

**Present:** Cllr's P Olko (Chair), A Cope, PD Thomas, A McDonald, B Wortley, G Woodward, S Bishop, Nick Bramwell (Two Little Fishes), one member of the Public and the Clerk were in attendance.

**1 Apologies for Absence:** Cllr R Madden

**2 Declarations of Personal & Prejudicial Interest:** Cllr P Olko declared an interest in Planning Application V/2014/0051 and therefore took no part in discussions relating to this Planning Application.

**3 Public Questions:**

3.1 None

**4 To accept the minutes of the meeting held on 3<sup>rd</sup> February 2014:** 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 work on Byron Fields/Byron Road close to land leased by the Parish Council. As no comments or complaints have been received, by the Parish Council, from any residents it was agreed to discharge this item.

5.2 Improve Hall advertising/marketing to increase bookings. The Hall advertising brochure was approved and 1,000 copies are to be produced.

5.3 Produce an information booklet detailing the responsibilities/duties undertaken by the Parish Council. All comments and amendments have been received from Cllrs. The final version will now be finalised by Cllr P Olko.

5.4 Self-inspection safety check-list for the Children's Play Area is now agreed and approved. Cllr P Olko has spoken to Cllr N Seven and asked that monthly inspections are undertaken. Cllr G Woodward has also agreed to attend the next Playground Inspection training course, organised by RCAN, on 14<sup>th</sup> May 2014.

5.5 New road name signage for Byron and Moseley Road. Request to be made to the relevant Authority.

5.6 Plans and records for Cemetery areas B and C to be prepared to the same standard as area A. The Clerk agreed to produce outline plans for areas B and C based on the information currently held. It was agreed that the Clerk would be paid additional hours, up to a maximum of 16 hours, for this work.

5.7 Youth Club fire drill was performed on the 26<sup>th</sup> February 2014.

5.8 Meeting to be arranged with John Saint (Caretaker) to review all Statutory Compliance testing procedures and records.

**6 Chair's Urgent Items**

6.1 Following the resignation of Cllr D Bedward it was agreed to not appoint a Vice Chairman until the AGM in May 2014.

6.2 An allotment plot to the rear of Byron Road will be available for rent on 1<sup>st</sup> April 2014. Also one of the new raised bed allotment plots is available. All enquiries should be made to the Clerk.

6.3 It was agreed that the new skate park would not be included in the Parish Councils insurance policy due to the high additional premium cost and the potential low risk. However it was agreed that the skate park must be professionally inspected on an annual basis and any maintenance work identified carried out.

6.4 Nick Bramwell (Two Little Fishes) presented proposals for enhancements and improvements to the Parish Council web site. The outline proposals were agreed in principle and an amount of up to £1,500 was allocated for the work. Cllr S Bishop agreed to lead this Project.

**7 Members Items**

7.1 Cllr S Bishop agreed to donate £100 to the cost of the new web site project.

**8 Youth Club**

8.1 The Youth Club continues to be successful and well attended.

**9 Cemetery**

9.1 Cllr PD Thomas agreed to get the Mortuary Chapel roof repaired.

**10 Parish Hall**

10.1 Hall bookings were reviewed and agreed.

**11 Parish Plan Review**

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

**12 Report of External Meetings**

12.1 Cllr P Olko advised that a meeting had been held with Nott's CC regarding a tree maintenance survey/audit. Nott's CC has been commissioned to perform the survey/audit and also produce a report on all of the tree maintenance work required, together with a cost estimate to carry out the necessary tree maintenance work.

**13 Planning Applications**

- 13.1 V/2014/0051 - 10<sup>th</sup> February 2014 - Salmon House, NG17 9LA - Extension to existing barn. No comment/objection
- 13.2 V/2014/0093 - 26<sup>th</sup> February 2014 - Former Annesley Colliery - Modification to Section 106 agreement for affordable housing provision. Comments/observations to be submitted by the Clerk
- 13.3 V/2013/0669 - 3<sup>rd</sup> March 2014 - Re-consultation due to revised details received - Land off Willow Drive, NG15 0DP - Change of use of land to car park, perimeter fencing, CCTV, barriers and lighting. Cllr P Olko agreed to circulate, to all Cllrs, the response being submitted by the ACCESS Group for comments.

#### **14 Correspondence requiring attention and outstanding replies list.**

14.1 None

#### **15 Finance Statement and accounts for payment**

The Clerk presented the monthly financial statements.

15.1 Payments approved were as follows:

<b><u>Date</u></b>	<b><u>Payee</u></b>	<b><u>Cheque No.</u></b>	<b><u>Value</u></b>	<b><u>Description</u></b>
05-Mar-14	Two Little Fishes	DD	35.00	Web Site maintenance
10-Feb-14	Tesco Stores Ltd	CC	47.40	Stationery and postage stamps
03-Mar-14	A&F PC Youth Club	100365	358.42	VAT reclaim
03-Mar-14	J Saint	100366	212.33	Salary
03-Mar-14	Clarks Cemetery Services	100367	770.00	Contract & Non Contract Work
03-Mar-14	HMRC	100368	405.62	National Insurance & PAYE
03-Mar-14	J Barlow	100369	1,053.52	Salary and Admin Costs
03-Mar-14	British Telecom	DD	65.51	Telephone line rental and calls
03-Mar-14	RCAN	100370	45.00	Playground Inspection training course
03-Mar-14	P Olko	100371	50.85	Telephone, travel and sundry expenses
03-Mar-14	Annesley and Felley PC	500994	105.16	Transfer of funds from Co-op to Barclays
12-Mar-14	E-ON Ltd	DD	403.69	Hall - Electricity bill
15-Mar-14	E-ON Ltd	DD	274.29	Hall - Gas bill
	<b>Total Payment value</b>		<b>£3,826.79</b>	

15.2 Following the resignation of Cllr Dan Bedward, no request for an election was received by the ADC Returning Officer within the prescribed time frame; therefore the vacancy can be filled by co-option.

15.3 The "Clerks User Manual" is now complete and was approved. It was agreed that the "Clerks User Manual" would be held and updated by the Clerk and uploaded to the Parish Council web site.

15.4 It was agreed that during 2014/15 the following Projects would be considered, utilising existing financial reserves/funds - CCTV youth club, web site enhancements, re-surfacing play area and essential tree maintenance work.

#### **16 Statutory Compliance Checks**

16.1 Children's Play Area - No report this month

16.2 Parish Hall - No report this month

The meeting closed at 9.00pm.

The next Parish Council meeting will be held on Monday 7<sup>th</sup> April 2014 at the Parish Hall, Annesley commencing at 7.00pm.

Signed.....Date.....

Chair of Annesley and Felley Parish Council