

**Minutes of the Parish Council Meeting held on Tuesday 11th February 2020 at 7pm
The Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr Pat Woodfield (Chairman), Cllr Paul Berrisford, Cllr Margaret Briggs, Cllr John Charles-Jones, Cllr Andrew Gough, Cllr John Newsome, Cllr Daniel Raynor, Cllr Patrick Smith, Cllr Charles Wardle.

IN ATTENDANCE: Cllr Boyd Elliott (NCC, part), Cllr Helen Greensmith (GBC, part), Mrs Linda Taylor (WCA, part), Averil Marczak (Clerk).

3917. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Colin Starke and Cllr Jane Stone.

3918. DECLARATIONS OF INTEREST

Cllr Woodfield declared a nonpecuniary interest in item 23, NSPCC Open Gardens. Cllr Charles-Jones declared a nonpecuniary interest in item 14, groundsman tenders, as one of the contractors who had submitted a tender regularly worked for Woodborough Park.

3919. OPEN SESSION FOR MEMBERS OF THE PUBLIC

The Chairman suspended the meeting between 7.03pm and 7.10pm. Mrs Linda Taylor explained that the WCA did not wish to enter the Best Kept Village Competition in 2020 due to serious understaffing. She outlined some of the jobs that the WCA typically undertook during the competition season. The WCA was starting to plan activities for VE Day Anniversary celebrations. The Street Market was being relaunched as a village fete, to take place on the playing field. The Chairman expressed her own keenness that the village should enter the Best Kept Village Competition, advising that she was personally prepared to do the paperwork, and suggesting that the PC could discuss in due course which maintenance tasks it would tackle, and how. Mrs Taylor left the meeting at 7.10pm.

3920. MINUTES OF THE PARISH COUNCIL

The minutes of the meetings held on 14th January were approved.

3921. MATTERS ARISING FOR REPORT ONLY

Cllr Smith had decided not to circulate his statement regarding the Extraordinary Meeting held on 7th January. He had met with the Chairman and Clerk to discuss it. NCC's Transport and Travel Services Department had confirmed that they owned and maintained the bus shelter near the Four Bells and would assess maintenance requirements. Cllr Starke had cleaned out and repaired the bus shelter guttering in the meantime.

3922. CHAIRMAN'S REPORT

The Chairman had circulated a report. She asked members to send notes/information to the Clerk by the Friday before a PC meeting, for uploading onto the document sharing area of the website. She asked all members to feedback concerns about arrangements for meetings one week in advance, in order to enable an alternative venue to be booked if needed. She recognised that there had been disagreements within the PC of late but expressed hope that the team could come together with one purpose, to make Woodborough a great place to live.

3923. DISTRICT REPORT

Cllr Greensmith had circulated her report, including details of: the Gedling Community Lottery; new litter bins for the borough (a request for Woodborough had been made, outcome yet to be confirmed); work on the Gedling access road; transitional arrangements for the Chief Executive vacancy. Cllr Greensmith was following up a resident's concerns regarding a planning decision, and agreed to feedback the PC's concerns about delays in issuing planning consultation paperwork.

3924. COUNTY REPORT

Cllr Elliott had circulated his report. He confirmed that he would raise a petition for NCC to review the speed limit on Lowdham Lane with a view to reducing to a 50 mph limit from the Epperstone bypass to the 30 mph zone. Siding up on Lowdham Lane had been scheduled but a date was yet to be fixed. There was no update on the request for hard standing at the bus stop location GE0276 on Main Street. Blocked drains on Foxwood Lane had been reported to NCC. A request to move the no through road signs located near the Four Bells to a more prominent position further up Roe Lane had been made. Cllr Elliott gave an update on NCC's childcare provision.

At 7.50pm Cllrs Greensmith and Elliott left the meeting.

3925. FINANCIAL RISK ASSESSMENT

The financial risk assessment was reviewed. It was agreed to clarify what was covered by personal accident insurance. It was agreed to review risk assessments, the accident book, playground inspection sheets and the lengthsman's checklists at the March meeting. It was agreed to devise a schedule for tree inspections at all village sites and to get a quote for topple testing from GBC.

3926. INTERNAL AUDIT REPORT, 2019

The recommendation to value the Village Hall and Pavilion for insurance purposes was noted afresh and it was agreed to seek recommendations of chartered surveyors who might be able to help cost effectively.

3927. APPOINTMENT OF INTERNAL AUDITOR, 2020

It was agreed to ask Andy Hodges to undertake the internal audit.

3928. RESERVES POLICY

The Chairman presented a draft reserves policy based on an SLCC template. It was agreed to adopt the policy subject to minor rewording, to specify (i) the aim to build earmarked reserves of up to £120,000 over the next 5 years for development on the Sam Middup field and/or associated and consequential expenditure; (ii) a firm plan to be put in place to justify these reserves.

3929. BUDGET

A draft budget had been circulated. This was agreed with the following modifications: Woodborough in Bloom donation to be increased to £1,250; budget for Sam Middup Field footpath to be increased to £9,000; budget for car park resurfacing to be reduced to £26,250. The total expenditure budget of £131,111 was agreed, to include capital expenditure of £26,250 for resurfacing the carpark and £5,000 for replacement flooring at the Village Hall.

3930. PRECEPT

It was resolved that a precept of £74,128 should be raised. Cllr Woodfield as Chairman, Cllr Briggs and Cllr Wardle signed GBC's form C as the formal notice of the precept requirement under The Local Government Finance Act 1992.

3931. GROUNDSMAN TENDER PROCESS

It was resolved to award a contract to Gardenscape for all work except hedges, and to advise that the work would be monitored monthly and would be subject to a review at the end of one year.

