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Minutes of the meeting held at 7.30pm on Wednesday 14<sup>th</sup> June 2023  
at the Newstead Centre, Tilford Road

**Present:** Cllrs Kyle Futers (Chairman), Ernest Hardy, Emma Astill, Melanie Sherlock, and Tim Moore  
**Also present:** Vikki Arkell (Clerk & RFO), Cllrs; Stuart Bestwick and Martin Smith (Borough Councillors)

23.38 To receive and approve apologies for absence.

Cllr Bruch, Cllr Williams, Cllr Barnfather and Cllr Pickering sent their apologies, the Council resolved to accept the apologies.

23.39 Declaration of Members' interests for this meeting

Cllr Astill declared an interest in item 23.47 as a volunteer with cubs and beavers.

23.40 To receive reports from County and Borough Councillors

Cllr Smith gave a short report to the Council about the recent discussions at Gedling Borough Council surrounding smoke control areas.

23.41 Public session: Members of the public can take this opportunity to discuss parish matters with Councillors.

Members of the public took the opportunity to speak to Cllr Smith regarding a property that is causing distress to its neighbours with late night noise, Cllr Smith will investigate the property and what can be done to reduce the noise.

Members of public shared concern that Newstead Nursery was closing due to the lack of funding. The Council requested the Clerk write a letter to the early years alliance to ask further questions on why they are closing and if all avenues had been exhausted.

Cllr Astill reported that there is a bank of trees behind Chatsworth Terrace that are leaning on the fencing and growing over the fencing, Cllr Smith said that he will request that the tree officer come out and have a look. Cllr Smith asked the Council what improvements at Newstead playground had been completed as agreed by Gedling and what was still outstanding. The Clerk explained that the swing bases and a bin had been replaced but the surfacing was still requiring some cleaning and repair. The Clerk explained that there was a spring rocker that had been broken and removed since the last inspection, and that the Council was not happy about the equipment painting being completed by persons who are not qualified.

23.42 To confirm the minutes of the Parish Council Meeting of the 17<sup>th</sup> May 2023 as accurate  
The Council resolved to accept the minutes as accurate.

23.43 The Clerks Report

a. Correspondence received.

**None.**

b. Additional jobs for the Lengthsman to fulfil in the next month.

**The Lengthsman has been on annual leave so is catching up on previous job allocated.**

## Finance and Risk

23.44 To note the payment of invoices received in May and to authorise the payment of outstanding invoices.

**The Council noted the invoices paid and authorised the payment of the invoices presented.**

23.45 To note the budget and spend to date, and to review the financial summary on 31<sup>st</sup> May 2023

**The Council noted the budget and the financial summary.**

Funds Held in Bank Accounts 31st May 2023			
HSBC Current	Opening balance	£15,584.11	
	Payments in Month	-£1,742.24	
	Receipts in Month	£0.00	
	Closing Balance		£13,841.87
HSBC Savings	Opening balance	£60,988.40	
	Payments in Month	£0.00	
	Receipts in Month	£59.74	
	Closing Balance		£61,048.14
		£74,890.01	
Ear Marked Reserves (EMR)			Notes
Covid - 19 Grant		£0.00	
Young Persons Facilities		£15,000.00	
Cemetery Repairs		£14,774.67	
Awarded Grants - Not Paid		£700.00	This is for the 2023 Bonfire Event (£500) and the Summer Faye (£200)
Playground Project		£1,000.00	
King Charles III Coronation	£250 from NCC and £130 from CA	£380.00	
<b>Total EMR</b>		£31,854.67	
<b>General Reserves</b>		£20,423.22	
<b>General Fund</b>		£22,612.12	
<b>Total Funds Held</b>		£74,890.01	

23.46 To consider the safe storage of Council archives and documents

**The Clerk investigated the options of hiring a storage space to store the archived documents, the annual costs were found to be quite high. The Council resolved for the Clerk to purchase a storage box to store the accounts in her home and for the paper cemetery records to be sent to the Nottingham Archive.**

23.47 To consider the grant application received

**The Council reviewed the grant application from the new cubs and beavers' group that runs in Newstead. The Council resolved to award a grant of £390 as requested to fund 26 weeks of rent for group.**

**The Borough and County Councillors who represent Newstead also wanted to help and offered £100 each (Total £400) from their discretionary funds to help Newstead Cubs and Beavers get started in Newstead.**

23.48 To approve the Annual Governance documents for year ending 31st March 2023

a. To accept the report from the internal auditor.

**The Council accepted the report from the internal auditor.**

c. The Annual Governance Statement

**The Council completed the Annual Governance Statement**

d. To consider, approve and sign the Statement of Accounts

**The Council considered the Statement of Accounts and signed the statement.**

e. Annual Governance and Accountability Return

**The Council accepted the completed the Annual Governance and Accountability**

### Planning

23.49 2022/1077 (Revised) Conversion of an existing stable barn and adjoining agricultural outhouse to a new single dwelling, Abbeyfields Farm, Newstead Abbey Park

**The Council reviewed the planning application and resolved to make no comment.**

23.50 2023/0449 To increase, refurbish and reconfigure the existing toilet area at Newstead Abbey, Newstead Abbey, Station Avenue

**The Council reviewed the planning application and resolved to make no comment.**

### General Matters

23.51 To discuss the Councils current priorities and the Councils priorities for the next 12 months

**The Council discussed how to reach out to residents to find out what is important. Councillors will consider what the important objectives for the Council may be over the next 12 months and a way to reach out to the residents for discussion at the next meeting.**

23.52 The next steps in the Newstead playground refurbishment project

**The Clerk gave the Council an overview of the options for the Council to be able to facilitate a full refurbishment of the Newstead Playground. The options are limited due to the Council not having ownership or a long-term maintenance agreement to look after the playground. The Clerk to reach out to Cllr Barnfather to see if there are any option for the Council to move forward.**

23.53 To consider if there are areas of improvement to the Newstead Parish Council Website

**Cllr Moore suggested that the website could be improved with more up to date information and information that may be interesting to residents. Cllr Moore also suggested adding more archived information such as minutes, as well as more links to resources that may be useful to residents.**

**The Council resolved for Cllr Moore to have access to the website to assess what improvements can be made and to add additional information. The Clerk to assist with seeing if archived minutes are available to be added.**

23.54 To consider the way that the Council communicates including the use of personal email addresses, the use of mailing lists/groups and the way they are administrated.

**Cllr Moore shared his concern regarding the safety of the email addresses being used and their compliance to GDPR. The Council considered the JPAG recommendation that Councils should look to have their email addresses hosted by a business package. The Council felt that because of the low amount of data held and because there had been no requests for data, the cost at this time outweighed the need. The Council resolved that Councillors should be requested to have a "council specific" email address that allows Council information to be kept separate to person information.**

23.55 To receive an update on the garden competition entries

**Cllr Williams sent an update in her absence. Cllr Williams informed the Council that there are currently 10 entries from 8 individuals however hopes as the date gets closer more people will enter.**

23.56 To approve the next addition of the Newstead Parish Council Newsletter

Cllr Brunch was unable to present the latest edition of the Newstead Parish Council Newsletter due to his absence.

23.57 Items for the future agenda and to confirm the date and time of the next meeting: 12<sup>th</sup> July 2023  
The Clerk to present information re the Christmas Tree and the bench on Fraser and Tilford Road.