

EAST BRIDGFORD PARISH COUNCIL

**MINUTES OF THE MEETING HELD ON MONDAY, 7 July 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, T Norman and J Turner	
Also present:	Mrs J Barlow (Clerk), Mr EMF Temple (Deputy Clerk) Mr R Thomas, village resident	
1.	<u>To make Declarations of Interest in any matter on the agenda</u>	
1.1	General Notice was given by Cllr Hunt to the Council to the effect that he has an interest in land at the Marina, because his leasehold property is adjacent to the right of access by the Marina.	
1.2	Cllr Turner declared an interest in agenda item 8 relating to the planning application on Millgate as resident of nearby property in 4 Millgate	
2.	<u>To receive apologies for absence</u> None	
3.	<u>To consider the minutes of the meeting held on 2 June 2014 and when approved to sign them as a true record</u> <i>Resolved that these be approved and signed, Proposed by Cllr Atkins seconded by Cllr Turner and all in favour.</i>	
6	<u>To receive public comment (the meeting was adjourned for the duration of this brought forward item)</u> Mr R Thomas spoke of his concern about the proposed development of 2 Magdalen Drive. He was told that this was expected to be raised at the next Council Meeting in August and was thanked for his interest.	
5.	<u>To receive reports on matters arising from the minutes (not dealt with elsewhere on the agenda) and answer questions from Councillors</u>	
5.1	<u>VAT issues</u>	Cllr Turner and the Clerk were scheduled to meet Mr. Rosser of Cooper-Parry re VAT on 10 July.
5.2	<u>Flooding issues</u>	The Council is not happy with the responses on flooding and asked Cllr Turner to make contact with OFWAT and the Chief Executive of Severn Trent Water.
5.3	<u>Affordable Housing</u>	Action: Cllr Turner to pursue A response has been received from Waterloo Housing but was considered not to be wholly satisfactory. Action:- The Clerk was asked to write to Mrs D. Dwyer who manages affordable housing issues on behalf of Rushcliffe Borough Council to see whether the process can be improved whereby the Parish Council is notified of any vacancy.

5.4	The Toll Bridge sign	Ongoing.
7.	<p><u>To receive the Chairman's Report</u> The Chairman's Report had been circulated prior to the meeting and is attached as an Appendix to these minutes.</p> <p>The Chairman also reported that the Scouts are making a field available in the village for the proposed march from Newark to Radcliffe on Trent, calling at Flintham and East Bridgford, which is being planned for Sunday August 10th.</p>	
8.	<p><u>To consider and make recommendations on planning applications and receive RBC decisions</u> The Deputy Clerk reported</p> <p>14/01156/TPO Mr P Farmer 1 Lammas Gardens NG13 8LQ Reduce crown of yew tree by 30%.The RBC Tree Officer has been to inspect and it was agreed that the Parish Council should follow the RBC Tree Officer's decision.</p> <p>14/01086/FUL Mr A Youatt 4 Mill Gate Alteration and extension to the roof including increase in ridge height and dormer windows No objection</p> <p>13/02070/FUL East Bridgford Tennis Club An Appeal has been filed by the Tennis Club against refusal of planning permission for floodlights.</p> <p>14/01356/AGRIC The Council had no objection but the Deputy Clerk was asked to make observations to RBC relating to the fact that it is in the Green Belt, there are possible issues of access from the public highway. There is also a large barn already on the site so development may be already up to capacity. A recommendation that formal planning permission be applied for.</p> <p>14/01135/FUL Mrs J Bostock 8 Moss Close NG13 8LG Single storey front extensions, two storey and single storey rear extensions</p> <p>Council had no objection but asked that the Deputy Clerk note to RBC that Moss Close does have its own cohesion and that any development should take that into account in matters such as height of the proposed rendering and that the yew tree be protected.</p> <p>14/01178/FUL Mr C Cook 2 Magdalen Drive</p> <p>Two storey extension to rear, side and front The Deputy Clerk had not received formal notice of this application yet and was asked to</p>	

