



Tel: 07759 502561  
Email: newsteadclerk@outlook.com

Minutes of the meeting held at 7.30pm on Wednesday 13<sup>th</sup> December 2023  
at the Newstead Centre, Tilford Road

Present: Cllrs; Kyle Futers (V Chairman), Ernest Hardy, Melanie Sherlock, Emma Astill, Glynis Williams and Tim Moore

Also present: Vikki Arkell (Clerk & RFO) and Cllrs; Stuart Bestwick and Sue Pickering (Borough Councillors)

23.137 To receive and approve apologies for absence

**Apologies were received from Councillors Barnfather and Smith.**

23.138 Declaration of members' interests for this meeting

**None.**

23.139 To receive reports from County and Borough Councillors

**None.**

23.140 Correspondence received

**None.**

23.141 Public session: Members of the public can take this opportunity to discuss Parish matters with Councillors

**Members of the public present chose not to speak.**

23.142 Clerks report on outstanding matters

The Clerk reported that new Christmas lights had been purchased and installed by Cllr Astill and her son. The removal of the tree had also been arranged for after Christmas and the lights would need to be removed before the 8<sup>th</sup> January to facilitate this. Cllr Moore offered to remove the lights in time for CAST to remove and dispose of the tree.

The Clerk explained to the Council that she had done her best to chase up the clearance of "Abbey Bridge" however had not received any responses. Although this issue was not Gedling Boroughs related, the Clerk also took the opportunity to mention to the Gedling Borough Councillors that it is a struggle to often receive a reply from staff at the Borough Council, and it therefore feels that problems are not getting resolved promptly. The Gedling Councillors stated that it was not an issue that was just affecting Parish Councils however if there's anything that they could chase up on the Parish Councils behalf they would do so.

23.143 To confirm the minutes of the Parish Council meeting on the 8<sup>th</sup> November as accurate

**The Council resolved to accept the minutes as accurate.**

#### **Finance**

23.144 To note/approve the payment of invoices received in November 2023

**The Council reviewed the invoices paid and approved the payments presented.**

23.145 To review the financial summary and the budget status to 30<sup>th</sup> November 2023

The Council noted the financial summary and budget status. The Council discussed that the income would be lower than expected which affect the end of year status and may result in some reserves needing to be used to fulfil the budget.

23.146 To finalise the 24/25 budget and precept requirements

The Council accepted the budget as the final draft and discussed the projected precept percentage increase. The Council to finalise the precept request in January when the figures had been received from Gedling.

23.147 To agree the Cemetery fees for 2024

The Council discussed the Cemetery fees as presented. As previously discussed last year, the Council agreed to adopt a similar model to other Cemeteries in the area, where residents receive a 50% concessionary rate on Cemetery fees for all services except memorial fees.

23.148 To review the financial regulations and the internal financial control statement

The Council reviewed the financial regulations and resolved to adopt the updated version. The Council also noted the internal financial control statement and agreed to continue with the same version with no changes.

#### **General Matters Concerning the Parish**

23.149 To discuss jobs for the Lengthsman and confirm how the Lengthsman is instructed to complete works

The Council discussed the line of communication for the Lengthsman as he had been receiving instructions from various people which had resulted in work not being completed accurately. The Council resolved that all requests for work should be sent via email by the Newstead Clerk to the Clerk at Ravenshead, this will allow his line manager to keep on top of the tasks requested by NPC and the hours of work completed.

23.150 To finalise arrangements for the community Christmas event (15<sup>th</sup> December 2023)

Cllr Astill informed the Council that all 60 tickets had been sold and the Council discussed the final arrangements.

23.151 To discuss the grit bins, the storage, and the distribution of grit within the village

The Council resolved for some of the grit stored in the Old Chapel to be moved to the Newstead Centre for easier dispersal. The Council to have the free bags delivered to the Newstead Centre next year to aid the refilling of the bins and ensure the pavements are kept ice free.

23.152 To discuss the retention of the Council's physical assets by individuals and how this is monitored to ensure they are cared for, and returned when necessary

The Council discussed the assets held by various members of the Council and Council staff. The Council requested the Clerk create a short form for when a person accepts an asset from the Council. The whereabouts of mobile assets should also be marked on the asset register.

23.153 To confirm the date and time of the next meeting: 10<sup>th</sup> January at 7.30pm

The Council confirmed the next meeting as 7:30pm on the 10<sup>th</sup> January 2024.