

# PAPPLEWICK PARISH COUNCIL

## Minutes of the meeting held remotely (via Zoom) on Wednesday 8<sup>th</sup> July 2020 commencing at 7:15pm

**Present:** Cllr S Roberts (Chair), Cllr C Hesketh (Vice-Chair), Cllr Stephen Walker, Cllr H Guyler, Cllr N Penlington, and the Clerk.

**Parishioners/Visitors:** Cllr Martin Smith (GBC), Cllr Chris Barnfather (GBC & NCC)

<u>Minute No</u>		<u>Action</u>
69/20	<b>APOLOGIES</b> Cllr J Salmons Cllr S Murray (GBC) M Else (Parishioner)	
70/20	<b>DECLARATIONS OF INTEREST</b> Cllr S Roberts – Cricket Club Cllr S Walker – Website Upgrade Cllr N Penlington - Village Hall	
71/20	<b>APPROVAL OF MINUTES</b> The minutes of the May meeting were accepted as a true record. Proposed by Cllr Hesketh seconded by Cllr Walker and signed by Cllr Roberts.	
72/20	<b>MATTERS ARISING</b> None	
73/20	<b>OPEN FORUM</b> None	
74/20	<b>COUNCILLOR VACANCY</b> Cllr Roberts reported that Mr Andrew Johns has resigned from his post as Councillor. Cllr Roberts thanked Mr Johns for his contribution and assistance during his time on the Parish Council.	Clerk to send thank you letter
75/20	<b>ANTISOCIAL BEHAVIOUR IN THE PARISH – UPDATE</b> Cllr Walker reported that cameras have been installed in the church porch. Cllr Smith advised that he, along with Cllr Barnfather and Cllr Murray have contributed towards the camera. He also added that antisocial behaviour has increased throughout the whole Borough. Cllr Roberts advised she has reported the damage to the play panel on the park to the police.	
76/20	<b>HEALTH &amp; SAFETY POLICIES / RISK ASSESSMENTS TO REVIEW</b> Prior to the meeting, Cllr Penlington circulated the Health & Safety Policy which has been updated to include safety measures for Covid-19. The PC resolved to accept the policy. Cllr Penlington to update the Risk Assessments.  Cllr Penlington reported the PC have purchased PPE. He advised the Lengthsman should be provided with a face shield and gloves. Cllr Hesketh to purchase face shield and offer other PPE equipment to the Lengthsman. She advised the Lengthsman has been given a hand sprayer to disinfect the play equipment. Cllr Penlington commented the policy advises that users are responsible for cleaning the equipment before and after use. He also advised notices have been erected around the playing field advising users of the Covid-19 guidelines.  Cllr Penlington requested the Clerk contact Emma at Ravenshead PC for an updated risk assessment for the Lengthsman. He also requested a risk assessment from Malfords.	Cllr Penlington to update risk assessments.  Cllr Hesketh to provide PPE & purchase face shield  Clerk to request risk assessments from Ravenshead PC and Malfords

