

**Minutes of the Parish Council Meeting held on
Monday 7th January 2008 at 7:00 pm in
The Village Hall, Lingwood Lane, Woodborough, Nottinghamshire.**

PRESENT

Cllr. Geoff Parkinson (Chairman), Cllr. Margaret Briggs (Vice Chairman), Cllr. John Boot, Cllr Paul Hough, Cllr. Mavis Leafe, Cllr Richard Pietkiewicz, Cllr. Joanne Roper, Cllr. Jan Turton, Cllr Charles Wardle, Cllr Richard Whincup and Cllr Kathryn Wiltshire.

IN ATTENDANCE

Mr Roger J Hawkins (Clerk), Sue Budden and Cllr. Mark Spencer.

424. **APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr. John Boot.

425. **MINUTES OF PREVIOUS MEETING**

Minutes of the meeting held on Monday 3rd December 2007 were agreed with a minor amendment to minute 423 and signed by the Chairman.

426. **REGISTRATIONS OF INTEREST**

None given.

The Chairman invited Sue Budden from Nottinghamshire Rural Communities Council to give a presentation on Parish Plans.

427. **COUNTY REPORT**

Cllr. Mark Spencer reported that he was confident the street lights would be extended on Foxwood Lane as previously discussed but the County Highways department would not give a firm date. Further details were expected before the February meeting. The 30 mph sign would automatically be resited.

Cllr Richard Whincup considered the state of the road surface to be very poor and in need of attention in a number of locations. Cllr. Mark Spencer agreed to discuss with Highways and report back.

428. **DISTRICT REPORT**

In the absence of Cllr. John Boot the clerk presented a short report. Cllr. John Boot wished to recommend that the Parish Council write to Mr, Bob Middleton, previously chief executive of Nottinghamshire RCC, congratulating him on his MBE.

429. **PLANNING APPLICATIONS**

Reference 688. Application by Mr T Lock of Woodborough Hall to construct a view to the cellar, no objection.

Reference 689. Application by Mr R Allen of 7 Dover Beck to construct an extension to a bungalow, no objection.

430. **FLOOD PREVENTION**

Cllr. Margaret Briggs reported on a recent meeting held with representatives from all the agencies involved in flood prevention and considered real progress had been made on a number of fronts and actions agreed for the future. Clearing the culverts had almost finished with only two days remaining and new grills had been designed and these were the subject of consultation. It was apparent that all the agencies were

working well together. Consultants had been appointed by the Environment Agency to undertake a strategic review and this report should be available by April when another meeting would be held.

A Flood Fair was scheduled in March.

The land drain on the Playing Fields and remedial work to the dyke had been completed.

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

The clerk suggested that it would be appropriate for members while engaged outside on Parish Council business should wear high visibility waistcoats. It was proposed and agreed to purchase 10 waistcoats in various sizes.

The clerk reported that some members had spoken to him about holding regular Parish Council Surgeries. It was agreed to have a trial period of three months during which time a surgery would be held at the Four Bells with two councillors in attendance on the same evening as the Parish Council meeting and between 6.00 and 7.00 pm. There was also a discussion on how to encourage members of the public to attend and speak at meetings. It was agreed that in principle there was no objection to bringing forward any agenda item when a member of the public wished to talk on a specific item.

432. **FINANCE**

The financial statement was accepted and 20 cheques and direct debits were authorised and signed totalling £4204.49 including £162.56 VAT.

The Chairman noted that it was the practice of some Parish Councils to set aside a sum of money every year for specific activities and suggested that it would be appropriate to do so for the churchyard so that a five-year maintenance plan could be agreed. It was proposed and agreed to commit £500 annually.

The draft budget proposed by the clerk was agreed with minor amendments. The budget reflected new commitments in the churchyard, extension to the grass-cutting contract, on going work of the village contractor, improvements to the village hall, especially the kitchen and various other projects in mind.

On the basis of the budget it was proposed and agreed unanimously to set the precept at £18,150. It was noted that this was the first increase in the precept for 5 years.

The clerk confirmed that the tender for grass cutting in the village had been sent to four contractors who had been asked to respond with quotes by the end of January if they wished to be considered.

433. **PLAYING FIELD & GOVERNORS' FIELD**

There was a short discussion on the fees charged to the sports clubs for the use of the football pitch, cricket ground and tennis courts. It was agreed to defer a decision on 2008-09 fees until the next meeting to enable information to be gathered.

Cllr. Charles Wardle reported that some of the play equipment needed regular maintenance, especially the horizontal surfaces, and this would be necessary this coming year. Painting the railings however could be postponed twelve months.

The condition of the pavilion remained a source of concern. The clerk reported he had written to Woodborough Football Club who had responded that they would take action. New shower controls had been fitted but the showers would need refurbishing and it was agreed a veranda would be a beneficial extension in the future.

The Chairman reported that he had examined the court papers and order relating to the fencing and trees on the playing field. The court order could be varied by consent of the court and the trees and/or fence removed but this would impact on all

the residents and it was proposed and agreed that everyone affected by their removal should be consulted before any decision was taken. Cllr. Charles Wardle agreed to talk to those involved.

434. **VILLAGE HALL**

The Chairman reported on a meeting held between the VHWP and Paul Reed to discuss storage availability in the Village Hall for village archive material. It had been agreed that Paul should consider in detail what is required and submit proposals for the construction of a suitable cupboard in the committee room. The refurbishment of the kitchen had been re arranged to better fit in with half term. Bookings, especially regular weekly and monthly bookings, remained at a high level and the work of the Caretaker in maintaining the hall at a high standard was acknowledged.

The new heating system was working well but there were some small problems that needed resolving and T&S Heating would be invited to a site meeting to discuss.

Cllr. Joanne Roper expressed some concern that the dance and drama school that had recently started included tap dancing and this may cause damage to the floor. It was agreed to ask the caretaker to make enquiries.

Following a H&S review the ladders had been chained to the wall and a notice explaining their use would be put up nearby.

In response to a H&S question from Cllr. Paul Hough the clerk confirmed that a contract had been awarded to Mr Brittle for regular checking of the fire alarm systems and he had been asked to complete the appropriate log book after each inspection.

435. **CHURCH YARD**

Cllr. Charles Wardle reported on the work necessary in the churchyard and the quotes received. It was proposed and agreed to accept the quote from Appletree Services.

436. **CEMETERY MATTERS**

Cllr. Jan Turton congratulated Cllr Richard Whincup on the appearance of the cemetery; over Christmas the cemetery had looked exceptionally attractive and tidy.

Cllr Richard Whincup reported on quotes received for laying three additional, concrete headstone rafts. It was proposed and agreed to accept the quote by WA Richards.

The Historical Society had been asked to design a new notice board and this was awaited.

437. **SCHOOL**

The security lighting had been installed and there had been some complaints about light pollution. Cllr. Joanne Roper agreed to follow up.

438. **CORRESPONDENCE & NEWSLETTER**

The following were noted; a letter from Woodborough United FC, a Christmas card from Mrs Shirley Hoskins.

The clerk was asked to submit the minutes of the December meeting for inclusion in the newsletter.

439. **CONFIDENTIAL ITEM**

440. **ANY OTHER BUSINESS**

The Chairman asked when Speedwatch would be operating. Cllr. Richard Pietkiewicz responded that the programme had only been suspended for the

Christmas holidays and it would be back in action shortly. It was reported that there had been a number of accidents at the roundabout at the end of Shelt Hill and Epperstone PC had made a complaint. Cllr. Mark Spencer agreed to obtain any accident statistics from Highways.

It was agreed the idea of a Parish Plan should be considered further. Parish Plans though driven by the Parish Council initially should represent the views of the whole community and it would be important to establish a steering committee with a good cross section of members. Cllr. Richard Pietkiewicz agreed to take the lead role and it was proposed and agreed that this would be a suitable theme for the Annual meeting of the Parish later in the year.

Cllr. Charles Wardle asked if member's full contact details could be posted on the council's web site. After a short discussion it was agreed this would not be appropriate but the clerk was asked to make it clear that correspondence to any member could be sent via the clerk.

The date of the next Parish Council Meeting was confirmed as Monday 4th February.

The meeting ended at 10.30 pm

**Minutes of the Parish Council Meeting held on
Monday 4th February 2008 at 7:00 pm at
The Village Hall, Lingwood Lane, Woodborough, Nottinghamshire.**

PRESENT

Cllr. Geoff Parkinson (Chairman), Cllrs. John Boot, Mavis Leafe, Richard Pietkiewicz, Joanne Roper, Jan Turton, Charles Wardle, Richard Whincup and Kathryn Wiltshire.

IN ATTENDANCE

Mr Roger J Hawkins (Clerk) and one member of the public.

441. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs. Margaret Briggs (Vice Chairman) and Paul Hough.

442. MINUTES OF PREVIOUS MEETING

Minutes of the meeting held on Monday 7th January 2008 were agreed with an amendment to minute 435 and signed. The approved contractor for the churchyard tree works is Appletree Services.

443. MATTERS ARISING

Speedwatch; a schedule is currently being drawn up.

Sue Budden from the Rural Community Council, now renamed Rural Community Action Nottinghamshire, has resigned, this may delay the proposed consultation on the Parish Plan.

Cllr. Richard Pietkiewicz had originally planned to propose a public awareness initiative to describe the role of the Parish Council this month but this has been postponed to give time for photographs to be taken.

Minute 437; the security light at the school have now been realigned and are no longer causing a nuisance.

Minute 438; it was agreed to bring the Correspondence agenda item forward to before Planning

The Chairman invited Mrs Shirley Hoskins to address the council. Mrs Hoskins raised the following items: the need for reserved disabled parking in the Village Hall car park; cemetery gates in need of attention as they are difficult to open and close; if space is a problem in the cemetery consider the possibility of consecrating ground on the Chapel side; potholes in the road outside the cemetery need attention; a personal objection to the relocation of the WI notice board and problems with some of the street lighting. Mrs Hoskins congratulated the Parish Council on the publication of the minutes in the Newsletter, which she believed to be an excellent idea. Mrs Hoskins also praised the Environment Agency for the work they had done in the village but was concerned that the dyke running alongside the playing fields was being overlooked and finally offered her help with the Emergency Plan by providing some historical documentation.

The Chairman and Cllr. Charles Wardle responded to some of these items and promised all would be considered by the Parish Council and Village Hall Working Party.

444. REGISTRATIONS OF INTEREST

None given.

445. **COUNTY REPORT**

The clerk gave a short report on behalf of Cllr. Mark Spencer. The County Council had agreed to install additional streetlights on Foxwood Lane but would not commit to completing the work this financial year as previously stated. The clerk was asked to write to the Highways department asking for action. The Parish Council had previously expressed concern over the mini roundabout on the A6097; the County had responded to say that accidents were down since the changes. The clerk was asked to write to the Highways Department stating the view that this was still a dangerous junction.

446. **DISTRICT REPORT.**

Nothing to report

447. **PLANNING**

Reference 690. Application by Green King, to construct a shelter at the Nag's Head, (this is a revised resubmission). No objection but a comment to be made that a formal planting and screening scheme be agreed before work commences to minimise the visual impact.

Reference 691. Application by Mr M Spencer at 35 Sunningdale, to erect a conservatory. No objections.

Reference 692. The Chairman declared a personal interest and took no part in the discussion. Application by Mr & Mrs NA Telling, 28 Main Street, to install a Dormer window and make alterations. An extension to the response deadline would be requested in order to give time to consult with other interested parties but if no extension granted the clerk was authorised to submit a no objections response provided the neighbours have been consulted.

Reference 693. Application by JH Timmermans to erect a dwelling with horticultural activity (this is a revised application). No objections.

The clerk told the meeting that the County Council had published a consultation document on validation procedures for planning applications. The clerk was asked to provide copies to the planning advisors who would comment to the clerk if appropriate.

448. **FLOOD PREVENTION**

The clerk presented a short report on behalf of Cllr. Margaret Briggs. There was confirmation that Balfour Beatty had two more days work to complete.

