

# PAPPLEWICK PARISH COUNCIL

## **Minutes of the meeting held at Papplewick Village Hall, Linby Lane, Papplewick Wednesday 11<sup>th</sup> May 2016**

Present:

**Cllr Stephanie Roberts (Chairman)  
Cllr Carolyn Hesketh (Vice Chairman)  
Cllr Nigel Penlington  
Cllr Baz Mayoh  
Cllr Stephen Walker  
Cllr Terry Savage**

**Clerk: Liz Gretton**

**Absent: Richard Hull**

**Parishioners and visitors: Cllrs Colin Powell and Chris Barnfather and 8 members of the public**

**Open Forum commenced: 20:00**

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Amanda Sherwin of Morton's Farm brought to the attention of the Council that herself and her husband Michael were proposing to open tea rooms on their property and wanted to work with the Parish Council to create a facility that would benefit the local community. She raised the issue of parking and advised they would look at using their lawn for this. Access would be off Church Lane, the entrance to which having already been widened previously. Cllr Roberts advised a site meeting with Gedling BC to discuss access to the tea rooms. Cllr Penlington enquired whether the PC had established where the Parish Council boundaries are on Church Lane. It was advised the paperwork would be held with the Land Registry. Cllr Hesketh commented the information may be within the documents held by Cllr Savage. Cllr Savage to review the documents and report back.

Margaret Kerr commented on the flooding at the bottom of Forest Lane. The Clerk advised this was on the works schedule for this financial year and had been chased and requested it be given priority.

Cllr Barnfather advised he has a meeting with John Evans and a highways Officer on 24<sup>th</sup> May to discuss the parking issue on Main Street.

Margaret Kerr commented on the horrendous state of the road at the end of Papplewick Lane. Cllr Walker commented it is in the hands of the County Council who are looking over plans, which have been submitted for the roundabout. Cllr Walker advised the road would unlikely be improved until the roundabout was completed.

Margaret Kerr commented on the Consultation for the Neighbourhood Plan and asked what sort of comments they were looking for. Cllr Walker advised that the consultation at this stage relates to the boundary of the planned area, since the area Papplewick have submitted crosses both Gedling and Ashfield boundaries. Cllr Walker advised the full notice and a coloured map is on display within the Notice boards and in the Foyer of the Village Hall. Cllr Walker advised if people are supportive of the designated area, then they could include a comment stating that they are supportive of this part of Ashfield being included in the designated area on the form.

Cllr Barnfather advised on the issues on Mansfield Road (Devils Elbow) and said the Accident Investigation Team had a look at it and additional work will be carried out to reduce the number of accidents in the future. Cllr Walker commented that the situation right now is dangerous, that sections have no road markings and poorly lit with no signs up on the side of the road. Cllr Roberts advised that she had spoken to Highways regarding the flashing chevron she had seen, however, she was told the Accident Team had assessed it but they would be too expensive and would not be prepared to consider them.

Cllr Penlington enquired about the planning application at the Sand Quarry. Cllr Barnfather agreed to pursue.

**Council Meeting**

**Meeting commenced: 20:35**

<b><u>Minute No</u></b>		<b><u>Action</u></b>
37/16	<b><i>APOLOGIES</i></b>  Richard Hull	
38/16	<b><i>DECLARATIONS OF INTEREST</i></b>  Cllr Roberts – Cricket Club Cllr Mayoh – The Griffins Head	
39/16	<b><i>MINUTES OF PREVIOUS MEETING</i></b>  The minutes of the meeting held on 9 <sup>th</sup> March 2016 were accepted as a true record of the meeting. Proposed by Cllr Hesketh and seconded by Cllr Penlington and signed by the Chairman Cllr Roberts.	
40/16	<b><i>MATTERS ARISING NOT COVERED IN THE AGENDA</i></b>  Cllr Roberts commented that the local plan goes out to public consultation on 24 <sup>th</sup> May for 6 weeks.  Cllr Walker advised he had met with a Gedling Planning Enforcement Officer regarding the trees being removed at Papplewick Dam, and established that the trees there do not fall within a protected area. The Officer advised he would investigate whether a tree protection order can be created.  Cllr Walker advised the pathway signs had not been put up as the notices were larger than the posts. Cllr Walker to pursue.	
41/16	<b><i>COUNCIL POLICIES UPDATE</i></b>  Cllr Hesketh advised she had distributed draft policies of the Financial Regulations and the Financial Risk Management to the PC to review. Cllr Hesketh raised concerns that it had been 4 months since the Council had agreed to look at the policies and not much progress had been made. Cllr Hesketh advised the Councillors to continue working on the policies and circulate draft copies for review.	Cllrs to update policies and circulate draft copies for review