	make a request to RBC for deferral so that it could be discussed at the next Council Meeting.
9.	<u>Finance</u>
9.1	<u>To receive the Statement of Account to 30 June 2014 and approve and sign the Schedule of Payments</u>
	<p>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.</p> <p>RESOLVED: To accept the Statement of Account to 30 June 2014 and the Schedule of Payments for July 2014. Proposed by Cllr Turner, seconded by Cllr Bancroft and all in favour Cheques were drawn and signed accordingly.</p>
9.2	<u>To receive the RFO's Report</u> The RFO presented a copy of the bank statement for 30 June 2014 for signature by the Vice-Chairman as part of enhanced internal controls. Cllr Strutt checked and signed this as Vice Chairman
10.	<u>To receive an update on broadband provision in the village</u> The Clerk reported that reports back from British Telecom on commercial roll out for the village, the timetable for implementation and Better Broadband for Notts were inconsistent and confusing. Action; Clerk to pursue.
11.	<u>To receive an update on the Butt Close Improvement Project.</u>
	Resolved to place an order with Mark Walton for £11500 + VAT for the initial works in the form presented to the meeting. Proposed by Cllr Atkins, seconded by Cllr Bancroft and agreed.
12	Butt Close Playing Field
12.1	<u>Sports Club lease and subleases</u> <p>The old lease to the Sports Club has expired. The Deputy Clerk had circulated to Cllrs a copy of the Fraser Brown solicitors draft with some amendments suggested by a subcommittee of Cllrs Clark and Turner, plus the Clerk and Deputy Clerk Various further amendments were suggested by Cllrs and the Clerk was asked to send this draft lease with the suggested revisions to Fraser Brown for advice. Fraser Brown had quoted £750-£1000 + VAT and disbursements for this lease and registration, which was agreed.</p> <p>It was agreed that the Council should grant a lease to the Sports Club (as advised by Fraser Brown) subject to subleases to the Tennis Club and The Bowls Club. So the Sports Club will become a single umbrella organisation for all sports using the playing field.</p> <p>In due course this new draft lease will be sent by Fraser Brown to the Sports Club for the trustees to take their own legal advice at their own expense. When in more or less final form, it is understood that it should go up to Notts County Council as Head Landlord for Notts CC to approve and sign off.</p> <p>The Council will deal direct with the Tennis Club about a replacement lease and will deal direct with the Bowls Club on a new lease. Cllrs did not consider that the Council needed legal advice on this as the tennis club replacement lease will be in more or less exactly the same form as the existing one (taken account of in the new draft lease to the Sports Club)</p>

<p>12.2</p> <p>12.3</p> <p>12.4</p> <p>12.5</p> <p>13.</p>	<p>and the Bowls Club sublease will mirror the Tennis Club lease apart from insurance and will expire at the same time.</p> <p><u>Pressure vessels at the Pavilion</u> There is an annual requirement by law to test and if necessary service pressure vessels at the Pavilion. Action: Cllr Turner was asked to check whether this is dealt with and paid for by the Sports Club.</p> <p>School's use of the playing field The previous lease to the Sports Club made reference to the then County Council managed primary school being able to use the field. This was set out in the Superior Lease. The School is now an Academy, free of control by Notts CC. This does not stop EBPC allowing the Academy to use the field in the same way as it has done up to 2013, and will probably continue to do so,</p> <p>Insurances The cost of insuring the <u>Pavilion</u> is paid for entirely through the Parish Council.</p> <p>The only sum reimbursed to the Council in terms of insurance premium is the part attributable to the <u>playing surface of the tennis courts</u>. The Council each year asks the insurers to identify how much of the total premium relates to this. The surface of the tennis courts is part of the site and is a landlord's fixture; so the Parish Council as Landlord insures it and recoups the cost from the tennis club.</p> <p>On insurance of the <u>bowls green</u>, the position is that the Parish Council's insurance policy could only cover a nominal sum and that the advice the Bowls Club has received is to go to a specialist insurer. There are some who deal with bowls greens specifically. This is why it was not placed on the Parish Council policy and as the Bowls Club want their own insurance on the bowling green, they will sort that out themselves</p> <p>The Parish Council does not wish to be seen as responsible for any of the acts or omissions of the tenant if in breach of its obligations. The Clerk was asked to check with the Council's insurance brokers whether the Council needs to be named as a beneficiary in this context and if it is, whether the Council needs to be a joint policyholder.</p> <p>Schedule of Condition for the Pavilion It was agreed that if a schedule of condition is required, that the Clerk would invite John Brailsford to quote for the work.</p> <p>Wharf Registration A subcommittee of Cllrs Atkins, Hunt, and Turner plus the Clerk had met and proposed to register at the Land Registry a 15 foot wide track as marked on a plan which did not include any area of the bank leading up to the chalets. Fraser Brown had quoted £350 + VAT and disbursements for this registration which was agreed.</p>
<p>14.</p>	<p>To consider matters arising from the review of Parish documents The Clerk passed to Cllr Turner a copy of the wayleave agreement and papers relating to the bus shelter land in Main Street, with a request for review and then to pass to the Deputy Clerk. Action: Cllr Turner to review'</p> <p>The issue of whether there is a right of way for parishioners to fish from the Marina was discussed in general terms Re the bus shelter, the land on which the bus shelter is erected belongs to the Parish Council but the shelter belongs to the County Council.</p>

