



Email: [newsteadClerk@outlook.com](mailto:newsteadClerk@outlook.com)

**Minutes of the meeting held at 7.30pm on Wednesday 12<sup>th</sup> April 2023  
at the Newstead Centre, Tilford Road**

Present: Cllrs. Paul Bruch (Chairman), Ernest Hardy, Kyle Futers, Emma Astill, Glynis Williams and Melanie Sherlock

Also present: Vikki Arkell (Clerk & RFO) and Cllr Martin Smith (Borough Councillor)

23.1 To receive and approve apologies for absence

**Apologies for absence were received from Cllr Patricia Andrews and Cllr Chris Barnfather. The Council resolved to accept the apologies.**

23.2 Declaration of Members' interests for this meeting

**There were no declarations made**

23.3 To receive reports from County and Borough Councillors

**Cllr Smith had no report to share with the Parish Council.**

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

**Members of the public were given time to discuss parish matters with the Council. Mick Leivers from CAST spoke to the Council to and offered a donation towards the repair of the MUGA netting of £425, he also said that CAST are happy to help maintain the MUGA and to remove items that are thrown onto the netting. The Clerk to arrange for the cable ties to be given to CAST and Cllr Astill will communicate with CAST if any maintenance is needed.**

23.5 To confirm the minutes of the Parish Council Meeting of the 8<sup>th</sup> March as accurate

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

23.6 The Clerks Report

**The Clerk informed the Council of the correspondence received regarding the felling of trees in Annesley Wood. The Council are unable to intervene as it is not within the remit of the Parish Council however, the Council will reach out to the forestry commission to discuss community outreach and education as well as publication of reports carried out prior to felling.**

### **Finance and Risk**

23.7 To note the payment of invoices received in March 2023

**The Council noted the invoices received in March.**

23.8 To confirm the asset register as up to date and accurate

**The Council reviewed the asset register and resolved that it is accurate and up to date.**

23.9 To review and accept the 22/23 accounts to be audited

**The Council reviewed the accounts and resolved to accept the accounts as accurate.**

23.10 To note the internal audit arrangements

The Clerk explained that the audit wouldn't be able to take place in Newstead due to not having an affordable place to hold it. The Clerk has made arrangements for the audit to take place at Farnsfield Village Centre on Tuesday 9<sup>th</sup> May and the auditor is happy with the alternative location. The Council were happy with the audit arrangements.

### Planning

23.11 2023/0244 | Remove 3m rear extension - build new rear extension 4m out, 30, Byron Street Newstead Nottinghamshire NG15 0BG

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

### General Matters Concerning the Parish

23.12 The quote received for phase two of the Cemetery tree works

The Council reviewed the quote received. The Council resolved to accept the quote as provided. The Council requested that the Clerk reiterate that the work should commence around the nesting birds and other wildlife.

23.13 To discuss the progress of the playground renovation project

The Council shared their disappointment that Newstead Playpark is not considered one of Gedling Borough Council's priority for refurbishment and, that it has required the Parish Council to step in for improvements to be initiated. Although the Council appreciated that small improvements are being made, the general feeling was that the touch ups are not going to solve the issue and create a valuable play space for the village.

The Council requested for the Clerk to ask to follow up questions to Gedling to ascertain which playgrounds are current priorities, why they have qualified for funding and how Newstead Playpark can be added to the list to be refurbished.

23.14 Update reports on the following:

a. Bonfire Event

Cllr Astill, Cllr Williams and the Clerk have been working with Newstead Events to look to apply for funding so the 2023 Bonfire event can go ahead. Another meeting is scheduled for the 19<sup>th</sup> April.

b. Summer Family Fun Day

The Council were happy that the Summer Family Fun Day was going ahead in summer 2023. The Council to reach out to the organisers to ask if any support is required.

c. The event to mark the Coronation of King Charles III

The Council wants to continue with the plan to create growing beds in the community garden and encourage members of the village to plant vegetables and herbs.

d. Garden Competition

Cllr Williams informed the Council that the organisation of the garden competition is going well. The competition has been reduced to 5 categories and the event will be held on Saturday 15<sup>th</sup> July with prize giving on 29<sup>th</sup> July.

e. Bus stop accessibility/dropped kerb

The Council has assessed the accessibility and as there is no dropped kerb on the opposite side of the road therefore requesting a dropped kerb wouldn't be helpful. The Clerk to contact Nottingham County Council regarding the bin not yet being reinstalled.

23.15 Items for the future agenda and to confirm the date and time of the next meeting  
The date of the next meeting will be 17<sup>th</sup> May due to the elections.



Minutes of the Annual Meeting of the Parish held at 7pm on the 17<sup>th</sup>  
May 2023 at the Newstead Centre, Tilford Road

1. To approve the minutes of the Annual Meeting held on the 4<sup>th</sup> May 2022 and discuss any matters arising – a full copy of the minutes can be found on the Newstead Parish Council website  
<https://newsteadparishcouncil.org.uk/>

**Those present approved the minutes as accurate**

2. To receive the Chairman's Annual Report  
**Cllr Bruch gave the Annual Chairman's Report - A copy of the report can be found as Appendix A.**
3. To receive reports from the Borough and County Councillor's  
**The Borough and County Councillors were not present to provide a report.**
4. Questions, comments, and statements from members of the public  
**No members of the public chose to speak.**



## Appendix A

### CHAIRMAN'S REVIEW OF THE YEAR

#### Presented to the Annual Parish Meeting 17<sup>th</sup> May 2023

Your Parish Council continues to fulfil our responsibilities to provide and improve services and facilities for the Parish and its residents. I am grateful to the hard-working team of volunteers who make up your Council, and I'm always pleased when people stop in the street to chat. I also hope that you are finding the regular newsletters informative.

The Remembrance Sunday ceremony was well-attended as usual, with a bugler and standard bearer from the Royal British Legion, and we were able to lay a wreath at the St Mary's church service as well as at the morning gathering. The new seat and planters have been installed near the War Memorial. We hope you enjoy them.

We were pleased that the school children could make decorations for the tree this year, and we thank Northfield Construction for providing battery-operated lights until the junction box could be repaired. We are investigating the planting of a permanent tree, and repeat the request that people do not park on the grass of The Triangle.

The grit bins have remained topped up, and our thanks go to those residents who helped keep slopes and corners protected from snow and ice for the benefit of all on the couple of nights when it was necessary this winter. When you help with this again next year, please remember that a little sprinkling of grit salt goes a long way - it doesn't need much to do its work.

The Council continues to comment on planning applications it receives, and whilst it must be understood that the final decisions are made by Gedling's very experienced Planning Department, I would always urge residents to make their own views known when developments are proposed.

After much debate, we felt it necessary to increase the Precept – the share of your Council Tax that comes to the Parish Council – again this year. It was a difficult decision, but the costs of the tree work and other village maintenance items made an increase necessary – and it amounts to only a few pence a month on a Band B property. Our budget for the coming year is very tight, but we will still be able to make grants to appropriate community groups who successfully apply.