	<p>Cllr Hesketh also commented that the PC should have a code of conduct and agreed to look into this. Cllr Barnfather advised contacting Helen Barrington for a template.</p> <p>Cllr Walker advised the Emergency Plan has never been fully drafted. It was questioned whether the PC need an Emergency Plan. The Environmental Policy as it stands couldn't see anything to change and any issues will arise within the Neighbourhood Plan. Cllr Barnfather advised contacting Rob Fisher, the Head of Emergency Planning at County for the current County template.</p>	<p>Clerk to contact Helen Barrington</p> <p>Clerk to contact Rob Fisher re: emergency plan template</p>
42/16	<p><b>NEIGHBOURHOOD PLAN UPDATE</b></p> <p>Cllr Walker gave a detailed update of the Neighbourhood Plan and advised of two meetings that have been arranged for Sunday 22<sup>nd</sup> and Tuesday 31<sup>st</sup> May at the Village hall starting at 1pm. These sessions will be run by an organisation based in Mansfield who specialise in public consultation. They will organise the event, minute the meeting and produce a report and recommendation. This will limit the amount of work the PC has to do and bring an independence to the whole process. The meetings will allow parishioners to discuss what it is they value in Papplewick and what they feel could be improved. It will give them an opportunity to meet with Councillors and find out more about the Neighbourhood Plan. Cllr Walker advised the Working Group would also look to employ Dharmista Patel who is the Consultant on Linby's NP. She has a track record of producing NP's and it would seem sensible to have someone aware of what Linby are doing, and therefore the two NP's could coalesce on common issues. The PC agreed to pay for the Consultancy fees of £500 and Dharmista's initial fees of £400 through PC funds. Cllr Hesketh advised there are funds within the budget for the Neighbourhood Plan. A grant for up to £9,000 can be applied for which requires work to be carried out within 6 months of applying for the grant. Cllr Penlington advised whether the Working Group had followed Gedling's procurement rules prior to employing anybody as may need 2 or 3 quotes. Cllr Powell agreed to pursue this.</p>	<p>Cllr Powell to pursue.</p>
43/16	<p><b>BEST KEPT VILLAGE COMPETITION</b></p> <p>The PC confirmed they would be entering into the Best Kept Village Competition which is organised by the Campaign to Protect Rural England (Nottinghamshire) and is sponsored by Wilkinsons.</p> <p>Cllr Walker produced a map for the Clerk and marked out the boundaries. Maggie Else commented the inspectors were keen on the noticeboards. It was also suggested to contact the Lengthsman to ask him to spray the verges.</p> <p>Round 1 is between Monday 6<sup>th</sup> June and Friday 24<sup>th</sup> June 2016 and volunteers will be required to assist with cleaning and tidying the village ready for judging.</p>	<p>Cllrs to check the noticeboards are tidy and up to date.</p> <p>Cllr Hesketh to ask Lengthsman to spray the verges.</p>

