



MINUTES OF THE FERNWOOD PARISH COUNCIL MEETING
held on 21 January 2019
at the Fernwood Village Hall, Rubys Avenue, Fernwood

Present: Parish Councillors: N. Branston, D. Harrison, H. Micah, B. Smith (Chair),
 J.Weale, M.Weale

District Councillors: K. Walker (left 8.30pm)

Clerk: Marion Fox Goddard

172. Public Forum

Two people attended the public forum. Issues discussed:

Buses – Julia Smith detailed that the take up of the new Saturday and Sunday services is good but she wonders whether Fernwood are getting their fair share. Councillor Walker agreed to meet with Julia to discuss this. Julia enquired when the new bus stop is being installed as this was scheduled for January. *Clerk to arrange meeting and enquire about the new bus shelter.*

Land management - Julia Smith also asked what was being done about the land management and the possibility of this being taken over (5 years after the last house in the development was sold – April 2021?). Ken Forbes had also come to the Parish Council meeting to discuss this issue. He asked whether the Parish Council would be prepared to take over the land management. Councillor Smith explained the Parish Council wants to have ownership of the land but a management company would manage the land as there is a 999 year agreement in place. Councillor Smith suggested the Residents Association should arrange the referendum to see whether those paying the charges want a change. Clarification required on the date the last house was sold and exact detail on votes required to warrant a change. Ken also detailed that FirstPort and Fernwood Residents Association would be holding a meeting in March with a prefixed agenda, including introducing a new member of FirstPort staff to the village.

173. Apologies for absence

Councillor M. Hartley (Work), District Councillor Neill Mison

174. Declarations of interest

None.

175. Approval of the minutes of the meetings on 19th November 2018

The Parish Council minutes were approved as accurate record and were signed by the Chairman. Proposer: J. Weale, Seconder: D. Harrison, RESOLVED unanimously.

176. Guest: Police

The police did not attend. *Clerk to rearrange.*

177. Councillors & Clerk Reports

Councillor J. Weale - Had attended the Growth Liaison Meeting with Councillor Branston and the clerk.

Councillor Branston - Report on Growth Liaison Meeting – appendix 1.

Clerk's report – to be included in the minutes	Agenda Item
Asked LCP properties how much they would want for the car park and costs involved – still no feedback.	17/102
Ventilation from changing rooms – The problem has been found and this has also highlighted other work that is required – quote received from contractor. NSDC - still awaiting feedback.	17/147c
Development meeting – Held at NSDC on 16/1/19 – see appendix 1	6
Scrapyard – Councillor Walker to provide an update at the January meeting.	6
Dog exclusion order in the play area request has been submitted to NSDC. This is going through the process to be implemented. Clerk has asked NSDC for guidance on what can be done about dogs not on leads on pathways –no feedback to date.	15b/123
Speed hump on Goldstraw – the works to remove sets and raised kerbs was done w/c 17/12/18	159
Dog Poo bin - Quote on agenda for approval – 180d	44
Safeguarding policies – further work still required.	114
The curtain has been removed.	91
Fire Risk Assessment has been carried out. Clerk working through the recommendations.	126
Annual Tree Review – Quote on agenda for approval – 180d.	133
CCTV Policy – This has been published online. Clerk and assistant clerk in the process of arranging new signage. All staff aware of the new policy.	155
Investment company will be attending the February Parish Council meeting	164
Tommy has been purchased and located on the village hall wall opposite the Onestop shop.	164
Clerk has written to NSDC to ask them to pay for the changes to the circuit boards	164
Clerk has written to Royal British Legion to let them know Fernwood Parish Council will need notice of the funding request at least 2 months before the remembrance parade to consider making a contribution in 2019	167e
Legionella – Staff training completed in December. New contract to start with Ames in February 2019.	170a
Fire Risk Assessment – Emergency Fire Plan has been drafted. Fire awareness training will be done on 30/1/19	170b
New BT hub has functionality to allow public access to separate WIFI to Parish Council WIFI – <i>clerk to configure</i>	170c
Clerk has responded to NSDC's Making N&S Cleaner, Safer, Greener consultation on behalf of Fernwood Parish Council	171

178. County Councillor and District Councillors

Councillor K. Walker

Reported that he has been on a site visit to British Gypsum including scheduled explosions – at the time of the explosions he came back to Collinson Lane to see if he could feel the explosions – he could not.