15.	<p><u>To consider nomination of Assets of Community Value</u> Deferred to the August Council Meeting.</p>												
16	<p><u>To discuss improvement works at Brooks Close and approve expenditure</u> Cllr Turner reported that planning permission was necessary for the works but not, he believed, for the tree.</p> <p>Resolved that Cllr Turner prepare and file the planning application on behalf of the Council, that the Council pay the application fee, and that the works be done at an expense of up to £1000. Proposed by Cllr Lawrence Seconded by Cllr Atkins and all in favour</p>												
17.	<p><u>To discuss the proposed Cuttle Hill Improvement Programme.</u></p> <p>In progress. Mrs Waring reported (by email) a suggestion received which has recommended a longer bottom final area of the steps for safety. The Clerk was asked to write to Cllr Cutts in connection with a possible parking free zone outside the East Bridgford St Peter's Academy.</p>												
18.	<p>The question of possible appointment of a Project Manager was deferred to the August Council Meeting.</p> <p><u>Tree Survey</u> Deferred to the August Council meeting</p>												
19	<p><u>To consider costs of replacing the allotments notice board</u> Resolved:- that an order be placed in the form presented to the meeting for purchase and delivery of a new notice board for £145 + VAT, and to invite Mr Marshall to quote for fixing costs Proposed by Cllr Atkins Seconded by Cllr Hunt and all in favour.</p>												
20	<p><u>To discuss progress on the Health and Safety Risk Assessment</u> Cllrs were reminded that proformas had been sent round for completion and return to the Deputy Clerk for collating. Not all had been returned yet. Action:-Cllrs were asked to do this before the August Council Meeting.</p>												
21	<p><u>Monthly list of outstanding issues</u></p> <table border="1" data-bbox="319 1518 1136 1995"> <tr> <td data-bbox="319 1518 558 1585"></td> <td data-bbox="564 1518 1136 1585">Double yellow lines around the village ~ being reviewed</td> </tr> <tr> <td data-bbox="319 1594 558 1662"></td> <td data-bbox="564 1594 1136 1662">Sports club licence – Draft to be reviewed by John Turner & Clerk</td> </tr> <tr> <td data-bbox="319 1671 558 1805"></td> <td data-bbox="564 1671 1136 1805">Rental value of Brian Crossland allotments – Revaluation of assets to the list every six years, next due in November 2014</td> </tr> <tr> <td data-bbox="319 1814 558 1904">August 2013</td> <td data-bbox="564 1814 1136 1904">(Clerk has written to school and resident adjacent to WI footpath about overgrown hedges) dealt with</td> </tr> <tr> <td data-bbox="319 1912 558 1980">NCC to carry out work</td> <td data-bbox="564 1912 1136 1980">Butt Lane outside Medical Centre 15m of guardrail + marker post</td> </tr> <tr> <td data-bbox="319 1989 558 1995">NCC</td> <td data-bbox="564 1989 1136 1995">Old A46 Fosseyway junction signing</td> </tr> </table>		Double yellow lines around the village ~ being reviewed		Sports club licence – Draft to be reviewed by John Turner & Clerk		Rental value of Brian Crossland allotments – Revaluation of assets to the list every six years, next due in November 2014	August 2013	(Clerk has written to school and resident adjacent to WI footpath about overgrown hedges) dealt with	NCC to carry out work	Butt Lane outside Medical Centre 15m of guardrail + marker post	NCC	Old A46 Fosseyway junction signing
	Double yellow lines around the village ~ being reviewed												
	Sports club licence – Draft to be reviewed by John Turner & Clerk												
	Rental value of Brian Crossland allotments – Revaluation of assets to the list every six years, next due in November 2014												
August 2013	(Clerk has written to school and resident adjacent to WI footpath about overgrown hedges) dealt with												
NCC to carry out work	Butt Lane outside Medical Centre 15m of guardrail + marker post												
NCC	Old A46 Fosseyway junction signing												

