

**Minutes of Annesley & Felley Parish Council meeting held at Annesley Parish Hall on 6<sup>th</sup> February 2017 at 7.00pm.**

**Present:** Cllr's T Smith, PD Thomas, H Wortley, A Wortley, J Zadrozny, W O'Brien, R Madden, D Martin, J Bell, A Cope, V Heslop, two members of the Public, John Saint and the Clerk were in attendance.

The meeting was chaired by Cllr T Smith.

**1 Apologies for Absence:** Cllr H Simmons

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

**3 Public Questions:**

3.1 Member of the Public reported that grassed areas were being damaged during grass cutting. It was agreed to discuss the issue with the Contractor.

3.2 Member of the Public reported that a tree was obstructing the foot path on School Hill.

3.3 Member of the Public suggested that steps should be taken to prevent illegal access to the Middle Land. The Parish Council confirmed that this suggestion had been looked at several times and it had been agreed not to proceed due to the size of the area and potential costs.

**4 To accept the minutes of the meeting held on 16<sup>th</sup> January 2017:** Minutes of the meeting were accepted as a true record of the meeting and signed by the Chair of the meeting.

**5 Matters Arising:**

5.1 It was agreed that the Parish Council would produce the specification for the Cemetery Extension Project and obtain three quotes.

5.2 Request for additional street lighting to be installed near 1 Warren Avenue.

5.3 To protect the Cemetery Mortuary Chapel from further deterioration options are to be considered for the development of the Chapel. It was agreed that Nott's CC should be commissioned to carry out a feasibility study (free of charge) to establish the suitability for development for business or commercial use.

5.4 A quote of £1,680 received from LT Horticulture was accepted to complete the work as per the tree survey. An additional quote from LT Horticulture of £420 was accepted to remove an additional silver birch tree and also clear all brambles and saplings from the area to be developed. Work will be completed during February 2017.

5.5 Gates at 64, Byron Road are obstructing the pavement. Letter sent to the "occupier" on 19<sup>th</sup> January 2017 and the issue has now been resolved.

5.6 Street light number 14, on Byron Road, is still faulty. Report again to Nott's CC.

5.7 For Xmas 2017 a Xmas tree should be sited at the top of Moseley Road. The Parish Council agreed to look at the potential cost to enable a decision to be made.

5.8 Caravan is parked in the parking bay on Byron Road. It was agreed that the legal position should be established relating to the parking of caravans on public highways before any action is taken. ADC has now confirmed that from their records all parking bays on Byron Road are adopted highway. Therefore as ADC has powers under parking regulations to get the caravan moved, the issue has now been passed to the ADC Community Protection team.

5.9 To stop further damage to the front of the Parish Hall, caused by football being played in front of the Parish Hall, proposals will be discussed and agreed at the March Parish Council meeting.

**6 Chair's Urgent Items**

6.1 The car park extension is now complete. It was agreed that the perimeter of the car park extension should be marked to define the actual parking area. It was agreed that a specification would be produced, including additional signage.

**7 Members Items**

7.1 Cllr J Zadrozny reported that he had been approached by a Company offering security services within the village. It was agreed that this would not be pursued due to the potential cost.

**8 Youth Club**

8.1 Cllr PD Thomas reported that following several incidents some members of the Youth Club had been temporarily suspended.

8.2 It was agreed that quotes should be obtained to increase the CCTV coverage within the Parish Hall.

8.3 The fire extinguishers that had recently been damaged have now been replaced.

8.4 Cllr PD Thomas has updated the Youth Club Constitution and issued it to all Councillors for comments/approval.

**9 Cemetery**

9.1 None

**10 Parish Hall**

10.1 Hall bookings were reviewed and agreed.

**11 Parish Plan Review**

11.1 The new Parish Plan is now on the Parish Council web site. Updates on progress will be discussed and reported at each Parish Council meeting.

**12 Report of External Meetings**

12.1 None

**13 Planning Applications**

13.1 V/2017/0022 - 17<sup>th</sup> January 2017 - Willow Drive Sherwood Business Park, NG15 0DP - Remove condition 1 of Planning Permission V/2013/0669 to allow permanent use of car park. No comment or objection.

**14 Correspondence requiring attention and outstanding replies list.**

14.1 None

**15 Finance Statement and accounts for payment**

The Clerk presented the monthly financial statements.

15.1 Payments approved were as follows:

<u>Date</u>	<u>Payee</u>	<u>Pay type</u>	<u>Value</u>	<u>Description</u>
06-Feb-17	Boiler Room Digital	DD	36.00	Web site maintenance
19-Jan-17	Fire Safety Services (UK) Ltd	BACS	231.60	Fire extinguisher & signage
29-Jan-17	Fire Safety Services (UK) Ltd	BACS	141.48	Fire extinguishers
31-Jan-17	Ultra Build Developments Ltd	BACS	11,700.00	Car park extension
01-Feb-17	Clarks Cemetery Services	BACS	740.00	Contract work
01-Feb-17	J Saint	BACS	242.67	Salary
07-Mar-17	HMRC	BACS	316.20	National Insurance & PAYE
01-Feb-17	J Barlow	BACS	924.18	Salary and Admin costs
28-Jan-17	Nott's Club for Young People	BACS	210.00	Youth worker support
<b>Payment value</b>			<b>£14,542.13</b>	

15.2 The Financial and General Risk Assessments for 2016/17 were approved and signed by the Chair and Clerk. There are a number of important areas that require attention:

- a) Annual safety check of the Youth Club Bouncy Castle has not been carried out since July 2012. The equipment **MUST NOT** be used until the safety check has been completed as the insurance cover is now invalid.
- b) Barclays Bank mandate (cheque signatories) requires updating due to change of Parish Councillors.
- c) DBS checks for the Youth workers need to be updated.
- d) Youth Club Constitution requires updating.
- e) Youth Club assets should be checked to the current asset register.

15.3 Mr Philip Clarke of Southwell has been appointed as Internal Auditor for the 2016/17 financial year end.

**16 Statutory Compliance Checks**

16.1 Children's Play Area and Skate Park - the Caretaker (John Saint) confirmed that all statutory compliance checks had been completed. Cllr T Smith reported that the surface area did show signs of further deterioration.

16.2 Parish Hall - the Caretaker (John Saint) confirmed that all statutory compliance checks had been completed.

The meeting closed at 8.30pm.

The next Parish Council meeting will be held on Monday 6<sup>th</sup> March 2017, at the Parish Hall, Annesley, commencing at 7.00pm.

Signed.....Chair of Meeting

Date.....