



## BILSTHORPE PARISH COUNCIL

### **Bilsthorne Parish Council Minutes of the Meeting held on Monday the 8<sup>th</sup> of January 2023**

**Present:** Cllrs; Tim Holloway (Vice Chairman), Arthur Pinnick, Steve Kemp, Cris Cooper, Flo Mitchell, Paula Pestell, Hannah Iwanejko, Brian Jackson and Alan Ward

**Also present:** V Arkell (Clerk & RFO) and Sue Stack (Clerk)

#### **189/23 Welcome & opening comments**

Cllr T Holloway welcomed the Council. He also introduced the new Clerk, Sue Stack who will be in position for 12 months.

#### **190/23 Apologies for absence**

Apologies were received from Cllr Stoneman and Cllr R Holloway.

#### **191/23 Declarations of pecuniary and/or personal interest**

Cllrs Cooper, Jackson and Ward declared an interest in 198/23c as trustees of the Heritage Museum.

#### **192/23 Chairmans Report**

Cllr Stoneman sent his apologies.

#### **193/23 To approve the minutes of the meeting held on the 11<sup>th</sup> December 2023**

The Council resolved to accept the minutes as drafted.

#### **194/23 Reports from District and County Councillors**

Cllr R Hollway sent a report in her absence, read by the Clerk.

- 1) During the recent flooding I secured 100 aqua sacs from Newark and Sherwood District Council and again highlighted that our Village was flooding and needed support. The aqua sacs were distributed to Mickledale close and Kirklington road residents through the Flood Warden team. I have requested a street clean of areas affected with mud and debris and this was carried out this morning by NSDC
- 2) I was notified by residents on Christmas eve that the Social Housing on the KeepMoat site was not being distributed as required under the S106 legal Agreement whereby Bilsthorne residents have priority over these properties. I had a meeting last week with NSDC Housing Managers, providing them with a copy of the S106 agreement, and they have confirmed that it was an error on their part which they have now rectified. I have received confirmation from the residents that indeed this is now showing on the NSDC online housing bid portal as priority to Bilsthorne Residents.
- 3) I have noticed that the Solar parks on A614 and A617/Farnsfield Road are under construction, Bilsthorne is due Community Benefit funds from both sites and I asked Vikki if she would contact them both to see at what stage they are at, and when the funds would be paid out. I will let Vikki update on that one.
- 4) Bilsthorne Library will be hosting some Job Club sessions, supporting people back into work, the first session is on Wednesday 10th January 9.30 -11.30. This is being run through NSDC, Inspire Libraries, Nottinghamshire County Council and paid for by Levelling up funding. I have posted this on to the Bilsthorne Facebook page.
- 5) I have been dealing with ASB issues, reported overgrown hedges, potholes, requested street cleans, dealt with housing issues etc for residents.
- 6) in August 2023 The Parish Council approved my request to seek external funding for the Village Hall project. On 4th January I submitted an 'expression of Interest' to NSDC for funding through the second round of UK shared Prosperity funding. The request was under 'Rural Communities' indoor/outdoor space/ Professional Fees. I have requested funds to help is with the cost of reports, planning fees and Architectural services. It is a two part process , I will update as soon as I hear more.

### **195/23 Questions from the public**

Members of the public were present to discuss the flooding on Mickledale lane. The Council said they would provide support where they could, and Cllr Kemp would contact Cllr Laughton to see if he could speed up the replies from outside agencies.

### **196/23 Correspondence - to note receipt and agree on actions**

The Council was informed that the Oak Tree that had been purchased in memory of Cllr Melanie Ward had arrived and was ready to be planted. The Council discussed that Crompton Park would be a suitable location and for Cllrs T Holloway and Kemp to have a walk around with Marie Purdy to ascertain a suitable location for the tree to be planted.

### **197/23 To consider planning matters**

None

### **198/23 To consider financial matters**

#### **a. To review the bank reconciliation and to note the financial/budget status at December 2023**

Cllr Holloway reviewed the bank reconciliation on behalf of the Council and signed it as accurate. The Council noted the financial status of the Council at the end of December 2023.

#### **b. To review the pre-approved payments and income received in December 2023, and to authorise any payments for January 2024**

Cllr Kemp and Pestell reviewed the payments and receipts against the bank statements (Appendix 1) and found no discrepancies. The Council approved the invoices presented for payment. (Appendix 2).

#### **c. To discuss/approve the refund to be issued to the Heritage Museum for gas charges and to consider transferring the gas account to the tenants**

The Clerk explained that an error had been made when calculating the gas charges to the Heritage Museum over the last 24 months. The Council approved for a refund of £331.46, this also clears all utility repayments from the Heritage Museum. The Council discussed the gas contract and with no plans to reopen the Village Hall, the Council resolved to terminate the gas contract and for the Heritage Museum to take on the contract as the sole user.

#### **d. To approve the 2024/25 budget and agree the precept request**

The Council reviewed the draft budget and the estimated precept increase. The Council agreed the budget as drafted and to submit a precept request of £90,443.35, with an estimated increase of 1.3% on a band D rated property.

### **199/23 To review the following risk assessments:**

#### **a. Council Finance and Management**

The Council approved the drafted Council Finance and Management risk assessment and will review the assessment annually in January each year.

#### **b. Village Hall**

The Council approved the drafted risk assessment for the vacant Village Hall. The Council to keep this as a working document and re assess if/as the condition of the building changes.

#### **c. Future risk assessments to be completed**

The Clerk explained that if the building continues to deteriorate further, the Council may need to put in place further precautions and consider professional risk assessments, to ensure the safety of any person entering the building.

### **200/23 To approve the updated CCTV Policy**

The Council approved the updated CCTV Policy and will review as required.

### **201/23 The Village Hall; to review and discuss:**

#### **a. The results of the Ecological Appraisal and Preliminary Roost assessment**

The Clerk explained the results of the study with no species found and outlined the suggested next steps from the report. The Council to discuss the survey with the NSDC planning team who may be able to help the Council to understand if the initial assessment will affect the Council's chance of obtaining the permissions required to demolish.

#### **b. Further studies and assessments**

The Clerk had investigated some of the costs for studies that would be required for the next stage in planning for a new community building. The Council noted the costs.

**202/23 To receive an update on:**

**a. The investigation to replace the Christmas Tree on Sparrows Green with a more permanent feature**

Cllr T Holloway informed the Council that he had arranged a meeting to discuss the memorial tree with the mother of the child it is in memory of.

**b. Community speed watch**

The Council were informed that no speed watch session had been held since June 2023 and there will be no sessions for January and February due to the weather. The Council requested for the Clerk to reiterate to the speed watch team that they would expect monthly speed watch sessions to be scheduled and conducted, with a report issued to Council at least bi-monthly. The Council requested for the equipment to be returned if the speed watch group are no longer able to undertake monthly sessions.

**c. The flooding wardens**

Cllr Kemp explained that the training for the flooding warden is expected to be in January and the signage and other equipment are also expected to be delivered by the end of the month.

**d. Safer/Greener grants**

The Clerk explained that she initially applied for a change of use in August to reallocate this grant to be used on new fencing at Crompton Park, and CCTV upgrades at both play parks. NSDC requested more information surrounding the storage of camera data and what evidence exists for the need to have cameras in situ, which the Clerk has responded to. There is no update from NSDC.

**e. Crompton road fencing quotes**

The previous quote had expired as to the hedging removal taking longer than expected due to a late nesting season. The quote had increased due to the material costs increasing. The Council accepted the updated quote for £8,590.67 + VAT.

**f. Quotes for to renew the gravel and slabs in front of the seats at the war memorial**

No further quotes were received.

**g. CCTV installation at Maid Marian Park**

The ViaEM licencing team will not allow a permanent CCTV camera to be installed on a light column. The Clerk informed the Council that a separate post can be installed instead, a quote has been requested from ViaEM.