Nottinghamshire CC Highways have completed structural survey of culverts as promised and the County has agreed to take responsibility for the twin culverts under the highway.

The next flood alleviation meeting with the various agencies would be in April.

Cllr. Charles Wardle reported that after the recent heavy rain standing water appeared at the bottom of Westfield and the dyke below this did overflow briefly. Recently an unknown contractor had cut channels at 90 degrees to the road into the dyke and Cllr. Wardle expressed concern that this may not be beneficial as they would allow water onto the road.

Cllr. Mavis Leafe said she had received a letter from Edward Nicholson complaining that leaves were accumulating in the drains.

It was agreed the emergency phone numbers for reporting problems with street lighting, potholes and drains should be published again in the Newsletter.

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

Parish Council Surgeries; the first surgery had been held this evening, nobody attended but it was agreed to continue for three months and then reconsider.

Best Kept Village Competition; a certificate of merit had been awarded to the village and it was agreed this should be displayed in the Village Hall. Cllr. Mavis Leafe informed the meeting that Mrs Gillespie who had organised the competition for many years had died recently.

The Parish Council had been elected a full member of Gedling CVS

A vacancy had occurred on the local Standards Board and the clerk advised members that he had application forms for anybody interested.

Internal audit and appointment of auditor; new regulations had come into force and the Parish Council would in future have to detail what was expected of the internal auditor and provide information on who to contact in case of situations where problems were found with the accounts, especially if fraud was suspected. The clerk would prepare a paper for the next meeting. The 2006-07 audit had been late as the clerk had not appreciated the full significance of the new regulations which came into force in 2006. The same regulations had brought forward the date for the 2007-08 audit to the end of July and in 2009 to the end of June.

Woodborough FC; the club had made a contribution towards the cost of the new shower controls.

The Horticultural Society had asked permission to erect a banner on the Governor's Field, this was agreed.

450. **CORRESPONDENCE**

The clerk tabled a draft Policy for Correspondence and Communications; members were asked to respond at the next meeting otherwise this would be adopted.

The following letters from residents were noted; Shirley Hoskins on the cemetery, disabled parking and the WI notice board; John Watson with questions relating to the accounts and Mike & Ian Briggs re Woodborough Post Office and Stores.

Gedling BC; on Fly Tipping, Events in 2008 and the relationship with the Parish Council; Charity Commission, newsletter; Audit Commission on the appointment of new external auditors; Cllr. Mark Spencer on road matters; Church of England on Woodborough parish and Natural England, details of a Bio Diversity seminar being held on Thursday.

451. **FINANCE**

The financial statement was accepted and 17 cheques and direct debits were authorised and signed totalling £2,453.01 including £112.37 VAT.

Review of Sports Club fees for football, cricket and tennis; after a lengthy discussion it was proposed and agreed that the fees for Woodborough FC should be increased to £200, Woodborough Cricket to £200 and Woodborough Tennis Club to £, 120. Cllr. Pietkiewicz objected to the proposals as he believed sport should be encouraged in the village and voted against the proposals to increase fees.

It was proposed and agreed that in future years all fees, including those for the Village Hall, would be reviewed in January.

Grass Cutting Contract; the clerk presented a report on the tenders received for the grass cutting contract in the parish and it was proposed and agreed to accept the lowest bid and the contract was duly awarded to Gardenscape.

The clerk informed the meeting that a small overspend for the year was forecast.

452. **PLAYING FIELD & GOVERNORS' FIELD**

Nothing to Report

453. **VILLAGE HALL**

The Chairman reminded the meeting that creating disabled parking spaces had been considered but the cost had been prohibitive. Cllr. Joanne Roper told the meeting that the School had recently had yellow lines painted and contact details for the contractor would be obtained.

The kitchen refurbishment starts on Sunday and should be completed in a little over one week..

Cllr. Richard Pietkiewicz told the meeting he was concerned at the state of the wiring for the stage lights and the availability of lights for general users and had also been informed that it appeared a fire extinguisher was out of date. The Chairman agreed to investigate these items.

It was proposed and agreed to install new radiator valves at a cost of approximately £200.

454. **CHURCHYARD**

Cllr. Charles Wardle informed the meeting that he had had a site meeting with the contractors when ivy had been removed from two trees and it was likely that they would have to be felled or pollarded, this was in addition to work already agreed.

455. **CEMETERY MATTERS**

In response to issues raised by Mrs Hoskins it was agreed to keep the cemetery gates open for a trial period and Cllr. Mark Spencer would be asked to see what improvements could be made to the road.

The contractor had been appointed to construct the three additional headstone rafts but work had not yet started.

A new notice and information board was being designed.

456. **FOUNDATION SCHOOL**

The new head teacher had been appointed and within days of starting Ofsted had carried out an inspection. The Parish Council wished to congratulate the School on achieving an outstanding report.

Cllr. Joanne Roper informed the meeting that the school was keen to erect a security fence to combat theft from the school. One proposal being considered would involve the removal of the fence recently erected by the Parish Council along the boundary of the car park. It was suggested that should this be necessary the Parish Council should be reimbursed. It was also noted that one proposal for the new fence would enclose a large area of green space, which was used for leisure activities, and there was general opposition to this plan from all members. Cllr. Mavis Leafe believed Sir Frank Small had donated this land for the use of the village.

It was agreed the Parish Council would support the school in trying to improve security but believed the scheme should be re examined. The clerk was asked to write to the Chairman of the Board of Governors expressing their concern at the loss of green space and requesting reimbursement should the scheme go ahead.

457. **NEWSLETTER**

It was agreed that the publication of the minutes in the Newsletter had been well received and it was agreed that if necessary the Parish Council would financially support the newsletter to guarantee they were published every month.

The clerk was asked to ensure emergency telephone contact numbers were included in the next Newsletter.

458. **ALLOTMENTS**

Cllr. Kathryn Wiltshire reported on a site meeting held recently to determine which allotments were vacant or would be in March. It was proposed and agreed that as nearly all the plot identifiers had disappeared over the years new posts with unique numbers would be erected.

459. **ANY OTHER BUSINESS**

The date of the next Parish Council Meeting was confirmed as Monday 3rd March 2008.

The meeting ended at 10.10 pm

**Minutes of the Parish Council Meeting held on
Monday 3rd March 2008 at 7:00 pm in
The Village Hall, Lingwood Lane, Woodborough, Nottinghamshire.**

PRESENT

Cllr. Geoff Parkinson (Chairman), Cllr. Margaret Briggs (Vice Chairman), Cllr. John Boot, Cllr Paul Hough, Cllr. Mavis Leafe, Cllr Richard Pietkiewicz, Cllr. Joanne Roper, Cllr Charles Wardle, Cllr Richard Whincup and Cllr Kathryn Wiltshire.

IN ATTENDANCE

Mr Roger J Hawkins (Clerk)

460. APOLOGIES FOR ABSENCE

Apologies were received from Cllr. Jan Turton and Cllr. Mark Spencer (Nottinghamshire CC)

461. MINUTES OF PREVIOUS MEETING

Minutes of the meeting held on Monday 4th February 2008 were agreed with minor amendments to minutes 447, 448 and 456 and signed by the Chairman

462. MATTERS ARISING

Cllr. Roper had details of a contractor who could paint disabled parking spaces in the Village Hall car park and would be obtaining a quote and making enquiries to see if grants were available from Gedling BC.

Cllr. Pietkiewicz reported on a very successful SpeedWatch campaign; a number of speeding vehicles had been stopped, the highest being 55 mph, and one vehicle had been seized by the police.

There was a discussion on the problem of HGV driving through the village and it was agreed to discuss this with Cllr. Spencer to see if any restrictions could be imposed.

463. REGISTRATIONS OF INTEREST

None given.

464. COUNTY REPORT

The clerk presented a short report on behalf of Cllr. Mark Spencer.

In response to reports that fly tipping was on the increase in the village Cllr. Spencer recognised that restrictions at waste recycling centres did not help but that the County's policy was clear and business waste would not be accepted. Cllr. Charles Wardle responded to say that the County's web site gave slightly conflicting advice but it was also clear that different sites interpreted the regulations differently.

The mini roundabout on the A6097 had been constructed without any consultation and the statistics showed the junction was now safer than previously. The Parish Council reconfirmed its opinion that the junction was unsatisfactory.

The streetlights on Foxwood Lane would now be installed in the next financial year. Cllr. Spencer confirmed he was in support of the proposed security fence at the school.

465. DISTRICT REPORT.

Cllr. Boot told the meeting that Gedling BC had held their budget meeting and that there would be a 3% increase, the County had also set a 3% increase.

An initiative to reduce fly tipping had been allocated £10,000.

Gedling BC had recently lost a planning appeal involving affordable housing with another appeal expected soon and it appeared to be very difficult to secure affordable housing as part of new developments.

The newsletter of Gedling partnership was noted.

466. **CORRESPONDENCE**

It was proposed and agreed that the draft response to Mr Watson's letter be approved.

A letter from Helen Dunne complaining about the condition of the pavement on Ploughman's Avenue was noted.

A letter from Gedling BC inviting the Parish Council to suggest a name for the development at 100 Main Street. It was proposed and agreed to suggest Fosters Croft as an appropriate street name.

The Chairman told the meeting he had received a letter from the Treasurer of the PCC stating that an extra page in the Newsletter would cost £29/month. There was discussion on the newsletter with a number of members commenting that there appeared to be a shift of emphasis away from a village newsletter back to one more orientated towards the church and that if the Parish Council was to financially support the newsletter then a format had to be agreed. It was agreed Cllrs. Boot and Wardle would have informal discussions.

467. **PLANNING**

Reference 692. The Chairman declared a personal interest and took no part in the discussion. Application by Mr & Mrs NA Telling, 28 Main Street, to install a Dormer window and make alterations, no objections

Reference 694, application to undertake tree works by Mr M Lewis at 49 Lowdham Lane, no objection.

The Chairman reported that the car park at Woodborough Hall had been extended and that in his opinion trees had recently been felled and he asked Cllr. Boot to bring this to the attention of the enforcement officer.

It was noted that Gedling BC had received £147,000 for achieving government performance targets in relation to planning applications.

468. **FLOOD ALLEVIATION**

Balfour Beatty had been working in the village again but it was uncertain if they had completed the scheduled works.

The Flood prevention Equipment exhibition would be held in Lowdham Village hall on Thursday 13th March between 4.00 and 7.30 pm.

469. **CLERK'S REPORT**

The clerk asked for guidance on the format of the Annual Meeting of the Parish to be held on Monday 28th April and suggested that any guests to be invited should be advised of the dates as soon as possible. It was proposed and agreed to invite the newly appointed local police commander.

It was proposed and agreed to provide light refreshments at the close of the meeting to be provided by the Parish Council.

The clerk summarised a seminar recently attended together with Cllrs. Whincup and Wiltshire on Bio-Diversity. The main message for all local authorities including parish councils is that they have a duty to protect and enhance bio-diversity and this needs to be taken into account when considering all activities. Cllr. Pietkiewicz told the meeting that the WCA was actively involved in an eco project with the youth of the village playing an active role. It was proposed and agreed that a monitoring project of the village hall energy usage would be supported.

It was proposed and agreed to provide light refreshments for the members, clerk and any members of the public attending the meetings of the council at the Parish Council's expense.

470. **FINANCE**

Accounts for Payment; the financial statement was accepted and 21 cheques and direct debits were authorised and signed totalling £13,308.80 including £2,013.30 VAT.

The clerk introduced a series of papers on internal audit; it was agreed that these should be circulated to all members in advance of the next meeting and would be on the agenda for approval in April.

A donation to Woodborough in Bloom of £500 was approved for the year 2008-09.

