

EAST BRIDGFORD PARISH COUNCIL

MINUTES OF THE MEETING HELD ON MONDAY, 3RD MARCH 2014 AT 7.30 PM IN THE METHODIST CHAPEL

Present:	Chairman – Cllr P Clarke; Vice-Chairman Cllr T Strutt Cllrs D Atkins, P Bancroft, N Hall, T Hartfield, R Hunt, N Lawrence, D Meylan and J Turner
Also present:	Mrs J Barlow (Clerk), Mrs P K Norman (Minuting Clerk) Cllr K Cutts (NCC Cllr), Miss A Waring (Catfoot Garden Design) and a number of village residents

The Parish Council and members of the public stood for a minute’s silence in memory of Cllr Garth Powell who had recently passed away.

1.	<u>To elect a Chairman</u>
	Cllr Turner had circulated a letter to Councillors expressing his wish to resign as Chairman. <i>It was proposed by Cllr Hall that Cllr Clarke be elected Chairman, seconded by Cllr Lawrence and all in favour.</i>
2.	<u>To receive the Chairman’s Declaration of Acceptance of Office or, if not then received, to decide when it shall be received</u>
	Cllr Clarke accepted the office of Chairman and signed the Declaration of Acceptance of Office.
3.	<u>To elect a Vice-Chairman</u>
	<i>It was proposed by Cllr Atkins that Cllr Strutt be elected Vice-Chairman, seconded by Cllr Lawrence and all in favour.</i> Cllr Strutt accepted the office of Vice-Chairman.
	The Chairman brought forward Agenda Item 9 and adjourned the meeting for Public Comment
9.	<u>To receive public comment</u>
9.1	Mr Chris Henwood asked whether the Parish Council had considered taking any action to see if broadband speed in the village could be upgraded. Cllr Kay Cutts advised that the BT programme upgrading broadband services in Rushcliffe should have been completed at the end of February. She suggested that Mr Henwood should contact his service provider and said that she would check the present position and let the Clerk know. <i>Action: Agenda item for April meeting.</i>
9.2	Mr Henwood also enquired whether any progress had been made about improving the condition of the playing field and said that Flintham had obtained grants of £70,000 from various bodies to upgrade its playing field. The Chairman reconvened the meeting and brought forward Agenda Item 14.

14.	<u>To receive recommendations from the Recreation & Amenities Committee with regard to progressing the Cuttle Hill and Butt Field improvement projects</u>
14.1	<p>RECOMMENDATION: THAT the Council resolves to improve drainage, plough and level the grass surface, improve the access and provide Trim Trail equipment for adults in the Butt Close Recreation Ground (also known as Butt Field) AND to support the applications to grant aiding bodies for financial support AND act as Third Party Funder and financial contributor up to a maximum of £23000 AND that the Council provides a letter to this effect signed by the Chairman and one other Councillor.</p> <p><i>It was proposed by Cllr Bancroft that the Recommendation be accepted and that the signatories should be the Chairman and Cllr Bancroft, seconded by Cllr Turner and all in favour.</i></p>
14.2	<p>RECOMMENDATION: THAT the Parish Council engages Amanda Waring of Catfoot Garden Design for the development and submission of an outline design brief for the Cuttle Hill project before the April Parish Council Meeting, to be ready in greater detail for presentation to the Annual Parish meeting. The design brief should include proposed access routes, tree planting, the types of materials to be used and an estimate of construction costs and design fees.</p> <p><i>It was proposed by Cllr Bancroft that the Recommendation be accepted, seconded by Cllr Atkins and all in favour.</i></p>
15.	<u>To discuss and approve the Grant Application(s) with regard to improvements to Butt Field and to appoint two signatories</u>
15.1	<p>Cllr Atkins had circulated Councillors with a copy of the draft grant application, which has to be submitted to WREN by 2nd April. <i>It was proposed by Cllr Lawrence that the Parish Council should authorise Cllrs Atkins and Turner and the Clerk to finalise and agree the wording of the application and submit it to WREN before the deadline, seconded by Cllr Hunt and all in favour.</i></p>
15.2	<p>Cllr Atkins said that he will require a copy of the Year End Accounts for submission with the grant application, together with a letter or an extract from the minutes confirming the decisions made at this meeting. He would also like some photographs of the playing field when it was flooded. <i>Action: Cllr Atkins to liaise with the Clerk.</i></p>
17.	<u>To receive a report and discuss the Cuttle Hill Improvement Programme</u>
	<p>Miss Waring gave a short presentation of her initial proposals for the project and asked for clarification of the Parish Council's design brief and budget. <i>It was proposed by Cllr Atkins that Miss Waring be asked to prepare a design brief, including proposed access routes, tree planting, the types of materials to be used and an estimate of construction costs and design fees, which should be circulated to Councillors prior to the April Parish Council meeting and for her to report to the April meeting, seconded by Cllr Bancroft and all in favour.</i></p>
4.	<u>To consider membership of Committees and make appointments as necessary</u>