The scrapyard now belongs to the Crown – an officer at NCC is looking into what is happening with it.

179. Planning

- a. Planning and Strategy Committee – November 28th 2018 Minutes – noted.
- b. Next Planning and Strategy Meeting Date – January 23rd 2019, 7pm – noted.
- c. Growth Liaison Meeting (previously called ‘development group’) – January 16th 2019 – noted.

180. Finance

- a. Bank reconciliation for November and December circulated to members previously – noted.

b. Income	Total £ 95093.33
Regular Hire (year to date)	15775.69
Other Hall Hire (year to date)	6663.40
Commission	524.78
Entertainment night takings	816.00
Precept	70,317.00
VAT Rebate	996.46

c. Expenditure since last meeting under delegated powers/previously agreed expenditure					
Payee	Budget Area	Net £	VAT £	Total £	Payment Method
	Salaries (December)			3537.45	SO/BACS
Parish Council					
Apogee	Copying/printing charges	305.64	61.13	366.77	BACS
Barry Smith	Mileage			24.30	BACS
Kingfisher	Dog Poo Bin installation	1236.00	247.20	1483.20	BACS
Tapastuff	Uniform	108.70	21.74	130.44	BACS
Lincoln Print & copy centre	Leaflet printing	189.89		189.89	BACS
SLCC	Membership	165.00		165.00	BACS
Link Wholesalers	Stationery	5.93	1.19	7.12	BACS
1&1	Email hosting	9.96	2.00	11.96	BACS

Fernwood Residents Association	Section 137 award for fireworks			1200.00	BACS
Canva	Design software			21.03	BACS
NALC	Annual Subscription			404.14	BACS
BT	Phone and Broadband	212.28	42.45	254.73	BACS
BNP Paribas	Copier rental	175.70	35.14	210.84	BACS
Public Works Loan Board	Loan repayment (last 21/03one)			1172.46	BACS
Village Hall					
RB Wholesale	Cleaning supplies	111.70	22.54	134.24	BACS
Photobox	Canvases	54.12	10.82	64.94	CARD
Snapfish	Canvas	25.82	5.16	30.98	CARD
Safety signs and stickers	Sign			1.75	CARD
Wilkos	Brackets	18.75	3.75	22.50	CARD
Lemon Fresh household services	Relief cleaning			50.00	BACS
Blue Castle	Waste services	195.84	39.16	235.00	BACS
Ian McGregor	Disco			160.00	BACS
Waterplus	Water supply			49.83	BACS
Aldi	Refreshments – 10 th Anniversary Celebration			9.11	CARD
SSE	Gas	576.94	28.84	605.78	BACS
SSE	Electricity	941.52	47.07	988.59	BACS
Boundary Builders	Removal of curtain	310.00	62.00	372.00	BACS
Microsoft	Office 365 subscription	79.99		79.99	BACS
TV Licensing	TV Licence	150.50		150.50	BACS
Your Humble Kitchen	Oven liners	13.70	2.74	16.44	CARD
RB Wholesale	Cleaning Supplies	58.00	11.60	69.60	BACS
Allcached up	Individual items hall – Geocache containers			9.18	CARD
Oaklands Group	Individual items hall – meter box latch	3.95	0.99	4.94	CARD
Amazon	Individual items hall – battery	39.12	7.83	46.95	CARD
Amazon	Individual items hall – plates	24.98	5.00	29.98	CARD
Amazon	Stationery	12.04	2.41	14.45	CARD
Lightsgo	Individual items hall – Christmas lights			15.99	CARD
GNLP	Community Night – photobooth balance			105	BACS

