

Minutes of Annesley & Felley Parish Council meeting held at Annesley Parish Hall on 7th October 2013 at 7.00pm.

Present: Cllr's P Olko (Chair), D Bedward (Vice-Chair), A McDonald, A Cope, R Madden, B Wortley, Gary Woodward, Stephen Bishop, Chris Thompson (Ramblers Association), four Members of the Public and the Clerk were in attendance.

Gary Woodward and Stephen Bishop attended the September 2013 Parish Council meeting and subsequently applied to become members of the Parish Council. It was agreed that they should be co-opted as members of Annesley and Felley Parish Council with immediate effect.

Cllr P Olko introduced Chris Thompson who gave a brief presentation on the importance of footpath recognition. It was agreed that the Parish Council would continue to work closely with Access and Chris Thompson on footpath recognition. It was also agreed that the Parish Council would support the following footpath claims - Annesley Plantation SW of A611, Annesley Plantation NE of A611, NCC footpath No.7 linking to A608 and ADC Forest Road Nature Area. A meeting has been arranged for 7.00pm on 21st October 2013, at the Parish Hall, to discuss footpath recognition further and also provide guidance on the completion of the "User Evidence Forms". All Parish Councillors and members of the Public are invited to attend this meeting.

1. **Apologies for Absence:** Cllr's PD Thomas and N Severn.
2. **Declarations of Personal & Prejudicial Interest:** None declared.
3. **Public Questions:**
 - 3.1. A member of the Public asked for an update on the maintenance of trees on Moseley Road. Cllr P Olko confirmed that the maintenance of these trees was the responsibility of Nott's CC, however Nott's CC have agreed that some minor maintenance is required and this will be carried out within the next two growing seasons. Nott's CC have kindly agreed to inspect all of the trees that the Parish Council are responsible for and will advise on what action is required. It was agreed that the Parish Council tree maintenance policy will be aligned with the Nott's CC policy.
4. **To accept the minutes of the meeting held on 2nd September 2013:** Minutes of the meeting were accepted as a true record of the meeting and signed by the Chair Cllr P Olko.
5. **Matters Arising:**
 - 5.1. Building waste has been dumped on Parish Council owned land to the rear of Byron Road. Report the issue to the relevant Authority.
 - 5.2. Building work is taking place on Byron Fields/Byron Road close to land leased by the Parish Council. Establish further details from ADC Planning Department.
 - 5.3. Overgrown vegetation at the top of Byron Road is a potential road safety issue. Nott's CC have now agreed to undertake the cutting back of the trees and shrubbery.
 - 5.4. Improve Hall advertising/marketing to increase bookings by producing an information brochure.
 - 5.5. Produce information booklet detailing the responsibilities/duties undertaken by the Parish Council.
 - 5.6. Contact the relevant Authorities to establish the frequency and timing of restocking existing grit bins. Five 25kg bags of salt have been ordered for use around the Parish Hall. The Parish Council confirmed that it would not be purchasing any additional grit bins and that the relevant Authorities are responsible for the re-stocking of existing bins. It was also agreed that John Saint (Caretaker) would be responsible for clearing any snow/ice around

the Parish Hall and members of the Public would continue to assist in keeping School Hill safe during any bad weather conditions.

- 5.7. Formulate a safety self-inspection program for the Children's Play Area.
 - 5.8. Contact Sarah Daniel (ADC) regarding the £85k funding for the proposed skate park. Meeting is being arranged between Sarah Daniel (ADC) and Cllr PD Thomas to discuss and progress this Project.
 - 5.9. Speeding vehicles on Annesley Cutting (top of Byron/Moseley Road) are creating a serious safety issue for pedestrians. Discuss with Nott's CC to establish what can be done to reduce the risk.
 - 5.10. Residents of Byron Road are to be consulted to establish if the shrubbery around the parking bays should be removed. The results of the consultation (47 for the removal and 2 against) confirmed that the shrubbery around the parking bays should be removed. A quote of £1,950 to carry out this work was approved and the work will be completed soon.
- 6. Chair's Urgent Items**
- 6.1. A number of deficiencies relating to statutory requirements have been identified in the Parish Hall. These include PAT testing, gas boiler, electrical circuit and emergency lighting testing. It was confirmed that all of the tests to meet the statutory obligations will be completed on 17th and 18th October 2013 by a qualified electrician.
 - 6.2. A Fire Safety Risk Assessment has recently been carried out by Graham Wood and resulted in a number of deficiencies being identified - routine maintenance of extinguishers/fire blankets, lack of signage, PAT testing, operation of emergency lighting system, formal maintenance checks and recording, "hot work permit" policy and procedure and formal evacuation drills. It was agreed that these deficiencies would be rectified as soon as possible.
- 7. Members Items**
- 7.1. Cllr D Bedward suggested that any Public questions should be submitted, in writing, prior to the monthly Council meeting to allow Councillors time to prepare a comprehensive response. With immediate effect it was agreed that any Public questions should be submitted to the Clerk, in writing, by 5.00pm on the Wednesday before the meeting. The Parish Council will then endeavour to respond to these questions at the next Council meeting. If any questions are raised at the Council meeting it will be at the Chair's discretion whether a response is given at that meeting.

It was also agreed that "Members Items" will be dealt with in the same way. All "Members Items" must be submitted to the Clerk, in writing, by 5.00pm on the Wednesday before the meeting. If any "Members Items" are raised at the Council meeting it will be at the Chair's discretion whether these are discussed at that meeting. It was agreed to run the above procedure as a pilot for a period of six months.

