

East Bridgford Parish Council

Minutes of the Meeting held on Monday 10th February 2020 at 7.30 pm in the Methodist Chapel.

Present: Cllrs P Clarke (Chairman), P Bancroft, J Dawson, M Monni, M Verner, T Strutt, R Thomas and J Riddle

Also present: County Cllr F Purdue-Horan, Anne Chisholm, Clerk and Liz Reid, Deputy Clerk (minute taker)

Residents: 3 residents attended for Public Comment

2020/380	To make Declarations of Interest in any matter on the agenda. (Where an interest becomes apparent during the course of any discussion, it must be declared at that time.)
	Standing declarations as follows: Cllr Clarke as an Officer of the Bowls Club; Cllr Riddle on matters relating to the Horticultural Society; Cllr Stevens on matters relating to the bank above the Marina, Bridgford Court, the Horticultural Society and the Community Plan; Cllr Strutt on matters relating to the Horticultural Society and as an employee of St Peters Academy; Cllr Monni on matters relating to the Cricket Club.
2020/381	Apologies for Absence Cllr G Stevens, Borough Cllr D Simms The Clerk reported that Cllr D Powell had tendered his resignation as a Parish Councillor. A Notice of Vacancy would be published on the parish notice boards. If no request for an election was received by 2 nd March 2020 the vacancy would be filled by co-option.
2020/382	To consider any applications for co-option onto the Parish Council
	None
2020/383	To receive any Declarations of Acceptance of Office
	None
2020/384	To accept and adopt a new Code of Conduct
	The Clerk noted that the Code of Conduct for Councillors had been updated, based on the Code adopted by Rushcliffe Borough Council. The Chairman reminded Councillors that the Code had been considered late in 2018 however had not been adopted due to the absence and subsequent resignation of the Clerk. Councillors were now asked to agree the Code of Conduct. It was proposed by Councillor Riddle that the Code of Conduct be adopted, seconded by Councillor Dawson and all in favour.
2020/385	To receive Public Comment
2020/385.1	A resident raised three issues: <ul style="list-style-type: none"> • 3 tonnes of limestone had been used to top off the Parish Council car park when it had been repaired previously • Chairman's medallion: costs for updating the chain had been received and the resident noted that he would cover the costs of this • what were the Parish Council's plans for VE Day Commemorations? <p>This Leader's Chain (Chairman's medallion) item was brought forward and discussed by the Council (minutes 2020/397).</p> <p>A resident asked on behalf of the Community Plan Group for Councillors' views on a workable set of priorities to move forward on. The Group had suggested the following:</p> <ul style="list-style-type: none"> • Parish Council to issue a statement of community involvement – this had been actioned • Strategic Vision of the village in the future • forming an East Bridgford Civic Society

	<ul style="list-style-type: none"> Wildlife Group to present their environment plans and biodiversity strategy to a future meeting of the Parish Council or an open meeting. <p>The item was brought forward and discussed by the Council (minutes 2020/402)</p> <p>A resident raised several matters:</p> <ul style="list-style-type: none"> Councillors should read the book "Story of the Bradford Fire" the community was working as disparate groups and not working together how could more people be involved in the Parish Council simple things could be done to make a difference in East Bridgford, eg new councillors could be tasked with project managing the Council agenda; advice could be sought from inside East Bridgford before looking outside for experts; decisions and minutes should be recorded to include what options have been rejected rather than only what was agreed. <p>The item was brought forward and discussed by the Council (minutes 2020/402)</p>
2020/386	To consider the Minutes of the Parish Council Meeting held on 6th January 2020 and when approved to sign them as a correct record
2020/386.1	It was proposed that the Minutes be approved and signed, seconded, and all in favour.
2020/387	To receive reports on matters arising from the minutes and answer questions from Councillors
2020/387.1	2020/363.2 Cllr Riddle noted that the sports clubs had not objections to siting the planters at the WI hut adjacent to the metal gate 2020/365 Cllr Thomas had delivered letters regarding speeding to local businesses. It had generated a better response than posting letters as Cllr Thomas was able to speak to the businesses.
2020/388	To receive the Chairman's Report
	The Chairman had circulated his report (see Appendix). No comments were received. The Chairman also informed Councillors of a confidential matter relating to key holders for the pavilion. Councillors discussed that matter in detail, including the need for a key register for the sports clubs using the pavilion. Action: Clerk to write to former councillor asking for the return of pavilion keys. Cllr Riddle to speak with sports club regarding a key register.
2020/389	To Consider & Make any recommendations on Tree Works
2020/389.1	Rushcliffe Borough Council Approved Tree Works No.2 and No.3 Burneham Close – to remove cherry and fruit trees. It was proposed that no objection be raised.
2020/389.2	The Clerk noted that a new process had been introduced for tree works as discussed at the previous Parish Council meeting. She would forward all notices to the Tree Warden asking for comments and copied to the Deputy Clerk. Comments would be reported to the Parish Council meeting and submitted to the Borough Council. The decision on which applications to forward was made by the Borough Council. Councillors stated that the Tree Warden should be consulted prior to decisions. It was noted that the process had been implemented however no comments had been received from the Tree Warden on the Notice referred to in 2020/389.1
2020/389.3	To receive an update concerning the ongoing maintenance of three cherry trees on the corner of Farm Close and College Street The Chairman informed councillors that the work is to be carried out.
2020/390	Planning
2020/390.1	To consider and make recommendations on planning applications and receive RBC decisions Reference Number: 19/02918/VAR

