

## **EAST BRIDGFORD PARISH COUNCIL**

### **MINUTES OF THE MEETING HELD ON MONDAY 1 JUNE 2015 AT 7.30 PM IN THE METHODIST CHAPEL**

#### **Present:**

Chaired by Chairman Cllr P Clarke

Cllrs D Meylan, D. Atkins, P. Bancroft, R. Hunt, T. Norman, J. Turner, N. Hall, T. Strutt,  
T. Hartfield

#### **Also present:**

Mrs J Barlow (Clerk)

EMF Temple (Deputy Clerk)

County Cllr K Cutts

J. Rieley representing Friends of Springdale Wood

A member of the public in connection with planning applications and another member of the public part way through.

#### **1. To make Declarations of Interest in any matter on the agenda**

Cllr Atkins on the Community Plan and Springdale Wood.

Cllr Strutt on matters relating to the Academy and the Pre-School Group.

Cllr Hunt on matters relating to the Wharf and the Marina.

Cllr Norman on matters relating to Fraser Brown solicitors.

The Chairman said that returns had to be made to Rushcliffe BC on potential conflicts of interest and that the forms had come out to Cllrs for completion and return. Some had been filed, some not yet and the Clerk stressed the importance of filing them within the time limits.

#### **2 To receive apologies for absence**

Cllr Sharma

#### **3. To consider the minutes of the meeting held on 11 May 2015 and when approved to sign them as a true record**

**Resolved:-that the minutes be approved**

Proposed by Cllr Atkins, seconded by Cllr Bancroft and all agreed.

#### **4. To receive reports on matters arising from the minutes (not dealt with elsewhere on the agenda) and to answer questions from Councillors**

##### **4.1 Loan to the Pre-School Group**

The Pre-School Committee has not yet met.

##### **4.2 Gravel extraction at Shelford**

It was discussed by Notts CC at a meeting in late February but we do not yet know the outcome.

##### **4.3 Donations Policy**

This concept was discussed in January and met with general approval in principle.

Action. Clerk will prepare a draft for discussion at the next meeting of the Executive Committee.

#### 4.4 **Project at Cuttle Hill**

Nothing further to report at this stage, beyond the Chairman's Report at the end of these minutes.

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#### 4.5 **The village website.**

The Deputy Clerk was asked to regulate the position on contracts with VTL and an updating of previous guidance for what goes on the website. It is not owned by the Parish Council so in theory any villager (including a society such as the History Society) can ask for items to be included. Nothing to report yet. To wait until the new system is in place and then take it further.

Further consideration should include putting financial information on the website. Policy issues as to responses to Freedom of Information requests, and whether financial information should be published in the Parish Magazine (if so, how much?) are to be referred to the Executive and Policy Committee.

#### 4.6 **Nominations of Assets of Community Value**

Nothing to report at this stage.

#### 4.8 **Speed limit into the village**

The Deputy Clerk was instructed to check on the insurances position on the sign

#### 5. **To receive public comment** (the meeting was adjourned for the duration of this item)

Planning applications were discussed here and recorded in item 10. The wording of the sign for Springdale Wood was discussed here and recorded in item 12.

#### 6. **To receive the Chairman's Report**

The Chairman's Report had been circulated prior to the meeting and is attached as an Appendix to these minutes.

#### 7. **To consider and make recommendations on planning applications and receive RBC decisions**

PLANNING APPLICATIONS RECEIVED in May 2015

Where it states "permission granted" it may be approved subject to conditions.

15/00973/FUL  
Ross Matthews  
47 Kneeton Road NG13 8PG  
Dropped kerb on to Kneeton Road.  
No objection in principle.

15/00995/FUL  
Darren Green  
12 Closes Side Lane NG13 8NA  
Alterations of attached store and extension to the front elevation. Extension to be single storey.  
Objection.

Decisions yet to be made on the following;

14/02042/FUL  
Appeal ref APP/P3040/D/15/3005765  
Chris Cook  
2 Magdalen Drive NG13 8NB  
Proposed two storey extension to front and side and single storey extension to the rear. Application refused. An appeal has been filed.

14/02554/FUL.  
Ms E Robens  
East Bridgford Hill, Kirk Hill  
Majority change of use of ground floor and grounds for the use of specialised celebratory events.  
No objection.

