

Minutes of the Annesley & Felley Parish Council meeting held at Annesley Parish Hall on 4th March 2013 at 7.00pm.

Present: Cllr's P Olko (Chair), PD Thomas (Vice chair), B Wortley, D Bedward, A Cope, N Severn, one member of the Public and the Clerk were in attendance.

1. **Apologies for Absence:** Cllrs R Madden, N Thomas and A McDonald. It was agreed that the Clerk would write to Cllr R Lawrence confirming his resignation as Parish Councillor with immediate effect.
2. **Declarations of Personal & Prejudicial Interest:** Cllr N Severn – Planning application V/ 2013/0080.
3. **Public Questions:**
 - 3.1. A member of the public reported potential anti-social behaviour around the new allotment area. It was recommended that any instances of anti-social behaviour should be reported to the police immediately.
4. **To accept the minutes of the meeting held on Monday 4th February 2013:** The Minutes of the meeting were accepted as a true record and signed by the Chair Cllr P Olko.
5. **Matters Arising:**
 - 5.1. Following repairs to a street lamp on School Hill the Contractor left a glass bulb near the lamp that was subsequently broken. Cllr R Madden agreed to report this issue to the appropriate Authority.
 - 5.2. Graffiti on the factory building at the top of Byron Road. Reported to ADC and PCSO Jenny Hudson.
 - 5.3. Dog fouling is an increasing problem throughout the Village. Contact the ADC Community Protection Officer.
 - 5.4. Define the relevant information/documentation to be issued to new Parish Councillors.
 - 5.5. 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.
 - 5.6. Overgrown tree between the old Post Office and the Bus Shelter is causing an obstruction. Cllr R Madden has reported the problem to Nott's CC.
 - 5.7. Project proposals and funding sources to be considered for a MUGA type facility, Youth Shelter, Car Park extension, Playground improvements and additional Lighting. A separate meeting was arranged for the 14th March 2013, at 6.30pm, to produce a full Project proposal and plan.
Obtain details from Sarah Daniel (ADC) on S106 funding available to the Parish Council.
 - 5.8. Overgrown trees are causing an obstruction to the street lighting on Annesley Cutting. Cllr R Madden has reported the issue to Nott's CC.
 - 5.9. Obtain quote from Anthony Clarke for the supply and installation of new waste bin(s) in the Cemetery.
 - 5.10. Due to the lack of response and action from Nott's CC and ADC Cllr R Madden agreed to submit a formal complaint regarding items 5.8, 5.9 and 5.11 above.
 - 5.11. Obtain quote from Anthony Clarke for supplying and installing new liners in the waste bins around the Hall.
 - 5.12. Rules and Regulations for the Cemetery to be reviewed. Cllr PD Thomas agreed to revise the Cemetery Rules and Regulations for approval at a future meeting.

- 5.13. Improve advertising and marketing for the Hall to increase bookings. At the meeting with NAVACH they agreed to provide various documentation/information. Cllr P Olko agreed to follow this up with NAVACH.
 - 5.14. Bouquet of flowers to be sent to Michelle Thomas in appreciation of her service.
 - 5.15. Produce information booklet detailing the responsibilities/duties undertaken by the Parish Council.
 - 5.16. Produce an information pack for “users” of the Hall.
 - 5.17. Contact ADC regarding the outstanding Parish Hall issues - plaster cracks, heating system controls and additional light switch in the Youth Club. No response received from ADC therefore the Clerk agreed to escalate.
 - 5.18. Arrange purchase of a quantity of salt/grit. It was agreed to not purchase any further supplies of salt/grit until later in the year.
- 6. Chair’s Urgent Items**
- 6.1. None
- 7. Members Items**
- 7.1. Cllr D Bedward recommended that a “Parish Clerks Manual” should be produced covering all tasks performed by the Parish Clerk. It was agreed that initially the Clerk would produce a frame work for the manual together with an estimate of the time it would take to produce a detailed manual.
 - 7.2. Cllr P Olko confirmed that the obsolete computer equipment had now been sold.
- 8. Youth Club**
- 8.1. The Youth Club is still very well attended.
 - 8.2. Cllr PD Thomas informed the meeting that the Youth Club would be purchasing some new equipment. This will be financed from Youth Club reserves or the 2013/14 budget.
- 9. Cemetery**
- 9.1. None
- 10. Parish Hall**
- 10.1. The Hall bookings were reviewed and agreed.
- 11. Parish Plan Review**
- 11.1. The updated Parish Plan is now published on the Parish Council website.
- 12. Report of External Meetings**
- 12.1. Cllr B Wortley gave a brief update on the new Allotment Project confirming that it should be completed by the end of March 2013. The Clerk confirmed that Nott’s CC had now agreed that the Parish Council could charge rent to all allotment holders. It was agreed that with effect from 1st April 2013 all existing and new allotment holders will sign a Tenancy Agreement and pay an annual rent. For the new and existing allotments the rent was agreed at £20 per annum. It was also confirmed that preference would be given to residents of the Parish, from the allotment waiting list, for the use of any vacant allotment plots. The new lease agreement between the Parish Council and Nott’s CC for the “middle land” was signed by Cllr P Olko and the Clerk.
- 13. Planning Applications**
- 13.1. V/2013/0056 - Kodak Compound, NG15 0DP - Car Park proposal - 11th February 2013.
No objections/comments
 - 13.2. V/2013/0068 - Woodlands off Willow Drive, NG15 0DP - Proposed Forestry Development - Proposed Road - 12th February 2013. No objections/comments
 - 13.3. V/2013/0080 - Former Substation, Annesley Cutting – Conversion and Extension to create Dwelling – 19th February 2013. Fully supported by the Parish Council

