

PAPPLEWICK PARISH COUNCIL

Minutes of the meeting held at Papplewick Village Hall, Linby Lane, Papplewick on Wednesday 10th January 2018

Present: Cllr Stephanie Roberts (Chairman), Cllr Carolyn Hesketh, Cllr Stephen Walker, Cllr Jules Salmons, Cllr H McNish and the Clerk.

Parishioners/Visitors: R Hull, W Lewis and C Powell (Cllr)

Mr Hull reported he had handed over keys for the playing field, village hall gate, Linby container and Linby gate key to Cllr Walker. He advised he has also handed over various other items including catalogues, playdale documentation and maintenance keys for equipment.

Cllr Roberts advised she had spoken to Mr W Lewis regarding Linby hosting Open Gardens in July. She advised Mr Lewis of the cricket match set for 1st July.

**This item was discussed after Agenda Item 11.* Mr Lewis joined the meeting and advised he is setting up a Bonfire Committee and asked for 2 members each from Papplewick PC, Linby PC and the Village Hall to join. He advised that any profit from the event would be split between the three groups. Cllr Hesketh commented that she supports the committee, however she advised further research regarding the VAT and tax implications. Cllr Hesketh agreed to research this and provide assistance however she advised she was not insured to give expert advice, and it would therefore be for guidance only. Mr Lewis commented he would request an initial meeting as soon as possible.

Council Meeting

Meeting commenced: 19:30

<u>Minute No</u>		<u>Action</u>
1/18	<i>APOLOGIES</i> Cllrs: T Savage, N Penlington Parishioners: M Else, Mr & Mrs Kerr	
2/18	<i>DECLARATIONS OF INTEREST</i> Cllr Roberts – Papplewick & Linby Cricket Club	
3/18	<i>APPROVAL OF MINUTES</i> 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.	
4/18	<i>MATTERS ARISING NOT COVERED IN THE AGENDA</i> <u>Blocked Gullies</u> The blocked gullies near Ward Cottage and on Moor Road have been reported to Highways and an inspection has been arranged. <u>Gate keys to playing field</u> The Clerk has requested GBC to return the gate keys to the playing field. They enquired whether they would still need the keys to carry out the playground inspection. The Parish Council commented that they were not aware of any inspection that GBC undertake on the playing field, and that the annual inspection is carried out by RoSPA. The Clerk confirmed she had requested the keys be returned to Cllr Roberts as soon as possible.	

Initials Chairman

5/18	<p>COUNCILLOR SAVAGE TO COMPLETE DECLARATION OF ACCEPTANCE OF OFFICE Moved to next meeting</p>	
6/8	<p>BARRACKS FARM WIND TURBINE CONTRIBUTION No further updates</p>	
7/18	<p>HEALTH & SAFETY POLICY TO REVIEW <i>Cllr Penlington had circulated a report to the Clerk prior to the meeting. He commented the current PPC H&S Policy was very limited and out of date. He advised the following:</i></p> <ul style="list-style-type: none"> • Keeping H&S as a full council matter and delegating one Councillor/appoint a person to act as H&S Rep on behalf of the Council • Account for playing field, trees, equipment, events (same for Church Lane) • Include events with volunteers e.g. litter picking and add method statements • Ensure contractors provide their own risk assessment and method statement (to be approved by appointed H&S Rep for the PC) • Include electrical safety for lights etc • Include specific detail around bonfire responsibilities <p>The PC agreed to the above suggestions.</p>	<p>Cllr Penlington to update the Health & Safety Policy</p>
8/18	<p>NEIGHBOURHOOD PLAN UPDATE Cllr Walker reported they had received 13 responses from parishioners and 17 from corporate bodies from the consultation. All responses are available to view on the website. He advised the Working Party met in December and considered all of the material received. Some alterations were made. The consultation report is available to view on the website under the document library.</p> <p>Cllr Walker advised the next stage was to submit the Plan to Gedling Borough Council to review. They will then organise a consultation period which will be advertised at their expense and then following the consultation, they will appoint an inspector to review the Plan. If it is found to conform with national and local policy, it will then go out to referendum.</p> <p>Cllr Walker advised of a letter written by Anthony Northcote on behalf of PPC to send to Gedling Borough Council. The letter confirmed that Papplewick Parish Council propose to adopt the Plan and confirmed that Papplewick Parish Council are the relevant qualified body. The PC agreed to this.</p> <p>Cllr Walker advised the second part of the plan is non-statutory and asked if the Parish Council wish to submit this at the same time. He advised it would not be examined in the same way. The PC felt this section was an important part of the Plan and agreed to it being submitted.</p> <p>Cllr Walker advised he had spoken with Joanna Gray at GBC who had requested the documentation for the NP be put onto a disc and sent to them.</p>	<p>Cllr Walker to submit non-statutory part of NP</p> <p>Cllr Walker to transfer documents into Word and put onto Disc for GBC</p>