15/ 00506/ FUL  
Paul Kirkland  
10 Walnut Tree Lane NG13 8NN  
Single storey rear extension and front porch, partial re-skimming and retiling of bungalow.  
No objection

15/00665/FUL  
Mrs Penny Seagrave  
2 Haycroft Way East Bridgford NG13 8PB  
2 x Single storey front extension incorporating pitched roof to existing kitchen; pitched roofs to 2x front dormer windows, pitched roof to existing garage  
No objection.

.....  
Notts CC Road Traffic Order for 2015 , consultation ref 2038/01. Changes to speed limits in Butt Lane, near the Medical Centre, and in Kneeton Road / Lammas Lane.

Planning decisions in May 2015.

None

## **8.0 Finance**

### **8.1 To receive the Statement of Account to 28.05.15 and approve and sign the Schedule of Payments**

**RESOLVED: To accept the Statement of Account to 28 May 2015 and the Schedule of Payments for June 2015**

Proposed by Cllr Turner, seconded by Cllr Strutt and all in favour

In addition **RESOLVED:-**

**that a payment of £96 to Harvey Pickford for hedge cutting be paid.**

Proposed by Cllr Hall and seconded by Cllr Turner and all agreed.

In addition **RESOLVED:-that a payment of £293 be made to Fraser Brown in relation to registration of the Bus Shelter land.**

Proposed by Cllr Hall and seconded by Cllr Turner and all agreed (Cllr Norman abstaining).

**RESOLVED:\_ that a payment of £362.75 be paid to R Hunt representing 50% of the cost of repairs to the roadway at the Wharf arising from floodwater on the road and that the Parish Council bear the other 50% of the cost.**

Proposed by Cllr Atkins and seconded by Cllr Meylan and all agreed (Cllr Hunt absenting himself from the meeting during the discussion and vote and so abstaining) .

**RESOLVED:- that a payment of £20.74 be paid to Cllr Hall to reimburse cost of plants for village troughs.**

Proposed by Cllr Atkins and seconded by Cllr Meylan and all agreed (Cllr Hall abstaining)

Cheques were drawn and signed accordingly.

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.

### **8.2 To receive the RFO's Report**

The RFO passed a copy of the May 2015 bank statement to the Vice-Chairman for checking and signing off.

**RESOLVED (after checking):- that this be approved.**

Proposed by Cllr Hartfield, seconded by Cllr Hall and all agreed.

### **9.0 To appoint a further Cllr to the Executive and Policy Committee.**

**RESOLVED:- that Cllr Turner be appointed to serve on this Committee.**

Proposed by Cllr Hall, seconded by Cllr Strutt, and all agreed.

### **10.0 To receive an update on the Butt Close Improvement Project and consider quotations / approve expenditure on Fitness Trail equipment**

Cllr Atkins delivered a quotation from Fresh-Air Fitness (outdoor gym specialists) for delivery and fixing of five items of equipment for a cost of £8,774.50 with a lead delivery time of 6-8 weeks. This is within budget for this project.

**RESOLVED that subject to a suitable location being agreed after consultation, this quotation be accepted.**

Proposed by Cllr Atkins, seconded by Cllr Hartfield and all agreed.

The Sports Club is concerned about the proposed location of the Fitness Trail (does it conflict with car parking?). It may be that it is better to install it (after the Flower Show) at the end of the field furthest away from College Street.

### **11.0 Inspection and Maintenance of the existing Play Areas.**

Cllr Bancroft reported that there is a quotation from Streetwise for £1,290 for repairs and that the cost of a quarterly inspection will be (£50 plus £5 per item of equipment) £120 for each of 3 inspections and the fourth inspection will be the R.O.S.P.A. report costing £110 incl VAT in 2015 so the annual cost will be approx £500.

**RESOLVED:- that the quotation for £1,290 for repairs be approved, and that Streetwise be instructed (a) to make a formal inspection for health and safety issues for three quarters pa with ROSPA annual inspection covering the May quarter and (b) to produce a written report to the Clerk on the basis of the above costs, subject to a 3 month probationary period w.e.f 1 June 2015.**

Proposed by Cllr Bancroft, seconded by Cllr Hartfield and all agreed.

**RESOLVED:-** that Cllr Bancroft continue to make (or arrange for) visual inspections each week.

Proposed by Cllr Atkins, seconded by Cllr Hartfield and all agreed.

The hedge trimming after the birds have left their nests needs to be inspected and an assessment of the cost will be advised at that time.