	<p>Development: Variation of condition 6 of planning application 19/00989/FUL to allow amendments to internal layout and external appearance Location: East Bridgford Business Park Kneeton Road East Bridgford</p> <p>Reference Number: 20/00063/FUL Development: Single storey and first floor rear extensions; two storey front extension; application of render to existing dwelling Location: 6 Moss Close East Bridgford Nottinghamshire NG13 8LG</p> <p>Reference Number: 19/02872/FUL Development: Demolition of existing conservatory and erection of new single storey extension. Rendering existing brickwork (street facing), addition of stone detailing to windows. Amendments to existing window openings plus new window openings. Replacement porch. Location: 5 Springdale Lane East Bridgford Nottinghamshire NG13 8N</p> <p>It was proposed to raise no objection to the planning applications, seconded and all in favour.</p>
2020/390.2	<p>Rushcliffe Borough Council Planning Decisions</p> <p>Reference Number: 19/02497/FUL Development: Demolition of existing bungalow and construction of new two storey dwelling Location: 22B Main Street East Bridgford Nottinghamshire NG13 8PA Decision: Grant Planning Permission</p> <p>Reference Number: 19/02714/FUL Development: Creation of vehicular access to property Location: 105 Main Street East Bridgford Nottinghamshire NG13 8NH Decision: Grant Planning Permission</p>
2020/390.3	<p>To approve delegated authority for planning decisions</p> <p>The Clerk noted that on occasions the deadline for consultation on planning applications was before the following Parish Council meeting. She suggested that the Council could grant delegated authority to two councillors rather than no comments being submitted from the parish council. Councillor Dawson noted that no conclusions would be reached on planning applications without consulting other councillors. Councillors discussed the proposal and noted that the issue of residents not knowing about planning applications was a major issue identified as part of the Community Engagement Plan project. Transparency was necessary particularly on contentious issues. Concern was expressed that this would be a regular occurrence, however the Clerk explained that an extension was requested on each application which didn't fit with the meeting dates. The extension was not always given. A separate Planning Committee was suggested. The Chairman asked that the planning decisions process be added to the next meeting of the Parish Council.</p> <p>ACTION: Clerk to add planning decisions process to the next agenda</p>
2020/391	Finance
2020/391.1	To approve and sign the bank reconciliations. The bank reconciliations were approved and signed.
2020/391.2	To approve and sign the Schedule of Payments. The Schedule of Payments was approved and signed.
2020/391.3	To sign cheques for invoices due for payment. The cheques were signed as appropriate.
2020/391.4	To receive the RFO's report – received. The periodic internal audit had been carried out and there were no issues to report.

	<p>VAT had been reclaimed and paid up until 31/12/19. Noticeboards had been ordered.</p> <p>The Chairman passed on his thanks and appreciation to the Clerk for the good internal audit report.</p>
2020/391.5	<p>To review and adopt the new Financial Regulations 2019 Councillors considered the new Financial Regulations 2019 which contained minor changes from the previous Regulations. Councillor Riddle noted that the sum which could be approved by a committee appeared high, however the Chairman was not minded to make any changes as the Regulations were based on the NALC model. Proposed by Councillor Monni that the Financial Regulations 2019 be adopted, seconded by Councillor Thomas, and all in favour.</p>
2020/391.6	<p>To review and approve Parish Council Risk Assessment 2020 The Clerk noted that the risk assessment was required by Audit. Minor changes to risk had been made. Proposed by Councillor Riddle that the Risk Assessment 2020 be approved, seconded by Councillor Bancroft and all in favour.</p>
2020/391.7	<p>To review Allotment Fees</p> <p>Councillors Clarke and Dawson declared an interest as they were allotment holders and took no part in the discussion or decision. The Clerk explained that the Parish Council had to consider its income as a requirement of the Financial Regulations, and a decision was required on whether to increase the allotment fees. The invoices were usually sent out in January each year, however due to staff changes these were delayed for this year. Councillors considered the fee which had not been increased for some time. The fee was based on square metreage of the plot. Councillors considered the costs for maintenance and the allotment charges and felt that it was too late to increase the charge for this year. Proposed by Councillor Riddle that the allotment fees remain the same for the current year, with holders being notified that the charges could be increased the following year, seconded by Councillor Monni, and agreed with one abstention.</p> <p>Action: Deputy Clerk to send out invoices with covering letter advising that fees could be increased the following year Action: Clerk/Deputy Clerk to find out how much other councils charged for allotments.</p>
2020/392	<p>Playing Field and Pavilion</p>
2020/392.1	<p>To discuss matters relating to the playing field and pavilion The Chairman reported that there was a problem with rain water accumulating near and inside the tennis store. The sports club had asked that the Council authorise the work and pay for it as the building was owned by the Parish Council. The cost would then be reimbursed by the sports club when they were due to make their annual contribution to the maintenance fund, with the contribution being reduced pro rata. Proposed by Councillor Riddle that the Parish Council authorise the work and pay for it, with the cost being reimbursed by the sports club as part of the contribution to the maintenance fund, seconded by Councillor Strutt and all in favour.</p>
2020/392.2	<p>To discuss arrangements for maintenance of the field Councillors noted that a pitch improvement inspection had been carried out by the FA, which Councillors Riddle and Clarke had attended. An inspection report would be provided which would help in putting together the tender documentation for the field maintenance. Councillors also noted that grants of up to 75% were available from</p>

	<p>the FA for equipment such as grass cutters and the sports club would be investigating this further.</p> <p>Action: Approval of cost of pitch improvement inspection report be on agenda for next Council meeting.</p>
2020/393	To receive a report on the play area and consider quotations for any remedial work required.
2020/393.1	Councillor Bancroft reported that due to the weather no work had been carried out on the play area. Orders had been placed with the contractor for fencing and decking repairs. Trees needed to be pruned around the play park as they were encroaching on play equipment. An order had been placed with Streetwise to carry out repairs however these had not been actioned. The Clerk noted she was meeting Streetwise the following week and would raise the issues with them.
2020/394	To receive an update on traffic, highways or footpath issues
2020/394.1	Drainage issues, potential flooding and emergency planning The road sign notifying residents of drainage works had been put up.
2020/394.2	Proposed Double Yellow Lines Update This work had been programmed.
2020/394.3	To Consider the adoption of the land known as the Kneeton Road Triangle Councillors asked that this item be deferred until building work had been completed.
2020/394.4	To discuss footpaths maintenance
	The Chairman congratulated David Powell on his work on Moss Close walkway and noted that Mr Powell had indicated he would like to continue to help.
2020/395	To receive a report concerning land on Farm Close
	The Chairman noted that he had investigated the background to the strip of land at Farm Close. Councillors discussed the options and way forward. Action: Clerk to write to Wimpey in the first instance regarding a reimbursement of maintenance costs.
2020/396	To consider an electrical check of the telephone box
	Action: Clerk to issue an instruction to electrical contractor to carry out the annual electrical check and replace light bulb
2020/397	To consider updating the Chain of Office
	Councillors considered the resident's offer to update the Chain of Office at his expense. They welcomed his offer and thanked him. Agreed that the Chain of Office be updated and sent to the jewellers by recorded delivery.
2020/398	To consider a request to fund sacks (ROTAKIDS Recycling Project)
	It was noted that they Rotakids had emailed RBC the previous week and the Clerk had sent a grant application to them.
2020/399	To discuss arrangements for the Village Show
	Councillors noted that the Village Show would be held on 27 th June 2020. Proposed by Councillor Verner that the arrangements for the village show be approved, subject to the standard conditions including insurance, seconded by Councillor Bancroft and all in favour with one absention.
2020/400	To receive an update regarding the Village Welcome Pack
	The Clerk noted that the person who put together the Village Welcome Pack had asked for a few details about each councillor and a photo for inclusion in the pack. The Chairman noted that the photo was optional under GDPR. Action: Councillors to send information and photo to the Clerk.

