

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

Present: Councillors P Olko (Chair), PD Thomas (Vice chair), A McDonald, N Severn, B Wortley, A Cope, D Bedward, two members of the Public and the Clerk were in attendance.

1. **Apologies for Absence:** Councillors R Madden and N Thomas
 - 1.1. A letter of resignation was received from Cllr MA Thomas resigning as Chair and Parish Councillor with immediate effect.
 - 1.2. It was agreed that the Policy for the co-option of new Parish Councillor's should be amended by removing item 14 from the Policy.
 - 1.3. It was agreed that Cllr P Olko should be appointed Chair with immediate effect and Cllr PD Thomas would continue as Vice chair.
2. **Declarations of Personal & Prejudicial Interest:** None
3. **Public Questions:**
 - 3.1. A member of the Public reported that flooding outside number 2 Newstead Road could cause serious problems to oncoming vehicles. The Clerk was asked to report the issue to the relevant Authority.
4. **To accept the minutes of the meeting held on Monday 3rd December 2012:** The Minutes of the meeting were accepted as a true record and signed by the Vice chair Cllr PD Thomas.
5. **Matters Arising:**
 - 5.1. Dog fouling is an increasing problem throughout the Village. Email to be sent to the ADC Community Protection Officer requesting a meeting within the next two weeks.
 - 5.2. Define the relevant information/documentation to be issued to new Councillors.
 - 5.3. Request additional dog waste bins for the Annesley Cutting housing development.
 - 5.4. Large amount of litter on School Hill. Report to ADC.
 - 5.5. Obtain an up to date map of the Parish/Village.
 - 5.6. Trees on Moseley Road require cutting back. Reported to Nott's CC on 4th December 2012 – ref 102541333. The Clerk was asked to follow up progress with Nott's CC.
 - 5.7. Grass verges on Moseley Road are not being cut on a regular basis. Reported again to Nott's CC on 4th December 2012 - ref 102541334, also requested cutting schedule for 2013. The Clerk was asked to follow up progress with Nott's CC.
 - 5.8. Overgrown vegetation at the top of Byron Road is a potential road safety issue. Cllr R Madden has reported the problem to Nott's CC and Cllr A Cope has also reported the issue to ADC.
 - 5.9. Overgrown tree between the old Post Office and the Bus Shelter is causing an obstruction. Cllr R Madden agreed to report the problem to Nott's CC.
 - 5.10. Project proposals and funding sources to be considered for a MUGA type facility, Youth Shelter, Car Park extension, Playground improvements and additional Lighting. It was agreed that a separate meeting will be arranged to produce a full Project proposal and plan.
 - 5.11. Overgrown trees are causing an obstruction to the street lighting on Annesley Cutting. Cllr R Madden agreed to report the issue to Nott's CC.
 - 5.12. Road drains on Warren Avenue require clearing out. This work has now been completed.
 - 5.13. Parish Council have now subscribed (£50 p.a.) to the Nottingham Association of Village and Community Halls (NAVACH).
 - 5.14. Produce proposal, including costs, for new replacement waste bins in the Cemetery.
 - 5.15. Clarkes Cemetery Services have been instructed to carry out the maintenance work on the Children's Play area as per the agreed quotation.

- 5.16. Due to lack of response and action Cllr P Olko agreed to write to Nott's CC and ADC regarding the points above relating to trees, hedges and vegetation, namely points 5.6, 5.7, 5.8, 5.9 and 5.11.

6. Chair's Urgent Items

- 6.1. None

7. Members Items

- 7.1. Cllr A McDonald reported that lamp number 4 on School Hill was not working. The Clerk was asked to report the issue to the relevant Authority.
- 7.2. Cllr P Olko informed the meeting that he had arranged a meeting with Rob Walker (ADC), on 8th January 2013, to discuss the heating system (frost protection) and the cracks appearing in the wall in the Youth Club area.
- 7.3. Cllr P Olko informed the meeting that a Fire Risk Assessment was required for the Hall. A quote of £275 plus VAT had been received to perform the Assessment. It was agreed to wait until a response had been received from NAVACH before any work was commissioned.
- 7.4. Cllr PD Thomas reported that the small brick wall at the side of the Hall required repairing. It was agreed to include the repair work in the Project proposal in 5.10 above.
- 7.5. Cllr PD Thomas reported that the liners in the waste bins around the Hall required replacing. Cllr N Severn agreed to look at options and costs.