	<p>It was agreed that the membership of the Committees should be:-</p> <p>Recreation & Amenities – Cllrs Atkins, Bancroft, Clark, Hartfield and Strutt Allotments & Open Space – Cllrs Hall, Hunt, Meylan, Strutt and Turner Executive & Policy – Cllrs Bancroft, Clarke, Hall, Lawrence and Strutt</p> <p>The Clerk reported that RBC will not institute any procedures advertising the vacancy for a Parish Councillor until after Cllr Powell’s funeral and this will be discussed at the Executive & Policy Committee to be held on 18th March.</p> <p>Cllr Hall reminded Councillors that Cllr Powell had also been a member of the Sports Club Committee.</p>	
5.	<p><u>To make Declarations of Interest in any matter on the agenda (Where an interest becomes apparent during the course of any discussion it must be declared at that time)</u></p>	
	<p>Cllr Strutt declared an interest in Agenda Item 18 as she is a member of the EB Parochial Church Council (EBPCC) and Cllr Hall declared an interest in the planning application for 19 Walnut Tree Lane.</p>	
6.	<p><u>To receive apologies for absence</u></p>	
	<p>Apologies were received from the Deputy Clerk who was on holiday.</p>	
7.	<p><u>To consider the minutes of the meeting held on 3rd February 2014 and when approved to sign them as a true record</u></p>	
	<p>The following amendments were made:- 14.2 –the correction of the audit date to read 31 January 2014 20.3 – the correction of the Churchwarden’s name to Jess McDonald 22 – the correction of the date to read 3 March 2014</p> <p><i>It was proposed by Cllr Strutt that the minutes with the above amendments be approved and signed, seconded by Cllr Meylan and all in favour.</i></p> <p>The Chairman thanked Cllr Cutts for attending the meeting and congratulated her on behalf of the Parish Council for her MBE.</p>	
8.	<p><u>To receive reports on matters arising from the minutes and answer questions from Councillors</u></p>	
8.1	<p><u>Painting of gates on Butt Field</u></p>	<p>The Clerk reported that a quotation had been received from Bill Marshall for £150.00 including materials and labour. <i>It was proposed by Cllr Meylan that the quotation be accepted, seconded by Cllr Hall and all in favour.</i></p>
8.2	<p><u>Closure of Langar tip site</u></p>	<p>Cllr Cutts confirmed that the decision had been made to close the tip sites at Langar and Fiskerton.</p>

