

**East Bridgford Parish Council**  
**Minutes of the Virtual Meeting held on Monday 13<sup>th</sup> July 2020 at 7.30 pm**  
**by video conference.**

**Present:** Councillors P Clarke (Chairman), T Strutt, P Bancroft, M Monni, G Stevens and M Verner

**Also present:** County Councillor F Purdue-Horan, Borough Councillor D Simms, Anne Chisholm, Clerk

**Residents:** Three residents attended for Public Comment

It was noted that the meeting would be recorded for the purpose of preparing the minutes.

<b>2020/481</b>	<b>Declarations of Interest in any matter on the agenda</b>
	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.
<b>2020/482</b>	<b>Apologies for Absence</b> Apologies were received from Councillors Riddle and Dawson, and the Deputy Clerk.
<b>2020/483</b>	<b>Public Comment</b>
<b>2020/483.1</b>	<p>A resident noted that previously there had been an agenda to consider items from the Community Plan Group including an update around the communications strategy.</p> <p>The Chairman explained that the agenda for Parish Council meetings had been reduced due to these being virtual meetings. The Clerk added that this was following advice from the National Association of Local Councils (NALC). The Chairman noted that the Community Engagement Strategy was on the agenda (item 8.3). The Clerk reported that the strategy had been approved in January with a review date of July 2020. She had also received an email from a resident about community engagement which had been added to the agenda (item 8.2).</p> <p>A resident suggested that it would be a good idea if parishioners were allowed to register to receive copies of parish council public notices including agendas automatically. Residents would have to opt in and it was no more work for the Parish Council than producing an email list. The resident felt that it would be more helpful than putting the agenda on the noticeboard or requiring people to wait until last minute to check if notice had been placed on the website.</p> <p>The item was brought forward and discussed by the Council (minute 2020/498.2)</p> <p>There was no other public comment.</p>
<b>2020/484</b>	<b>Minutes of the Virtual Parish Council Meeting held on 8<sup>th</sup> June 2020</b>
<b>2020/484.1</b>	<b>It was proposed that the Minutes be approved and signed, seconded, and all in favour.</b>
<b>2020/485</b>	<b>Minutes of the Virtual Extraordinary Parish Council Meeting held on 22<sup>nd</sup> June 2020</b>
<b>2020/485.1</b>	<b>It was proposed that the Minutes be approved and signed, seconded, and all in favour.</b>

<b>2020/486</b>	<b>Matters Arising</b>
<b>2020/486.1</b>	<p>Matters Arising from the meeting held on 8<sup>th</sup> June</p> <p>2020/454.3: No response had been received to the letter sent to the land owner. <b>Action: Clerk to telephone land owner</b></p> <p>2020/472.4: The application for online banking was in progress. <b>Action: Councillors to sign online banking forms</b></p> <p>2020/476: Councillor Riddle had spoken to the former Councillor regarding the Pavilion keys. <b>Action: Clerk to write to former Councillor to follow up conversation.</b></p>
<b>2020/486.2</b>	<p>Matters arising from the extraordinary meeting held on 22<sup>nd</sup> June 2020</p> <p>2020/484.3: Tree works consultation process update The Clerk informed Councillors that a further member of the Wildlife and Bio-Diversity Group was willing to provide comments on trees work requests in future.</p>
<b>2020/487</b>	<b>Chairman's Report</b>
<b>2020/487.1</b>	<p>The Chairman had circulated his report (see Appendix) and most of the items were on the agenda. He noted that:</p> <ul style="list-style-type: none"> <li>• Butt Close: the situation was changing fast in relation to easing of lockdown. Formally the play area could be reopened when it was safe. The Clerk had put considerable work into preparing a risk assessment for play area. It would be discussed further under item 14 (minute 20/505.1).</li> <li>• New signage would be required for updated situation at the play area. The Clerk has purchased a laminator for this.  <b>Proposed by the Chairman that emergency expenditure for a laminator at a cost of £16 and ongoing consumables be authorised, seconded by Monni and all in favour.</b></li> <li>• Domestic cricket was able to begin the following weekend. The Sports Club had a signed lease with the Cricket Club for use of the pavilion, however due to the current coronavirus guidelines they were unable to use the pavilion. The Cricket Club and Bowls Club had sought approval to park their cars on the hardstanding at the top of the field, although the car park was closed. Councillor Clarke and Councillor Monni declared an interest in the item as they had links to the clubs and took no further part in the discussion.  <b>Proposed by Councillor Strutt that the Cricket Club and Bowls Club be allowed to park on the hardstanding area at the top end of the field, seconded by Councillor Bancroft and all in favour.</b>  <b>Action: Chairman to email Sports Club, Bowls Club and Cricket Club to inform them of decision.</b></li> <li>• 80<sup>th</sup> anniversary of a fatal accident at RAF Newton commemoration event was becoming a substantial event with relatives attending, however numbers still limited by risk assessment.</li> <li>• Geraniums had been stolen from planters at Butt Lane.</li> </ul> <p>There were no further questions on the Chairman's Report.</p>

