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Minutes of the meeting of Newstead Parish Council held at 7.30pm on Wednesday 10<sup>th</sup> 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 13<sup>th</sup> 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 31<sup>st</sup> March 2024.

The Clerk gave an overview and Council noted the accounts at March 31<sup>st</sup>.

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 19<sup>th</sup> 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: -

- 8<sup>th</sup> June 2024 - Date of when judging is to take place
- 29<sup>th</sup> 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 8<sup>th</sup> May, starting at 7pm, followed thereafter by the Annual General Meeting of the Parish Council.



## Minutes of the Annual Meeting of the Parish held at 7pm on the 8<sup>th</sup> May 2024 at the Newstead Centre, Tilford Road

1. To approve the minutes of the Annual Meeting held on the May 2023. 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 Council's Annual Report

The Council noted the report from Cllr Futers, which is attached as an appendix to these minutes.

3. To receive reports from the Borough and County Councillor's

Report from the County Councillor

Cllr Barnfather commented on the recent elections held to appoint a Mayor of the East Midlands Combined County Authority, which consisted of Nottingham City and County, together with Derby City plus County. Cllr Barnfather explained the intention of the combined authority was to bring down existing powers from Westminster and brought with it substantial funding to the tune of £4 billion pounds. Claire Ward (Labour) had been elected, who would chair a 12 strong cabinet, consisting of two members from each of the different authorities. Of the £4 billion, £1.5 billion had been earmarked for local transport schemes including half a billion towards improvements to highways. By comparison the budget held by Notts County Council for highway improvements was just £37 million. Closer to home Cllr Barnfather made reference to the new video, which highlighted how the new Notts County Council Head Office at Top Wighay would look once completed. In terms of matters affecting Newstead, the new interactive bus stop display on Hucknall Road had been installed. Tree works have been agreed on the land behind Chatsworth Terrace. In terms of the Youth Club, a Team leader had been appointed with two further part time posts to be appointed. The original Youth Club Committee has now been disbanded with any remaining funds being transferred to NCC Youth Services, but specifically ringfenced for use in Newstead. Money from this had been used towards a trip to Hagg Farm. Cllr Barnfather has also agreed £500 towards upgrading the wi-fi in the Youth Club. As agreed at the last meeting, Cllr Barnfather had indicated to the Estates Dept that the Allotment Association should be first choice as regards the land next to the small children's play park. A grant of £200 had been made to the 1st Able Scout Group.

Report from the Borough Cllr

Cllr Martin Smith advised he was delighted to be re-elected and had tried his best to follow up the concerns both from the council and residents direct. He had recently chased up the position in respect of the small children's play park. Following an email from the Locum Clerk, he had chased Gedling BC in terms of the lease position of the site, which he understood had not yet been renewed. He advised this was currently sitting between the legal departments of the two authorities involved and he would monitor this, as without a lease agreement being in force, it would not be possible to secure funding for the improvements.

Finally, on a personal note, Chris and Martin both emphasised how much they enjoyed working with the Council.

4. Questions, comments, and statements from members of the public

No members of the public were present at the meeting.

## **Appendix**

### **Newstead Parish Council Annual Report 2024**

During May 2023, all wards in Newstead Parish area were uncontested, so no elections for Parish seats were required.

The present climate continues to be financially challenging and it was with much regret that Newstead nursery was forced to close in May last year, due to lack of funding. However, I am now pleased to advise that a new use for the building has been found with CAST shortly to take up residence.

This year has seen some historic events, with the coronation of King Charles III and in summer the Council were able to provide much input toward the Summer family fun event.

The Council were also delighted to welcome a new Cubs and Beavers group, run under the auspices of the 1<sup>st</sup> Able Scout group, who continue to meet at Newstead Youth Club, usually on a Monday evening. We have also been able to support the group with the hire of the centre and other items used for activities for the young people of the parish.

Over the past twelve months, the Parish Council has continued to provide its regular services.

Our thanks go again to Cllr Sherlock, who has continued to care for the village planters, and we hope our parishioners were able to enjoy the flowers as they bloomed. During June, Cllr Williams organised the return of the garden competition, which saw a number of entries and was an inspiration for all.

The Council's web page and Facebook page were moved to a new host and continues to provide residents with a central point for updates on key projects and activities of the Council and as a signposting service for further support. Thanks to Cllr Moore for assisting in making this site much more user friendly and informative for our Parishioners. My thanks are also extended to Cllr Astill for continuing to maintain the Facebook page with regular postings of informative information for residents. We hope our parishioners appreciate these improvements and continue to post comments to various events/topics raised.

Other activities of the Council, to name a few, include: • Reviewing planning applications • the services provided by the Lengthsman, which includes cutting hedges, clearing gullies/drains, litter picking and other ad hoc jobs as required • Continued maintenance of several areas of the village including cutting of the village green and upkeep of Newstead Wildlife Meadow. Other projects have included the provision of a new metal bench near the junction of Fraser Street/Tilford Road and major tree works, which have been carried out in both the New Cemetery and Old Cemetery primarily to remove trees suffering from Ash Dieback. Due to the high costs involved, the work has been staggered over three years with the final phase taking place later this year.

Several litter picks have also taken place in the parish throughout the year, although these had not always been as well attended as hoped. The Council also hosted a 'Meet your Council event'.

The Council has awarded grants to The 1st Able Cub and Scouts group towards rent (£390) and also the Summer Family Fun Day (£300). As always, we continue to welcome and encourage applications.

The Parish Council continue to push for improvements to the small children's play park off Tilford Road and have been assured by Gedling Borough Council, as part of their Green Space Strategy, that they will be looking to carry out a major revamp of the park during 2025/2026. In the meantime, some work was carried out to repair the safety surfacing and the repair of some equipment.

December heralded another successful Christmas lunch event, which took place at the Newstead Centre and was attended by some 60 people. Many thanks to the staff at the Centre and fellow councillors, all of whom helped serve the Christmas lunch and ensured this was a most enjoyable event for all.

At present, there are currently three vacancies on the Council, and it is my hope these vacancies will be filled shortly.

I also thank my fellow Councillors for their hard work, dedication and support over the last 12 months and also our County Cllr Chris Barnfather and Borough Cllrs, Martin Smith, Sue Pickering and Stuart Bestwick, all of whom continue to appraise us of matters affecting both the Borough and County Council and in following up enquiries with the same councils.

Lastly on behalf of the Council I would like to thank our Clerk, Vikki Arkell, who has done an excellent job in her role especially given the arrival of baby Ezra in February this year. Many congratulations to our Clerk. I would like to thank her for the smooth handover to the Locum Clerk, Mrs J Johnson, who is presently assisting the Council in its day-to-day activities, whilst Vikki remains as the Responsible Financial Officer.

Signed

Councillor Kyle Futers, Vice Chairman  
Newstead Parish Council



Email: newsteadClerk@outlook.com

Minutes of the meeting held at 7.30pm on Wednesday 8<sup>th</sup> May 2024  
at the Newstead Centre, Tilford Road

**Present: Cllrs: Emma Astill, Kyle Futers, Ernest Hardy, Tim Moore, Melanie Sherlock and Glynis Williams.**

**Also present: Vikki Arkell (Clerk & RFO), Jane Johnson (Locum Clerk), Cllrs; Chris Barnfather (County Councillor), Stuart Bestwick and Martin Smith (Borough Councillors).**

24.18 Election of the Chairman for 24/25

**Cllr Astill was proposed as Chairman by Cllr Moore and seconded by Cllr Hardy. The Council resolved to appoint Cllr Astill as Chairman for 24/25 and her 'Declaration of Office' was signed**

24.19 To replace Chairman's expenses with grant to be awarded at Chairman's Discretion

**It was agreed by the Council that rather than pay an allowance to the Chair each month to reflect the additional expenses of holding office, this would be replaced by a grant of £200 per annum, which at the discretion of the Chair could be awarded towards any item of her/his choosing, provided it is of benefit to some or all of the residents of the parish.**

24.20 Election of the Vice Chairman for 24/25

**Cllr Futers was proposed as Vice-Chairman by Cllr Hardy and seconded by Cllr Sherlock. The Council resolved to elect Cllr Futers as Vice-Chairman for 24/25 and his 'Declaration of Office' was signed.**

24.21 To receive and approve apologies for absence.  
**Apologies were received from Cllr Sue Pickering**

24.22 Declaration of Members' interests for this meeting  
**No declarations**

24.23 Public session: Members of the public can take this opportunity to discuss Parish matters with Councillors.  
**There were no members of the public present.**

24.24 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.**

24.25 Update from the Clerk

**24.6 - The Kings Portrait has been delivered to the Newstead Centre.**

**24.12 -The audit has now been successfully completed and update will be given by the RFO at the May meeting.**

**24.14 - Garden Competition - Leaflets printed for the garden competition to the specification sent by Cllr Williams, which have since been distributed.**

**24.15 – War Memorial - Site meeting arranged between the Clerk and Cllr Sherlock on Friday 3<sup>rd</sup> May, when a start was made on cutting back the shrubs. Due to the amount of work required, which included the removal of a large self-set sycamore, only a quarter of the site has been cut back so far with further work sessions planned. Cllr Astill and Cllr Sherlock both volunteered to assist with the work in future.**

**24.16 – Email sent to CAST regarding the planter as agreed. The response received from CAST regarding lack of formal notification to the Council is that they had put numerous posts on the 'Newstead Born and Bred' Facebook page, so assumed the Council would be aware of developments. The Council were advised that so far over 200 likes on Facebook have been received on the new planter, which was placed in that particular location following suggestions from residents. Volunteers from the village and CAST students will be**



undertaking the maintenance. In future, CAST will be constructing more planters and are currently seeking suggestions from the public as to where to site them. Once a location has been identified, the Council will be contacted beforehand for our views/permission, if necessary. The Clerk has also liaised with our contractor, who has had no issues in terms of the existing maintenance of this area.

