papplewick Lane, road surface update</u> Cllr Roberts advised the pot holes had been marked and filled.</p> <p>d) <u>Proposed Roundabout Papplewick Lane / Moor Road junction</u> The Clerk advised she had received an email from Chris Wood advising that a meeting was taking place this Friday with the Developers.</p>	<p>Cllr Hesketh to contact the Lengthsman with new jobs</p> <p>The Clerk to continue to chase Parkin Contractors for an update</p> <p>Clerk to pursue.</p>
	<p><u>Other Highways matters discussed</u> Cllr Walker advised that NCC had surveyed the trees on the roadside and Moor Pond Wood. Some trees within the wood that overhang the paths are also a liability. It’s a large task and the Green Team have looked into it and have now appointed a contractor to manage the whole project. Work will start in the summer. He advised the trees will be surveyed and won’t be cut if birds are nesting.</p> <p>Cllr Roberts advised of the concerns with lorries through the village, and advised of running the corner at Linby Lane/Moor Road. She advised she would speak to Adrian Smith at NCC and invite him to the next meeting in July to discuss a way forward, including moving the weight limit from the Griffins head pub down to the junction.</p>	<p>Cllr Roberts to contact Adrian Smith, NCC</p>
65/18	<p><b><u>REPRESENTATIVE REPORTS</u></b></p> <p>a) Village Hall: Cllr Penlington advised bookings OK, keeping on with general maintenance, fire doors to be replaced and work on the internal fire doors.</p> <p>b) Julian Cahn: Cllr Roberts advised nothing more heard from Nottingham Community Almshouses Association. She advised the bank account had been suspended due to running safe guarding rules and regulations. She advised the bank requested information on the trustees, to which the information was submitted to them. They then enquired how the funds were obtained when it was originally set up. Information has been sent to them, and received a response to say it’s now under review.</p> <p>c) Moor Pond Wood: Cllr Walker advised they are working on a 5</p>	

	<p>year plan and about to launch year 1 and have decided to concentrate on archaeology this year. He advised they already have funds, and will raise more funds for next year. He advised Friends of MPW are working with Ashfield Borough Council to create themed sculptures that are commissioned by local people, for the Papplewick Green Housing Estate.</p>	
66/18	<p><b><i>COUNCILLOR REPORTS</i></b></p> <p><u>Papplewick Village Fayre</u>  Cllr McNish gave an update on the Papplewick Village Fayre, which is run by herself, Cllr Hesketh and Cllr Salmons. The event is due to take place on 1<sup>st</sup> September, 1pm – 5pm at Papplewick Church. The group have set up a constitution and have a bank account. There will be a food court area, bar, children’s races, novelty dog show and live music throughout the afternoon. She advised they had recently met with a local police officer who oversees events and was sent lots of material, formalities and paperwork. She advised the arrangements are well underway and it will be a fun afternoon for all the family.</p> <p>Cllr Hesketh advised there are lots of costs to consider including toilets and insurance. They agreed that any profit made will go to local charities. This year it will go to Papplewick riding for the disabled, the local preschool group and Nottingham Hospitals Charities Renal Fund.</p> <p>The Parish Council agreed to donate £250.00 and Cllr Barnfather agreed to donate £250.00 from his County funding. Cllr Salmons thanked the Parish Council and Cllr Barnfather for their kind donations and support.</p> <p><u>New Bin for Hall Lane</u></p> <p>The PC agreed to purchase a new bin from GBC at a cost of £350.00, to be installed at Hall Lane. GBC had agreed they would empty the bin. Clerk to contact Terry Ball at GBC to confirm.</p>	<p>Clerk to make payment to the Papplewick Fayre Group, and email Cllr Barnfather</p> <p>Clerk to contact GBC re purchasing new bin for Hall Lane</p>
67/18	<p><b><i>DATE OF NEXT FULL COUNCIL MEETING</i></b>  Wednesday 11<sup>th</sup> July 2018</p>	

**The meeting ended at 22:10**

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

Initials Chairman .....