Your own Councillors have collected considerable amounts of waste and litter, especially joining forces regularly with our friends from Annesley & Felley Parish Council and all our regular litter pickers. I also know several residents who collect litter on their own initiative, and I am happy to supply bin bags for anyone who needs them. We are arranging weekday litter picks in addition to the Saturday ones, as requested by the parents who meet with some of the Councillors on the Monday after each Parish meeting to catch up on what's been happening. This has proved to be a very useful initiative, so many thanks to the parents who regularly join us for a cup of tea and a natter.



The new bus shelter has finally been added to the real-time electronic display at Musters Road bus stop after a long and tiring campaign! We are talking with County about the positioning of the dropped kerb, which is not ideally placed, especially for disabled people.

We had new netting installed on the MUGA and would ask parents to remind their children that if they damage the skate park, Youth Club, MUGA or the Newstead Centre, they are damaging assets that many much larger communities simply don't have. Sadly, there has been damage to the wall below the War Memorial and the bricks used to break windows at the Centre and to tear the new netting. Please encourage them to look after the things your Council Tax pays for.

Our Clerk to the Council continues to develop our website, providing information and contacts for everyone, which supports our regular use of Facebook. She also secured grants to pay for an over-60s Christmas dinner and a Queen's Jubilee tea party at the Newstead Centre.

The small children's play area on Tilford Road remains a concern, and we are working with local residents ('Newstead – A Brighter Future,' find them on Facebook) and with Gedling Borough Council to improve and one day replace the play equipment and make the park a more constructive experience for the youngsters.

Cubs and Beavers are running from the Newstead Youth Centre 3 weeks out of four, on Monday nights, and one week at Ravenshead. Scouts are based in Ravenshead but is open to Newstead children. Look up '1<sup>st</sup> Abel Woods' on Facebook for details. We were delighted by the take up of these new opportunities for our young people, we believe the first of their kind in Newstead. It will be a valuable experience for the children.

The cemetery gates were repainted as promised, and our friends at Northfield Construction installed a new water pump. The large trees beside the church gates were pollarded after the necessary checks for nesting birds. Several trees have had to be removed from the Old Cemetery, and more work will be carried out over the next couple of years as ash die-back infects and kills more trees. We will take advice on the best way to replace these losses as the work progresses.

The Garden Gang still meets on the last Saturday of the month (church coffee morning) to help tidy the garden at St Mary's church. The Council has decided to use its Coronation money to provide seeds and compost to create a Commemorative Community Garden to mark the coronation of King Charles III and provide access to herbs and vegetables for residents of the village. Come along from 10am and help if you can, or make a small donation to make this a sustainable project.

We continue to develop further our partnerships in the area, making sure your views are heard and your needs are met. The Council was re-elected uncontested in the May elections, and there are two seats available if you would like to join us.

You can find contact details for all Councillors on any of our noticeboards.

Wishing you a happy and healthy summer,

*Paul Bruch*, Chairman of Newstead Parish Council



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at the Newstead Centre, Tilford Road

**Present:** Cllrs. Paul Bruch (Chairman), Ernest Hardy, Kyle Futers, Emma Astill, Glynis Williams, Melanie Sherlock, and Tim Moore

**Also present:** Vikki Arkell (Clerk & RFO), Cllrs; Chris Barnfather (County Councillor), Stuart Bestwick and Sue Pickering (Borough Councillors)

23.16 Delivery by the Chairman of the Council and Councillors of their acceptance of office  
**The Clerk confirmed that she had received signed declarations from all elected Councillors.**

**Cllr Bruch moved 23.23 to this point in the agenda to allow Ernest Hardy to be Co-Opted.**

23.23 To Co-Opt to fill any vacancies that have arisen after the completion of the 5<sup>th</sup> May election process.  
Cllr Bruch explained that due to an administrative issue, Ernest Hardy's election forms were not processed and did not allow him to be correctly listed as a candidate for election. Ernest Hardy completed the Co-option form and confirmed that he qualifies for Co-option. The Council resolved to Co-Opt Ernest Hardy onto the Council.

23.17 Election of the Chairman for 23/24

Cllr Bruch was proposed as Chairman by Cllr Moore and seconded by Cllr Hardy. The Council resolved to appoint Cllr Bruch as Chairman for 23/24

23.18 Election of the Vice Chairman for 23/24

Cllr Futers was proposed as Vice-Chairman by Cllr Bruch and seconded by Cllr Moore. The Council resolved to elect Cllr Futers as Vice-Chairman for 23/24

23.19 To receive and approve apologies for absence.

**Apologies were received from Cllr Martin Smith**

23.20 Declaration of Members' interests for this meeting

**No declarations**

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

**There were no members of the public present.**

Cllr Barnfather informed the Council that the application to place a permanent "Christmas tree" on the triangle had been picked up by ViaEm and they will now look to complete a survey to see if a tree can be safely planted.

23.22 To confirm the minutes of the Parish Council Meeting of the 12<sup>th</sup> April as accurate

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

### **Annual Meeting business**

23.24 To determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council

**The Council resolved to accept the schedule of meetings as circulated.**

23.25 Review of the following.

a. Standing Orders

**The Council resolved to readopt the Standing Orders with no changes.**

b. Financial Regulations, including delegated spend to the Clerk & RFO

**The Council resolved to readopt the Financial Regulations with no changes.**

c. Social Media Policy

**The Council resolved to adopt the reformatted and extended social media Policy.**

d. The Code of Conduct

**The Council resolved to readopt the Code of Conduct with no changes.**

e. The Council's Financial Risk Assessment and confirmation that arrangements for insurance cover all insurable risks

**The Council resolved to adopt the reformatted risk assessment document and confirmed that the insurance meets the Council's requirements. The Clerk informed the Council that unfortunately the Newstead Centre was no longer able to store some of the documents that they had been previously stored within the centre. The documents are safely stored at either the Clerks or Chairman's home however this is not a long-term solution and is something that the Council will need to look at in the future. The Clerk suggested that storing items within the Chapel could be an option if proper storage containers were purchased and Cllr Moore suggested looking at a professional storage centre for quotes.**

f. The Council's and/or staff subscriptions to other bodies

**The Council confirmed that the Council would not be subscribing to NALC for the 23/24 year. There are no other subscriptions.**

23.26 To review the requirement of:

a. Employment Policies – NALC model policies available

b. A Data Protection Policy

c. A Freedom of Information Policies

d. Complaints Procedures

**The Council resolved that the policies listing a-d were not required at this time and would be revisited if there became a need.**

23.27 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 in 23-24

**The Council reviewed the s137 expenditure for 23-24 which at £50 was within the allocation allowed.**

23.28 General Power of Competence

a. To agree that the Parish Council meets the criteria for eligibility.

**The Council confirmed that they meet the criteria for eligibility for GPC.**

b. To agree to adopt the General Power of Competence

**The Council resolved to adopt the General Power of Competence**

## Finance

23.29 To note/approve payment of invoices received in April 2023

**The Council noted the payment of invoices within the bank statements and authorised the payment of £20.69 to Ravenshead Parish Council for the purchase of bin bags to facilitate the Lengthsman litter picking.**



23.30 To review the financial summary on 30<sup>th</sup> April 2023

Funds Held in Bank Accounts 30th April 2023			
HSBC Current	Opening balance	£1,344.50	
	Payments in Month	-£1,593.39	
	Receipts in Month	£25,833.00	
	Transfer to other accounts	-£10,000.00	
	Closing Balance		£15,584.11
HSBC Savings	Opening balance	£50,933.39	
	Payments in Month	£0.00	
	Receipts in Month	£55.01	
	Transfer from other accounts	£10,000.00	
	Closing Balance		£60,988.40
		£76,572.51	
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	
Total EMR		£31,854.67	
General Reserves		£20,423.22	
General Fund		£24,294.62	
Total Funds Held		£76,572.51	

The Council reviewed the financial summary and had no further questions.