44/16	<p><b>SPEEDING ON MOOR ROAD - UPDATE</b></p> <p>The Clerk had been advised by the Police that it was unlikely the PC would get a speed camera installed on Moor Road. He advised the Clerk to contact the Community Road Safety Team. The scheme involves 4 volunteers from the village who will require training on the equipment (speed gun etc), who can contact the police when they would like to hire out the equipment. Cllr Barnfather commented the scheme had been working extremely well in Ravenshead and had shown a reduction in speeding. The issue may be whether the equipment is available when the volunteers are available. The Clerk to contact Christine Leaf in Community Road Safety Team for further information.</p>	Clerk to contact Christine Leaf in the Community Road Safety Team for further information.																																										
45/16	<p><b>PARISH COUNCIL ACCOUNTS</b></p> <p>a) Current account balance - £25,634.98 b) Deposit account balance - £15,790.14</p> <p>c) Income:</p> <p>26/04/16 GBC (Precept &amp; Grant) - £10,229.00</p> <p>d) Expenditure:</p> <table border="1" data-bbox="368 965 1118 1413"> <thead> <tr> <th>Date</th> <th>Amount</th> <th>Payee</th> </tr> </thead> <tbody> <tr> <td>17/3</td> <td>£5.00</td> <td>NALC – Audit briefing</td> </tr> <tr> <td>17/3</td> <td>£6.48</td> <td>Clerk Exp – Stamps</td> </tr> <tr> <td>17/3</td> <td>£93.60</td> <td>Symbol Signs – Pathway signs</td> </tr> <tr> <td>01/4</td> <td>£350.07</td> <td>Clerk Wages (March)</td> </tr> <tr> <td>18/4</td> <td>£20.10</td> <td>Gedling BC – Grass cutting</td> </tr> <tr> <td>18/4</td> <td>£26.00</td> <td>Papplewick Village Hall (hire)</td> </tr> <tr> <td>18/4</td> <td>£60.00</td> <td>Proweb</td> </tr> <tr> <td>18/4</td> <td>£108.69</td> <td>Barrie Woodcock (Internal auditor)</td> </tr> <tr> <td>03/5</td> <td>£350.07</td> <td>Clerk Wages (Apr)</td> </tr> <tr> <td>10/5</td> <td>£16.75</td> <td>Gedling BC – Grounds main.</td> </tr> <tr> <td>10/5</td> <td>£18.24</td> <td>Clerk Exp- Audit seminar</td> </tr> <tr> <td>10/5</td> <td>£23.00</td> <td>S Roberts Exp (Ink cartridges)</td> </tr> <tr> <td>10/5</td> <td>£110.00</td> <td>Parish Mag (Newsletter)</td> </tr> </tbody> </table> <p>e) The Internal Audit Report was presented by the Clerk to the Council, no recommendations were raised by the auditor.</p> <p>f) The Annual Governance Statement 2015/16 was signed by the Clerk and the Chairman Stephanie Roberts.</p> <p>g) The Accounting Statements 2015/16 was signed by the Clerk and the Chairman Stephanie Roberts.</p> <p>h) The Clerk presented copies of the 'Notice of Date of Commencement of period for the Exercise of Public Rights accounts for the year ended 31 march 2016', to be displayed in the notice boards. The Clerk to scan the document and forward to Cllr Walker to publish on the website.</p> <p>i) AOB relating to Finance:</p>	Date	Amount	Payee	17/3	£5.00	NALC – Audit briefing	17/3	£6.48	Clerk Exp – Stamps	17/3	£93.60	Symbol Signs – Pathway signs	01/4	£350.07	Clerk Wages (March)	18/4	£20.10	Gedling BC – Grass cutting	18/4	£26.00	Papplewick Village Hall (hire)	18/4	£60.00	Proweb	18/4	£108.69	Barrie Woodcock (Internal auditor)	03/5	£350.07	Clerk Wages (Apr)	10/5	£16.75	Gedling BC – Grounds main.	10/5	£18.24	Clerk Exp- Audit seminar	10/5	£23.00	S Roberts Exp (Ink cartridges)	10/5	£110.00	Parish Mag (Newsletter)	<p>The Clerk to send off the Accounts to Grant Thornton</p> <p>Cllrs to display in noticeboards &amp; Clerk to forward to Cllr Walker to publish on website</p>
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	<p>ia: The Clerk presented cheques for approval:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Amount</th> <th>Cheque No.</th> <th>Payee</th> </tr> </thead> <tbody> <tr> <td>11/5</td> <td>£160.00</td> <td>001091</td> <td>N McCarthy (Drummer)</td> </tr> <tr> <td>11/5</td> <td>£6.00</td> <td>001092</td> <td>CPRE (BKV Comp)</td> </tr> </tbody> </table> <p>lb) The Clerk asked that Cllrs Roberts and Penlington sign up for online banking as soon as possible to avoid any issues should Cllrs Hesketh or Savage be away and unable to authorise payments.</p>	Date	Amount	Cheque No.	Payee	11/5	£160.00	001091	N McCarthy (Drummer)	11/5	£6.00	001092	CPRE (BKV Comp)	
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46/16	<p><b>INSURANCE RENEWAL</b></p> <p>The Council agreed to continue to use AON and sign up for 3 years to benefit from a 5% discount.</p>	Clerk to contact AON												
47/16	<p><b>PLANNING</b></p> <p><b>a) Planning Applications Received:</b></p> <p>2016/0266 Brealey Structural Consulting LLP - Hall Mews, 5 Hall Lane, Papplewick. Proposal: Reduction in depth and size of existing swimming pool. Erection of a timber summer house. Installation of solar heating. The Council had no objections – sent 12/4/16.</p> <p>2016/0003 Mr K Williamson – 15 Mansfield Road, Papplewick. Retention of conservatory. GRANT PERMISSION</p> <p><b>b) Planning Policy. Nothing to report.</b></p>													
48/16	<p><b>PLAYING FIELD</b></p> <p>a) General – vandalism &amp; litter. Cllr Walker has been monitoring the playing field – nothing to report. Cllr Hesketh reported a bin had been set on fire and had emailed the PC. Cllr Mayoh advised fire residue had been found behind the skatepark</p> <p>b) Inspection duty book handover and report. Cllr Walker to pass to Cllr Roberts</p> <p>c) Inspection report and risk assessments. Nothing to report</p> <p>d) Playing Field Working Party update: Cllr Walker advised of the recent meeting. The playday on 27<sup>th</sup> July 1 – 4pm was discussed. The proposal to produce a natural play area will not be progressed at the moment but may be something that can be discussed further within the neighbourhood plan. Cllr Walker advised of a number of trees which need to be surveyed. Cllr Barnfather advised contacting David Gray at Gedling who would manage the process and arrange for Monty Hall to come out and have a look. It was noted that some of the surfacing under the equipment is ready for repair, and a contractor will need to be identified and quotations taken. The climbing frame needs to be painted. Cllr Barnfather advised this falls within the Lengthsman's remit. Most of the existing equipment is satisfactory and nothing needs adding in the short term. The local Women's Institute would like to put a commemorative bench on the playing field. This will be donated to the Parish Council.</p>													

	<p>Cllr Walker advised the Park is due for inspection in the next 6 weeks, and asked that the PC wait until after then to look at the items discussed.</p> <p>Cllr Mayoh commented on whether a Marshall will be present on the Griffins Head field during the playday event. Cllr Walker advised this is being arranged.</p>	
49/16	<p><b>HIGHWAY MATTERS</b></p> <p>a) Lengthsman Scheme: Cllr Hesketh advised she had made contact with both the Lengthsman and Emma at Ravenshead, and had made good progress. She asked that Cllr's send over requests with specific details. She advised the Lengthsman is clearing the bins on the playing field on a regular basis and litter picking.</p> <p>b) Dropped kerb, Moor Road: The Clerk produced 3 quotes. NCC £5,128.83 (inc VAT), Parkin Contractors £1,798.00 (inc VAT) and CPB Berry £1.644 (inc VAT). Cllr Barnfather advised the PC ensures the paving is tactile and to Notts County Council standard. Cllr Savage advised he had met with both companies who confirmed tactile paving would be used. Cllr Barnfather advised that the NCC quote could be reduced to around £2,000. The PC advised that the dropped kerb had not been budgeted for, and therefore suggested applying for the Tesco community grant scheme. The Clerk to pursue. Margaret Kerr advised contacting the local building societies who support local communities.</p> <p>c) Tesco, community grant scheme - Clerk to Contact</p> <p>d) Flashing Chevron – Discussed in Open Forum</p> <p>e) General – Cllr Penlington advised of the gullies on Walters Hill. The Clerk had made Highways aware of this. Cllr Roberts commented on the surface dressing on A60, some gullies collapsed on one side where not filled in with gravel. Cllr Roberts to keep an eye on it.</p>	<p>Clerk to contact Community Grant Scheme and building societies</p>
50/16	<p><b>REPRESENTATIVE REPORTS</b></p> <p>a) Village Hall – Nothing to report</p> <p>b) Julian Cahn Trust – Cllr Roberts gave an overview of recent activity. The trustees have a majority vote to hand over the care of the homes to Nottingham Community Almshouse Association. Meeting in 3 weeks to discuss further.</p> <p>c) Moor Pond Woods – Cllr Walker provided a detailed update to include a £29k grant from the Lotteries to work on Grange Cottage and applying for a grant to upgrade Papplewick Dam Wood</p>	
51/16	<p><b>COUNCILLORS REPORTS</b></p> <p>a) Cllr Mayoh advised the PC the Griffins Head pub and field has been listed as an Asset of Community Value.</p> <p>b) Cllr Mayoh advised that Mr D Palmer has been getting fly tipping on his garden to include carpet tubes, car batteries, tv boxes etc. It was advised that Mr Palmer contact the Environment Agency.</p> <p>c) Cllr Penlington advised Mrs Marshall had approached him regarding the contribution for the wind turbine and agreed an informal chat initially before they submit a formal proposal.</p>	<p>The Clerk to find number for environment agency</p>

52/16	<p><b>AOB</b></p> <p>Cllr Roberts advised of Hilary Espley standing down as Councillor due to moving out of the area. Cllr Roberts thanked Hilary for the work she has done and said she was enthusiastic in all she did.</p> <p>Cllr Roberts commented the Clerk had advised Gedling of the vacancy and notices had been placed in the notice boards. Mrs Jules Cundy was interested in finding out more about becoming a Councillor and agreed to discuss this further with Cllr Penlington. Cllr Penlington to provide an update at the next meeting.</p> <p>Cllr Roberts commented that she had seen a truck coming into Papplewick on Moor Road and turning right onto Forest Lane. She took details from the number plate and reported it to Trading Standards, and advised that people be vigilant as this will happen more with the closure of the bridge. Cllr Walker advised contacting Lorry Watch – details on the Papplewick website.</p> <p>Cllr Walker advised the Council are looking to replace 3 barrels within the village. Wyn Lewis advised that the wooden planters cost £120 and require replacing every 5 years, however he has found planters made from recycled material which are self watering and require little maintenance, and cost £219. These will not need replacing, and from a distance have the appearance of wood. Wyn confirmed he had spoken to Cllrs Barnfather and Powell who had agreed to contribute £300 towards the barrels for Papplewick. The Council agreed to pay the additional £57 and advised it would enhance the village.</p>	
53/16	<p><b>DATE OF NEXT FULL COUNCIL MEETING</b></p> <p>Wednesday 13<sup>th</sup> July 2016 at the Papplewick Village Hall</p>	
54/16	<p><b>The meeting ended at 10.00 pm</b></p> <p><b>Signed Chairman</b> _____</p>	