

PAPPLEWICK PARISH COUNCIL

Minutes of the meeting held at Papplewick Village Hall, Linby Lane, Papplewick on Wednesday 13th September 2017

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

Parishioners/Visitors: R Hull, H McNish, F Lari, C Powell

Open Forum began at 19:15

Cllr Roberts communicated the fire safety procedures to everyone.

Cllr Roberts advised of a successful play-day despite the weather and thanked Mr Hull for his efforts.

Council Meeting

Meeting commenced: 19:30

<u>Minute No</u>		<u>Action</u>
94/17	APOLOGIES Cllr Barnfather, Mr & Mrs Kerr (parishioners)	
95/17	DECLARATIONS OF INTEREST Cllr Roberts – Papplewick & Linby Cricket Club Cllr Penlington – Papplewick & Linby Village Hall	
96/17	APPROVAL OF MINUTES 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.	
97/17	COUNCILLOR VACANCIES Cllr Roberts advised the Parish Council had 4 people interested in the vacancies. She advised that the Parish Council has not had the opportunity to speak to all the candidates but would do so prior to the next meeting. She advised the PC had received details from NALC regarding the procedure for co-options and confirmed the Parish Council had followed these rules. She advised the interested candidates should formally apply to the Clerk via email. They will then be invited to attend the next meeting, where the PC will formally co-opt the successful candidate(s).	PC to discuss the vacancy with candidates with a view to making a decision at the next meeting
98/17	MATTERS ARISING NOT COVERED IN THE AGENDA The Clerk confirmed she had written to Mr Savage regarding the timber but had not yet received a reply. Cllr Walker confirmed Moor Pond Wood had been nominated for the CPRE Valerie Gillespie Award and Ground Work Community Award.	
99/17	BARRACKS FARM WIND TURBINE CONTRIBUTION No further updates. Mr Marshall to report back to the Parish Council over the next few months.	
100/17	HEALTH & SAFETY POLICY TO REVIEW This item moved to the November agenda	Cllr Penlington to produce the Health & Safety Policy for the November meeting

Initials Chairman

101/17	<p>NEIGHBOURHOOD PLAN UPDATE</p> <p>The Draft Plan was presented on behalf of the working party, and had been circulated in advance. The Council discussed it and agreed to put the plan forward to public consultation. The dates were agreed as 2nd October for 6 weeks (2 Oct to 13th Nov).</p> <p>Cllr Walker advised that it is intended to convene two public meetings, dates to be arranged. NCC highways have been invited to attend to discuss the traffic proposals. The meeting dates will be confirmed when they have responded.</p> <p>The Parish Council agreed to the printing of a 4-page colour document, detailing the neighbourhood plan. This document will be delivered to all residents, along with the newsletter.</p> <p>Cllr Walker advised the final funding from the government had been spent, and any further spend towards the Neighbourhood Plan will come from Parish Council funds.</p>	<p>Cllr Walker to update details of the consultation on the website</p> <p>Cllr Walker to arrange printing</p>
102/17	<p>GEDLING LOCAL PLAN UPDATE</p> <p>Cllr Powell advised the Local Plan had now gone out to consultation and is available to view on the Gedling Borough Council website.</p>	
103/17	<p>VILLAGE SHOW 2018 UPDATE</p> <p>Cllr Hesketh advised she and Cllr Salmons would like to take ownership of organising an event for next year. She advised they were looking at ideas to make this a successful event.</p>	The Clerk to remove from the Agenda
104/17	<p>PLANTING PROJECT UPDATE & DISCUSS PURCHASING NEW BARREL FOR HALL LANE</p> <p>The Parish Council agreed to look at funding this, and would report back after the Finance Meeting in October.</p>	Finance Committee to discuss at October meeting
105/17	<p>RELOCATION OF WAR MEMORIAL UPDATE</p> <p>Cllr Walker reported that a local resident felt that the war memorial should be relocated to Linby, since its current location falls within the parish of Linby. Cllr Walker asked the Clerk to contact Linby Parish Council and the Methodist Church in Hucknall re: their views on relocating the memorial. He also commented that the homeowners had requested the war memorial remain in Papplewick.</p>	The Clerk to write to Linby Parish Council and the Methodist Church
106/17	<p>DATA PROTECTION – CHANGES TO LEGISLATION</p> <p>The Clerk had circulated an email from NALC to the PC prior to the meeting, regarding changes to Data Protection Legislation coming into force next year. The Clerk to attend a NALC workshop on Data Protection and Freedom of Information on 28th November, and report back to the Parish Council.</p>	Clerk to report back to PC after training workshop on 28 th November.
107/17	<p>WALKING & CYCLING STRATEGY</p> <p>Cllr Walker had circulated the document prior to the meeting. The Parish Council thanked Cllr Walker for his work on the document. Cllr Walker advised the document will be sent to consultees, and when responses have been received and alterations made, the Parish Council can review and adopt the policy at the November Meeting.</p>	<p>Cllr Walker to make amendments and forward to consultees.</p> <p>Clerk to include adopting the policy on the November Agenda.</p>
108/17	<p>NOTTINGHAMSHIRE LAMP POST POPPY CAMPAIGN</p> <p>The Parish Council agreed to take part in the campaign, and purchase 60 poppies.</p> <p>Cllr Walker advised he would include a write up in the newsletter asking for donations.</p>	<p>Clerk to contact British Legion to order 60 poppies</p> <p>Cllr Walker to include in Newsletter</p>

