

**East Bridgford Parish Council**  
**Minutes of the Virtual Meeting held on Monday 14<sup>th</sup> September 2020**  
**at 7.30 pm**  
**by video conference.**

**Present:** Councillors P Clarke (Chairman), P Bancroft, J Dawson, J Riddle, T Strutt, R Thomas (until 8pm), M Verner  
**Also present:** Liz Reid, Deputy Clerk (minute taker)  
 Borough Councillor D Simms, County Councillor F Purdue-Horan (both from 7.45pm)  
**Residents:** Two members of the public were in attendance

<b>2020/508</b>	<b>Declarations of Interest in any matter on the agenda.</b> (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 Monni on matters relating to the Cricket 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.
<b>2020/509</b>	<b>Apologies for Absence</b> Apologies were received from Councillor Monni and Councillor Stevens.
<b>2020/510</b>	<b>Appointment of new Clerk and Responsible Financial Officer</b> Item deferred to confidential session at end of meeting (see minute 2020/528.2).
<b>2020/511</b>	<b>Public Comment</b> None.
<b>2020/512</b>	<b>Minutes of the Virtual Parish Council Meeting held on 13<sup>th</sup> July 2020 and Extraordinary meeting held on 3<sup>rd</sup> August 2020</b> <b>It was proposed that the minutes of the Virtual Parish Council meeting held on 13<sup>th</sup> July 2020 and the Virtual Extraordinary Meeting held on 3<sup>rd</sup> August 2020 be approved and signed, seconded and all in favour.</b>
<b>2020/513</b>	<b>Matters Arising from Previous Meetings</b>
<b>2020/513.1</b>	<b>Matters Arising from the meeting held on 13<sup>th</sup> July 2020</b> Minute 476 Pavilion keys: no response had been received to correspondence Minute 496 Yellow lines: no response had been received to correspondence.
<b>2020/513.2</b>	<b>Matters Arising from the meeting held on 3<sup>rd</sup> August 2020</b> None.
<b>2020/514</b>	<b>Chairman's Report</b> The Chairman had circulated his report (see appendix) and noted that most items were on the agenda. The Chairman updated Councillors on ownership of the trees on the corner of Farm Close. The developer had agreed to repay the Parish Council for the pruning of the two cherry trees and removal of a third tree and had asked whether the Parish Council wished the trees to be removed. The Chairman had informed them that this would involve a decision of the Parish Council and discussions with the Borough Council's Design and Landscape Officer. The current pruning would last for approximately five years.  <b>AGREED that a decision on future responsibility for the trees would be taken at the next meeting.</b>

