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Minutes of the meeting of Newstead Parish Council held at 7.30pm on Wednesday 11<sup>th</sup> September 2024 at the Newstead Centre, Tilford Road, Newstead

Present: Cllrs; Emma Astill, Kyle Futers, Ernest Hardy, Tim Moore, and Melanie Sherlock and Glynis Williams. Also present was Jane Johnson (Locum Clerk) and Vikki Arkell (Clerk and RFO).

24.69 To receive apologies for absence

Apologies were received from Cllr Glynis Williams and Borough Councillor Stuart Bestwick.

24.70 Declaration of members' interests for this meeting.

None.

24.71 To receive reports from County and Borough Councillors

None present for this item.

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

There were no members of the public present at the meeting however Councillors raised the following items which had been raised prior to the meeting: -

- Vehicle Access to Newstead Abbey – In noting one of the pillars adjacent to North Lodge had been demolished by an unknown vehicle, Cllr Moore advised that an enquiry had been received by the council as to why Newstead residents no longer had vehicle access into the park via this entrance. It was agreed that the decision to restrict access at this entrance was made by the Nottingham City Council and as the Abbey grounds themselves were privately owned, any decision to restrict access belonged entirely to the landowner.
- Repairs to drainage chamber -- It had been noted that during periods of heavy or frequent rain, water accumulated around a road drain close to the small children's play area and was frequently slow to drain. Cllr Astill was pleased to report that Via had recently been on site following reports of flooding and had completely rebuilt the chamber underneath the drain where this was found in a state of collapse. It was hoped that with the removal of the debris from under the drain, this would lead to improvements in the general drainage of this part of Tilford Road.
- Cllr Hardy advised during July he had reported glass had been broken in the bus shelter opposite Musters Road. Although the broken glass had been swept up, the shelter had been left with a hole in the damaged pane. Following further telephone calls with Trent Barton, he was pleased to advise the damaged pane should be replaced on Friday 13<sup>th</sup> September.

24.73 To resolve that due the nature of business to be transacted that item 24.89 exclude members of the public and press.

The Council resolved to exclude the public and press for agenda item 24.89 as the matter to be discussed involves exempt information as defined under Part 1, Schedule 12a of the Local Government Act 1972, where the matter to be discussed relates to staff matters.

24.74 Clerks report on outstanding matters

24.44 - War Memorial – Work on the replanting scheme has now been substantially finished although it is intended to add some spring bulbs once these become available. A resident from one of the adjacent terraces helped with the work as did Mel's husband who removed a lot of green waste. Mrs Johnson advised she had since spoken to Anthony Clarke who advised he would chop back any regrowth of the sycamores. Cllr Sherlock advised that due to the dry weather, she out been out to water the newly planted shrubs several times over the past two weeks.

24.37 – Work on the tree at the Old Cemetery affected by Ash Die Back has been completed and invoice paid. Following the last Council meeting, an estimate had been received from Jonathon Rhodes for the cost of removing the overgrown weeds/bushes and overhanging branches from the site (not cutting back the trees themselves) at £1,400, based on four day's work. Following circulation to the Council, members felt the Council should not be covering this cost and was referred to Gedling Borough Council. A commitment was made by Terry Ball, Supervisor for Parks and Street Care, who advised that if Gedling BC are unable to carry out the work scheduled on this site over Autumn/Winter, a contractor may be appointed to carry out the work instead. Since that correspondence, however, a tree on the site has toppled over during the recent windy weather making the matter more urgent. The Council has now written to Gedling BC along with Cllr Martin Smith for action on this matter sooner rather than later. Mrs Johnson advised she would continue to chase Gedling BC. It was also noted that CAST had yet to cut back the area of land near Foundry Crescent, which had been pursued by the Clerk and had been reassured by Mick Leivers it would be given priority.

24.48 – The Council has been successful in obtaining the grant from Gedling Borough Council towards the cost of providing a Xmas lunch at the Newstead Centre and payment of £1,114 has now been received by the Council.

24.62 – The Chairman confirmed that her son was confident of being able to make up a further bench by reusing the existing metal seat ends currently stored in the Old Chapel. The labour would be provided free although any expenses in buying material for use in making up the bench would be reimbursed by the Council on production of the relevant receipts. It was agreed the existing bench should be removed by the Lengthsman with the memorial plaque to be retained by the council and given back to the owner should any future inquiries be made on the same. Cllr Sherlock advised she would ask her husband to remove the plaque which will be stored in the Old Chapel.