<b>2020/488</b>	<b>Items for Determination</b>
<b>2020/488.1</b>	<b>Revised Standing Orders 2018</b>
	Defer to September meeting
<b>2020/488.2</b>	<b>Establishment of Community Email System</b>
	<p>The Chairman noted points raised by resident regarding the establishment of a community email system. The Clerk felt it was a good idea from a communications perspective however there was no automatic email facility on the website to update a group of people. There would be GDPR issues and a cost to the Council. Councillors discussed the suggestion and the current website and on balance felt that the current method of posting notices on the Parish Council noticeboards and on the website was sufficient. The Chairman would also include information on where to access the agendas in his Chairman's Report.</p> <p>Councillors agreed that the contract with the website host would be reviewed prior to renewal.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Clerk to investigate when the current contract with the website host expired</b></li> <li>• <b>Chairman to include information about the next Parish Council meeting in his Chairman's report on the website and in the village magazine.</b></li> </ul>
<b>2020/488.3</b>	<b>Community Engagement Statement</b>
	<p>The Clerk reminded Councillors that the Community Engagement Statement had been adopted by the Parish Council at its meeting in January with a review date of July. The Chairman asked that there be an agenda item for the September meeting on the Community Plan including the statement.</p> <p><b>Action: Clerk to add Community Plan to September agenda.</b></p>
<b>2020/488.4</b>	<b>Annual Subscription to Zoom</b>
	<p>Councillors discussed the option of purchasing an annual subscription for Zoom to enable virtual meetings to take place. There was a saving of £59.95 against a monthly subscription. The Clerk reminded Councillors that the legislation allowed virtual meetings only until May 2021, although NALC had received representations from Councils wanting virtual meetings to continue beyond that date.</p> <p><b>Proposed by Councillor Strutt that an annual subscription for Zoom be purchased, seconded by Councillor Monni and all in favour.</b></p>
<b>2020/488.5</b>	<b>NALC Code of Conduct Consultation Request</b>
	<p>The Clerk had circulated a request from NALC for consultation on the Code of Conduct. The deadline for responses to the consultation was 17<sup>th</sup> August.</p> <p><b>Action: Councillors to submit comments individually.</b></p>
<b>2020/488.6</b>	<b>Delegated Authority to Pay Staff and Invoices in August</b>
	<p><b>The Chairman proposed that delegated authority to pay staff and invoices in August be authorised, seconded by Councillor Verner and all in favour</b></p> <p>The Clerk noted that the August payment list would be presented to September meeting of the Council as there would be no August meeting.</p>
<b>2020/489</b>	<b>Report from Planning Committee</b>
<b>2020/489.1</b>	<b>Verbal Report from Planning Committee</b>
	<p>The Chairman gave an update from the Planning Committee held that evening: five planning applications had been considered and no objections were raised. The application for the land at the former RAF Newton was also considered and the Committee agreed to resubmit comments made in January. The new development</p>

	<p>on Butt Lane had not appeared on RBC website as yet. An application for tree works on Bramley Close was discussed with a recommendation that pruning did not exceed 20% of the crown.</p> <p>The Clerk updated Councillors on the new house on College Street: a brick wall now replaced the new fence and work had been undertaken by RBC's Conservation Officer to agree the most suitable bricks to use. The Chairman added that this was in response to an anonymous email from a resident questioning the work that had taken place.</p>
<b>2020/489.2</b>	<b>Butt Lane Housing Development Application</b>
	The Chairman noted that following a request from the residents on Bridleways at the Extraordinary meeting of the Council the residents had met with the developer. Councillor Verner noted that he had received an email from a resident following the meeting regarding plans which would impact on their property. He had asked that the residents contact the Borough Councillor. Councillor Simms noted that he was awaiting the full planning application.
<b>2020/490</b>	<b>Finance</b>
<b>2020/490.1</b>	The bank reconciliation was approved and signed.
<b>2020/490.2</b>	The Schedule of Payments was approved and signed.
<b>2020/490.3</b>	The cheques for invoices would be signed as appropriate by the Chairman and a Councillor.
<b>2020/490.4</b>	Quarterly Internal Audit Report The Quarterly Internal Audit Report had been received. There were no concerns.
<b>2020/490.5</b>	Quarterly Budget Update The quarterly budget update had been circulated. The Clerk highlighted the increase in PAYE expenditure which was a result of additional hours accrued by staff.
<b>2020/491</b>	<b>Annual Receipts and Payments of Accounts</b>
	The Annual Receipts and Payments of Accounts had been checked by the internal auditor.  <b>Proposed by Councillor Strutt that the Annual Receipts and Payments of Accounts be approved, seconded by Bancroft and all in favour.</b>
<b>2020/492</b>	<b>Annual Internal Auditors' Report</b>
	The Annual Internal Auditors' Report was noted.
<b>2020/493</b>	<b>Annual Governance Statement 2019/2020</b>
	<b>Proposed by Councillor Strutt that the Annual Governance Statement 2019/2020 be approved, seconded by Councillor Bancroft and all in favour.</b>  The Clerk explained that the Statements would be sent to the external auditor and there would be a 30 day Public Inspection period.
<b>2020/494</b>	<b>Accounting Statements 2019/2020</b>
	The Accounting Statement 2019/2020 had been checked by internal auditor.  <b>Proposed by Councillor Strutt that the Accounting Statements 2019/20 be approved and signed by the Chairman, seconded by Councillor Bancroft and all in favour.</b>