8.3	<u>Snow clearing</u>	Cllr Hunt reported that Harvey Pickford had suggested another farmer who might be interested in registering with NCC and he will speak to him and report back to Cllr Hunt.
8.4	<u>Health & Safety Risk Assessment</u>	The Clerk reported that this will be discussed at the Executive & Policy Committee meeting on 18 th March.
8.5	<u>Valuation of Sports Pavilion</u>	Cllr Turner reported that the Surveyor had confirmed that the valuation does include professional fees and site clearance but not loss of rent. Action: Clerk to advise insurers of revised valuation.
8.6	<u>Temporary speed sign</u>	NCC have not yet installed this.
10.	<u>To receive the Chairman's Report</u>	
	The Chairman's Report from Cllr Turner had been circulated prior to the meeting and is attached as an Appendix to these minutes. In addition, Cllr Turner reported that there had been another flooding incident on Brickyard Lane which Severn Trent had cleaned up and he had heard that a new inspection chamber is to be put in at the bottom of Millgate, although no official notification has been received yet.	
11.	<u>To consider and make recommendations on planning applications and receive RBC decisions</u>	
11.1	<u>Planning Applications</u>	
	14/00168/FUL	Mr D Parry, Land at East Bridgford Business Park, Kneeton Road. Siting of storage container. It was proposed by Cllr Meylan that there be no objection, seconded by Cllr Atkins and all in favour.
	14/00172/FUL	Mrs J Bostock, 8 Moss Close. Two storey front extension, single storey rear extension, side extension, pitched roof to garage. It was proposed by Cllr Turner that there be no objection but recommendations be made, seconded by Cllr Hall and the majority in favour. Cllr Lawrence abstained.
	14/00258/FUL	Mrs T Tranter, 17 Ludgate Drive. Single storey rear extension. It was proposed by Cllr Meylan that there be no objection but recommendations be made, seconded by Cllr Turner and all in favour.
	14/00287/FUL	Miss L Bragg, 19 Walnut Tree Lane. First floor extension and alterations. It was proposed by Cllr Meylan that there be no objection, seconded by Cllr Atkins and all in favour.
11.2	<u>RBC Planning Decision</u>	
	13/02435/FUL	Miss S Featherstone, 108 Kneeton Road. New manege. Permission granted (PC did not object).

11.3	TPOs
	TPO not being made – 3 Croft Rise. Reduce silver birch to 4 metres. 22c Main Street. The Chairman reported that three trees are to be pollarded and one is to be felled but no reasons have been given for the works. Action: Clerk to speak to the RBC Tree Officer about this.
12.	<u>Finance</u>
12.1	<u>To receive the Statement of Account and approve and sign the Schedule of Payments</u>
	The Statement of Account and Schedule of Payments is attached as an Appendix to these minutes and had been circulated to Councillors prior to the meeting. RESOLVED: To accept the Supplementary Schedule of Payments for February and the Schedule of Payments for March. Proposed by Cllr Turner, seconded by Cllr Strutt and all in favour.
12.2	<u>To receive the RFO's Report</u>
	The RFO reported that the two-signatory rules for Parish Councils will be changing and internet online banking may be put into place which will involve new procedures and she is awaiting further information from NALC. The RFO noted that some of the Councillors had not received emails recently which had been sent by her and/or the Deputy Clerk and she will check the email addresses being used.
13.	<u>To discuss progress towards updating the Community Plan and consider funding for the launch</u>
	Cllr Atkins reported that 14 residents had attended the initial Community Plan meeting and 8 people had volunteered to be part of a small group to move the project forward. He reminded Councillors that this has to be a community-led project and not a Parish Council project but the group will need support from the Parish Council to assist with meetings, meeting venues and the stand at the Flower Show. It was agreed that the Parish Council should support the project. It was proposed by Cllr Atkins that expenditure up to £200 be approved towards the launch of the Community Plan, seconded by Cllr Bancroft and all in favour. Action: Deputy Clerk to resend the minutes of the Community Plan meeting to Councillors.
16.	<u>To discuss any further issues relating to the condition of Butt Field</u>
16.1	Cllr Turner reported that there had been a lot of foul language during the football matches at the weekend and he will bring this matter up at the next Sports Club meeting.
16.2	The Clerk reported that Graham Smith, NCC Land Drainage Officer in the Flood Risk Management Team had emailed to see if he could meet with Parish Councillors to discuss flooding issues in the village. It was noted that this meeting would also be an opportunity to discuss maintenance of the dykes and gullies in the village. It was proposed by Cllr Hall that a without prejudice meeting be arranged with Mr Smith, seconded by Cllr Strutt and the majority in favour. Action: Clerk to write to Mr Smith with

