

Minutes of Annesley & Felley Parish Council meeting held at Annesley Parish Hall on 1st July 2013 at 7.00pm.

Present: Cllr's P Olko (Chair), D Bedward (Vice-Chair), PD Thomas, A McDonald, A Cope, R Madden, Richard Townsley (ADC), one member of the Public and the Clerk were in attendance.

1. **Apologies for Absence:** Cllrs N Thomas and N Severn
2. **Declarations of Personal & Prejudicial Interest:** None
3. **Public Questions:**
 - 3.1. A member of the Public enquired whether bonfires were allowed on the allotment sites. It was confirmed that the Allotment Tenancy Agreement for the allotments off Recreation Road clearly state that "the use of bonfires is forbidden".
4. **To accept the minutes of the meeting held on 3rd June 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. Richard Townsley (ADC) attended the meeting and confirmed that dog fouling is subject to a £75 fixed penalty fine. Fixed penalty fines can be issued on third party evidence. It was recommended that any dog fouling issues should be reported to ADC or the Police by calling 101 and obtaining an incident number.
 - 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. Quotes have been received and accepted to carry out the work. Written consent must be obtained from the ADC Planning Department before the work is undertaken.
 - 5.4. Improve Hall advertising/marketing to increase bookings by producing an information brochure.
 - 5.5. Produce information booklet detailing the responsibilities/duties undertaken by the Parish Council.
 - 5.6. Produce an information pack for "users" of the Hall.
 - 5.7. Contact the relevant Authorities to establish the frequency and timing of grit bin restocking.
 - 5.8. Formulate a self-inspection program for the Children's Play Area.
 - 5.9. Prepare weekly/monthly testing schedules/records for the Parish Hall fire, security and electrical systems.
 - 5.10. RCAN/NAVACH to be commissioned to produce the new Parish Plan including funding opportunities.
 - 5.11. Establish information on the landscaping taking place to the rear of Warren Avenue. This is under investigation by ADC.
 - 5.12. Strong winds have removed a slate from the Mortuary Chapel roof. A quote of £30 was approved for the repair.
 - 5.13. Grass verges on Moseley Road require cutting. This work has now been carried out.
 - 5.14. Quad bikes are speeding and causing a general nuisance around the village. Any instances should be reported to the Police by calling 101 and obtaining an incident number.
 - 5.15. Produce June 2013 Parish Council newsletter. It was agreed that this would be put on hold as the new Parish Plan would take priority.
 - 5.16. Contact Nott's CC/ADC to obtain their advice and recommendations on "periodic tree inspections". No advice or recommendations were available.

- 5.17. Obtain quotes to cut back two trees on Byron Road. For all tree maintenance work written consent must be obtained from Nott's CC for trees that are not on Parish Council owned land and also ADC Planning Department if the trees are in the Conservation area.
- 5.18. Dead tree near the children's play area requires removing. Anthony Clarke has now removed the dead tree at a cost of £40.
- 5.19. Boundary fencing has been replaced and moved on to Nott's CC land near Moseley Road/ Warren Avenue. Reported to Nott's CC - Legal Department on 4th June 2013 and they have confirmed that they will investigate.
6. **Chair's Urgent Items**
 - 6.1. None
7. **Members Items**
 - 7.1. Cllr D Bedward proposed that the Clerks notice period should be increased to three calendar months. This was agreed.
 - 7.2. Cllr R Madden informed the meeting that a training course was being held on "Responding to Planning Applications". Cllrs P Olko and R Madden agreed to attend the course being held on 25th September 2013.
 - 7.3. Cllr R Madden confirmed that a seat will be installed in the bus shelter at the top of Moseley Road.
 - 7.4. Cllr R Madden agreed to obtain an update on the LIS funding application for the skate park.
 - 7.5. Cllr PD Thomas informed the meeting that Annesley Primary School had now agreed to take one of the raised beds in the new allotment area. A signed Tenancy Agreement has been received.
8. **Youth Club**
 - 8.1. The Youth Club continues to be successful and well attended.
9. **Cemetery**
 - 9.1. None
10. **Parish Hall**
 - 10.1. The Hall bookings were reviewed and agreed.
 - 10.2. ADC and Adkins have recently carried out the twelve month inspection of the Hall. ADC will provide details of the remedial work to be carried out by Adkins.
 - 10.3. Quotes have been received for the following maintenance contracts. Security/fire systems £1,040 pa, electrical/heating systems £590 pa, doors and window shutters £1,275. Also quotes have been received for the following – additional light switch in the YC area and two frost thermostats - total cost £506. These quotes were approved and the work authorised.
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 R Madden had attended the Safer Neighbourhood meeting.
13. **Planning Applications**
 - 13.1. V/2013/0292 - Felley Mill Lane NG16 5FQ - Change of Land use to a residential three caravan site. No comments.
 - 13.2. V/2013/0297 - Felley Mill Lane NG16 6FG - Erection of agricultural dwelling. No comments.
 - 13.3. V/2013/0306 - Annesley Colliery site, NG15 0AX - Modify S106 agreement for affordable housing. Cllr P Olko to provide comments on behalf of the Parish Council.
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.

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
22-Jun-13	Severn Trent Water	DD	14.28	Cemetery - Water Rates
20-Jul-13	Ashfield District Council	DD	15.00	Parish Hall Business rates
20-Jul-13	Ashfield District Council	DD	46.00	Cemetery Business rates
02-Jul-13	Two Little Fishes	DD	35.00	Web site maintenance
03-Jul-13	E-ON Limited	DD	369.48	Parish Hall - Electricity Bill
03-Jul-13	E-ON Limited	DD	491.52	Parish Hall - Gas Bill
01-Jul-13	Playsafety Limited	100309	81.60	Playground Annual Safety Check
01-Jul-13	J Saint	100310	424.66	Salary - June & July
01-Jul-13	Clarke's Cemetery Services	100311	1,460.00	Contract - June & July and Non-contract work
01-Jul-13	HMRC	100312	312.70	NI & PAYE - June Payroll
01-Jul-13	HMRC	100313	276.99	NI & PAYE - July Payroll
01-Jul-13	J Barlow	100314	1,698.66	Salary and Admin expenses - June & July
	Total Payment value		£5,225.89	

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

Date	Payee	Chq No	Value	Description
	Total Payment value		£nil	

15.3. Due to the Parish Council's Barclays Bank account now being recently designated a "community account" a new cheque signing mandate is required. It was agreed that Cllrs R Madden, D Bedward, P Olko, A Cope, PD Thomas and the Clerk would be the authorised signatories, with any three signing payment instructions.

16. Children's Play Area:

16.1. The annual inspection was carried out by Playsafety Ltd on 22nd May 2013. The Play Area was considered to be in good order and given an overall rating of "Low Risk".

However it was reported that some minor work was required on the Multi-play equipment

and that areas of the Wet Pour floor covering required some repairs. It was agreed to obtain quotes to have the necessary work completed.

The meeting closed at 9.20pm.

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

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