d. Items of expenditure considered

Expenditure	Budget Area	Net £	VAT £	Total £	
Forest Farm Tree Services	Grounds Maintenance – Tree Survey	330.00	66.00	396.00	Unanimously Agreed Prop.: D. Harrison Sec.: H. Micah
Contractor tbc 2 more estimates	Circuit board changes				Unanimously Agreed Prop.: N. Branston Sec.: M. Weale
Amplifier Enhancements					Councillors agreed that <i>Clerk should look into requirements further.</i>
Contractor tbc 2 more estimates Solar Panels					Agreed Prop.: J.Weale Sec: N.Branston 4 votes for 1 abstained 1 against
JP Fire Safety	Fire Safety Training and replacement fire extinguisher for office	320 45.50	64.00 9.10	Dept on numbers – approx. 384 Extinguisher 54.60	Unanimously Agreed Prop.: N. Branston Sec.: D. Harrison
TSB	Card Reader (Propose to charge customers who pay by card £1.50 per transaction)			Free but ongoing cost 1.5% of transaction	Unanimously Agreed Prop.: N. Branston Sec.: J. Weale
Kingfisher Direct	Dog Poo Bin	458.99	91.80	550.79	Unanimously Agreed Prop.: D. Harrison Sec.: M. Weale
AMES	WRAS Piping replacement	270.00	54.00	324.00	Unanimously Agreed Prop.: J. Weale Sec.: N. Branston

The Council resolved to delegate the decisions to the clerk and Village Hall Management Group on which suppliers to use for the circuit board changes and solar panels (when the remaining quotes have been received, checked and compared) with the maximum amount to spend capped. *Clerk to obtain remaining quotes and convene the Village Hall Management Group so a decision can be made on which suppliers to use.*

Clerk to do further work on the amplifier enhancements. Clerk to purchase tree survey, fire training, card reader, dog poo pin and WRAS piping replacement. Clerk to get survey done on the roof to ensure it can hold the solar panels and ask NSDC to contribute to the cost of these. Councillor Branston/clerk to write a report to justify the purchase of the solar panels.

e. Precept - Agree budgets for 2019/20 and precept required

The Parish Council resolved to request a precept of £75.05 per Band D property from Newark and Sherwood District Council (the same as 2018/19) and accepted the proposed budget which had been scrutinised by the Finance Subgroup. Proposer: N. Branston, Seconder: H. Micah, RESOLVED unanimously. *Clerk to contact Newark and Sherwood District Council.*

181. Annual Parish Meeting

The Council agreed to hold this year's meeting on April 3rd 2019. All community groups and organisations will be invited to present a report on the last year. *Clerk to arrange. Councillors to send suggestions to Councillor Smith for Fernwood Parish Council's report.*

182. Street Naming and Numbering

Balderton RAF Research Group suggestions for names for new roads were gratefully received. *Councillor Branston to draw up lists of names for the Parish Council to agree next month (These will be subject to developer and NSDC approval).*

183. Document Review

- a. **Risk Register** – the Council agreed to review this in January 2020 as this was adopted in September 2018.
- b. **Strategic Plan 2017-2022** – to be added to the February agenda.
- c. **Complaints Procedure** – The Council resolved to accept the proposed changes to the complaints procedure. Proposer: D. Harrison, Seconder: M. Weale, RESOLVED unanimously. *Clerk to publish online.*

184. Village Hall

- a. **Legionella Risk Assessment Update** – Ames to take over this work from February 2019.
- b. **Fire Risk Assessment Update** – Training has been organised for January 30th. *Clerk to continue work on recommendations made.*
- c. **Emergency Contacts List** – it was agreed this would be copied to all Councillors and staff. *Clerk to action.*
- d. **Village Hall Week** – 21/1/19 to 28/1/19 – Assistant Clerk did a fantastic job arranging a Geocache at the hall to recognise this.
- e. **Minutes of the Village Hall Management Group** – January 14th 2019 – noted.