23.31 To review the budget and spend to date.

The Council reviewed the budget and spend to date and had no further questions.

23.32 The approval of the regular payments schedule for 23-24

The Council approved the regular payment schedule for 23-24

### General Matters Concerning the Parish

23.33 To discuss jobs for the Lengthsman

The Council requested that the Lengthsman carry out litter picking and strimming from Chatsworth and Garden terrace around onto Foundry Terrace and to strim the grass under the notice boards. The Council also requested that the Clerk remind the Lengthsman to leave areas safe when removing the benches for renovation.

23.34 To receive update reports and discuss the following:

a. Bonfire Event

The Council discussed their involvement in the bonfire event however even with support provided by members of the Parish Council and the Parish Clerk, due to the lack of volunteers from the community, the Council felt that this event was not a viable or sustainable event. Cllr Astill to speak to the current volunteers to see if the event could go ahead or if it should be postponed.

b. Summer Family Fun Day

The Council Resolved to fund the security and first aid for this summer family fun day event to the total of £300. Cllr Barnfather had also donated £200 towards the event to make the total contribution £500.

c. The event to mark the Coronation of King Charles III

The Council had previously resolved to use the funds to create a vegetable and herb garden bed within the community garden. Several Councillors have made a start on this and hoped to be able to complete this over the next few months. The Council requested that the Clerk organised a small plaque to mark the Coronation to be fitted to the raised garden bed.

d. Garden Competition

Cllr Williams said that everything was organised. The Council asked Patricia Andrews to judge and the requested that the Clerk reach out to bunches to ask if one of their team would be able to be

the final judge. The Clerk explained that gift vouchers had been donated as prizes however the event was short two prizes which the parish Council may have to assist with. The Clerk to continue to reach out to see if garden companies would be kind enough to donate a token prize.

23.35 Councillor training

**The Council resolved to allow the Clerk to organise with Councillors suitable training that may increase their knowledge of the role.**

23.36 To note the insurance renewal

**The Council noted the insurance renewal for payment.**

23.37 To confirm the date and time of the next meeting: 14<sup>th</sup> June 2023

**The Council confirmed that the next meeting would be on 14<sup>th</sup> June at 7:30pm**



Email: [newsteadclerk@outlook.com](mailto:newsteadclerk@outlook.com)

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.



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at the Newstead Centre, Tilford Road**

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

Also present: Vikki Arkell (Clerk & RFO) and Cllr Chris Barnfather (Borough Councillors)

23.59 To receive and approve apologies for absence.

Apologies were received from Cllrs; Paul Bruch, Martin Smith, Stuart Bestwick and Sue Pickering an apology for lateness was also received from Cllr Emma Astill.

23.60 Declaration of Members' interests for this meeting

None

23.61 To receive reports from County and Borough Councillors

Cllr Barnfather will chase the Christmas tree permissions and the ownership/repair of the bench on the corner of Fraser and Tilford Road. Cllr Barnfather explained that a new youth leader has been recruited and will start in September.

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

Lorraine, the owner of The Pit Pub asked for the Council to consider what they can do to help with the anti-social behaviour that is directed towards the small businesses. The Council explained that they had met with some of the small businesses and the police were aware of some of the instances that had occurred. The Council encouraged the small business to report every instance of anti-social behaviour or disruption caused. The Council agreed to post on social media to encourage residents to report occurrences to the police. The Council will also get in contact with the Police Commissioner to discuss the lack of patrols and urgency to attend reported instances.

23.63 To confirm the minutes of the Parish Council Meeting on the 14<sup>th</sup> June as accurate

The Council resolved to accept the minutes as accurate.

### Finance

23.64 To note/approve the payment of invoices received in June 2023

The Council noted the payments paid in June and authorised the payment of expenses raised by Cllr E Astill for £9.

23.65 To review the financial summary at the 30<sup>th</sup> June 2023

The Council noted the financial summary and had no further questions.

23.66 To review the budget and spend to date.

The Council noted the budget status and had no further questions.

### Cllr Astill joined the meeting.

### General Matters Concerning the Parish

23.67 To discuss the ownership of the bench on the corner of Fraser and Tilford Road and the cost of the required repairs

The Council discussed the bench that needs repairing, a quote for basic repair had been received for £120 which was just for materials. The Council had concerns that the wooden slats could be stolen again as they

are easily removable, and that immediate repair could attract more “hanging around” by large groups in an area where there have already been complaints. The Council requested for the Clerk to research a metal bench option that was more resilient to damage and could be more cost efficient in the long run.

23.68 To discuss jobs for the Lengthsman

The Lengthsman had previously renovated one of the Cemetery benches at no cost to the Council as it had been completed using Lengthsman hours and materials left over from another project. The materials to refurbish future benches would be approximately £60-80. The Council was happy for the Lengthsman to use some more hours to renovate the next bench and authorised the cost of materials. The Council requested that the bench on Hucknall Road be refurbished next.

23.69 To confirm the final arrangements for the Garden Competition

Cllr Williams updated the Council on the arrangements for the garden competition. The Council had received generous donation of prizes for the adult category however a prize was still required from the Childrens category. The Council resolved to award the winner of the Childrens category a voucher of their choice to the value of £15, to be taken from the chairman allowance.

23.70 To discuss the Christmas tree and lighting arrangements for 2023

The Clerk gave a short update on investigations into installing a permanent “Christmas” tree on the “triangle”. As the permit had not yet been given and the deadline for ordering the normal Christmas tree was the 13<sup>th</sup> July, the Council resolved to order the Christmas tree as previous years to ensure there was a tree for Christmas 2023. The Council requested that the Clerk still work towards the option to purchase and install a permanent tree in January/ February to be ready for Christmas 2024.

23.71 To discuss the reports of anti-social behaviour in the village and the youth services provision for Newstead

This item was discussed as part of the public session, there was nothing further to add.

23.72 To discuss professional inspection of the MUGA and the installation of safety/information signage

The Council authorised a professional annual inspection of the MUGA. The Council requested that monthly inspections be carried out by the Clerk or a member of the Council to monitor damage. The Council authorised the purchase of safety and information signage up to the value of £150 – [The Clerk to arrange the inspection and signage.](#)

23.73 To discuss the Councils priorities for the next 12 months and how to communicate with residents to establish their priorities.

The Council outlined that they would like to hold a Christmas lunch and would like to hold more village walk arounds and litter picks. The Council resolved to hold a “meet the Council” event after the litter pick on the 19<sup>th</sup> August so residents can share their ideas. [The Clerk to contact the Pit Pub to enquire if the event can be held there with some food to a budget of £150.](#)

23.74 To discuss updates received from Gedling Borough Council regarding the improvements to the Newstead playground and the possibility of receiving future funding for refurbishment.