24.65 The litter pick took place as agreed on Saturday 3<sup>rd</sup> August. Gedling Borough Council supplied a number of blue bags for use along with ten new litter picks for use by volunteers. An evening walk through the village also took place with feedback to be discussed under a separate agenda item 24.87.

24.68 – Following inspection by Cllrs of the work to be undertaken in respect of tree suckers in the Old Cemetery it was subsequently agreed that Anthony Clarke be instructed to carry out this work in accordance with the estimate submitted and his invoice has now been paid

24.75 To confirm the minutes of the Parish Council meeting on the 8<sup>th</sup> May 2024 as accurate  
The Council accepted the minutes as accurate subject to a spelling error noted under item 24.37.

24.76 Correspondence received

The following items of correspondence were duly noted:-

- Design Code Framework – No comments received from Councillors on this consultation, which ended on the 23<sup>rd</sup> August
- RCAN –The annual levy of £1,500 from the wind turbine has been paid into Council's account.
- Gedling BC- Smoke Control Order Consultation – Extension of existing smoke controls to the whole of the borough – No change noted for Newstead which was already part of an existing smoke control order.

- Winter Service 2023/4 – Offer of Assistance to Parish Councils in terms of free salt and potential to order further bags of grit/blue grit bins – Mrs Johnson advised she had checked the blue grit bins and advised that all of these were either half or mostly full with grit. It was resolved not to order further additional grit/grit bins. Arrangements had already made with the Newstead Centre to accept delivery of the 5 free bags of grit offered by Via, which Mrs Johnson will add into the existing bins. It was noted that further grit was also being stored in the Old Chapel.
- Various correspondence from Cllr Martin Smith relating poor state of footway on Hucknall Road to A611. Mrs Johnson advised she had been able to supply evidence that Notts County Council had previously offered to maintain this section of the highway.

#### Planning

None discussed at the meeting although it was noted that an application had been received earlier in the day which would be circulated to members for comment.

#### Finance

24.77 To note/approve the payment of invoices received in Jun 2024 and to authorise the payment of outstanding invoices.

Payments and income received during June were noted and approved. The Council also approved the payment in respect of the wages and expenses for the Locum Clerk incurred during July/August and also fees incurred in respect of the external audit.

24.78 To review the financial summary and the budget status up to the 31<sup>st</sup> August.

A revised budget summary was circulated to members which included receipt of the wind turbine levy of £1.5K. The RFO, Vikki Arkell, advised that in general the finances of the council were healthy and very little had been spent overall by the Council, with the income received from cemetery fees far ahead of expectations. She advised members to think about the projects they wished to undertake in the following year as the first draft of the budget for 2025/2026 would be presented at the November meeting of the council. In term of expenditure, she advised that a tree survey would need to be carried out next year and also money may need to be put aside for the repair of the lights on the MUGA, which would be discussed later in the meeting. Another suggestion was that funds could be set aside for the small children's play park, which was earmarked as a priority for bids for improvement by Gedling BC. This contribution could then be used as the matched funding element (usually 10%) of any bid made by Gedling BC, in respect of the park.

24.79 To note the conclusion of the 2023/2024 audit.

Clerk and RFO, Vikki Arkell was pleased to report that no issues whatsoever had been raised as a result of the audit and the accounts approved. The relevant notices advertising the conclusion of the successful audit had been displayed on the Council's notice boards

#### General Matters

24.80 Jobs for the Lengthsman

In addition to the removal of the bench on Hucknall Road, the following jobs were noted:

- To cut back the vegetation from the adjacent wood spilling on to the pavement near the bus layby opposite Musters Road.
- To cut back the weed and overgrowth off the embankment and wall serving the road to the terraces

Since the last meeting, it was raised by Cllr Hardy that suckers growing from the tree next to the small green adjacent his home had been removed by the Lengthsman, as well as the weeds/grass cut back and treated on the small road traffic island close to the bend on Tilford Road. Vikki Arkell also reminded the Council that the lengthsman had been provided with a list of tasks to carry out of which the embankment was one, along with strimming the verge on Station Ave adjacent the sports playing field where it was noted this had been cut.

24.81 Land Behind Foundry/Chatsworth/Garden Terrace

Cllr Astill advised that over the past week, staff from GBC had marked some of the trees with blobs of pink paint, where it was assumed these were the trees on which action would be taken. It was agreed the Council would continue to chase for action on this matter.

