

# **Minutes of the Annesley & Felley Parish Council meeting held at Annesley Parish Hall on 2nd April 2013 at 7.00pm.**

**Present:** Cllr's P Olko (Chair), PD Thomas (Vice chair), B Wortley, D Bedward, A Cope, N Severn, R Madden, A McDonald, Bob Collier, two members of the Public and the Clerk were in attendance.

It was confirmed that Ron Lawrence had resigned as Parish Councillor on 4th March 2013.

Cllr P Olko introduced Bob Collier (representing the ACCESS Group) who gave a brief presentation on the six sites that were being submitted to ADC for formal recognition as Heritage sites. The sites included Limestone Quarry, Toll Road, Ancient Hedgerow, Little Oak Plantation, Osier Wood and the Six Miners Cottages. The Parish Council confirmed its full support to the formal recognition of these six local Heritage sites.

1. **Apologies for Absence:** None
2. **Declarations of Personal & Prejudicial Interest:** None
3. **Public Questions:**
  - 3.1. None
4. **To accept the minutes of the meeting held on Monday 4th March 2013:** The Minutes of the meeting were accepted as a true record of the meeting and signed by the Chair Cllr P Olko.
5. **Matters Arising:**
  - 5.1. Dog fouling is an increasing problem throughout the Village. Attempts to contact the ADC Community Protection Officer had been unsuccessful therefore Cllr P Olko agreed to escalate the issue with ADC.
  - 5.2. Define the relevant information/documentation to be issued to new Parish Councillors.
  - 5.3. Overgrown vegetation at the top of Byron Road is a potential road safety issue.
  - 5.4. Overgrown tree between the old Post Office and the Bus Shelter is causing an obstruction.
  - 5.5. Future Project proposals and funding sources were considered at a meeting held on the 14th March 2013.
  - 5.6. Overgrown trees are causing an obstruction to the street lighting on Annesley Cutting.
  - 5.7. Quote of £500 + delivery for the supply/installation of two new waste bins in the Cemetery was approved.
  - 5.8. Due to the lack of response and action from Nott's CC and ADC Cllr R Madden submitted a formal complaint regarding items 5.3, 5.4 and 5.6 above. As the work has still not been completed Cllr R Madden agreed to supply full details and documentation of the formal complaint to the Clerk to enable further escalation with the relevant Authority.
  - 5.9. Quote of £200 + delivery for the supply/installation of replacement liners in the waste bins was approved.
  - 5.10. Rules and Regulations for the Cemetery to be reviewed and amended. Cllr PD Thomas has issued revised draft Cemetery Rules and Regulations for review and comment.
  - 5.11. Improve advertising and marketing for the Hall to increase bookings. NAVACH have now provided useful documentation and information that was circulated to all Councillors on 18th March 2013. Cllr P Olko agreed to produce an advertising and information brochure for the Parish Hall.
  - 5.12. Bouquet of flowers to be sent to Michelle Thomas in appreciation of her service.
  - 5.13. Produce information booklet detailing the responsibilities/duties undertaken by the Parish Council.
  - 5.14. Produce an information pack for "users" of the Hall.