Cllr Martin Smith has asked further questions on behalf of the Council to ascertain Gedling Borough Council’s (GBC) condition scoring system for playgrounds and which playgrounds were being prioritised for refurbishment. GBC explained that within the Green Space Strategy (GSS), which was written in 2021, they have highlighted the GBC playgrounds and their condition. Since the GSS they have been able to refurbish the playgrounds in Killisick and Colwick and are currently working on Lambley Lane play area. These were all priority play areas for upgrade as they were deemed to be in “Poor” or “Below Average” condition. Following Lambley Lane the next play areas that have been earmarked for refurbishment (which will involve future FCC funding bids) are, Church Lane, Valley Road, Jackie Bells and then Newstead Village Play Areas. Some work has been carried out at Newstead Play Park which GBC felt would “brighten up the equipment and enable it to last a few more years”. As there are 4 funding opportunities per year, Newstead Playpark will be eligible for



GBC to apply for funding in the late 24/25 or early 25/26 financial year. The Council requested for the Clerk to chase any improvement work that is outstanding including the painting of the equipment and the additional bin. The Council will pick this back up in 12 months' time and once again start enquiring about funding for refurbishment.

23.75 To consider the initial assessment of the Newstead Parish Council Website and options to make the site easier to modify and maintain.

Cllr Moore informed the Council of his initial assessment of the website. He recommended that the Council move the current website to a new host as this would allow the Council more choice on the layout and contents and would be a cheaper option in the long run. Cllr Moore explained that he would be happy to complete this for the Council. On Cllr Moore recommendation, the Council resolved to move to a new website platform.

23.76 To discuss the publication of draft minutes within 14 days of meetings

The Council resolved to publish draft minutes within 14 days of meetings, minutes to be published on the website and linked through the Facebook page.

23.77 To discuss if code of conduct training would be useful for all Councillors to attend.

The Clerk suggested in house training that reflected training given by NSDC. The Clerk to send out the slides to enable Councillors to ask questions before the training session. A short training session to be hosted by the Clerk before the Council meeting on the 13<sup>th</sup> September.

23.78 To confirm the date and time of the next meeting: 13<sup>th</sup> September 2023

The Council confirmed that the next meeting would be on the 13<sup>th</sup> September.



Tel: 07759 502561  
Email: newsteadclerk@outlook.com

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

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

Also present: Vikki Arkell (Clerk & RFO), Cllr Sue Pickering (Borough Councillor) and Cllr Chris Barnfather (County Councillor)

23.79 To receive and approve apologies for absence

**Apologies were received from Cllrs; Emma Astill, Martin Smith and Stuart Bestwick.**

23.80 Declaration of Members' interests for this meeting

**None.**

23.81 To receive reports from County and Borough Councillors

**Cllr Barnfather informed the Council that he had chased the bin installation at the bus stop and is told it should be installed in the next few weeks. He had also investigated the ownership/responsibility of Nottingham County Council branded benches within Newstead. He reported that the benches had been historically donated and were now the responsibility of the Parish Council. Cllr Barnfather assisted the Council will some items listed within 23.95.**

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

**There were no public present.**

23.83 To confirm the minutes of the Parish Council Meeting on the 12<sup>th</sup> July as accurate

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

### **Finance**

23.84 To note/approve the payment of invoices received in July and August 2023

**The Council noted the payments paid in July and August. The Council requested that the Clerk go back to the supplier of one of the invoices presented as they felt the invoice did not reflect the quality of the service provided. The Council authorised the payment of the other invoices presented.**

23.85 To review the financial summary and the budget status to August 31<sup>st</sup> 2023

**The Council noted the financial summary and budget status and had no further questions.**

23.86 To note the conclusion of the 2022/23 audit with no comments or actions required

**The Council noted the conclusion of the 2022/23 audit. The Clerk informed the Council that the current auditor had now completed 3 years and they could consider changing to a different auditor.**

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

23.87 To discuss replacing the bench on the corner of Fraser and Tilford Road

**The Council discussed replacing the bench. Although the Council shared concerns about the youth utilising the bench to congregate, the Council decided that the bench is for all of the village and is a vital resource for**

people to rest. The Council resolved to purchase a metal bench to be installed on a concrete base with a guide cost of £1200 for the project.

23.88 To discuss jobs for the Lengthsman

As the Lengthsman is no longer allowed to work on the Hucknall road due to safety, the Council requested that the Clerk enquire about the siding up of the pavement on the Hucknall Road.

23.89 To confirm arrangements for Remembrance Sunday (12<sup>th</sup> November 2023) and to consider purchasing a new flag

Cllr Bruch informed the Council that Rev Robinson has confirmed that she is happy to conduct the service and he will organise the order of service. The Council requested for the Clerk to order a new Union flag as well as one wreath, 10 new lamppost poppies and then round the donation to £50.

23.90 To consider a community Christmas event and the costs involved

The Council resolved for a community Christmas event to be held in December. The Clerk to contact the Newstead Centre to find a suitable weekend date in December to hold the event.

23.91 To discuss the planting around the war memorial

The Council resolved to remove the problem plants and trees and discuss whether to replace with new suitable plants in the future.

23.92 To discuss the Christmas tree and lighting arrangements for Christmas 2024

The Council's application for a permanent Christmas tree on the triangle had not been accepted due to utility pipes and drainage running through the triangle. The Council discussed the options available. Having investigated many alternative options, having a tree installed for the Christmas period located on the triangle is the best option.

23.93 To discuss the anti-social behaviour in the village and the response from the Police Commissioner

Following the email sent to the Police Commissioner, the Clerk had received an email from the Gedling Neighbourhood Policing Inspector. Although he shared concerns regarding the reports of anti-social behaviour, only 3 reports had been made in the last 60 days. This means that additional resources cannot be deployed to Newstead as the data does not support the need. The Council had previously created a social media post to encourage residents to report crime and ASB, and how to do anonymously. The Council resolved to issue further social media posts and remind residents who mention the issues that it is vital that ASB is reported.

23.94 To discuss the Council's priorities for the next 12 months in response to the community event held on the 12<sup>th</sup> of August

The Council had some feedback from attendees at the community event, however most issues raised were items that the Parish Council is either not responsible for, or has no power to act upon. The Council noted that they can work to empower residents to report issues to the correct persons and influence change.

