

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

**Present:** Councillors P Clarke (Chairman), P Bancroft, J Dawson, M Monni, J Riddle, G Stevens, M Verner

**Also present:** Liz Reid (Deputy Clerk & minute taker)  
 County Councillor F Purdue-Horan

**Public:** One members of the public

<b>2020/565</b>	<p><b>Apologies for Absence</b></p> <p>Apologies were received from the Clerk and Borough Councillor D Simms who asked that his good wishes for Christmas and a healthy and happy new year be passed on to the meeting.</p> <p>No apologies were received from Councillor Thomas and Councillor Strutt</p>
<b>2020/566</b>	<p><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.)</p> <p>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.</p> <p>Councillor Clarke and Councillor Dawson declared an interest in item 7 (allotments) as they were both allotment holders.</p> <p>Councillor Bancroft declared an interest in item 5 (website) as he had an East Bridgford.net email address.</p>
<b>2020/567</b>	<p><b>Public Comment</b></p> <p>None.</p>
<b>2020/568</b>	<p><b>Minutes of the Virtual Parish Council Meeting held on 9<sup>th</sup> November 2020</b></p> <p><b>Resolved</b> that the minutes of the Virtual Parish Council meeting held on 9<sup>th</sup> November 2020 be approved and signed (proposed by Councillor JD and seconded by Councillor PB).</p>
<b>2020/569</b>	<p><b>Matters Arising</b></p> <p>550 Parish Council website – Decision on how to proceed with the website project be deferred to item 18 private and confidential</p> <p>550 Farm Close – Developers have confirmed that adopting the land in principle is a good idea. A response from the relevant department is awaited and will be reported to a future meeting</p> <p>550 GDPR forms for Councillors – some forms had not been returned and Councillors were asked to action this</p> <p>553.1 Car park resurfacing – had been completed. It had been a good decision to use granite, however a Councillor expressed concern that there were wheel tracks deep in the stone. The Chairman asked Councillors to observe this and report any further concerns to the next meeting</p> <p>553.2 Wooden retainers and bark for play park – order had been placed for the wooden retainers however the work would not take place until the new year. No order had been placed for the bark however this could not be delivered until other work had been completed</p>

	<p>554.2 Butt Lane Planning Application – comments from the Parish Council had been submitted to the Rushcliffe Borough Council (RBC) and were available to view online</p> <p>555 Planning applications – comments had been submitted to RBC</p> <p>556 Comments on tree works had been submitted to RBC</p> <p>557.4 Purchase of Scribe Financial Software – actioned. Councillors had been sent access details for the package. Councillors felt it was a great improvement</p> <p>557.5 Allotments – on agenda (see minute 2020/571)</p> <p>557.6 Precept Information – had been sent to Councillors</p> <p>559.2 Comments on Kirk Hill Junction – had been submitted to Notts County Council.</p> <p><b>ACTION:</b></p> <p><b>i. Farm Close – update to be on future agenda</b></p> <p><b>ii. Councillors to complete and return GDPR forms to Clerk</b></p> <p><b>iii. Car park resurfacing – update on condition to next meeting</b></p>
<b>2020/570</b>	<b>Chairman’s Report</b>
	<p>The Chairman had circulated his report (see appendix) and noted that most items were on the agenda.</p> <p>Councillors received an update on the anti-social behaviour issues including mopeds being used on the playing fields. They had been spoken to by the PCBO. It was noted that the tennis club were looking at additional security measures around the pavilion.</p> <p>The Chairman placed on records his thanks, on behalf of the Parish Council, to the outgoing Deputy Clerk for her work during the last year and wished her well.</p>
<b>2020/571</b>	<b>Allotments</b>
<b>2020/571.1</b>	<b>Allotment Bands</b>
	<p>Councillor Clarke and Councillor Dawson had declared an interest in the item as they were allotment holders. On advice from the Clerk, they took part in the discussion however did not participate in any votes.</p> <p>Councillors discussed the banding of allotments as some had changed over the years.</p> <p><b>Proposed by Councillor MM, seconded by Councillor PB (with two abstentions) and RESOLVED that the allotments be banded into the following categories:</b></p> <p><b>Band A – less than 220m<sup>2</sup></b>  <b>Band B – 201m<sup>2</sup> – 249m<sup>2</sup></b>  <b>Band C – 250m<sup>2</sup> – 299m<sup>2</sup></b>  <b>Band D – 300m<sup>2</sup> – 349m<sup>2</sup></b>  <b>Band E – more than 350m<sup>2</sup></b></p>
<b>2020/571.2</b>	<b>Charges</b>
	<p>Councillors discussed charges for the allotments and noted that they had not been changed for a number of years. The costs were higher this year than in previous years. The water bill for the previous 18 months had been received and was to be paid. It was unclear how much the water bill would be for future years. Councillors felt that the allotments should not make a profit for the Parish Council however there should be sufficient money in the budget to cover costs and maintenance. It was noted that skip hire would increase the costs. In response to a question from a Councillor the Deputy Clerk noted that allotment holders had been advised in February 2020 that there could be an increase in the charges for 2021.</p>