	<i>contact details for the Chairman and Cllr Lawrence so that a meeting can be arranged.</i>
18.	<u>To discuss the request for funding to assist with the church tower clock</u>
	The Clerk reported that she had not yet received a copy of the EBPC Accounts and quotations for the work. It was agreed that this matter will be deferred until this information is received.
19.	<u>To discuss assisting local scouts with funding for Explore Japan 2014 Expedition</u>
19.1	Cllr Turner reported that a letter had been received from three Venture Scouts asking if the Parish Council would contribute towards this project. Action: Cllr Strutt to ask somebody from the Scouts to attend a Parish Council meeting to provide further information.
19.2	Cllr Atkins reported that the Scouts had asked whether there are any tasks around the village that they could help with and he wondered if they would be able to rake the Car Park, although a fresh supply of gravel would be needed.
20.	<u>To consider nominations of Assets of Community Value</u>
	Cllr Lawrence explained that the Localism Act provides for communities to try and protect important buildings and assets for the community, which can be nominated to RBC. It was discussed that assets in the village include the Post Office and store, the newsagents, the Royal Oak, the Reindeer, the Village Hall and the playing field. Actions: (1) Cllr Turner to obtain nomination form; (2) Agenda item for the April meeting.. Cllr Cutts left the meeting at 9.20 pm
21.	<u>To discuss the query received from Waterloo Housing re eligibility criteria for property on Fosters Close</u>
	The Clerk reported that the proposed sale which had given rise to the query was no longer proceeding but Waterloo Housing have asked at what point they would be able to sell to a Category 5 person (ie any person who is eligible for social housing and would like to live in East Bridgford and is in housing need). The Chairman said that more clarity is needed about Waterloo Housing's marketing processes and the timescales involved and it was suggested that Donna Dwyer should be invited to the next meeting to discuss the issues. Action: Clerk to invite Donna Dwyer to the next Parish Council meeting.
22.	<u>To discuss arrangements and agree speakers for the Annual Parish Meeting</u>
22.1	The Chairman reported that the proposed date of 24 th April will clash with another event that evening and alternative dates were discussed. It was proposed by Cllr Turner that the Annual Parish Meeting be brought forward to Thursday, 17th April, seconded by Cllr Hall and the majority in favour. Action: Clerk to check the availability of the WI Hut.
22.2	It was agreed that Cllr Kay Cutts should be invited to attend and Cllr Lawrence confirmed that he will give his usual presentation as the Ward Member. RCAN will also be invited to speak about the Community Plan and a presentation will be made about the Cuttle Hill project and the proposed Trim Trail on the

	playing field.	
23.	<u>To receive a report on update of the Parish Council Leaflet</u>	
	To be deferred to a later meeting.	
24.	<u>To receive a report on matters on the monthly list of outstanding items</u>	
24.1	Sign Board at the Toll Bridge	Cllr Hunt reported that this is now in situ and circulated a photograph.
24.2	Double yellow lines	This is being reviewed.
24.3	Sports Club Licence	Awaiting draft from Fraser Brown Solicitors.
24.4	New footpath leaflets	NCC are dealing with this.
24.5	Rental value of Brian Crossland's allotment land	Revaluation due every six years – due in November 2014
24.6	Overhanging branches on footpath by Old Post Office	To be cut back in April ready for Village Show in June.
24.7	15m of guard rail and marker post outside Medical Centre	NCC to carry out works.
24.8	Improved signage at old A46/Butt Lane junction	NCC
25.	<u>To consider whether there are any consultation issues arising from the agenda</u>	
	Only as already discussed during the course of the meeting.	
26.	<u>To consider whether there are any insurance issues arising from the agenda</u>	
	Only as discussed during the course of the meeting.	
27.	<u>To receive reports from committees</u>	
	The recommendations from the Recreation & Amenities Committee had already been discussed. Action: Deputy Clerk to circulate minutes.	
28.	<u>To receive and consider reports from the Clerk</u>	
28.1	A resident had expressed concern that the village no longer benefits from the paper collection recycling skips in the Car Park. Cllr Bancroft explained that the dip in paper value means that there is no profit for distribution at the moment from the paper collection but the skips are emptied free of charge.	