109/17	<p>BONFIRE NIGHT EVENT UPDATE</p> <p>Cllr Hesketh advised she had spoken to Mr Mayoh who confirmed he would not make the Griffin Head field available for car parking at the bonfire event. The Parish Council advised that parking would need to be available in order for the event to go ahead. More discussions on the event to be had at the PLLEG meeting on 14th September.</p> <p>The Parish Council agreed that should parking be available, they would be happy for the event to take place, assuming all necessary health & safety procedures were in place.</p>																																																							
110/17	<p>CORRESPONDENCE RECEIVED</p> <p>All correspondence received by the Clerk had been circulated prior to the meeting.</p> <p>Cllr Roberts advised she had received a letter from a resident on Mansfield Road in Papplewick, asking if the Parish Council would consider replacing the dilapidated and vandalised Papplewick sign on Mansfield Road. Cllr Walker advised this was a Highways matters, and asked the Clerk to contact Highways.</p> <p>Cllr Roberts advised of an invitation to the Parish Council she had received from Mortons Farm Tearooms to celebrate their 1st birthday. Cllr Hesketh and Cllr Salmons advised they would be available to attend on behalf of the Parish Council.</p>	Clerk to contact Highways.																																																						
111/17	<p>PARISH COUNCIL ACCOUNTS</p> <p>a) <u>Current account balance:</u></p> <p>£36,877.58</p> <p>b) <u>Payments & Receipts:</u></p> <p>bi) <u>Payments:</u></p> <table border="1" data-bbox="368 1088 1171 1473"> <thead> <tr> <th>Date</th> <th>Amount £</th> <th>Payee</th> </tr> </thead> <tbody> <tr> <td>01/07/17</td> <td>£369.13</td> <td>E Gretton June - wages & exp</td> </tr> <tr> <td>05/07/17</td> <td>£2,000.00</td> <td>A Northcote, Planning consultant</td> </tr> <tr> <td>13/07/17</td> <td>£20.10</td> <td>Gedling BC - Grass cutting</td> </tr> <tr> <td>13/07/17</td> <td>£14.00</td> <td>Village Hall - Room hire 01/05</td> </tr> <tr> <td>01/08/17</td> <td>£369.13</td> <td>E Gretton - July wages & exp</td> </tr> <tr> <td>09/08/17</td> <td>£120.00</td> <td>Grant Thornton- annual return fee</td> </tr> <tr> <td>09/08/17</td> <td>£20.10</td> <td>Gedling BC - Grass cutting</td> </tr> <tr> <td>01/09/17</td> <td>£369.13</td> <td>E Gretton – Aug wages & exp</td> </tr> <tr> <td>01/09/17</td> <td>£115.00</td> <td>E Gretton–Reimburse for software</td> </tr> <tr> <td>04/09/17</td> <td>£3,000.00</td> <td>A Northcote – Planning consultant</td> </tr> <tr> <td>TOTAL</td> <td>£6,396.59</td> <td></td> </tr> </tbody> </table> <p><i>Payments awaiting authorisation:</i></p> <table border="1" data-bbox="368 1565 1171 1630"> <thead> <tr> <th>Date</th> <th>Amount £</th> <th>Payee</th> </tr> </thead> <tbody> <tr> <td>13/09/17</td> <td>£255.35</td> <td>Roadscale design – traffic cons.</td> </tr> </tbody> </table> <p>bii) <u>Receipts:</u></p> <table border="1" data-bbox="368 1722 1171 1883"> <thead> <tr> <th>Date</th> <th>Amount £</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>09/08/17</td> <td>£115.00</td> <td>NALC – Transparency claim – software upgrade</td> </tr> <tr> <td>09/08/17</td> <td>£66.02</td> <td>Donation from play day</td> </tr> <tr> <td>TOTAL</td> <td>£181.02</td> <td></td> </tr> </tbody> </table>	Date	Amount £	Payee	01/07/17	£369.13	E Gretton June - wages & exp	05/07/17	£2,000.00	A Northcote, Planning consultant	13/07/17	£20.10	Gedling BC - Grass cutting	13/07/17	£14.00	Village Hall - Room hire 01/05	01/08/17	£369.13	E Gretton - July wages & exp	09/08/17	£120.00	Grant Thornton- annual return fee	09/08/17	£20.10	Gedling BC - Grass cutting	01/09/17	£369.13	E Gretton – Aug wages & exp	01/09/17	£115.00	E Gretton–Reimburse for software	04/09/17	£3,000.00	A Northcote – Planning consultant	TOTAL	£6,396.59		Date	Amount £	Payee	13/09/17	£255.35	Roadscale design – traffic cons.	