	<p><b>Proposed by Councillor MV, seconded by Councillor GS (with two abstentions) and RESOLVED that the allotment rents be increased by 10% for 2021 making the total rent per annum:</b></p> <p><b>Band A – £11</b>  <b>Band B – £16.50</b>  <b>Band C – £22</b>  <b>Band D – £27.50</b>  <b>Band E – £33</b></p> <p><b>ACTION:</b>  <b>i. Invoices to be set to allotment holders</b></p>
<b>2020/571.3</b>	<b>Tenancy Agreement</b>
	No changes were made to the Tenancy Agreement.
<b>2020/571.4</b>	<b>Water Bill</b>
	See minute 2020/571.2
<b>2020/571.5</b>	<b>Skip Hire Request</b>
	<p>A request had been received from an allotment holder for a skip to be hired for a day for all allotment holders. Councillors felt a decision on this should be deferred to the spring or summer.</p> <p><b>Action:</b>  <b>i. Skip hire for allotments to be on agenda for March Parish Council</b></p>
<b>2020/571.6</b>	<b>Waiting List Criteria</b>
	<p>Councillors noted that an allotment holder had moved out of the area and considered whether their allotment agreement should be terminated. It was noted that the allotment had been tended intermittently over the year. The Deputy Clerk explained that the allotment agreement set out that allotment holders were to be resident in the Parish, although this was not always the case depending on the waiting list and vacant plots. Councillors felt that, as there was a waiting list, that action should be taken and the agreement conditions followed.</p> <p><b>ACTION:</b>  <b>i. Clerk to write to allotment holder warning them about the condition of their allotment.</b></p>
<b>2020/572</b>	<b>Items for Determination</b>
<b>2020/572.1</b>	<b>Litter/Grounds Maintenance Contract Quotations</b>
	Deferred to item 17 private and confidential.
<b>2020/572.2</b>	<b>Parish Council Logo</b>
	<p>The Clerk had circulated suggestions for a new Parish Council logo.</p> <p><b>Proposed by Councillor PC, seconded by Councillor JR and RESOLVED that the Parish Council adopt the blue font logo currently being used by the Clerk.</b></p>
<b>2020/572.3</b>	<b>Policies</b>
	<p>The Clerk had circulated policies for adoption by the Parish Council. These were based on model policies produced by NALC.</p> <p><b>Proposed by Councillor GS, seconded by Councillor JD and RESOLVED that the Council Meeting and Attendance Policy be adopted.</b></p> <p><b>Proposed by Councillor JD, seconded by Councillor JR and RESOLVED that the Internal Control Testing Policy be adopted.</b>  <b>Proposed by Councillor GS, seconded by Councillor PB and RESOLVED that the Investment Strategy be adopted.</b></p>