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	Cllr Penlington requested the Clerk to undertake a Work Station Risk Assessment.	Clerk to undertake risk assessment
77/20	<b>PAPPLEWICK ENVIRONMENT &amp; COMMUNITY FUND</b> Nothing to report	
78/20	<b>PLANTS &amp; FLOWER DISPLAYS</b> Cllr Roberts commented on the wonderful flower displays around the village and thanked all involved.	
79/20	<b>UPGRADING PC WEBSITE</b> The PC confirmed they had reviewed both proposals and were impressed with the specification provided by Vitty, who have also created the Moor Pond Woods website. The PC resolved to accept the proposal from Vitty. The Clerk to request a Contract.	Clerk to request Contract from Vitty
80/20	<b>ARCHIVING PC DOCUMENTS</b> The PC agreed the minutes and audit documents which are currently stored at the Clerk's premises can be deposited at Nottingham Archives. Planning applications no longer need to be retained since all applications from 2006 onwards can be found on the Gedling Borough Council website. The Clerk agreed to retain any significant applications to later be deposited at the Nottingham Archives, and the others can be destroyed. Cllr Hesketh commented that the Retention Policy will need to be updated advising of this. Cllr Barnfather advised contacting Shredall at Bestwood Village.	Clerk to retain significant planning applications and update retention policy.
81/20	<b>INCREASE IN HGVs IN THE PARISH</b> Cllr Roberts advised Trading Standards came out twice to Papplewick and reported a significant number of overweight vehicles coming through the village. The assumption is that some of those vehicles will be visiting local farms and therefore have permission. The Clerk to follow up.  The Clerk advised that Trading Standards have confirmed the sensors on Moor Road and near Hall Lane have not been erected by them. The Clerk contacted Highways and is awaiting a response. Cllr Barnfather advised Highways have been in touch with him but he was unable to assist. He agreed to pursue.	Clerk to pursue.  Cllr Barnfather to pursue.
82/20	<b>CORRESPONDENCE RECEIVED</b> <i>All correspondence had been circulated to the Parish Council prior to the meeting.</i>  <u>Strategic Plan Consultation (6<sup>th</sup> July to 14<sup>th</sup> September)</u> Cllr Roberts advised the PC will need to formulate a response. She reported she has been in contact with Denise Ireland from Linby Parish Council who advised one of the links to the Growth Option Study didn't work. She has made Nottingham City Council aware, and will forward the document when available. Cllr Roberts requested the Clerk contact GBC to request hard copies of the poster to go in the noticeboards. Cllr Hesketh to include information on the Facebook page.  <u>Great British September Clean</u> The PC agreed to register for the event on Saturday 12 <sup>th</sup> September. Cllr Walker to include in the next Newsletter. Cllr Guyler to advertise on the Facebook page.  <u>Geospatial Commission re: Arial Photography</u> Cllr Walker reported the PC received an email regarding additional data available through the Geomapping subscription, which includes satellite and infrared imagery. He advised this was an enhanced service and may be of use to the PC.	Clerk to contact GBC re: posters  Cllr Hesketh to include information on Facebook page  Clerk to register for GB Sept Clean. Cllr Walker & Cllr Guyler to pursue