Other areas that Streetwise are to continue to monitor are:-

1. Skate park – worn skate ramp on end section
2. Swings junior – matting starting to lift under swings
3. Stone boulders – cement cracked around boulders

### **12.0 To receive an update on the proposed Springdale (Millennium) Wood lease**

No draft documents received yet, but the draft wording of the sign was discussed and approved.

Cllr Atkins reported that the Parish Council do not qualify for a start-up grant from Woodland Trust but that there may be a possibility of a continuation grant from the Woodland Trust Development Fund. Any grant would have to be given to an incorporated body and the Wildlife and Bio-Diversity Group is not. The Parish Council is set up under statutory authority and not "incorporated", though it is a valid entity in its own right. Cllr Atkins was asked to examine the implications and report back.

This has an effect on insurances issues and duty of care, not only to volunteers working at the Wood but also to visitors.

### **13.0 To consider matters arising from the review of Parish Documents**

#### **13.1 Bus Shelters**

The land registration of the bus shelter opposite the village hall is completed. The roofing on the bus stop opposite the Royal Oak needs attention and the Clerk has written accordingly to Notts CC.

Ownership of the land, and maintenance of the bus shelter on it, was discussed.

**RESOLVED:- that the land on which the bus shelter opposite the village hall is built should be offered to be transferred to Notts CC for a peppercorn consideration and the Clerk to approach Kendra Hourd of Notts CC as a first step to ascertain whether this would be acceptable in principle.**

Proposed by Cllr Hunt, seconded by Cllr Hartfield and all agreed.

### 13.2 Wharf registration

Fraser Brown is dealing with the land registration. Ongoing.

### 13.3 Wharf Lease

Nothing to report on this until the land registration has been completed. Cllr Hunt appears to be happier as tenant in that the boundary is clearly on the line of the wall erected by his neighbour. Cllr Turner (who has consulted Fraser Brown) recommended consideration of installation of marker posts at either end of the line of boundary.

**RESOLVED:That Bill Marshall be instructed to supply and install four marker posts, two at either end of the boundary at a cost of £200.**

Proposed by Cllr Turner, seconded by Cllr Hall and approved (Cllr Hunt abstaining).

It was generally considered that the boundary line is clearly the wall that Mr Jackson has erected. If need be, a yellow line could be painted on the wall to indicate it is the boundary which, with the marker posts, can be definitive.

### 13.4 Mowing of Butt Close

The Deputy Clerk reported that the PC is waiting for Notts CC to come back with responses to the points made at the recent meeting. The mowing has started again, to be arranged and paid for by Notts CC. The Clerk noted that £200 had been received from the Academy as a contribution to Council expenses on the field and a letter of thanks had already been sent.

### 13.5 Lease of Butt Close to the Sports Club

The Deputy Clerk reported that the expenses issues seem to have been broadly ironed out but had received no positive response to the suggestions about what land is to be included and this still seems to be the main outstanding issue.

The Clerk reported that a request had come from the Academy as follows:-

*We are looking to hold this year's Sports Day on Tuesday 23rd June 2015 and would like to seek approval from the Parish Council for the use of Butt's Field for the event. In case of bad weather we have also provisionally pencilled in Tuesday 30th June.*

It was noted that the playing field is the responsibility of the Sports club, and it as the Sports Club would need to make a decision on whether this date (or these dates) were convenient to the Cricket Club in particular. Would this Sports Day interfere with any cricket or other match planned by the Sports Club, using the field? The Parish Council, as a council, had no objection, but this is an issue which the Clerk should refer on to Stuart Nicholson ([stuartnicholson@hotmail.com](mailto:stuartnicholson@hotmail.com)) of the Sports Club.

**Deputy Clerk to follow up with Sports Club.**

### 13.6 Sports Club Pavilion

Slipping roof tiles on the Pavilion due to balls being kicked onto the roof. The Deputy Clerk reported again that the Club is still looking into the possibility of retiling the front

elevation with tiles to be nailed on. The new draft lease to the Sports Club on repair liability reads:-

*Pavilion* The Sports Club shall maintain at its own expense the Pavilion to the standard of repair and condition shown in the attached Schedule of Condition and the Sports Club shall maintain at its own expense good and sufficient CCTV coverage in respect of the Pavilion and in particular the Sports Club shall at all times during the lease put and keep the Pavilion in a clean and tidy condition with its windows cleaned regularly.  
Ongoing.

