

**Minutes of the Parish Council Meeting held on Tuesday 9th February 2016 at 7pm
The Village Hall, Lingwood Lane, Woodborough, Nottingham**

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

IN ATTENDANCE: Cllr Boyd Elliott (NCC, part), Cllr Helen Greensmith (GBC, part), Mrs Lynne Morgan, Averil Marczak (Clerk)

2700. APOLOGIES FOR ABSENCE AND ACCEPTANCE

Apologies were received and accepted from Cllr Jane Stone.

2701. DECLARATIONS OF INTEREST

Non pecuniary interests – Cllr Berrisford: allotments; Cllr Smith: Woodborough Action Group; Cllr Turton: Woodborough Action Group, Cancer Research, Woodborough in Bloom; Cllr Wardle: WCA, planning application PC 944; Cllr Woodfield: Tennis Club.

2702. MINUTES OF THE PARISH COUNCIL

The minutes of the meeting held on 12th January were approved.

2703. MATTERS ARISING

No reply had been received from the Chief Executive to Gedling Borough Council regarding enforcement action against unpermitted developments in the village, nor from the Service Manager for Planning regarding GBC's handling of works to trees in the conservation area. It was noted that NCC had moved the 2nd grit bin from Roe Hill to the churchyard and Cllr Wardle agreed to locate this outside the cemetery as had been intended.

2704. NEW COMMUNITY BUILDING/SCOUT HUT

At 7.10pm the Chairman suspended the meeting to allow Mrs Lynne Morgan, representing the new community building team, to speak. It was agreed that plans ref 4a2 including a balcony should proceed to planning. While the plans were based on modifying the existing building, several members expressed a strong preference for a new build which would benefit from enhanced insulation and a complete update to plumbing, wiring etc. Once planning approval was secured, the project team would be able to apply for grant funding. At 7.45pm the Chairman reconvened the meeting, and it was resolved to procure VAT advice regarding the building from Elysian Associates at an estimated cost of £850 to £950. A neighbour's request to block off access to the pathway at the back of the tennis courts at its junction with the pavilion was considered briefly and it was believed that the new building would resolve any issues. At 7.50pm Mrs Lynne Morgan left the meeting.

2705. COUNTY REPORT

Cllr Elliott was initiating a petition for the resurfacing of Main Street.

2706. DISTRICT REPORT

Cllr Greensmith reported that Westerleigh had started building the crematorium in breach of planning regulations. Mr Peter Baguley, GBC's Service Manager for Planning was leaving and there would be a temporary replacement. GBC were organising a special community litter pick

event to celebrate the Queen's 90th birthday. Cllr Greensmith agreed to consider funding requests from Woodborough in Bloom for planters and from WPC for a grant of £200 towards new cutlery.

2707. NEW PLAY EQUIPMENT

Cllr Starke reported that WREN had declined the GREAT team's application as they required a minimum 10 year lease; Veolia would require a minimum of 15 years. It was agreed to approach Andrew Prestwich with a view to extending the lease urgently to 15 years. The GREAT team had set up an online survey to establish support within the village for the project. At 8.10pm Cllrs Elliott and Greensmith left the meeting.

2708. THEFT OF FIRE EXTINGUISHERS

2 fire extinguishers had been stolen from the entrance hall on January 30th and the matter was being investigated by Notts Police. The extinguishers had subsequently been found dumped, one in the playing field and one in the churchyard, and had been refilled and checked by Notts Fire Service before being placed back on the wall.

2709. PARKING ON ROE LANE/ROE HILL

Photographs demonstrating the issue of double parking and blocking of the pavement had been pre-circulated; NCC had described this as a police matter, but a PCSO had told the Clerk that powers now lay with the council. It was agreed to send the NCC email to the police to try to clarify accountability. It was agreed to approach Cllr Elliott to ask about converting the grass verge to hard standing.

2710. CHAIRMAN'S REPORT

The Chairman asked members to ensure that any papers sent out in the name of WPC are sent/checked by the Clerk. The Chairman reported that a personal injury claim relating to an accident at the Village Hall had been received, and had been forwarded to WPC's insurance company.

2711. PLANNING STRATEGY

Cllr Smith reported that the Local Planning Document would be presented to GBC's Cabinet on 17th March, proceeding to full Council on 20th April, followed by a six week consultation. Inspector's hearings were planned for January 2017, with adoption by end of March 2017. GBC had approached several consultants with regards to the Conservation Area appraisal for Woodborough and will request quotes; this was not their priority although Cllr Smith was clear that it should predate any adoption of the LPD. A meeting regarding the publication draft of the Local Planning Document was scheduled for 9th March at the Civic Centre and it was agreed that Cllrs Boot, Turton, Charles-Jones, Starke and Smith should represent WPC.

2712. BUSINESS RATES

The VOA had written to WPC to advise that Woodborough cemetery had a rateable value of £530, backdated to 1st April 2010, which generated a bill for £1426.30 due for immediate payment. It was agreed to query the value on the basis that the extension land was not being used.

2713. FLOOD SCHEME

Louise Lewin, EA Project Manager, had confirmed that the project had been granted £20,000 from NCC's Local Levy, to progress works necessary to gain consents. The project would not require WPC's contribution of £6000 in 2015/16. At 9pm Cllr Boot left the meeting.

2714. BUDGET AND PRECEPT FOR 2016/17

The Clerk presented a revised budget proposal, incorporating updated information. No comments had been received regarding the proposed increase to the precept. It was resolved to raise a precept of £50,660, enabling WPC to contribute £30,000 to the new play equipment and operate with reserves of £60,000 before making any financial commitment to the pavilion redevelopment. The instruction to GBC (form A) was signed by the Chairman, Cllr Wardle and Cllr Turton.

