

# **FARNSFIELD PARISH COUNCIL**

**Minutes of a meeting of Farnsfield Parish Council held at 7.30pm on Tuesday 14<sup>th</sup> April 2015 in the Library, Village Centre, New Hill, Farnsfield.**

---

**Present:** Cllrs. R Davis, A Farr, B McDowall, L Selby (Chair)  
S Carne (Clerk)

## **1. Apologies for absence**

Cllrs K Clarke, C Collingham, R McPherson, R Reeves, P Smith

## **2. Declarations of interest**

None

## **3. Planning applications**

**15/00517/FUL Householder application for the erection of double garage, rendering to dwelling, alterations to vehicular access with new walls and gates. The Cottage Main Street Farnsfield Nottinghamshire NG22 8EY**

There were no comments.

B McDowall proposed 'Acceptance' and this was seconded by A Farr and agreed unanimously.

## **4. To note Planning Decisions of Newark & Sherwood DC**

Decisions were noted.

## **5. To consider quotes for work and equipment**

Back gate – Quotes sought from a number of companies but only one received from Handyman and Property Services for £190.

R Davis proposed 'Acceptance' and this was seconded by B McDowall and agreed unanimously.

Front gate – Again only one quote received. Enlargement by re-aligning the gate was considered but this was tight and would only just give the minimum width needed. Agreed to have the pillar demolished and replaced by a post giving a full 1m width at a cost of £340.

Proposed A Farr, seconded R Davis and agreed unanimously.

To be at same height as existing fence and to request a fastener.

Internal doors – A variety of quotes were put forward. It was unanimously agreed that Handyman & Property Services should carry out the work at a cost of £1480. This was proposed by R Davis and seconded by B McDowall.

The meeting was suspended at 7.54

Cllr Frank Taylor reported on the opening of the Newark Civil War trail. Members of the public raised issues of concern. A litter bin was requested at the bus stop on Cockett Lane. There were no buses Mansfield to Newark on Sundays as the service had been cut. Cllr Taylor required a list of grit bins and issues pertaining to them.

The meeting was reconvened at 8.00

Fire exit door, Lower Hall – Several quotes were considered. Handyman and Property Services quoted £447 plus £160 for painting. The quote was 'Accepted' by B McDowall, seconded by R Davis and agreed unanimously.

Cladding of Attic Fire Door – One quote had been received for cladding with galvanised steel sheeting at a cost of £130. R Davis proposed 'Acceptance', seconded by A Farr and agreed unanimously.

Fire Escape path – Two quotes were considered. The quote for £2320 by Handyman & Property Services was accepted. Proposed R Davis, seconded B McDowall and agreed unanimously.

Chairs - Sample chairs had been obtained and tested by users. R Davis proposed 'Order 4 upright chair trucks and 20 packs of 4 fan back upholstered folding chairs in burgundy from OfficeFurnitureonline.' This was seconded by A Farr and agreed unanimously. A Farr would try to sell chairs and if no buyer could be found they would be donated to charity.

## **6. To consider adopting policy documents and making changes to the website**

(a) Complaints procedure

Proposed R Davis, seconded B McDowall and agreed unanimously.

(b) Code of Conduct

Proposed B McDowall, seconded A Farr and agreed unanimously.

(c) Grievance Procedure

Proposed R Davis, seconded B McDowall and agreed unanimously.

(d) Dignity at work/bullying and harassment policy

Proposed A Farr, seconded B McDowall and agreed unanimously.

( e) Equal Opportunities Policy

Proposed B McDowall, seconded R Davis and agreed unanimously.

(g) Publication scheme requirements and the website

The website was being changed to accommodate the need to publish more information online. The new policy documents would be published and as documents were reviewed or produced they would be put on the website. The Parish Council did have a publication scheme but there was now a requirement to make more information available electronically. An amended publication scheme was circulated to see what sorts of documentation the Council could or should have. It was felt that this was a useful guide to work to.

8.27 The meeting was suspended

A member of the public was concerned that the Parish Council had been unable to locate material that had been requested. It was confirmed that some documents could not be located. The increase in precept was questioned. The Chair explained about the Precept and Parish Grant and how this was decreasing. A resident raised a query about VAT in the budget. The Clerk would look into this.

8.45 The meeting was reconvened.

The meeting closed at 8.45

# **FARNSFIELD PARISH COUNCIL**

**Minutes of meeting of Farnsfield Parish Council held at 7.30pm on Tuesday 28<sup>th</sup> April 2015 in the Library, Village Centre, New Hill, Farnsfield.**

---

**Present:** Cllrs.R Davis, K Clarke, M Hamilton, B Reeves, L Selby (Chair)  
County Cllr Jackson and District Cllr Taylor for part of the meeting.  
S Carne (Clerk)

## **1. Apologies for absence**

Cllr C Collingham, P Smith , B McDowall

## **2. Declarations of interest**

Clerk in item 12

## **3. Minutes**

The minutes of the meeting held on 24<sup>th</sup> March 2015 were proposed for acceptance by K Clarke, seconded by R Davis and agreed by those who had been present.

The minutes of the meeting held on 14<sup>th</sup> April 2015 were proposed for acceptance by L Selby, seconded by R Davis and agreed unanimously by those who had been present.

Standing orders were suspended at 7.33pm

Cllr Jackson reported that Councillors were busy with the election. The interactive sign was not working, it had been reported and he would follow this up. Residents of Alexander Rd were having to park a distance away from their homes – parking needed to state residents only. This was a matter for NSDC.

Standing orders were re-instated at 7.35pm

Cllr Jackson left the meeting.

## **5. Recreational areas**

### **1. Memorial Recreation**

Nothing to report.

### **2. The Acres and Pavilion**

It was reported that there were deep pot holes on Cotton Mill Lane. This was an unadopted road and a bridleway. Clerk to report matter to Cllr Jackson. P Smith had applied to NSDC for a re-evaluation of the rates at the Pavilion/changing rooms. B Reeves thought that the Parish Council might get a refund.

### **3. Parfitt Drive**

Nothing to report.

### **4. Wilson's Field**

Inappropriate graffiti was noted in the steps. Clerk to report to NCC.

### **5. Playground Inspections and remedial work**

Remedial work had been commissioned.

## **6. Footpaths and Highways**

1. Grit bins – A new bin had been requested at the bottom of New Hill but not installed. Other bins needed filling. The bin at Spring Lane was blue, having been changed from yellow, without the permission of the Parish Council.
2. Lengthsman Scheme – The contract finished on 31<sup>st</sup> March and the County Council had not made any decision on renewal. Last year the Council received £1200 funding under the scheme.
3. Zebra crossing – This had been budgeted for.

Cllr Taylor left the meeting.

## **7. Administration**

**1. Uncontested election results** – Members of the new Parish Council would be K Clarke, S Dennis, M Hamilton, B McDowall, F O'Malley, B Reeves, L Selby, J Weaver. There would be three vacancies.

**2. Newsletter** – R McPherson was producing the next edition on behalf of the Council.

**3. Clerk's Training** – The Clerk had attended training seminars run by NALC on External Audit, PAYE and Vat.

**4. LCR online** – There were costs involved for online access. To be put to the new Council.

## **8. Financial matters**

### **1. Trade Waste collection**

There were three invoices and contracts – The Old Gaol and Village Centre plus St Michael’s Church. The Groundsman and Litter picker did not use the one at the church.

Following discussion M Hamilton proposed ‘Not to pay for church trade waste collection.’ If it comes to light that it is needed then it can be reconsidered. This was seconded by R Davis and voting was 3 in favour with 2 abstentions.

It was proposed by R Davis that ‘NSDC should provide waste collection services to the Old Gaol and the Village Centre for 2015-16’ and this was seconded by M Hamilton and agreed unanimously.

## **2. Accounts for payment**

These were put forward. ‘Payment of £13,151.26 for the 12 items listed’ was proposed by R Davis, seconded by B Reeves and agreed unanimously. These included advance payment for the new chairs of which a grant of 50% had been obtained.

Other payments put forward:

A Harrison (Support Clerk) for completion of accounts £510.15

S Carne for stationery £16.50

S Carne for postage £20.32

S Carne for items for Village Centre, including new keys £271.03

Payment was proposed by M Hamilton, seconded by K Clarke and agreed unanimously.

The Clerk explained that some cheques written to HMRC for tax and National Insurance had not been cashed. This was possibly because of paying by cheque instead of BACS. She suggested paying the outstanding amount and then if the cheques went through the account, the account would be in credit. This would avoid any charges for late payment.

K Clarke proposed ‘Payment of £984.95 to HMRC’ and this was seconded by R Davis and agreed unanimously.

Standing orders were suspended at 8.10

Paying by BACS was discussed. It was explained that the new Parish Council bank account would allow for this but was still being set up.

Standing orders were re-instated at 8.15

## **3. Consider payment for Clerk’s extra hours**

R Davis proposed ‘Pay Clerk for extra 67.25hrs’ and this was seconded by M Hamilton and agreed unanimously.

## **4. Review Insurance arrangements**

The clerk had studied the policy documents. It was noted that the Pollitt Cup was insured, but nobody could say where this was.

Standing orders were suspended at 8.18

A member of the public said that this cup was awarded to a young person for their contribution to the community. It was purchased about 30 years ago and had not been awarded for some years. Clerk to put in Newsletter saying that the Parish Council would like to find it with a view to awarding it annually.

Standing orders were re-instated at 8.18

It was also noted that First Responder equipment was insured on the Parish Council policy. Clerk to speak to the co-ordinator. What are we insuring? Where is it kept? Clerk then to speak to insurers.

It was also noted that the car park and street lights were not covered by the insurance. Clerk to discuss with insurers.

## **5. Bank account**

This was in the process of being set up.

R Davis proposed that 'The Clerk should be telephone contact' and this was seconded by K Clarke and agreed unanimously.

## **6. The John and Nellie Brown Farnsfield Trust**

The Clerk had secured 50% funding for the path and alterations to the disabled gate. A letter of thanks to be sent from the council.

## **7. Set budget for 2016-17**

The Clerk outlined the need to draw up a three year budget document.

Standing orders were suspended at 8.29

A member of the public suggested deferring until the new council was in office.

The meeting was reconvened at 8.30pm

'Defer until the next meeting' was proposed by M Hamilton, seconded by R Davis and agreed unanimously.

## **8. Consider using SUDS money to pay for Grounds Maintenance**

Deferred until next meeting.

## **8. Planning applications**

### **15/00213/FUL Householder application for proposed detached garage and store. Hill House Farm Old Rufford Road Farnsfield Nottinghamshire NG22 8HT**

The application was put forward.

B Reeves proposed 'Acceptance' and this was seconded by R Davis and agreed unanimously.

### **15/00588/FUL Householder Application for Single Storey Side and Rear Extension. Minor Alterations to Front Entrance to Form Porch Roof with Render Finish to part of Front Elevation. 45 Abbott Crescent Farnsfield Nottinghamshire NG22 8LL**

The application was put forward.

B Reeves proposed 'Acceptance' and this was seconded by R Davis and agreed unanimously.

### **15/00573/FUL Householder application for proposed rear ground floor extension 21 Powell Court Farnsfield Nottinghamshire NG22 8DZ. 21 Powell Court Farnsfield Nottinghamshire NG22 8DZ**

Standing orders were suspended at 8.45

A member of the public asked if planning applications could be viewed online as a lot of time was taken up looking at applications at the meeting. It was suggested that applications were not viewed at the meeting in future. This was a matter for the new council to decide.

Standing orders were re-instated at 8.46

The application was put forward.

M Hamilton proposed 'Acceptance' and this was seconded by R Davis. Voting was 4 in favour and 1 abstention.

### **15/00531/FUL Householder application for demolition of existing side garage and removal of existing dwelling roof. Construction of rear extension, external alterations, new pitched roof structure with dormer windows and construction of a detached garage. Josuda Chapel Lane Farnsfield Nottinghamshire NG22 8JP**

The application was put forward.

M Hamilton proposed 'Acceptance' and this was seconded by R Davis and agreed unanimously

## **9. Farnsfield Village Centre**

### **1. Village Centre – Building controls**

It had been established that the Village Centre was not listed but was in a Conservation Area.

### **2. Business Rates**

P Smith was looking into this. Clerk to ask him if he wished to continue looking at this.

### **3. Opening/closing arrangements – cleaner**

The cleaner only put out chairs and tables for one organisation.

### **4. Progress on the Fire Risk Assessment and Electrical work**

The code 1 and 2 work had been completed by Comelec.

The builders had been instructed to carry out the work on the path, gates and fire doors.

### **5. Fire evacuation drill**

The clerk had done a drill when users were in the building. All evacuated quickly but there was some confusion about where to go on leaving the building. This needs to be clarified in the Evacuation Plan and in the training that the Clerk will provide for users.

Standing orders were suspended at 8.53

A member of the public asked if they could adopt the grass area near the Plough and improve the look of it. Clerk to ask The Groundsman to cut the grass there more frequently.

The meeting was reconvened at 8.55

## **10. Correspondence**

The correspondence was reviewed. The following were of note:

1. Sponsorship request – Clerk to refer to the John and Nellie Brown Trust
2. Newark Hospital – A request to attend a meeting had been received. M Hamilton proposed 'Invite to attend a meeting' and this was seconded by K Clarke and agreed unanimously.

## **15. Agenda items for the next meeting**

Deferred items

Standing orders were suspended at 9.03

A member of the public reported that drugs dealing was going on in the car park. The resident was told that they needed to inform the Police if anything suspicious was seen. The car park was hidden by the hedge and

a request was made for it to be cut back to make the car park visible. To be discussed at next meeting.

A request for tea plates was received. These had been purchased.

Standing orders were re-instated at 9.08

The chair thanked all Councillors for their hard work over the term of office. This would also be put in the newsletter.

The meeting closed at 9.10

# **FARNSFIELD PARISH COUNCIL**

**Minutes of a meeting of Farnsfield Parish Council held at 7.30pm on Tuesday 12<sup>th</sup> May 2015 in the Lower Hall, Village Centre, New Hill, Farnsfield.**

---

**Present:** Cllrs. K Clarke, M Hamilton (Chair), F O'Malley, L Selby, J Weaver  
S Carne (Clerk)

## **1. Apologies for absence**

Cllrs B McDowall, R Reeves had sent apologies.  
An 'Apologies for Absence Form' was circulated for Cllr S Dennis. M Hamilton proposed 'Acceptance of the reason for absence' and this was seconded by K Clarke and agreed unanimously.

Three new Councillors were welcomed, S Dennis, F O'Malley and J Weaver. Councillors and Clerk introduced themselves.

Outgoing Councillors were thanked for their service by L Selby.

## **2. Declarations of interest**

None

## **3. Election of the Chairman**

L Selby proposed M Hamilton, which he accepted. His appointment was seconded by K Clarke and agreed unanimously.

M Hamilton thanked L Selby on behalf of the Council for her service as Chairman over a number of years.

## **4. Election of the Vice-Chairman**

M Hamilton proposed K Clarke who accepted. This was seconded by L Selby and agreed unanimously.

## **5. Signing of Acceptance of Office forms by Councillors and Chairman**

The Chairman and the Councillors who were present signed the forms.

## **6. Consider a resolution to accept the delivery of acceptance of office forms at a later date to be agreed by the Council**

L Selby proposed that 'Councillors who were not present sign the Acceptance of Office forms on or before 26<sup>th</sup> May 2015.' This was seconded by K Clarke and agreed unanimously.

## **7. Co-option to fill casual vacancies**

The Parish Council had three vacancies. There was discussion about the number of Councillors required.

L Selby proposed 'Co-opt three Councillors' and this was seconded by K Clarke. Voting was 4 in favour and 1 against. F O'Malley voted against to reduce beaurpcracy.

Adverts would be placed in the newsletter, on the website on notice boards and at the Tennis Club. The closing date would be 12<sup>th</sup> June 2015.

The meeting was suspended at 7.59

District Cllr Taylor was welcomed. He wished the new Parish Council all the best. He welcomed the new councillors and hoped that volunteers would be forthcoming to fill the vacancies. He said that the council needed to put the past behind them and move on.

He had received a complaint about noise from the owner of the property next to the bus stop. He asked if the PC had received a complaint and wanted clarification as to how they dealt with it.

Grit bins and grit were a concern. The Clerk would provide him with a list of bins.

The Appeal for 48 dwellings on Southwell Rd was of concern. This site was not in the Local Plan. NSDC have allocated more than their 5 year allocation for housing and Farnsfield had had a lot of the development. The Appeal will go ahead on the grounds that NSDC don't have an achievable 5 year supply. The Clerk would put the letter on the website with information as to how to comment. F Taylor asked residents to write from their own point of view. Council members were invited to meet with M Lamb, NSDC to look at the issue. It is likely that it will be a fight. concern was expressed about the amount of housing development in the pipeline such as Milldale.

A resident of Brick Yard Lane talked about the problems of sewerage flooding which occurred after heavy rain. Severn Trent Water were aware of the problem.

The meeting was reconvened at 8.28.

### **8. Review of delegation arrangements to committees, sub-committees, staff and other authorities**

One member suggested only one meeting per month to reduce the workload. If Councillors were more prepared, then more matters could be covered per meeting.

The Clerk suggested a full Parish Council Meeting starting at 7.30pm and planning meeting commencing at 7.30pm every month except August when there would be no full meeting and December when the full meeting would be the week earlier. All Councillors wanted to attend the Planning meeting. Having Committee meetings starting at 7.00pm prior to the planning meeting were discussed. A two committee structure was put forward by the Clerk which would meet the current needs of the Council. 1. Finance, risk management and staffing 2. Facilities Management. This was discussed and it was agreed that initially the Planning meeting should include other items as necessary because of the workload of the Council. K Clarke proposed that 'This structure be adopted' and this was seconded by J Weaver. Voting was unanimous.

The terms of reference for the Neighbourhood Plan Group were discussed. The Clerk had amended them to include a purpose statement, arrangements for taking the minutes as the Clerk did not attend and a clause about making financial transactions to be in line with the regulations governing the Parish Council.

### **9. Review of the terms of reference of committees**

New terms of reference would be drawn up for consideration at the next Parish Council meeting.

### **10. Appointment of members to existing committees**

Deferred

### **11. Appointment of any new committees in accordance with standing order 4 (see 4 below)**

Deferred

## **12. Review and adoption of standing orders and financial regulations**

Deferred

## **13. Review of arrangements, including charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities**

None at present.

## **14. Review of representation on or work with external bodies and arrangements for reporting back**

Farnsfield Neighbourhood Plan Steering Group – L Selby, F O'Malley. Proposed J Weaver, seconded L Selby and agreed unanimously.  
Farnsfield Charity – L Selby and M Hamilton. Proposed K Clarke, seconded J Weaver and agreed unanimously  
Safer Neighbourhood Group – L Selby. Proposed K Clarke, seconded M Hamilton and agreed unanimously. To be reviewed.

## **15. To make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future**

The Clerk outlined the arrangements to become a 'Quality Council' which the Council was working towards. There were enough elected Councillors, the Clerk needed to complete the qualification and the course when it ran in the Autumn.

## **16. Review of inventory of land and assets including buildings and office equipment**

It was noted that Cotton Mill Lane was on the assets register. The Parish Council was not aware that it owned this. Clerk to check with District Council. Clerk to check with the Parish Council Solicitor as to where the deeds to land were held. It was noted that assets and stock were the same figure. These were matters that the new committees could look at.

## **17. To note arrangements for insurance cover in respect of all risks insured**

Reviewed last meeting.

## **18. Review of the council's and/or staff subscriptions to other bodies**

Clerk to obtain costs to present to the Finance Committee

## **19. To note review of Council's complaints procedure**

Noted review last meeting.

## **20. Review of the council's procedures for handling data requests under the Freedom of Information Act 2000 and the Data Protection Act 1998**

The 'Publication Scheme' was considered and amended to reflect the policies in place. A 'Retention of Documents Policy' and 'Policy and Procedures for Information Requests' were put forward. These were proposed for adoption by L Selby. This was seconded by K Clarke and agreed unanimously.

## **21. Review of the Council's Policy for dealing with the press/media**

This was proposed for adoption by L Selby, seconded by J Weaver and agreed unanimously.

## **22. To Determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of the full council**

A schedule of meeting dates was put forward. A Councillor requested that meetings be held on a different day. The item was deferred until the next meeting.

## **23. The consideration of the Chairman's allowance**

The Clerk outlined the reasons for the Chairman's Allowance. K Clarke proposed that 'The Chairman's Allowance be £300 this year' and this was seconded by J Weaver. Voting was 4 in favour and 1 against. F O'Malley voted against because he said there was no rational justification.

## **24. Approval of the accounts 2014-15**

The Clerk outlined the internal audit report. The Council noted action recommended by the auditor – lack of PAYE slips from early in the year but addressed later; lack of minutes of confidential meetings although

these have been taken and signed; progress against the budget should be monitored by the Council at least quarterly; an annual risk assessment is required; all payments should be accompanied by an invoice or voucher as some were not, mainly earlier in the year. The Clerk had written an audit statement explaining that a risk assessment would be put in place this financial year.

The accounts Section 1 Accounting Statement, Section 2 Annual Governance Statement and the Audit Statement were proposed for approval by J Weaver, seconded by L Selby and agreed unanimously.

## **25. Reasons for absence at meetings**

Procedures and forms were put forward. They were proposed for adoption by L Selby, seconded by K Clarke and agreed unanimously.

## **26. Training for new Councillors**

New Councillors were urged to attend. L Selby would like to attend to refresh her knowledge.

## **27. Consider the Disciplinary Procedures Policy**

Deferred

## **28. Consider the Retention of documents and records Management Policy**

Covered under item 20.

## **29. Provision of Councillor support for Clerk**

Deferred

## **30.Planning applications**

**15/00646/FUL** Change of use from A1 to Beauty Boutique (The Powder Room), Farnsfield Emporium, 38 Main St, Farnsfield, Notts

Traffic considerations were discussed.

L Selby proposed 'Acceptance' and this was seconded by F O'Malley and agreed unanimously.

## **31. To note Planning Decisions of Newark & Sherwood DC**

These were noted.

**32. To note Appeal 14/01469/OUTM** outline planning permission for 48 dwellings (access only) at land at Southwell Rd, Farnsfield, Notts Previously dealt with.

The meeting closed at 9.37.

# FARNSFIELD PARISH COUNCIL

**Minutes of meeting of Farnsfield Parish Council held at 7.30pm on Tuesday 26<sup>th</sup> May 2015 in the Lower Hall, Village Centre, New Hill, Farnsfield.**

---

Present: Cllrs K Clarke, S Dennis, M Hamilton (Chair), B McDowall, F O'Malley, L Selby, J Weaver  
District Cllr F Taylor  
S Carne (Clerk)

## **1. Apologies for absence and approval of 'Reasons for absence at meetings' forms**

None

Standing orders were suspended at 7.31

Wilson's Field lights – reported timer now changed

Jitty side of Plough and Ned's Jitty – Hedges needed cutting. Groundsman to be instructed

Ash Farm Development Affordable Housing – Couple wanted to know how they get on the list.

Area around the Plough and triangle looked great.

Clean up day – Fri 5/6 June before BKVC judging. Organisation has planters but has no money to buy the plants to fill them.

Grass cutting – Clerk to ask Ulyetts to cut grass the week before

Fencing at Bowls Club – S Chadwick would be approached

Interactive sign – still not working

Cotton Mill Lane – Cllr Jackson said the County Council were prepared to expend some money on it. Councillors said that if the County Council would supply the chippings then they could have them spread. About 20 tons would be needed.

Grit bin Main St/New Hill – Cllr Jackson said that the location was being considered

Lengthsman Scheme – To be continued. Will forward information to Clerk.  
Complaint about stones hitting car from strimming – Cllr Jackson investigating

Development Southwell Rd – NSDC was resisting it. Developers were claiming that there was not enough housing allocation in the District

The meeting was reconvened

It was agreed that Agenda item 3 be brought forward.

### **3. Signing of Acceptance of Office forms**

Cllrs S Dennis and B McDowall signed. Cllr Reeves was not present to sign.

### **2. Minutes**

12<sup>th</sup> May 2015 – Amendments were made. Proposed K Clarke, Seconded L Selby and agreed unanimously

28<sup>th</sup> April 2015 – Proposed L Selby, seconded K Clarke and agreed unanimously

Confidential minutes 28<sup>th</sup> April 2015 – No formal motion was made to exclude the public and press. S Dennis proposed to 'Re-address at next full council meeting'. This was seconded by B McDowall and agreed unanimously.

### **4. Declarations of interest**

Clerk in item 15.

### **Confidential matter – Item 15 Clerk's pay scale.**

S Dennis wanted to see the e mail from NALC saying that such matters were confidential.

Proposed B McDowall, Seconded L Selby and agreed unanimously.

### **5. Recreational areas**

#### 1. Memorial Recreation Ground

Shrubs/hedge behind small tennis court, abutting bowls club needs cutting back.

Bikes – Tested and working

Memorial bench. Cost £300 plus £50 for plaque.

Proposed S Dennis, seconded by J Weaver and agreed unanimously.

Verge, New Hill – Is full of nettles. FMC need to look at.

#### 2. The Acres

Gate/fencing at entrance to mid field - needs replacing F O'Malley agreed to get three quotes.

Finger post signing football pitch and cricket club – There is a pole there. The Clerk said that Notts County Council had estimated the cost to be £300 as approval would have to be sought by the contractors from NCC. Agreed would price the sign without consulting NCC. The sign would read 'Acres Sports Ground'. Proposed S Dennis, seconded J Weaver and agreed unanimously. F O'Malley agreed to price the sign.

Moles – Returned. Will leave till end of July.

Cotton Mill Lane ownership – Clerk to pass solicitor’s details to F O’Malley.

### 3. Parfitt Drive

Car park – Agreed to get prices to level and grass the areas between bays and lower the silver birches. Clerk to obtain quote from Ulyetts.

Play area fencing – Clerk to obtain price for replacing with wood and with metal taking in the new play equipment. Also a price for hedging.

Signs – To be amended as old e mail on them.

### 4. Wilson’s Field

Light box – Timer had been changed

Steps – NCC said that they would not deal with minor graffiti. Suggested grinding top off to take away the graffiti.

Old Jail – Bin storage area was cluttered. British Legion storage was taking a lot of space – Health and Safety issues. S Dennis agreed to tidy it. Walls, roof and door required attention. Facilities Management Committee to look at obtaining grants.

### 5. Playground inspections and remedial work

Report noted. Strata Play carrying out remedial work at present.

### 6. Bins

Some still needed installing and some needed more secure fixing. K Clarke to arrange.

R Reeves arrived and signed the ‘Acceptance of Office’ form.

### 7. Pavilion/changing rooms and inspections/legionella testing

Quotes had been obtained for a risk assessment. Clerk pointed out that this was a requirement especially with showers (which made the pavilion high risk) and that the Council were not insured unless they put in place a management programme. F O’Malley raised the issue that it rarely happens and was opposed to the assessment. S Dennis proposed ‘Pass to Facilities Management Committee’. This was seconded by F O’Malley and agreed unanimously.

## **6. Footpaths and highways**

1. Drainage Broomfield Lane – Clerk to report

2. Report of other issues

Land at Station Rd, Farnsfield – Small parcels to be sold off by NCC.

## **7. Administration**

1. Co-option – three applications so far
2. Councillor training – Attended by K Clarke and L Selby. An additional session was available.
3. Training courses for Clerk and Cleaner -  
  
Fire Marshall training (can be cascaded down) - Clerk and A Cowlshaw to attend at a cost of £85 each'. This was proposed by B McDowall, seconded by L Selby and voting was 7 in favour and 1 against.  
  
Playground Inspection course – S Dennis proposed 'Not to accept' and this was seconded by J Weaver and agreed unanimously.
4. To determine the time and dates of meetings of the council and committees – S Dennis said that he had asked if the Council would consider one meeting per month. Councillors felt that the effects of the sub-committees needed to be addressed. Review in September. Day of meetings to be reviewed in December.
5. Parish Council e mail – deferred
6. Review and adoption of Standing Orders and Financial –Regulations - Deferred
7. Consider the 'Disciplinary Procedures Policy' - Deferred
8. Consider adoption of 'Terms of Reference' for Neighbourhood Planning Steering Group - Deferred
9. Consider adoption of 'Terms of reference' for Finance, Risk Management and Staffing Committee - Deferred
10. Consideration of terms of reference for Facilities Management Committee - Deferred
11. Agree appointments to committees and appointment of Chair and Vice Chair Finance, Risk Management and Staffing Committee – K Clarke, S Dennis, M Hamilton, F O'Malley, J Weaver  
Facilities Management Committee – K Clarke, M Hamilton, B McDowall, L Selby  
The Clerk was not required to attend committee meetings.  
Appointments of Chair and Vice Chair - Deferred
12. Clerk's and Councils Direct subscription renewal - deferred
13. Partnership Agreement with Uniformed Organisations - Deferred
14. Provision of Clerk support - Deferred
15. Councillor support - Deferred

16. Requests for individuals/groups to attend Parish Council meetings - Deferred

## **8 Financial matters**

1. Accounts for payment – The level of website hosting was discussed and the present Executive Level of service would be continued. 12 accounts for payment totalling £2503.52 were presented. £69.23 was also payable to Reprotect. Payment would be made from CIL money for electrical work £492 and £45 for signing. Proposed J Weaver, seconded L Selby and agreed unanimously. £775.96 for grass cutting to be taken from S106 money. Proposed B McDowall, seconded L Selby and agreed unanimously. Accounts were approved for payment. Proposed R Reeves, seconded S Dennis and agreed unanimously.
2. Consider payment for Clerk's extra hours – 40 hrs to 5/5/15 Proposed S Dennis, seconded K Clarke and agreed unanimously.
3. Bank account –Deferred
4. Banking arrangements for deposits/BACS - No means to pay in was in place. K Clarke proposed 'Use Nat West bank' and this was seconded by L Selby and agreed unanimously.
5. Review of insurance arrangements - Deferred
6. Set budget for 2016-17 - Deferred
7. Consider using SUDS money to pay for grounds maintenance - Deferred
8. Grants for commemoration of the Great War - Deferred

## **9. Planning matters**

**15/00760/FUL** Householder application for cladding to north facing gable wall, external wall insulation and render, colour to match existing brickwork. Rose Cottage, Mansfield Rd, Farnsfield, Notts.

R Reeves proposed 'Acceptance'. This was seconded by B McDowall and agreed unanimously.

**15/00817/FUL** Householder application for ground floor rear and front extension. 5 Irving Close, Farnsfield, Notts, NG22 8FB

L Selby proposed 'Acceptance' and this was agreed unanimously.

**15/00829/FUL** Householder application for single storey extension to front and rear with two-storey side extension. Glenroy, Far Back Lane, Farnsfield  
S Dennis proposed 'Acceptance'. This was B McDowall and agreed unanimously.

## **10. Farnsfield Village Centre**

1. Progress on the Fire Risk Assessment - Deferred

2. Progress on electrical work and consideration of code 3 electrical work - Deferred

3. Fire alarm faults - Deferred

4. Library evacuation routes - Deferred

5. Legionella risk assessment - Deferred

6. Leaking gutters - Deferred

### **11. Village Environment**

1. Land at junction of the Ridgeway/Main St Deferred

2. Best Kept Village Competition – Judging week after next. S Dennis proposed 'Spend up to £200 on items to enhance the village and increase chances of winning Best Kept Village Competition. This was seconded by L Selby and agreed unanimously.

B Reeves agreed to match the funding.

CLlr Reeves thanked Lesley Healy for all her effort in organising it.

This was agreed unanimously.

3. Flag pole – Clerk to reply. Deferred

4. Information Board – Friends of Southwell Trail – Deferred.

### **12. Safer Neighbourhood Group**

Deferred

### **13. Correspondence**

Deferred

### **14. Agenda items for the next meeting**

Deferred

The media have a right to film and record the proceedings at the Meeting.

### **CONFIDENTIAL ITEM**

### **15. Clerk's pay scale and starting point**

Deferred

The meeting closed at 10.12

# FARNSFIELD PARISH COUNCIL

**Minutes of a meeting of Farnsfield Parish Council held at 7.30pm on Tuesday 9<sup>th</sup> June 2015 in the Lower Hall, Village Centre, New Hill, Farnsfield.**

---

**Present:** Cllrs. K Clarke, M Hamilton (Chair), F O'Malley, L Selby, J Weaver  
District Cllr F Taylor  
S Carne (Clerk)

## **1. Apologies for absence**

Cllrs B Reeves had sent apologies.  
An E mail had been received explaining reasons for absence from Cllr S Dennis and Cllr B McDowall. K Clarke proposed 'Acceptance' and this was seconded by L Selby and agreed unanimously.

## **2. Declarations of interest**

None

## **3. Public open session (10 mins)**

Standing orders were suspended at 7.33pm

Wi-fi code – Clerk to ask P Smith

Alexander Road – It was reported that the pothole was fixed.

Hedge of Jitty at Parfitt Drive – Reported had been cut back and weeds would be sprayed.

Tree stakes Parfitt Drive – Had been pulled out. Someone had put them back .

New chairs – on order

Agenda – not posted on website

Website – improvements noted

Best Kept Village Competition – Fab work noted. Entrances to village were letting it down. Only strips on verges have been cut. Notify NCC.

Appeal 48 dwellings, Southwell Rd, Farnsfield – Appeal will not be heard until November. Although Farnsfield has had a share of development, and there is a five year supply within the District, building is not happening fast enough. The advise is that it is likely to succeed. The Neighbourhood Plan would not be completed in time to affect the outcome.

Chapel Lane – Four drains blocked

Doctors - Complaints about waiting times. Karen Clarke to be Parish Council liaison.

The meeting was reconvened at 8.03pm

#### **4. Planning**

**15/00826/FUL** Proposed all-weather surface to section of existing track and temporary maintenance and office facilities. Lockwell Hill Activity Centre  
Lockwell Hill Farnsfield Newark On Trent

J Weaver proposed 'Acceptance' and this was seconded by L Selby and agreed unanimously.

**15/00549/FUL** Single storey rear timber extension to garden room and change of use to treatment room. Braydon House Southwell Road Farnsfield Nottinghamshire

J Weaver proposed 'Acceptance' and this was seconded by F O'Malley and agreed unanimously.

**15/00918/FUL** Installation of fire escape from first floor  
The White Post Inn  
Public House Old Rufford Road Farnsfield Nottinghamshire NG22 8HN

L Selby proposed 'Acceptance' and this was seconded by J Weaver and agreed unanimously.

#### **5. Incinerator, Bilsthorpe – Appeal**

Approval had been given by NCC despite objection by NSDC. It had been called in. The RAGE group campaigning against the Incinerator had asked if the Parish Council could formulate a letter and send to the appeal. M Hamilton had drafted a letter objecting on the grounds of pollution, extra traffic, impact on wildlife and aesthetics. Parish Council agreed that he should submit it.

#### **6. To note Planning Decisions of Newark & Sherwood DC**

Noted.

## **7. Neighbourhood Plan Group – Report**

F O'Malley reported that the grant application for funding of consultants had been completed. The maximum grant was £8000. Globe consultants from Lincoln was the preferred consultant and their charge was £10,500. It may be they would request funding from the Parish Council or get Globe to shorten the work. This was not in the Parish Council budget for this year.

## **8. Administration**

### 1. Review and adoption of Standing Orders

K Clarke proposed 'Adoption'. This was seconded by L Selby and agreed unanimously.

### 2. Consider the 'Disciplinary Procedures Policy'

F O'Malley proposed 'Adoption'. This was seconded by J Weaver and agreed unanimously.

### 3. Consider adoption of 'Terms of reference' for Finance, Risk Management and Staffing Committee

Deferred

### 4. Consideration of 'Terms of reference' for Facilities Management Committee

Deferred

### 5. Clerk's and Councils Direct subscription renewal

One subscription was £12.00

Proposed 'Subscribe' J Weaver, seconded L Selby and agreed unanimously.

### 6. Provision of Clerk support

A Harrison had drawn up a Parish Council Risk Assessment which was required by the auditor. For consideration at the next meeting. She was now working on staff risk assessments and contracts.

### 7. Councillor support

Councillors were asked if they could support with a variety of tasks. K Clarke agreed to oversee Facebook, J Weaver Twitter. Various Councillors offered help in other areas.

### 8. Requests for individuals/groups to attend Parish Council meetings

A number of people/groups were interested. Clerk to arrange for meeting on second Tuesday.

## **9. Financial matters**

### 1. Bank account – Unity Trust Bank account operational.

2. Banking arrangements - agreed next payments should be made by BACS. Councillors who were signatories to check they could access account.

### 3. Consider using SUDS money to pay for grounds maintenance

J Weaver proposed 'Use SUDS money to pay for grass cutting'. This was seconded by L Selby and agreed unanimously.

### **10. Farnsfield Village Centre**

1. Account for payment - S Bernardi £2620 for footpath  
Propose J Weaver, seconded L Selby and agreed unanimously.
2. Progress on electrical work and consideration of code 3 electrical work –  
Codes 1 and 2 had been remedied. These were mandatory. Codes 3 were recommended to meet current standards. F O'Malley proposed 'Not to go ahead' and this was seconded by J Weaver and agreed unanimously.
3. Fire alarm faults - Noted
4. Library evacuation routes – Discussed having a fire lock on inner door to improve egress from Library and enable signing not to conflict with exit routes. Cost approximately £120. Agreed not to proceed.
5. Leaking gutters- At end above Lower Hall. Needed re-connecting and all the guttering needed cleaning out. The above work was proposed by F O'Malley, seconded by J Weaver and agreed unanimously.

### **11. Village Environment**

1. Information Board – Friends of Southwell Trail  
Following discussion it was thought that the board could be purchased and then the ownership transferred to the Parish Council.  
J Weaver proposed that 'If the board can be transferred to the County Council then proceed at a cost of £938.77' and this was seconded by K Clarke and agreed unanimously.

### **12. Safer Neighbourhood Group**

Graffiti and drugs were reported as an issue in Farnsfield. There was general concern regarding fly tipping.

### **13. Correspondence**

Reviewed. Agreed to circulate correspondence around Councillors.

### **14. Agenda items for the next meeting**

Bowls Club – temporary fence  
Parish Council material held by previous Clerk

The meeting closed at 9.28