471. **PLAYING FIELD & GOVERNORS' FIELD**

Cllr. Charles Wardle told the meeting that he had spoken to Mrs Eberlin and all but one neighbour and there was unanimous agreement in having the trees and fence removed. Mrs Eberlin had agreed to pay for the fence and trees to be removed and to replace the trees elsewhere in the parish to be agreed. It was proposed and agreed that a bond would not be payable. The Chairman told the meeting he had advised Mrs Eberlin to consult a solicitor to have the original court order revoked.

It was noted that there had been some tree works in the corner of the playing field near the dyke apparently without permission. Cllr. Kathryn Wiltshire agreed to contact the Rights of Way department to see if they were responsible.

Cllr. Hough reported that some large trees in the Governor's Field were being choked with ivy and some large branches had come down in the recent high winds. Cllr. Wardle agreed to talk to Dave Simpkin at Nottinghamshire CC.

The play equipment was in need of some maintenance but not until the weather improved. In addition to varnishing of the horizontal surfaces a plastic protector over a chain had been burnt and may need replacing.

472. **VILLAGE HALL**

The kitchen refurbishment was complete and painting would be completed this week. B&Q had been approached for paint under their charity scheme but had not responded. Cupboard space had been allocated to regular users.

It was noted that the worktops were scratched and the suppliers and fitters had been informed and a site meeting held. It had been agreed to monitor the performance of the work top and review in 6 months.

There were problems with the heating, which were being investigated, and a meeting with T&S Heating had been arranged for the following week. A letter from the Woodborough Indoor Bowls Club with useful information was noted

The Chairman and clerk had had a meeting with Woodborough Players to discuss the electrical equipment and stage lighting as it was recognised that these were probably 30 years old and should be inspected. Cllr. Hough agreed to seek professional advice.

The Play Group had broken a window and it was agreed to recharge the cost of replacement.

473. **CHURCH YARD**

Cllr. Wardle told the meeting that he expected the tree works to start this month.

474. **CEMETERY MATTERS**

Cllr Whincup reported that the concrete headstone rafts had been completed.

The open gate policy was currently not working as visitors to the cemetery were conscientiously closing the gates whenever they were found open. The clerk was asked to display some appropriate notices.

A new notice board was being designed.

Cllr. Joanne Roper left the meeting at 10.00 pm.

475. **ALLOTMENTS**

A quotation was awaited on new marker posts

476. **RIGHTS OF WAY, NOTTINGHAMSHIRE CC**

The clerk reported there would be a public enquiry to consider the proposed Modification Order to Woodborough Footpath number 12 the effect of which would be to move the line of the existing path from the middle of the field to run along the boundary. It was agreed there was no objection to this proposal but there was a gate on the new route, which was normally locked. Cllr. Kathryn Wiltshire agreed to discuss the matter with Nottinghamshire CC Rights of Way.

477. **NEWSLETTER**

It was agreed that the minutes of the January meeting which did not appear in the Newsletter should not be included in the next issue. Notices giving details of the Annual Meeting and the open gate policy for the cemetery gates to be included.

478. **CONFIDENTIAL MINUTE**

479. **ANY OTHER BUSINESS**

The date of the next Parish Council Meeting was confirmed as Monday 7th April 2008 at 7.00 pm.

The meeting ended at 10.10 pm

The clerk told the meeting that he had been advised to have a minor operation on his right hand. This was likely to be within the next three months. The impact on the Parish Council of this was that any keyboard activities would be impossible for between 6 and 8 weeks after the operation and minutes, agendas and general correspondence would be impossible. It was proposed and agreed that members would make enquiries to possibly identify somebody with secretarial skills who could be appointed temporary minutes clerk.

It was also proposed and agreed that in order to attend Parish Council meetings expenditure on taxis was authorised.

**Minutes of the Parish Council Meeting held on
Monday 7th April 2008 at 7:00 pm at
The Village Hall, Lingwood Lane, Woodborough, Nottinghamshire.**

PRESENT

Cllr. Margaret Briggs (Vice Chairman), Cllr. John Boot, Cllr Paul Hough, Cllr. Mavis Leafe, Cllr Richard Pietkiewicz, Cllr. Joanne Roper, Cllr. Jan Turton, Cllr Charles Wardle, Cllr Richard Whincup and Cllr Kathryn Wiltshire.

IN ATTENDANCE

Mr Roger J Hawkins (Clerk) and four members of the public (all representing Woodborough Players)

480. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr. Geoff Parkinson.

The acting Chairman invited members of the public to address the council. There was concern that following the removal of lighting equipment from the hall by Mr Smith the stage lighting would be inadequate for village hall users and especially the Woodborough Players. Cllr. Paul Hough proposed and it was agreed that Special Theatre Services should be instructed to inspect the equipment and provide a report on its condition and advise the council on what additional equipment would be required to bring the lighting up to an adequate standard. Possible sources of funding were discussed including Gedling CVS and the Arts Council. The Parish Council noted that the next performance was scheduled for September. The clerk was asked to clarify the insurance implications with Zurich if users brought their own electrical equipment into the hall.

481. MINUTES OF PREVIOUS MEETING

Minutes of the meeting held on Monday 3rd March 2008 were agreed with two minor amendments and signed by the acting Chairman

482. MATTERS ARISING

Cllr. Margaret Briggs confirmed that Morgan Wray from the Environment Agency had agreed to attend the Annual Meeting and the clerk was asked to amend the agenda to include Morgan after the police report.

It was agreed to seek quotes for painting the exterior of the Village Hall.

It was agreed part of minute 474 concerned commercially sensitive matters and should be treated as confidential.

Cllrs Boot and Wardle told the meeting that they had held informal talks to discuss the Woodborough Newsletter and discussed a regular page for Parish Council business. It was proposed and agreed that the Parish Council should financially support the newsletter at the rate of £29 per issue for the coming year and that for a trial period copies would be made available at Moor Lane mobile home park.

Minute 464, the clerk confirmed he had written to the County Highways expressing the view of the council that the mini roundabout on the A6097 was unsatisfactory. The response received essentially stated that the improvements met with current standards and that there had been an improvement in the safety record of the area.

Minute 467, concern was again expressed that trees appeared to have been felled at Woodborough Hall, Cllr. John Boot agreed to follow up and report back.

Parish Council surgery, Mrs Margaret Sanderson had attended to discuss allotment availability.

483. **REGISTRATIONS OF INTEREST**

None given.

484. **DISTRICT REPORT.**

Cllr. John Boot reported that Gedling BC was keen to develop closer links with the parish councils and Cllr. Peet was chairing a working group. One item already identified was the need for training on planning and parish councillors would be invited to attend a training course.

Ash Grove, Cllr. John Boot expected to have information on the s106 agreement shortly.

Cllr. Geoff Parkinson has been appointed a member of the local Standards Board.

485. **CORRESPONDENCE & EXCHANGE OF INFORMATION**

The clerk reported that the RoSPA inspection of the play equipment on the Governor's Field would take place in May.

486. **PLANNING**

Reference 695 & 696, application by K Warrington of Willow Bank, Private Road, to demolish existing building and construct new dwellings. building & construct. A copy letter from Mr Sail to Gedling BC was noted. It was agreed to object to the applications and suggest 1 that the building line be moved back away from the road, 2 a single entrance be constructed for both properties and the "ransom" strip of land be preserved.

Reference 698, application by Mr Middup of 152 Main Steet, to install a new boiler flue. No objections.

Reference 699, application by Mr & Mrs P Wildgust of 4 Dover Beck for alterations and extensions. No objections.

It was noted that Government guidelines set a target of 80% of applications to be determined within four weeks of validation.

487. **FLOOD PREVENTION**

Cllr. Margaret Briggs told the meeting she had attended the exhibition in Lowdham and this appeared to have been well attended, there were several manufacturers present plus the Environment Agency.

The meeting with the Halcrow consultant had had to be postponed but would be re-arranged as soon as possible.

Balfour Beatty had been back to the village and had now completed their work.

The latest CCTV survey by Nottinghamshire CC had been completed and analysed; no major structural defects had been found in the culverts. New screens will be designed and residents will be consulted.

488. **CLERK'S REPORT & ANNOUNCEMENTS**

Final arrangements were agreed for the Annual Meeting.

It was proposed and agreed to amend the Standing orders to provide some flexibility as to when the Annual Meeting of the Parish Council should be held as follows,

The Statutory Annual Meeting of the Parish Council (a) in an election year shall be held on a day determined by the council in the week following the fourth day after the ordinary day of elections to the Council and (b) in a year which is not an election year shall be held on a day to be determined by the Council in the first or second week in May

The clerk confirmed that he would not be available for taking minutes and dealing with correspondence for May and June

489. **FINANCE**

The financial statement was accepted and 17 cheques and two direct debits were authorised and signed totalling £3709.22.

The appointment of the internal auditor was confirmed and the clerk authorised to write accordingly.

The clerk informed the meeting that following discussions with Gedling BC it appeared that there may have been an over payment of the revenue grant, further discussions would be required to settle.

490. **PLAYING FIELD & GOVERNORS' FIELD**

Pinfold, this would be weeded when conditions were suitable.

A number of very favourable comments on the new notice board outside the Post Office were noted.

Cllr. Paul Hough brought to the meeting's attention complaints he had received about the cricket pitch being made available for visiting teams and potentially preventing the school from holding a Fun Day. The clerk was asked to discuss the situation with the cricket club.

It was noted that the Chairman would be contacting Mrs Eberlin about the removal of trees and fencing from the Playing Field.

Pavilion, Cllr. Charles Wardle informed the meeting that one shower controller had been replaced and this had proven to be very effective, it was proposed and agreed that the other seven should be replaced by an approximate cost of £150.

491. **VILLAGE HALL**

It was proposed and agreed to instruct Special Theatre Services to undertake a survey of the stage lighting for £400

The clerk reported that the village hall exterior was in need of painting and quotes would be obtained. Quotes had been requested for the replacement of the kitchen window.

It was noted that the end wall adjacent to the stage had been painted to coordinate with the stage curtains but some remedial work was required.

The clerk confirmed that cutlery had been purchased last year but it now appeared that some was missing.

A complaint had been received from the Bridge Club that they could not get access to the hall at 7.30 as agreed. It appeared this was due to an over run by the Brownies earlier in the evening and it was agreed all users should be made aware of the problems caused by over runs.

A quote from D Brittle to replace faulty emergency lighting for £168 was accepted.

492. **CHURCH YARD**

It is expected that all the tree works will be completed by the end of the month.

493. **CEMETERY MATTERS**

The clerk reported on a Cemetery Administrators meeting he had recently attended and summarised some of the matters considered; the more important being, stability of memorials and testing, land resources, closed church yards and time limits to memorial permits. New regulations were expected later in the year and further testing would be delayed until these were available.

Cllr Richard Whincup suggested it was appropriate to reconsider the ruling that all graves in the cemetery would be for single burials only. It was agreed to consider this at a later meeting.

A survey had been made of the headstones in the cemetery and all appeared stable. Cllr Richard Whincup reported on a meeting held with representatives from Gedling BC to discuss a possible extension to the cemetery and factors to be considered.

Cllr. Jan Turton told the meeting that she hoped to install a bench seat in the cemetery this summer in memory of her husband as previously agreed by the Parish Council.

It was agreed Cllr Richard Whincup should attend a cemetery management course organised by SLCC.

The design of the new notice board for the cemetery was well in hand.

494. **ALLOTMENTS**

It was noted that nearly all the allotment markers had disappeared and it was proposed and agreed to purchase new stakes with numbers engraved to identify the allotments.

495. **RIGHTS OF WAY**

The public enquiry to consider the modification to Footpath number 12 had been cancelled as all objectors had withdrawn. The Inspector would reach a decision without an enquiry.

496. **WOODS FOUNDATION SCHOOL**

Cllr. Joanne Roper reported that there had been no further progress with the plans for the security fence.