24.82 Adoption on the Web Site of information relating to GDPR.

Mrs Johnson explained that considerable time had been spent in 2018, drafting the policies now presented to the Council, which had previously been displayed on the Council's web site. She had noted that the current web site did not display any information relating to GDPR. She felt that in addition to being bound by these requirements, it was also prudent that the Council is seen to be adhering to these, hence the request that the previously adopted policies be displayed on the Council's web site.

The Council agreed that information relating to GDPR circulated with the agenda be displayed on the Council's web page.

24.83 MUGA

- To arrange the annual inspection of the MUGA  
A quotation had been received by the Council from Play Inspections for the annual safety inspection of the MUGA for the sum of £155. The Clerk advised that in its present state it was likely to fail the inspection due to the poor state of the net covering the goal end nearest the centre. It was agreed as there was no requirement for this net as the 'matching' net at the opposite end of the MUGA had been missing for some time. The Chairman advised she would ask her son to remove the same with the inspection to take place thereafter. The Council approved the quote submitted.
- Repair of the Muga lights  
Mrs Johnson advised that a request had been received from CAST for permission to have an electrician at their expense to look at the MUGA Lights, which had not been working for many months and, if possible, to repair. An estimate had now been received which was read out to the Council. In summary the timer and relay had failed on one light, whilst the second light required a new wind turbine and controller. The total cost of repairs was given as £2.5k. In view of this CAST was currently seeking a second quotation for consideration by the Council. The Council then discussed in view of the costs, whether it was worth simply repairing the lights, or paying for an upgrade of the existing equipment, where it was felt advances in technology may lead to a more reliable product given that the lights had failed previously. The Clerk confirmed she had contact with an electrical contractor which specialised in outdoor lighting of sports facilities and would ask for a quote from them. It was also agreed to make contact with the original suppliers of the equipment to see what they recommend.

24.84 To confirm arrangements for Remembrance Sunday

It was noted previously that Paul Bruch would print the programme for this service in conjunction with Reverend Hazel Robinson. It was agreed that Cllr Hardy would represent the Council in laying a wreath on behalf of the Council and to order one wreath for the service with the donation to the Poppy Appeal to be topped up to a total sum of £50. It was agreed that poppies would again be put up in the village with Cllr Futers undertaking this element along with Cllr Moore, although new cable ties would be required. It was suggested these would need to be put on the lampposts about a week before the service. It was agreed to include this item on the agenda for the next Council meeting to finalise arrangements.

24.85 To ratify purchase and installation of the Christmas Tree

It was agreed to purchase a 15ft tree from Moorgreen garden centre, the same as the previous year when transport costs would again be shared between Linby, Papplewick and Newstead. Mrs Johnson was delighted to advise the star for the top of the tree has now been made and is waiting delivery to her home. Decoration of the tree itself was discussed where this would be limited to lights only. The Council also discussed the

possibility of holding a community Christmas event with this to be discussed in more detail at the next meeting.

24.86 To discuss Christmas lunch event at the Newstead Centre and arrangements for the same. Mrs Johnson advised the original claim for grant funding was based on costs of approx. £13 per meal for a total of 80 persons, however in discussion with the Newstead Centre, it was likely that cost per meal in December 2024 would be closer to £15. The Clerk queried whether this included the cost of decorating the tables and also whether the costs included VAT and also prizes for the raffle etc. Also discussed was the need to ensure persons who ordered tickets turned up and a charge of £1 per ticket was discussed with the money to be refunded to those turning up. Numbers also to be discussed in terms of what the Newstead Centre could reasonably cope in terms of catering including volunteers. The Clerk advised she would now deal direct with the centre in terms of arrangements.

24.87 Observations and actions to be taken following Councillors walkabout. The Chairman advised that following the walkaround, it was evident that a number of properties particularly those belonging to Jigsaw were in disrepair, with a number of untidy gardens being observed. It was felt that a number of tenants were simply disregarding the terms of their tenancy agreement and it was agreed by the Council that a letter would be sent to Jigsaw asking them to remind their tenants of the need to adhere to their tenancy agreements.

24.88 To confirm the date and time of the next meeting:  
This would be held on Wednesday 9<sup>th</sup> October 2024

24.89 Transition arrangements for return of the Clerk from maternity leave  
The Clerk had circulated a paper for Cllrs which outlined a timetable that allowed her annual leave to be taken prior to returning to the Council. This required an extension to the role undertaken by the Acting Clerk who would remain with the council for a further three weeks to that originally planned with the final week on reduced hours. The additional cost to the council arising from this proposal was given as £330. The Council agreed to the transition arrangements as outlined