

PAPPLEWICK PARISH COUNCIL

Minutes of the meeting held remotely (via Zoom) on Wednesday 13th May 2020 commencing at 7:15pm

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

Parishioners/Visitors: 3

Minute No		Action
48/20	APOLOGIES Cllr J Salmons Cllr S Murray (GBC) and Cllr M Smith (GBC)	
49/20	DECLARATIONS OF INTEREST Cllr S Roberts – Cricket Club Cllr N Penlington – Village Hall Cllr S Walker – Website Upgrade Cllr H Guyler – Planning Application 2020/0179	
50/20	APPROVAL OF MINUTES The minutes of the March meeting were accepted as a true record. Proposed by Cllr Walker seconded by Cllr Penlington and signed by Cllr Roberts (14/05/2020)	
51/20	MATTERS ARISING None	
52/20	OPEN FORUM <u>a) Increase in heavy goods vehicles</u> Mr Kerr reported an increase in heavy goods vehicles driving through the village. Cllr Walker advised reporting the vehicles online at NCC Trading Standards. Cllr Penlington commented on the sensor located on Moor Road and requested the Clerk contact Trading Standards to make them aware of the increase in heavy goods vehicles. <u>b) Top Wighay development</u> Cllr Walker requested the Clerk to contact Highways re: traffic mitigation. <u>c) Playing field</u> M Else advised the tie wraps which were holding up the swings have been removed. These were used to prevent people from using them during the covid-19 crisis, as per government guidelines. PC to purchase thicker tie wraps. <u>d) Pembroke Cottage</u> Mr Kerr advised he was disappointed that Gedling Borough Council has approved the works to reduce the height of the front wall. The PC advised the building is Grade II listed, but this may not relate to the gateway. Cllr Walker agreed to look at the listing document.	Clerk to contact Trading Standards Clerk to contact Highways PC to pursue Cllr Walker to pursue
53/30	ANTISOCIAL BEHAVIOUR IN THE PARISH – UPDATE Cllr Walker advised the Church are taking the locks off the church yard gate this week. The PC agreed to leave their gate locked for now and to take advice from Reverend Raaff.	Clerk to contact Reverend Raaff
54/20	SUPPORT FOR PARISHIONERS Cllr Roberts reported there has been one request for assistance, however, the parishioner later received help from a family member so no help was required. Cllr Roberts continues to be in contact with the parishioner.	

Initials Chairman

55/20	PAPPLEWICK ENVIRONMENT & COMMUNITY FUND Cllr Walker reported the group will try and meet in the autumn. He advised they are open to receiving applications. Cllr Penlington commented the Village Hall are looking to install a bike stand and would like to apply to the fund. Cllr Walker advised they email details of the bike stand and the costs to the Clerk.	Cllr Penlington to advise the Village Hall
56/20	PLANTS & FLOWER DISPLAYS Cllr Hesketh reported the flowers have been ordered from Reuben Shaw's and will be delivered at the end of May. She advised she has applied to Highways for permission to install the 3 lamp post planters again but hasn't yet received a response. Cllr Roberts confirmed the Best Kept Village Competition has been cancelled this year.	
57/20	PC TO AGREE & APPROVE FINANCIAL REGULATIONS, FINANCIAL RESERVES POLICY AND STANDING ORDERS The Parish Council resolved to approve the Financial Regulations, the Financial Reserves Policy and the Standing Orders.	
58/20	UPGRADING PC WEBSITE Cllr Walker declared an interest and advised he would step back from the project. Cllr Hesketh reported the PC has approached three companies. Two of the companies have provided a quote and one company advised they can no longer assist. 360 Digital Studio quoted £3,090.00 to develop and set up the site with a monthly charge of £170.00 for the hosting. Vitty quoted £4,500.00 for setting up the website, £300.00 for creating email accounts and £600.00 per annum for support. Cllr Hesketh advised the two specifications are very different and advised the PC look at each one and send comments through to her prior to the next meeting. Cllr Hesketh requested Cllr Walker's assistance with looking at the technical information.	All to view the specifications and forward comments to Cllr Hesketh
59/20	ARCHIVING PC DOCUMENTS No updates	
60/20	BONFIRE EVENT 2020 The PC agreed to cancel the event this year due to the Covid-19 crisis.	
61/20	CORRESPONDENCE RECEIVED <i>All correspondence had been circulated to the Parish Council prior to the meeting.</i> Nothing further to report	
62/20	PLANNING APPLICATIONS RECEIVED <u>2020/0228TCA, 34 Main Street</u> Proposal: Pine trees x 6 along boundary of property. Two members of the PC expressed concerns about the scale of the proposed works and advised these are landscape trees in a prominent position. <u>2020/0229TCA, 36 Main Street</u> Proposal: Beech T1 – Crown reduction all round by 3.5m <u>2020/0252, 15 Main Street</u> Proposal: Internal alterations and external works. The PC had no objections <u>2020/0305TPO, Forest Lodge, Forest Lane</u> Proposal: Sweet chestnut T2 – selective side prune to gain clearance on any regrowth. Sweet chestnut T3 – fell as close to the powerline and main road. Sycamore T4 – selective side prune on any regrowth. Sweet chestnut T5 – side prune to 3.0m clearance. The PC had no objections. <u>2020/0179 – 127 Moor Road – Update</u> Proposal: Single storey rear and two storey side extension. Cllr Guyler advised the application has been refused by GBC and she intends to appeal the decision. The PC had previously contacted GBC to advise they have no objections to the application. The PC agreed that if required, they will reconfirm they have no objections.	