497. **COMMUNICATIONS**

The following were noted, Minutes and Agenda for Gedling BC; the new Nottinghamshire Local Area Agreement; a report on the Review of Residential care Homes for Older People from Nottinghamshire CC, from the Audit Commission confirmation that Clement Keys had been appointed external auditors; a newsletter from the standards Board, from Gedling BC an update on the Standard Planning Application Form (1APP), Local Council Update issue 102

498. **ANY OTHER BUSINESS**

The next meeting would be the Annual Parish Council Meeting on Tuesday 6th May

The meeting ended at 10.25 pm

**Minutes of the Parish Council Meeting held on
Tuesday 6th May 2008 at 7.00pm at
The Village Hall, Lingwood Lane, Woodborough, Nottinghamshire.**

PRESENT

Cllr. Geoff Parkinson (Chairman), Cllrs. Margaret Briggs, Paul Hough, Mavis Leafe, Richard Pietkiewicz, Jan Turton, Charles Wardle, Kathryn Wiltshire.

IN ATTENDANCE

Mr. Roger J. Hawkins (Clerk) Mrs. Pat Robinson (Temporary Assistant to the Clerk)
Two members of the public

499. ELECTION OF CHAIRMAN OF THE PARISH COUNCIL

Cllr. Geoff Parkinson was elected as Chairman.

500. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs. John Boot, Joanne Roper and Richard Whincup

501. MINUTES OF PREVIOUS MEETING

Minutes of the meeting held on Monday 7th April 2008 were agreed and signed.

502. DECLARATIONS OF INTEREST.

None

503. ELECTION OF VICE CHAIRMAN

Cllr Margaret Briggs was elected as Vice Chairman.

RESIGNATION OF SCHOOL GOVERNOR

Joanne Roper formally resigned by letter as a Parish Councillor but remains a School Governor until her term of office terminates in January 2009. The casual vacancy will be advertised for 14 working days after which if no election is required the Parish Council will be able to a co-opt.

APPOINTMENT OF COUNCILLORS WITH SPECIAL RESPONSIBILITY FOR

Allotments	Kathryn Wiltshire
Cemetery	Richard Whincup
Church Yard	Charles Wardle
Finance	To be appointed
Footpaths	Kathryn Wiltshire
Flood Alleviation	Margaret Briggs
Governor's Field & Playing Field	Charles Wardle
Health & Safety	Paul Hough
Speedwatch / Road Safety	Richard Pietkiewicz
Planning	Jan Turton / Paul Hough / Geoff Parkinson
Parish Plan	Richard Pietkiewicz
Village Hall	Mavis Leafe
Village Hall Working Party	Mavis Leafe
Village Contractor	Charles Wardle
Woodborough in Bloom	Jan Turton

It was RESOLVED in accordance with standing order 36 council authorised councillors to inspect as appropriate any lands, or premises that the council has a right or duty to inspect.

Planning – Richard Pietkiewicz requested he be relieved of the duties of planning to concentrate on Speedwatch and road issues. It was unanimously agreed that Geoff Parkinson should replace him.

Village Hall Working Party Mavis Leafe to report with recommendations on membership.

504. **COUNTY REPORT**

There was none

505. **DISTRICT REPORT**

The clerk presented a short report on behalf of Cllr Boot, Gedling Borough Council do not notify the Parish Council of planning application decisions. This is unsatisfactory but the planning department is implementing a new computer system after which the procedures may change

The enforcement office is still checking following the felling of trees subject to TPOs in Woodborough Hall recently.

Cllr Boot had sent details of the s106 for Ash Grove to Joanne Roper

506. **CORRESPONDENCE AND EXCHANGE OF INFORMATION**

It has previously been agreed that the Photographic History Society could install storage facilities for their various collections and they have informed us that they now have a suitable cabinet which will be in place shortly.

Gedling Borough Council Gedling Partnership has embarked on a consultation and have asked members to complete a questionnaire.

Shelt Hill mini island – Richard Pietkiewicz expressed safety concerns because of reported numbers of ‘near misses’. He suggested a register on the village website with a written petition and an insert in the Newsletter for further evidence.

Village Hall – The Clerk reported that some village hall users were overstaying their allotted times causing delays to incoming users. Mavis Leafe agreed to liaise and talk with those concerned.

The Chairman had received a letter from John Harlow expressing concern over the reports on the web about flooding in the village. The clerk responded that this was not on the Parish Council’s web site and there was nothing the council could do to remove these reports.

507. **MATTERS ARISING**

Cllr Richard Whincup will attend a course on Cemetery Management costing £100.00. It was proposed and agreed that he should be reimbursed for the cost of petrol.

School Fence. It was stated a fence was not mandatory and the local police inspector believed the proposed fence to be overkill but the headmaster had a statutory duty of care for the pupils. In the last 18 months one burglary and one alarm activation had been reported. The majority of the Parish Council agreed there should be no fence. The Clerk was requested to write to the Chair of Governors with this decision and with the associated objections. It was also agreed to place a piece in the Newsletter and onto the Parish Council notice board.

508. **PLANNING**

A revised application to develop 7, Lowdham Lane Woodborough. Objection on grounds that the proposal is an overdevelopment of a prominent site in the conservation area of the village.

Ref 700 25a, Main Street Woodborough. Application to replace 2 brick pillars with 2 oak pillars. No objections.

Ref 701 Holly Cottage, 125, Main Street, Woodborough. Objection on the grounds of over development of the site in the conservation area of the village.

Ref 702 167, Main Street Woodborough, Cllr Hough is the owner of this property and left the meeting for the duration of the discussion. Cllr. Richard Pietkiewicz declared a personal interest etc

Application to build a rear extension. No objections subject to all precautions being taken to ensure no structural damage is done to No 169 when the footings are dug.

Ref 703 4, The Meadows, Woodborough. Application to demolish and rebuild. It was agreed to request an extension so that this could be considered at the June meeting.

509. **FLOOD PREVENTION**

Cllr. Margaret Briggs reported the meeting at County Hall with Halcrow and the Environmental Agency on the feasibility study on the cost effectiveness of flood prevention in Woodborough. It was thought the village had been well supported with good follow-up.

There was a further meeting with Mark Coulthard of Nottinghamshire CC to clarify the redesigning and recovering of the grates and the repair of the culverts. The continued tipping of debris into the stream around Pinfold had been photographed by the EA and it was suggested that anyone seen fly tipping should be reported to a member of the Parish Council.

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

The Clerk was looking at alternative insurance cover due to a perceived gap relating to home working.

The appointment of Pat Robinson as assistant to the clerk was confirmed.

511. **FINANCE**

The financial statement was accepted and 24 cheques and direct debits totalling £8521.76 including £43.65 VAT were authorised and signed.

The Bank Mandate – It was agreed that the authorised signatories should be Cllrs. Geoff Parkinson, Margaret Briggs, Mavis Leafe, Jan Turton, and Charles Wardle.

A Capital Aid payment had been received together with 50% of the precept with the balance in six months.

Village Hall Painting. A quote had been received from Mr. Wood for the exterior painting of the Village Hall excluding the kitchen window. It was agreed that further quotes were needed. Charles Wardle and Paul Hough would provide the clerk with contact details of suitable contractors.

Best Kept Village Competition. It was proposed and agreed to financially support the Woodborough Community Association with a donation of £250.00 to help with the competition. A summary of expenditure would be made available to the Parish Council in due course.

512. **PLAYING FIELD AND GOVERNORS' FIELD**

The Chairman invited Martin Small to address the Council on his proposal to set up a village fitness club to be held on the playing field, either early morning or evening sessions with Saturday and Sunday mornings an option.

Mr Small and partner left the meeting.

Richard Pietkiewicz suggested the proposal for games and circuit training might benefit the 13-16 year old boys in the village. The Council agreed to allow this organised activity on the village playing field free of charge and then review the matter in January 2009.

Cllr Wardle reported the Governor's Field gate will not close on its own and needs checking, and a quote is needed to remove ivy from around the base of a tree. It was proposed that before the next Council meeting a check be made on the amount of rubbish left on the Governor's Field with a view to installing rubbish bins.

Compliments had been received on the rose beds on the Governor's Field. Cllr Turton said her gardener could dead head the daffodils, and fork over and feed the rose beds. Cllr Turton was thanked and it was agreed the WCA would pay for his time.

Woodborough Players had requested permission to use the Governor's Field for a Picnic in the Park event on 27th July. It was agreed subject to them having Public Liability Insurance.

513. **VILLAGE HALL**

The clerk reported on a problem with the floor buffer and Cllr Wardle offered to check and liaise with Cllr Leafe. It was agreed to obtain a quote for a replacement heated trolley/cabinet/hot cupboard of the same /similar size and capacity to the one currently in use.

Stage Lighting. The quote for refurbishment of 30 lights, make good the wiring and PAT test for £650.58 was approved.

A quote for new equipment was £3288.00.

514. **CEMETERY**

The clerk reported that an environmental and geological report would be required for the proposed extension to ensure there was no possibility of groundwater contamination. It was highly unlikely that planning permission would be granted without this report. It was unanimously agreed to spend £800.00 plus VAT on the report.

The meeting was closed at 10.40 pm without completing remaining business.

Proposed date of next meeting confirmed as Monday 2nd June 2008

**Minutes of the Parish Council Meeting held on
Monday June 2nd 2008 at 7.00pm at
The Village Hall, Lingwood Lane, Woodborough, Nottinghamshire**

PRESENT

Cllr Geoff Parkinson (Chairman), Cllrs. John Boot, Paul Hough, Mavis Leafe, Richard Pietkiewicz, Jan Turton, Charles Wardle and Richard Whincup.

IN ATTENDANCE

Mr. Roger J. Hawkins (Clerk), Mrs. Pat Robinson (assistant to Clerk)
Mr. Bush (Member of the Public)

515. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs. Margaret Briggs and Kathryn Wiltshire.

516. MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on Monday May 6th 2008 were agreed and signed subject to minor amendments to minutes 509, 513 and 514.

517. MATTERS ARISING

Minute 505 Gedling BC Enforcement Agency still checking TPOs at Woodborough Hall car park.

518. DECLARATIONS OF INTEREST

None

The Chairman suspended standing orders and invited Mr Bush to address the council.

CAR PARKING ON ROE HILL

Mr. Bush, a resident of Roe Hill, complained to the Council about the inconsiderate car parking on Roe Hill especially around the Institute when it was in use. Serious access problems had arisen when essential services had been unable to negotiate the staggered parked cars. Cllr. Jan Turton confirmed that the dustbin lorry had recently been unable to gain access and had had to return later in the day. It was agreed that Cllr. Pietkiewicz would contact Highways Department and together they would visit Mr. Bush and discuss the matter. In the short term it was agreed that anyone attending the Institute be requested to check their car parking. Mr. Bush was thanked by the Council and left at 7.30pm.

The Parish Council resumed

519. COUNTY REPORT

The Chairman presented a short report on behalf of Cllr. Mark Spencer who was unable to attend.

School Fence. Nothing has been resolved. OFSTED wants a 'discreet play area' available for use by the lower school. Cllr. Pietkiewicz commented that he believed the low level of crime reported in the area did not warrant the fence. It was agreed to invite the Head Teacher and the Chair of Governors to the next Parish Council meeting in July.

It was understood that a display of the proposed fence had been arranged by the Head Teacher for 11th June at 11am in the Village Hall. There was serious concern about lack of publicity and the time of day, when most people would have other commitments. Cllr Wardle suggested the Parish Council call an additional meeting

in July to discuss the matter, with plenty of publicity both in the Parish Magazine and on the Notice Board.

Lights on Foxwood Lane. Still awaited.

Mini Traffic Island. It was apparent that there was serious concern over the safety of this junction and it was agreed to encourage anyone experiencing a 'near miss' to report the event to County Hall. The matter is now an issue both with Woodborough and Epperstone parish councils

520. **DISTRICT REPORT**

Cllr John Boot gave a report. Car parking is now a civil matter and the County Council is responsible for enforcement in partnership with local authorities. The wardens have equal authority with the police. Planning, an application to build 1100 dwellings on the old Gedling Colliery site has been submitted.

521. **CORRESPONDENCE AND EXCHANGE OF INFORMATION**

The clerk tabled a number of agenda and minutes received from Gedling BC.