### **13.7 Re-seeding of the playing field**

Cllr Atkins reported that the grass is growing nicely. It was believed that the football club is arranging for rolling and spiking as part of a planned maintenance programme.

### **14.0 Marker posts at the Wharf.**

As in 13.3

### **15.0 To discuss the water discharge onto the bank above the Marina access track**

It had been reported at the previous meeting that an outflow pipe from one of the Bridgford Court properties is causing damage. Jane Baines, Rights of Way Officer of Notts CC, has written in and considered that no action should be taken but this was not considered by the Council to be wholly acceptable in that form. The Clerk has replied to Jane Baines with a follow-up, in that the Parish Council considered that action ought to be taken by Notts CC.

Cllr Hunt absented himself from the meeting during this discussion.

This was referred back to Notts CC for further consideration.

### **16.0 To discuss the future maintenance costs of the defibrillator.**

The replacement of the battery is likely to be in 2016.

**RESOLVED:-that the Council purchase two replacement pads at £25 plus £3 postage and packing.**

Proposed by Cllr Strutt, seconded by Cllr Atkins and all agreed.

### **17.0 To discuss applying to the Methodist Church for installation of a broadband connection.**

**RESOLVED:- that this not be pursued but that Brian Haynes be asked for advice about merits /costs of a dongle for the Parish Council laptop.**

Proposed by Cllr Strutt and seconded by Cllr Turner and all agreed.

### **18.0 To discuss further, website policies and issues.**

As in 4.5 above.

### **19.0 Monthly list of outstanding issues**

Double yellow lines around the village –ongoing

Sports Club Lease – being negotiated with Sports Club via Fraser Brown. See also 13.5.

Overgrown hedges – ongoing

Old A46 Fosseyway junction, signing improvements and lighting  
30mph sign on Butt Lane - ongoing  
Replace tree at 52 Kneeton Road  
Welcome packs for newcomers to the village  
Flooding, blocked/overgrown gullies & ditches on Kneeton Rd – work has been done on this.  
Seats to be re-varnished around the village  
Kicking goal on Butt Close.  
Wharf lease, see 13.2 and 13.3 above  
Relocation of Holloway Close grit bin.

**20.0 To consider whether there are any consultation issues arising from the agenda.**

The location of the Fitness Trail in Butt Close. Consult with Sports Club.

**21.0 To consider whether there are any insurance issues arising from the agenda**

21.1 **The possible acquisition of Springdale Wood** by the Parish Council, relying on Friends of Springdale Wood to maintain it. Insurance cover needs to be in place. For risk assessment purposes the Deputy Clerk asked:-

(a) Who is to be responsible for health and safety of the Friends when they are working in the wood on maintenance aspects?

(b) If a member of the public is injured while walking in the wood, who bears liability? Who owes the "duty of care" to the public? The Friends or the PC?

If it is the Friends, will the PC reimburse the insurance premium? When discussing the litter-picking day, at that time, the Friends had no present insurances at all  
This is yet to be determined.

21.2 **The Bridgford Street track,**  
Review.

21.3 **Wharf Drive at the Marina,**  
Review

21.4 **Lease to Sports Club**

**Action,** Insurances and liability position to be checked out when the lease to the Sports Club is in final form.

21.5 **Community Plan**

Cllr Atkins reported that this was progressing well, but nothing particular to report at present.

21.6 **Insurance of Cllrs on official Council Business,**

The Clerk said that Came & Co advised that Cllrs on Council business were not covered by the insurance policy after reaching 90. Cllr Meylan said that he was coming up to his 90th birthday.



The Council's insurance policy on Personal Accident with Aviva, (policy 24414511 CHC) covers the situation where someone dies, or is permanently disabled, or suffers a loss of limb or sight while undertaking duties on behalf of the Council. The Personal Accident section of the policy is for employees Cllrs and volunteers 16-85. There is reduced cover from age 86-90 and the insurance policy on this issue cannot be extended beyond age 89.

There is no age limit for claims under Employers Liability, Public Liability, or Officials' Indemnity.

**Action:** -Deputy Clerk to discuss further the Personal Accident insurance issue with Cllr Meylan.

#### **22.0 To receive reports from Committees**

None

#### **23.0 To receive and consider report from the Clerk**

There is a proposed resumption of a trial late evening bus service, but if the village does not use it enough, it will be lost. There is a consultation under way on possible re-routing.