	<p><b>Proposed by Councillor JR, seconded by Councillor MV and RESOLVED that the Privacy Policy be adopted.</b></p> <p><b>Proposed by Councillor JR, seconded by Councillor PB and RESOLVED that the Privacy Notice for Councillors be adopted.</b></p> <p><b>Proposed by Councillor GS, seconded by Councillor MM and RESOLVED that the Co-opting Councillor Vacancies Policy be adopted.</b></p> <p>Councillors questioned how the definitions of low, medium and high risk under the Risk Management Scheme had been arrived at, and how risks moved from one category to another. Councillors asked that the Risk Management Scheme be deferred to the January meeting.</p> <p><b>Proposed by Councillor MM, seconded by Councillor PB and RESOLVED that the Social Media Policy be adopted.</b></p> <p><b>ACTION:</b></p> <p><b>i. Risk Management Scheme to be deferred to January meeting and definitions of risk to be clarified.</b></p>
<b>2020/572.4</b>	<b>Springdale Woods</b>
	<p>The Chairman noted that he had circulated an email from East Bridgford Wildlife and Bio-Diversity Community Interest Company regarding the Covid-19 risk assessment and the building of dens in the woods. Notices had since been displayed in the woods listing various restrictions to be observed. Symbols of solidarity celebrating the work of the NHS had been removed from a tree which had caused some upset. The Chairman reminded Councillors that the Parish Council had a 999 year lease on the wood which was managed by the Wildlife and Biodiversity Group together with volunteers from the Friends of Springdale Wood. As the leaseholder, the Parish Council should have been consulted about the possibility of additional restrictions and as they affect the public further consultation with them was necessary too. Only when any changes were agreed, including the wording, should notices be displayed.</p> <p><b>ACTION:</b></p> <p><b>i. Chairman to write to East Bridgford Wildlife and Bio Diversity Community Interest Company reminding them of their responsibility to consult with the Parish Council before any action is taken in future.</b></p>
<b>2020/572.5</b>	<b>St Peter's Academy Boundary Fence Request</b>
	<p>A request had been received from St Peter's Academy requesting funding for the maintenance of the boundary fence near the footpath. The Chairman noted that the Parish Council had no ownership of the fence or the footpath.</p> <p><b>Proposed by Councillor JR, seconded by Councillor GS (with one abstention) and RESOLVED that the Parish Council did not support the request for funding for the maintenance of the boundary fence as it was not in the ownership of the Parish Council.</b></p>
<b>2020/572.6</b>	<b>Brown's Lane Hedgerow</b>
	<p>Councillors noted that a resident on Brown's Lane wished to remove the existing hedge on his boundary with the footpath to Butt Close and replant a new one with native hedge species. The resident would fence along the boundary until the hedge was established and would then remove the fence.</p> <p>Councillors supported this measure.</p>
<b>2020/572.7</b>	<b>Brownie Community Project</b>
	<p>Councillors noted a request from the Brownies to place baubles on the cherry tree opposite the Post Office.</p>

	Councillors supported the request and asked that they be reminded of public liability insurance and the need to carry out a risk assessment.
<b>2020/573</b>	<b>Planning Applications</b>
<b>2020/573.1</b>	<p><b>Reference Number: 20/02551/FUL</b>  Development: Erection of single storey front and rear extension including the application of render and cladding to the original dwelling  Location: 3 Cherryholt Close East Bridgford NG13 8PP</p> <p>Councillors noted that permission had already been granted by RBC for the planning application and did not discuss it further.</p> <p><b>Reference Number: 20/02701/FUL</b>  Development: Demolition of Existing Porch, Erection of New Porch and Re-rendering of Existing House  Location: 3 Cherryholt Lane East Bridgford NG13 8PN</p> <p><b>Proposed by Councillor JD, seconded by Councillor PB and RESOLVED that there be no objection to the planning application</b></p> <p><b>Reference Number: 20/02846/FUL</b>  Development: Proposed erection of single-storey rear extension  Location: 57 Kneeton Road East Bridgford NG13 8PG</p> <p><b>Proposed by Councillor JD, seconded by Councillor JR and RESOLVED that there be no objection to the planning application</b></p>
<b>2020/573.2</b>	<p><b>Decision on Planning Applications from Rushcliffe Borough Council</b></p> <p><b>Reference No: 20/01993/FUL</b>  Development: New dwelling in the grounds of the Old Hall following removal of swimming pool  Location: The Old Hall 10 Kneeton Road East Bridgford NG13 8PG  <b>Decision: Grant Planning Permission</b></p> <p><b>Reference No: 20/02092/FUL</b>  Development: Proposed erection of field barn (to replace two existing field buildings) for use for existing farm animals grazing the land.  Location: Land North East Of 4 Lammas Lane Lammas Lane East Bridgford NG13 8LL  <b>Decision: Grant Planning Permission</b></p> <p><b>Reference No: 20/02233/FUL</b>  Development: Construction of two-storey side and rear extension with removal of chimney. Terrace to rear landing. Black timber cladding to front porch and rear first floor. Rear extension to existing garage to replace lean-to.  Location: 20 Browns Lane East Bridgford Nottinghamshire NG13 8PL  <b>Decision: Grant Planning Permission</b></p> <p><b>Reference No: 20/02418/FUL</b>  Development: Construction of single storey front extension  Location: 18A Kneeton Road East Bridgford NG13 8PH  <b>Decision: Grant Planning Permission</b></p> <p><b>Reference No: 20/02460/FUL</b>  Development: Erection of single storey side and rear extension. New front porch extension. Partial demolition of existing garage. External alterations including Cedar cladding and rendering. (Resubmission)</p>