<b>2020/495</b>	<b>Playing Field, Pavilion and Play Area</b>
<b>2020/495.1</b>	<p>Councillor Bancroft reported a number of issues relating to the play area. The play area had been closed since the coronavirus lockdown in March and as a result routine maintenance had not been carried out. A recent ROSPA report had highlighted a number of areas of concern including damaged fencing and the need for more bark in certain parts of the play park. The basketball backboard had been vandalised and needed replacing. Councillor Bancroft had sought quotes from contractors for the work. Councillors discussed the play park and quotes and noted there was no contract for ongoing maintenance of the play park. They considered the expense of maintaining the park, and also the asset it was to the village children who had been unable to attend school and get out to play since March. Councillor Verner suggested that the play park should be replaced with new equipment. The Chairman noted that this was a separate project and that re-opening the play park was a priority. Councillor Verner asked that a play park project be on the agenda for the September meeting.</p> <p>Councillor Bancroft reported that whilst carrying out his weekly inspection the previous day he had to indicate to users that the play park was closed. Ties had been cut and removed. He believed that it would take at least a week for the maintenance and repairs to be carried out. The Clerk added that the play area also had to be covid-19 safe. As there were no ground staff to clean the equipment additional signage was required informing users of this and asking that hand sanitizer be used.</p> <p><b>Proposed by Councillor Strutt that the maintenance and repair work be carried out as per the quotes received at a total cost of £2403 plus VAT by Councillor Bancroft seconded by Councillor Monni and agreed, with one abstention.</b></p> <p>The Chairman re-iterated the need to get the play park open for now and look at a project in more detail in the future. He thanked Councillor Bancroft for his regular checks of the play area.</p>
<b>2020/495.2</b>	Repairs and Maintenance Included in minute 2020/505.1
<b>2020/496</b>	<b>Reports from Councillors</b>
	<p>Councillor Strutt asked about progress on the yellow lines beside the church corners. Councillor Purdue-Horan noted that it was likely this had been delayed due to coronavirus.</p> <p><b>Action: Clerk to follow up with Highways</b></p>
<b>2020/497</b>	<b>Correspondence for Information</b>
<b>2020/497.1</b>	<p>NALC – Website Accessibility Publication: the Deputy Clerk was working on changes to website required to meet the accessibility requirements and would report this to the September meeting.</p> <p>RBC – Covid 19 Financial Implications.</p>
<b>2020/498</b>	<b>Insurance/risk assessment issues arising from the agenda.</b> Play area and sports field – see minute 2020/505.1.
<b>2020/499</b>	<b>Issues arising from GDPR</b> None.
<b>2020/500</b>	<b>Date of Next Meetings:</b>
<b>2020/500.1</b>	<b>Planning Committee (virtual meeting) to be held on 10<sup>th</sup> August 2020 at 7.00 pm</b> <b>Full Council (virtual meeting) to be held on 14<sup>th</sup> September 2020 at 7.30 pm</b>

	The Chairman thanked Councillors for their contributions to the meeting. There being no further business the meeting closed at 8.55 pm
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Chairman

Date: .....

## **East Bridgford Parish Council**

### **Appendix to the Minutes for the meeting held on 13<sup>th</sup> July 2020 at 7.30pm by video conferencing**

#### **Agenda Item: 2020/487**

#### **Chairman's Report July 2020 (updated 12<sup>th</sup> July 2020)**

##### **a. Butt Lane development**

The level of interest continues to grow even though no planning application has been published at the time of writing. As a result of the public input at the extraordinary meeting, the developers agreed to meet with residents of Bridleways. This issue will form part of the Planning Committee agenda at 7.00pm, immediately prior to the full Council meeting.