		improvements Cllr Turner to contact Kendra Hourd
	Wharf Lease	Issues with the Enclosure award and the reference to the access to the Wharf/ Weir
	April 14	Grass cuttings from Butt Close deposited along No25 hedge – when weather improves level, and put spare turf along hedge
22	<u>Consultation issues</u>	
22.1	There has been consultation on the proposed Community Plan and the proposed Trim Trail.	
22.2	With the Butt Close Playing Fields likely to be closed temporarily for re-seeding, the Football Club has been notified to adjust its fixtures. It was suggested that notices be placed on the field for Dog Walkers. Cllr Hartfield agreed to arrange for laminated notices to be displayed on the field in a form to be agreed between the Chairman and Cllr Hartfield.	
23.	<u>Insurance issues</u>	
	The only issues discussed were those in para 12 relating to the Sports Field.	
24.	<u>Committee Reports</u>	
	The only Committee report was from Cllr Atkins relating to the Community Plan Committee. The response for support from the Village Show was disappointing and the next Committee Meeting is on 14 July where it was hoped that more people would attend and support.	
25	<u>Clerk's report</u>	
25.1	<u>Information Commissioner's Office I.C.O (Data Protection Registrar)</u>	
	The Clerk reported on comments made by the ICO about proposals for publishing private addresses, private home telephone numbers of Cllrs on the village website. This was considered in depth by Cllrs. Resolved:- that each Cllr and Officer sign off and initials his/her entry to go on the village website Proposed Cllr Norman Seconded Cllr Bancroft and all in favour.	
25.2.	<u>Grievance and Disciplinary Policy</u>	
	The Clerk reported that legislation has been changed and small employers, such as the Parish Council, are required to have a formal Grievance and Disciplinary Policy. Action: Clerk and Deputy Clerk to consider further.	
25.3	<u>Proposed reduction in bus services to Nottingham</u>	
	The Clerk had made contact to enquire why there had been no consultation with the Council but had not received a clear response yet.	
26.1	<u>Matters for Report</u>	
	Cllr Atkins reported that the tree near the car park needs to be trimmed. Action:- Clerk to notify neighbour and action.	
26.2	The Clerk reported on the mowing schedule for the area of grassland between the copse and the A6097. The current issue is the overgrowth to either side , rather than the grass itself.	

<p>26.3</p>	<p>Resolved:-that the area of grassland between the copse and the A6097 be added to the mowing schedule insofar as it is not already on it, and that Brian Crossland be asked to clear the path; the East Bridgford Wildlife and Diversity Group to be asked to examine the issue of the overgrowth to either side. Proposed. Cllr Bancroft Seconded Cllr Turner and all agreed. Action: Clerk to action.</p> <p>Play Equipment</p>
<p>26.4</p>	<p>Cllr Bancroft reported two issues re the children’s play area. (a) Certain regular tasks eg mowing the mound are not being done. Action: Clerk to remind Streetwise. (b) Other tasks on the schedule need to be done, as listed by Cllr Bancroft, attached. Action: Clerk to ask Streetwise for a quote.</p>
<p>26.5</p>	<p>Cllr Meylan reported that the creation of an extra floor to 5 Lammas Gardens had not worked out as planned. The builders had demolished the entire property instead of just adding a floor. Rushcliffe Borough Council Planning dept is aware.</p>
<p>26.6</p>	<p>Cllr Hartfield reported that the East Bridgford Flower Show had 3,662 people through the gate.</p>
<p>26.7</p>	<p>Cllr Hunt reported that the owner of the Motte and Bailey site has done a lot of maintenance work on the site and the Clerk was asked to write to him with a note of appreciation.</p>
<p>26.8</p>	<p>The East Bridgford Wildlife and Biodiversity Group had filed a report on its year’s activities which was noted. Closure The meeting closed at 10.19pm</p>
<p>26.8</p>	<p>Chairman Date: 4 August 2014</p>