23.181 Police Surgery – This had been held on the 16<sup>th</sup> April and was attended by several parishioners. A request had been made by residents that future surgeries be held in the evenings to allow anyone currently working to attend. The Council had received a request from PC Dennis for a schedule of future council meetings so that further meetings could be arranged in tandem with meetings of the Council. The Clerk had explained that meetings of the council were open to the public, so a separate meeting room would be needed for the purpose of holding a Police surgery, although there was no reason why the Police could not report a summary of concerns raised to the council later that evening. Mrs Johnson also expressed concern over room hire charges as from previous experience she was aware individual police officers did not hold funds to pay room hire charges. A pledge of £100 was made by Cllr Barnfather towards these costs, if required.

### Annual Meeting business

24.26 Review of the following.

a. Standing Orders

Mrs Johnson explained the standing orders at present require the review of a number of policies and procedures specifically at the Annual Meeting. This makes the agenda somewhat overlong and complicated and the recommendations now put forward by the Clerks seek to distribute the review of policies throughout the year and also delete those sections of the standing orders, that at present, are surplus to requirements. These included

- Deletion of any reference to the formation of, appointments to and consideration of any recommendations from other committees (Note - the Council has no committees at present)
- Review of arrangements with other bodies
- Review of land and other assets, insurance and subscriptions plus complaints procedures
- Review of policies for dealing with the press, freedom of information

In future the Council would review annually but not necessarily at the annual meeting, its policies and procedures, any risk assessments and arrangements for insurance cover, review the inventory of land and other assets and any employment policies and procedures.

The Council resolved to adopt the Standing Orders as per the changes recommended by the Clerks.

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

The Council resolved to re-adopt the Financial Regulations with no changes.

c. Social Media Policy

Cllr Moore added as previously agreed by Council, otherwise no changes

d. Co-option Policy and Application Form

No Changes

e. Grant policy and Application form

No Changes

f. The Code of Conduct

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

g. The Council's Risk Assessment

It was agreed consideration of this item would be deferred until the June meeting.

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

There are no currently no subscriptions and none were agreed.

i. To agree time and dates of meetings

Two additional dates had been added to the schedule sent out previously. These were: -

Wednesday 9<sup>th</sup> April.

Wednesday 14<sup>th</sup> May.



- 24.27 To review the requirement of:
- Employment Policies – NALC model policies available
  - A Data Protection Policy
  - A Freedom of Information Policies
  - Complaints Procedures

The Council resolved as per the revised standing orders these policies should be reviewed within the next 12 months.

24.28 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 in 23-24 It was explained by Vikki Arkell that as the Council had previously resolved to adopt the General Power of Competence, this review was no longer required

## Finance

24.29 To note/approve payment of invoices received in April 2024

Vikki Arkell confirmed four payments as shown in the April Bank Statement to the Newstead Centre included two lots of rent incurred by the 1st Abel Scouts group in respect of sessions held at the Youth Centre. She also advised that in order to improve the audit trail, she will also be asking 2 Councillors to sign a copy of the payments approved at each meeting as well as asking the Chair to sign to confirm that the bank statements match the bank reconciliation produced from the account's software.

The Council noted the pre-authorised payments within the April bank statements and the following payments were approved for payment.

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
17	Stationery and Office Items	09/05/2024		Current Account		Expenses	Jane Johnson	E	6.80		6.80
17	Travel Expenses	09/05/2024		Current Account		Expenses	Jane Johnson	E	5.40		5.40
											<b>12.20</b>
19	Stationery and Office Items	09/05/2024		Current Account		Expenses - Stationary	Poundland	S	3.75	0.75	4.50
											<b>4.50</b>
15	IT & Software	09/05/2024		Current Account		Accounts Software	Starboard Systems	S	619.20	123.84	743.04
											<b>743.04</b>
16	Locum Clerk	09/05/2024		Current Account		Locum Clerk	Jane Johnson	E	603.30		603.30
											<b>603.30</b>
20	Audit & Legal Fees	09/05/2024		Current Account		Internal Audit	Ken Goddard	E	90.00		90.00
											<b>90.00</b>
18	Insurance	27/05/2024		Current Account		Insurance	Clear Councils	E	1,145.98		1,145.98
											<b>1,145.98</b>
Total									2,474.43	124.59	2,599.02

24.30 To review the financial summary and budget up to 30<sup>th</sup> April 2024

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

24.31 The approval of the regular payments schedule for 24-25

The RFO advised that preapproval of some of the costs allows regular payments to be paid on invoice rather than waiting for the next scheduled council meeting. The RFO advised that any payments that were substantially outside the "normal" amount would be brought to Council. Cllr Moore informed the Council that he was currently investigating a new host for the Council's web site and further advice would follow.

Payments delegated to the Clerk and RFO which do not require additional Council authorisation for the 24-25 financial year. These payments must be presented in the form of a bank statement for the Council to note at the next monthly full council meeting		
Description	Supplier/Payee	Frequency of Payment
Meeting Room Hire	Newstead Centre	Paid Monthly
Wages	Vikki Arkell	Paid Monthly
Nest Pension	Nest	Paid Monthly
PAYE/NI	HMRC	Paid at least quarterly
Insurance	TBC	Paid Annually
Christmas Tree Electricity Bill	Npower	Paid Annually
Christmas Tree	Reuban Shaw Garden Centre	Paid Annually
Christmas Tree Delivery	Joe Walker Haulage	Paid Annually
Office 365 subscription	Microsoft	Paid Annually
Website Fees	Variable	Paid Annually
Stationary and Office Supplies	Variable	As Required - Up to £50 per year
Mobile Phone Credit	Variable	As Required
Cemetery Fees	Anthony Clarke	As Required
Internal Audit Fees	Variable	Paid Annually
External Audit Fees	Variable	Paid Annually
Authorised Direct Debits and Standing orders		
Description	Supplier/Payee	Frequency of Payment
Data protection fee	ICO	Paid Annually
Grounds Maintenance	Anthony Clarke	Paid for 7 months
Mobile Phone Credit	Variable	As Required
Monthly Ink Subscription	HP	£11.99 Paid Monthly
Bank Fees	HSBC	£5 Paid Monthly
All purchases, expenses and grant payments authorised by the resolution of the Council can be paid by the Clerk & RFO on receipt of a satisfactory invoice or claim		
Any invoice that relates to the provision of none regular works or services, will only be paid by resolution of Council that the work provided is satisfactory and complete		

The Council approved the list of payments as shown.

24.32 To approve the quote for the insurance renewal

The RFO advised as a result of the Old Chapel not being occupied only the current insurer had agreed to quote for the renewal, so it had not been possible to obtain alternative quotes. On further examination, it was noted that some of the sums Insured under various sections of the policy were over and above that actually required, although these were provided as standard, so no further discount would be given. The Council noted that previously a discount had been given for locking into a three-year agreement and also noted the premium paid. The terms currently offered were seen as favourable and it was resolved to lock into a further three-year agreement with Clear Councils at a cost of £1,145.98.

24.33 To review and extend grant awarded to the 1<sup>st</sup> Able Scouts Group

Mrs Arkell explained that the deadline for spending the funds awarded by the Council to the group was the 15<sup>th</sup> June 2024. As this deadline was now fast approaching, a request had been made by this group to extend the deadline for a further 12 months. Out of the original grants awarded to the group, £99 was left towards rent of the youth club and £128.14 left to purchase items for activities and day to day running of the Newstead Uniform groups. The Clerk then asked the Council to agree that the remaining £128.14 be transferred to the bank account of the 1st Able Scout group. This was agreed by Council along with a 12 month extension in respect of the rent element.

24.34 To approve the Annual Governance Document for the year ending 31<sup>st</sup> March 2024

a) To accept the report from the internal auditor

The RFO advised that as per the letter circulated to Cllrs from the auditor Ken Goddard, no issues had been raised as a result of the audit. This was noted by the Council.

b) The Annual Governance Statement

The Council approved the completion of Section 1 of the Annual Governance Statement.

c) To consider, approve and sign statement of Accounts

The Council considered the Statement of Accounts and signed Section 2 of the Annual Governance Statement.

d) Annual Governance and Accountability Return (AGAR)

The AGAR was approved and signed by the Chair and Locum Clerk on behalf of the Council

## General Matters Concerning the Parish

24.35 To discuss jobs for the Lengthsman

The following jobs were put forward: -

- Hucknall Road (route to school) - To side up this path from junction of Tilford Road/Hucknall Road until Hazelford Way.
- Planter – To remove graffiti from the side of the planter on the small green at the junction of Tilford Road/Hucknall Road. Watering of the planters was then discussed with Cllr Astill agreeing to water the planter near the bus turn round point with Cllr Hardy to water the planter adjacent to his home. The difficulty in getting a supply of water of sufficient quantity to the planters was discussed, with possible suggestions being the use of an aqua roll to transport water to the sites. The purchase of several large water bottles was discussed.
- To remove weeds and spray the small island on Tilford Road
- Seat Adjacent bus stop – The Council also asked the locum clerk to chase the return of the seat adjacent the bus stop, which had been taken away by the Lengthsman for painting some weeks earlier.
- The painting of the gates leading to the Old Cemetery was suggested by Mrs Johnson, although Mrs Arkell advised she would speak to the company who had previously painted the gates at the new cemetery to ask for a quote.

During discussion of this item Cllr Barnfather advised he had an accumulation of empty hanging baskets in his shed, which he is happy to donate to the Council and may be of use in the garden competition.

24.36 To note vacancies on the Council

The Clerk advised that as a result of the vacancy created by the departure of Paul Bruch and subsequent notification of the same, no requests had been received by the borough council, from the electorate, to fill the vacancy by way of a poll. As a result, the Council were now free to co-opt a further member to the Council. There are now three vacancies on the council.

24.37 To note and agree tree work at the Old Cemetery

Following receipt of one quote, Cllr Astill advised that she had been unable to obtain a second quote as the contact she had in mind was on holiday. Mrs Arkell confirmed she was happy to recommend the contractors who had provided the quote as they had undertaken work for other councils she had served in the past. She confirmed the tree concerned was suffering from Ash Dieback and whilst currently not in a dangerous state the advice received from the tree surgeon was to fell and remove the tree completely, thereby avoiding problems in the future. A discussion ensued as to whether the tree could be pollarded rather than removed completely, or whether the remains could be left to rot down. As any action to fell the tree could not yet be taken, pending the end of the bird nesting season, it was agreed to take no decision at this time pending further advice on what was possible in this case.