Initials Chairman

63/20	<p>PARISH COUNCIL ACCOUNTS</p> <p><u>a. Current Account balance</u></p> <p>£62,283.61</p> <p><u>b. Payments & Receipts</u></p> <p>Payments:</p> <table border="1" data-bbox="210 342 1198 824"> <thead> <tr> <th>Date</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>18/03/2020</td> <td>Papplewick Village Fayre Group – Donation</td> <td>£100.00</td> </tr> <tr> <td>26/03/2020</td> <td>Papplewick & Linby Village Hall – Hire 08/01</td> <td>£14.00</td> </tr> <tr> <td>26/03/2020</td> <td>Papplewick & Linby Village Hall – Hire 11/03</td> <td>£15.00</td> </tr> <tr> <td>26/03/2020</td> <td>Parish Mag Printers – Apr newsletter</td> <td>£61.00</td> </tr> <tr> <td>01/04/2020</td> <td>E Gretton – Wages & Home office expenses (Mar)</td> <td>£409.76</td> </tr> <tr> <td>02/04/2020</td> <td>Malfords – Grass cutting (March)</td> <td>£48.00</td> </tr> <tr> <td>02/04/2020</td> <td>E-On UK – Electricity for Christmas lights usage</td> <td>£8.01</td> </tr> <tr> <td>09/04/2020</td> <td>Proweb – Unix hosting (annual)</td> <td>£80.00</td> </tr> <tr> <td>22/04/2020</td> <td>BHIB Insurance – Insurance renewal</td> <td>£1,815.63</td> </tr> <tr> <td>22/04/2020</td> <td>N Penlington –Lock for Church Ln gate</td> <td>£5.38</td> </tr> <tr> <td>22/04/2020</td> <td>N Penlington – Safety netting for play equipment</td> <td>£47.96</td> </tr> <tr> <td>22/04/2020</td> <td>Malfords – Grass cutting (x 2 Apr)</td> <td>£96.00</td> </tr> <tr> <td>01/05/2020</td> <td>E Gretton – Wages & home office expenses (Apr)</td> <td>£415.93</td> </tr> <tr> <td></td> <td style="text-align: right;">TOTAL</td> <td>£3,116.67</td> </tr> </tbody> </table> <p>Receipts:</p> <table border="1" data-bbox="210 913 1198 981"> <thead> <tr> <th>Date</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>21/04/2020</td> <td>Gedling Borough Council – Precept</td> <td>£12,474.00</td> </tr> </tbody> </table> <p><u>c. Approval of the Exemption Certificate</u> The Clerk advised that since the PC's turnover does not exceed £25,000.00 they can exempt themselves from having an external audit. The PC agreed and approved the Exemption Certificate. The Certificate was signed by the Chair, S Roberts (on 14/05/2020).</p> <p><u>d. Approval of Annual Governance Statement 2019/2020</u> The Annual Governance Statement was circulated to the Parish Council prior to the meeting. The PC approved the Annual Governance Statement. The document was signed by the Chair, S Roberts (on 14/05/2020).