2715. APPOINTMENT OF INTERNAL AUDITOR

Andy Hodges had agreed to act as WPC's internal auditor for a fee of £160. The internal audit programme and financial risk assessment document were reviewed.

2716. DEFIBRILLATORS

A successful training evening had been held in January and it was proposed to organise further sessions. The equipment required regular checks and it was proposed to feed this into Geoff Baggaley's checklists. Cllr Wardle was looking into the purchase of disposable masks recommended by EMAS.

2717. PLANNING

PC 941, GBC 2015/1318, an application by Westerleigh for a proposed crematorium at Catfoot Lane (Lambley parish): in line with responses to the previous application, it was resolved to observe that traffic lights should be installed at the junction of Plains Rd and Catfoot Lane to ensure that funeral traffic could proceed safely.

PC 942, GBC 2016/0015, an application to consolidate rear buildings at 101 Lowdham Lane: Cllrs Smith and Turton gave a potted history of the development at this site and the attempts by WPC to secure enforcement action by GBC against two outbuildings built in breach of planning conditions. The owners had now filed separate planning applications for each of the 2 outbuildings and GBC had granted permission for building C in January without consulting WPC (2015/1336). Cllr Turton with the Chairman's support had instructed Ken Mafham Associates to respond to the 2nd application, and it was agreed that Cllr Turton's expenses of £30 should be reimbursed. It was agreed that WPC would also submit an objection to the development on the basis of its detrimental impact on the Green Belt, and in time write a detailed formal complaint regarding GBC's handling of the enforcement and consultation processes.

PC 943, GBC 2016/0031, an application to replace existing flat roof to garage with a pitched roof and for a new storm porch canopy at 1 Holme Close: there was no objection. PC 944, GBC 2015/1395, an application for a proposed double garage and new access drive at 121 Main Street: it was agreed to object on the basis that the drive would break through a portion of the original wall which is an intrinsic feature of the Conservation Area, and trees would need to be removed to build the garage.

2718. CHURCH YARD

2 quotes had been received for the tree works in the churchyard and it was agreed to proceed with the lower of the 2 quotes from Gedling Borough Council.

2719. GOVERNORS' FIELD

It was agreed to book GBC to put up the Christmas lights in 2016.

2720. ALLOTMENTS

Renewal notices had been sent out.

2721. HEALTH AND SAFETY

The fire extinguishers had been serviced and replaced as necessary. New signs had been put up and further signs for the fire exits were on order. Cllr Starke planned to update the fire risk assessment.

2722. RIGHTS OF WAY

Cllr Berrisford reported that some of the undergrowth which was narrowing the footpath adjacent to Taylors field had been removed. NCC Highways had declined to prune hedges on Shelt Hill or require the owners to do so on the basis that it did not reduce the footpath by more than a third. Cllr Berrisford agreed to challenge their measurements. NCC's Forestry Officer had informed the Clerk of planned safety tree works on the highway embankment of Shelt Hill to the side of 12 and 14 Ploughman Avenue.

2723. CORRESPONDENCE & EXCHANGE OF INFORMATION

WPC had been successful in applying to the Greenwood tree planting grant scheme for oaks on the verge on Bank Hill. Details of the NAVACH subscription had been received and it was agreed to renew. Information regarding the Beacon event to celebrate the Queen's 90th birthday had been received and sent to the WCA. Details of a Neighbourhood Planning event had been pre-circulated and Cllr Woodfield had registered to attend. A request from the Horticultural Society to display their show banner on the railings during April and August was approved. An email had been received regarding litter in the village; it was agreed to explain that the parish lengthsman collected litter once a week, however the windy conditions had made the job difficult in January. An email had been received from the tennis club accepting that the preschool would use the courts, but commenting that the preschool did not always look after the courts well. The following items were noted: NAVACH Hall Talk; leaflets regarding rural crime from Notts Police & Crime Commissioner; details of the next police priority setting meeting; GBC various agendas and press releases.

2724. CEMETERY

There had been one full interment and an interment of ashes during February. Cllr Woodfield presented a first draft of the noticeboard artwork. Gardenscape had completed the clearance works discussed. Further works to improve the presentation of the cemetery would be agreed over the coming weeks.

2725. VILLAGE HALL

Cllrs Woodfield and Wardle gave an update on the works to replace the windows and refurbish the bar. The Clerk reported from the latest meeting of the VHWP. The Ladies Badminton Club had requested that the posts and net be replaced at a cost of approximately £150 and this was agreed. The bookings meeting had been arranged for 12th May. The main floor would be cleaned

and resealed on 25th March. It was agreed to add a clause to the terms and conditions prohibiting the use of electronic cigarettes in the Hall.

2726. FINANCE

The Clerk presented the financial statement and 21 payments totalling £5394.35 net were approved. Gross payments over £500: Gedling BC £1436.30 (cemetery business rates April 2010 to March 2016). WPC resolved *not* to opt out of the external audit arrangements provided by the Smaller Authorities' Audit Appointments Ltd.

2727. CLERK'S REPORT & ANNOUNCEMENTS

The Clerk advised that the work to the website had been briefed. It was agreed to request a quote for a mobile format. The Clerk circulated a proposed document retention policy for comment.

2728. NEWSLETTER

It was agreed to include the minutes.

2729. DATE OF THE NEXT MEETING

The date of the next PC meeting was confirmed as March 8th 2016 at 7pm.

The meeting finished at 10.45pm.