28.2	The Clerk and Cllr Turner had met with Andrew Ready at Fraser Brown Solicitors who will be drawing up a draft Sports Club Licence or sub-lease, looking into the responsibility for maintenance of the playing field and registering the freehold title to the Wharf and the access track.
28.3	The Clerk reported that tenders for the contracts for casual labour, litter collection and maintenance of the playground have been advertised. The closing date for tenders is 14 th March and this will be discussed at the Executive & Policy Committee meeting.
28.4	The Clerk had received a telephone call from the owner of 53 Main Street advising that the fence between 55 and 57 Main Street needs repairing and also asking whether the Parish Council would be prepared to sell part of its land by the shed. Actions: (1) Clerk to advise the resident that the Parish Council has no desire to sell any land; (2) Cllrs Hall and Turner to inspect the broken fence and see whose responsibility it is.
28.5	The Clerk had received a letter from the owner of 25a Main Street complaining about grass cuttings from the playing field being deposited along his hedge bottom. Cllr Hall explained that at some point NCC had put some spare turf along the hedge bottom which had raised the level and the grass cuttings were being put on top of this. It was proposed by Cllr Hall that a tractor and bucket be used to level and clear the grass when the weather improves, seconded by Cllr Bancroft and all in favour. Actions: (1) Clerk to advise resident; (2) Cllr Hall to arrange for the land to be cleared when the weather improves.
29.	<u>To receive matters for report</u>
29.1	Cllr Meylan reported that he had studied the revised RBC Draft Plan and could not see that it includes anything that affects East Bridgford.
29.2	Cllr Bancroft reported that the flooding at Margidunum roundabout had been very bad again.
29.3	Cllr Hunt reported that he had distributed the bags of salt around the village.
29.4	Cllr Hunt reported that the sign board at the Toll Bridge has now been erected and he had laid 2 tonnes of pea gravel and sprayed with weedkiller.
29.5	Cllr Hunt reported that the last flood has taken away more soil at the bottom car park at the marina and he will be building up the bank with 150 tons of concrete.
29.6	Cllr Strutt reported that the hedge at the Old Vicarage needs trimming. Action: Cllr Hall will speak to Brian Crossland who tends the garden at the property.
29.7	Cllr Strutt read out a message included in the Head Teacher's Report which had been sent to the School Governors in memory of Garth Powell.
29.8	Cllr Strutt reported that residents had complained about bonfires being lit near the allotments during the high winds.

29.9	Cllr Hall reported that the skip which had been placed in the Car Park by residents who live at the back of the Car Park had caused damage to some of the hedge whips and a pile of ivy had been dumped there. Action: Cllr Hall to pass details to the Clerk.
29.10	Cllr Hall expressed concern that the playing field is now being referred to as Butt Field Recreation Ground. It was discussed and agreed that the preferred name for the playing field should be Butt Close.
29.11	Cllr Lawrence reported that the Village Diary on the website is not being updated. The Village Diary is still held in the Post Office and details are passed to the Village Magazine but do not seem to be forwarded to the web editor.
29.12	Cllr Lawrence reported that a resident on Springdale Lane had asked if there could be a regular update in the Parish Council article in the Village Magazine about progress on the flooding problems. The resident is also hoping to approach the landowner to clear the ditch on Springdale Lane.
29.13	The Chairman reported that the annual review of the Tree Policy will need to be carried out in May.
30.	<u>Correspondence for information only</u>
	There was none.
	The meeting closed at 10.25 pm
	The date of the next meeting is Monday, 7 th April 2014.
	Chairman Date: