



**DRAFT MINUTES OF THE TORWORTH PARISH
COUNCIL MEETING HELD AT TORWORTH GRANGE
FARM SHOP AND CAFÉ, TORWORTH,
TUESDAY NOVEMBER 7TH 2017 AT 7:00PM**

PRESENT

Chair: Councillor C. Willis (CW)

Vice-Chair: Councillor J. Helliwell (JH)

Councillors: H. Helliwell (HH), G. Hadley (GH), D. Lacey (DL), R. D'Amelio (RDA) and R. Willis (RW).

County Councillor: T. Taylor (TT)

Clerk: A. Buckley (AB)

APOLOGIES FOR ABSENCE

District Councillor M. Gray, Cllr. G. Footitt (GF)

OPEN FORUM FOR MEMBERS OF THE PUBLIC

One public member was in attendance as he is interested in becoming a parish councillor. He was welcomed by the Chair and invited to observe the meeting.

TORWORTH PARISH COUNCIL CLERK

CW introduced Mrs Anna Buckley as the new Clerk to Torworth Parish Council and welcomed her to the meeting. Email details remain the same (parishcouncil@torworth.org.uk.)

01/1117 COUNTY COUNCILLOR'S REPORT

TT informed the meeting that the public consultation on proposed changes to school term dates, and consultation on school admissions criteria and over subscriptions from 2019/2020 and the Health and Wellbeing board has now closed. TT will report on the results when they become available.

The Minerals Local Plan (MLP) has been reviewed and the public consultation is out again. TT encouraged PC's to look over the Plan as it contains one site at Barnby Moor and one site at Botany Bay which may impact on us. TT encouraged us to put forward our concerns and comments at the consultations.

TT informed the meeting that all 66 County Councillors were asked by the Highways Committee to nominate sites for highways work to include 5 structural proposals and 5 integrated transport projects. TT has put Torworth forward for her bid list, and will inform us when she hears anything.

HH asked TT how Sutton got their restriction on Heavy Goods going through their village and TT said she would look into it for us.

02/1117 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 3rd October 2017 were signed as a true record.

03/1117 NEW MATTERS ARISING

(MG) is chasing up how TPC was not informed about three separate planning applications in the past three months. TT asked us to keep a

record of any instance in which we are not notified of any new planning applications as BDC has been having problems with their automated system.

MG

ONGOING MATTERS

The wooden Torworth sign: (JH) is in the process of obtaining a quote for a new metal post. RW has agreed to cut down the existing stump to make it same for pedestrians.

JH

RW

Traffic: CW and AB to complete the traffic report, adding in facts, figures, and photographs to enhance TPC's argument.

CW/AB

Torworth Welcome Pack and Torworth Parish Council Website: CW to hand over to AB.

CW/AB

ID badges: TT informed the PC that BDC's card printing contract is due for renewal in January. TT advised that AB will liaise directly with Karen about proceeding with the ID badges.

AB

Highways: Previous discussion regarding highways included 1. Re-planting of trees along the Great North Road at High Gables; 2. Insertion of a street light at the entrance of the playpark; 3. Insertion of a speed light board as you enter Torworth from the south; and 4. Obtaining the 2016 tree Inspection Report. Matters 1, 2 and 4 are still outstanding; however, matter '3' has put forward by TT as a bid – see 01/1117 County Councillors report.

TT

Grass seeding: CW has purchased grass seed for the play park and it will be planted by the Village Wardens this month.

Data Protection Course: the latest NALC course is full, so CW asked the PCs that when new date is released could she could immediately register RDA and AB so as not to miss out. The PCs agreed.

Tree Charter Member: The Hornbeam sapling has arrived, and JH has planted it in his garden to allow it to grow a little bigger until it can be moved to the playing field.

Transparency Fund: CW has applied for a transparency fund of £995.25 on behalf of TPC. The fund will pay for a, printer, and IT/website courses.

Scarecrow Festival: TPC agreed to pay for the tables and chairs for next year. AB to make sure this goes into the forecast for the budget.

AB

Village wardens: two new orange hiviz vests have been purchased. RDA to print "on behalf of Torworth Parish Council" on the back.

RDA

Village Survey: CW has emailed the survey to GH to print out 200 copies. These will be distributed to all residents when they are printed.

GH

North Notts Landscaping: TPC is still waiting for a quote from NNL regarding collecting the grass cuttings on the playing field. AB to chase up.

AB

04/1117 IGAS UPDATE

There was a Tinker Lane CLG meeting in early October. IGAS has started work on the site by widening the entrance and laying down mats.

IGAS Community Grant: CW has printed off the application form. Once TPC has received survey results back from village residents, AB will apply for funding to purchase equipment for the playpark. The deadline for the IGas grant is 28th February and it is a maximum of £5000.00.

05/1117 DONCASTER AIRPORT CONSULTATION

CW has emailed PCs regarding the drop-in sessions and that PCs should book themselves onto it should they wish to attend. CW has emailed Bawtry Parish Council for their views: they are attending the drop in sessions and will discuss at their November meeting; however their concerns are with the current flight path due to noise levels, times and the number of practice flights. No concerns were raised from PCs thus TPC will respond to the consultancy with 'no objection'.

AB

06/1117 FINANCE

AB presented the bank reconciliation up to the end of October. There are four cheques outstanding and will expire shortly. The bank balance at the end of October is £8191.65 as we received September's precept payment from BDC.

Cheques presented and approved for payment were:

<i>Cheque</i>	<i>Paid to/for services listed</i>	<i>Amount</i>
1129	Sunstone Web & IT Services (re-issued cheque)	£40.19
1131	Finlay D'Amelio (re-issue cheque from Village Warden -August)	£28.00
1132	The Royal British Legion Poppy Appeal	£30.00
1133	Torworth Grange Farmshop (Nov room hire)	£15.00
1134	Christie Willis (Logistical & Clerical Support – October 2017)	£150.00
1135	Christie Willis (Grass seeds, bolts for playpark sign, two high vis vests and equipment for Village Wardens)	£94.80
1136	L. Middlebrook (Cleaning the bus shelter - July, August and September 2017)	£30.00
1137	Finlay D'Amelio (Village Warden– October 2017)	£12.00
1138	NALC (Clerk course for AB)	£35.00
1139	North Notts Landscapes (Grass cutting, verges and hedge – October 2017)	£546.00
1140	Anna Buckley (Clerks wages for November – cheque dated December 2017 as there is no PC meeting in December)	£146.15

Digital storage for archives: CW is waiting to hear from NALC if we can send TPC's archives to NCC in digital format. NALC

Email storage: It was agreed by all PCs that to upgrade our email storage for an additional £80 per year, AB to contact Sunstone and arrange the upgrade. CW will ask Sunstone if they can back up our email on a regular basis. CW

External hard drives: PCs agreed to spend a maximum of £50 for two hard drives: one will regularly back up TPC's laptop and the other will be bi-annually back up the first hard drive. PCs would like AB to enquire with Sunstone for advice about buying static storage or solid state drives AB

Printer: The new Clerk requires a printer, and the PCs discussed the benefits of an Inkjet versus a LaserJet printer. CW advised we have applied for a £99 grant from the Transparency Fund to purchase a printer. The PCs agreed to purchase a LaserJet printer, and AB will ask NALC if TPC could purchase the printer prior to receiving the grant. CW

Dictaphone: CW asked permission to purchase a Dictaphone for AB in order to record the Meetings and thus type up the Minutes. PCs all agreed. CW to purchase. CW

Laptop Antivirus software: CW informed PCs that the Clerk's laptop has expired anti-virus software on it. It was agreed by all PCs to upgrade the software AB

New Councillor Training: CW informed DL of a course on the 17th January 2018 for New Councillors. DL would like to attend, but will wait to see if we get another new Councillor now that Cllr. Footitt has resigned as they could go together.

07/1117 PROCEDURES AND GUIDELINES FOR TPC

CW has identified that TPC needs various legal documents, including Health and Safety Policies, Grievance and Disciplinary Policies, Risk Assessments and Equal Opportunities Policies. AB to write up these policies and present them for inspection at a future meeting. CW has written a Risk Assessment for TPC and for the Village Wardens. TT advised AB to contact Steve Brown at BDC in Elections and Democratic Services for help. AB

08/1117 AMENITIES AND FACILITIES

Football nets: (CW) asked PCs if TPC should purchase football nets for the existing full-size goal posts or buy new goal posts and nets for 5 a side. It was agreed to wait until RW returned with quotes to make a decision. RW

Playing Field: CW mentioned that new playground equipment is currently on sale and asked the PC to spend £2000 from the Playing Field Committee's account in order to purchase a swing set for older children. It was agreed by all PCs and CW will order these by December. It was CW

also agreed that PCs would wait for the results from the survey to purchase any additional equipment. RW advised that North Notts Landscape were willing to order and install the play equipment from TPC's chosen supplier at a cost of £350.00.

Village Warden: CW has created a Risk Assessment for the village wardens and emailed them to the PCs for comment. RDA advised that ear defenders should be made available when litter picking by the roadside; however, other PCs thought this presented more of a hazard in case the Wardens did not hear oncoming traffic. TT/RW also requested that CW add into the Risk Assessment that no headphones/MP3 players should be worn when working alongside the roads which would prevent the Wardens from hearing traffic or other dangers.

Clearing the pavements: AB to contact Highways to get the pavement cleared down to Torworth Grange Farmshop and Café. AB will also contact Probation Services in the event Highways refuses.

Dog Fouling: CW informed the PC's that there is an increase in dog fouling on the Great North Road and on Low Street. Residents have taken to Facebook to complain, and photos of culprits have been sent to CW. It was agreed to put a reminder in the Minutes, the Star and on the noticeboard that residents must pick up after their dogs

CW

Bus Shelters: NCC have confirmed that they own the bus shelter and will be coming to paint both of them a terracotta colour. They have also confirmed that they clean them twice a year and that they will not refund the PC for paying someone to do this. PCs discussed the benefits of having someone clean the open bus shelters, especially when passing vehicles and the wind continuously bring leaves and rubbish into it. It was agreed that we will discontinue having the bus shelter cleaned, especially considering that it belongs to NCC although we will monitor its cleanliness. TPC wish to thank Mrs Middlebrook for her years of dedicated service in taking care of the shelters and will present her with a Thank you card and flowers.

AB

09/1117 CORRESPONDENCE AND CORRESPONDENCE TO BE CIRCULATED

The resignation of Cllr. G. Footitt has been received and accepted by CW. BDC has been notified and a Notification of a Vacant Seat has been posted in the village Noticeboard. Any resident over the age of 18 years wishing to get involved with their local Parish Council is encouraged to enquire with the Clerk.

TPC has received a draft legal agreement from BDC to transfer the CIL money owing to us. The document has to be looked over by all PCs and agreed to the conditions. It was signed by both CW and AB. TPC will discuss setting up a separate bank account specifically for the CIL money. (TT) asked if the 5-year rule in which to spend the CIL money started when you received the payment, or from the date of the notifying letter. (AB) to check.

TPC

AB

10/1117 INFORMATION TO BE FORWARDED TO THE NEXT MEETING

Debit cards, bank payments (BACS) and online banking. AB to compile NALC financial rules regarding these prior to the next meeting. AB

11/1117 ANY OTHER BUSINESS

Planning: The planning application for an extension at 14 Underwood Avenue has been rejected. TT recommended that the owners speak to the planning officer to see if there is an agreeable solution. If they chose to appeal the decision, TT advised that they encourage neighbours to put in supporting comments. RW

The Joint Burial Board Meeting was held in October, and is looking for evidence regarding purchasing the land back in the 1960s. CW will go through TPC records and will email the JBB Clerk with anything that may be relevant. CW

TT requested information regarding the damage to the property at the corner of Baulk Lane.

12/1117 DATE OF NEXT MEETING

The date of the next meeting is Tuesday 9th January 2018 at 7pm at St Barnabas Church, Ranskill.