##### **b. Butt Close**

There have been further significant changes in lockdown conditions, and these will be assessed carefully against the identified risks. For the Play Area, the Government has indicated that outdoor facilities like this may open. The Clerk has done considerable work in drawing up a risk assessment based on advice from NALC and others, and together with Councillors Bancroft and Riddle who have been looking at the latest ROSPA report, which was very timely in this case, will make recommendations to the Council. One aspect has become very clear – as things change, signs rapidly become out of date, and the latest risk assessment means new signage will be needed urgently. Hence the Clerk is asking the Council to approve the purchase of a laminator under the emergency funding process.

Elsewhere, the Government has advised that domestic cricket can resume from the 11<sup>th</sup> July and the SC will be looking at the implications of that with the cricket club, which has carried out a risk assessment based on national guidelines from the ECB. Since that imposes significant restrictions on access to the pavilion, the cricket club has requested that, when matches resume, they may bring cars on to the site as usual so that they can be used for shelter in the event of rain stopping play. Cars were prevented from accessing the site at the outset of the lockdown but the reference in the latest Government guidance is that 'car parks may reopen if they need to'. In a normal summer, cars of members of the cricket club, and bowls club (by reasons of mobility issues in the latter case) are allowed on to the field when the clubs are playing provided they park at the top end only. The Council is asked to give approval for this to be reinstated for both clubs with immediate effect (as an Officer of the Bowls Club, I have a declared interest and will take no part in the discussion or decision).

The tennis club has written about problems on the courts caused by material falling from adjacent trees and have requested they be pruned substantially. The club has been advised that such works normally take place in the dormant period from late autumn onwards and may be considered for inclusion in any overall programme of tree works on PC land in due course, if Councillors agree.

Finally, the football club continues to seek funding to improve the main pitch although many avenues are limited to those clubs with their own facilities and exclusive use of pitches.

**c. Feast Sunday Remembrance 100<sup>th</sup> anniversary, 80<sup>th</sup> anniversary of a fatal accident at RAF Newton and VJ Day**

The 100<sup>th</sup> anniversary of the annual remembrance took place on Feast Sunday, thanks to the Reverend Ruth Colby and the PCC, who together were able to plan a moving and solemn event within the current covid-19 conditions. Planning continues for a further event to mark the 80<sup>th</sup> anniversary of the fatal accident at RAF Newton on the 27<sup>th</sup> July. This will be a short commemoration starting hopefully with a dedication of a Commonwealth War Graves plaque to be placed on the lychgate (subject to it arriving in the current situation). Numbers will be limited by invitation depending upon the limits in force at the time of finalising the event and Church of England guidance. Both I and the Chair of Newton Parish Council will be attending and taking part in some elements of the commemoration, which will take place at the site of the three war graves, which are sited near the hedge at the bottom left of the churchyard.

The poppies on the street lights will remain until the 75<sup>th</sup> anniversary of VJ Day on 15<sup>th</sup> August to mark that occasion. Since there is not currently any meeting planned for August, Councillors may wish to make a statement for the record about this, and about those who were involved in that conflict which continued after the end of the war in Europe.

**d. Car Park and road sign planters**

Within a week of planting a display of flowering plants in the road sign planter boxes, someone removed the five geraniums which formed the central display of the Butt Lane box. This is disappointing but the remaining smaller plants are holding their own and so the recommendation is not to replace them. Those on Kirk Hill are unaffected and have become established.

An update about the car park will be provided at the meeting.

**Virtual Meeting of the East Bridgford Parish Council held on 13<sup>th</sup> July 2020**

**FINANCIAL REPORT**

**Statement of Account**

At

30th June 2020

Balances:

	£
Bank of Scotland current account	79,916
Less unrepresented cheques	508
Balance	<b>79,408</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**

01.06.20 to  
30.06.20

Receipts

Accounts heading

Description

HMRC	£858.77
Cricket Club	£494.40
Land Rent	£17.29
Wharf Rent	£1,275.00
Total	<b>£2,645.46</b>

Payments

Accounts Heading

Cheque			
11882	Staff	)	
11883	Staff	)	
11884	Staff	)	Staff expenses and wages
11885	Staff		£975.15
11886	Proweb		Website hosting
11887	Jon Walker Timber		Play area repairs
11888	Oglesby Nottm		Defib/telephone electrical maint.
11889	P Clarke		Plants & compost
11890	Royal British Legion		Grant - Poppy Appeal
11891	B Crossland		Maintenance contract
			£420.00
Total			<b>£2,302.68</b>

Signed .....

Chairman EBPC

Dated .....

Signed .....

Clerk & RFO

Dated .....