- 5.15. Meeting has now been arranged with ADC on 9th April 2013 to discuss the outstanding Parish Hall issues - plaster cracks, heating system controls and additional light switch in the Youth Club.
- 5.16. Produce a "Parish Clerks User Manual" covering all tasks performed by the Parish Clerk. It was agreed that the manual should be produced.
6. **Chair's Urgent Items**
  - 6.1. Cllr P Olko informed the meeting that better preparation was required for next winter in terms of grit/salt availability. Cllr P Olko agreed to contact the relevant Authorities to establish the frequency and timing of when grit bins would be restocked. It was also agreed that the Parish Council would purchase a snow shovel.
7. **Members Items**
  - 7.1. Cllr B Wortley reported graffiti on number 80 Moseley Road. The Parish Council recommended that the issue should be reported to ADC (Ed de Coverley) to establish if they could assist with the removal of the graffiti.
  - 7.2. Cllr B Wortley informed the meeting that the Allotment Project was now complete. It was agreed to utilise the remaining funds on a field shelter, two compost bins and replace two areas of hedgerow around the Allotment site.
  - 7.3. Cllr D Bedward informed the meeting that an allotment holder had requested authority to remove six dead trees from the allotment site to the rear of Byron Road. The Parish Council agreed to the request on the basis that the work was carried out by a suitably qualified, competent and fully insured individual.
  - 7.4. Cllr N Severn informed the meeting that she had recently attended a Play Ground Inspection training course. The course provided very useful information and it was agreed that the Parish Council would use this information to formulate a regular self-inspection program of the Children's Play Area and also include as an Agenda item.
8. **Youth Club**
  - 8.1. The Youth Club is still successful and well attended.
9. **Cemetery**
  - 9.1. None
10. **Parish Hall**
  - 10.1. The Hall bookings were reviewed and agreed.
  - 10.2. Cllr P Olko gave a brief presentation on the statutory requirements relating to fire safety, security and electrical testing. Cllr P Olko agreed to prepare weekly and monthly testing schedules/records for completion by the Caretaker. It was agreed that quotes would be obtained from suitably qualified professionals for the annual safety inspections that are required.
11. **Parish Plan Review**
  - 11.1. The updated Parish Plan is now published on the Parish Council website.
  - 11.2. It was agreed that RCAN/NAVACH would be commissioned to produce the new Parish Plan including funding opportunities.
12. **Report of External Meetings**
  - 12.1. None
13. **Planning Applications**
  - 13.1. V/2013/0134 - 15th March 2013 - Turbine Surface Technologies Ltd, NG15 0DR - Additional on-site Car parking. No comment/observations.
  - 13.2. 13.2 V/2013/0156 – 21st March 2013 – 12, The Grove, NG15 0AN – Single Storey Extension. Comments to be submitted.
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. Letter had been received from some of the residents on Byron Road regarding concerns relating to two land rovers that have been driving and parking on the footpath leading from Byron to Moseley Road. The Parish Council recommends that this type of issue should be reported to the police immediately.
- 14.3. The final signed lease agreement, between Nott's CC and the Parish Council, relating to the leased land between Byron and Moseley Road has now been received. Cllr D Bedward agreed to obtain legal advice and potential costs for the registration of the lease with the Land Registry.

#### 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
18-Mar-13	British telecom	DD	36.00	Broad Band rental
27-Mar-13	E-ON Ltd	DD	63.06	Electric bill
10-Apr-13	E-ON Ltd	DD	27.90	Gas bill
20-Apr-13	Ashfield District Council	DD	10.53	Parish Hall Business rates
20-Apr-13	Ashfield District Council	DD	48.00	Cemetery Business rates
02-Apr-13	Two Little Fishes	DD	35.00	Web site maintenance
02-Apr-13	T Farnsworth landscapes	100289	2,283.60	Allotment Project - 3rd payment
02-Apr-13	J Saint	100290	212.33	Salary
02-Apr-13	Clarke's Cemetery Services	100292	655.00	Contract work
02-Apr-13	Ashfield District Council	100291	387.52	Trade Refuge collection fee - 2013/2014
02-Apr-13	Post Office Limited (HMRC)	100293	292.48	NI & PAYE
02-Apr-13	J Barlow	100294	880.85	Salary and Admin expenses
	<b>Total Payment value</b>		<b>£4,932.27</b>	

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

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

	None			
	<b>Total Payment value</b>		<b>£0.00</b>	

- 15.3. The Youth Club cash float as at 31st March 2013 has been checked and confirmed by the Clerk.
- 15.4. The unaudited Youth Club accounts, for year ended 31st March 2013, were circulated to all Councillors on 2nd April 2013.
- 15.5. It was agreed that the reserves brought forward from 2012/13 would be utilised for the new cemetery bins, bin liners and also the cost of the production of the Parish Clerks User manual.
- 15.6. Following the Clerks annual performance review it was agreed that the Clerks salary would be increased in line with NJC Pay scale – Scale 5, SCP 23.

The meeting closed at 9.15pm.

The next Parish Council meeting will be held on Monday 13th May 2013 at the Parish Hall, Annesley commencing at 6.00pm. The Annual Parish meeting and the Annual General meeting will also take place on this date.

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