24.38 To discuss the following

a) Garden Competition

Leaflets have been sent out to residents and details posted on noticeboards. Mrs Johnson said she had not yet approached any companies as having spoken with Vikki very few companies had responded to a request for prizes. In terms of prizes. It was understood some of the previous prize winners were unable to spend vouchers previously given due to the need to be spent at physical outlets. Discussion ensued on the type of prize and the general conclusion was that an Amazon voucher could be spent by all with costs possibly being met from the Chairman's allowance. All member of the Council agreed the winners should be awarded with a certificate.

b) Pavement Parking

A discussion ensued on problems created by vehicles parking on the pavement following new legislation which gives local authorities greater powers to fine motorists for pavement parking. This included large motorhome near the top of Byron Street and a large horse trailer on Fraser Street. This form of parking is now seen as antisocial behaviour and details should be reported both the Police and Gedling borough Council.

24.39 To confirm the date and time of the next meeting.

The Council confirmed that the next meeting would be held on the 12<sup>th</sup> June at 7:30pm



Tel: 07340 239038  
Email: newsteadclerk@outlook.com

Minutes of the meeting of Newstead Parish Council held at 7.30pm on Wednesday 12<sup>th</sup> June 2024 at the Newstead Centre, Tilford Road, Newstead

Present: Cllrs; Emma Astill, Kyle Futers, Ernest Hardy, Tim Moore, Melanie Sherlock and Glynis Williams. Also present was Jane Johnson (Locum Clerk) and Borough Cllrs Martin Smith and Sue Pickering.

24.40 To Receive apologies for absence

Apologies were received from County Cllr Chris Barnfather and Borough Cllr Stuart Bestwick.

24.41 Declaration of members' interests for this meeting.

None. Cllr Hardy passed on a complaint regarding soil and a large stone being left on a grave. There was no known reason why this would occur and the most likely explanation was put down to children messing around.

24.42 To receive reports from County and Borough Councillors

Cllr Smith continued to chase Gedling BC over the lease for the children's play park, where he understood that no decision had been made by GBC as to whether to renew the lease agreement with the Notts CC. He had spoken to the relevant portfolio holder appraising him/her of the position as regards the lease agreement. In referring the General Election, he advised that the current MP Mark Spencer continues to 'bang the drum' for the rural parts of the borough. Cllr Astill noted that concerns raised by her previously with his office did not always get a response.

Cllr Pickering advised she had received a complaint from a resident as part of an ongoing neighbour dispute and the matter was now in the hands of Environmental Health department of Gedling BC, who would be raising the matter with the individual concerned.

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

There were no members of the public present.

24.44 Clerks report on outstanding matters

24.25 - War Memorial – So far about 12 hours work has been undertaken on the site by Cllr Sherlock and Mrs Johnson, which primarily involves cutting out either weeds, brambles or self-set sycamores and removing dead branches from existing shrubs. Out of the four corners of the existing planting scheme, two have now been cleared, with two yet to do. Because of the amount of soil exposed, it was agreed not to replant at this stage, but to carry on with clearing out. This will then give a better assessment of how many plants/shrubs will be needed in future to complete the project. A further session on the memorial has been planned for Friday 14<sup>th</sup> June

24.27 - The Acting Clerk has drawn up 2 policies for approval by the Council, details of which are enclosed with the agenda.

24.33 - The RFO has now transferred £128.14 to the 1<sup>st</sup> Able Scout group as agreed.

24.35 – Details of the jobs put forward by the Council have been sent to Ravenshead Parish Council as agreed, with the exception of the painting of the Old Cemetery gates. This included a request to reinstate the seat next to the bus stop at the junction of Hucknall Road/Tilford Road. With the limit on the number of hours worked by the Lengthsman in any one month, it is anticipated working through this list will take some time.

Jane Johnson 5<sup>th</sup> June 2024

The planters have now all been planted out for summer by Cllr Sherlock at a cost of approx. £70.00. Cllr Astill felt it was very impressive that the planting out had been done for such a small cost. Cllr Sherlock confirmed she had shopped around for the plants, which had come from several different sources. In terms of watering, the Acting Clerk advised she had spoken with the Newstead Centre and it was agreed that Cllrs could fill up any watering cans from the cold-water tap situated in the courtyard area of the Newstead Centre. Cllr Williams asked whether the pictures she had forwarded had been passed to the Lengthsman on weeds growing up decorative metal railings in the terraces. In addition to the weeds growing up the railings, the uneven surface of the brick paving was noted.

24.37 – To note and agree tree work at the Old Cemetery – Further correspondence has now been sent to Forest Farms on what other options are available, aside from the complete felling of the tree, but a response from them has yet to be received. In addition, the Clerk has sought a further quotation from a different company known to have previously carried out tree work in the cemeteries, and has asked for alternative options which may be considered by the Council with regard to the tree. This quote has now been received and copies of this were distributed at the meeting. An email from the contractor was read out by the Clerk which advised : -

*'there is also a just case for pollarding as an alternative to felling, not least because a small number of trees can tolerate the disease and recover and these could potentially be the source of our future ash trees, also pollarding keeps the tree's wildlife value and future management is easier and safer. HOWEVER, if you do pollard rather than fell then you must remember that if this tree dies it could still pose a risk to the public so it is important to keep a visual check for any deterioration and also a survey every couple of years is a MUST.* As it was noted by the Council that a number of Ash trees in the cemetery were also suffering from Ash Die back, it was accepted the Council were already committed to carrying out further tree surveys in future, so the additional expense of surveying this tree would be mitigated. Following discussion, the Council agreed to opt for pollarding at a cost of £2.5k, to allow for the possibility of the tree recovering.

The lack of any action by Gedling Borough Council on the bank adjacent Foundry Terrace/Garden Terrace was again discussed, whereby weeds and brambles coming from the land was preventing cars being able to park adjacent to this. Also lack of maintenance generally when Cllr Moore reported that previously an office chair had been flytipped on the land and was not removed for some time. Cllr Smith suggested that the Parish Council in an effort to get things moving could perhaps write to VIA (Paula Johnson), who may be able to intercede by requiring the landowner to remove any obstructions from the Highway and this was agreed.

24.45 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

24.46 Correspondence received

Baby Bank Update – A summary of all the responses received to this consultation had been circulated to Cllrs where part of the next step was to make contact with all those organisations who had expressed an interest in developing a baby bank. Mrs Johnson advised that she had spoken to the Newstead Centre but nothing further had been heard at this time.

Decision Notice on 2024/0053 – Oak View Lodge, Station Ave, Newstead - The officers report and subsequent recommendations to approve the proposed office extension had been circulated to Cllrs. Whilst the extension itself was not felt to be out of keeping with the existing dwelling, it was noted that as a result of this decision an important principle had been established. This being that for new homes built in the green belt, which had replaced a smaller existing dwelling, extensions would not be considered as ' inappropriate development' so long as they did not extend the floorspace of the present dwelling by more than 50%, rather than as previously advocated based on the floor space of the original dwelling.

Planning

None

## Finance

24.47 To note/approve the payment of invoices received in May 2024 and to authorise the payment of outstanding invoice

Payments and income received during May were noted and approved. The Council also approved the payment in respect of the wages and expenses for the Locum Clerk incurred during May. The Chairman and two Cllrs signed the list of payments as agreed.

24.48 To note the budget and review the financial summary as at the 31<sup>st</sup> May 2024.

The Clerk drew attention to the amount of income received by the Council over the first six months of the year in respect of cemetery fees. A refund of Statutory Maternity Pay had also yet to be received from HMRC. However other than these items, expenditure was as expected. Cllr Moore felt the Council should be more proactive in promoting the grants, which were available from the parish council as it was noted applications for grants had dropped off in recent years. The Council noted the position but advised that since Covid a lot of activities which the Council previously supported e.g. bonfire evening and the various church fetes no longer took place. Nevertheless, it was agreed to promote the grants available via the Council's facebook page.

Cllr Smith then drew attention to some correspondence which had been sent out by Gedling Borough Council which was available to the voluntary sector and parish councils. He explained this was funding given to Gedling Borough Council by the Nottinghamshire County Council and that if it wasn't spent would need to be returned. The end date for any bid for these funds which comprised of two elements and was primarily to provide services to vulnerable users was the 28<sup>th</sup> June and, so far, take up for this grant was low. Following discussion, it was agreed that a grant might be used towards the cost of the Xmas lunch which could help tackle isolation in the village and also towards a trip out for children attending the youth club. The Clerk is to explore whether funding would cover these activities and submit a bid, if possible.

## Matters affecting the Parish Council

24.49 Policies recommended for Approval by the Council

- a) Model Publication Scheme for Adoption by the Council – A revised scheme had been circulated prior to the meeting including observation from the Clerk/RFO and was based on the model recommended by the Information Commissioner's Office. This was approved by the Council with no further amendments.
- b) Complaints Policy – Based on a model recommended by NALC, this was approved by the Council as circulated with the agenda.

## General Matters

24.50 Review of the Lengthsman's Scheme from 2025 onwards.

It was noted that the hours allocated for the Lengthsman during 2024/2025 will be 71.5 hours per annum. Also, that the agreement is coming to an end in March 2025. An appeal is also to be made to Via to increase the amount given in any future years, where it was noted any increase in pay to the Lengthsman made at present, simply reduced the hours he was able to work for each parish. Cllr Smith advised the intention of the request from Ravenshead was to ensure continuation of the scheme, ahead of the elections to be held in 2025. Mrs Johnson confirmed that in 2015, the amount of hours worked by the Lengthsman was 78, so any pay rises agreed in future would continue to erode the number of hours worked by the Lengthsman. Nor was it clear in whether these hours also included travel time. It was agreed by Council to support continuation of the scheme, but also to press that any future funding agreed needs to be increased, or contain some form of index linking.

