

**Minutes of the Parish Council Meeting held on Tuesday 7<sup>th</sup> March 2017 at 7pm  
The Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr Andrew Gough (Chairman), Cllr Paul Berrisford, Cllr John Boot, Cllr John Charles-Jones, Cllr Patrick Smith, Cllr Colin Starke, Cllr Jane Stone, Cllr Jan Turton, Cllr Charles Wardle, Cllr Pat Woodfield.

IN ATTENDANCE: Averil Marczak (Clerk), Cllr Boyd Elliott (NCC, part only), PCSO Kennedy (part only), 1 resident (part only).

**3105. APOLOGIES FOR ABSENCE AND ACCEPTANCE**

Apologies were received and accepted from Cllr Margaret Briggs and Cllr Helen Greensmith (GBC).

**3106. DECLARATIONS OF INTEREST**

The Clerk had granted a dispensation to Cllrs Boot and Smith to discuss and vote on the business regarding the Sam Middup Field on this meeting's agenda only.

**3107. POLICE MATTERS**

The meeting was suspended and PCSO Kennedy asked members for any issues requiring police attention. Members briefed him regarding the incidence of graffiti and vandalism. PCSO Kennedy said that he would try to increase police presence in the village at night time and park in the Village Hall car park as a deterrent, although cautioning that PCSO resources were now spread very thinly across the villages. He recommended lighting around the pavilion. At 7.10pm PCSO Kennedy left and the meeting was reconvened.

**3108. MINUTES OF THE PARISH COUNCIL**

The minutes of the meeting held on 14<sup>th</sup> February were approved.

**3109. CHAIRMAN'S REPORT**

The Chairman reported that, while delivering leaflets to households to publicise the EA meeting, he had been heartened by the number of positive comments he had received regarding the purchase of the Sam Middup Field.

The Chairman expressed concern and disappointment at Cllr Elliott's failure to arrange a meeting regarding traffic calming on Main Street following the accident in October, when a horse and rider had been hit by a lorry. Despite several chasing emails no meeting had been arranged nor progress reported. Cllr Elliott apologised.

**3110. COUNTY REPORT**

Cllr Elliott had presented a petition for the resurfacing of Main Street to NCC's full council on 15<sup>th</sup> September, however NCC were now planning to patch the potholes and had marked up the areas for repair. A surface re-dressing had also been discussed, but was subject to approval by committee. Potholes on Foxwood Lane also required repair. Cllr Elliott had been unable to get any update regarding the Supporting Local Communities Fund.

Cllr Stone asked Cllr Elliott to request that the lines on the exit from the slip road between Lowdham Lane and the Epperstone bypass be repainted, and a no entry sign be installed, to avoid motorists driving the wrong way up this road in error. Cllr Smith requested that Cllr Elliott

remind Cllr Greensmith to respond to his query regarding decisions taken by the Planning Department which appeared inconsistent with the draft Conservation Area review.

**3111. WOODBOROUGH WETLAND SCHEME**

The planning application for the scheme had been delayed and would probably be made in April.

Cllr Elliott left at 7.30pm.

**3112. VILLAGE SHOP**

Cllrs Wardle and Berrisford had discussed the suggestion to deliver a “Use it or lose it” leaflet with the shop’s owner and reported that he did not feel that it was appropriate.

**3113. SAM MIDDUP FIELD**

It was resolved to ask GBC to remove the field from the SHLAA. A resident had raised a query by email as to whether there were any conditions attached to the loan regarding retention of the land for recreational (and not development) use. DCLG had advised the Clerk that their approval would not be required if, during the life of the loan, the parish council of the day decided to sell all or part of the land for development.

The ditch works had been completed to a high standard. Tallents Solicitors had informed the Clerk that the purchase of the land by Woodborough Parish Council had now been registered by the Land Registry. It was agreed to ask Tallents to store the original titles (at no cost).

The Clerk presented a draft consultation questionnaire and requested feedback and comments before April’s meeting. It was agreed to get costings for a reply paid return envelope. Due to workload, the Clerk had yet to complete work on redacting confidential papers in line with ICO guidelines.

**3114. GREENWOOD TREE PLANTING GRANT**

Six oak trees had been planted on the southern boundary of the Sam Middup Field.

**3115. GROUNDSMAN TENDERING PROCESS**

Two tenders had been received. After considerable debate it was agreed to accept Gardenscape’s tender, but to leave responsibility for cutting the playing field with the Cricket Club. It was agreed to give the Cricket Club £300 off their rent in 2017/18 to make good the loss of the Football Club’s contribution towards grass cutting.

**3116. GREAT UPDATE**

Cllr Starke reported that, through the efforts of Cllr Briggs, a £1500 grant had been secured from the Samuel Eden Trust, bringing GREAT’s funds to £78,000 (before next year’s budgeted contribution from the PC). Ian Brown, Chairman of GREAT, had issued an invitation to tender to equipment suppliers on ESPO’s Framework 115 with a closing date of 24<sup>th</sup> March; he had received three responses already.

