

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

**Present:** Cllr's P Olko (Chair), D Bedward (Vice-Chair), PD Thomas, A McDonald, R Madden, B Wortley, N Severn, ADC Community Protection Officer (CPO), five members of the Public and the Clerk were in attendance.

Cllr N Thomas has resigned as Parish Councillor with effect from 2nd September 2013.

1. **Apologies for Absence:** Cllr A Cope
2. **Declarations of Personal & Prejudicial Interest:** None
3. **Public Questions:**
  - 3.1. A member of the public reported that lack of maintenance to trees and grass verges on Moseley Road was causing problems. The Parish Council recommend that Residents report these issues directly to Nott's CC.
  - 3.2. The ADC CPO gave a brief outline of their responsibilities and asked for details of any current issues.
  - 3.3. A member of the public reported that quad bikes were a problem on Little Oak Plantation. The Parish Council recommend that Residents report these issues directly to police and obtained an incident reference number.
  - 3.4. It was reported that building waste was being dumped on Parish Council owned land to the rear of Byron Road. Cllr P Olko agreed to formally report this issue.
  - 3.5. It was reported that building work was taking place on Byron Fields/Byron Road close to land leased by the Parish Council. Cllr R Madden agreed to establish further details from ADC Planning Department.
  - 3.6. A member of the public asked if a grit bin could be installed at the bottom of Moseley Road. The Parish Council recommended that Residents contact Nott's CC.
4. **To accept the minutes of the meeting held on 1st July 2013:** 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. Define the information/documentation to be issued to new Parish Councillors. The Parish Council web site now contains the relevant information, therefore no further action is proposed.
  - 5.2. Overgrown vegetation at the top of Byron Road is a potential road safety issue. Written consent to be obtained from the ADC Planning Department before the work is undertaken.
  - 5.3. Improve Hall advertising/marketing to increase bookings by producing an information brochure.
  - 5.4. Produce information booklet detailing the responsibilities/duties undertaken by the Parish Council.
  - 5.5. Produce an information pack for "users" of the Hall. This has now been completed.
  - 5.6. Contact the relevant Authorities to establish the frequency and timing of existing grit bin restocking.
  - 5.7. Formulate a self-inspection program for the Children's Play Area.
  - 5.8. Prepare weekly/monthly testing schedules/records for the Parish Hall fire, security and electrical systems. This has now been completed.
  - 5.9. RCAN/NAVACH to be commissioned to produce the new Parish Plan, including funding opportunities. A Public meeting has been arranged, at the Parish Hall, on Tuesday 17th

September 2013 at 7.00pm, for RCAN/NAVACH to outline the process and timescales for the production of the new Parish Plan.

- 5.10. Strong winds had removed a slate from the Mortuary Chapel roof. The repair has now been carried out.
- 5.11. Minor repairs to the Play Area equipment have now been completed. It was agreed that repairs to the wet pour surface would be deferred until either funding is available or the cost is budgeted in future financial years. The results of the annual safety check of the Play Area in May 2013 reported the area as “low risk” and did not recommend any immediate work was necessary.

## **6. Chair’s Urgent Items**

- 6.1. Policy and procedure for the testing of emergency lighting and fire alarms in the Parish Hall was agreed, approved and will now be implemented.
- 6.2. Policy for tree maintenance on land owned/leased by the Parish Council and the costs of an inspection audit by a “professional” were agreed and approved.
- 6.3. It was agreed that the Parish Council would submit further comments and observations relating to Planning Application F2711 relating to Newstead Country Park. Cllr R Madden took no part in the discussions relating to this item.
- 6.4. Cllr P Olko reported that the problem with the drain from the caretakers store has now been resolved with no cost to the Parish Council.
- 6.5. It was agreed that the ACCESS Group would be progress “Footpath Claims” on behalf of the Parish Council.

## **7. Members Items**

- 7.1. Cllr D Bedward agreed to contact Sarah Daniel (ADC) regarding the £85k funding for the proposed skate park.
- 7.2. Cllr R Madden welcomed the attendance of the ADC CPO at the meeting; however ADC could be making future cut backs on some of its front line services.
- 7.3. Cllr R Madden reported that funding was available for Community group projects.
- 7.4. Cllr R Madden informed the meeting that Nott’s CC had agreed to carry out an inspection of trees and shrubbery in the Parish, with particular reference to trees overhanging the highways, interfering with overhead cables and shrubbery obstructing visibility for road users.
- 7.5. Cllr N Severn suggested that the Parish Council should organise the gritting of School Hill during severe weather conditions. It was suggested that John Saint (Caretaker) should be asked to perform this task.
- 7.6. Cllr A McDonald reported that speeding vehicles on Annesley Cutting (top of Byron/ Moseley Road) were creating a serious safety issue to pedestrians. Cllr R Madden agreed to discuss with Nott’s CC to establish what could be done to reduce the risk.
- 7.7. It was agreed that residents of Byron Road would be consulted to establish if the shrubbery around the parking bays should be removed.

## **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.

## **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. None

### 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
20-Aug-13	Ashfield District Council	DD	15.00	Parish Hall Business Rates
20-Sep-13	Ashfield District Council	DD	15.00	Parish Hall Business Rates
20-Aug-13	Ashfield District Council	DD	46.00	Cemetery Business Rates
20-Sep-13	Ashfield District Council	DD	46.00	Cemetery Business Rates
05-Aug-13	Two Little Fishes	DD	35.00	Web site maintenance
05-Sep-13	Two Little Fishes	DD	35.00	Web site maintenance
11-Jul-13	British Telecom	DD	36.00	Broad Band Charges
02-Sep-13	British Telecom	DD	62.24	Phone Line Rental/Calls
19-Jul-13	Harold Adkins & Son Limited	100315	13,415.93	Stage Payment—Hall Project
19-Jul-13	Performing Rights Society	100316	250.51	Music Licence to 30th June 2014
n/a	n/a	100317	n/a	Cheque Cancelled
19-Jul-13	Ashfield District Council	100318	200.00	Project Professional Fees
19-Jul-13	Wickstead Leisure Ltd	100319	132.18	Parts for Playground Repairs
02-Sep-13	Horton Automatics Limited	100320	480.00	Service of Entrance Doors
02-Sep-13	AIS Total Security Limited	100321	1,248.00	Maintenance Contract 2013/14
02-Sep-13	Harold Adkins & Son Limited	100322	1,016.40	Extension to Drainage Gully

02-Sep-13	J Saint	100323	212.33	Salary
02-Sep-13	Clarkes Cemetery Services	100324	1,420.00	Contract/Non-contract Work
02-Sep-13	HMRC	100325	323.34	NI & PAYE
02-Sep-13	J Barlow	100326	941.29	Salary and Admin Costs
02-Sep-13	P Olko	100327	79.70	Travel and Sundry Expenses
02-Sep-13	J King	100328	30.00	Repairs to Mortuary Chapel roof
	<b>Total Payment value</b>		<b>£20,039.92</b>	

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

Date	Payee	Chq No	Value	Description
	<b>Total Payment value</b>		<b>£nil</b>	

15.3. A schedule detailing actual income/expenditure to the 30th September 2013, compared to the Budget had been circulated to all Councillors.

#### 16. Children's Play Area:

16.1. None.

The meeting closed at 9.00pm.

The next Parish Council meeting will be held on Monday 7th October 2013 at the Parish Hall, Annesley commencing at 7.00pm.

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