24.51 Garden Competition update and prizes to be agreed.

Cllr Williams advised that judging for the competition had now taken place with a winning entry agreed in all the categories. She explained that she and the other judges faced a dilemma with regards to the Children's

section of the competition whereby Newstead infant and primary school had also fielded a class entry into this section. It was felt that the resources of the school gave the school entry an obvious advantage in the competition over those entries submitted by individual families/children. It was therefore agreed by the Council to award an extra prize to both the school and for individual entries. It was agreed that each class winner would be given a £20 Amazon voucher with winners in the adult section being presented with flowers (3 in total, as the same individual had won 2 of the categories). The future of the competition in its present format was then discussed, where it was noted the number of entries continued to reduce each year. An alternative suggestion in place of the garden competition was a Sunflower competition whereby children at the village school were each given sunflower seeds, with the winner being the best sunflower grown. It was agreed that all winners of the garden competition would be contacted beforehand to ensure their presence at the prize giving ceremony, when photographs of the winners would also be taken.

24.52 To approve quote for repainting of the Old Cemetery Gates

A quote had been received from Sherwood decorators at a cost of £166 to paint the gates at the Old Cemetery. This was approved by the Council.

24.53 To confirm the date and time of the next meeting:

This was agreed for Wednesday 10<sup>th</sup> July 2024 starting at 7.30pm.





Tel: 07340 239038  
Email: newsteadclerk@outlook.com

**Minutes of the meeting of Newstead Parish Council held at 7.30pm on Wednesday 10<sup>th</sup> July 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). Borough Cllrs Martin Smith, Sue Pickering and Stuart Bestwick arrived at 8pm having attended another meeting elsewhere.

24.54 To Receive apologies for absence

None received at meeting although belated apologies subsequently received from Cllr Hardy.

24.55 Declaration of members' interests for this meeting.

None.

24.56 To receive reports from County and Borough Councillors

None present for this item but arrived later.

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

There were no members of the public present.

24.58 Clerks report on outstanding matters

24.44 - War Memorial – A further work session took place on Friday 5<sup>th</sup> July when the last quarter of the planting areas was cleared by Cllr Sherlock and Mrs Johnson. This was acknowledged to be the most difficult section to clear where it was noted that help had been provided by a resident opposite the war memorial who had reduced the height of the bushes beforehand thereby reducing the amount of green waste to be disposed of. A further work session to begin planting has been agreed for Friday 19<sup>th</sup> July.

24.37 – Work to pollard the tree at the Old Cemetery will take place on 12<sup>th</sup> July by Acorn Tree Services and is expected to last for one day only. The cemetery will be also closed during this time. Access to the farm track adjacent to the cemetery has been agreed with Hayes Farm, which will make it much easier for Acorn Tree Services to complete the work. Acorn will access the tree from this track, without the need to disturb the grounds of the cemetery, or any of the graves.

Cllr Martin Smith had earlier provided a summary to the Council in terms of the email correspondence between himself and Gedling BC relating to the overhanging trees behind terraces. The tree officer at Gedling Borough Council has now confirmed the work to prune the trees in the banked area between Hazelford Way and Garden/Chatsworth Terrace should be treated as a priority request. Copies of the emails chasing progress of this outstanding work was distributed to Cllrs, where it was noted the original timetable for this work was winter 2023/24, when the affected trees were not in leaf. The Clerk explained that no approach had been made to Via as the highway itself was not obstructed by the trees and therefore they had no reason to act. Cllr Moore advised that this was also his experience as he had made previous enquiries to Highways in regards to a parking area at the end of Foundry Terrace but to no avail. It was agreed the Council would need to put more pressure on Gedling BC to provide a date when work could be expected to start, noting it was likely to take place once the leaves had fallen from the trees.

In order to tidy this verge adjacent to this area and clear the Heras fence of weeds, the Clerk has asked Jonathon Rhodes for an estimate to remove weeds and brambles discussion under agenda item 24.66, but this had not yet been received. The Clerk has also approached CAST regarding tidying up the shrubbed area overlooking the 'circle', which is situated adjacent the boundary wall surrounding the garden of the house on

Tilford Road, which is opposite Cornerstone House. CAST have advised they were willing to tidy this area and following discussions between the Clerk and Cllr Sherlock and Dean from CAST, they have agreed to prune back the bushes and a general tidy up including disposal of a filled 'builders' bag' within the site. They will also remove the weeds along the service road leading to this area.

24.48 – A grant application has been submitted to Gedling BC towards the cost of providing a Xmas lunch and an acknowledgement of the same has now been received. The total amount claimed in this case was £1114. It is not known when a decision on this will be made.

24.49 - The policies approved by the Council have now been added to the Council's website with thanks to Cllr Moore.

24.50 – Written support has been sent to Ravenshead PC for continuation of this scheme and supporting the argument for an increase in funding from Via after March 2025.

24.51 – Amazon vouchers were obtained for the winners of the competition and had been delivered to Cllr Williams in time for the prizewinning ceremony. Bunches also agreed to donate three bunches of flowers to be presented to the winners on the 29<sup>th</sup> June 2024, which Cllr Williams agreed to collect. Cllr Williams praised the quality of the flowers supplied by Bunches and confirmed that the winners were very happy to receive these.

24.52 – The gates to the Old Cemetery have now been painted and invoice paid.

24.59 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

*Cllrs Stuart Bestwick, Sue Pickering and Martin Smith joined the meeting at 8pm having attended an earlier meeting of Papplewick Parish Council. It was agreed by Council to revisit item 24.56*

Cllr Bestwick reported comments posted on 'Newstead Born and Bred' web site regarding overgrown hedges and vegetation along Hucknall Road towards the A611, although it was not clear to which side of the Hucknall Road this referred. Cllr Bestwick noted most of the land on the right of Hucknall Road was owned by the Forestry Commission. Cllr Smith confirmed no further news had been received on the lease to be offered to the Allotment Association by the Notts CC for the land adjacent the small children's play park. Complaints had been received on brambles from overgrown blackberry bushes near the gated entrance to the park, although he understood these may have since been cut. The Chairman thought these had been cut back by members of the Association itself but if not, it was agreed to instruct the Lengthsman to cut back these bushes.

Cllr Bestwick noted that a litter pick was to be arranged by the Council, which he advised he would attend if at all possible.

24.60 Correspondence received  
None except as mentioned elsewhere.

Planning

None

Finance

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

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 June.

24.62 To note the budget and review the financial summary as at the 30<sup>th</sup> June 2024.

The Clerk drew attention to further amounts received by the Council in respect of cemetery fees. A refund of Statutory Maternity Pay had still not been received from HMRC. The Council noted this position and paperwork confirming reconciliation of the accounts was signed by the Chair.

## General Matters

### 24.62 Jobs for the Lengthsman

It was noted the Lengthsman had recently returned from annual leave and still had some catching up to do but the bench had been returned adjacent the bus stop on junction of Tilford Road/Hucknall Road. Other items discussed included removal of an overhanging branch obstructing the pavement on Hucknall Road between the cemetery car park and the Old Cemetery. As this was outside the 30mph speed limit it wasn't clear as to whether he would be able to undertake this work. Mrs Johnson also reported that the bench on Hucknall Road, which the Lengthsman had previously been asked to stain, was beyond repair and asked whether the Council wished him to dispose of the same. It was agreed the bench was well used and agreed the Clerk would obtain an estimate for its replacement. Also discussed was whether a new bench could be made using seat ends, rescued from the bench previously installed on junction of Fraser Street/Tilford, and currently stored in the Old Chapel. It was agreed that the Chairman would ask her son to look at this possibility. Prior to disposal of the existing bench the presence of a memorial plaque on the bench was noted, which would need to be retained, if possible.

### 24.64 Web Site and Hosting

A report on the web site and current hosting had been circulated by Cllr Moore to members of the Council prior to the meeting. In this report it explained that both the Council's website and its associated domain have been hosted by him on his personal server and raises the question of what would happen if he left. He reminded the Council it was always planned that the website and its domain should be on a hosting platform managed by the Clerk. The report then outlined three options regarding possible platforms, which could host the Council's website and also the costs involved with each option.

Mrs Johnson advised she had received feedback from the Clerk, who advised she would happily take on responsibility for updating the web site, if the relevant training was provided. Cllr Moore advised he was happy to provide this. He confirmed he was not planning to leave the Council, but had raised this matter in the interest of 'succession planning'.

Following discussion, the Council agreed to opt for Option 2 as recommended by Cllr Moore at a cost of £83.88 for the first year and £143.88pa thereafter.

### 24.65 Litter Pick for the Village

Cllrs agreed that this was needed as the litter situation in the village at the present time was dire. It was agreed not to hold a joint session with Annesley PC as the worst areas were within the village itself. A date was agreed of Saturday 3<sup>rd</sup> August, starting at 2pm where it was felt that an afternoon session may attract further volunteers. Cllr Bestwick advised that Gedling BC would supply 'blue bags' for the litter pick, if requested. A discussion ensued whether this would be combined with a 'meet your local councillor' event but it was agreed not to proceed with this, but to concentrate on the litter pick itself. In lieu of this however it was agreed the Councillors would undertake an evening walk about through the village on the 14<sup>th</sup> August to help establish priorities for the future.

### 24.66 Strimming of the Verge adjacent Foundry/Chatsworth/Garden Terrace Discussed earlier under item 24.58

### 24.67 Shrubbed Area off Foundry Terrace. Discussed earlier under item 24.58

### 24.68 To confirm the date and time of the next meeting:

This was agreed for Wednesday 11<sup>th</sup> September 2024 starting at 7.30pm. As there would be no meetings for several weeks, it was agreed that the authority to spend money as outlined in the Council's standing orders would be extended to the Acting Clerk during this time. She also drew attention to an area in the Old Cemetery to the left of the main driveway whereby suckers from a collection of trees adjacent the post and

rail fence required cutting back. An estimate had been received from Anthony Clarke for the cost of cutting back at a cost of £130. Council deferred any decision on this matter as it was felt this work could be undertaken by members of the Council as it wasn't clear from photos supplied the extent of the work required. Cllr Smith also suggested the Lengthsman could perhaps undertake this work on a private basis where the hourly rate would be significantly higher than that charged in his role as the Lengthsman.