9/18	<p>CONSERVATION AREA APPRAISAL UPDATE</p> <p>Cllr Walker reported that the PC had received the proposed Conservation Area Appraisal and Management Plan from GBC. The Plan includes a proposal to extend the conservation area, a management plan and a section aimed at property owners, offering guidance and advice on the expectations of living within a conservation area. Cllr Walker advised the Plan will need to be consulted on for a minimum of 4 weeks, and GBC have enquired whether the PC would accept the consultation to run alongside the Neighbourhood Plan Consultation. The Parish Council agreed.</p> <p>Cllr Walker advised he had spoken to Joanna Gray at GBC and they had said they intended to send the document to the people in their database who expressed a view in the past. Cllr Walker commented that he would like it to go to all householders in Papplewick, and advised that if GBC were to give the documents to the PC, they would distribute them. The Parish Council agreed.</p> <p>Cllr Walker advised that all Councillors review the document and arrange a special meeting in February to discuss any changes or comments the PC would like to put forward. The Clerk to arrange meeting.</p>	<p>Cllr Walker to contact J Gray at GBC re: the Conservation area appraisal consultation running alongside the NP consultation</p> <p>The Clerk to arrange meeting</p>
10/18	<p>RELOCATION OF WAR MEMORIAL UPDATE</p> <p>Cllr Walker advised he had discussed with the Village Hall Committee the possibility of relocating the war memorial inside the village hall. The village hall committee did not agree to this, however two Linby councillors suggested it could be relocated at the Linby Heritage Centre. Cllr Hesketh advised it would be important that the residents of the Former Chapel be contacted as they had previously indicated they would like the plaque to remain in Papplewick. Cllr Roberts advised that Roger Barratt from the British Legion had agreed to support it by taking part in a dedication service but unfortunately could not support it financially. Cllr Hesketh offered to assist Cllr Walker with seeking funding applications. Cllr Walker advised there was a national war memorial fund, a county council grant that could be applied for and the Gray Trust may also support it. He also advised approaching the Co-op Funeral Service, since the land was originally owned by Co-op.</p> <p>The PC gave their approval to progress through to feasibility study.</p> <p>Mr W Lewis advised that Linby Parish Council had agreed to the plaque being relocated to the Heritage Centre gardens in Linby. He commented it would be accessible 24/7 and that they have had no trouble with vandalism. He advised that Linby PC did not have funds available for the relocation. Mr Lewis also advised that Mrs Ireland (Chair for Linby PC) would liaise with the homeowners regarding the relocation as she knew them personally.</p> <p>Cllr Walker advised Mr Lewis that Papplewick PC request the dedication take place on 11th November 2018.</p>	<p>Cllrs Walker & Hesketh to progress the feasibility study</p>
11/18	<p>FOOTPATH EXTENSION, MOOR ROAD</p> <p>The PC confirmed they had received £10,000 from a charity towards safer cycling. Cllr Walker advised that within the Walking & Cycling Strategy the PC had identified 4 possible extensions to the network. The most feasible at the present time was to extend the footpath on Moor Road as far as the Multi User trail. He advised the PC may be able to apply for funding from the NCC Local Improvement Scheme.</p>	