	<p>Location: 8 Magdalen Drive East Bridgford NG13 8NB  <b>Decision: Grant Planning Permission</b></p> <p><b>Reference No: 20/02092/FUL</b>  Development: Proposed erection of field barn (to replace two existing field buildings) for use for existing farm animals grazing the land.  Location: Land North East Of 4 Lammas Lane Lammas Lane East Bridgford NG13 8LL  <b>Decision: Grant Planning Permission</b></p>
<b>2020/574</b>	<b>Tree Works</b>
<b>2020/574.1</b>	No tree work applications had been received from RBC.
<b>2020/574.2</b>	<b>Tree Management Plan</b>
	<p>The Chairman drew Councillors' attention to task one of the Tree Management Plan whereby it had been reported that over-hanging trees near the tennis courts were causing potential slip hazards on one court and a root had penetrated a root barrier and was beginning to cause a court edge to lift. In addition trees in the copse behind the bowls green had grown tall and were impacting on the condition of the green on that side.</p> <p><b>Proposed by Councillor PB, seconded by Councillor GS and resolved that a tree surgeon confirm the works required and quotations be sought for the work to be carried out in the dormant period.</b></p> <p><b>ACTION:</b>  i. <b>Quotes to be sought for tree works set out above.</b></p>
<b>2020/575</b>	<b>Finance</b>
<b>2020/575.1</b>	No bank statements had been received and therefore no bank reconciliation with the statement had taken place. All of the information was available on Scribe.
<b>2020/575.2</b>	<p>The Schedule of Payments was considered.</p> <p><b>Proposed by Councillor JR, seconded by Councillor PB and RESOLVED that the Schedule of Payments be approved and signed.</b></p>
<b>2020/575.3</b>	The cheques for invoices would be signed as appropriate by the Chairman and a Councillor.
<b>2020/575.4</b>	<p>Councillors noted that the Asset Register had been updated by the Clerk.</p> <p><b>Proposed by Councillor JR, seconded by Councillor PB and RESOLVED that the phone booster and printer be written off and disposed of appropriately.</b></p> <p>Councillor Bancroft had questioned the terminology of some of the play park equipment in the Asset Register. It was agreed that approval of the Asset Register be deferred until January to enable clarification to be sought.</p> <p><b>ACTION:</b>  i. <b>Asset Register terminology to be clarified and added to agenda for January meeting.</b></p>
<b>2020/575.5</b>	<p>Councillors considered the parish precept for 21/22 and noted that the calculation tool would not be available from RBC until the new year. The deadline for submission of the precept to RBC was the end of February.</p> <p>Councillors noted that the field maintenance should be included in the budget rather than a draw on reserves. It was agreed that the precept discussion be deferred until January.</p>