23.95 To discuss what support the Parish Council can provide for the following issues raised by residents:

a. Speeding in the new village, specifically on Byron and Abbey

The Council discussed the issue and confirmed that any incidences should be reported directly to the Police.

b. Blocked footpaths due to inconsiderate parking

**Cllr Barnfather explained that parking matters are very complicated and can only be reported if they are actively blocking someone at the time.**

c. Pothole reports not being acted upon by NCC/ViaEM

**Cllr Barnfather informed the Council that if potholes do not meet the criteria for immediate repair they are then added to a monitoring list. He reiterated that the Council and the public should continue to report on My Notts App or ring through the customer service centre.**

d. Poor or non-existent road markings on the junction of Station Avenue and the entrance to Northfield/Country Park Car Park

**The Council discussed that the adopted road finished prior to the crossing, anything beyond the crossings and the approach to Northfield/Country Park Car Park are privately adopted. Cllr Barnfather suggested that the Council could contact the land registry for ownership. The Council resolved for Cllr Moore to apply to land registry for ownership and claim back any fees incurred.**

**23.96 To discuss the future of the Early Learning Alliance building**

**The Council discussed if there was an option to take on the building after the recent closure of the nursery. Unfortunately, although the Council felt that it could be a community hub that provides a much needed facility in the village, the Parish Council were not in a position financially to take on such a project.**

**23.97 To approve the September newsletter for publication and the costs involved**

**The Council approved the newsletter for publication to be printed by the Clerk and resources claimed back through expenses.**

**23.98 To confirm the date and time of the next meeting: 11<sup>th</sup> October 2023 at 7.30pm**

**The Council confirmed that the next meeting would be on the 11<sup>th</sup> October at 7:30pm.**



Tel: 07759 502561  
Email: newsteadclerk@outlook.com

**Minutes of the meeting held at 7.30pm on Wednesday 11<sup>th</sup> October 2023  
at the Newstead Centre, Tilford Road**

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

Also present: Vikki Arkell (Clerk & RFO), Cllr Sue Pickering (Borough Councillor) and Cllr Stuart Bestwick (County Councillor)

23.99 To receive and approve apologies for absence

**Apologies were received from Cllr Paul Bruch, Cllr Chris Barnfather, and Cllr Martin Smith**

23.100 Declaration of Members' interests for this meeting

**None**

23.101 To receive reports from County and Borough Councillors

**Cllr Bestwick informed the Council that the Top Wighay Council building would be starting imminently and the planned houses to start in February 2025.**

23.102 Correspondence received:

**Cllr Astill reached out to residents via the Facebook page:**

a. Newsletter feedback

**Residents enjoyed the contents of the newsletter however felt that the text was a little small and the colours could be clearer.**

b. Siding up

**The Clerk has reported the need for siding up to be completed to Gedling and Ashfield and will keep on top of the report.**

c. Fly tipping

**The Council asked the Clerk to inform the warden for Newstead that fly tipping has starting to increase. Cllr Astill to remind members of the public how to report fly tipping online.**

d. Wheelchair access to the new cemetery

**The Clerk will again move the bins to beside the noticeboard and make a sign to remind the bin men to return the bins to the correct place.**

e. Private property hedges blocking pavements.

**The Clerk to create a request letter for Councillors to post through the door of the houses where hedges are blocking the footpath. If the issue is not rectified then the Parish Council will need to report the houses to highways/NCC.**

f. Overnight camping in car parks

**The Council discussed the issue however the Council are unable to intervene on matters on private land.**

g. Any additional correspondence received prior to the meeting will also be considered.

**None**

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

**Kevin Alsop from 1<sup>st</sup> Abel Cubs and Scouts came to speak to the Council. KA explained that they are unfortunately suffering from anti-social behaviour outside of the building during the sessions. This is resulting in disruption and the need for additional leaders to be present for the safety of the young people attending.**

23.103 To confirm the minutes of the Parish Council Meeting on the 13<sup>th</sup> September as accurate  
**The Council confirmed the minutes as accurate.**

#### **Finance**

23.104 To note/approve the payment of invoices received in September 2023  
**The Council noted the invoices paid in September and approved the payment of the expenses presented by Cllr Moore.**

23.105 To review the financial summary and the budget status to 30<sup>th</sup> September 2023  
**The Council reviewed the financial summary and the budget spend for the year so far.**

23.106 To consider the 24/25 budget  
**The Council discussed the full budget. The Clerk to finalise the budget and create a projection on how the draft budget will affect the precept.**

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

23.107 To discuss jobs for the Lengthsman  
**None**

23.108 To review the quote received for the removal of moss on the paths within the New Cemetery  
**The Council resolved to accept the quote for £360.**

23.109 To discuss arrangements for:

- a. Remembrance Sunday (12<sup>th</sup> November 2023)

**The Council confirmed the arrangements.**

- b. Community Christmas event

**The Council resolved for the event to be held on Friday the 15<sup>th</sup> December. Tickets to be charged at £1 to include a raffle ticket. The event to be open for any age and tickets to be ordered through the Clerk and Facebook page.**

23.110 To discuss how the Newsletter, the Website and Facebook page can be used to inform residents and encourage engagement

**The Council discussed the newsletter and agreed that some improvements can be made for the next edition. The Council resolved to add Cllr Moore as admin on Facebook to allow the posts to be linked to the website.**

23.111 Update on investigations of the poor road markings on the junction of Station Avenue and the entrance to Northfield/Country Park Car Park

**After a land registry search, the Council found that the land is part of land that is leased by Northfield construction. The Council requested that the Clerk contact them to ask if they are responsible for the signage and road markings as part of the lease.**

23.112 To discuss options for the location of Parish Council meetings

**The Council requested for the Clerk to investigate Annesley Parish Hall to see if it is available for Council meetings.**

23.113 To confirm the date and time of the next meeting: 8<sup>th</sup> November 2023 at 7.30pm

**The Council confirmed the meetings as the 8<sup>th</sup> November at 7:30pm**



Tel: 07759 502561  
Email: newsteadclerk@outlook.com

Minutes of the meeting held at 7.30pm on Wednesday 8th November 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), Cllrs; Stuart Bestwick, Martin Smith (Borough Councillors) and Cllr Chris Barnfather (County Councillor)

23.115 To receive and approve apologies for absence

**None received**

23.116 Declaration of members' interests for this meeting

**None**

23.117 To resolve that due to the nature of the business to be transacted that item 23.136 exclude members of the public and press

**The Council resolved to exclude the public and press for agenda item 23.136 as the matter is covered by GDPR**

23.118 To receive reports from County and Borough Councillors

**The Councillors had no Newstead specific information to share however reminded the Council they were there if their assistance was needed.**

23.119 Correspondence received

**None**

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

**Members of the public that were present explained that they had attended to discuss the planning application. Cllr Futers suggested that the members of the public should be part of the discussion for agenda item 23.123. The Councillors agreed.**

23.121 Clerks report on outstanding matters

**The Clerk updated the Council on correspondence that was awaiting reply. The Clerk to continue to chase.**

23.122 To confirm the minutes of the Parish Council Meeting on the 11th October as accurate

**The Council resolved to accept the minutes from the 11th October 2023 as accurate.**

23.123 2023/0657: Newstead Abbey Park, Nursery Gardens Station Avenue, NG15 8GE The erection of 5no. glamping units, a bike store, recycling/waste facilities, parking/turning area with electric vehicle charging points together with associated footpaths and a water treatment plant and biodiversity enhancements

**Residents in attendance explained that the proposed plan would have a negative effect on their amenity. The Council resolved to object to the application in the first instance and to highlight the concerns regarding vehicles travelling to the premises and the effects the installation of glamping units could have on the neighbouring properties.**

23.124 To note/approve the payment of invoices received in October 2023

**The Council resolved to approve the payment of invoices presented.**

23.125 To review the financial summary and the budget status to 31st October 2023

The Council reviewed the financial summary and budget and are happy with the spend to date. The income was of a small concern however the Council understood that the cemetery income is unpredictable.

23.126 To accept the village and cemetery grounds maintenance contract for 24/25

The Council reviewed the grounds maintenance contract for 24/25. The Council accepted the contract and the increase in price for 24/25.