Date	Amount £	Details	09/08/17	£115.00	NALC – Transparency claim – software upgrade	09/08/17	£66.02	Donation from play day	TOTAL	£181.02		
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	<p>c) <u>External Auditor Report & Notice of Conclusion of Audit</u> The Clerk advised the External Auditor Certificate & Report had been received with no matters reported. Cllr Walker to display the Notice of Conclusion on the website</p> <p>d) <u>Additional signatory on the Yorkshire Bank account</u> Cllr Salmons advised she had not received any communication from Yorkshire Bank. The Clerk to pursue.</p>	<p>Cllr Walker to display notice on the website on 14th Sept</p> <p>Clerk to contact Yorkshire Bank.</p>
112/17	<p>PLANNING</p> <p>a) <u>Applications received:</u></p> <p>2017/0764, 19 Main Street. Replacement doors & windows 2017/0823, The Dell, 175 Mansfield Road. Demolish existing bungalow and construct 1 detached bungalow 2017/0976, 5 Main Street. Single storey extension to rear of property to form new family room.</p> <p>b) <u>Tea-Rooms Update:</u> Due to the vague information given on the land registry regarding ownership of the hedge, the Parish Council agreed to no longer pursue this.</p>	<p>Clerk to remove item from the Agenda</p>
113/17	<p>PLAYING FIELD</p> <p>a) <u>General – vandalism & litter</u> Cllr Hesketh advised of the loose wire on the fence. Cllr Penlington agreed to fix it.</p> <p>b) <u>Inspection duty book handover and report</u> Cllr Hesketh agreed to continue to be on playing field duty for the next month and then hand over to Cllr Penlington.</p> <p>c) <u>Inspection report and risk assessments</u> Cllr Hesketh advised the nettles need clearing and regularly maintaining.</p> <p>d) <u>Playing field working party update</u> Cllr Walker advised he had met with Julian Gladman, landscape architect and discussed the development of the wooded area on the playing field. Mr Gladman had advised him of a software program that can provide suggestions for play equipment based upon the placement of the existing equipment. Cllr Walker advised they would look at an informal cycle track, and include openings in the woodland so that it is visible from the playing field.</p> <p>e) <u>Gedling Borough Council Specification for Grass Cutting on playing field</u> The Clerk had circulated the specification from GBC prior to the meeting. The Parish Council advised of many errors within the document and that it gave no specific details of the work to be undertaken or how frequently. The Clerk to contact Esther Storer at GBC to discuss.</p> <p>f) <u>Green Flag Award</u> The Parish Council agreed this could be something they could pursue in the future.</p> <p>g) <u>Skate park noise update</u> The Clerk to contact Playdale to discuss options to reduce the noise. Cllr Penlington advised speaking to Howard Marshall.</p>	<p>Cllr Penlington to replace the wire</p> <p>PC to clear nettles</p> <p>Clerk to contact GBC</p> <p>Clerk to contact Playdale / Cllr Penlington to contact H Marshall</p>