Tel: 07340 239038  
Email: newsteadclerk@outlook.com

**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 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



Tel: 07340 239038  
Email: newsteadclerk@outlook.com

**Minutes of the meeting of Newstead Parish Council held at 7.30pm on Wednesday 9<sup>th</sup> October 2024 at the Newstead Centre, Tilford Road, Newstead**

**Present:** Cllrs; Emma Astill, Kyle Futers, Ernest Hardy, and Melanie Sherlock and Borough Cllrs Stuart Bestwick and Sue Pickering. Also present was Jane Johnson (Locum Clerk).

24.90 To receive apologies for absence

Apologies were received from Cllrs Tim Moore and Glynis Williams. Also, County Cllr Chris Barnfather and Borough Cllr Martin Smith.

24.91 Declaration of members' interests for this meeting.

**None**

24.92 To receive reports from County and Borough Councillors

Cllr Bestwick advised that in respect of the ongoing maintenance of the footway along Hucknall Road having discussed the matter with Cllr Barnfather, Cllr Barnfather has asked for an on-site meeting with VIA to include members of Newstead Parish Council, himself and also Cllr Bestwick. Once the arrangements have been made, Cllr Bestwick advised that either he or Cllr Barnfather will be in touch. Planning had now been granted by GBC in respect of the 'Top Wighay Farm' site for 763 homes, plus associated facilities, including a skate board park, football pitches, etc.

Cllr Pickering advised and she and Cllr Smith had inspected the play park in Newstead village during September along with Cllr Pearson, the portfolio holder, and were appalled by the state of this. An email had been sent to Jane Richardson drawing attention to the issues identified, which included a very slippery wooden ramp, wet pore that needs patching or replacing, a large hole in the grass and the hedging next to the path that needs cutting back, when it was also noted that repainting of play equipment had not materialised. Further information was also requested as to when GBC would be submitting a bid for refurbishment of the entire park. The Chairman advised the Council had previously said no to CAST undertaking the repainting of the play equipment as these were students with no prior knowledge of the extent of work likely to be required and it was not within their remit. She also advised few parents were now taking their children to the park due to its poor condition. Reference was also made to the Warm Spaces initiative which Gedling was keen to support.

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

**No members of the public were present**

24.94 Clerks report on outstanding matters

24.44 - War Memorial – Spring bulbs (over 200) have now been planted in the memorial and also some winter planting in the form of heathers and pansies, which was carried out on Friday 27<sup>th</sup> September by Cllr Sherlock and Mrs Johnson. Apart from trimming back some of the existing shrubs, the planting out of the memorial is now complete, although some ongoing maintenance will be required. Cllr Sherlock reported that her husband had now cut back some of the original remaining shrubs.

24.37 – Gedling Borough Council confirmed that work on the trees behind Garden Chatsworth and Foundry Terrace has been contracted out to external contractors who began work on the trees on Monday 7<sup>th</sup> October. Having spoken to the contractors today, the Chairman advised they had originally anticipated completing all the work within a week, although it would appear the work was more extensive than thought with a number of trees to be removed completely, or reduced to 5 metres in height. She was unsure whether

this meant the contractors would remain on site until all of the work completed or would need to return at a later date. As the situation was currently ongoing, it was agreed to simply monitor progress at this time.

24.48 – The Xmas lunch will take place on the 13<sup>th</sup> December for up to 80 persons. There will be additional costs over and above the grant received from Gedling BC of approx. £1 per person based on 80 meals being served, the raffle prize and crackers for the tables. Mrs Johnson suggested that the Council allocate some funds towards covering these additional costs, which she anticipated would be no more than £250. It was noted by Cllr Futers that a provision of up to £400 had been agreed by the Council when the precept was originally set. The additional funding of £250 was agreed.

24.62 – Plaque removed from bench by Cllr Sherlock which has now been united with the original family following comments on Newstead Born and Bred. It was agreed by Cllr Sherlock to keep the family appraised of any new bench once this has been installed by the Council as they may wish to reinstate the plaque. The Lengthsman had been instructed to remove the original bench and this has now gone. The Council agreed to monitor the situation in terms of demand for a new bench as it was not clear how much the original was used.

24.76 Winter Grit – The Council are now waiting delivery of grit to the Newstead Centre which was expected later this month.

24.83 - The Goal net on the MUGA has been removed by the Chairman who said she had struggled to remove the net where it had been wrapped around the goal post making it difficult to cut through. Mrs Johnson advised Play Inspections had been instructed to completed the annual safety survey but due to existing commitments, the inspection would not take place until December.

24.84 – Cllr Hardy confirmed a wreath had now been delivered to his home.

24.85 - The Xmas tree has been ordered and the Xmas star made for the tree had now been delivered to the Acting Clerk's home. Mrs Johnson advised this was more substantial than she originally envisaged as it also included a large metal post on which the star sits and would be used to secure the star to the tree. It was noted by Cllrs this would need to be tied to the tree prior to this being placed upright in the tree pit. She also wanted to discuss lighting of the star with Cllr Lewis of Linby Parish Council. The verge at the side of Hucknall Road has been cut by Via. The hedge running alongside the pavement has also been cut back hard by Marshall's Farm. It was noted this has resulted in further damage to the original post and rail fence denoting the field boundaries.

24.87 – Letter sent to Jigsaw but further information now requested on which streets were affected. The Chairman advised as the issues were not confined to just one street and the best way forward was that a representative from Jigsaw Homes walk the streets with members of the Council to see for themselves the issues raised. Cllr Bestwick also asked to be copied into any request sent to Jigsaw.

24.95 To confirm the minutes of the Parish Council meeting on the 11<sup>th</sup> September 2024 as accurate. The minutes were approved subject to the following amendments: - Delete Cllr Williams from those listed as present and under item 24.75 - to note the minutes approved were those relating to the meeting held on the 10<sup>th</sup> July and not as shown.

24.96 Correspondence received

The following correspondence had been noted:

Nottinghamshire and Nottingham Local Nature Strategy – This referred to an impending consultation to be carried out by the Notts County Council in regards to the Nottinghamshire & Nottingham Local Nature Recovery Strategy, which the Notts CC are now obliged to prepare. Having followed a link to the existing map of biodiversity sites in Nottinghamshire, Mrs Johnson advised the Council that as far as she could ascertain all the sites in and around Newstead are highlighted including Annesley Woods, Newstead and Annesley Country Park and the council's area of land at Hopping Hill. The main consultation is intended to come out early 2025 and that details of the consultation has also been passed to 'The Friends of Newstead and Annesley Park'.

## Planning

To receive comments on the following application

2024/0580 – 44 Fraser Street, Newstead (Two storey side and single storey rear extension) – No objections received, although it was noted that the proposed extension was substantial.

## Finance

24.97 To note/approve the payment of invoices received in September 2024.

Payments and income received during September were noted and approved. The Council also approved the payment in respect of the wages and expenses for the Locum Clerk incurred during September and also costs incurred in respect of the War Memorial planting scheme.

24.98 To review the financial summary and the budget status up to 30<sup>th</sup> September 2024.

A revised budget summary was circulated to members, where some costs previously allocated to the planters were those actually incurred in respect of the war memorial. Cllr Sherlock welcomed the reduction in costs attributed to the planters, where she had tried very hard to keep the costs as low as possible. Further income was also expected in respect of cemetery fees.

## General Matters

24.99 Jobs for the Lengthsman

Mrs Johnson recommended that the flagpole required cleaning ahead of the Remembrance Sunday service on the 10<sup>th</sup> November and this was agreed.

24.100 MUGA

Repair of MUGA lights – Mrs Johnson advised that a quote for repair had now been received from Marlec, (original suppliers of the solar lights), at either £2.3k, if the turbine could be repaired, or £2,650, if a replacement was required. No further recommendations had been made by them in terms of ‘future proofing’ the equipment. A further quote had yet to be received from the contractor recommended by the Clerk, Vikki Arkell. Mrs Johnson confirmed she had also approached CAST to ask whether they were prepared to make a contribution towards the cost of the repair, but as yet no response had yet been received. The Chairman proposed any decision on this matter be deferred until the next meeting in order to allow time for CAST to respond and this was agreed by the Council.

24.101 Small Children’s Play Area

Following a discussion between Mrs Johnson and Jane Richardson, Parks Development Officer, Gedling Borough Council a report had been circulated to the Council on the current position regarding any bid to be submitted by Gedling BC in respect of the park. This included the need to establish a ‘Friends of’ group to demonstrate public support for the park. This report also included a brief summary of what the ‘Friends of’ group would do and more crucially what support would be given by Gedling Borough Council such as preparation of the bid, designing the park and undertaken the procurement process, plus liaising with the contractor during the build. Also, maintenance of the new park would remain with Gedling Borough Council. Mrs Johnson felt this was welcome news where this level of support had not been provided in the past regarding proposals for a new skate park facility. Any bid by Gedling BC was expected to be submitted around September 2025, although there may be an opportunity this could be brought forward. The Chairman advised that a Facebook page had previously been established by the Council and a petition raised, but in absence of any developments regarding the park, public support had since faded. Cllr Futers confirmed that he still had the original petition signed by over 200 residents and it was agreed this would be passed to Cllr Bestwick as part of the portfolio of evidence required to support any bid. The Xmas lunch event was also noted as an opportunity to harness support for the park.

24.102 To confirm arrangements for Remembrance Sunday and route for display of poppies.

The Chairman advised that she had been in touch with the Reverend Hazel Robinson, who would take care of the majority of the arrangements for the service. This would take place at 10 am on Sunday 10<sup>th</sup> November. Discussions were held as to whether to close the road to through traffic which was not felt necessary, although it was agreed to post something on the Council’s Facebook page asking residents to be mindful of the service taking place and to avoid travelling on this section of Tilford Road between 9.50am to 10.30am. Mrs Johnson had been asked by the Reverend Robinson if the Council could secure a bugler for the service. It was confirmed by the Chairman that the RBL usually send a bugler without any prompting from the Council, though from which branch of the RBL was unknown. A route to post lamppost poppies was also agreed.

