

East Bridgford Parish Council
Minutes of the Virtual Meeting held on Monday 11th May 2020 at 7.30 pm
by video conference.

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

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

Residents: No residents attended for Public Comment

2020/446	Holding of Virtual Meetings
2020/446.1	The introduction of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, which has enabled Parish Councils to hold virtual meetings was noted.
2020/446.2	The revision of Standing Orders to include virtual meeting arrangements in line with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 was noted.
2020/447	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 declared an interest in item 2020/453.2 – Cricket Club.
2020/448	Apologies for Absence No apologies were received.
2020/449	Public Comment
2020/449.1	No members of the public were present at the meeting.
2020/450	Minutes of the Parish Council Meeting held on 9th March 2020 and when approved to sign them as a correct record
2020/450.1	It was proposed that the Minutes be approved and signed, seconded, and all in favour.
2020/450.2	Reports on matters arising from the minutes and answer questions from Councillors
2020/450.2	2020/421.1: Clerk had written to the former Councillor asking for return of the pavilion key however no response had been received ACTION: Clerk to re-send letter to former Councillor 2020/421.1: work on a key register was in progress by the Sports Club and a copy would be sent to the Parish Council 2020/429: contractor had been unable to carry out repairs to the car park due to difficulties in sourcing materials and equipment in the current lockdown situation. It was anticipated that the repairs would be carried out in the next month. A notice would be put up by the contractor informing users that the car park would be closed while the work was being carried out.
2020/451	Chairman's Report
2020/451.1	The Chairman had circulated his report (see Appendix) and most of the items were on the agenda. He noted that:

	<ul style="list-style-type: none"> the Tennis Club had informed him of their intention to open the tennis courts from 13th May in line with the latest government coronavirus guidance. The pavilion would remain closed until further notice the 100th anniversary of when the war memorial was 'unveiled' was 27th June and this would be recognised in some way poppies had been put up for VE Day and he had sought approval from the Highways Department to leave them up until Feast Day or VJ Day. <p>Councillor Dawson commented that bowling had also been mentioned in government guidance and therefore it was likely that the bowling club would want to re-open their lawn.</p> <p>There were no further questions on the Chairman's Report.</p>
2020/452	Decisions Made Under Emergency Measures
2020/452.1	<p>The Clerk stated that the following decisions were made under emergency measures as there had been no meeting in April due to the coronavirus situation:</p> <p>452.1: S137 funding of £1000 to East Bridgford Care Group</p> <p>452.2: S137 funding of £1452.40 for printing costs of the village magazine</p> <p>452.3: Approve and sign the Schedule of Payments – April 2020</p> <p>452.4: Planning application Reference Number: 20/00771/FUL Development: Conversion of existing ancillary building into residential dwelling including the erection of double garage building and addition of boundary treatments. Location: 5 College Street East Bridgford Nottinghamshire NG13 8LE No objection was raised.</p> <p>452.5 Tree works</p> <p>a) 46 Kneeton Rd, removal of 1 Beech Tree</p> <p>b) 5 Lammas Gardens, reduction of Holly Tree and removal of Sycamore Tree. No objections were raised.</p> <p>It was proposed and agreed that all decisions made under emergency measures be noted.</p> <p>The Chairman raised an email which had been received from a resident in relation to the planning application for 5 College Street. The Chairman noted that the application had been circulated to all Councillors and no objections had been received. The deadline for comment had now past. Borough Councillor Simms confirmed that he had not had any contact from the resident.</p> <p>ACTION: Clerk to reply to resident stating action taken by Parish Council.</p>
2020/453	Items for Determination
2020/453.1	Arrangements for maintenance of the field
	<p>The Chairman outlined the situation regarding funding applications being made by the Sports Club for the maintenance of the field. He had asked the club to stop the application for the time-being as the field was the responsibility of the Parish Council. This would allow time for the funding criteria to be assessed and the issue to be considered by the Parish Council in June. Councillors discussed the options.</p> <p>Proposed by Councillor Riddle that the Parish Council proceed with the grass cutting, turf improvement and maintenance arrangements as set out in the report, and review the funding applications in June, seconded by Councillor Dawson and all in favour.</p>
2020/453.2	East Bridgford Cricket Club – request to defer payment
	<p>The Clerk informed Councillors that she had received a request from the Treasurer of East Bridgford Cricket Club to defer payment for the invoice for secondary cuts for the 2019 season. Councillors discussed the potential circumstances and the likely reasons for the request. The Chairman noted that funding had been made available by the Borough Council for sports clubs.</p>