	<p><b>ACTION:</b></p> <p><b>i. Precept to be on agenda for January meeting.</b></p>
<b>2020/576</b>	<b>Playing Field, Pavilion and Play Area</b>
<b>2020/576.1</b>	It was noted that the play area had re-opened following removal of the dangerous tree. It had since been mowed.
<b>2020/576.2</b>	There were no quotes for repairs and maintenance other than those discussed under minute 2020/569.
<b>2020/576.3</b>	Sports coaches had raised the issue of dog fouling on the playing field and having to check prior to activities. East Bridgford Dog Group had carried out monitoring of the field and felt it was not an issue.
<b>2020/577</b>	<b>Councillor Reports</b>
	<p>Councillor Bancroft had attended the NALC AGM recently. The event had been informative.</p> <p>A Councillor raised the issue of rubbish on Brunts Lane, although this had now been cleared. Concern was expressed about the volume of traffic using Brunts Lane. Councillors considered whether it should be closed off in a way similar to Trent Lane.</p> <p><b>ACTION:</b></p> <p><b>i. Chairman to write to RBC asking for monitoring to take place. A future agenda item is needed to consider whether to formally request the closure of Brown's Lane.</b></p> <p>A Councillor had received correspondence from a resident regarding energy waste at Blue Diamond Garden Centre. The Councillor had met with the manager and had been informed that the lights were on at night as staff were on site until 9 pm. The solar panels produced more energy than the garden centre used.</p> <p>A Councillor reported that the bridlepath at the marina had been re-inforced. New gates were in place to stop people going through. The footpath near Bridgford Court remained an issue. The gate had been unlocked and people were accessing the footpath. The Councillor had reported this and had been informed that there was no intention to carry out work on the footpath until September 2021. Notices were in place however they were small and covered by the foilage.</p>
<b>2020/578</b>	<b>Insurance and Risk Assessment Issues</b> Brownies to ensure adequate public liability insurance and risk assessments carried out for placing baubles on cherry trees.
<b>2020/579</b>	<b>Issues Arising from GDPR</b> Councillors to complete GDPR consent forms.
<b>2020/580</b>	<b>Date of Next Meetings:</b>
	Full Council (virtual meeting) to be held on 11 <sup>th</sup> January 2021 at 7.30 pm
<b>2020/581</b>	<b>Private and Confidential</b>
	<p>Councillors discussed the following items under the confidential item on the agenda. The County Councillor and members of the public left the meeting.</p> <p><b>i. Litter and Mowing Contract</b></p> <p>Councillors noted that quotes had been received for the Litter and Mowing Contract. Advice was being taken by the Clerk on how to proceed.</p>

	<p><b>Proposed by Councillor JR, seconded by Councillor JD and RESOLVED that the awarding of the contract be deferred until the January meeting.</b></p> <p><b>ii. Website</b> A working group of Councillors would move the project forward and report back to a future meeting.</p> <p><b>iii. Staffing</b> (Deputy Clerk left the meeting for this item) Councillors considered options on the staffing matter, and agreed that temporary arrangements for the taking of minutes should be arranged pending a review.</p>
	<p>The Chairman thanked Councillors for their contributions to the meeting.</p> <p>There being no further business the meeting closed at 9.30 pm.</p>

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Chairman

Date: .....



## ACTIONS SUMMARY

<b>Minute Number</b>	<b>Date</b>	<b>Action</b>	<b>Lead</b>
2020/569		Farm Close – update to be future agenda item	Clerk
2020/569		Councillors to complete and return GDPR forms to Clerk	Councillors
2020/569		Car park resurfacing – update on condition for January agenda	Clerk
2020/571.2		Allotment invoices to be sent to allotment holders January 2021	Clerk
2020/571.5		Skip hire for allotment holders to be on March agenda	Clerk
2020/571.6		Letter to allotment holder regarding condition of allotment	Clerk
2020/572.3		Risk Management Scheme to be deferred to January meeting following clarification of risk categories	Clerk
2020/572.4		Letter to East Bridgford Wildlife and Bio Diversity Group re Springdale Woods	Chairman
2020/574.2		Quotes for Tree Management Plans to be sought and work carried out	Clerk
2020/575.4		Asset Register terminology to be clarified and added to January agenda	Clerk
2020/575.5		Precept – add to January agenda	Clerk
2020/577		Letter to RBC regarding Brunts Lane	Chairman
2020/577		Future agenda item relating to request for closure of Brunts Lane	Clerk
2020/581		Advice to be taken on Litter and Mowing Contract	Clerk

## **East Bridgford Parish Council**

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

#### **Agenda Item 2020/570**

#### **Chairman's Report December 2020**

##### **a) Butt Close & pavilion**

Covid-19 tier 3 - this began on 2<sup>nd</sup> December .

