

**Minutes of Annesley & Felley Parish Council meeting held on 24th May 2021 at ADC, Council Chambers, Kirkby in Ashfield, Nott's, commencing at 7.15pm.**

**Present:** Cllr's J Zadrozny, R Madden, D Martin, D Williamson, V Heslop, D Davis, K Stanley, C Butler and the Clerk were in attendance.

On 24<sup>th</sup> March 2021 Cllr C Brown resigned as Parish Councillor for the Annesley Ward. An election was called to fill the vacancy, however the election was uncontested and therefore Perry Johnson Woodhouse was elected as Parish Councillor for the Annesley Ward with effect from 21<sup>st</sup> June 2021.

The meeting was chaired by Cllr D Williamson

**1 Apologies for Absence:** Cllr's R Collier, A Blazewicz-Bell, R Blazewicz-Bell and A Cope.

**2 Declarations of Personal & Prejudicial Interest:** None

**3 Public Questions:**

3.1 Member of the Public had reported - Newstead Road (outside the new housing estate and pit wheel) - the light in the pedestrian refuge island not working and requires replacing. Issue reported to Nott's CC Highways on 14<sup>th</sup> April 2021 - FS-Case-325945079 - the work has now been carried out.

3.2 Member of the Public had reported - the wooden fence surrounding the old pit wheel on Annesley Cutting has been damaged and requires replacing. This issue was reported to Persimmon (Danny King) on 27<sup>th</sup> March 2021.

**4 To accept the minutes of the meeting held on 1<sup>st</sup> March 2021:** Minutes of the meeting were accepted as a true record of the meeting and were signed by the Chair of the meeting.

**5 Matters Arising:**

5.1 Parish Council to support a request to Nott's CC Highways for traffic calming measures on Moseley Road. Request submitted, on 2<sup>nd</sup> March 2021, to Nott's CC Highways asking for them to look at options and propose an effective solution - reference number FS312172737. The Parish Council agreed to follow up the lack of response with Nott's CC Highways.

5.2 Install security barriers around the Middle Land to stop illegal access. Quote to be obtained for wooden posts around the Middle Land.

5.3 Future development plans for the A611. The Parish Council replied to the email from Kevin Sharman Team Manager - Transport Programme Delivery - Nottinghamshire County Council on 2<sup>nd</sup> March 2021 requesting a face to face meeting stating that the Parish Council would like to be involved in the potential options before they reach Public Consultation. Response received from Kevin Sharman on 2<sup>nd</sup> March 2021 - "Your request is noted. I can assure you that we will want to discuss any options through relevant County Councillors, District Councillors and Parish before we would go out to any public consultation. Unfortunately such proposals have largely been paused through the pandemic period." On 25<sup>th</sup> March 2021 a response was received, to the Freedom of Information request submitted by the Parish Council, from John Allison (Nott's CC Information Officer), - "I can confirm that we are withholding this information under Regulation 12(4) (d) for material that is still being completed, unfinished documents including drafts, or incomplete data. In conducting a public interest test, we decided that as work is still ongoing, the factors weighed in favour of withholding the information at this time". The Parish Council agreed to continue to follow this issue up with Nott's CC.

5.4 Household waste is being placed in the large waste bins within the Cemetery. Anthony Clarke has confirmed that there is no domestic waste being dumped in the Cemetery, however periodically some items such as tins, litter and plastic bottles have been put in the bins. These would appear to be the result of members of the public litter picking. This does not currently cause Anthony Clarke any problems as the amounts are relatively small and infrequent. However over recent weeks the volume and frequency of litter picking waste has increased - signs have now been attached to the bins.

5.5 Large amounts of rubbish are being dumped near Hazleford Way. Community litter pick took place on Saturday 17<sup>th</sup> April 2021.

5.6 Any further update available on the adoption of the new estate by the County Council - no further information is yet available.

**6 Chair's Urgent Items**

6.1 None

**7 Members Items**

7.1 Cllr's Adam and Rachael Blazewicz-Bell organised a community litter pick on Saturday 17<sup>th</sup> April 2021. The event was very successful and well attended including local residents, Newstead and Annesley Parish Councillors and Badgemaster employees. The area covered included the woods, Hazleford Way, Newstead Skate Park, Newstead Road and Byron Road. A large amount of waste was collected including mattresses, car tyres, chairs, cans, carpets and food packaging. The collected waste was disposed of by Ashfield District Council - thanks to all involved.

7.2 Cllr's R Blazewicz-Bell and A Blazewicz-Bell had reported the following before the meeting:

a) Working on producing a 'litter pick' poster for the parish notice boards, however having researched the issue, there is conflicting information on what people should do with the litter once it's been collected - should they take it home or place it next to an ADC bin. Cllr J Zadrozny confirmed that any litter from a litter pick should be left tidily at the side of a District Council waste bin for collection by ADC.

b) All residents on Willow Fields and Jasmine Gardens have now received a letter regarding the water surface charge which was shown on Rip Off Britain as well as discussed on BBC Radio Nottingham.