8. Youth Club

- 8.1. The Youth Club reopens on Wednesday 9th December 2013 after the Xmas break.

9. Cemetery

- 9.1. It was agreed to increase Cemetery fees by 10% with effect from 1st January 2013.
- 9.2. The Rules and Regulations for the Cemetery will be reviewed at the February meeting. All Councillors agreed to visit the Cemetery and also review the existing Rules and Regulations before the February meeting.

10. Parish Hall

- 10.1. The Hall bookings were reviewed and agreed.
- 10.2. It was agreed to not increase the Hall fees and leave at the same level as 2012.
- 10.3. It was agreed that improved advertising and marketing of the Hall was required to increase the number of bookings. It was agreed that proposals will be discussed at the February meeting.

11. Parish Plan Review

- 11.1. The updated Parish Plan is now published on the Parish Council website.
- 11.2. Cllr P Olko informed the meeting that he was awaiting guidance from RCAN with regards to the new Parish Plan.

12. Report of External Meetings

- 12.1. None

13. Planning Applications

- 13.1. V/2012/0570 - Newstead & Annesley Country Park - reduction in depth of lakes and formation of two islands. It was agreed that the Parish Council would submit comments to both Nott's CC and ADC. All Councillors were asked to review the draft response and let Cllr P Olko have any comments by 5.00pm on the 8th January 2013. The final version of the submission will be available on the 9th January 2013.

14. Correspondence requiring attention and outstanding replies list.

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

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
02-Jan-13	Two Little Fishes	DD	35.00	Web site maintenance
20-Jan-13	Ashfield DC	DD	45.00	Cemetery Business rates
20-Jan-13	Ashfield DC	DD	15.00	Hall Business rates
19-Dec-12	British Telecom	DD	48.00	Broadband charges
02-Jan-13	E-ON	DD	347.69	Hall - electric bill (13/09/12 to 13/12/12)
09-Jan-12	E-ON	DD	207.31	Hall - gas bill (13/09/12 to 20/12/12)
04-Dec-12	NAVACH	100266	50.00	Annual membership of NAVACH
04-Dec-12	Z Flanders	100267	180.00	Hedge and path work School Hill
04-Dec-12	J Saint	100268	200.00	Float for the purchase of cleaning/ maintenance items
07-Jan-13	J Saint	100269	212.33	Salary - December 2012
07-Jan-13	Clarke's Cemetery Services	100270	1255.00	Contract and Non Contract work
07-Jan-13	Post Office Limited (HMRC)	100271	328.15	NI & PAYE
07-Jan-13	J Barlow	100272	922.55	Salary and Admin expenses
	Total Payment value		£3,846.03	

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

Date	Payee	Chq No	Value	Description
05-Dec-12	DAM (UK) Solutions	100095	134.00	Purchase of Hi-Viz jackets
	Total Payment value		£134.00	

15.3. It was agreed that the Grounds Maintenance Agreement would be renewed with Clarke's Cemetery Services for a period of three years until 31st March 2016.

15.4. The 2013/14 draft Budget shows a deficit of £4,395 for the year. It was agreed that £2,410 of the deficit relating to the Youth Club would be charged against the Youth Club's accumulated reserves and the remaining deficit of £1,985 would be charged against the Parish Council's accumulated reserves.

15.5. New Allotment Project – The following was agreed:

- a) The recommendation by the Contractor and Nott's CC regarding the minor changes to the boundaries was agreed.
- b) Cllr PD Thomas agreed to remove the wooden planter before 14th January 2013.
- c) It was agreed that the existing drain would not be replaced.
- d) Cllr B Wortley agreed to be the Parish Councils representative for the duration of the Project.

The meeting closed at 9.10pm.

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

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