23.127 To consider the 24/25 budget and precept requirements

The Council reviewed the draft budget. The Council requested that the events budget was increased to allow for the Christmas event to be held next year. The Council were happy to use the drafted budget to calculate the precept.

23.128 To discuss jobs for the Lengthsman

The Council asked the Clerk to chase a couple of items that hadn't been completed.

23.129 To receive an update on the Cemetery

The Clerk explained that after the recent heavy rain there was significant sinking on 8 graves. Two of which were as deep as 35cm. The Cemetery groundsman has filled and seeded the effected graves and a letter had been sent to the owners to inform them. The Clerk informed the Council that although the Parish Council has no responsibility for the headstones, she had visually checked all the headstones to check they were safe, one that had a slight lean was rectified by the groundsman as part of the infilling, and one is to be monitored. As requested by the Council, the Clerk had relocated the bins and signage has been erected – the leaves behind the bin had also been cleared so the path is now clear. The moss treatment has been applied and is working.

23.130 To note the MUGA inspection and to actions the items to be addressed

The inspection had highlighted a few very low risk items. Information signage had been installed since the inspection was conducted as well as the punch bag removed. CAST have organised a new basket ball hoop to be fitted as the one previously purchased was the incorrect size. The inspection highlighted a hanging rope that needed to be removed and recommended that the netting over the goal be removed due to the significant sagging.

Cllr Moore said he would remove the netting over the goal, Cllr Astill will speak to CAST about the hanging rope as this would require tall ladders to remove.

23.131 To discuss arrangements for:

a. Remembrance Sunday (12th November 2023)

The arrangements were confirmed, the service will be held at 10am and Cllr Brunch has the flag and the wreath to be laid on the day.

b. Community Christmas event (15th December 2023)

The event has been advertised on the website and on the notice boards. The event will be advertised on social media after remembrance Sunday.

23.132 To discuss the contents and publication date of the next edition of the newsletter

The Council will publish the next edition at the end of January. Cllr Astill will gather the contents and Cllr Moore will put the contents together in a suitable format. The Council to assess how the newsletter will be printed and distributed at the January meeting once the size has been ascertained.

23.133 To discuss the lighting provision at the young people's facilities within the village

Following on from some comments made on Facebook, Cllr Moore highlighted the lack of lighting on the MUGA and the playgrounds. The Council requested the Clerk obtain quotes to repair the lighting in the MUGA.



23.134 To discuss options for the location of Parish Council meetings

The Council have enquired about renting alternative spaces and have not been able to find a space that is suitable to hold the meeting on the normal dates. The Council resolved that at this time, due to a suitable venue not being found, the meeting will need to continue to be held at the Newstead Centre.

23.135 To confirm the date and time of the next meeting: 13th December at 7.30pm

The Council confirmed that the next meeting will be held on the 13th December held at the Newstead Centre.

23.136 Staffing Matters

The Council resolved to appoint Jane Johnson as locum Clerk to cover the current Clerks maternity leave from January 2024. The current Clerk will work one KIT day per month to assist with the role.



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.



Tel: 07340 239038  
Email: newsteadclerk@outlook.com

Minutes of the meeting held at 7.30pm on Wednesday 10<sup>th</sup> January 2024  
at the Newstead Centre, Tilford Road

Present: Cllrs; Kyle Futers (V Chairman), Ernest Hardy, Melanie Sherlock, Glynis Williams and Tim Moore  
Also present: Vikki Arkell (Clerk & RFO), Jane Johnson (Locum Clerk), Cllr Sue Pickering (Borough Councillor)  
and Cllr Chris Barnfather (County Councillor)

23.154 To receive apologies for absence

**Apologies were received from Cllrs: Bruch, Astill, Smith and Bestwick.**

23.155 Declaration of members' interests for this meeting

**None.**

23.156 To receive reports from County and Borough Councillors

**Cllr Barnfather reminded the Council of the support available for houses that had flooded.**

23.157 Correspondence received

a. Local Neighbourhood Policing Surgeries

**The Council noted the email received from PC 1725 Dennis from Nottinghamshire Police regarding holding monthly Local Neighbourhood Policing Surgeries. The Clerk had responded to offer the Councils support in this initiative.**

b. Grit Bins

**The Council had received a message on Facebook highlighting that not all grit bins were full. The Council were satisfied that all the grit bins had enough in them and would be filled more when possible.**

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

**There was no public present.**

23.159 Clerks report on outstanding matters

**The Clerk explained that she had handed over most items to the locum Clerk and would continue to be in a supporting role for the next 7 days.**

23.160 To confirm the minutes of the Parish Council meeting on the 13<sup>th</sup> December 2023 as accurate

**The Council accepted the minutes as accurate.**

#### **Finance**

23.161 To note/approve the payment of invoices received in December 2023

**The Council notes the payments that had been made in December 2023 and approved the payment of the invoice from the Newstead Centre for the Christmas Meal.**

23.162 To review the financial summary and the budget status to 31<sup>st</sup> December 2023

**The Council noted the financial summary and the budget at the 31<sup>st</sup> December. The Council discussed that the Cemetery income has been very low for 23/24 which will influence the end of year balance.**

23.163 To finalise the 24/25 budget and agree the precept request

**The Council agreed the budget as drafted and agreed to request a precept of £22710 with an estimated increase of 3.5%.**

23.164 To confirm the date and time of the next meeting: 14<sup>th</sup> February at 7.30pm

**The Council confirmed the next meeting date and time.**



Tel: 07340 239038  
Email: newsteadclerk@outlook.com

**Minutes of the meeting of Newstead Parish Council held at 7.30pm on Wednesday 14<sup>th</sup> February 2024 at the Newstead Centre, Tilford Road, Newstead**

Present: Cllrs; Kyle Futers (Vice Chairman), Emma Astill, Ernest Hardy, Tim Moore, Melanie Sherlock and Glynis Williams. Also present was Jane Johnson (Locum Clerk) and Cllr S Bestwick. Cllr Futers agreed to chair the meeting.

23.165 To receive apologies for absence

**Apologies were received from Cllrs Martin Smith and Sue Pickering.**

23.166 Declaration of members' interests for this meeting

**None**

23.167 To receive reports from County and Borough Councillors

Cllr Bestwick apologised for arriving late due to numerous road closures in the vicinity. He explained that in his capacity as a borough councillor some discretionary funding was available from Gedling Borough Council which could be used by the Council towards improvements in the parish. It was suggested that a contribution be sought towards the new metal bench to be installed at the junction of Tilford Road/Fraser Street. This was agreed by Cllr Bestwick, who advised that on receipt of a written request from the Council addressed to all borough councillors, he would ensure a donation of £300 towards the new bench i.e. £100 from him with the same amount to be match funded by each of the other borough councillors. He advised that the Borough Council was aware of the trees to be trimmed on Foundry Terrace and also to the rear of Garden Terrace/ Chatsworth Terrace, where access to this area was proving an issue. Cllrs confirmed access was through a gate in the fencing, which was padlocked using a standard key available to GBC employees. Cllr Bestwick then advised the application for glamping pods adjacent the Abbey had been refused. He acknowledged the recent litter pick held by the Council and that if details were sent to him of any future litter picks in the parish, he would try to attend, if possible.

