

# Minutes of the Annesley and Felley Council meeting – 2nd January 2012 in the Parish Hall.

**Present:** Councillors D Bedward (Vice-Chair), PD Thomas, B Wortley, H Bedward, A McDonald, A Cope, 1 member of the Public and the Clerk were in attendance.

1. **Apologies for Absence:** Cllr M A Thomas
2. **Declaration of interest:** None
3. **To accept the minutes of the meeting held on Monday 5th December 2011:** The Minutes were accepted as a true record and signed by the Vice-Chair Cllr D Bedward.
4. **Matters Arising:**
  - 4.1. Dog waste bins to be requested for the new housing development.
  - 4.2. Parish Council owned land is vulnerable to illegal access. Discuss with Nott's CC the options available.
  - 4.3. 30 mph speed warning signs on Annesley Cutting/Newstead Road require refurbishment.
  - 4.4. Carriageway outside number 6 Newstead Road is prone to flooding and could cause an accident.
  - 4.5. Trees on Moseley and Recreation Road require cutting back/pruning. ADC have now applied for Planning consent to carry out the work (see 15.1).
  - 4.6. Funding requests for Projects - Over 50's club – bingo machine (£300) and contribution towards the cost of reorganising the Parish Council archive records (£400).
  - 4.7. Meet with Rev L Loisel to prepare the "Community Emergency Action Plan"
  - 4.8. Confirmation to be obtained from the Tenants who wish to terminate their Allotment tenancy. Mr Densley (2 plots) and Mr Carter (1 plot) have now terminated their Allotment Tenancy Agreements.  
The two vacant allotment plots have now been allocated to Mr D Severn and an addendum to his existing tenancy agreement has now been signed.
  - 4.9. Allotment Tenancy Agreement document to be revised. A new Allotment Tenancy Agreement has been produced. All Cllr's were asked to feedback comments on the revised document to Cllr D Bedward.
  - 4.10. Advance warning of road sweeping is not being given by ADC. Reported to ADC.
  - 4.11. Dog waste bins are not being emptied regularly on Recreation/Moseley/Byron Road. Reported to ADC.
5. **Annesley Colliery site:**
  - 5.1. Updates to be given as and when appropriate.
6. **Policing Issues**
  - 6.1. Any policing issues should be reported and a crime reference number obtained.
  - 6.2. PCSO Jenny Hudson contact details [jenny.hudson.4730@nottinghamshire.pnn.police.uk](mailto:jenny.hudson.4730@nottinghamshire.pnn.police.uk) and Mobile 07889702834.  
The non-emergency contact number is 101
7. **Public Questions**
  - 7.1. None
8. **Chair's Urgent Items**
  - 8.1. None
9. **Members Items**
  - 9.1. None
10. **Youth Club**

- 10.1. Due to the extension and refurbishment of the Parish Hall the Youth Club has now closed until the Parish Hall reopens.
- 10.2. Any Youth Club events that are organised during the closure of the Parish Hall will be advertised on the Parish Council website.

**11. Cemetery**

- 11.1. The survey of headstones and monuments in the Cemetery has commenced. Report expected early January 2012.
- 11.2. The price increases for 2012, submitted by Clarkes Cemetery Services for grave preparation, were accepted.

**12. Parish Hall**

- 12.1. Parish Hall Bookings were discussed and agreed.
- 12.2. Meeting to be arranged between the Parish Council, ADC and the Contractor to discuss the Project.
- 12.3. It was agreed to wait until after the meeting (12.2) to inform the Insurers of the Project details.
- 12.4. Cllr D Bedward has produced a Parish Council newsletter. The cost of £40 to print 500 copies of the newsletter was agreed. Councillors agreed to distribute the newsletter to residents by the end of January 2012.
- 12.5. Alternative venue for the monthly Parish Council meetings needs to be found.

**13. Parish Plan Review**

- 13.1. The update to the Parish Plan is now published on the Parish Council website.

**14. Report of External Meetings**

- 14.1. Cllr PD Thomas attended the Safer Neighbourhood meeting and Cllr D Bedward attended the Annesley and Newstead Country Park meeting.

**15. Planning Applications**

- 15.1. V/2012/0651 – Tree maintenance – Land at Recreation and Moseley Road, NG15 0AA. No objection raised.

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

- 16.1. Other correspondence received had been circulated to Councillors prior to the meeting and was dealt with at the appropriate place in the agenda.

**17. Finance Statement and accounts for payment**

The Clerk presented the monthly financial statements.

- 17.1. Payments approved were as follows:

<b>Date</b>	<b>Payee</b>	<b>Chq No</b>	<b>Value</b>	<b>Description</b>
10-Jan-12	British Gas	DD	24.00	Heating maintenance contract
05-Jan-12	Two Little Fishes	DD	35.00	Web site maintenance
20-Jan-12	Ashfield DC	DD	50.00	Cemetery Business rates
20-Jan-12	Ashfield DC	DD	0.69	Parish Hall Business rates
23-Dec-11	E-ON	DD	127.44	Electricity bill
03-Jan-12	E-ON	DD	249.02	Gas bill
19-Dec-11	Ashfield DC	100178	1185.00	Parish Hall project costs

19-Dec-11	AIS Total Security Limited	100179	155.78	Annual alarm contract
02-Jan-12	Clarkes Cemetery Services	100180	655.00	Contract work
02-Jan-12	Post Office Limited (HMRC)	100181	241.93	NI & PAYE on Salary
02-Jan-12	J Barlow	100182	768.48	Salary and Expenses
	<b>Total Payment value</b>		<b>£3492.34</b>	

- 17.2. It was agreed to add an additional web page to the Parish Council website, at a cost of £40, for static Parish Council information.
- 17.3. A schedule of costs for the Parish Hall extension and refurbishment Project was distributed to all Councillors.
- 17.4. The Budget/Precept meeting with ADC will be on 19th January 2012. The draft Budget was agreed and the Precept request will be at the same level as last year.
- 17.5. The Financial Regulations and Standing Orders of the Parish Council were reviewed and amended as necessary. All amendments will be incorporated in revised documents dated 2nd January 2012. Copies of the revised documents will be distributed to all Councillors.
- 17.6. The Risk Assessments for the Parish Council were reviewed and the following action was agreed:
- 17.6.a) Any maintenance required on the Children's Play Area will be carried out after the Inspection in May 2012.
- 17.6.b) All electrical equipment will be PAT tested before it is moved back into the Parish Hall, following completion of the Project.
- 17.6.c) A full Asset listing (Asset Register) of all Parish Council and Youth Club assets will be produced when the assets are moved back into the Parish Hall, following completion of the Project. The Asset Register will be used for Insurance purposes and also control over asset security.
- 17.7. Contact British Gas to establish whether the maintenance contact for the Parish Hall heating system should be suspended/cancelled during the duration of the Project.

The meeting closed at 7.30pm.

The next meeting will be held on Monday 6th February 2012 commencing at 7.00pm. Venue to be confirmed.

Signed.....Date.....  
Chair of Annesley and Felley Parish Council