83/20	<p><b>PLANNING APPLICATIONS RECEIVED</b>  <u>2020/0272 107 Mansfield Road</u>          Proposal: Retention of structure and construction of raised platform with glazed balcony serving as log/covered storage and horse feeding area. Resubmission of application 2019/0058. The PC expressed their concerns about the building used as accommodation. They question the need for a glazed balcony over a storage area and advised it was out of keeping for the location and visually intrusive even though not visible from public spaces.</p> <p><u>2020/0477TCA 40 Main Street</u>          T1 Copper Beech – Reduce height by 3m and reduce the sides by approx. 2m to create a balanced crown. The PC had no objections.</p> <p><u>Other Planning Matters:</u>          Beech tree removal: Via contacted the PC to advise that a Beech tree needs to be removed due to resurfacing of the carriage way on Forest Lane. The tree has been identified as unstable. The PC support the proposal to remove the tree but requested it be replaced with a suitable half-standard or standard specimen. Via advised it is their intention to plant 3 replacement Birch trees between October and March. Forest Lane will be closed overnight between 8pm to 6am from 10<sup>th</sup> to 15<sup>th</sup> August.</p> <p>Top Wighay Application (2020/0050): Cllr Roberts advised that Denise Ireland of Linby PC has notified her of some additional documents which relate to the Top Wighay application. These include the proposal for a raised plateau at the Griffin’s Head junction. Mrs Ireland advised that Linby PC have employed a Planning Consultant and Traffic Consultant to look at the application. Cllr Roberts advised there will be another consultation and the Clerk confirmed she has contacted Nigel Bryan at GBC to request that Papplewick PC be included in all consultations relating to Top Wighay. The Clerk also confirmed she has contacted Mark Spencer’s secretary to request that Papplewick PC are including in the upcoming meeting between Mark Spencer, Linby PC, Highways, GBC and NCC which has been set up to discuss the Top Wighay application. Cllr Walker advised he was deeply concerned with the amount of traffic the development will generate and advised he felt the PC should engage with Highways for traffic calming across the whole road length and not just the junction. Cllr Barnfather advised the PC to attend the meeting between Mark Spencer, GBC, Highways and the Landowners. Cllr Walker commented that during the Neighbourhood Plan process the PC consulted with a traffic consultant and have a number of traffic calming ideas that are still valid. The PC agreed they did not support a plateau at the junction.</p>	Cllr Roberts to contact D Ireland																																				
84/20	<p><b>PARISH COUNCIL ACCOUNTS</b>  <u>a. Current Account balance</u></p> <p>£60,848.46</p> <p><u>b. Payments &amp; Receipts</u>          Payments:</p> <table border="1" data-bbox="212 1536 1259 1856"> <thead> <tr> <th>Date</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>22/05/2020</td> <td>N Penlington – Reimburse for cable ties &amp; gate spring</td> <td>£11.16</td> </tr> <tr> <td>28/05/2020</td> <td>S Walker – Reimburse for Zoom Beginners Briefing</td> <td>£30.00</td> </tr> <tr> <td>28/05/2020</td> <td>Barrie Woodcock – Internal Audit fee</td> <td>£112.50</td> </tr> <tr> <td>01/06/2020</td> <td>E Gretton – May wages &amp; home office expenses</td> <td>£415.93</td> </tr> <tr> <td>05/06/2020</td> <td>E Gretton – Reimburse for storage boxes</td> <td>£32.83</td> </tr> <tr> <td>10/06/2020</td> <td>Reuben Shaw &amp; Sons Ltd – Summer bedding plants</td> <td>£660.00</td> </tr> <tr> <td>18/06/2020</td> <td>Malfords – Grass cutting (8<sup>th</sup> May &amp; 5<sup>th</sup> June)</td> <td>£96.00</td> </tr> <tr> <td>01/07/2020</td> <td>E Gretton – June wages &amp; home office expenses</td> <td>£415.93</td> </tr> <tr> <td></td> <td style="text-align: right;"><b>TOTAL</b></td> <td><b>£1,774.35</b></td> </tr> </tbody> </table> <p>Receipts:</p> <table border="1" data-bbox="212 1946 1259 2009"> <thead> <tr> <th>Date</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>28/05/2020</td> <td>HMRC – VAT Reclaim</td> <td>£262.20</td> </tr> </tbody> </table>	Date	Details	Amount	22/05/2020	N Penlington – Reimburse for cable ties & gate spring	£11.16	28/05/2020	S Walker – Reimburse for Zoom Beginners Briefing	£30.00	28/05/2020	Barrie Woodcock – Internal Audit fee	£112.50	01/06/2020	E Gretton – May wages & home office expenses	£415.93	05/06/2020	E Gretton – Reimburse for storage boxes	£32.83	10/06/2020	Reuben Shaw & Sons Ltd – Summer bedding plants	£660.00	18/06/2020	Malfords – Grass cutting (8 <sup>th</sup> May & 5 <sup>th</sup> June)	£96.00	01/07/2020	E Gretton – June wages & home office expenses	£415.93		<b>TOTAL</b>	<b>£1,774.35</b>	Date	Details	Amount	28/05/2020	HMRC – VAT Reclaim	£262.20	