	ACTION: Clerk to write to the Cricket Club Treasurer requesting further information regarding the financial situation in order for the Parish Council to make a decision at the next meeting.
2020/453.3	Request for Clerk to Become Signatory on Bank Account
	The Clerk explained that in order to set up online banking for the Parish Council, the bank required her to be a signatory on the bank account. The Clerk would continue to prepare payments and these would require authorisation from two Councillors prior to payment being made. Proposed by Councillor Verner that the Parish Clerk become a signatory on the Parish Council bank account, seconded by Councillor Bancroft and all in favour.
2020/453.4	Expenditure for Plants and Materials for Planters
	Proposed by Councillor Riddle that up to £100 be spent on plants and materials for the road sign planter boxes on Butt Lane and Kirk Hill, seconded by Councillor Dawson and all in favour.
2020/453.5	Subscription for Zoom Video Conferencing
	Proposed by Councillor Riddle that a monthly subscription to Zoom be set up in order to enable further remote meetings, seconded by Councillor Bancroft and all in favour.
2020/453.6	Electrical Maintenance of the Former Telephone Box and Defibrillator
	Proposed by Councillor Riddle that the electrical maintenance of the former telephone box and defibrillator be carried out in line with the quote received, seconded by Councillor Verner and all in favour.
2020/454	Tree Works
2020/454.1	Recommendations on Rushcliffe Borough Council Tree Works There had been no tree work notifications from the Borough Council other than those minuted in 2020/452.1
2020/454.2	Rushcliffe Borough Council Approved Tree Works Fell fruit tree and cherry tree in courtyard in front of 3 and 4 Burneham Close Decision: proposed work may proceed.
2020/454.3	To receive an update concerning the ongoing maintenance of three cherry trees on the corner of Farm Close and College Street ACTION: Clerk to write to the landowner to recover costs.
2020/455	Planning
2020/455.1	To consider and make recommendations on planning applications and receive RBC decisions No planning applications had been received from the Borough Council.
2020/455.2	Rushcliffe Borough Council Planning Decisions Reference Number: 20/00437/FUL Development: Demolition of existing bungalow. Erection of two-storey dwelling. Widen existing entrance from road. Location: 15 Brickyard Lane East Bridgford Nottinghamshire NG13 8NJ Decision: GRANT PLANNING PERMISSION Reference Number: 20/00313/FUL Development: Two storey side and rear extensions and existing garage to be replaced with new garage. Location: 2 Orchard Close East Bridgford Nottinghamshire NG13 8LH

	<p>Decision: GRANT PLANNING PERMISSION</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 Decision: GRANT PLANNING PERMISSION</p> <p>Reference Number: 19/02914/FUL Development: Construction of new leisure centre with swimming pool and fitness suite, new community hall sharing entrance and common facilities with the leisure building, new separate office building, and new car park to serve these buildings. Location: Land East of Chapel Lane Adjacent Level Crossing Chapel Lane Bingham Nottinghamshire Decision: APPLICATION PERMITTED (conditional)</p>
2020/456	Finance
2020/456.1	To approve and sign the bank reconciliations. The bank reconciliations were approved and signed.
2020/456.2	To approve and sign the Schedule of Payments. The Schedule of Payments was approved and signed.
2020/456.3	To sign cheques for invoices due for payment. The cheques would be signed as appropriate by the Chairman and Councillor Riddle.
2020/456.4	To receive the RFO's report The Clerk reported that she had begun working on the audit and would be depositing the documents for the internal audit shortly. Councillor Riddle would bank allotment cheques at the Post Office in East Bridgford.
2020/457	Insurance/risk assessment issues arising from the agenda. The Chairman had completed risk assessments for: <ul style="list-style-type: none"> • putting up poppies on lamp posts • planting or emptying the planting boxes on the road signs on Butt Lane and Kirk Hill. The revised Parish Council Risk Assessment was noted.
2020/458	Issues arising from GDPR None.
2020/459	Reports from the Clerk The Clerk noted her appreciation for the work the Deputy Clerk had undertaken in ensuring the virtual Parish Council meeting could take place. Councillors added their thanks. The Deputy Clerk informed Councillors that all vacant allotments had now been allocated and all payments had been received for 2020 rent. There was now a waiting list for any future vacant allotments.
2020/460	Item for information only As circulated and noted: <ul style="list-style-type: none"> • Rushcliffe Borough Council – Letter of thanks.
2020/461	Any Urgent Items for Next Agenda
2020/461.1	Councillor Dawson reported that he had been asked on two occasions about the ivy growing up the trees on Butt Lane and whether anything could be done about it. The Chairman noted that the trees were in the hedgerow and were therefore the responsibility of the land owners.