Route to be covered - Hucknall Road from the junction of Musters Road to the junction with Tilford Road.  
Tilford Road from the junction with Hucknall Road to the Robin Hood line, with any remaining poppies to be placed on Station Road around the vicinity of the train station.

24.103 To confirm the date and time of the next meeting:

**The next meeting will be held on Wednesday 13<sup>th</sup> November 2024**



Tel: 07340 239038  
Email: newsteadclerk@outlook.com

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

Present: Cllrs; Emma Astill, Kyle Futers, Ernest Hardy, Tim Moore, Melanie Sherlock and Glynis Williams. Also present was County Cllr Chris Barnfather, Vikki Arkell (Clerk and RFO), Jane Johnson (Locum Clerk) and three members of the public.

24.104 To receive apologies for absence

Apologies were received from Borough Cllrs: Stuart Bestwick, Sue Pickering and Martin Smith, where all were attending a meeting at Gedling Borough Council held at the same time.

24.105 Declaration of members' interests for this meeting.

None

24.106 To receive reports from County and Borough Councillors

In referring to the meeting with Via to discuss future maintenance of the footway on Hucknall Road, Cllr Barnfather advised he had met with the District Manager for Highways to discuss the siding out of the pavement along Hucknall Road to the A611. The District Manager felt that the width of the pavement from just past the Old Cemetery to the A611 was sufficient given the perceived lack of footfall on this path. However, it was agreed the District Manager would ask the 'Head of Siding Up' to review the position, with the outcome of this review being fed back to Cllr Barnfather.

24.107 Correspondence Received

The following items were specifically noted:

- Invite to Gedling Parish Conference on Thursday 21<sup>st</sup> November - No takers
- Notification from Gedling Borough Council of grants of up to £30k towards the cost of disabled modifications required to stay in the home - The Locum Clerk confirmed these details had been put in the notice board, posted on the Council's facebook page and also sent to the Newstead Centre for the attention of relevant groups.

24.108 Public session

3 members of the public were present. One of the residents spoke of his objection on the proposed development of housing /employment land at Top Wighay to accommodate over 800 homes, which he had seen on a planning notice on Musters Road. His main objections related to the lack of facilities to service these additional homes, which would place a further strain on already stretched services such as doctors, dentists, local schools, road network, etc. He had complained to both the Notts County Council and Gedling Borough Council and also to the local MP. He wanted to know if the Council was aware of this site and also what it proposed to do. The Clerks and the Cllr Barnfather outlined the history of the site with part of the Top Wighay site having already received planning permission for housing for 763 new homes, and where the proposed extension to the existing site had already been 'approved' for development through various planning documents including the Nottingham Structure Plan in 1996 and the Gedling Local Plan in 2012. Objections had been made by various bodies over a long period. Whilst it was probably too late to object to the development as a whole, nevertheless, the Council felt it was worthwhile for residents to state their concerns to the planning authorities, as this could influence the type of services the developer would be asked to provide once full planning is sought for the remainder of this site.

Another resident asked whether there was any truth in the rumour that the field behind the former Station Hotel was also to be developed. The Clerk was able to advise that although the site had been allocated for housing in the Gedling Local Plan, the site had not proved attractive to developers. It was agreed not to write



to the landowners in this case lest they be reminded this site was available for development. The same resident also expressed her concern against the number of homes proposed on the Top Wighay site.

The resident who spoke earlier also drew attention to a large tree in the garden of one of the properties along Markham Road, which he felt could topple, although it was not clear in which garden this tree was situated. The Clerk advised that the Council could send a letter to the land owner in question requesting them to carry out safety checks on the tree but she emphasised this letter was advisory only as the parish council had no legal powers to ensure any work was undertaken

Cllr Hardy also put forward an observation by his daughter that whilst walking home from the train station the road to the station seemed quite dark. As Station Road is lit by a number of street lights, it was questioned whether these lights were actually working, or were simply in need of a clean.

#### 24.109 Clerks report on outstanding matters

Work on the trees took place on the week beginning 7<sup>th</sup> October with external contractors being on site for one week. A number of trees have been cut back and lower branches removed but further work remains outstanding. The Clerk has asked Gedling BC for an update on the matter.

No one to date has contacted the Council over the loss of the bench adjacent to the cemetery car park.

Winter Grit – No delivery as yet.

The service at the memorial took place at 10am with the wreath being laid by Cllr Hardy. Thanks also to Cllr Futers and Cllr Moore for installing lamp post poppies along the route previously agreed by the Council.

Letter sent to Jigsaw requested site meeting with them. This request was refused as not best use of their time. Instead, more specific details requested regarding homes, which it was felt cast a blight on the neighbourhood were requested.

Small Children's Play Area- Link to petition already established by Cllr Futers had been sent to Jane Richardson, Play Officer, Gedling Borough Council and Cllr Stuart Bestwick.

#### Items from previous meetings

Star for Christmas tree – The star which had been made for the tree was brought to the meeting and shown to councillors, who felt this was excellent value for the money paid i.e.£25. Having discussed the means of lighting of the star with Cllr Lewis, Mrs Johnson advised she had spoken to Leisure Lights Ltd, who advised that a string of 100 pea lights would cost £37, plus an additional £10, should a power cable be required. The Council agreed to allocate the sum of £50 towards lighting the star and the Clerk confirmed she would arrange for the appropriate lighting to be added. It was noted that the Christmas tree was set for delivery on Monday 25<sup>th</sup> November. Once installed, it was agreed that the Chairman and her son would decorate the tree.

Some tidying up of the area of shrubbery on Foundry Crescent has been undertaken by CAST with further cutting back of the shrubs to be undertaken shortly.

24.110 To confirm the minutes of the Parish Council meeting on the 9<sup>th</sup> October 2024 as accurate.  
The Council resolved to accept the minutes as accurate.

#### Planning

24.111 Consultation on the Greater Nottingham Strategic Plan – It was explained by Cllr Barnfather this plan identified future housing/employment needs up to 2041. Cllrs had been sent that part of the plan relating to the Top Wighay farm site where this was identified as strategic site for housing potentially accommodating up to 1,515 homes in total. Mrs Johnson advised that in responding to the proposed extension to the Top Wighay site, she felt the Council should make the following observations

- That a defensible Green Belt boundary is created to the north of the site to ensure that any future development does not encroach the village and avoids the coalescence of settlements.

- Also to ask for a height restriction on any development to be put on the remaining part of the employment site, whereby any development proposed should be subservient to the new head office of the Notts County Council currently being built on the site and also complement the same.

## Finance

24.112 To note/approve the payment of invoices received in October 2024.

Payments and income received during October were noted. The Council also approved the payment in respect of the wages and expenses for the Locum Clerk incurred during October

24.113 To review the financial summary and the budget status up to 31<sup>st</sup> October 2024.

The Clerk/RFO advised that in terms of the budget to date, income was better than anticipated as a result of an increase in cemetery fees and also the grant received from Gedling Borough Council whilst expenditure was in line with that expected. In summary the accounts were in a very healthy position.

24.114 To consider the first draft of the 25/26 budget

The Clerk explained that since the first draft of the budget had been sent out with the agenda, a revised draft had been prepared in light of the recent budget, which would result in increased national insurance contributions being paid by the Council. She had also received details from Anthony Clarke on revised grounds maintenance charges for 2025, where prices had been increased to reflect the increase in national insurance costs also being paid by him as an employer.

She then explained that in respect of Income, she proposed to maintain income from the cemetery as the same as last year, where this was impossible to predict. In terms of expenditure, she advised that having taken advice from Acorn Tree services they had identified further tree work as being required in both cemeteries namely removing the remainder of the ash trees with Ash Die back. This included £4k towards the trees during the 25/26, plus £750 towards the removal of ivy growing over the stone wall at the Old Cemetery. It was also agreed to raise the amount to be allocated in respect of 'Events' to £2k.

In summary the Clerk advised that reserves of the Council were also very healthy. She would need to tweak the budget as suggested and would come back to the Council once she had worked out the effect on the precept. She felt it was important to keep the costs as low as possible as due to the changes in the employers NI contribution, this would massively impact the likely amount higher authorities would charge, with the Notts County Council element possibly to be set at 4.99%, the maximum which can be charged without triggering a referendum.

24.115 To note the Local Government Services', Pay Agreement 2024

The Clerk explained that for a Clerk employed full-time basis i.e. 37 hours per week, the agreement reached would result in a pay increase of approx. £1,290 per annum. The costs to the Council would be far less than this based on the number of hours worked each week. An element of back dated pay to reflect the new agreement had been included in her wages for October. The Council noted the agreement.

24.116 To review assets of the Council specifically the office printer and lap top

The Clerk explained that these items were several years old and both were now surplus to requirements as the role of the locum clerk was coming to an end. In terms of the printer, it was agreed by the Council that this would be written off, whilst Cllr Williams would be allocated the laptop for use in her role as a councillor. The ink subscription in respect of the printer would also be cancelled at the end of the month.

## General Matters

24.117 Jobs for the Lengthsman

It was agreed to ask the Lengthsman if it was possible for him to clean the stonework on the War Memorial with the relevant propriety cleaner. Cllr Hardy commented that he had witnessed the Lengthsman blowing leaves from the footway past the side of the MUGA and the village green

24.118 MUGA: Repair of MUGA lights

Mrs Johnson reminded the Council that a quote for repair had been received from Marlec for either £2,300, if the turbine could be repaired, or £2,650 if a replacement was required, whilst an earlier quote had been received from Bramcote Electrical at a cost of £2,500. A further quote had also been sought from the contractor recommended by the Clerk, but these had declined to quote.