<b>2020/515</b>	<b>Items for Determination</b>
<b>2020/515.1</b>	<b>Adoption of revised Standing Orders 2018</b>
	<b>Proposed by Councillor Dawson that the revised Standing Orders 2018 be adopted, seconded by Councillor Bancroft and all in favour.</b>
<b>2020/515.2</b>	<b>Winter Service Requirements</b>
	Councillors agreed that the winter service requirements provided by Via should continue.  <b>ACTION:</b> <ul style="list-style-type: none"> <li>• <b>Clerk to notify Via of acceptance of winter service arrangements</b></li> <li>• <b>Salt to be delivered to the Chairman's house for onward delivery to the Post Office, newsagent, chapel and church.</b></li> </ul>
<b>2020/515.3</b>	<b>Community Engagement Strategy</b>
	The Chairman noted that the Community Engagement Strategy was a regular item on the agenda and asked for any comments. Councillor Riddle raised the issue of residents wishing to receive agendas by email. She felt it was important that residents knew of parish meetings, and in particular any extraordinary meetings. It was possible to hold a list of email addresses which could be updated annually in line with GDPR requirements. Councillor Dawson noted that Councillors' and Clerk's details were not posted on the noticeboards as set out in the strategy.  <b>ACTION:</b> <ul style="list-style-type: none"> <li>• <b>The new Clerk, when appointed, to bring proposals to the next meeting on options for emailing agendas to members of the public</b></li> <li>• <b>Clerk to update parish noticeboards to include Councillors' and Clerk's contact details.</b></li> </ul>
<b>2020/515.4</b>	<b>Removal of Allotment Structure</b>
	The Chairman had circulated a report including three quotes for the removal of dilapidated sheds, including asbestos cement roofing panels from an allotment.  <b>Proposed by Councillor Riddle that the third quote for the removal of sheds and asbestos sheeting and disposal of all waste at a licensed disposal site be accepted, seconded by Councillor Bancroft and all in favour.</b>
<b>2020/515.5</b>	<b>Community Tree Scheme</b>
	Details of the Community Tree Scheme had been received from the Borough Council. Four trees had been received for the village from the previous year's scheme.  <b>Proposed by Councillor Thomas that the Parish Council apply for trees under the Community Tree Scheme, seconded by Councillor Bancroft and all in favour.</b>  <b>ACTION:</b> <ul style="list-style-type: none"> <li>• <b>Clerk to complete the application for the Community Tree Scheme.</b></li> </ul>
<b>2020/515.6</b>	<b>Rural Community Action Nottinghamshire (RCAN)</b>
	Defer to October meeting for decision.
<b>2020/515.7</b>	<b>Greater Nottingham Strategic Plan – Growth Options Consultation</b>
	Councillors considered the Greater Nottingham Strategic Plan – Growth Options Consultation document which had been circulated previously. Councillor Riddle drew attention to page 30 of the document which outlined proposed future areas of growth. She commented that the area did not have the road network to deal with the present volume of traffic and any future growth would need to be better

	<p>supported. The area had been heavily selected for growth in the document and she felt that the Parish Council needed to see more detail on this. The Chairman noted that there were national changes to planning rules including the way planning applications were approved. These would potentially reduce local democracy. This, added to the increase in growth options was a cause for concern. Councillors discussed the document further and expressed alarm at the identified areas of growth in the area surrounding East Bridgford and the impact it would have on the green belt. It could potentially result in a combined area of Bingham, East Bridgford and Newton.</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• <b>Clerk to request extra time from the Borough Council to comment in detail on the proposals</b></li> <li>• <b>Chairman to submit views of Councillors and to express concerns discussed at the meeting.</b></li> </ul>
<b>2020/516</b>	<b>Report from Planning Committee</b>
<b>2020/516.1</b>	<p>Councillor Dawson gave a report from the Planning Committee held that evening. Six planning applications had been considered by the committee:</p> <p>20/01911/FUL Glebe Farm, 104 Kneeton Road: no objection with a comment that access to the business for deliveries by limited to daytime hours.</p> <p>20/01930/FUL and 20/01931/LBC East Bridgford Hill, 4 Kirk Hill: It was proposed to raise an objection to the planning application on the following grounds, whilst noting that the Parish Council was not against the renovation of East Bridgford Hill in principle:</p> <ul style="list-style-type: none"> <li>• most importantly that there had been insufficient time to consider the application in sufficient detail as the statutory consultee</li> <li>• this was a major development within the village. The Parish Council wished to consult with the local community and have time to properly reflect upon the implications of this proposal</li> <li>• the Parish Council had concerns about additional traffic on Kirk Hill as one of the only two major entrances into the village</li> <li>• the loss of green space around the village especially in light of the major development at Butt Lane, and impact of this on the wildlife.</li> </ul> <p>20/01954/FUL 16 Magdalen Drive: No objection</p> <p>20/01962/FUL Mill Farm, 99 Kneeton Road: No objection with a comment that the cladding should be sympathetic to the neighbouring Old Mill</p> <p>20/02111/FUL 7 Mill Gate: No objection.</p>
<b>2020/516.2</b>	<p>No application had been received regarding Butt Lane housing development.</p> <p><b>ACTION: Butt Lane housing development to remain a standing item on the agenda</b></p>
<b>2020/517</b>	<b>Finance</b>
<b>2020/517.1</b>	<b>It was proposed by Councillor Riddle that the three year insurance schedule and quotation as circulated be approved, seconded by Councillor Bancroft and all in favour.</b>
<b>2020/517.2</b>	The bank reconciliations for August and September were considered. Councillor Riddle queried payments made to Streetwise. Councillor Bancroft explained this was for play bark and inspections.

	<b>Proposed by Councillor Dawson that the bank reconciliations for August and September be approved and signed with the amendment, seconded by Councillor Bancroft and all in favour.</b>
<b>2020/517.3</b>	The Schedule of Payments for August and September were considered.  <b>Proposed by Councillor Strutt that the Schedule of Payments for August and September be approved and signed, seconded by Councillor Riddle and all in favour.</b>
<b>2020/517.4</b>	The cheques for invoices would be signed as appropriate by the Chairman and a Councillor.
<b>2020/517.5</b>	Quarterly Internal Audit Report The Quarterly Internal Audit Report had been received. All was in good order.
<b>2020/518</b>	<b>Play Park Project</b>
	Councillors discussed a potential play park project and raised the issue of the cost of ongoing maintenance. It was felt that a specific tailored report on the future of the play park would be required if there was support to move this forward. In the meantime Councillors asked for a review of play park maintenance costs over the last two years. It was noted that current replacement items had a longer guarantee periods.  <b>ACTION: Clerk to present costs of maintenance for the play park for the last two years to a future meeting.</b>
<b>2020/519</b>	<b>Parish Council Website</b>
<b>2020/519.1</b>	Councillors considered a report from the Deputy Parish Clerk regarding the current website. Councillors felt that the website was behind good practice elsewhere and needed to be improved and updated. Community engagement at the forefront was essential.  <b>ACTION: Councillor Dawson to lead a group with Councillor Riddle and Monni to develop proposals for the website and present back to a future meeting.</b>
<b>2020/519.2</b>	Councillors considered the requirements of the The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018. An accessibility statement was required for the website by 23 <sup>rd</sup> September in order to comply with the regulations.  <b>ACTION: Deputy Clerk to publish an accessibility statement on the website by 23<sup>rd</sup> September.</b>
<b>2020/520</b>	<b>Best Floral Display and Best Allotment Competition Winners</b>
	The winners of the Best Floral Display competition and Best Allotment would be announced at the next Parish Council meeting.
<b>2020/521</b>	<b>Playing Field, Pavilion and Play Area</b>
<b>2020/521.1</b>	Councillor Bancroft reported that fencing around the play area was rotting and had been raised in a number of audits. He would bring quotes to the next meeting. There had been some vandalism to the new wooden fencing around the zip wire area and this would have to be replaced. There was also damage to the small slide. Councillors expressed disappointment about the vandalism and hoped that it would be stopped following recent involvement by the Police.
<b>2020/521.2</b>	Quotes for bark were required.  <b>ACTION: Clerk to liaise with Councillor Bancroft regarding bark quotes.</b>