The Gedling CVS Newsletter, passed to Richard Pietkiewicz

County Council: Highways Plan. Information on the 2 year strategy and Building Better Communities (BBC) notice of meeting on 17th June 2008.

DEFRA information on Public appointments relating to their Flood Defence Committee.

Lighting. It was confirmed by Cllr Hough that the proposed refurbishment of the Village Hall stage lighting did not include additional specialist lighting for the Woodborough Players.

522. **PLANNING APPLICATIONS**

Ref 703 – 4, The Meadows, Woodborough. To demolish and rebuild. No objections but concern was expressed about the access for service vehicles.

Ref 704 – Thorneywood House, Foxwood lane, Woodborough. Application to build a new detached dwelling.

There was a letter of objection from Mr. Edward Nickerson, The Mount, Foxwood Lane, Woodborough. No properties other than that of Mr. & Mrs. Robinson of 'Rustling Pines' had been notified of the proposed plans. It was thought that Gedling BC planning should have notified The Mount and The Stables and an extension was to be requested. In the short term it was suggested that a blanket TPO be placed on all trees on the property pending clarification from the relevant officer. In the opinion of the Council the mature trees should be kept. No objections subject to these comments.

Cllr Margaret Briggs arrived at the meeting at 8.25pm

523. **FLOOD PREVENTION**

Cllrs. Margaret Briggs and Paul Hough to meet the Environmental Planning Officer on July 21st to discuss producing an Emergency Plan for the village.

Cllr Briggs reported that Morgan Wray, Environment Agency, has received the draft consultation document from Halcrow.

524. **CLERKS REPORT AND ANNOUNCEMENTS**

Parish Council Casual Vacancy. No applications had been received by Gedling BC for an election and therefore the Parish Council was free to co opt. It was agreed the co-opted notice would be posted in the post office notice board and advertised in the Parish Newsletter. Interested applicants would be asked to inform the clerk before 7.00 pm on 7th July and state their reasons for wishing to sit on the Council. A short list would then be drawn up for the Council to interview the applicants.

Annual NALC Conference, booking information.

ZURICH Risk Assessment Seminar, to be held at the Donnington Park Hotel. It was agreed the Clerk could attend at a cost of £50.00.

Chairman's Course. It was agreed Cllr Briggs could attend the course run by NALC at Epperstone at a cost of £15.00.

525. FINANCE

Annual Accounts. The Clerk reported the Internal Audit had been successfully completed. It was proposed by Cllr Richard Pietkiewicz and seconded by Cllr Jan Turton and agreed to approve the accounts, these were signed by the Chairman and clerk.

It was noted that expenditure had exceeded income by approximately £2,000.

Annual Return.

The clerk presented the completed Annual Return and after members considered in detail and approved the Governance Statement the return was signed by the Chairman and clerk and the clerk authorised to submit to the external auditor.

Reserves.

The present policy on reserves is to maintain a contingency fund equal to one year's precept and the balance to be allocated to long term projects. The Chairman agreed to review the current allocations and report to council at the next meeting.

Asset Register

It was proposed and agreed to keep the asset register unchanged.

526. PLAYING FIELD AND GOVERNORS' FIELD

Cllr Wardle had informed Mrs. Eberlin she needed to progress the matter with the help of her solicitor.

The gate on the Governors' Field now closes.

A quote is awaited for the removal of ivy from the trees and Cllr Turton was thanked for attending to the roses and Timmermans for the supply of rose fertilizer.

Mr. Hursthouse was to be approached about installing a dedicated junction box on for use by the village on the Governor's Field.

527. VILLAGE HALL

Windows. Cllr Wardle had received a quote from Malcolm Waters to replace two casement windows, it was proposed and agreed to accept this quote. Commencement was expected in 4-6 weeks due to pressure of his other work.

Exterior Painting. It was agreed that the exterior painting should be done by a professional contractor as the preparation of the surfaces was of paramount importance. Detailed specific quotes were to be obtained on a like for like basis.

Disabled Parking Area. It was agreed to investigate if this could be done 'in house'.

Village Hall Players. Cllr Hough confirmed the stage would need specialist stage lighting which is not covered by the refurbishment work.

Village Hall Income. The income in May totalled £2028.00.

Heated Cabinet. A quote is still awaited for a replacement

Floor Polisher. Cllr Wardle suggested Mr. Humber check the equipment and PAT test.

528. CHURCH YARD

Cllr Wardle confirmed that the current work in the Churchyard will come within budget but there are still three trees awaiting a report.

529. CEMETERY

It was agreed to commission a Level 1 Risk Assessment from Peter Mitchell Associates on the suitability of land for an extension to the cemetery at a

maximum cost of £1000. It was noted that the cemetery was in the catchment area of a water abstraction scheme in the area.

Cllr Whincup reported that the whole of the cemetery extension had been consecrated.

Cllr Jan Turton left the meeting at 10.20pm

530. **ALLOTMENTS**

Cllr Whincup on behalf of Cllr Wiltshire reported the post labels were due next week.

531. **RIGHTS OF WAY**

Nottinghamshire CC Rights of Way department had received complaints that footpaths in the area were closed and had asked for help with establishing land ownerships.

532. **NEWSLETTER**

The minutes and the notification of the casual vacancy to be inserted for the July edition. A request for volunteers to help with SPEEDWATCH was also to be included with the clerk as contact.

The meeting closed at 10.50 pm

Proposed date of next meeting confirmed as Monday 7th July 2008

**Minutes of the Parish Council Meeting held on
Monday 7th July 2008 at 7:00 pm at
The Village Hall, Lingwood Lane, Woodborough, Nottinghamshire.**

PRESENT

Cllr. Geoff Parkinson, Cllr. Paul Hough, Cllr. Mavis Leafe, Cllr. Jan Turton, Cllr. Richard Whincup and Cllr. Kathryn Wiltshire.

IN ATTENDANCE

Mr Roger J Hawkins (Clerk), Mr Shaun Hopwell (Head Teacher, Woods Foundation School) and Mr Carl Clarke (Chairman Board of Governors). Cllr. Mark Spencer (Nottinghamshire CC)

The meeting was preceded by a short presentation by Mr Hopwell and Mr Clarke who explained why the school believed a security fence was essential and the proposal. A discussion followed and while the Parish Council appreciated some of the school's concerns there was a general consensus that the case for the fence was not convincing and that the visual impact unacceptable. The Parish Council asked that further consultation took place with all community groups in the village.

Cllr. Mark Spencer (Nottinghamshire CC) told the meeting that he had had talks with the Highways department over the parking problems on Roe Hill but without any firm progress. He had been assured that the lights on Foxwood Lane would be installed this financial year but could not give dates.

Cllr. Richard Whincup complained about the poor condition of some road surfaces in the village and Cllr. Spencer agreed to follow up on receipt of a list of locations.

Mr Hopwell, Mr Carl Clarke and Cllr. Mark Spencer left the meeting at 7.20 pm

533. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr. John Boot, Cllr. Margaret Briggs, Cllr. Charles Wardle and Cllr. Richard Pietkiewicz.

534. MINUTES OF PREVIOUS MEETING

Minutes of the meeting held on Monday 2nd June 2008 were agreed with one minor amendment and signed.

535. MATTERS ARISING FOR INFORMATION ONLY

It was agreed to defer a decision on publishing minutes before council approval until the next meeting to allow Cllr. Charles Wardle to formally introduce the idea but there was little support expressed.

536. REGISTRATIONS OF INTEREST

None given.

537. DISTRICT REPORT

The clerk presented a short report on behalf of Cllr. John Boot; Woodborough Hall Trees, no further information was currently available but retrospective applications had been submitted.

Sustainable Urban Extension (SUE'S), Red Hill was possibly to be included but the significant developments were outside Gedling BC.

538. CEMETERY MATTERS

Cllr. Richard Whincup proposed that the policy of allowing single burials only in the cemetery be amended to allow double burials where the ground conditions permit.

After a brief discussion it was proposed and agreed unanimously to allow double graves.

It was proposed and agreed unanimously that the cost of reservation of a double grave should be twice that for a single.

539. **CORRESPONDENCE**

The clerk read a letter from a recent visitor to the village who expressed the opinion that recent new developments on Main Street were inappropriate and the planners had let down the village by giving permission.

540. **PLANNING**

The following items were discussed

705 Mr Roger Allen, 7 Dover Beck, Extension (re submission 689), no comment

706 Mr R Burton, 83 Shelt Hill, Single storey garage, no comment.

707 Ms S Hollis, 10a Taylors Croft, a communal satellite dish, no objection.

708 Mrs J Smith, 133 Main St, Tree works, no comment.

709 Mr T Lock, Woodborough Hall, Extend car park and

710 Mr T Lock, Woodborough Hall, Extend car park. The Parish Council was dismayed at the felling of trees in this area and objected to the extension to the car park if this required further felling. And believed enforcement orders should be issued.

It was proposed and agreed to consider a late arriving application as it involved internal works only and would not have an impact on any other residents.

711 Mrs H Wheatley, 117 Main Street, to make internal modifications to make a new access to a study, no comment.

541. **FLOOD PREVENTION**

The clerk informed the meeting that he understood the Halcrow report had been completed and presented to the Environment Agency. The clerk was asked to write and obtain a copy.

The Chairman told the meeting that he was concerned at the blanket approach insurance companies could take when assess flood risk and that many properties in Woodborough were currently shown at risk when it was obvious they were not. It was noted that a resident had had insurance turned down when trying to change insurers.

542. **ALLOTMENTS**

Cllr. Katherine Wiltshire told the meeting she had received a request from some of the allotment tenants asking for improvements to be made to the access to the allotments to allow easier vehicle access and improve security of the gate. It was agreed to obtain quotes for this work.

543. **VILLAGE HALL**

Cllr. Paul Hough reported that it appeared some of the stage lights were missing; two weeks ago when a quote was obtained for their refurbishment there were 30 lights and now only 9 could be located. The clerk was asked to make enquiries.

A decision on whether to change the locks on the village hall was deferred.

It was proposed and agreed to purchase a new heated cabinet for the kitchen at a maximum cost of £900

Cllr. Paul Hough left the meeting at 9.05 pm

It was agreed a PA system was required and quotes would be sought.

It was agreed to hold a bookings evening on 24th September for regular bookings to be confirmed for 2009.

It was suggested that low energy light should be installed and it was agreed to refer this item to the Working Party.

The clerk reported that he had received a letter on behalf of the Horticultural Society asking if the Parish Council could purchase additional tables, as there were now insufficient for the shows. After some discussion it was agreed not to purchase additional tables as there were tables available elsewhere to borrow and there was little storage space available.

544. **CLERK'S REPORT & ANNOUNCEMENTS**

The clerk informed the meeting that there had been only one application to join the Parish Council to fill the casual vacancy and John Charles-Jones was duly co-opted.

It was reported that there had been some improvement on Roe Hill but this item would be on the next agenda when Cllr. Mark Spencer (Nottinghamshire CC) was present.

The clerk presented a short report on behalf of Cllr. Richard Pietkiewicz who wanted to raise three items; first, the village had got through to the next round of the Best Kept Village Competition; second, Lambley had now joined the Speedwatch initiative and a timetable would be agreed for sharing the device between the three partners, and third, Richard suggested new web site be setup for the proposed parish plan project, it was agreed to defer this last item until a later meeting when Cllr. Richard Pietkiewicz was present.

545. **FINANCE**

The Financial Statement was approved and 20 cheques and direct debits totalling £3140.86 including £136.63 VAT were authorised for payment.

A VAT repayment of £3,856.85 had been received.

The Chairman presented a draft of reserve allocations and this was agreed with minor amendments.

546. **PLAYING FIELDS**

A letter had been received from Mrs Eberlin's solicitors agreeing to the removal of the fence and trees between her house at 16 Pinfold and the playing field and that the council resolved to enter into a deed to reflect the agreement.