</p> <p><u>e. Approval of Accounting Statement 2019/2020</u> The Accounting Statement was circulated to the Parish Council prior to the meeting. The PC approved the Accounting Statement. The document was signed by the Chair, S Roberts (on 14/05/2020).</p> <p><u>f. Internal Audit update</u> The Clerk advised she has received communication from Barrie Woodcock, the internal auditor, requesting he carries out the internal audit after the approval of the Annual Governance Statement and Accounting statement. The Clerk to take the accounts to Mr Woodcock next week.</p>	Date	Details	Amount	18/03/2020	Papplewick Village Fayre Group – Donation	£100.00	26/03/2020	Papplewick & Linby Village Hall – Hire 08/01	£14.00	26/03/2020	Papplewick & Linby Village Hall – Hire 11/03	£15.00	26/03/2020	Parish Mag Printers – Apr newsletter	£61.00	01/04/2020	E Gretton – Wages & Home office expenses (Mar)	£409.76	02/04/2020	Malfords – Grass cutting (March)	£48.00	02/04/2020	E-On UK – Electricity for Christmas lights usage	£8.01	09/04/2020	Proweb – Unix hosting (annual)	£80.00	22/04/2020	BHIB Insurance – Insurance renewal	£1,815.63	22/04/2020	N Penlington –Lock for Church Ln gate	£5.38	22/04/2020	N Penlington – Safety netting for play equipment	£47.96	22/04/2020	Malfords – Grass cutting (x 2 Apr)	£96.00	01/05/2020	E Gretton – Wages & home office expenses (Apr)	£415.93		TOTAL	£3,116.67	Date	Details	Amount	21/04/2020	Gedling Borough Council – Precept	£12,474.00	<p>Clerk to submit to PKF Little John</p> <p>Clerk to forward audit documents to Cllr Walker to publish on the website</p> <p>Clerk to take accounts to internal auditor</p>
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64/20	<p>PLAYING FIELD</p> <p><u>a) General – vandalism & litter</u> no updates from Cllr Salmons prior to the meeting. Cllr Hesketh advised Mr Southgate continues to empty the bins. She advised people could be using the dog waste bags as a free supply. It was agreed to keep monitoring the situation.</p> <p><u>b) Inspection duty book handover and report</u> No updates from Cllr Salmons prior to the meeting. Cllr Penlington commented that though the play equipment has been secured with netting to prevent use, the equipment still needs to be checked and logged on a weekly basis to ensure its safety.</p>	<p>PC to monitor dog waste bags supply</p> <p>PC to continue to carry out inspection on play equipment and complete log book</p>																																																			