<b>2020/521.3</b>	<p>Councillors considered a report which the Chairman had circulated regarding issues raised by the Sports Club.</p> <p>Following discussion Councillors agreed that:</p> <ul style="list-style-type: none"> <li>• the enhanced programme of maintenance work, including verti-draining should be monitored before the Parish Council committed to any further work</li> <li>• Parish Council should maintain ownership of the field</li> <li>• involvement in writing grant applications could be supported if the Sports Club requested this</li> <li>• new Parish Clerk should become conduit for communications with the Sports Clubs rather than direct between Councillors and the clubs</li> <li>• Councillor Thomas and Councillor Riddle to be Parish Council representatives on the Sports Club.</li> </ul> <p><b>ACTION: Councillor Thomas and Councillor Riddle to meet with Sports Club and report back to the next meeting.</b></p>
<b>2020/522</b>	<p><b>Tender Process for Casual Labour and Litter Collection Contract</b></p> <p>Deferred until the next meeting.</p> <p><b>Proposed by Councillor Riddle that the current contract be rolled forward until the next meeting, seconded by Councillor Riddle and all in favour.</b></p>
<b>2020/523</b>	<p><b>Councillors' Reports</b></p> <p>Councillor Strutt commented that the traffic lights at Kirk Hill were not visible due to overgrown foliage. The Chairman had reported this.</p> <p>Councillor Riddle noted that there had been groups of young people riding a quad bike and motor bikes on Springdale Lane. She asked that this be reported to 111 if anyone saw it. The Chairman would include it in his report.</p>
<b>2020/524</b>	<p><b>Correspondence</b></p> <p>None.</p>
<b>2020/525</b>	<p><b>Insurance and Risk Assessment Issues</b></p> <p>None.</p>
<b>2020/526</b>	<p><b>Issues Arising from GDPR</b></p> <p>Email list of residents wishing to be sent agendas – see Minute 2020/512.3</p>
<b>2020/527</b>	<p><b>Date of Next Meetings:</b></p> <p><b>Planning Committee (virtual meeting) 12<sup>th</sup> October 2020 at 7.00 pm.</b> Another date may be set following receipt of Butt Lane application.</p> <p><b>Full Council (virtual meeting) to be held on 12<sup>th</sup> October 2020 at 7.30 pm</b></p> <p>The Deputy Clerk reported that there had been a change to the Local Authorities and Police and Crime Panel Coronavirus Regulations 2020, whereby it was not sufficient to give notice of remote meetings and invite the public or press to make a request for access information. The Zoom invite must now be provided with the public notice when notice of the meeting is given.</p>
<b>2020/528</b>	<p><b>Agreed that the following items be confidential. Staff were asked to leave the meeting.</b></p>
<b>2020/528.1</b>	<p>Councillors approved the National Pay Award for staff.</p>
<b>2020/528.2</b>	<p>Councillors considered the appointment of a new Clerk and Responsible Financial Officer, however the successful candidate withdrew from the process.</p>

	The Chairman thanked Councillors for their contributions to the meeting. There being no further business the meeting closed at 9.30 pm.
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Chairman

Date: .....

## East Bridgford Parish Council

### Appendix to the Minutes for meeting held on 14<sup>th</sup> September 2020 at 7.30 pm by video conferencing

#### Agenda Item: 2020/514

#### Chairman's report, September 2020

##### a) Post of Clerk

The panel appointed by the Council has completed the process of selection for the above post, and their recommendation is set out in a separate report. On behalf of the Council, I wish to thank those members of the panel and the Deputy Clerk, who facilitated the interviews on Zoom, for their willingness to engage with and enthusiasm to complete this process.

I'm sure the Council will join me in sending whole-hearted best wishes to Anne Chisholm, who is leaving her post as Clerk. Anne joined us when things were very difficult, and has managed to successfully reinstate the organisation and attention to detail which is required when dealing with public assets and finance. In the past few months of national crisis, the work of the PC has continued, thanks to her efforts, and those of the Deputy Clerk. It is typical of her conscientiousness that she has been willing to carry on during the recruitment of & hand-over to a new Clerk, once she decided she could no longer continue as Clerk. Personally, as Chairman, I have always felt supported by Anne and confident that the Council's affairs were in good hands. For those two things in particular, I am very grateful.

##### b) Butt Close & pavilion

Extension - the final 'snagging' process for the pavilion extension has been completed, along with the installation of an extra drain near the tennis store, both of which have been delayed by Covid. The final invoice has been received, together with a contribution from the SC for the additional drain work etc which will be deducted as agreed from their next annual maintenance fund contribution in due course.