547. **FOOTPATHS**

It was noted that Nottinghamshire CC had formally approved the new footpath designated number 12 but it would not be opened until later in the year following the harvest.

It was reported that some rights of way and pavements were overgrown and Cllr. Katherine Wiltshire agreed to investigate.

548. **NEWSLETTER & WEB SITE**

It was agreed to include a link on the site to Walking in Nottinghamshire, a web site with descriptions of walks in the county.

The clerk reported that there had been a significant increase in the number of visitors to the web site.

549. **ANY OTHER BUSINESS FOR INFORMATION ONLY**

The date of the next Parish Council Meeting was confirmed as Monday 28th July at 7.00 pm. The meeting closed at 10.15 pm

**Minutes of the Parish Council Meeting held on
Monday 28th July 2008 at 7:00 pm
in The Village Hall, Lingwood Lane, Woodborough.**

PRESENT

Cllr. Geoff Parkinson (Chairman), Cllr. John Boot, Cllr. Margaret Briggs (Vice Chairman), Cllr John Charles-Jones, Cllr. Mavis Leafe, Cllr. Richard Pietkiewicz, Cllr. Jan Turton, Cllr. Richard Whincup.

The Chairman congratulated Cllr John Charles-Jones on his co-option to the Parish Council

IN ATTENDANCE

Mr Roger J Hawkins (Clerk) and three members of Woodborough Players

550. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr. Paul Hough, Cllr. Jan Turton, Cllr. Charles Wardle and Cllr. Kathryn Wiltshire.

551. MINUTES OF PREVIOUS MEETING

Minutes of the meeting held on Monday 7th July 2008 were agreed with minor amendments and signed

552. MATTERS ARISING

Minute 543, Mrs Hanson awaited instructions regarding the purchase of a new heated cabinet for the Village Hall.

Minute 544, Cllr. Richard Pietkiewicz told the meeting that the judging for the Best Kept Village Competition had ended. The comments from the judges had all been very positive the whole village was to be congratulated for all the effort put into making the village look so good.

Standing orders were suspended to allow representatives from the Woodborough Players to address the council on the provision of stage lighting. After a discussion on the lighting required for the Players and other users of the hall and a consideration of the quote received from Specialist Theatre Services Ltd the council meeting resumed.

553. REGISTRATIONS OF INTEREST

Cllr. Richard Pietkiewicz declared a personal interest in the item to do with erecting a fence around the school on the grounds that he had been actively campaigning against the proposal and in a private capacity had held a number of meetings with interested parties. Cllr. Pietkiewicz reiterated his view that the fence was totally unnecessary and was likely to isolate the school from the village; he advised members that the Evening Post would be running an article shortly.

554. DISTRICT REPORT.

Cllr. John Boot told the meeting that the response to Prof. Crowe's Regional spatial Strategy report had been published. The government did not support the abolition of the green belt around Nottingham but it did look likely in the period up to 2026 that housing numbers would be increased, mainly on the urban fringes. Redhill would be looked at again and a new policy on affordable housing was expected soon. It seemed likely that there would be a challenge to the housing numbers.

It was noted that some potholes had been filled in near the school.

There was brief discussion on parking and the role of the County Council and district councils. The clerk read an email received from a resident that included a

photograph of a car parked in such a way as to entirely block the pavement. It was agreed to display the photograph and remind all car owners not to obstruct the pavement.

PLANNING

There were no planning applications to consider.

Cllr. John Boot reported that one tree had fallen down in Woodborough Hall damaging a car but that the car park should not have been extended without permission and a retrospective application was expected.

555. FLOOD ALLEVIATION

The Vice Chairman reported that she had attended a meeting at Gedling BC with Cllr. Charles Wardle to consider emergency planning. A small working party comprised of five residents had been formed and was now considering an Emergency Plan for the village and would report to the Parish Council later.

The Vice Chairman reported that a follow up meeting with the various agencies was now appropriate and one would be arranged for September.

556. CLERK'S REPORT & ANNOUNCEMENTS

The clerk informed the meeting that a new award had been announced by CPRE to be known as The Valerie Gilespie Award; Cllr. Richard Pietkiewicz agreed to take action.

The clerk announced that he had commenced a new data back up regime and CD's with parish documents would now be lodged in the Village Hall and in Gamston Village Hall and back up CD's for Holme Pierrepont & Gamston PC would likewise be stored in the Village Hall.

It was proposed and agreed to hold Parish Council meetings in 2009 on the first Monday in the month except where this was a bank holiday when the meeting would be on the Tuesday.

The clerk reminded the meeting that it had been agreed to review all fees charged by the Parish Council at the January meeting but the clerk suggested that in view of the timetable for agreeing the budget and submitting the precept this review should be in December. It was proposed and agreed to review fees in December.

557. FINANCE

The Financial Statement was approved and 13 cheques totalling £3256.02 including £177.10 VAT were authorised for payment.

Cllr. John Boot asked for a receipts and payments account for the next meeting.

558. PLAYING FIELD & GOVERNORS' FIELD

The Vice Chairman reported that she had been informed that there was a break in the fence between the Governor's Field and the stream. It was proposed and agreed to ask the Village Contractor to make the necessary repairs.

It was proposed and agreed to defer a discussion on the RoSPA report until a later meeting when Cllr. Charles Wardle would be present.

The clerk reported on a recent conference attended when it had been stressed how important it was to undertake regular, formal inspections of play equipment. It was proposed and agreed to ask Cllr. Paul Hough to consider what action would be appropriate.

559. VILLAGE HALL

It was proposed and agreed that the Village Hall should be equipped with basic stage lighting that would be adequate for the majority of users. It was proposed and agreed that the provision of stage lighting was a specialised job and as it was

unlikely other quotes could not be obtained locally standing orders were suspended and only one quote would be necessary.

It was proposed and agreed to accept the quote from Specialist Theatre Services Ltd for the supply and installation of stage lighting.

It was suggested that a PA system should be installed

It was agreed to review the security of the Village Hall.

The clerk told the meeting that in view of the costs involved in painting the Village Hall an additional quote was required. It was hoped a decision could be made at the September meeting.

560. **CEMETERY MATTERS**

Cllr. Richard Whincup reported that the Parish Council should consider a more formal inspection of headstones than had previously been undertaken and suggested Gedling BC might be in a position to help, as it was understood they were training their own staff to undertake such inspections. It was agreed to approach Gedling BC for a quote.

The report by Peter Mitchell Associates had been and this had put the proposed extension in the low risk category. It was proposed and agreed to forward a copy to the Environment Agency for their comments.

An informal response from Gedling BC planning officers was still awaited.

Cllr. Richard Pietkiewicz informed the meeting that the WCA would like to commemorate all those whose name appeared on the war memorial and a suggestion was to plant a tree for each name in the cemetery. There was a discussion on whether there should be numerous trees or just one and Cllr. Richard Pietkiewicz was asked to report back at a later meeting with a firm proposal.

Cllr. Richard Whincup and the clerk were currently looking at software which may help with the management of the cemetery and the records and would report back later.

Cllr. Richard Pietkiewicz left the meeting at 9.05 pm.

561. **ALLOTMENTS**

Cllr. Richard Whincup tabled a quote from S Rose for improvements to the entrance to the allotments. After some discussion when it was also queried whether or not the County Highways Department should be involved it was agreed to obtain further quotes.

562. **WOODBOROUGH SCHOOL**

The Chairman told the meeting he had reviewed the deed of exchange signed when the school and Parish Council exchanged land and found nothing relevant to the proposed security fence.

563. **FOOTPATHS**

It was again noted that the new footpath number 12 would not be open until after the harvest.

564. **CORRESPONDENCE & EXCHANGE OF INFORMATION**

It was noted that for a short period there had been some improvement in car parking on Roe Lane but this had not been maintained. It was agreed to investigate if a notice could be put up in the Institute asking visitors to be considerate when parking.

Cllr. Jan Turton informed the meeting that there had been a potential problem with unauthorised tree works late on a Friday afternoon recently and wished to congratulate Gedling BC for their prompt action and a satisfactory outcome.

Cllr. John Boot informed the meeting that the Enforcement Officer at Gedling BC was Richard Marshall.

565. **ANY OTHER BUSINESS**

The date of the next Parish Council Meeting was confirmed as Monday 1st September at 7.00 pm.

The meeting ended at 9.35 pm

**Minutes of the Parish Council Meeting held on
Monday 1st September 2008 at 7:00 pm at
The Village Hall, Lingwood Lane, Woodborough, Nottinghamshire.**

PRESENT

Cllr. Geoff Parkinson, Cllr. Margaret Briggs, Cllr John Charles-Jones, Cllr. Paul Hough, Cllr. Mavis Leafe, Cllr. Richard Pietkiewicz, Cllr. Charles Wardle, Cllr. Kathryn Wiltshire and Cllr. Richard Whincup.

IN ATTENDANCE

Mr Roger J Hawkins (Clerk) and three local residents.

566. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr. John Boot and Cllr. Jan Turton.

567. MINUTES OF PREVIOUS MEETING

Minutes of the meeting held on Monday 28th July 2008 were agreed with one minor amendment to minute 555 and signed by the Chairman.

568. MATTERS ARISING

Cllr. Richard Pietkiewicz thanked everyone involved in the Best Kept Village Competition and informed the council that Woodborough had won the 1st tier section and now goes forward to the champion of champions final

569. REGISTRATIONS OF INTEREST

Cllr. Richard Pietkiewicz declared a personal interest in the application by the Woods Foundation School to erect a security fence and Cllr. Charles Wardle declared a personal interest in that he knew one of the contractors who had quoted for the Village Hall paint contract.

570. COUNTY REPORT

No report

571. DISTRICT REPORT.

No report

572. CORRESPONDENCE & EXCHANGE OF INFORMATION

Cllr. Richard Pietkiewicz reported that he had visited Roe Hill and the parking had improved slightly but it was recognised that during certain periods parking remained a problem and would only be improved if all vehicles were parked on the same side of the road. A notice had been put up in the Institute asking visitors to park considerately.

Cllr. Richard Pietkiewicz advised that the Speedwatch device is currently with Lambley Parish Council but a schedule was being drawn up. Cllr. Katherine Wiltshire asked that Shelt Hill be included in any timetable, as she had received complaints from residents about speeding traffic.

The review by Nottinghamshire CC of the Registration Services in the County was noted.

573. PLANNING

It was proposed and agreed to suspend standing orders for members of the public to address the council on the planning application by Woods Foundation School to erect a security fence. There was unanimous objection to the proposal on a number of grounds including adverse visual impact, non-proven justification on security grounds and a general understanding that when land was exchanged to facilitate the

building of the school the area would be available for use by the village in perpetuity. It was also noted that Nottinghamshire CC's Landscape officer objected to the proposal as it would bring an element of industrial landscape to the village. It was noted that the clerk had received letters from residents objecting to the application some of which were readout. It was also noted that a petition was being organised and a significant number of signatures obtained.

It was proposed and agreed that the Chairman, Cllr. Paul Hough and Cllr. Charles Wardle would draft a response to the application.

7.50 pm members of the public left the meeting.

The Secretary of State's response to the East Midlands Regional Plan was noted.

574. FLOOD PREVENTION

Cllr. Margaret Briggs informed the meeting that a meeting was arranged with the Environment Agency, Nottinghamshire CC and Gedling BC on 18th September to discuss the findings of the recently completed Halcrow report and she would report back to council at a later date.

575. CLERK'S REPORT & ANNOUNCEMENTS

It was proposed and agreed that the Chairman should take on the Finance portfolio and Cllr John Charles-Jones that of planning advisor. It was proposed and agreed that the planning advisors would make recommendations on planning applications which could be voted upon without discussion unless there were objections.

The clerk read out a letter from the Sherwood Foresters Western Front Memorial Committee asking for financial support of £30 to commission and erect a memorial in Belgium. The clerk advised it was unclear if the Parish Council had the power to support this project. It was proposed and agreed to make a donation of £30.00

The clerk confirmed there was no Grievance & Disciplinary Policy in place for employees and would report back at a later date with proposals.