CAST had now responded to say they would be prepared to offer the sum of £500 towards the cost of repair. Mrs Johnson suggested the preferred repairer should be Bramcote Electricals simply because these were based locally. She also recounted a conversation with Mick Leivers of CAST, who advised that some of CAST's staff sit on the board of trustees for the Newstead Centre, and the trustees had been successful in obtaining a substantial grant (circa £75K) towards the cost of installing energy saving features at the Newstead Centre. Bramcote Electricals would be the main contractor for this work, where he felt possible savings may be made if the work at the Newstead Centre and the MUGA were undertaken together.

The Council discussed the budget for the repair with £2k suggested. The RFO stated that this amount could be made available and Mrs Johnson asked for permission to proceed with this work on this basis. Cllr Williams questioned whether the repair would be a good value for taxpayers given the frequency of breakdown of the lights in question. The matter was then put to vote whereby three councillors voted in favour of funding the repairs, two abstentions and one against. With the agreement to proceed being carried, it was then agreed to liaise with Mick Leivers with a view to securing any discount off the estimate originally provided for repair of the Muga lights. There were however two stipulations to the council's agreement; namely that the work is carried out within a three-month period and also that any discount agreed is used to reduce the contribution required from the taxpayer, rather than the contribution to be received from CAST.

24.119 Tree work on land behind Garden /Chatsworth/Foundry Terrace

No further discussion took place where this item was discussed earlier in the meeting.

20.120 Request to remove tree from village green for reasons of security.

A request to remove a tree on the green for reasons of security was discussed by the Council following a request from Kevin Nealon. Following discussion, it was agreed not to grant permission for the felling of the tree as other means existed of securing transmission of data.

24.121 To discuss arrangements for:

- a. Christmas Lunch event - 13<sup>th</sup> December 2024.

The following arrangements were agreed by the Council.

- Poster and tickets for the event had been prepared by the Clerk with requests for tickets via either the Clerk or Chairman.
- The Newstead Centre would provide the catering based on a total of 70 persons.
- Numbers to be confirmed by no later than Friday 29<sup>th</sup> November
- There would be a number of raffle prizes with the aim to support local businesses broken down as follows: £25 gift voucher for beauty treatment at 'The Little Village Retreat', £25 towards meal at the Royal Gurka, £25 cash prize, £15 Gift/hamper from Brook Farm, Linby and £10 on chocolates.
- Clerk to provide crackers and mince pies
- Cllr Futers to provide speakers for music
- Transport would be provided by the Council for those unable to attend the event through their own means.
- Cllr Williams, Sherlock, Futers and Astill have agreed to act as helpers on the day.
- A quiz would be provided as entertainment during the meal

It was agreed by the Council, that only the Chair/Clerk could allocate tickets for this event. The Council further agreed one place at the lunch would be reserved for the Reverend Hazel Robinson.

24.122 A Christmas Event for Children in Newstead

The Chairman advised she had been approached about the possibility of holding a Xmas event for the children of Newstead, which would involve a disco, visit from Santa, plus a small gift for each child attending, and finally face painting. 'The Pit' had been offered as a place to hold the event. As a result of the grant being

secured from Gedling BC in respect of the Xmas lunch, the Clerk was able to advise there were now unspent funds in the budget for 'Events' and as such the Council could contribute towards the cost of holding this event. Having noted the cost of the Santa, gift and face painting of £310, it was agreed by the Council to instruct 'The Pit' to host this event on the Councils behalf.

24.123 To reiterate drop off and collection arrangements for CAST students coming in taxi'

The Chairman had asked this item to be put on the agenda, where it had been noted that taxis dropping students off at the Cornerstone house often did so by simply pulling up in the highway outside Cornerstone house and thereby blocking the highway, which also posed a risk the children and other road users. It was agreed a letter would be sent to the companies reminding them to use the designated car park at the rear of the Newstead Centre for the purpose of dropping off and collecting students. The Clerk reminded the Council that a previous letter sent by the Council along the same lines did achieve the desired result for at least a few weeks.

24.124 To confirm the date and time of the next meeting:

The next meeting will be held on Wednesday 11<sup>th</sup> December 2024



Tel: 07759 502561  
Email: newsteadclerk@outlook.com

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

Present: Cllrs; Emma Astill, Ernest Hardy, Tim Moore, Melanie Sherlock and Glynis Williams. Also present was Borough Cllrs Martin Smith, Stuart Bestwick, and Vikki Arkell (Clerk and RFO)

24.125 To receive and approve apologies for absence

**Cllrs; Barnfather, Pickering and Futers sent their apologies.**

24.126 Declaration of Members' interests for this meeting

**None.**

24.127 To receive reports from County and Borough Councillors

**Cllr Bestwick relayed a report from Cllr Barnfather who stated that the siding up had been completed as requested. Cllr Moore said that it had not been completed to a good enough standard and the path was still very narrow, only just allowing for an individual person to walk safely and was not safe for a mobility scooter or pushchair. Cllr Bestwick said he would follow this up.**

24.128 Correspondence received

**Correspondence had been received regarding the filling of blue grit bins. The Clerk explained that the delivery had still not shown up even though it was ordered weeks ago by the temporary Clerk and was concerned on its whereabouts. The Clerk to continue to chase and keep the residents informed.**

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

**None.**

24.130 Clerks report on outstanding matters

**All items are listed as agenda items.**

24.131 To confirm the minutes of the Parish Council Meeting on the 13<sup>th</sup> November as accurate

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

#### **Finance**

24.132 To note/approve the payment of invoices received in November 2024

**The Council resolved to approve the payment of invoices previously circulated.**

24.133 To review the financial summary and the budget status to 30<sup>th</sup> November 2024

**The Council reviewed the financial summary and discussed the increased income for the year. The Clerk to produce an expected expenditure for the final quarter and look at the option of moving funds to reserves to be used for events over the next 12 months. This is to be presented and reviewed at the January meeting.**

24.134 To review/approve the new version of the NALC model Financial Regulations

The Council reviewed the document and resolved to accept it as presented. Clerk to format the document and add to website.

24.135 To consider the final draft of the 25/26 budget and the predicted precept increase

The Clerk explained that the budget as drafted would have a predicted increase of between 5-6%. The Council discussed that they would have liked to be able to hold a second event in the summer. The Council said they would investigate using some reserves or applying for some funding rather than raising the precept further.

#### General Matters Concerning the Parish

24.136 To discuss jobs for the Lengthsman

The Council requested that the Lengthsman complete the list that he has so far and to report back when that was completed. The Clerk to email for an update on items outstanding.

24.137 MUGA: Repair of Muga Lights

The quote that was previously accepted has fallen through. CAST are looking into other contractors and receiving new quotes.

24.138 Request to remove tree from village green for reasons of security

The Council discussed removing the tree to aid the signal of the CCTV camera however felt they hadn't been fully informed about alternative options to improve the signal. Cllr Smith offered to speak to Kevin Nealon at Gedling to find out more data regarding its usage and a cost benefit analysis of signal improvement options.

24.139 To discuss arrangements for:

- a. Christmas lunch event - 13<sup>th</sup> December 2024

The Clerk reported that all items have been purchased and the Newstead Centre have been informed of final numbers including the NPC volunteers for the day.

Cllr Astill and the Clerk informed the Council that there had been requests for tickets from people who didn't live in Newstead. The Clerk said that both her and Cllr Astill had explained that the event was for those who live in the Parish of Newstead or had close affiliation such as volunteering, or working within the village, unfortunately this has been met with quite a bit of criticism.

- b. Children's meet Santa event – 14<sup>th</sup> December 2024

The Clerk reported that there were still a few tickets left. Cllr Astill had put a post on Facebook earlier in the day to let people know.

24.140 To confirm the date and time of the next meeting: 8<sup>th</sup> January 2025

The 8<sup>th</sup> January was confirmed as the next meeting.



Tel: 07340 239038  
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Minutes of the meeting of Newstead Parish Council held at 7.30pm on Wednesday 8<sup>th</sup> January 2025 at the Newstead Centre, Tilford Road, Newstead

Present: Cllrs; Emma Astill, Kyle Futers, Ernest Hardy, Tim Moore, Melanie Sherlock and Glynis Williams. Also present was County Cllr Chris Barnfather, Borough Councillor Martin Smith and Vikki Arkell (Clerk and RFO)

24.141 To receive and approve apologies for absence

Apologies were received from Borough Councillors Pickering and Bestwick

24.142 Declaration of members' interests for this meeting

Cllr Astill declared an interest in item 24.158 due to one of the applicants being a relative.

24.143 Correspondence received

None

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

A member of the public introduced herself and explained she was new to the village and was attending as she had some good ideas to share. Cllr Astill welcomed her.

24.145 To receive reports from County and Borough Councillors

Cllr Smith had been requested to find out more information regarding the removal of the tree on The Green to improve the CCTV signal – notes added to the agenda under 24.155

Cllr Barnfather gave the Council an overview of the devolution process and how it may affect the Parish and the Parish Council.

24.146 Clerks report on outstanding matters

All items are on the agenda as individual items

24.147 To confirm the minutes of the Parish Council Meeting on the 11<sup>th</sup> December as accurate

The Council resolved to accept the minutes as accurate

*The Chairman requested that item 24.158 be moved to this section of the agenda to allow the successful candidates to take part in the meeting. The Council resolved to change the order of business.*

24.158 Councillor Co-option – to consider any applications received

3 applications for co-option had been received. The Council resolved that Callum Astill, Bruce Andrews and Patricia Andrews be Co-opted onto the Council. Callum Astill was present at the meeting and was invited to sign the declaration of acceptance. The Clerk was requested to inform the other successful candidates in writing.

NB Cllr E Astill did not vote on the appointment of Callum Astill due to a declared interest

*Callum Astill joined the table for the rest of the meeting as a voting member.*

*Finance*



24.148 To note/approve the payment of invoices received in December 2024

The Council resolved to approve the payment of invoices previously circulated.

24.149 To review the financial summary, the end of year projection and the budget status

The Council reviewed the financial summary and discussed the year to date. The end of year projection showed that there was likely to be a small amount left over and the Council resolved that this should be added to the young people facilities reserves.

24.150 To set the budget and precept for 25/26

The Council resolved to accept the final budget as drafted and request a precept of £22449 which would be a 0.03% increase on the previous year.