23.168 Correspondence Received

**The following items were specifically discussed: -**

a) Baby Bank Consultation

The Clerk advised that following suggestions from the Council she had spoken with Jane Daniels at the Newstead Centre, who advised that there may be a possibility of extending the existing food pantry provision to include a baby bank, although further details were sought from the providers as to how this would work in practice. As the consultation regarding this provision was at a very earlier stage, it was agreed to complete the survey providing details of the Newstead Centre as a possible venue.

b) HRH King Charles Third Portrait

An offer to supply a portrait of the king free of charge to all parish councils had been received. It was agreed to ask the Newstead Centre if they would welcome a portrait to hang in the centre.

23.169 Public session

Although there were no members of the public present, the following items were discussed by Councillors having been raised by parishioners prior to the meeting:

- a) Collision with Rail Bridge on Station Ave - It had been reported on Facebook that a large lorry had collided with the bridge on Friday 9<sup>th</sup> February with the resultant damage to the lorry being reported as substantial. Efforts had been made to establish ownership of the bridge in order to draw attention to any possible damage to the bridge following the collision. It was reported a witness to the incident had driven to Newstead Abbey to report the matter to the management as it was assumed they were responsible for the bridge. Enquiries made by the Council established the bridge was most likely still owned by the Coal Authority and notification has been sent to them informing them of the above accident. It was noted that when travelling from Newstead Village there was no height warning on the Newstead side of the bridge and once ownership of the bridge is established such a sign would be pursued.
- b) Dog Mess – Comments had been received regarding the increased amount of dog fouling in the village particularly affecting the routes to school. It was agreed the Council would make contact with the Neighbourhood Wardens to request additional signs in the village.

#### 23.170 Clerks report on outstanding matters

The Locum Clerk advised two items discussed at the last meeting were the Linby Star and the need to progress the replacement bench at the junction of Fraser Street/Tilford Road. She had made enquiries with Cllr W Lewis of Linby PC who advised that their star had been made by a local man who was prepared to make a similar star for the Christmas tree in Newstead Village. An offer has been made by a company to supply materials for the star free of charge and the labour costs for making the sign would be in the form of a donation towards Pappfest festival in Papplewick. The Council were delighted with this offer and agreed that letters of thanks should be sent to the individual and the company concerned. The sum of £25 was agreed as a donation to Pappfest. Cllr Astill confirmed an acknowledgement of these good deeds could also be made on Facebook, if so requested. An estimate had been received and approved for the cost of installing the bench at £235 plus VAT, where combined with the cost of the bench itself, plus delivery, was less than the figure agreed in September for the entire project of £1200. The Clerk confirmed the bench had now been ordered and would take approx. 4 weeks to arrive.

23.171 To confirm the minutes of the Parish Council meeting on the 10<sup>th</sup> January as accurate  
The Council accepted the minutes as accurate.

#### Planning

23.172 2024/0053 – Oak View Lodge, Station Road, Newstead Abbey Park (Proposed first floor extension over front entrance porch) - Whilst the proposed extension to the dwelling was modest in comparison to the size of the existing dwelling, it was noted this application sought to overturn an established green belt principle. The Borough Council had previously refused this application as representing inappropriate development in the Green Belt, where the present dwelling had replaced a much smaller property in 2011. The new dwelling together with the proposed extension brought the footprint of the building well in excess of a 50% increase when compared to the original dwelling. Consultants acting on behalf of the applicant argued that the 50% threshold should start again with the new dwelling, thus the proposed office extension represented an increase of less than 4%. The Parish Council agreed to support the decision previously taken by the Planning Authority that this application should be refused. In terms of the actual style and form of the proposed extension, there was no objection as this appeared to be in keeping with the existing dwelling.

## Finance

23.173 To note/approve the payment of invoices received in January 2024

The Council noted the payments that had been made in January 2024. A query was raised why three payments of the same amount had been made to the Newstead Centre. It was agreed the Clerk would follow this up. The Council also approved the payment in respect of the wages and expenses for the Locum Clerk incurred during January and also labour cost for installing the bench at the Tilford Road at £235.

23.174 To review the financial summary and the budget status to 31<sup>st</sup> January 2024

The Council noted the financial summary and the budget at the 31<sup>st</sup> January 2024. The Clerk advised that notification had been received by the Council of 3 funerals to be held in the next two weeks, which would boost income received in terms of cemetery fees by over £1,100.

## Other Matters

23.175 To discuss jobs for the Lengthsman

The following jobs were agreed:

- a) Litter pick the dual cyclepath/footpath jitty running from Hazleford Way to Garden Terrace. It was also noted that vegetation from the adjacent Badgemaster premises had grown through the perimeter railings and required cutting back.
- b) Litter pick Station Road particularly from the shrubs adjacent the Robin Hood Line.

It was also noted by Council there was much debris from small tree branches/leaves lying in the road and a request was made to ask Gedling BC for a visit from the mechanical road sweeper. Roads affected included Foundry Terrace, parts of Tilford, Webb Street and the terraces. Cllr Bestwick asked to be cc'd into any correspondence sent to Gedling Borough Council on this matter.

23.176 Christmas Tree Barriers

Cllr Moore asked for this item as he had been made aware that a person had tripped over a raised bracket in the ground which formed part of a sieve into which the barriers were fitted. The Locum Clerk confirmed she had inspected the same, which was raised only very slightly above ground due to rain having washed the soil away from the brackets since their installation in 2016. She had refilled the depression around all four brackets so that they were now flush with the surrounding grass surface. No further action was deemed necessary by the Council. Mrs Johnson explained that if the lights of the tree were plugged into the socket within the tree pit (hence connected to the adjacent street light), it would be necessary for the barrier to remain as this was a requirement of obtaining a Seasonal Decorations license from the Notts CC, which was applied for on an annual basis.

23.177 Promotion of Vacancies on the Council

The Clerk circulated a poster which was previously used by the Council to attract new members to fill the current vacancies on the Council. These were approved by the Council for circulation with electronic versions of the same to be forwarded to Cllr Moore and Cllr Astill for inclusion on the Council's website and Facebook page. It was agreed the poster would also be displayed in the Council notice boards and at various venues in the parish such as the Newstead Centre and local shops.

23.178 To confirm the date and time of the next meeting: 13<sup>th</sup> March at 7.30pm

The Council confirmed the next date and time for the meeting. Going forward into next year, it was agreed to continue to hold meetings on the second Wednesday of each month (except August). The newsletter would be included as an agenda item for discussion at the next meeting.





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**Minutes of the meeting of Newstead Parish Council held at 7.30pm on Wednesday 13<sup>th</sup> March 2024 at the Newstead Centre, Tilford Road, Newstead**

Present: Cllrs; Emma Astill, Ernest Hardy, Tim Moore, Melanie Sherlock and Glynis Williams. Also present was Jane Johnson (Locum Clerk). Cllr Astill agreed to chair the meeting.

23.179 To receive apologies for absence

Apologies were received from Cllrs Kyle Futers and Paul Bruch and also Borough Cllrs Martin Smith and Sue Pickering. The Council resolved not to accept apologies from Cllr Bruch, nor approve his continued absence from meetings of the Council. In accordance with legislation his place on the Council has now been forfeit.