3932. PLANNING

PC1084/GBC 2019/1147 for a detached 3 storey dwelling at Ash Grove: no objection.
Cllr Smith reported that application PC1081/GBC2019/1013 for the construction of 6 semi-detached 3 bedroomed houses at 155 Lowdham Lane had been refused by GBC. He noted that WPC's comments had been included in the late representations for the Minerals Local Plan Examination. The Clerk reported that Mike Avery, GBC service manager, had advised that GBC's complaint process had been exhausted with regard to WPC's complaint concerning PC1062/GBC 2019/0635 for alterations at 151 Main Street.

3933. FLOODING

Grant Ilett, Health, Safety and Emergency Planning Officer at GBC had not yet responded to the request to hold a public meeting on 23rd March.

3934. SAM MIDDUP FIELD

Cllr Charles-Jones presented a proposal and budget for the permissive footpath. He asked for WPC's support in principle, before he and Cllr Raynor proceeded to make grant applications to NCC's LIS fund and Severn Trent Water. This was agreed. Cllr Charles-Jones recommended that the best time to construct the footpath would be in late summer when the field was ploughed. It was agreed that the working party should work up the details and report back. Cllr Briggs asked to join the working party.

3935. VILLAGE HALL

Cllr Starke had forwarded a quote for LED lighting at the Village Hall. It was necessary to replace the dimmable light fittings in the main hall, but replacement LED tubes could be fitted in all non-dimmable lights. The cost of the light fittings/tubes was £2,500 and the services of an electrician would be needed in the main hall, fees estimated to be £500. It was agreed by a majority vote to progress this.

Cllr Starke had reviewed the fire risk assessment and as there had been no significant changes to the fabric of the building or the activities within it there was no change in risk. Following the installation of a comprehensive fire detection system, all alarms were due to system faults or human error.

A letter had been received from a regular user group objecting to the cancellation of one of their regular booked evenings, which was in addition to agreed cancellations. The Chairman had written to explain the very special reasons for the cancellation, and to offer an apology. It was agreed that no further action was warranted.

The Clerk reported from the VHWP. The splashback in the kitchen needed tiling as a priority and it was agreed to seek further quotes. Cllr Wardle was dealing with the malfunction of a car park light. The Village Hall boilers had been serviced. Cllr Wardle agreed to organise a sign to inform visitors where the gas meter was located.

A request for a school holiday club booking had been received, and it was agreed that no deduction could be made for periods of planned outside play.

3936. MAYFLOWER INFORMATION BOARD

Cllr Briggs reported that the Woods School were happy to work with the PC to design a board to go in the Governors' Field next to the new springers. A budget of up to £50 was agreed to run a competition, should this be an agreed way forward.

3937. CHURCHYARD MAINTENANCE

A request for more regular and thorough maintenance had been received from one of the churchwardens, as the team of volunteers from the congregation was unable to continue to help. It was agreed to contact the church warden and ask them to contact the Clerk with details of the tasks as and when they arose.

3938. GOVERNORS' FIELD

Tree works had been completed. Due to Cllr Starke's absence, it was agreed that the inspection sheets should be reviewed at the March meeting.

3939. ITEMS FOR SCHOOL GENERAL PURPOSE GOVERNORS' MEETING

Cllr Raynor would attend the above meeting in March. It was agreed to invite representatives of the School to the Annual Meeting of the Parish in April. Cllr Raynor asked members to email him with details of any issues that they wished him to raise, in addition to the opening of the caged area outside school hours and ongoing parking/traffic issues.

3940. NSPCC OPEN GARDENS EVENT

It was agreed that there was no objection to the display of a banner on the railings and use of the pinfold. It was agreed that the Committee Room could be hired to allow access to the toilets.

3941. OPERATION LONDON BRIDGE

The Operation London Bridge protocol was agreed. It was agreed that a black tablecloth should be purchased and necessary work to the website carried out.

3942. FINANCE

The Clerk presented the financial statement for February and 16 payments, totalling £5082.87 net, were approved for payment. Gross payments over £500: £506.79 LGPS (staff pensions); £1020 WRS Tree Services Ltd (for Governors' Field treeworks).

3943. CORRESPONDENCE AND EXCHANGE OF INFORMATION

Copies of residents' correspondence to GBC regarding planning applications PC1078/GBC2019/1079 (Private Rd), PC1079/GBC 2019/1080 (Broad Close) and PC1081/GBC 2019/1013 (155 Lowdham Lane) were noted. The Clerk had responded to a resident's letter asking questions about procedural matters and assertions made at the Extraordinary Meeting held on 7th January. A resident's letter had been received expressing dissatisfaction at WPC's response

to PC1078/GBC2019/1079 and the Chairman agreed to write a letter of reply. Details of an opportunity for to participate in a “Woodborough Village” page in the Calverton and Burton Joyce Local News had been received; it was agreed not to progress. The following items were noted: details of the Great British Spring Clean; details of Western Power Distribution workshops; details of consultation on the temporary diversion of Arnold footpaths 7 and 8 for quarry extension; GBC various agendas and press releases.

3944. LOWDHAM LANE BENCH

Cllr Charles-Jones reported that he had installed a new concrete base and hoped to get the restored bench back in place by the end of February.

3945. OTHER UPDATES

One allotment holder had given notice that he would not renew in April. The Clerk would discuss usage of the pitch with the football club, to understand how many matches they had been able to play and establish whether any monies were due.

3946. WOODBOROUGH WEB CONTENT

It was agreed to include the minutes, details of the precept, the date for the Annual Meeting of the Parish, the date of VE Day anniversary celebrations.

3947. DATE OF THE NEXT MEETING

The date of the next PC meetings was confirmed as 10th March 2020.

The meeting finished at 9.30pm.