2020/401	Nottinghamshire Association of Local Councils
	The following information was received and noted.
2020/401.1	Western Power Distribution workshops
2020/401.2	NALC newsletter
2020/401.3	Guidance notes on recruitment
2020/401.4	Joint Panel on Accountability and Governance (JPAG) Survey
2020/402	<p>To discuss action planning priorities identified by the Community Plan Group (CPG)</p> <p>The Council considered its response to the priorities identified by the CPG and noted that Councillors were involved in the Community Plan Group. Councillor Thomas noted that he and Councillor Powell had met two members of the group the previous month and were trying to forge links. The Council was awaiting a report of priorities from Councillor Stevens. There were several items on the agenda which were priorities for the village. A youth bus had started in Bingham and it was important that this resource was used by young people from the village.</p> <p>In relation to the strategic vision Councillors felt it was important to think how it would be utilised and to be clear on its objectives. The strategic vision was similar to the neighbourhood plan which the Council had taken a decision not to develop previously. Councillors felt that the item would be better discussed in another forum with all councillors being invited.</p> <p>Action: meeting to be arranged for councillors to consider the merits and content of a strategic plan and report back to the Council.</p> <p>Councillors discussed comments made by a resident and felt that there were opportunities for all councillors to include items on the Council agenda and be part of the discussions. Any person [18 or over] living or working in the village could stand as a councillor and had the same opportunities. The minutes of meetings were not a verbatim record and included a summary of discussions, and decisions made.</p>
2020/403	<p>To receive an update on the Community Engagement Plan</p> <p>There was no update as Councillor Stevens was not present.</p>
2020/404	<p>To consider funding Carbon Literacy Course Accreditation Proposed by Councillor Riddle that the funding of Carbon Literacy Course accreditation at the cost of £15 per councillor by approved, seconded by Councillor Thomas and all in favour.</p>
2020/405	<p>To receive a briefing on the Local Improvement Scheme Capital Fund 2020-21</p> <p>Councillors considered the briefing on the Local Improvement Scheme Capital Fund and noted that there was no action to take at this stage. Councillors felt that grant and funding opportunities should be added to the agenda as a standing item in order to generate greater access to them.</p> <p>Action: Grants and funding opportunities to be standing item on Council agendas</p>
2020/406	To discuss VE Day Activities and Celebrations
2020/406.1	To receive an invitation to a Service of Commemoration and Remembrance The Chairman asked anyone interesting in attending to inform him
2020/406.2	<p>To consider purchase of lamp post poppies at a cost of £3 each</p> <p>Proposed by Councillor Riddle that lamp post poppies be purchased, seconded by Councillor Strutt and all in favour.</p> <p>Action: Chairman to arrange the purchase of poppies with Martin Waring</p> <p>It was felt that the Parish Council should be supporting and facilitating initiatives rather than organising its own events.</p> <p>Action: VE Day celebrations to be included on Council agenda until May</p>
2020/407	To receive a report on matters on the monthly list of outstanding issues

