



Tel: 07340 239038
Email: newsteadclerk@outlook.com

Minutes of the meeting of Newstead Parish Council held at 7.30pm on Wednesday 10th April 2024 at the Newstead Centre, Tilford Road, Newstead

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

24.1 To receive apologies for absence

Apologies were received from Cllr Ernest Hardy and also County Cllr Chris Barnfather and Borough Cllrs Stuart Bestwick and Sue Pickering.

24.2 Declaration of members' interests for this meeting

None

24.3 To receive reports from County and Borough Councillors

Cllr Smith confirmed he had continued to chase Gedling BC over the outstanding tree works affecting the area between Foundry Terrace/Garden Terrace. He could report that GBC employees had been seen in the area today. He had been assured the work was in their schedule and would be carried out at some point. Until then, he would continue to send reminders.

Cllr Astill had been contacted by a resident concerned by two giant conifers in an adjacent property, which were leaning towards her shed and causing much concern. The resident confirmed the property concerned was owned by East Midlands Housing Association. Cllr Smith advised he would raise this matter with the Association. The Clerk also thought the Borough Council may be able to help in respect of the High Hedges regulations and would need to look into this further.

24.4 Correspondence Received

Station Road Railway Bridge - The Clerk advised the only item of significance was the response received from the Coal Authority following an email to them on the lines previously agreed. A response has now been received which states as follows:

'We appreciate the Parish Council's willingness to support in discussions and engagement efforts.

We recognise the financial limitations of the Parish Council and do not think there would be any expectation for a contribution. Your offer to provide local knowledge, contacts with landowners, and assistance in accessing potential grants is invaluable to us.

Thank you for highlighting the absence of the Historical Railways Estate from our initial list of stakeholders. We will certainly explore engaging with them, considering the historical significance of the bridge.

We look forward to collaborating with you and other stakeholders to ensure the safety and preservation of this listed structure'.

24.5 Public session

There were no members of the public present.

24.6 Clerks report on outstanding matter

23.169b –The Kings portrait is now ready for shipment out and is expected at any time.

23.170 – Details of the individual making the star was read out at the meeting along with the name of the company donating the metal. The Clerk advised that letters of thanks had been sent on behalf the council and that progress on making the star was now underway.

23.172 - 2024/0053 – Oak View Lodge – Still outstanding.

23.179 – The Clerk advised she had met with Paul Bruch to collect all the items held by Paul that are the property of the Council. This included a number of minute books, burial records, lamp post poppies, a flag, plus an assortment of various items including the Christmas tree lights previously stored by Gedling Borough Council. The majority of these items have now been taken to the Old Chapel for storage with the exception of some of the more ‘fragile’ burial books, which for the time being are being stored by the Locum Clerk at her home.

23.191 – Notice Board - The Clerk advised she had discussed the matter with the Lengthsman, who was able to show her a repair undertaken by him on a similar notice board in Linby. This had also been affected by damp and was repaired for just a few pounds. Authorisation was therefore given by the Clerk for the Lengthsman to carry out a similar repair, which was completed at a cost of £16 for the new backing. The Council were very pleased with the cost of the repair, especially given the cost of the previous estimate obtained. Cllr Smith said he would ensure the thanks of the Council was passed to the Lengthsman.

24.7 To confirm the minutes of the Parish Council meeting on the 13th March as accurate.
The Council accepted the minutes as accurate.

24.8 Planning
None received

Finance

24.9 To note/approve the payment of invoices received in March 2024 and income received.
Payments and income received during March were noted and approved. The Council also approved the payment in respect of the wages and expenses for the Locum Clerk incurred during March, a payment to Broxap for the new bench, and also to DJB Contracts for installation of the new bench.

24.10 To review the financial summary at 31st March 2024.
The Clerk gave an overview and Council noted the accounts at March 31st.