- c) Another community litter pick has been arranged to take place on 3<sup>rd</sup> July 2021 to coincide with the 'Keep Britain tidy' campaign.
  - d) Residents have asked if they could plan some sort of gardening competition for both housing estates in July or August. I informed them that I didn't see this being a problem but that the PC probably didn't have any funds available to support it. They seemed fine with this but did ask if a couple of Parish Cllrs would be willing to judge the competition.
  - e) We have contacted Chris Foster about getting more speed camera vans on Newstead Road and getting better speed warning signage installed. It was confirmed that Newstead Road has now been added to the list of 'watch' areas.
- 7.3 Cllr C Butler raised the issue of the ongoing maintenance of the "Middle Land" - it was agreed that with immediate effect a three metre border will be left uncut around the four large areas of trees on the Middle Land to allow natural habitat areas. Included in the latest Parish Plan is a project to enhance biodiversity within the village by, planting native flora/fauna, to manage and extend existing flora/fauna and install flower planters.
- 7.4 Cllr K Stanley raised the issue of the burial of caskets in Annesley Cemetery. It was agreed that the burial of caskets will not be allowed due to space and unstable ground issues. It was agreed that the Cemetery rules and regulations will be amended to reflect this decision.

## **8 Cemetery**

8.1 None

## **9 Parish Hall**

- 9.1 Hall bookings were reviewed and agreed.
- 9.2 The Parish Hall is now closed and no future bookings are currently being taken.
- 9.3 With effect from 1<sup>st</sup> April 2021 the National Minimum Wage rate increased from £8.72 to £8.91 therefore the hourly wage rate for the Caretaker was increased accordingly.
- 9.4 It was agreed that the Parish Council should now start to plan for the reopening of the Parish Hall at the end of June 2021 - ADC to be consulted for advice on making the reopening Covid safe/secure.

## **10 Parish Plan Review**

10.1 The Parish Plan is now on the Parish Council web site. Updates on progress, when relevant, will be discussed and reported at each Parish Council meeting.

## **11 Report of External Meetings**

11.1 None

## **12 Planning Applications**

- 12.1 V/2021/0269 - 12<sup>th</sup> April 2021 - 53 Owston Road, NG15 0DW - Certificate of lawfulness for proposed single storey extension.
- 12.2 V/2021/0261 - 9<sup>th</sup> April 2021 - Rolls Royce TSTL, Willow Drive, NG15 0DP - Non material amendment following Planning Permission V/2020/0761 - reconfiguration of skip storage area to accommodate heavier skips on concrete hardstanding with installation of associated drainage system to link to main drainage; and widening of internal road to allow installation of double gate barrier access system.
- 12.3 V/2021/0262 - 9<sup>th</sup> April 2021 - Autofil Worldwide, Willow Drive, NG15 0DP - Application for variation of condition 1 plans and drawings of planning permission V/2020/0761.
- 12.4 X/2021/0019 - 20<sup>th</sup> April 2021 - 15 Pella Grove, NG15 0EL - Single Storey Rear Extension.
- 12.5 V/2021/0310 - 27<sup>th</sup> April 2021 - Unit 7A, Sherwood Park, Willow Drive, NG15 0DP - Application for consent to display advertisements - 3no. illuminated signs on the building and 1 no. illuminated entrance sign.
- 12.6 V/2021/0297 - 13<sup>th</sup> May 2021 - 81, Owston Road, NG15 0DW - Conservatory.

**No comments or objections were made on any of the above Planning Applications.**

## **13 Correspondence requiring attention and outstanding replies list.**

13.1 All relevant correspondence had been circulated to all Parish Councillors before the meeting.

## **14 Finance Statement and accounts for payment**

The Clerk presented the monthly financial statements.

14.1 Payments approved were as follows:

<u>Date</u>	<u>Payee</u>	<u>Pay type</u>	<u>Value</u>	<u>Description</u>
02-Mar-21	Boiler Room Digital	BACS	23.98	Web site domain renewal (2 years)
11-Mar-21	PD Thomas	BACS	138.00	Cleaning carpets/soft furnishings
15-Mar-21	Tesco Stores Ltd	DC	23.76	Postage stamps
16-Mar-21	J Saint	BACS	189.12	Float for purchase of consumables
18-Mar-21	Clarkes Cemetery Services	BACS	130.00	Cremated remains burial
25-Mar-21	Graham Wood	BACS	200.00	Fire Risk Assessment
	<b>Total March 2021</b>		<b>£704.86</b>	
01-Apr-21	E.ON Ltd	DD	286.71	Gas bill
01-Apr-21	E.ON Ltd	DD	373.86	Electric bill