	As circulated.
2020/408	To consider whether there are any consultation issues arising from the agenda None
2020/409	To consider whether there are any insurance/risk assessment issues arising from the agenda. Updates to the Chain of Office including delivery to and from jewellers.
2020/410	To consider any issues arising from GDPR The inclusion of photographs in the Village Welcome Pack Former councillor's email addresses potentially still in use.
2020/411	To receive and consider reports from the Clerk None.
2020/412	To receive matters for report Councillor Monni had attended the village hall committee meetings. The open days had received a good response and they were looking at doing more events in the future. Councillor Verner had attended the presentation on the new housing development. He asked whether a project had been identified to spend the payment per house income which would be received. Councillors considered this, including Section 106 agreements, the Community Infrastructure Levy, and the need for more recreation facilities in the village. Councillor Bancroft reported that he had raised the issue of vehicles parking on the pavement at the PCN meeting. County Councillor Purdue Horan had also raised this. It was the Police responsibility to interject where a car was parked on the pavement and was causing an obstruction. It was not something that could be addressed retrospectively. The issue should be reported to the local police officer. Councillor Strutt raised the issue of an additional gate and laurels having been installed at a property. She would speak with the county councillor about this. There were also other issues where gates to fields had been padlocked.
2020/413	Correspondence for information only As circulated <ul style="list-style-type: none"> • Resident – Butt Close waterlogging: Clerk to confirm that the council will keep him informed • Toothill: Clerk to reassure resident that the council understands that facilities will still be available • Town and Parish Forum: Councillor Riddle to attend. All other correspondence was noted. The Chairman would include a reminder in his Chairman's Report asking residents to consider whether their own areas were safe especially ditches and trees in the bad weather.
2020/414	Date of next Meetings:
2020/414.1	Full Council to be held on 9th March 2020 at 7.30 pm Annual Parish Meeting to be held on 23rd April 2020 at 7.30 pm at the WI Hut.
	There being no further business the meeting closed at 9.50 pm

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Chairman

Date:

East Bridgford Parish Council

Appendix to the Minutes for the meeting held on 13th January 2019 at 7.30pm in the Methodist Chapel.

Agenda Item: 2020/388

Chairman's report, February 2020

a. Highways, yellow lines and flooding

VIA has indicated that drainage work near 33 Kneeton Road is scheduled for the half term week which is a sensible time to do it to avoid school traffic /parking issues. They have also found an issue to do with a blocked culvert on private land but are planning on dealing with it anyway.

Nothing further to report on Trent Lane – a request has been sent to VIA to ascertain the timescale for a final decision and to have access to survey figures if possible. An update will follow if these are forthcoming.

b. Tree planting and Tree works

The replacement tree has been planted in the copse near the site of the felled tree. The condition of the field is such that no work has been possible to other trees at the time of writing.

A separate, confidential, report about the land ownership issues related to the tree works on College Street is being provided.

c. Butt Close

Waterlogging is still a problem. Cllr. Riddle has been working with Matt Allan from the football club, which has commissioned a survey & report from the FA. The survey has taken place, and the report will follow in due course, but Cllr. Riddle will be able to provide some feedback at the meeting.

d. Telephone Box and defibrillator

The light has failed in the old telephone box, now book exchange. It is recommended that this is replaced and if appropriate, the annual electrical check is carried out at the same time.

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FINANCIAL REPORT

Statement of Account

at **31st January 2020**

Balances:

Bank of Scotland current account	£71,737.00
Less unrepresented cheques	£29.70
Balance	£71,707.00

*** Notes**

of total funds, reserve for maintenance of village heritage assets

b/f	25/09/2014	£500.00	2014/15
transfers in/out	30/09/2015	£500.00	2015/16
transfers in/out	29/09/2016	£500.00	2016/17
transfers in/out	27/09/2017	£500.00	2017/18
transfers in/out	24/09/2018	£500.00	2018/19
transfers in/out	07/01/2019	£1,000.00	PCC church clock
transfers in/out	01/09/2019	£500.00	2019/20
c/f		£2,000.00	

Summary of Receipts and Payments

Receipts

1.1.2020 -

31.1.2020

Accounts heading

Description

HMRC	£2,372.90
Tennis Club	£5.00
Tennis Club	£5.00
	£2,382.90

Payments 13th

10th February

January 2020

2020

Accounts Heading

Notts CC	Noticeboards	£384.00
Notts Footpaths Preservation	Annual Membership	£5.00
SLCC	Annual Membership	£150.00
Notts CC	Grounds Maintenance	£1,642.63
Auditor	Annual Mileage	£49.50
	Village Maintenance contract	£840.00
B Crossland	Wages	£950.61
Staff	Wages)
Staff	Wages)
Staff	Expenses	£8.10
B Marshall	Hedge Cutting/maint	£170.00
P Clarke	Expenses	£36.69
Staff	Expenses	£64.59
		£4,301.12

Agenda Item 2020/407

Outstanding Issues

Date	Issue
October 08	Double yellow lines around the village ~ being reviewed
	Sports club Lease
August 15	Cuttle Hill project -Deferred
May 17	Five year consultation on dueling of A46
October 18	Who owns piece of land adjacent to copse near traffic lights?