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	10/06/2020	C Hesketh – Bedding Plants (left over plants)	£70.00	
	10/06/2020	H Guyler – Bedding Plants (left over plants)	£7.00	
		<b>TOTAL</b>	<b>£339.20</b>	
	<p><u>c. Internal Audit Report 2019/2020</u> The internal audit has been carried out by Barrie Woodcock. There were no matters arising from the 2019/2020 internal audit.</p> <p><u>d. External Audit Update 2019/2020</u> The Clerk confirmed the Exemption Certificate has been sent to PKF Littlejohn. The Notice of Public Rights setting out details of how to inspect the Accounts has been displayed in the noticeboards and on the website.</p>			
85/20	<p><b><u>PLAYING FIELD</u></b></p> <p>a) <u>General – vandalism &amp; litter</u> Mr Southgate continues to empty the bins. Cllr Hesketh reported there has been a huge litter problem due to the warm weather and Covid-19 resulting in more people using the park. This includes alcohol bottles and cans. She advised this has now calmed down to a normal level of litter.</p> <p>b) <u>Inspection duty book handover and report</u> Cllr Walker advised it is important that the Councillor on duty completes the inspection book to ensure a record is kept.</p> <p>c) <u>Inspection report and risk assessments</u> Cllr Roberts advised the annual park inspection has been carried out and the report has been circulated to the PC. Cllr Walker advised the skateboard equipment requires quite urgent attention. Cllr Penlington to contact Mr Marshall. He also advised contacting a stainless steel specialist. Cllr Penlington to pursue.</p> <p>The climbing frame needs stripping and painting and there are some bolts loose/missing on some of the play equipment. These jobs can be passed to the Lengthsman. The Lengthsman to also replace the wooden legs from the play panel. Cllr Hesketh advised the Lengthsman will treat all wooden equipment on the park and tend to the flower bed. Cllr Hesketh advised she has contacted Kelly at the Preschool re: their flower bed. Cllr Smith asked that all requests for the Lengthsman go through Emma at Ravenshead. Cllr Hesketh confirmed that Emma receives all the requests and Andy the Lengthsman is copied in.</p> <p>d) <u>Playing field working party update</u> Cllr Walker advised he has requested the Lengthsman to strim out the paths.</p> <p>e) <u>Dogs loose on playing field</u> Cllr Roberts advised there is still a problem with dogs off leads on the playing field. Cllr Guyler to look at new signs and the PC to consider mounting directly over the dog waste bag dispensing box.</p> <p>The PC advised mounting a sign at the Village Hall gate. Cllr Penlington to pursue.</p>			<p>All Councillors on duty to complete inspection book</p> <p>Cllr Penlington to contact Mr Marshall &amp; Stainless steel specialist re: the skate park</p> <p>Cllr Hesketh to contact the Lengthsman</p> <p>Cllr Guyler to look at signs.</p> <p>Cllr Penlington to contact Village Hall</p>
86/20	<p><b><u>HIGHWAYS MATTERS</u></b></p> <p>a) <u>Lengthsman Scheme</u> Jobs as above and to include: mending gate on Church Lane.</p> <p>Cllr Hesketh advised the metal rings on the planter on Moor Road have corroded. Cllr Penlington to pursue.</p> <p>b) <u>Proposed Roundabout Papplewick Lane/Moor Road junction</u> no updates. Cllr Barnfather advised he will pursue this.</p> <p>c) <u>Fly tipping</u> The Clerk had reported fly tipping at the informal layby on Moor Road via the GBC website. Cllr Walker advised that GBC have been out but left the rubbish.</p>			<p>Cllr Hesketh to pursue</p> <p>Cllr Penlington to pursue</p> <p>Cllr Barnfather to pursue</p> <p>Clerk to pursue.</p>