#### **24. To receive matters for report**

##### **24.1 Empty allotments**

It may be that the East Bridgford Wildlife and Bio-diversity Group might assist in some way.

##### **24.2 Village Magazine**

The Parochial Church Council had written to the Clerk to thank the Council for its £400 contribution to the Parish Magazine.

24.3 Cllr Clarke reported concern at the outward growth of **the hedge at the corner of Main Street and College Street**, in that at a point where the pavement is narrow anyway, a mobility scooter cannot get round on the pavement. Cllr Hartfield will speak to Phil Rech, the landowner, about this.

##### **24.4. British Heart Start.**

One person in the village has put forward their name so far.

##### **24.5. Twitchell between Millgate and the WI Hut**

Cllr Turner reported a possible trip hazard.

##### **24.6 Marina and the Wharf**

Cllr Hunt reported that the trees on the bank may be dangerous and Cllr Hunt was asked to report this to Notts CC.

##### **24.7 Hedge beside bowling green**

Cllr Bancroft reported that this is the responsibility of the Parish Council and should be cut back / trimmed before the Flower Show.

#### **24.8 Rubbish and Waste removal**

Cllr Meylan reported that the huge tip of rubbish on Green Lane has been dealt with. A letter had come in about consultation on waste disposal and Cllr Meylan was asked to monitor this.

#### **24.9 Willow Tree by Gawp Shop corner.**

Cllr Hall reported that there had been significant works to the tree but he did not know who had done this.

#### **24.10 Trees at Holloway Close**

Cllr Strutt reported possible problems with two trees at the entry into Holloway Close. These probably belong to Notts CC or at least are their responsibility. To review next month.

#### **24.11 Flower Show, rubbish bins hire.**

Cllr Hartfield reported that it will cost the Flower Show organisers £120 for hire of rubbish bins.

**RESOLVED:- that as the £120 would need to be a donation, it would have to be an agenda item for July by which time the Flower Show will have taken place. The Horticultural Society to be asked to retain funds in future out of each year's takings to be able to budget for this and pay for this in the following year.**

Proposed by Cllr Turner, seconded by Cllr Hall and all agreed.

### **25 Crime and Disorder Act 1998**

The Deputy Clerk reported on the provisions of the Crime and Disorder Act 1998

S.17 Duty to consider crime and disorder implications.

(1) Without prejudice to any other obligation imposed on it, it shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area.

The Deputy Clerk reported that in his view there was nothing that was decided at this meeting that would be likely to have an adverse effect on prevention of crime and disorder in the Parish.

### **26.0 Correspondence for information only.**

Closure

The meeting closed at 10.22pm

Chairman ..... Date:

## **Chairman's report June 2015**

### Cuttle Hill

A meeting took place on site on Friday 15th May at 10.00am between myself, Cllr. Hall, Kendra Hourd of Highways and Paul Hillier of the Local Transport Plan Team to look at the next steps required to further the project. Some revisions were suggested to accommodate the Tree Officer's concerns about root damage to two trees near the site edge.

Highways will meet the cost of widening the pavement and the legal costs of taking the land needed. The revised plans have gone to the Estimating Team to sort out any construction issues and pricing, which hopefully will fall within the amount allocated in the SLC bid.

During the meeting, Cllr. Hall reminded Kendra Hourd about moving the 30mph signs on Butt Lane, which she said she would follow up.

### Better Broadband 2

There has been a press release about this second phase contract being decided but no details can be found on the website at the time of writing. Ominously, a check on my own postcode has a ring of finality in its latest wording ie it will not be included in Better Broadband for Nottinghamshire (but Virgin Media might be expanding its network! ).

### Defibrillator

This has now been included on a new monitoring website so that monthly and weekly checks can be logged centrally. It seems the battery will be OK until early 2016 but the electrode pads need changing in July so a price will be obtained for a decision in the June meeting agenda item.

### Pavements, hedges and mobility scooters

A letter has been received about narrow pavements caused by thick hedges, specifically at the corner of Main Street and College Street, causing mobility scooter riders having to risk going on the road.

Mobility scooters are increasing in popularity and are no doubt very helpful to people who would otherwise have great difficulty in getting around. As found elsewhere, reported in the media, they do raise some issues for infrastructure and for other users of the roads and pavements. This specific issue is relatively straightforward but it might be helpful to begin to think about wider implications of increasing usage of these devices.