EAST BRIDGFORD PARISH COUNCIL

Weekly Checklist for Parish Play Area

Inspection Date 6th July 2014

Item Checked	Comments, action or control required	Interval	Risk level
Cable runway	Spring worn at end of runway - Monitor	Weekly	Medium
Skate park	Base boards starting to lift - Monitor	Weekly	Medium
Basketball	Chain link damaged around hoop	Weekly	Low
Ball Shoot	Top loose - Monitor	Weekly	Low
Tangle logs	Foundations showing - bark needs raking	Weekly	Low
Grass mound	Needs cutting	Monthly	Low
Entrance Gates	Entrance gate (middle) post leaning - Monitor	Weekly	Very Low
Play fort	No remedial work required	Weekly	Very Low
Gravity Bowl	No remedial work required	Weekly	Low
City Spinners X2	No remedial work required	Weekly	Low
Slide free standing	Sand is required at end of slide to cover matting	Weekly	Low
Clatter Bridge	No remedial work required	Weekly	Very Low
Swings junior	No remedial work required	Weekly	Low
Log balance trail	No remedial work required	Weekly	Low
Crawling tunnel	No remedial work required	Weekly	Low
Stone Boulders	Cement cracked around boulders - monitor		Low
Swing 1 bay basket	No remedial work required	Weekly	Low
Embankment slide	Bee activity ceased - No remedial work required	Weekly	Low
Seating	N Hall seat has loose slat	Weekly	Very Low
Perimeter Fencing	No remedial work required	Weekly	Very Low
General Surface	Sand has many weeds which require removing	Weekly	Low
Litter	Picked up litter for ten minutes bins are full	Weekly	Very Low
Vandalism	None seen		
Foreign Objects	None seen		
Damaged Items	None		
Graffiti	None		
Work Done	No remedial work carried out		
Trees	Trees need to be cut back from equipment		
			Total

Risk score bands
 1-3 Very Low Risk
 4-7 Low Risk
 8-12 Medium Risk
 13-20 High Risk

Chairman's report July 2014

Fortunately, the rain forecast for the 150th East Bridgford Horticultural Society Show did not materialise, and the Show was clearly a great success. The Society's committee, and all the volunteers, are to be heartedly congratulated, especially since they had a greater responsibility for sourcing signage and organising road closures etc this year, which was handled very efficiently. The plan for the project for Cuttle Hill was available for comment in the main marquee, as was the Community Plan process. A well-designed leaflet was provided and a number of residents of all ages wrote ideas on the flip-chart. I attended the Feast Day Remembrance Service at St. Peter's Church on the Sunday and laid a wreath at the War Memorial on behalf of the Parish Council.

The WWI commemoration planting on Cuttle Hill is maturing nicely and many thanks are due to Cllr. Atkins and his wife for completing it. While on the subject of the commemoration, an update on the Great March planned for August 10th is appended.

By invitation, I attended the coffee morning at the Village Hall on June 14th, which was held to recognise and publicise its refurbishment. A model was on hand to show how the frontage may be altered in the future to improve access and toilet facilities. The financial contribution of the Parish Council to the refurbishment was acknowledged in a formal welcome speech.

The temporary speed sign has finally been installed on a lamp post west of the bus shelter on Main Street near the junction with Cross Lane. Since it also records walking speed if no cars are going past, councillors and others will be able to check if they are keeping up a reasonable pace (until the permanent one eventually goes up further east, along Butt Lane)!

After several years of the council reminding Royal Mail, and, more recently, its contractor Romec, that the pillar box was overdue a re-paint, an e-mail to the Chief Executive of Romec finally got things moving and the box was stripped down to its original casting and then painted. A note of thanks was sent saying that the box now looks splendid.

Two residents have responded to the appeal for broadband data and their data has been added to the spreadsheet, which will be circulated with this report.

Many hedges were trimmed in the run-up to the Show, and the residents or organisations who did this should be warmly thanked because, not only did it make access easier, but it also gave a good impression to visitors. There are still some footpaths where this year's lush growth is causing problems, and owners must continue to be reminded about cutting it back.

Update on Commemoration March planned for August 10th

Since the last P.C. meeting, there has been a meeting between officers from Rushcliffe Borough Council and Newark & Sherwood District Council (N&S). Since most of the planned march is in N&S, they are working with the organisers. If we need to contact N&S, the person to talk to is Andy Hardy on 01636655708, e-mail andy.hardy@newark-sherwoodds.gov.uk. The Rushcliffe contact is Craig Taylor 01159148345.

Craig Taylor says that he believes the size of the march is being scaled down because two applications for heritage funding were not successful. Implications for road diversions/closures have been discussed by the organisers with the county council Highways Dept. He also believes that Radcliffe on Trent, as the destination, is planning other events on that weekend to build upon the march's potential impact. He does not know anything about insurance as that is a matter for the organisers.

I have had no reply from the Flintham clerk to my enquiry about what their P.C. may be doing in relation to the first stop-over. Cllr.Meylan said that I could forward Francis Meylan's details to the Walter Hurst, one of the organisers, since it was possible that the EB Scout Group might be able to assist. I checked again recently, and I am told that they have been in contact with the Scout Group, and that the Group is assisting with the stop-over in East Bridgford.

Subject to discussion at the July meeting, there are still question marks over key elements of this. If further input is needed, including during the week prior to the event when I am away in the Lakes, the contact details above may be needed.