	<p>Cllr Walker had met a representative from Via regarding the feasibility of the footpath. In his view, it would be feasible to use the Gedling side of the road as it was wide enough to be converted to a footpath. It would provide a way of getting users off the road. The cost would be approx. £30,000.00. Another suggestion would be to create a footpath in the field and create a multi user trail. In the first instance, the owner of the field would need to be contacted to find out if they would be prepared to dedicate or sell the land required. Cllr Walker commented he would expect the cost to put the footpath in the field would be reduced as it wouldn't require a tarmac surfaced road, and as there are a number of gullies that would need to be reinstated on the road, there wouldn't be the engineering costs either. The Clerk to write to the owner of the field.</p> <p>Cllr Roberts commented when she had met with Put Things Right, they had thought that the donation would go towards a bmx circuit in the woods, which wasn't the PC's understanding. Cllr Walker advised the donation would need to go towards cycling. Cllr Hesketh commented her preference would be that the path was a multi-user path in the field. The Clerk to write to Put Things Right to confirm the PC's intention to create a footpath extension / multi user trail.</p>	<p>Clerk to write to the Farmer</p> <p>Clerk to write to Put Things Right</p>
	<p><u>* See Open Forum re: Bonfire Event Committee</u></p>	
12/18	<p>KEEP BRITAIN TIDY / VILLAGE CLEAN UP Cllr Walker advised the official date for the Great British Clean Up is 3rd March. He agreed to register the PC.</p> <p>Cllr McNish advised she would include details on the Facebook page.</p>	<p>Cllr Walker to register with Great British Clean Up</p> <p>Cllr McNish to include info on Community Board on Facebook</p>
13/18	<p>PARISH CONFERENCE FOR PARISH & TOWN COUNCILS – Chairman to update on meeting Cllr Roberts gave a brief overview of the meeting. She reported that Highways had advised they would be concentrating on improvements to smaller roads, not a or b roads. She met Adrian Smith, Corporate Director and discussed Highways not being willing to attend the NP working party meeting which would have been an opportunity to talk to the public. Cllr Roberts to contact Mr Smith to arrange a meeting with Highways.</p>	<p>Cllr Roberts to contact Adrian Smith re: Highways meeting</p>
14/18	<p>GDPR (General Data Protection Regulations) <u>a. Update on Training</u> The Clerk reported on the training and advised that NALC were currently looking at various options on how they can support PC's. They advised they would send over various templates in due course. The Clerk reported that it had been advised that each Councillor have their own separate Council email address. The PC agreed not to pursue this.</p> <p><u>b. Confirmation of ICO (Information Commissioner's Office) Registration</u> The Clerk confirmed she had registered Papplewick Parish Council with the ICO. The Clerk requested that her address be removed from the ICO website and asked if she could use the Village Hall's address. Mr Hull said as a committee member he would be happy to agree to this.</p>	<p>Clerk to update the address details on the ICO website and contact K Holmes at the Village Hall</p>

	<p><u>c. Parish Council to approve Privacy Notice</u> The Parish Council approved the Privacy Notice. The Notice to be displayed on the website.</p> <p>The Clerk to include details of the privacy notice on the Councillor Contacts notice, to go in all noticeboards.</p>	<p>Cllr Walker to upload to website.</p> <p>Clerk to circulate notice to PC</p>																																							
15/18	<p>REVIEW FREEDOM OF INFORMATION POLICY / MODEL PUBLICATION SCHEME The Clerk confirmed she had made changes to the Data Protection section of the Council's FOI / Model Publication Scheme Policy. The Council agreed to adopt the policy. The Clerk advised that further changes to this policy would be required in the future in order to comply with the new GDPR and she was awaiting further instruction from NALC.</p>	<p>Cllr Walker to upload policy to the website</p>																																							
16/18	<p>PRECEPT <u>a. Discuss budget for ICO Registration & Limited Assurance Review</u> The Clerk advised the Council they would need to budget £55.00 for the ICO Registration and £200 for a Limited Assurance Review, since the PC turnover exceeds £25,000. It was decided not to include these items within the Precept. It was agreed they would be funded through the PC reserves.</p> <p><u>b. Confirm Precept recommendation and sign Precept forms A & C to be submitted to GBC</u> The PC agreed the precept for 2018/19 will remain at £11,880.00. Cllrs Roberts, Hesketh and McNish signed Form C. The Clerk to submit to Gedling Borough Council.</p>	<p>Clerk to submit Precept forms to GBC</p>																																							
17/18	<p>CORRESPONDENCE RECEIVED <i>The Clerk had forwarded all correspondence to the PC prior to the meeting.</i></p>																																								
18/18	<p>PARISH COUNCIL ACCOUNTS <u>a. Current Account balance</u> £49,530.28</p> <p><u>b. Payments & Receipts</u> <i>Payments:</i></p> <table border="1"> <tr><td>03/11/2017</td><td>A.R. Musson – Hedgecutting</td><td>£189.00</td></tr> <tr><td>03/11/2017</td><td>GBC – Grounds maintenance for Oct</td><td>£20.10</td></tr> <tr><td>09/11/2017</td><td>NALC - New Cllr training</td><td>£30.00</td></tr> <tr><td>01/12/2017</td><td>E Gretton – Nov Wages & Exp</td><td>£369.13</td></tr> <tr><td>05/12/2017</td><td>E Gretton – Reimburse for ICO reg</td><td>£35.00</td></tr> <tr><td>05/12/2017</td><td>E Gretton – Mileage</td><td>£5.76</td></tr> <tr><td>14/12/2017</td><td>RCAN – Playground Insp. training</td><td>£70.00</td></tr> <tr><td>01/01/2018</td><td>E Gretton – Dec Wages & Exp</td><td>£369.13</td></tr> <tr><td></td><td>TOTAL</td><td>£1,088.12</td></tr> </table> <p><i>Receipts:</i></p> <table border="1"> <tr><td>09/11/2017</td><td>PLLEG – Donation</td><td>£5,000.00</td></tr> <tr><td>21/11/2017</td><td>HMRC – VAT Reclaim</td><td>£218.25</td></tr> <tr><td>18/12/2017</td><td>Put Things Right – Donation</td><td>£10,000.00</td></tr> <tr><td></td><td>TOTAL</td><td>£15,218.25</td></tr> </table>	03/11/2017	A.R. Musson – Hedgecutting	£189.00	03/11/2017	GBC – Grounds maintenance for Oct	£20.10	09/11/2017	NALC - New Cllr training	£30.00	01/12/2017	E Gretton – Nov Wages & Exp	£369.13	05/12/2017	E Gretton – Reimburse for ICO reg	£35.00	05/12/2017	E Gretton – Mileage	£5.76	14/12/2017	RCAN – Playground Insp. training	£70.00	01/01/2018	E Gretton – Dec Wages & Exp	£369.13		TOTAL	£1,088.12	09/11/2017	PLLEG – Donation	£5,000.00	21/11/2017	HMRC – VAT Reclaim	£218.25	18/12/2017	Put Things Right – Donation	£10,000.00		TOTAL	£15,218.25	
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Initials Chairman

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19/18	<p>PLANNING APPLICATIONS RECEIVED <i>The following Planning applications had been circulated to the PC prior to the meeting:</i></p> <p>2017/1272: Rear 175, Mansfield Road. Proposal: Proposed Stable Block</p> <p>2017/1510TCA: 49 Main Street. Proposal: Works to trees</p> <p>2017/1581: 101 Mansfield Road. Proposal: Single storey rear extension</p>	PC to submit comments to Clerk															
20/18	<p>PLAYING FIELD</p> <p>a) <u>General – vandalism & litter</u> <i>Cllr Penlington forwarded the following report to the Clerk prior to the meeting:</i></p> <p>Generally no problems other than a very active mole. Plastic cap bolt covers on swing chain pivot bolts need replacing as a number have been removed but nuts have not been interfered with.</p> <p>b) <u>Inspection duty book handover and report</u> Cllr Walker to take over handover.</p> <p>c) <u>Inspection report and risk assessments</u> As per Cllr Penlington Report above</p> <p>d) <u>Playing field working party update</u> No updates. Cllr Walker advised he would attend a Play Ground Inspection Training course in the spring.</p> <p>3) <u>Skate park noise – update</u> Not updates</p>	<p>Cllr Walker to collect Insp. Duty book from Cllr Penlington</p> <p>Cllr Walker to contact Julian Gladman</p> <p>Cllr Penlington to pursue</p>															
21/18	<p>HIGHWAYS MATTERS</p> <p>a) <u>Lengthsman Scheme</u> Cllr Hesketh advised the Lengthsman had resigned. She advised he is still taking on jobs if asked. Mr Lewis advised the vacancy had received 2 applications and interviews would soon be taking place. Cllr Hesketh advised the PC look at a new schedule of works for the new financial year.</p> <p>b) <u>Dropped Kerb Moor Road</u> <i>Cllr Penlington had advised the PC of the following prior to the meeting:</i></p> <p>The plans for the dropped kerb have been submitted to Via and an email from a resident confirming their agreement to the dropped kerb had now been received. No further action, await response from Jim Freeman at Via.</p>	The PC to discuss new schedule of works for the lengthsman															

	<p>Cllr Roberts advised the PC had received a request from Papplewick Pumping Station to contribute towards a defibrillator. The PC advised they would support this, but requested the defibrillator be located in a place accessible to the public 24/7. The Museum Director advised it would not be possible as the boundary wall is a listed feature and therefore it couldn't be fixed to any of the outside buildings. Cllr Walker advised the PC that they had now raised the money for a defibrillator.</p> <p>Cllr Walker advised he had been liaising with the Museum Director at The Pumping Station as Moor Pond Wood and the Pumping Station are considering applying for an economic grant for tourism, to upgrade and create two virtual tours around Moor Pond Wood and the Pumping Station.</p> <p>Cllr Roberts advised an email had been circulated regarding the Pride of Gedling Award.</p> <p>Cllr Roberts advised the PC had received an email from NALC requesting Councillors complete a diversity survey.</p> <p>Cllr Roberts advised Gedling Borough Council had agreed to resurface the sponge matting on the playground in the Spring for £675.00.</p> <p>Cllr Roberts advised that caravans were still on the farm. She confirmed she would contact the Enforcement Officer.</p>	<p>All Cllrs to forward comments re: Pride of Gedling Award to Cllr Roberts</p> <p>Cllr's to complete NALC Diversity Survey</p> <p>Cllr Roberts to contact the Enforcement Officer</p>
24/18	<p>DATE OF NEXT FULL COUNCIL MEETING Wednesday 14th March 2018</p>	

The meeting ended at 21:22

Signed: _____ **Chairman**

Initials Chairman