- 7.2. Cllr B Wortley agreed to obtain, from Nott's CC, an update on the outstanding work and the funding still available relating to the new Allotment project.
- 7.3. Cllr R Madden confirmed that a funding application had been submitted to Nott's CC (LIS scheme) for facilities at the Parish Hall including additional car parking, signage, litter bins and cycle racks.
- 7.4. Cllr A Cope recommended that new road name signage was required on Byron and Moseley Road. It was agreed that a request would be made to the relevant Authority.
- 7.5. Cllr A McDonald recommended that the hedges/shrubbery around the Parish Hall and School Hill should be cut back. It was agreed that specification for the work would be produced and then obtain quotes.

- 7.6. Cllr A McDonald reported that rubble had been dumped on Parish Council owned land at the rear of 74 Byron Road. Cllr A McDonald agreed to supply full details to the Clerk who will then write to the occupier.
- 7.7. Cllr A McDonald reported that a large quantity of garden waste had been dumped on the Middle Land. Cllr A McDonald agreed to report the problem to ADC as a fly tipping issue.
- 7.8. Cllr A McDonald asked if fires were permitted on the Allotment sites to dispose of garden waste. The Parish Council confirmed that as stated in the Allotment agreements NO fires are permitted on any of the Allotment sites. It was agreed that Cllr B Wortley would establish if further compost bins could be sourced utilising funding from the new Allotment Project.
- 7.9. Cllr A McDonald suggested that the old wooden fencing at the rear of the Parish Hall should be removed or repaired. It was agreed that this may be included in a future funding application.
- 7.10. Cllr A McDonald asked if any additional lighting could be installed close to the play area. It was agreed that this may be included in a future funding application for additional children/youth recreational facilities.
8. **Youth Club**
 - 8.1. The Youth Club continues to be successful and well attended.
9. **Cemetery**
 - 9.1. The Clerk recommended that the plans and records for Cemetery areas B and C should be prepared to the same standard as area A. It was agreed that a Project team will be formed to perform this task.
10. **Parish Hall**
 - 10.1. The Hall bookings were reviewed and agreed.
11. **Parish Plan Review**
 - 11.1. The updated old Parish Plan is now published on the Parish Council website.
 - 11.2. Cllr D Bedward reported that response from Residents to the new Parish Plan questionnaire and subsequent meeting was very disappointing. Without involvement from Residents the new Parish Plan cannot proceed. Ideally a Project team should be formed consisting of three Parish Councillors and seven Residents to manage the preparation of the new Parish Plan. It was agreed that to connect more with Residents the Parish Council should organise more community events. It was agreed that a Xmas event will be organised this year.
12. **Report of External Meetings**
 - 12.1. None
13. **Planning Applications**
 - 13.1. None
14. **Correspondence requiring attention and outstanding replies list.**
 - 14.1. All correspondence received had been circulated to Councillors prior to the meeting and was therefore dealt with at the appropriate place in the agenda.
 - 14.2. Nott's CC (letter dated 30th September 2013) - amended development description and scope of works re planning application F/2711 - Newstead and Annesley Country Park - final comments to be submitted by 14th October 2013. Cllr R Madden took no part in any discussions on this item.
15. **Finance Statement and accounts for payment**

The Clerk presented the monthly financial statements.

15.1. Payments approved were as follows:

Date	Payee	Chq No	Value	Description
20-Oct-13	Ashfield District Council	DD	15.00	Parish Hall—Business Rates
20-Oct-13	Ashfield District Council	DD	46.00	Cemetery—Business Rates
05-Oct-13	Two Little Fishes	DD	35.00	Web site maintenance
18-Sep-13	British Telecom	DD	36.00	Broad Band Charges
24-Sep-13	E-ON Limited	DD	265.77	Electric Bill
25-Sep-13	E-ON Limited	DD	46.82	Gas Bill
07-Oct-13	Ultimate Print Limited	100329	40.00	Newsletter Printing Costs
07-Oct-13	Graham Wood	100330	330.00	Fire Risk Assessment/Survey
07-Oct-13	Grant Thornton UK LLP	100331	1,200.00	External Audit Fee 2012/13
07-Oct-13	J Saint	100332	212.33	Salary
07-Oct-13	Clarkes Cemetery Services	100333	710.00	Contract Work
07-Oct-13	HMRC	100334	305.68	NI & PAYE
07-Oct-13	J Barlow	100335	895.54	Salary and Admin Costs
07-Oct-13	Fire Safety Services (UK) Ltd	100336	59.04	Annual Service of Extinguishers and Fire Blankets
	Total Payment value		£4,197.18	

15.2. Payments approved for the Youth Club were as follows:

Date	Payee	Chq No	Value	Description
	Total Payment value		£nil	

15.3. Barclays Business debit/credit card has now been received and is to be used for one off payments - monthly limit £4,000. The amount spent each month will be direct debited to the main bank account and reported at the next Parish Council meeting.

15.4. The Clerk reported that the 2012/13 Financial Statements/Accounts have now been audited and approved by Grant Thornton (External Auditors) and no issues or problems were reported.

15.5. On-line access has now been established to access the two Barclays bank accounts.

15.6. It was agreed that the Parish Council would purchase a Remembrance Day wreath.

16. Children's Play Area:

16.1. None.

The meeting closed at 9.20pm.

The next Parish Council meeting will be held on Monday 4th November 2013 at the Parish Hall, Annesley commencing at 7.00pm.

Signed.....Date.....

Chair of Annesley and Felley Parish Council