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	<p>Cllr Roberts advised the pole mounted bin on Forest Lane is regularly overflowing and asked the Clerk to either request a larger bin or for it to be emptied more often. The PC advised the pole mounted bin on Moor Road is the same. Cllr Barnfather advised he will pursue this.</p> <p>Cllr Barnfather reported fly tipping at Devil's Elbow. He advised part of the fence has been damaged. He has requested Via to replace it to stop any further fly tipping.</p> <p><u>d) Wild Flower Seeds on verge, Moor Road</u> Cllr Penlington and Cllr Walker to measure the area and purchase / scatter seeds.</p> <p><u>e) Meeting with Via re: impact of traffic from Top Wighay development - Update</u> Discussed under item 83/20 'Other Planning Matters'</p> <p><u>f) Gullies Moor Road / Main Street</u> The Clerk advised she has reported the blocked gullies to GBC. Cllr Barnfather advised he will chase.</p> <p><u>g) Blidworth Waye Flood Prevention Works update</u> The Clerk advised she continues to chase this with Via. Cllr Walker commented that Via had previously advised that a curved gully would be installed in the Spring. Cllr Barnfather advised of micro-asphalt works to be carried out on Blidworth Waye from 27<sup>th</sup> to 31<sup>st</sup> July. He advised he will enquire whether Via will look at the flood works at the same time.</p> <p>The PC advised they are still waiting for a permanent 'road liable to flooding' sign. Cllr Barnfather advised he has an on-site meeting with Paula Johnson from Via on 22<sup>nd</sup> July and will discuss this with her.</p>	<p>Cllr Barnfather to pursue</p> <p>Cllrs Penlington &amp; Walker to pursue</p> <p>Cllr Barnfather to pursue</p> <p>Cllr Barnfather to pursue flood prevention works &amp; the permanent flood sign</p>
87/20	<p><b>REPRESENTATIVE REPORTS</b></p> <p>a) Village Hall: Cllr Guyler agreed to take on the role of Village Hall Representative. Cllr Penlington gave a brief overview of the last meeting - Mrs Holmes has been re-furloughed, they have received a £10,000.00 grant from Central Government, the Village Hall remains closed apart from the preschool, which finishes on 17<sup>th</sup> July. He advised it may not be feasible to reopen the Hall over the summer due to social distancing rules, but this is in constant review. The hall continues to have ongoing maintenance costs which needs to be budgeted for. They need to look at hall hire charges and ensure they remain competitive whilst also making a profit. Currently they will need to use their reserves. The Main Hall floor costs £1500-1800 per year to maintain. They are looking at replacing with something more durable.</p> <p>b) Moor Pond Wood: Cllr Walker advised the foot fall has increased considerably. He advised they have arranged for volunteers to meet on Sunday. This has been discussed with Nottinghamshire County Council, a code of conduct has been written and social distancing rules will be applied. They have concerns as the LIS grant work is to be completed by the end of this year. This will be difficult as one of the co-ordinators is shielding, and he provides the van and tools and assists with driving the volunteers around. The LIS works includes replacing the bridge at Papplewick Dam and completing works to the bank. He advised they have been unsuccessful in their application for a grant from the Post Code Lottery, which was to replace the fencing.</p>	
88/20	<p><b>COUNCILLOR REPORTS</b></p> <p><u>a) Yoga on Playing Field</u> The PC advised the Yoga Instructor who teaches at the Village Hall has advised she will conduct her class on the playing field on two occasions in August. This is due to the Village Hall being closed. The PC advised this is acceptable. They asked the Clerk to contact the Instructor to ensure she have adequate insurance cover.</p> <p><u>b) Planning Application, Leen Valley Golf Club Hucknall</u></p>	Clerk to pursue

	Cllr Barnfather advised of an application which has been submitted for 24,000 tonnes of material to be deposited on Leen Valley Golf Club off Wigwam Lane. This will see 1,500 HGV movements per day. Currently the route will not come through Papplewick. He advised he has requested to see the report before it is submitted and will update the PC.	Cllr Barnfather to update the PC.
89/20	<b><u>DATE OF NEXT FULL COUNCIL MEETING</u></b> Wednesday 9 <sup>th</sup> September 2020 Note: The next meeting is likely to be held remotely via Zoom. This will be confirmed on the next agenda.	

The meeting ended at 20.57

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

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