24.151 To approve the 2025 Cemetery fees

The Council reviewed the proposed Cemetery fees and discussed only increasing the costs where the cost to the Council had increased due to increase in staffing costs. The Council resolved to accept the fees as drafted.

24.152 To review the Financial Management Risk Assessment

The Council noted the updated FRA and resolved to accept it as drafted.

#### *General Matters Concerning the Parish*

24.153 To note the annual inspection of the MUGA

The Council reviewed the inspection, no further action was required.

24.154 To discuss jobs for the Lengthsman and to note hours remaining

The Clerk informed the Council that the only job outstanding is to trim back overgrowth spilling over the wall and trim or mow embankment if possible. The Lengthsman had said that he will do his best with the embankment, but there is quite a lot of items discarded within the brambles, and he is unsure he will be able to complete the job fully. Newstead Parish Council have a further 12 hours to use by the 31<sup>st</sup> of March.

24.155 To receive further information regarding the request to remove tree from village green

The Council had requested for Cllr Smith to enquire into alternative options for improving the signal and how the data had been used.

Cllr Smith explained that he hadn't received a reply from the police about the request for data that shows how many times the footage received from the CCTV camera had been used. Cllr Smith had been informed by colleagues at Gedling Borough Council that the main option would be to change the way the data is transferred. This would require the installation of fibre optic cabling at cost of approximately £10,000 to install and £3000 -£5000 per annum for the line rental. He continued to explain that Gedling Borough Council had said this was not a cost-effective option and the most cost-effective solution would be to remove the tree on the green. Cllr Smith said that Gedling Borough Council feel there is no option but to remove the tree to maintain the operation of the CCTV which they believe is an important and well used resource.

The Parish Council shared the feelings of the village which was that removing the tree would not be the preferred option and that more options should be explored.

24.156 To note the location of the Parish Council owned blue grit bins and a refilling schedule

Parish Council owned grit bins are located on the junctions of Musters & Hucknall Road, Musters Road & Markham Street and Webb Street & Abbey Road. There is also one on Livingstone Street before it changes into Station Road and one on High Lyes Drive. One grit bin is currently missing and reported to be in the

hedgerow on the embankment. The Council requested the Clerk ask the Lengthsman if this can be retrieved during the cut back. Cllrs E and C Astill reported that all bins have been checked, refilled and that 2 bins require further grit to be sufficiently filled up. The Council resolved for the Clerk to order 15 further bags of grit.

24.157 To confirm the date and time of the next meeting: 12<sup>th</sup> February 2025

**This date was confirmed by the Council.**

24.158 Councillor Co-option – to consider any applications received

**This item was moved to earlier in the agenda, see above.**



Tel: 07340 239038  
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**Minutes of the meeting of Newstead Parish Council held at 7.30pm on Wednesday 12<sup>th</sup> February 2025 at the Newstead Centre, Tilford Road, Newstead**

**Present:** Cllrs; Emma Astill, Kyle Futers, Ernest Hardy, Tim Moore, Melanie Sherlock, Glynis Williams, Callum Astill, Patricia Andrews and Bruce Andrews. **Also present:** Borough Councillor Martin Smith and Vikki Arkell (Clerk and RFO)

24.159 To receive and approve apologies for absence

**Apologies were received from Cllrs; Barnfather, Pickering and Bestwick.**

24.160 Declaration of members' interests for this meeting

**None received.**

24.161 Correspondence received

**None received.**

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

**No public chose to speak.**

24.163 To receive reports from County and Borough Councillors

Cllr Smith reported on the amount of time the CCTV camera on "the green" has been used by the police. The policing team has said that although it isn't used a lot for crime, it is useful for anti-social behaviour. They had commented that the poor signal is having a detrimental effect on the usage. Cllr Smith also reported that the tree officer will be attending to assess the tree to be removed on the green. Cllr Astill previously asked Cllr Smith to investigate why trade waste wasn't sorted or recycled. Cllr Smith reported that no obligation for trade waste to be sorted or recycled however that is set to change.

24.164 To confirm the minutes of the Parish Council Meeting on the 8<sup>th</sup> January as accurate

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

24.165 Clerk to report on outstanding items not listed on the agenda

**None.**

**Finance**

24.166 To note/approve the payment of invoices received in January 2025

**There invoices paid were noted, there were no invoices to authorise for payment.**

24.167 To review the bank reconciliation, financial summary and the budget status

**Cllr E Astill reviewed the bank reconciliation and signed it as accurate. The Council noted the financial summary and the budget status.**

24.168 To appoint the internal auditor to complete the audit for the 24/25 AGAR

The Council resolved to appoint Ken Goddard as the internal auditor to complete the internal audit.

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

24.169 To discuss outstanding jobs for the Lengthsman

The Council requested the Clerk chase up the outstanding tasks allocated.

24.170 To discuss quotes received for the tree safety works in the old cemetery

The Council reviewed the quote received for a tree survey and an estimated three year works plan. The Council resolved to accept the quote from Forest Farm Tree Services.

The Clerk had sought 4 quotes for the removal of the deceased trees along the road within the Old Cemetery. One company was unable to quote due to workload and one did not respond. Two full quotes had been received. These quotes were reviewed by the Council and the Council resolved to accept the quote from Forest Farm Tree Services.

24.171 To discuss the funding requirements for the playground renovation and the steps to meet the consultation criteria

The locum clerk had been in touch with Gedling regarding the requirements for Newstead to be eligible for a funding bid to fund the playground renovation. The Council discussed the list of recommended activities that the Parish Council should carry out to evidence that the playground renovation was required within the village. The Clerk to provide a timeline for the actions for the next meeting.

24.172 To discuss improper parking within the village which could restrict access for emergency service vehicles

Cllr Moore raised concerns that the parking at the bottom of terraces is causing obstructions, the Council resolved to post a message on Facebook to ask people to be more considerate when parking their vehicles.

24.173 To discuss arrangements and advertising for the next Newstead litter pick

Cllr Astill to contact Annesley Parish Council to set a date for a joint litter pick.

24.174 To discuss a resident's proposal to install community planters to encourage "growing together"

As the resident was present, Cllr E Astill invited the resident to explain their proposal. The Council discussed the resident's proposal to create large planters that will encourage communal growing. Cllr Williams offered to work with the resident to put a proposal forward to the Council at the next meeting.

24.175 To confirm the date and time of the next meeting: 12<sup>th</sup> March 2025 at 7:30pm

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



Tel: 07340 239038  
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Minutes of the meeting of Newstead Parish Council held at 7.30pm on Wednesday 12<sup>th</sup> March 2025 at the  
Newstead Centre, Tilford Road, Newstead

Present: Cllrs; Emma Astill, Ernest Hardy, Tim Moore, Melanie Sherlock, Glynis Williams and Callum Astill. Also  
present: Borough Councillors; Martin Smith and Stuart Bestwick, and Vikki Arkell (Clerk and RFO)

24.176 To receive and approve apologies for absence

Cllrs; Kyle Futers, Patricia Andrews, Bruce Andrews, Sue Pickering and Chris Barnfather

24.177 Declaration of members' interests for this meeting

Cllr E Astill and Cllr C Astill declared an interest in 24.192 as owner and employee at The Pit Pub

24.178 Correspondence received

**None**

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

**No public were present**

24.180 To receive reports from County and Borough Councillors

Cllr Bestwick stated that he had reported a lot of fly tipping in the area. Cllr Bestwick also reported that he  
had requested that the land behind Garden, Foundry and Chatsworth Terraces is cleared, or at least the space  
opened so it could be cleared by volunteers. Cllr Martin Smith explained to the Council that the tree officer  
hadn't informed the Gedling Councillors that the tree on the green was to be removed the Monday previous  
and there had been a breakdown of communication due to the work being completed by external contractors

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

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

24.182 Clerk to report on outstanding items not listed on the agenda

**None, all items on the agenda**

#### **Finance**

24.183 To note/approve the payment of invoices received in February 2025

**The Council noted the paid items and approved the payment of one invoice for £250**

24.184 To review the bank reconciliation, financial summary and the budget status

**The Council noted the financial documents, there were no actions required**

24.185 To note the updated asset register

**The Council noted the asset register and confirmed it as accurate**

#### **Cemetery**

24.186 To note the topple test report and any actions required

The Council reviewed the topple test report. The Clerk explained that letters had been sent to several owners however over half had no contacts other than the deceased. No items are urgent or dangerous, so the Council requested the Cemetery Groundsman keep an eye on the effected graves for deterioration.

24.187 To consider annual maintenance of the path

The Clerk had sought quotes for power washing the path to enable an annual treatment to be applied however due to their not being a water supply the costs were extensive. Cllr Smith recommended a contractor who may be able to help, the Clerk to follow up.

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

24.188 To discuss outstanding jobs for the Lengthsman

The Clerk reported that the Lengthsman had now completed all jobs and could take on new jobs if required.

24.189 To discuss the consultation plan for the playground refurbishment funding

The Council reviewed the consultation plan and assigned tasks. Cllr Astill offered to organise the first consultation alongside the toddler group to obtain feedback from parents with children under 5.

24.190 To discuss arrangements and advertising for the next Newstead litter pick

Cllr E Astill to contact Annesley Parish Council to organise a date.

24.191 To discuss the proposal to install community planters to encourage “growing together”

The Council noted the proposal and suggested that empty planters could be utilised to gauge interest in the project. The Council would consider funding seeds for a community group when one has been established.

#### **A member of the public arrived**

24.192 To discuss feedback from the Council initiative to encourage the running of adult social groups by providing funding

The Council had received two requests for funding to establish adult social groups. The Council resolved to fund the room hire for 12 monthly sessions at the Pit Pub for the women’s choir and £50 credit for printing song sheets. In addition, the Council resolved to fund the rental charge for two, two-hour sessions at the Newstead Centre for group hypnotherapy classes.

24.193 To note the date and time of the next meeting: 9<sup>th</sup> April 2025 at 7:30pm

The Council noted the date of the next meeting.