24.11 To receive and accept the end of year accounts to be audited,
The Clerk provided a precis of the year end accounts. Income from the cemetery was down compared to budget, although the interest received on the savings was far greater than originally anticipated, due to rising interest rates generally. In terms of expenditure, the cost of employing the Clerk was slightly higher than anticipated due to payments made to both the existing Clerk and the Locum Clerk. Most of this increase was down to timing, whereby HMRC has yet to reimburse the Council in respect of Statutory Maternity Pay, which will be received in the next financial year. Other expenses were either in line or less than budget. Whilst more had been spent on tree work in the New Cemetery than expected, less had been spent in the Old Cemetery. Overall expenditure was slightly less than forecast leading to a small surplus at the end of year. The Clerk was therefore pleased to advise the finances of the Council continued to remain on track. No further questions were raised by Cllrs. Cllr Astill proposed acceptance of the year end accounts, seconded by Cllr Sherlock and approved.

24.12 To note the internal audit arrangements
The Acting Clerk informed the Council that the internal audit is scheduled to take place on the 19th April at the Newstead Centre and will be completed by Kenneth Goddard along with the Clerk & RFO Vikki Arkell.

24.13 To discuss jobs for the Lengthsman
The following jobs were agreed:

- **Paint the bench on Hucknall Road next to the New Cemetery car park**
- **To trim areas previously agreed by Council**

24.14 Garden Competition

Cllr Williams advised she was happy to organise this again as per last year. Dates when the garden competition could be judged were discussed with the timetable agreed as follows: -

- **8th June 2024 - Date of when judging is to take place**
- **29th June - Date prizes to be awarded at St Marys Church.**

It was agreed to mailshot all households in Newstead Village with other members of the Council agreeing to assist in distributing leaflets regarding the same. Cllr Sherlock agreed to look at revamping the posters used last year. There would again be five categories including best front or back garden, best courtyard/small space garden, best container/hanging basket, best veg patch and also a children's category. For this year the children's theme would be best mini garden in an unusual container. In terms of prizes to be awarded, the Clerk agreed to speak with Vikki to identify those companies that had provided vouchers/prizes in the past with perhaps a gift card for children. In terms of judging the competition, three judges were needed with ex Cllr Patricia Andrews and Rev Hazel Robinson to be asked if they would like to accept this role.

24.15 War Memorial (New Planting Scheme)

Whilst it was felt that the proliferation of primroses in the grassed areas were pretty, the condition of the existing shrubs around the memorial were seen as 'tired'. In lieu of this meeting, the Locum Clerk had spoken with the RFO, who had confirmed a grant of £300 towards the King's coronation remained unspent. Planting ideas were discussed to provide more colour and fragrance in the memorial grounds. As Cllr Sherlock had initially raised this matter, it was agreed she would spearhead the project along with the Locum Clerk and that Cllr Sherlock and Mrs Johnson would meet to discuss a suitable planting scheme for the War Memorial. The Council also agreed the aforementioned £300 could be allocated towards this project.

24.16 Planters

It was agreed that Cllr Sherlock would take the lead in replanting out the planters with summer bedding plants. The budget for restocking the planters was agreed at £200 for the year (NB** To cover both winter and summer bedding out). Cllr Sherlock advised she would prefer to buy the plants, as and where she saw fit and for the council to reimburse her directly. She also advised she may look at some plants/shrubs which could remain in the planters indefinitely, with appropriate seasonal plants to be added.**

Cllr Astill advised she had been approached by CAST, who let her know they would be imminently be placing a wooden flower planter next to the newly installed bench at the junction of Fraser Street/Tilford Road. As this was on land which formed part of the village green, and thus the responsibility of the parish council, the council were disappointed that CAST hadn't formally applied to the Council for permission to site this structure. Cllr Astill had been sent a picture of the planter, which was then shown to the other members of the Council. The design of the planter was discussed and was felt to be more 'stable' than that sited near the Newstead Centre. It was agreed that responsibility for the upkeep and maintenance of the planter should remain with CAST and that the Clerk would contact CAST to remind them, that in future written permission from the Council would need to be sought

prior to any further structures being erected on land owned by the Council. Also, that the existing planter is placed on the land at CAST's own risk.

24. 17 To confirm the date and time of the next meetings:

This would be Annual Parish meeting on the 8th May, starting at 7pm, followed thereafter by the Annual General Meeting of the Parish Council.