576. FINANCE

It was proposed and agreed that insurance cover for terrorism was not required.

The Financial Statement was approved and 17 cheques and five Direct Debits totalling £8294.47, including £1100.51, were authorised for payment. The major item of expenditure was for new stage lighting for the Village Hall.

The clerk tabled a financial summary for the first five months and after discussion it was agreed to make amendments and for the Chairman and clerk to discuss and make recommendations on the style of presentation.

The auditor had requested further information and it was agreed the clerk should respond accordingly.

577. PLAYING FIELD & GOVERNORS' FIELD

Cllr. Charles Wardle reported that some of the woodwork on the play equipment needed attention and this would be attended to.

The gap in the fence had been repaired but moles remained a problem.

It was noted that the Cricket Club had apparently sub let the cricket pitch and it agreed to invite a representative from the club to attend the next meeting

578. HEALTH & SAFETY

Cllr. Paul Hough confirmed that the play equipment had been inspected regularly during the past month and there were no problems except for some previously identified minor damage to the surface which would be repaired when the weather was suitable.

Cllr. Paul Hough reported that the statutory Health & Safety poster had been removed from the notice board, the clerk agreed to replace.

579. **VILLAGE HALL**

The meeting was suspended for a short period to allow members to see a demonstration of the new stage lighting.

The clerk advised that four quotes had been received for the exterior painting of the village hall but these could not be compared as they all quoted differently. It was agreed to write a new job specification and ask everyone to re-quote.

It was proposed and agreed to purchase signs and paint at an approximate cost of £120 to mark disabled parking spaces in the car park.

The annual booking evening for regular users would be held on 24th September.

580. **CEMETERY MATTERS**

The Risk Assessment report had been forwarded to the Environment Agency and a response was awaited.

A letter from Gedling BC suggested informally that there were no planning problems associated with the proposed extension.

581. **ALLOTMENTS**

The clerk reported that one tenant had refused to pay the increased rent and wished to renegotiate the tenancy agreement. It was proposed and agreed that the agreement was not negotiable and the tenant would be asked to vacate the plot unless the full rent was paid.

Cllr. Richard Whincup reported that discussions had been held with Nottinghamshire CC Highways Department who had agreed that the entrance to the allotments was their responsibility and work would be undertaken to improve the access.

It had been identified that some work was required in the allotments and expenditure of approximately £120 was proposed and agreed to employ contractors.

Cllr. Richard Pietkiewicz left the meeting at 10.45

It was noted that Terry Robinson had for some time cut the grass in the allotments and this was much appreciated.

The allotments had now been marked with new stakes.

582. **ANY OTHER BUSINESS**

Cllr John Charles-Jones commented that meetings should not go on so late and while it was recognised that the meeting had been unusual in that there had been a lengthy discussion with residents and an extensive demonstration of the new stage lights the Chairman and clerk agreed to discuss how meeting could be made shorter. The Chairman commented that his target was to finish no later than 9.30 pm but it was also important not to cut short important debate.

The date of the next Parish Council Meeting was confirmed as Monday 6th October 2008 at 7.00 pm.

The meeting ended at 10:55 pm.

**Minutes of the Parish Council Meeting held on
Monday 6th October 2008 at 7:00 pm at
The Village Hall, Lingwood Lane, Woodborough, Nottinghamshire.**

PRESENT

Cllr. Geoff Parkinson (Chairman), Cllr. Margaret Briggs, Cllr. Paul Hough, Cllr. John Charles-Jones, Cllr. Mavis Leafe, Cllr. Richard Pietkiewicz, Cllr. Jan Turton, Cllr. Richard Whincup Cllr. Charles Wardle.

IN ATTENDANCE

Mr Roger J Hawkins (Clerk)

583. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr. John Boot and Cllr. Kathryn Wiltshire.

584. MINUTES OF PREVIOUS MEETING

Minutes of the meeting held on Monday 1st September were agreed with minor amendments and signed by the Chairman.

585. MATTERS ARISING

The Chairman suspended standing orders and invited Mr Chris Watterson to discuss with the council the activities of the Woodborough Cricket Club and the use of the cricket pitch by other clubs.

586. REGISTRATIONS OF INTEREST

Cllr. Paul Hough an interest in Foxwood Lane allotments
Cllr. Richard Whincup an interest in Foxwood Lane allotments

587. COUNTY REPORT

None

588. DISTRICT REPORT.

None

589. CORRESPONDENCE & EXCHANGE OF INFORMATION

The clerk had received a note from Paul Reed regarding the poor condition of a number of street signs in the village. It was noted that Chris Brown, Gedling BC has a responsibility for new street signs.

A meeting is to be arranged with Mr Atkins from the Nottinghamshire Building preservation trust and Cllr. Charles Wardle to discuss remedial work to the Pinfold.

An Accident Report from Nottinghamshire CC on Shelt Hill mini-roundabout explained that road markings were to be improved at this junction to encourage drivers to slow down.

590. PLANNING

Cllr. Jan Turton advised the meeting that new planning regulations came into force on 1st October, these would in many cases simplify the planning process and remove the need for a planning application in some cases involving small developments.

Reference 713, application by Mr J Bates, 61 Lowdham Lane for an extension with interior alterations. The Parish Council objects on the grounds of over development of the site

References 714 and 715; a revised application by Mr Kevin Warrington, Willow Bank, Private Road, to demolish & construct new dwellings. A letter from a

resident objecting to the application was noted. The Parish Council objects to these applications on the grounds of (a) non ownership of some of the land to be developed, (b) development in front of the existing building line and (c) inadequate access from Private Road with poor sight lines and potentially dangerous.

Reference 716; an application Mr Stephen Smith, 4 Holme Close, for a kitchen and extension. The Parish Council consider that under the new planning regulations introduced on 1st October planning consent is not required.

Reference 717; an application by Mr Jeremy Leivers, 20 Main St, for interior alterations. No objections.

It was proposed and agreed that the planning advisors would in future submit proposals for applications.

591. **FLOOD ALLEVIATION**

Cllr. Margaret Briggs made a short report on the Flood Alleviation Progress meeting held on 18th September with representatives from the Environment Agency and Nottinghamshire CC. The Environment Agency advised that they had committed additional funds to continue research into the causes of flooding and possible actions to be taken in the future. Also, the new screens had been manufactured and would be installed shortly. It had been stressed at the meeting how important it was for residents to report and drainage and flood problems through the Nottinghamshire CC Customer services hot line at 0845 808080

Cllr. Margaret Briggs and Cllr. Charles Wardle had recently attended a Flood Wardens meeting where it had been reported that Newark & Sherwood council had funded the supply of Aquasacs which were stored locally in those locations at most risk. It was noted that Gedling BC had no plans to fund a similar facility in Woodborough and residents at risk of flooding were advised to make their own arrangements.

Cllr. Richard Pietkiewicz informed the meeting that screens were blocked on Lowdham Lane.

592. **CLERK'S REPORT & ANNOUNCEMENTS**

Disciplinary & Grievance Procedure, the Clerk was working on a new procedure and would report back to the council at a later date.

Parish Council meeting dates for 2009, previously circulated were approved.

A consultation document of making & Enforcement of Byelaws was noted.

Freedom of Information; the clerk informed the meeting that the current FOI schedule would expire at the end of the year and a new scheme would have to be put in place by 1st January 2009. It was proposed and agreed that the clerk draw up a new schedule based on the existing schedule and taking note of the latest model.

Police Authority Green Paper; it was proposed and agreed that the Parish Council responds in favour of directly elected members.

Confidential staffing item, a resolution amending conditions of employment for all staff was approved. (This is hidden text and not visible except on master WORD file for confidentiality. (It was agreed to make an interim pay award of 2.4%))

593. **FINANCE**

The Monthly Financial Statement was approved and 23 cheques and 1 Direct Debit totalling £2787.23, including £24.78 VAT were authorised for payment.

There was a brief discussion on the 2009-10 budget and the Chairman asked all portfolio holders to submit budget estimates to the clerk by 14th November.

It was proposed and agreed to amend the bank mandate to include the Chairman and Vice Chairman, Cllr. Mavis Leafe, Cllr. Jan Turton and Cllr. Charles Wardle.

Cllr. Richard Pietkiewicz confirmed that the village had won the Best Kept Village Competition in its group. The Chairman congratulated everyone involved, it was proposed and agreed that the prize money of £125.00 should be donated to the Woodborough Community Association.

594. **PLAYING FIELD & GOVERNORS' FIELD**

Cllr. Charles Wardle reported that the moles had been dealt with and did not expect further problems.

The swing had been repaired and Hags had been approached to offer advice on how best to refurbish the climbing frame.

There was a brief discussion on the RoSPA report which had highlighted one item of low risk.

Cllr. Jan Turton congratulated everyone involved in maintaining the Governor's Field which had looked in very good condition at the weekend and confirmed she would continue to maintain the rose beds.

595. **HEALTH & SAFETY**

Cllr. Paul Hough tabled an inspection form based on the RoSPA template which would be used in future for all Play Area inspections.

The Play area had been inspected regularly during the month and no significant problems were identified.

A problem of non supervised children playing on the Village Hall stage and swinging from the curtains had been identified and all users were asked to be watchful.

A problem had arisen with the First Aid box and it was agreed that this should be wall mounted together with an eye-wash bottle.

596. **VILLAGE HALL**

The new stage lighting had proved very successful.

After a discussion it was proposed and agreed that the paint contract be awarded to PD Nightingale with a planned start in April 2009.

597. **ALLOTMENTS**

Nottinghamshire CC had completed the improvements to the entrance.

A JCB had been hired during the month and improvements made.

The majority of allotment ID marker stakes were now in place.

It was proposed and agreed that in the event of the death of an allotment tenant the tenancy would be offered to the remaining spouse or civil partner only.

598. **CHURCH YARD**

Nothing to report

599. **CEMETERY MATTERS**

Cllr. Richard Whincup reported that the water tap near the gate had been wrenched off and replaced but with a standard tap, this would be reviewed.

Preliminary negotiations for an extension to the cemetery had started.

600. **RIGHTS OF WAY**

It was noted that work will be undertaken on Footpath number 12 in the first two weeks of October and the path would be opened as soon as the work was completed.

601. **WOODS FOUNDATION SCHOOL**

Cllr. Richard Pietkiewicz reported that he understood there had been a considerable number of objections to the proposed security fence and he believed the School would be asked to reconsider. No date has been received from the County Council when the Planning Committee will consider the application.

602. NEWSLETTER

Items to be included are:- requests for volunteers to the Emergency Plan group and Speedwatch; Nottinghamshire CC Customer services contact details; request for everyone to park considerately and not on the pavement.

Cllr. Charles Wardle reported that 12 complimentary copies of the Newsletter had been left at the Mobile Home Park for two consecutive months but there had been no response and no further action would be taken

603. ANY OTHER BUSINESS

The date of the next Parish Council Meeting was confirmed as Monday 3rd November.

The meeting ended at 9:05 pm

**Minutes of the Parish Council Meeting held on
Monday 3rd November 2008 at 7:00 pm at
The Village Hall, Lingwood Lane, Woodborough, Nottinghamshire.**

PRESENT

Cllr. Margaret Briggs (Vice Chairman), Cllr. Paul Hough, Cllr John Charles-Jones, Cllr. Mavis Leafe, Cllr. Jan Turton, Cllr. Charles Wardle, Cllr. Richard Whincup, Cllr. Kathryn Wiltshire.

IN ATTENDANCE

Mr Roger J Hawkins (Clerk) and Cllr. Mark Spencer (Nottinghamshire CC)

604. **APOLOGIES FOR ABSENCE**

Apologies were received from Cllr. Geoff Parkinson and Cllr. John Boot

605. **MINUTES OF PREVIOUS MEETING**

Minutes of the meeting held on Monday 6th October 2008 were agreed with minor amendments and signed.