13.4. V/2012/0515 - Colliery site, Newstead Road, Annesley - Five non-illuminated advertising boards – Applicant has now decided to appeal against the decision to the Planning Inspectorate.

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. Cllr P Olko informed the meeting that he had received a request from Mick Leivers (CAST) requesting advice on the works to the lakes at Newstead and Annesley park.

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-Mar-13 | Two Little Fishes | DD | 35.00 | Web site maintenance |
| 20-Mar-13 | Ashfield DC | DD | 15.00 | Hall Business rates |
| 05-Mar-13 | British Telecom | DD | 62.40 | Telephone line rental/calls |
| 13-Mar-13 | E-ON Ltd | DD | 364.49 | Electric bill |
| 13-Mar-13 | E-ON Ltd | DD | 719.55 | Gas bill |
| 16-Mar-13 | T Farnsworth Landscapes | 100281 | 6648.00 | Allotment Project - 1st payment |
| 04-Mar-13 | J Saint | 100282 | 268.33 | Salary |
| 04-Mar-13 | Annesley & Felley YC | 100283 | 353.56 | VAT reclaimed |
| 04-Mar-13 | Clarke's Cemetery Services | 100284 | 980.00 | Contract and Non contract work |
| 04-Mar-13 | AIS Total Security | 100285 | 136.14 | Security System training less contract refund |
| 04-Mar-13 | Post Office Limited (HMRC) | 100286 | 307.54 | NI & PAYE |
| 04-Mar-13 | J Barlow | 100287 | 927.07 | Salary and Admin expenses |
| 04-Mar-13 | T Farnsworth Landscapes | 100288 | 3168.00 | Allotment Project - 1st payment |
| | Total Payment value | | £13,985.08 | |

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

| Date | Payee | Chq No | Value | Description |
|-------------|--------------|---------------|--------------|--------------------|
|-------------|--------------|---------------|--------------|--------------------|

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|--|----------------------------|--|--------------|--|
| | None | | | |
| | Total Payment value | | £0.00 | |

- 15.3. It was agreed that Mrs A Barnsley would continue as Internal Auditor for the 2012/13 financial year end.
- 15.4. Amended Financial Regulations dated 4th March 2013 were approved and adopted.
- 15.5. 2012/13 Risk Assessments were reviewed and approved.
- 15.6. The following Barclays bank mandate changes were approved - remove M Thomas and add D Bedward and A Cope to the Youth Club account. Remove M Thomas and add P Olko to the Parish Council account.
- 15.7. Other Barclays bank matters agreed – (1) internet banking to be implemented for account enquiries only. (2) Business credit card to be introduced for sundry expenditure. Monthly credit limit to be set at £1,500. (3) Due to the low levels of investment interest it was agreed to not look at term investment opportunities.

The meeting closed at 9.15pm.

The next meeting will be held on Tuesday 2nd April 2013 at the Parish Hall, Annesley commencing at 7.00pm.

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