School sport continues & both tennis and some grass-roots football, including training, can resume subject to local restrictions on players crossing boundaries.

Play area –this reopened after the dangerous tree was felled.

Grounds maintenance continues; Football pitch – this received the second slitting/spiking session. Trees around the tennis court – see Tree Management Plan below

Dog fouling – this issue has arisen again in a letter from the Head of the academy about another matter, in which he reports that sports coaches once again need to check for and remove dog mess in advance of school activities. Last time this issue was raised, a group of dog owners agreed to monitor the situation and use peer-pressure to persuade other dog-walkers to keep an eye on their dogs and clear up after them. That group has been asked to respond again.

Unfortunately, there have been further reports of anti-social behaviour around the pavilion, with damage to a seat, broken glass at the tennis courts and ruts left in the junior football pitch by a moped. The police are now involved and measures to increase security are being investigated.

##### **b) Tree Management Plan**

An annual visual inspection has been carried out. As a result, a draft Tree Management Plan has been updated and circulated. A decision is needed at the December meeting.

##### **c) Springdale Wood**

An e-mail was received from the Biodiversity Group/Friends of Springdale Wood about issues in the wood immediately before the last PC meeting so, although it has been circulated to Councillors, it could not be considered then. It is an agenda item for December but in the meantime it is reported that notices were placed at the entrances which identified some practices which the notices said should not take place, such as building dens and dogs not being let off leads. The notices have created quite a lot of public disquiet and were apparently ripped off almost immediately. The PC has a 999-year lease on the wood from the Woodland Trust and the wood is looked after by volunteers from the Friends of Springdale Wood. Councillors will need to consider the issues and implications arising from this situation.

##### **d) Allotments – rent review**

It is some time since the level of rents and deposits paid by tenants for their allotments have been reviewed. Councillors need to consider this in the budget-setting process.

##### **e) Car Park**

The work to remove the old wooden dividers and re-surface the car park was carried out by a local contractor between 30<sup>th</sup> November and 2<sup>nd</sup> December after notification was published on-site and via flyers for vehicles in the car park that it would be closed for the duration. Service providers at RBC were also informed. The Council's decision to opt for the more expensive granite instead of limestone is vindicated by the much-improved appearance of the car park.

##### **f) Finance & Precept 2021-22**

The Clerk has worked very hard in implementing the new system of monitoring the PC's finances, and has produced a model of the income and expenditure aspects of the precept calculation. This current year has been very atypical, and it is likely that our year-end figures

for several budget headings will be the same. However, there are some important strategic issues to look at, such as the rising costs of the ageing play area and on-going playing field maintenance.

**g) Policies**

Creating or adopting a policy is an important protection for Councillors. It guides their actions and provides a justification in the event of a challenge. The Clerk has identified and produced a number of policies to cover areas where there is not an existing policy or a policy is outdated. It is recommended that these be adopted and a mechanism for review be considered.

**h) Graham Lomax**

Graham Lomax who died recently was a former Parish Councillor who was very active in the community. With the current restrictions in force, it wasn't possible for anyone but close family to attend his funeral but condolences on behalf of the Parish Council have been sent.

**i) Deputy Clerk**

Liz Reid will be leaving her post as Deputy Clerk a few days after the meeting. Liz has had to respond to the sort of challenges none of us would have predicted, but especially the advent of virtual meetings using Zoom. She has responded magnificently, such that the Council has been able to function relatively normally. That kind of support is priceless, and deserves our heartfelt gratitude, as well as our very best wishes for the future.

**j) Christmas and the New Year**

I regret not being able to share the experience of eating a mince pie or two, as is traditional at a December meeting, but I do send season's greetings in the hope that the coming year will see things getting back to normal as time progresses, and thank you for your continuing efforts on behalf of the community in which we are fortunate to live.