	<p>c) <u>Inspection report and risk assessments</u> None reported – see above</p> <p>d) <u>Playing field working party update</u> Cllr Walker reported he has previously met with members of the preschool and agreed the work to be done in the informal area. The Lengthsman has used the brushcutter to create a path around the inside of the area and will continue to keep on top of it when he has the spare time. The plan is to ensure the area is visible from the field. There are a number of trees closest to the houses which have been marked up as they are dead. They have been marked since the tree surgeons report last year. Cllr Walker advised he has suggested to the Lengthsman to clear out the green spotted trees which will thin the copse out. There is a possibility of laying the hedge near the access path to create a barrier around the informal area and restrict access from the path. Cllr Penlington advised approaching the Papplewick Environment & Community Fund for stakes and approaching the Young Farmers to assist. Cllr Walker commented the Miner2Major project may also assist.</p> <p>e) <u>Dogs loose on playing field</u> The PC reported there has been a complaint regarding dogs off leads on the playing field and in the woods. The dogs have also been seen around the play park. Cllr Hesketh commented that dogs should be on a lead on the playing field. The PC requested the Clerk to contact the dog owner. Cllr Roberts agreed to put up notices on all entrances.</p>	<p>Clerk to write letter to resident</p> <p>Cllr Roberts to pursue</p>
65/20	<p><u>HIGHWAYS MATTERS</u></p> <p>a) <u>Lengthsman Scheme</u> Jobs to include tending to the raised beds and planters, strimming down Moor Road (where GBC has missed) clearing out the debris that accumulates in the corners on Main Street and Litter pick on Mansfield Road / Ash Lane. Cllr Hesketh advised speaking to the lengthsman and rather than giving him specific jobs, give him a number of hours for him to decide what work needs to be done. The PC agreed.</p> <p>b) <u>Proposed Roundabout Papplewick Lane/Moor Road junction</u> no updates</p> <p>c) <u>Fly tipping</u> Police and GBC have been made aware of the abandoned caravan in the informal layby on Moor Road and confirm they will arrange to have it removed as soon as possible.</p> <p>d) <u>Siding up Moor Road</u> Cllr Walker advised the siding up has been carried out, however the waste has been dumped on the verge. Clerk to contact Via to request the waste be rolled flat and seeded with wildflower seeds if possible.</p> <p>e) <u>Footpath opposite layby on Linby Lane</u> Mrs Kerr advised the works has not been carried out.</p> <p>f) <u>Pothole on Linby lane/Main Street junction</u> Works carried out.</p> <p>g) <u>PC to discuss how the impact of traffic arising from the Top Wighay development will be managed</u> Clerk to chase.</p> <p>j) <u>Bus Shelter, A60</u> Cllr Roberts reported that she had contacted NCC Highways to advise them that the PC felt £8,000.00 was too much for them to spend to replace the brick shelter with a new wooden shelter with built-in solar lights. She asked if the existing shelter could be fitted with solar lights instead. They advised the existing shelter cannot be retro fitted with solar lighting as the roof is not designed to take the panels. He advised they are looking to procure solar powered lights that can be installed on a bus stop pole and that this could be a possible solution and would cost around £2,000.00. He requested Cllr Roberts contact him again in September when he will be able to confirm the pricing.</p>	<p>Cllr Hesketh to contact the Lengthsman</p> <p>Clerk to contact Highways</p> <p>Clerk to contact Highways</p> <p>Clerk to chase</p> <p>Cllr Roberts to pursue in September</p>

66/20	<p>REPRESENTATIVE REPORTS</p> <p>a) Village Hall: Cllr Penlington advised the Village Hall is currently closed and the staff have been furloughed. They have been successful in receiving a £10,000.00 Retail & Hospitality grant from the government. The preschool is opening this week. The last management meeting was cancelled.</p> <p>b) Moor Pond Wood: Cllr Walker commented all on hold. No issues to report.</p>	
67/20	<p>COUNCILLOR REPORTS</p> <p>a) <u>Papplewick Village Fayre</u> Cllr Hesketh reported that this year's Papplewick Village Fayre has been cancelled due to the current Covid-19 crisis, but will return in 2021.</p> <p>b) <u>Moor Pond Wood paths</u> Cllr Hesketh reported she has been approached by a parishioner who advised of an unpleasant encounter with a cyclist whilst walking through Moor Pond Wood and asked what the stipulation is regarding cyclists using the paths. Cllr Walker advised they are concessionary footpaths and not public rights of way. He commented there was very little that could be done to stop cyclists using the paths since it cannot be policed.</p>	
68/20	<p><u>DATE OF NEXT FULL COUNCIL MEETING</u> Wednesday 8th July 2020</p> <p>Note: The next meeting is likely to be held remotely. This will be confirmed on the next agenda.</p>	

The meeting ended at 20.57

Signed: _____ **Chairman**

Initials Chairman