	<p>Councillor Thomas noted the positive work of the Care Group during the coronavirus. Residents had been appreciative of the Easter eggs and cakes on VE Day. Councillor Riddle asked whether they had requested additional financial support from the Parish Council. The Chairman thought they were accessing support from the County Council.</p> <p>ACTION: Clerk to write a letter to the Care Group on behalf of the Parish Council. Chairman to acknowledge their contribution in his Chairman's report for the website.</p> <p>Councillor Bancroft noted his concern about the grass areas in the play area and stated that it was important to keep on top of the maintenance.</p> <p>ACTION: Clerk to contact Streetwise to arrange grass cutting in the play area.</p>
2020/462	Date of Next Meetings:
2020/462.1	Full Council (virtual meeting) to be held on 11th June 2020 at 7.30 pm
	<p>The Chairman thanked Councillors for engaging with the virtual meeting process and noted that it was inspiring to know that Councillors could continue to operate in the current situation.</p> <p>There being no further business the meeting closed at 8.25 pm</p>

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Chairman

Date:

East Bridgford Parish Council

Appendix to the Minutes for the meeting held on 11th May 2020 at 7.30pm by video conferencing

Agenda Item: 2020/451

Chairman's report, April 2020

a. Covid-19

The impact of this pandemic has accelerated and its threat to life has meant that everyone has a responsibility to the community as a whole in how they live and work. Within our own village, the Council is very grateful to all those organisations and individuals who have reacted positively to this and in particular to the Care Group for mobilising volunteers to assist with the vulnerable, the Post Office and the newsagents for continuing and extending services and the medical centre for its continuing health care in very difficult circumstances. There will be other examples of which we are not aware but also merit our heartfelt thanks on behalf of our community.

I wish to also thank my fellow Councillors and our two officers for embracing the challenges of finding new ways to work within a rapidly changing structure of regulation so that the Council can actively support the community while at the same time keeping things going so that there is as little disruption as possible both now and that time somewhere in the future when things start to return to normal.

b. Highways, yellow lines and car park

Old yellow lines and bus stops have been re-painted but the proposed ones near the crossroads are still awaited, and presumably may have to wait until the current situation improves.

The order to re-surface the car park has been issued and the contractor asked to give notice to the public when it will be closed for the work to be done.

c. Tree planting and Tree works

The work on the cherry trees on Haycroft Way & College Street has been completed, and the works on Butt Close will be carried out in the next week or so.

The four trees ordered from RBC in conjunction with the Friends of Springdale Wood have now been re-planted on Brunts Lane. They had to be moved because they were in the way of previously unknown planned maintenance of the ditch and hedgerow.

d. Butt Close

The Play Area, pavilion, bowls green and tennis courts have been closed until further notice (except for maintenance). The gates to the Play Area have been taped shut and the 'pendulum' removed from the zip wire. Generally, Butt Close remains open for exercise but activities are limited to no more than two people except where they live together, in line with the Government advice. Notices have been placed at various locations around the field.