606. **MATTERS ARISING FOR INFORMATION ONLY**

The clerk informed the meeting that a letter of resignation on health reasons had been received from Cllr. Richard Pietkiewicz who had asked that his resignation be accepted without discussion. The council reluctantly accepted this resignation and recorded its appreciation for the contribution Richard had made to the council since his election in 2007.

Cllr. Geoff Parkinson had informed the clerk that he would assume responsibility for Speedwatch.

It was brought to the attention of the council that Gedling BC had granted conditional planning permission for a development at Willow Bank despite strong objections by the Parish Council.

The tap at the cemetery had not been replaced but this would be investigated.

Cllr. Richard Whincup confirmed that he had spoken to Nottinghamshire CC and thanked them for the improvements made to the allotment entrance.

It was noted that a response had not been received from the Cricket Club as promised at the last Parish Council meeting. The council's objective in requesting this information was not to penalise the club in any way but to understand their difficulties and attempt to find a solution which was beneficial to all concerned.

607. **REGISTRATIONS OF INTEREST**

None given.

608. **COUNTY REPORT**

Cllr. Mark Spencer (Nottinghamshire CC) agreed to arrange an onsite meeting with Ian Parker and Cllr John Charles-Jones to review the condition of some of the village roads and asked that anyone with knowledge of any roads in need of attention to report them to Cllr John Charles-Jones with an emphasis on major problems.

Cllr. Spencer confirmed that the installation of a limited number of street lights on Foxwood Lane was an approved highways scheme and should be completed this financial year. Cllr. Jan Turton wished to record the improvements made to the road marking on the Calverton road

Cllr. Spencer confirmed that he had limited funds available from his EDI allowance and welcomed applications for financial support.

609. **DISTRICT REPORT.**

None available.

610. **CORRESPONDENCE & EXCHANGE OF INFORMATION**

The clerk read an e mail from Christine Baggaley on the problems of parking on Roe Lane; the council accepted the points raised and recognised this was a difficult problem with no easy solution but there was a need to ensure emergency vehicles had access at all times and this was not always possible.

The Parish Council had received a request from a resident for assistance with information on flood alleviation plans s part of an insurance renewal but on this occasion it was considered the Environment Agency was the relevant body not the Parish Council. It was noted that the Environment Agency map of the village showed some areas at risk of flooding which we were not usually considered a risk area.

A letter from the 1st Woodborough Scout Group had been received outlining the future plans for redeveloping the site and asking for the council's support. The council unanimously supported the rebuilding of the hall.

A letter concerning the Shelt Hill junction had been received and forwarded to Nottinghamshire CC Highways Department and all members.

611. **PLANNING**

An application by Mr Barnes to retain a small section of wall at 133c Main Street. The Parish Council has no objections to this application.

The clerk reported that the Chairman had recently noticed tree works taking place on Main Street without any apparent permission. Gedling BC had confirmed that the trees were within the Conservation Area but that honey fungus was a problem and the County arborist had approved the works.

612. **FLOOD PREVENTION**

Cllr. Margaret Briggs reported that progress continues to be made on developing an Emergency Plan and two more residents had come forward with the offer of help.

Cllr. Briggs confirmed she would be attending Pandemic Influenza seminar later in the month.

613. **CLERK'S REPORT & ANNOUNCEMENTS**

The clerk confirmed that it was believed the Christmas lights had been stolen and a report would be made to the police. It was proposed and agreed to replace the lights with similar lights to those originally purchased and that in view of the specialist nature of the purchase and the limited time available three competitive quotes would not be required.

The clerk reported that a national interim pay award had been agreed and that this was inline with the interim award approved by the Parish Council in October.

In the absence of the Chairman, the Vice Chairman agreed to lay the wreath on Remembrance Sunday.

614. **FINANCE**

The Monthly Financial Statement was approved and 19 cheques and one Direct Debit approved totalling £3159.03 including £136.93 VAT.

The clerk reported that the external audit had been completed.

A national interim pay award had been agreed of 2.45%

A refund had been received from Inland Revenue for an apparent over payment of PAYE & NI and an investigation was under way to identify whether employees of the Parish Council had over paid.

615. **PLAYING FIELD & GOVERNORS' FIELD**

A quote from Gardenscape to clear the fallen leaves on the Governor's Field was accepted.

It was noted that Mr Robert Hanson had for many years maintained the hedge along the boundary of the Governor's Field and the council recorded its appreciation and hoped he would continue to do so in the future.

616. **HEALTH & SAFETY**

It was noted that the First Aid box was not fixed to the wall as required by the latest regulations and Cllr. Paul Hough offered to install as appropriate together with a fire blanket and eyewash bottle.

The Play Equipment had been inspected during the month and no problems were reported.

617. **VILLAGE HALL**

The clerk reported that Saturday evening bookings in 2009 were almost full and bookings at other times were also high.

A quote for a PA system had been received but before progressing discussions would be held with other users to ensure an appropriate system was purchased.

The Village Hall Working Party recommended increasing the hourly hire rate to £7.50 for residents and £12.00 to non-residents from April 2009 and introducing a minimum booking period of 3 hours on a Friday evening and 4 hours on a Saturday evening from April 2010. It was proposed and agreed to accept the recommendations.

618. **ALLOTMENTS**

Nothing to Report

619. **CHURCH YARD**

Nothing to Report

620. **CEMETERY MATTERS**

Nothing to Report

621. **RIGHTS OF WAY**

Cllr. Katherine Wiltshire reported that the new footpath was now open.

622. **WOODS FOUNDATION SCHOOL**

The County Council had received over 50 objections to the proposed security fence but it was unknown if the school would amend their plans.

623. **NEWSLETTER**

Items to be included are: a further call for Speedwatch volunteers and a report on the theft of the Christmas lights.

624. **ANY OTHER BUSINESS**

The date of the next Parish Council Meeting was confirmed as Monday 1st December

The meeting ended at 10.00 pm

**Minutes of the Parish Council Meeting held on
Monday 1st December 2008 at 7:30 pm at
The Village Hall, Lingwood Lane, Woodborough, Nottinghamshire.**

PRESENT

Cllr. Geoff Parkinson (Chairman), Cllr. John Boot, Cllr John Charles-Jones, Cllr. Mavis Leafe, Cllr. Jan Turton, Cllr. Charles Wardle, Cllr. Richard Whincup, Cllr. Kathryn Wiltshire.

IN ATTENDANCE

Mr Roger J Hawkins (Clerk) and one resident

625. APOLOGIES FOR ABSENCE

Apologies were received from Cllr. Margaret Briggs and Cllr. Paul Hough.

626. MINUTES OF PREVIOUS MEETING

Minutes of the meeting held on Monday 3rd November were agreed with minor amendments and signed

627. MATTERS ARISING

New Christmas lights had been purchased; these were soft white LED's and should be more efficient and reliable than the previous set. It was understood the church lights would be put up on Saturday and arrangements would be made to put up the lights in the Governor's Field soon after.

The clerk confirmed that the notices for the co-option to fill the casual vacancy had been posted and the response deadline was 19th December.

Cllr. Mavis Leafe reported that the Scouts would like the table tennis table and other games equipment currently in store in the Village Hall and arrangements would be made to store these elsewhere until the new hut was available.

628. REGISTRATIONS OF INTEREST

None given.

629. COUNTY REPORT

Cllr John Charles-Jones reported that the inspection of local roads had not yet taken place but would be contacting Cllr. Mark Spencer (Nottinghamshire CC) to arrange.

It was understood that the roadside gulleys would only be emptied annually, this was considered inadequate and Cllr. Spencer's help would be sought to try and increase the frequency.

630. DISTRICT REPORT.

Cllr. John Boot reported that the Borough's housing stock has now been transferred to Gedling Homes but for the time being any enquiries should still be directed at Gedling BC.

Waste recycling now included glass that would be collected with the green bins.

Cllr John Charles-Jones commented that he believed the waste collection had worked very well during the summer and hoped the present arrangements could be continued.

A report on housing land availability had been published showing several areas within the parish but that nearly all these sites had been considered as undeliverable.

The review of the Woodborough Conservation Area was now unlikely before 2011.

There was a brief discussion on recent planning responses made to Gedling BC and the apparent lack of consideration given to the Parish Council's observations. The

clerk informed the meeting that the Borough had only recently started to send decision notices and it was agreed a request should be made for these to include detailed comments by the case officer on the Parish Council's observations.

631. CORRESPONDENCE

A letter from a resident with photographs of inconsiderate parking on Roe Hill was read out and it was proposed and agreed that this should be forwarded to the police as there was an obvious obstruction. It was agreed this was a topic that required further discussion and the clerk was asked to include it as a separate agenda item at a future meeting.

Agenda and Minutes from Gedling BC were noted

632. PLANNING

The following items were discussed;

Reference 719, application by Mr G Crofts of 48 Main Street for change of use of open land to garden, no objections.

Reference 720, application by Paul Hough of 167 Main St to extend the property to the rear on 2 levels, the Parish Council asked that a structural report be requested to assess any possible impact on the adjacent building and that the roof line around the dormer windows be redesigned before making further comments.

Reference 721, application by Mr G Sinclair of 27 Shelt Hill for tree works, no objections but it was noted that tree works had been previously carried out on this site of which the Parish Council had no knowledge.

633. FLOOD PREVENTION

It was noted that there had been minor flooding on Main Street on Sunday evening when the main cause appeared to be the roadside gulleys blocked by leaves. It had proven difficult to identify the location of these gulleys and it was suggested some markers above the flood level would be helpful. An emergency team from the Environment Agency arrived around midnight and the clerk was asked to write to the Environment Agency thanking them for their prompt assistance and asking for suitable markers to be fixed.

634. CLERK'S REPORT & ANNOUNCEMENTS

Freedom of Information Act. It was proposed and agreed that the clerk should complete the standard Publication Scheme. The clerk confirmed that currently e mails were only stored for between 8 and 10 weeks depending upon the frequency of e mail correspondence but that a file retention policy would be presented to the Parish Council for discussion at a future meeting.

635. FINANCE

The Financial Statement was approved and 17 cheques and 2 direct debits totalling £4002.59 including £106.44 VAT were authorised for payment.

Cllr John Charles-Jones thanked the clerk for the new format of the Parish Council accounts; there was general agreement that these were now easier to understand.

636. BUDGET 2009-10

There was a discussion on the Budget for the next financial year and a number of areas of expenditure identified. It was agreed the Chairman and clerk should prepare a draft budget and precept demand for discussion at the January meeting.

Letters from the Cricket Club and Football Club outlining their expenses and costs involved in maintaining the Playing Fields were discussed.

637. **PLAYING FIELD & GOVERNORS' FIELD**

It was reported that the trees and screen had now been removed from the Playing Field

Trees in the Governor's Field required some attention to remove ivy.

A bench on Shelt Hill needed replacement.

638. **VILLAGE HALL**

The Parish Council would like to record its thanks to Mr John Smith for locating the Christmas lights previously thought to have been stolen.

Cllr John Charles-Jones offered to find suitable storage for these and the new lights.

The clerk confirmed that an application for an entertainment license had been made.

639. **CHURCH YARD**

A further five trees had been identified as needing attention with a maximum cost of £1000. This was likely to be the last tree works required for some time.

640. **CEMETERY MATTERS**

The water tap had been replaced

641. **FOOTPATHS**

A stile on Lingwood Lane was broken and the County would be asked to replace with a new one which if possible should include a dog flap.

642. **NEWSLETTER**

Items to be included are:- Speed Watch Volunteers contact Geoff Parkinson 0115 965 4551, Village Hall bookings to be made via the Booking Clerk .0115 912 6524.

643. **ANY OTHER BUSINESS**

Woods foundation school had agreed to reserve a place on the board of governors for a Parish Council representative and it was proposed and agreed to nominate Cllr. Paul Hough

The date of the next Parish Council Meeting was confirmed as Monday 5th January 2009.

The meeting ended at 10:20 pm