Football pitch – the football club has made representations about the need for the verti-draining to take place as soon as possible. Our contractor, NCC through Mark Walton, has advised waiting & doing this work in October when the ground should be softer and more responsive to the de-compaction and aeration. However, the Sports Club has again requested that they be allowed to have verti-draining done by another contractor – this can be considered in the agenda item relating to Sports Club issues (the message has been added to the paper about the issues and this will be re-circulated). There has also been a mowing issue since, where a lower cut for cricket was restricted to the cricket boundary, which left the senior football pitch with two areas with different lengths of grass. The contractor is aware of this and has apologised.

Anti-social behaviour – towards the end of August, there was a sudden increase in problems around the pavilion, especially round by the tennis courts. These problems escalated, with reports about young users of the courts being bullied, an object being thrown at a neighbour's house and general littering. Senior SC members tried unsuccessfully to ask the group concerned to moderate their behaviour, and so the police were approached. In the meantime, some criminal damage was caused to a bowls club shed door, and the police have attended to view CCTV footage. It is understood that action is being taken.

##### c) VJ Day

A short commemoration was held at the war memorial on 15<sup>th</sup> August to mark VJ Day. David Meylan, former Parish Councillor and veteran of the conflict in the Far East, laid a wreath on behalf of the community.

The poppies on the street lights were removed after VJ Day.

**d) Old Hill Lane (Green Lane)**

A notice has been sited at the junction of Old Hill Lane and Kneeton Road indicating that a fly-tipping investigation is in progress. Hopefully, this will deter the activities reported at the last meeting, but the situation will need to be monitored.

**e) Allotment – removal of old sheds**

A separate report has been prepared and circulated previously.



**Virtual Meeting of the East Bridgford Parish Council held on 14th September 2020**

**FINANCIAL REPORT**

**Statement of Account**

at

**31st July 2020**

Balances:

	£	
Bank of Scotland current account	77,775	
Less unrepresented cheques	670	
Balance	<b>77,105</b>	

**\* 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
transfers in/out	01/04/2020	£500.00	2020/21
c/f		<b>£2,500.00</b>	

**Summary of Receipts and Payments**

**01.07.20 to  
31.07.20**

**Receipts**

**Accounts heading**

**Description**

No income received in July

**Payments**

**Accounts Heading**

Cheque			
11892	Staff	)	
11893	Staff	)	
			Staff expenses and wages
11894	Staff	)	
11895	Staff	)	
11896	Cancelled cheque		
11897	P Clarke		Signs
11898	Crossland Farm		Maintenance contract
11899	Playsafety		ROSPA report
11900	Streetwise		
			£1,152.32
			£16.44
			£420.00
			£128.40
			£1,367.76
Total			<b>£3,084.92</b>

Signed ..... Chairman EBPC Dated .....

Signed ..... Clerk & RFO Dated .....

**Virtual Meeting of the East Bridgford Parish Council held on 14th September 2020**

**FINANCIAL REPORT**

**Statement of Account**

at

**31st August 2020**

Balances:

	£
Bank of Scotland current account	74,690
Less unrepresented cheques	670
Balance	<b>74,020</b>

**\* 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
transfers in/out	01/04/2020	£500.00	2020/21
c/f		<b>£2,500.00</b>	

**Summary of Receipts and Payments**

**01.08.20 to  
31.08.20**

**Receipts**

**Accounts heading**

**Description**

No income received in August

**Payments**

**Accounts Heading**

Cheque			
11901	Staff )		
11902	Staff )		
11903	Staff )	Staff expenses and wages	£975.31
11904	Staff )		
11905	W R Bloodworth	Pavilion retention	£4,833.18
11906	B Crossland	Maintenance contract	£1,020.00
11907	Streetwise	Play area maintenance	£249.20
11908	Jon Walker Timber	Play area maintenance	£1,516.08
11909	Elliotts Turf	Bark	£904.80
11910	Came & Co	Insurances	£2,569.72
	Total		<b>£12,068.29</b>

Signed ..... Chairman EBPC Dated .....

Signed ..... Clerk & RFO Dated .....