23.180 Declaration of members' interests for this meeting

**None**

23.181 To receive reports from County and Borough Councillors

**None as no councillors were present.**

23.182 Correspondence Received

The following items were specifically discussed: -

- a) Overhead Railway Bridge, Station Ave, Newstead – The response from the Coal Authority had been noted along with an invitation to the Council to be included in discussions regarding the bridge's future maintenance and liability. It was agreed that the Clerk would write to the Coal Authority pointing out where the Parish Council could be of assistance, but also include our limitations in respect of finance and relevant expertise.
- b) Cemetery Complaint – Copies of the complaint had been sent to Cllrs, who whilst they expressed sympathy for the loss felt it was not possible to guard the cemetery 24 hours per day and that items left on graves were done so at the owners' risk. No other items had been reported missing although Cllr Astill noted some items on a pre-purchased plot had been moved. The Clerk was asked to remind the contractor only to throw away those flowers/artificial items, which were truly spent or faded.

23.183 Public session

**There were no members of the public present.**

23.184 Clerks report on outstanding matters

23.167 – A request for a donation towards the new bench had been sent to the Borough Cllrs as suggested by Cllr Bestwick. The Clerk was now pleased to confirm that £300 had been received by Council.

23.168a – Survey completed and the Newstead Centre put forward as a possible option for the Baby Bank.

23.169b – As agreed the Clerk had written to the Newstead Centre, who had welcomed the offer of a portrait of His Majesty King Charles the Third and thanked the Council for its kind offer. The portrait has now been ordered.

23.169 – Contact has been made with the neighbourhood warden, who has agreed to install further dog 'no fouling' signs on the lamp columns.

23.170 – The donation agreed towards Pappfest of £25 in lieu of labour costs for a Christmas Star has been passed onto Cllr Lewis of Linby Parish Council. The Council is now awaiting details of the individual / company concerned.

23.172 2024/0053 – Oak View Lodge – Comments sent as agreed. Likely determination date by the Planning Authority is 20<sup>th</sup> March.

23.177 – A revised poster had been prepared by Cllr Futers and displayed as agreed.

In addition to the above the Clerk had responded to a parishioner who wanted information on how to claim for wheel damaged by a pothole on Tilford Road. Also received by the Council was a request for information about a possible grave in Newstead Old Cemetery, which has been traced by Cllr Moore and his wife to the delight of the individual concerned, who may also be a distant relative of his wife. A detailed questionnaire has also been received from the Valuations Office requesting details of remaining grave capacity in the New Cemetery and changes since information last sent. The Clerk advised she was able to locate previous correspondence sent to the Valuations Office in the records retained within the Old Chapel and a response had now been sent.

23.185 To confirm the minutes of the Parish Council meeting on the 14<sup>th</sup> February as accurate.

**The Council accepted the minutes as accurate.**

### Planning

None

### Finance

23.186 To note/approve the payment of invoices received in February 2024 and income received.

Payments and income received during February were noted and approved. The Council also approved the payment in respect of the wages and expenses for the Locum Clerk incurred during February; an increase in the present ink plan from £5.49 to £11.99 per month (April to July), which would allow 300 pages to be copied each month rather than the present level of 100, and finally an invoice from Npower of £2.95 for lighting the Christmas tree.

23.187 To review the financial summary and the budget status to 29<sup>th</sup> February 31<sup>st</sup> 2024

**The Council noted the financial summary and the budget at the 29<sup>th</sup> February 2024.**

23.188 To ensure the Asset Register is up to date and accurate.

This was noted and approved. Cllr Hardy stated as a point of interest he had been carrying out some research in respect of the war memorial, which had been erected on land donated by the NCB specifically for this purpose. In 1952, an informal agreement had been reached with the Parish Council, who since that date had been responsible for its upkeep and maintenance. Cllrs felt that some of the shrubs around the memorial were overgrown and required cutting back and that others were 'tired' and required replacing. The Council agreed to look at a revised scheme of planting for the memorial. Also discussed was the Old Chapel, where it was noted, several Cllrs had never been inside the same. It was agreed to arrange a Saturday morning viewing once the weather had improved with the Clerk to forward suitable dates.

### Other Matters

23.189 To discuss jobs for the Lengthsman

**The following jobs were agreed:**

- Sweep the service road adjacent 62 to 66 Tilford road
- Paint the bench next to bus stop
- Litter pick hedge along Hucknall Road from Old Cemetery to the junction with A611
- Litter pick the footpath between Hazleford Way and Foundry Terrace

*During discussion of this item County Cllr Chris Barnfather and Borough Cllr Stuart Bestwick arrived at the meeting at 8.30pm having earlier attended a meeting of Papplewick Parish Council. Accompanying them was PC Dennis having also attended the same meeting. The Council therefore resolved to return to item 23.181.*

23.181 To Receive Reports from County and Borough Cllrs

Cllr Bestwick confirmed the Borough Council had agreed an increase of 2.98% for their part of the Council tax and welcomed any further questions - but there was none. Cllr Barnfather advised the meeting that the overgrown trees on Foundry Terrace had been inspected and work is scheduled to be carried out, but as yet no date confirmed. He had also received a query from the Estates Dept of the Notts County Council relating the area of land to the right of the children's play area presently used as allotments. This land was previously let to RCAN, who have since terminated the license. It was agreed that Notts CC would come to some arrangement with the Allotment Association with regard to the future use of this land.

PC 1725 Dennis introduced himself to the Council. He is part of the Gedling Neighbourhood Policing Team and responsible for Ravenshead, Bestwood Village, Newstead Village, Newstead Abbey, Linby and Papplewick. He has been policing the village for the past two years and spoke of his decision to hold beat surgeries at the Newstead Centre. The date of the next surgery would be 16<sup>th</sup> April, followed by the 14<sup>th</sup> May, to coincide with the Food Pantry service. Other subjects discussed with the Council included antisocial behaviour, neighbour disputes including revving of car engines, racist behaviour and also the attraction of the lagoons for wild swimming over summer. It was agreed by the Council that it would assist in publicising the beat surgeries to be held with flyers and posters to be produced by PC Dennis.

23.190 Newsletter

Cllr Astill advised that having spoken to several organisations for content to include in a newsletter, many of these had already produced their own news sheet so there was no new information to include in a newsletter. It was noted that the Council's Facebook page already highlighted news from the Council and would remain the primary means of communication with the public. It was therefore agreed not to proceed with the newsletter for the time being.

23.191 Notice Board adjacent Bus Stop at the junction of Hucknall Road/Tilford Road.

The Clerk explained that the backing board on the inside of this notice board had been badly affected by damp and an estimate had been sought for the cost of replacing this. To supply a new magnetic board only with the Council to arrange fitting would cost £135 plus VAT. If labour was also included, the costs increased to £310 plus VAT. The Council felt this was too expensive. Cllr Barnfather suggested the Lengthsman may be able to repair the notice board, as he had already refurbished several in Ravenshead. It was agreed the Clerk would speak to him.

23.192 To confirm the date and time of the next meeting: 10<sup>th</sup> April 2024 at 7.30pm

The Council confirmed the next date and time for the meeting. Items for discussion at the next meeting would include the garden competition and the planters.