The weather has improved and the first cut of the field has taken place. The arrangements still need to be finalised with Mark Walton but at least the mowing programme has begun at the right time.

e. Noticeboards

The three community notice boards have been installed on the bus shelter walls, after the shelter itself had been re-stained. Around the same time, the Perspex windows of the two parish notice boards were replaced and the visibility of the notices has been massively improved.

f. VE Day

Any celebrations will be cancelled or severely curtailed in the current situation. However, the large poppies have arrived and will be mounted as agreed on the lamp posts of Main Street and Kneeton Road in the week leading up to VE Day. A donation to the British Legion can be made when the Council purchases wreaths for Feast Sunday and Remembrance Sunday.

g. Allotments

These are currently open but subject to conditions in line with Government advice which have been notified to allotment holders.

h. Meetings & workload

At the moment, monthly meetings are suspended and the APM has been postponed until further notice. The Clerk is working very hard to update regulations and risk assessments to allow for essential decisions to be made by e-mail, and varying priorities for both herself and the Deputy Clerk. At a time when we are all busy trying to find the best ways to support our own families, I'm personally very grateful to both of them and to all of you for all the effort put in to our work on behalf of the community. The change to e-mail consultation and decisions in particular is very onerous and we will continue to look at ways to manage that, including prioritisation. On the APM, the annual report will be published on the original timescale.

Chairman's Report May 2020

a. Covid-19

The whole community is adapting to the very different ways in which life continues during the pandemic. Traffic is drastically reduced apart from the number of brightly coloured grocery delivery vans (for those fortunate to find delivery slots) and the sight of socially distancing queues to get into the Post Office or newsagents are a reminder that the vast majority are doing their best to keep "r below 1", as the scientists advise. So it is, when Councillors cannot meet physically, that we will do our best to use technology to have a virtual meeting. Our Deputy Clerk, Liz, has been working hard to find a solution, and after some trial runs, it has been decided to focus on using Zoom. This will be a challenge, not least to your Chairman, who has been one of the more difficult guinea pigs in this process, but it will be well worth the effort.

b. Annual Meeting of the PC

This should normally take place during May but covid-19 changes to regulations allow for this to be postponed. Part of the implications of this is that the posts of Chairman and Vice-Chairman, and the composition of Committees, continue as at present.

c. Car Park

The order to re-surface the car park has been issued and the contractor will be proceeding in 3-4 weeks' time as there are issues with equipment hire & materials availability at the moment.

d. Tree works and road sign planters

The works on Butt Close have been carried out. The road signs at the entrances to the village on Butt Lane and Kirk Hill are normally planted with annual plants like geraniums. It may be possible to get these on-line if Councillors wish to approve the expenditure.

e. Butt Close

The Play Area, pavilion, bowls green and tennis courts continue to be closed until further notice (except for maintenance). The gates to the Play Area have been taped shut and the 'pendulum' removed from the zip wire. Generally, Butt Close remains open for exercise but activities are limited to no more than two people except where they live together, in line with the Government advice. The situation will be kept under review in the event that the advice changes.

The issues around on-going maintenance have been circulated in a separate report and the Sports Club have been consulted, with some recommendations. It is expected their comments will be available before the meeting, and Councillors will be updated.

f. VE Day

All public gathering celebrations have been cancelled in the current situation. However, the large poppies will be mounted as agreed on the lamp posts of Main Street and Kneeton Road by VE Day. It is recommended that these be left in place until after the annual village remembrance service on Feast Sunday at the end of June whether this service goes ahead or not.

g. Civic Society

Councillors will probably have seen a recent e-mail about this. It is suggested that the PC acknowledges the approach for the time being in advance of formal composition, election of officers and a published constitution.

Virtual Meeting of the East Bridgford Parish Council held on 11th May 2020
FINANCIAL REPORT

Statement of Account at **30th April 2020**

Balances:

	£
Bank of Scotland current account	81,649
Less unrepresented cheques	356
Balance	81,293

*** 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		£2,500.00	

Summary of Receipts and Payments

<u>Receipts</u>	01.04.20 to	
<u>Accounts heading</u>	30.04.20	<u>Description</u>
Allotment Rents		£155.00
Half year precept		£20,575.00
		£20,730.00
Total		

Payments

Accounts Heading

Cheque			
11867	B Crossland	Tree Works	£600.00
11868	Vantage Training	Website management	£301.50
11869	Staff)	
		Staff expenses and	
11870	Staff) wages	£1,030.87
11871	Staff)	
11872	Staff)	
11873	B Crossland	Maintenance Contract	£420.00
			£2,352.37
Total			