**3117. PLANNING ENFORCEMENT AND CO-OP SITE**

There was no update regarding the Co-op site.

**3118. PLANNING STRATEGY**

Cllr Smith reported that during week two of the Inspector's hearings, housing allocation in urban areas had been considered. There had been discussions regarding the proximity of housing to Dorket Head. Calverton PC had raised the issue of the lack of regard for ancient monuments, prompting GBC to revisit part of their documentation. The "Other Villages" category (which included Woodborough) would be considered shortly and Cllr Smith would attend the hearings on these days. An indicative plan for development on the new Broad Close/Private Rd site had been submitted; the plan comprised 15 dwellings - a combination of houses, bungalows and affordable housing, with access from Broad Close.

**3119. PLANNING**

There was no objection to PC987, GBC 2017/0136 for internal alteration to convert the rear portion of the existing garage to form a kitchen dining area and proposed extension to side elevation of bungalow to provide new utility and garage spaces at 12 Ploughman Avenue. It was agreed to comment that any works must not interfere with the stability of the bank backing onto Shelt Hill.

**3120. CHURCH YARD**

Following a query by the Clerk, Cllr Turton had received confirmation from a Church Warden at St Swithun's that the war memorial was the Church's responsibility.

**3121. PLAYING FIELD**

The Clerk had asked the school for the timings of their grass cuts so that the Cricket Club could avoid duplication. Mr Hopwell had asked the school's site manager to liaise with the PC.

**3122. ALLOTMENTS**

One new tenant had been found. Two full plots and one half plot were vacant following a further resignation. It was likely that the school would take a plot. Cllr Berrisford suggested that the two full plots needed clearing if new tenants were to be found; he had approached a trustee of Woodborough Charities to enquire whether they would support this expenditure and would report back.

**3123. HEALTH & SAFETY**

Cllrs Starke and Woodfield had acquired new templates for the fire risk assessment and Cllr Starke would start work on it shortly. Cllr Woodfield had a meeting with the caretaker planned in April to discuss the Village Hall risk assessment.

**3124. RIGHTS OF WAY AND FOOT PATHS**

Cllr Berrisford reported that the broken foot bridges on footpath no. 2 and no. 4 had been, or would be, repaired by NCC.

**3125. CORRESPONDENCE & EXCHANGE OF INFORMATION**

The Clerk had received an email regarding the new cemetery noticeboard. Subsequently the chairman had met with a resident who pointed out that one of the legs of the noticeboard was positioned above a grave space. The Chairman apologised for any distress caused and it was agreed to ask Malcolm Lane to remove the noticeboard to a location 3 feet nearer the hedge where there were no grave spaces. The following items were noted: GBC, various agendas and press releases.

**3126. CEMETERY**

A burial had taken place in February and two further graves had been reserved. Gedling Borough Council had completed their works at the cemetery to a high standard.

At 8.55pm a resident left.

**3127. VILLAGE HALL**

The Clerk gave an update from the Village Hall Working Party. The Monday night exercise class had been turning the radiators off and opening doors and windows, leaving the hall cold for subsequent users. The caretaker had agreed to discuss the matter with the instructor. Preschool had informed the VHWP that they would not be applying for more hours this academic year 2017/18. If they felt that they needed to offer 30 hours, the first strategy would be to extend their opening hours on the days they already operated. The bookings meeting was arranged for 18<sup>th</sup> May at 6.30pm. The Clerk would try to book floor cleaning during the Easter holidays. Cleaning of the chairs was planned for the summer. A response had been received from the hall users who had left the sound and light equipment in an unacceptable condition; further action was agreed. Cllr Woodfield presented a specification for the refurbishment of the children's toilets and it was agreed to seek three tenders. It was agreed that the Clerk would seek quotes from professional cleaners who could cover the caretaker's holiday this year.

**3128. CONFIDENTIAL STAFFING ITEM**

*CONFIDENTIAL ITEM.*

**3129. FINANCE**

The Clerk presented the financial statement and 14 payments, totalling £3182.40 net, were approved for payment. The Clerk recommended that the PC purchase finance software from RBS, the initial cost of which was approximately £700 plus VAT, and the annual cost thereafter £116 plus VAT. This was agreed.

**3130. CLERK'S REPORT AND ANNOUNCEMENTS**

The caretaker had applied to join the pension scheme with effect from April 1<sup>st</sup> 2017.

**3131. NEWSLETTER**

It was agreed to include notices regarding dog fouling, the donation from the Samuel Eden Trust, and the allotment vacancies.

**3132. AOB (FOR INFORMATION ONLY)**

Cllr Wardle planned to contact the decorator regarding the painting of the Governors' Field railings. Cllr Turton requested that the railings planter be reinstated by May 1<sup>st</sup>.

**3133. DATE OF THE NEXT MEETING**

The date of the next PC meeting was confirmed as April 11<sup>th</sup> 2017 at 7pm.

The meeting finished at 9.22pm.