185. Correspondence

- a. **Resident Email re Management Charges** – *Clerk to ask sender if this can be copied to Fernwood Residents Association.*
- b. **Elections 2019 – publicity and preparations** – noted.
- c. **Newark Community First Aid Training – free hall use request** – The councillors agreed that this group could have the hall free of charge for a one off training event. – *Clerk to inform Newark Community First Aid.*
- d. **Thank you letter from a resident** – noted.
- e. **Letter from Robert Jenrick’s department – Housing White Paper Update** – *Councillors to work on a response to be agreed at the next Parish Council Meeting.*
- f. **Invitation: WPD's Annual Stakeholder Workshops - February 2019** – *noted.*

Meeting closed at 9.40pm

Appendix 1: **NSDC GROWTH LIAISON MEETING, 16 JAN 2019: NOTES**

Meeting called by Matt Lamb, Business Manager Growth and Regeneration at NSDC, to brief all local councils on growth planning and the status of various developments in and around Newark. Over 30 people present including:

Council reps from Claypole, Farndon, Coddington, Balderton, and Newark Town. Fernwood reps were Cllr Branston, Cllr J Weale, and Parish Clerk.

Developers' / Landowner reps from Barrett David Wilson Homes, Persimmon, Strawsons, Urban & Civic plc, Larkfleet.

Briefing provided on the three "Strategic Urban Extensions" (SUEs) – South of Newark (Middlebeck etc); Fernwood (various) and East of Newark (area to West of A1 between Fernwood and Coddington, with access from Beacon Hill). Urban & Civic are the "master developer" for the Middlebeck area, delivering land parcels to the various developers and coordinating overall development of Middlebeck. Total new housing stock in all developments will be approaching 4,000.

A1 bridge: Widening to be funded from developers but not assigned to just one developer to deliver; will have 2 lanes Northbound, plus pedestrian and cycle paths (3m wide between them). It has been said this won't be required until all the Fernwood developments are done but they are trying to pull this forward. Great North Road will be changed to 40mph (not clear when).

Southern Link Road (SLR): Design agreed. Well planned and mostly already approved. Main issues are funding and the timing thereof; efforts are being made to bring funding forward. Some elements of it are predicated on build timing of Middlebeck. Likely to take 2 years to build. No plans to use old bridge (Cross Lane) – Highways Dept have stated that there is no requirement for it or any new bridge. The Fernwood end of the SLR will divert from the last hundred yards or so, ending in a roundabout joining the Great North Road / Balderton roundabout, thus eliminating the T-junction.

BDWH: Fernwood North land acquisition should be completed on 18 Jan 19. Before any plot development is initiated, improvements to Hollowdyke Lane / Spring Lane will be done; probably start in early Feb finish by about April. Once road works done, Hollowdyke will become main route for construction traffic, and will eventually be a bus route only. No construction traffic will move through Fernwood Central. In response to comments from FPC reps regarding alternative exit routes from Fernwood and Claypole, in the event of A1 bridge closure, NSDC assured us that it would be feasible, for such scenarios, to open Hollowdyke lane to normal traffic on a temporary basis.

After Hollowdyke work completed, roads and sewer installations will begin. Whole development is expected to be a 10-year build programme, probably in 3 phases the first of which will be roads / infrastructure. 11% of the build will be "affordable housing" – a mix of rental, shared ownership, and sales at capped prices. They will build an extension to Fernwood Primary School – trigger point for initiating this (i.e. setting in

motion the transfer of land ownership, and County Council involvement on the requirements) will be 100 occupations (estimated – 2 years).

BDWH rep highlighted that he is hearing lots of complaints that Fernwood Central residents don't know what's being planned for Hollowdyke Lane. This is frustrating as BDWH have briefed at numerous FPC meetings, FRA meetings etc, over the last 5 years, and BDWH expect FPC and FRA to do more to inform and update residents.

Larkfleet: Reserved Matters submission to NSDC probably in April.

Persimmon: S106 not yet signed. Hope to agree for mid-March and then reserved matters in the Autumn. Likely to start on site 2020

Strawsons: Wellness Centre now open, construction of gym well under way. Suthers School should start development work in Feb. Development to South of current Business Park – more similar stuff. Far south end of their land, as it approaches A1, is approved for housing but no parameters yet. Could be up to about 300.

Next Meeting: likely to be in May or at least after the next elections. Possibly subgroups by area.

Nigel Branston

Chair, Planning & Strategy Committee

17 Jan 19