

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

Present: Cllr's P Olko (Chair), D Bedward (Vice-Chair), N Severn, A McDonald, A Cope, R Madden, B Wortley, G Woodward, S Bishop, two members of the Public and the Clerk were in attendance.

1. **Apologies for Absence:** None

2. **Declarations of Personal & Prejudicial Interest:** None

3 **Public Questions:**

- 3.1 Email and phone call has been received from two residents of Stonechurch View raising concerns over a tree in the Cemetery that is in close proximity to their properties. In conjunction with Nott's CC the Parish Council are in the process of preparing a policy document relating to tree maintenance. The Parish Council are also planning to have all trees, that they have responsibility for, inspected to establish any maintenance work required. It is anticipated that the inspection will be completed by 31st December 2013 and any maintenance work identified completed by 31st March 2014.
- 3.2 Email has been received from a resident of Byron Road requesting full details of the consultation and decision process for the removal of the shrubbery around the Byron Road parking bays. Full details have now been provided to the satisfaction of the resident. Since the work has been completed the Parish Council have received many complimentary comments for the work being carried out.
- 3.3 Email received from a resident who had attended the October Parish Council meeting giving their constructive feed-back on the meeting. The Parish Council have reviewed the protocol and procedures for future meetings and several changes were agreed at the Parish Council meeting on 4th November 2013. Full details of the changes have been circulated to all Councillors and will take immediate effect and will be subject to a six month trial period.

4. **To accept the minutes of the meeting held on 7th October 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 Building waste has been dumped on Parish Council owned land to the rear of Byron Road. This issue was reported several months ago therefore Cllr R Madden agreed to follow up progress with the relevant Authority.
- 5.2 Building work is taking place on Byron Fields/Byron Road close to land leased by the Parish Council. Establish further details from ADC Planning Department.
- 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. Cllr P Olko has prepared the draft document. Cllr's G Woodward and S Bishop have agreed to review and comment on the document.
- 5.5 Formulate a safety self-inspection program for the Children's Play Area.
- 5.6 Contact Sarah Daniel (ADC) regarding the £85k funding for the proposed skate park. Meeting is being arranged between Sarah Daniel (ADC) and Cllr PD Thomas to discuss and progress this Project.
- 5.7 Speeding vehicles on Annesley Cutting (top of Byron/Moseley Road) are creating a serious safety issue for pedestrians. Discuss with Nott's CC to establish what can be done to reduce the risk.
- 5.8 Obtain an update from Nott's CC on the outstanding work and funding still available for the Allotment project.
- 5.9 New road name signage for Byron and Moseley Road. Request to be made to the relevant Authority.
- 5.10 Hedges/shrubbery around the Parish Hall and School Hill need cutting back. Cllr R Madden agreed to investigate and propose any action to be taken.
- 5.11 Rubble has been dumped on Parish Council owned land to the rear of 74 Byron Road. Full details are to be provided to the Clerk who will then write to the occupier.
- 5.12 Large quantity of garden waste had been dumped on the Middle Land. To be reported to ADC as a fly tipping issue.
- 5.13 Establish if additional compost bins could be sourced utilising funding from the Allotment Project.
- 5.14 Plans and records for Cemetery areas B and C should be prepared to the same standard as area A. Funding opportunities to be explored to cover the cost of engaging external resource to complete the work.
- 5.15 Xmas event will be organised this year. Due to lead time constraints and licencing issues it was agreed that it was not feasible to organise an event for 2013. Therefore it was agreed that a Xmas event for 2014 will now be planned.
- 5.16 Purchase a Remembrance Day wreath. Cllr P Olko confirmed that a wreath had been ordered.

6 **Chair's Urgent Items**

6.1 None

7 **Members Items**

7.1 Cllr S Bishop agreed to review the current Parish Council web site and propose any improvements/changes required.

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 Cllr P Olko confirmed that most of the electrical testing and boiler servicing had now been carried out in the Hall.

11 Parish Plan Review

11.1 The updated old Parish Plan is now published on the Parish Council website.

12 Report of External Meetings

12.1 Cllr's P Olko and D Bedward had attended a meeting with Nott's CC regarding the planning application relating to the Country Park fishing lakes. The concerns of the Parish Council and residents were expressed.

12.2 Cllr R Madden had attended a Safer Neighbourhood meeting.

13 Planning Applications

13.1 None

14 Correspondence requiring attention and outstanding replies list.

14.1 Cllr P Olko read out the recent letter from Aon Ltd (insurers) regarding the insurance policy guidelines relating to Snow clearance and Gritting.

15 Finance Statement and accounts for payment

The Clerk presented the monthly financial statements.

15.1 Payments approved were as follows:

<u>Date</u>	<u>Payee</u>	<u>Cheque No.</u>	<u>Value</u>	<u>Description</u>
20-Nov-13	Ashfield District Council	DD	15.00	Parish Hall - Business Rates
20-Nov-13	Ashfield District Council	DD	46.00	Cemetery - Business Rates
05-Nov-13	Two Little Fishes	DD	35.00	Web Site Maintenance
04-Nov-13	Ashfield Industrial Doors Ltd	100337	570.00	Service of Doors and Shutters
04-Nov-13	DCR Electrical Ltd	100338	1,315.20	Electrical work/testing/servicing
04-Nov-13	J Saint	100339	212.33	Salary
04-Nov-13	Clarkes Cemetery Services	100340	750.00	Contract & Non-contract Work
04-Nov-13	Harold Adkin and Sons Ltd	100341	202.21	Final Payment – Hall project
04-Nov-13	HMRC	100342	394.77	NI & PAYE
04-Nov-13	J Barlow	100343	1,028.29	Salary and Admin Costs
04-Nov-13	D Severn	100344	1,950.00	Removal of shrubbery - Byron Road parking bays
Total Payment value			£6,518.80	

15.2 Payments approved for the Youth Club were as follows:

<u>Date</u>	<u>Payee</u>	<u>Cheque No.</u>	<u>Value</u>	<u>Description</u>
Total Payment value			£ nil	

16 Children's Play Area

16.1 None

The meeting closed at 8.50pm.

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

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