	<p><u>h) Drones on the playing field</u> The Council discussed the recent issue concerning a drone on the playing field. They advised that any issues should be reported to the police and not the parish council.</p>	
114/17	<p>HIGHWAYS MATTERS a) <u>Lengthsman Scheme</u> Cllr Hesketh to contact the lengthsman re: strimming throughout the village.</p> <p>Cllr Penlington advised he would strim the grass verges on Church Lane.</p> <p>Cllr Walker advised the hedges on Church Lane need cutting back and asked the Clerk to contact A Musson.</p> <p>b) <u>Dropped Kerb Moor Road</u> The Clerk advised Parkin Contractors had sent the Contract application to Highways and was waiting for a response. They agreed to speak to Jim Freeman at Highways to follow it up. Cllr Walker commented he would like to meet with Parkin Contractors to go over the specification. Clerk to arrange meeting.</p>	<p>Cllr Hesketh to contact the Lengthsman</p> <p>Cllr Penlington to strim grass verge Church Lane</p> <p>Clerk to contact A Musson.</p> <p>Clerk to arrange meeting Cllr Walker and Parkin Contractors</p>
115/17	<p>REPRESENTATIVE REPORTS a) Village Hall: Cllr Penlington advised they had received a cheaper quote for installing a drainage pipe. Cllr Walker advised the pipe discharge water into the wooded area alongside the bridge. Cllr Walker raised concerns regarding the footpath being soft when backfilled and asked if it could be topped with hard material. Cllr Walker also advised that no trenches should be left open due to the safety of local residents.</p> <p>b) Julian Cahn: Cllr Roberts reported the Nottingham Community Almshouses Association Board of Trustees have agreed to take over the homes and another meeting is set for November. She advised the residents do not officially know.</p> <p>c) Moor Pond Wood: Cllr Walker reported of vandalism to the stone wall at the sluice at Grange cottages and one of the information boards. He advised he had reported it the police beat team in both Ashfield and Gedling, with no response in 8 weeks. Ashfield beat team then contacted him advising he contact Gedling Beat Team. Cllr Walker commented they were looking at ideas for better security in the area.</p>	<p>Cllr Penlington to contact K Holmes re: drainage pipe into wood, backfilling footpaths and ensuring no trenches left open</p>
116/17	<p>COUNCILLOR REPORTS Cllr Roberts advised of scam telephone calls from people claiming to be from HMRC and BT. She advised she had reported it to Action Fraud. She asked if this could be included in the next newsletter.</p> <p>Cllr Hesketh advised she had received an email from the Pension Regulator Service regarding the Clerk's pension staging date of 1st October. The Clerk to pursue.</p> <p>Cllr Hesketh had circulated information on solar Christmas lights prior to the meeting. After contacting the company, she advised that the lights were very expensive and therefore not an option, however, she would pursue alternative options.</p> <p>All Councillors confirmed they would not be available for the NALC AGM on 15th November.</p>	<p>Cllr Walker to include scam calls in newsletter</p> <p>Clerk to complete pension staging date and declaration.</p> <p>Clerk to send apologies to NALC.</p>

	The PC confirmed the Finance Committee Meeting will be held on Wednesday 18 th October at 7:30pm. Venue to be confirmed. The Clerk to contact Brooke Farm.	Clerk to contact Brooke Farm
117/17	DATE OF NEXT FULL COUNCIL MEETING Wednesday 8 th November 2017	

The meeting ended at 21:30

Signed: _____ **Chairman**

Initials Chairman