06-Apr-21	Boiler Room Digital	DD	40.00	Web site maintenance
20-Apr-21	Ashfield DC	DD	53.90	Cemetery business rates
22-Apr-21	Information Com. Office	DD	35.00	GDPR annual fee
02-Apr-21	Ashfield DC	BACS	485.40	2021/22 Trade waste collections
06-Apr-21	Clarkes Cemetery Services	BACS	925.00	Contract work
06-Apr-21	J Saint	BACS	264.51	Salary
07-May-21	HMRC	BACS	271.14	National Insurance & PAYE
06-Apr-21	J Barlow	BACS	987.46	Salary & Admin costs
09-Apr-21	P Clarke	BACS	310.00	2020/21 Internal Audit fee
	<b>Total April 2021</b>		<b>£4,032.98</b>	
06-May-21	Boiler Room Digital	DD	40.00	Web site maintenance
20-May-21	Ashfield DC	DD	55.00	Cemetery business rates
13-Apr-21	Clarkes Cemetery Services	BACS	650.00	Grave preparation x 2
16-Apr-21	Dell Technologies	DC	363.21	Purchase of laptop computer
19-Apr-21	Rich's Plumbing & Heating	BACS	160.00	Repairs to heating system
21-Apr-21	SLCC	BACS	166.00	2021/22 membership subscription
01-May-21	Clarkes Cemetery Services	BACS	950.00	Contract work
01-May-21	J Saint	BACS	270.27	Salary
07-Jun-21	HMRC	BACS	271.14	National Insurance & PAYE
01-May-21	J Barlow	BACS	1,007.71	Salary & Admin costs
01-May-21	BHIB Ltd	BACS	1,748.29	2021/22 Insurance premium
03-May-21	Marks & Spencer plc	DC	24.99	Employee "get well gift"
04-May-21	Clarkes Cemetery Services	BACS	500.00	Grave prep. & waste bin repair & signage
	<b>Total May 2021</b>		<b>£6,206.61</b>	
06-Jun-21	Boiler Room Digital	DD	40.00	Web site maintenance
20-Jun-21	Ashfield DC	DD	55.00	Cemetery business rates
19-May-21	Clarkes Cemetery Services	BACS	450.00	Grave preparation
27-May-21	Water Plus Ltd	DD	22.60	Cemetery water charges
01-Jun-21	Clarkes Cemetery Services	BACS	950.00	Contract work
01-Jun-21	J Saint	BACS	270.27	Salary
07-Jul-21	HMRC	BACS	271.14	National Insurance & PAYE
01-Jun-21	J Barlow	BACS	992.41	Salary & Admin costs
02-Jun-21	British Telecom plc	DD	132.10	Telephone & Internet charges
	<b>Total June 2021</b>		<b>3,183.52</b>	

- 14.2 The 2020/21 Annual Governance Statement (Section 1) was considered and approved at this meeting and was signed by the Chair of the meeting and the Clerk.
- 14.3 The 2020/21 Accounting Statement (Section 2) was considered and approved at this meeting, after the 2020/21 Annual Governance Statement (Section 1) had been approved. The 2020/21 Accounting Statement (Section 2) was signed by the Chair of the meeting and the Clerk.
- 14.4 The 2020/21 internal audit of the accounting records, financial procedures, financial controls and accounting statements for the Parish Council was carried out by the appointed internal auditor Philip Clarke. No issues or problems were reported. The detailed audit report/scope document and the 2020/21 Annual Internal Audit Report were circulated to all Councillors on 6<sup>th</sup> April 2021.
- 14.5 The final statement of income and expenditure compared to budget for the full year ended 31<sup>st</sup> March 2021 was distributed to all Councillors on 2<sup>nd</sup> April 2021.
- 14.6 The 2020/21 Annual Governance Statement and Accounting Statement were circulated to all Councillors on 2<sup>nd</sup> April 2021 for review and consideration.
- 14.7 2021/22 "Wind Turbine Annual Community Funding" - £1,500 - was received from RCAN on 6<sup>th</sup> April 2021.
- 14.8 ADC paid the 2021/22 Precept of £55,318 in full on 21<sup>st</sup> April 2021.
- 14.9 The 2021/22 final budget summary was circulated to all Parish Councillors on 2<sup>nd</sup> April 2021.

## 15 Statutory Compliance Checks

- 15.1 Children's Play Area and Skate Park - the Caretaker (John Saint) had confirmed that all statutory compliance checks had been completed.
- 15.2 Parish Hall - the Caretaker (John Saint) had confirmed that all statutory compliance checks had been completed.

The meeting closed at 8.00pm.

The next Parish Council meeting will be held on Monday 6<sup>th</sup> September 2021 commencing at 7.00pm.

Signed.....Chair of Meeting

Date.....