**203/23 To discuss if the Council will organise an event for the 80th anniversary of the D-Day landings along the Normandy coast during World War II on the 6<sup>th</sup> June 2024.**

Cllr Pinnick informed the Council that the RBL have suggested that beacons are lit at 9:15pm on the 6<sup>th</sup> June 2024 to commemorate the occasion. The Council discussed installing the soldier silhouettes and looking at an option of lighting the beacon using battery operated lights. This item to be added to the April agenda for a formal plan to be discussed.

**204/23 Councillor reports**

Cllr Pestell – Informed the Council that a fence on Southwell Trail had fallen and had been reported to NCC, friends of Southwell trail and Rufford Parish Council. Cllr Pestell informed the Council that she had been continuing to conduct weekly inspections of Crompton Park as well as a litter pick. She explained that over the Christmas and New Year period she had seen a large increase in disposable vapes being left all over the park.

Cllr Kemp – Suggested organising a Village Hall working party meeting before the scheduled meeting with NSDC on the 31<sup>st</sup> January. To be organised via email.

Cris Cooper – Cllr Cooper informed the Council that the land behind Maid Marian Park was being cleared by national grid who were cleaning the grass clearing under the telephone lines for fire hazard

Brain Jackson – Informed the Council that the weekly inspection at Maid Marian Park were being conducted and he has removed dangerous items that would have likely caused injury to children.

Alan Ward – Updated the Council on the defibrillators and explained the status of the defibrillator that is currently away for repair. A loan has now been received and will be in place until the faulty one is repaired or replaced.

**205/23 Date of the next monthly meeting – Monday 12<sup>th</sup> February 6.30pm, Burton Court**

The Council confirmed the next meeting date and location

DRAFT

Appendix 1

Bilsthorpe Parish Council PAYMENTS & RECEIPTS LIST											
Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
162	Recruitment Costs	04/12/2023		Co-op Community Dir		Payment - Recruitment	Indeed	E	-6.25		-6.25
163	PWLB Repayments	12/12/2023		Co-op Community Dir		Payment - PWLB Loan	PWLB	E	-4,927.21		-4,927.21
149	Playground Maintenance and	13/12/2023		Co-op Community Dir		Payment - Bench - MM	VP Recycled Plastic	S	-500.00	-100.00	-600.00
150	Illuminations	13/12/2023		Co-op Community Dir	Expenses R Stoneman	Payment - Christmas Lights	Amazon	S	-38.28	-7.66	-45.94
164	Illuminations	13/12/2023		Co-op Community Dir	Expenses R Stoneman	Payment - Christmas Lights	Amazon	S			
151	Village Hall Refurbishment	13/12/2023		Co-op Community Dir		Payment - VH Ecological Study	Arbtech Consulting	S	-839.00	-167.80	-1,006.80
161	Planter Maintenance	14/12/2023		Co-op Community Dir		Payment - Planter Maintenance	Marie Purdy	E	-160.00		-160.00
158	CCTV	15/12/2023		Co-op Community Dir		Payment - CCTV Sim Card	APA CCTV Installation	E	-30.00		-30.00
38	VAT	18/12/2023		Co-op Community Dir		Receipt - Vat rebate	HMRC	R		57.76	57.76
159	Website	18/12/2023		Co-op Community Dir		Payment - Website Monthly Su	HugoFox	S	-9.99	-2.00	-11.99
153	Working From Home Allowar	20/12/2023		Co-op Community Dir		Payment - Salaries	Vikki Arkell (Clerk)	E	-15.00		-15.00
39	Village Events	21/12/2023		Co-op Community Dir		Receipt - Refund	Out of the Chicken Shed	E	51.50		51.50
155	Water	27/12/2023		Co-op Community Dir		Payment - Water Bill	Waterplus	E	-14.13		-14.13
160	Gas	27/12/2023		Co-op Community Dir		Payment - Gas Bill	EDF	L	-225.32	-11.27	-236.59
40	Bank Interest	31/12/2023		Cambridge Building Sc		Receipt - Bank interest	Cambridge Building Society	E	540.27		540.27

Appendix 2

Bilsthorpe Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST											
Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
154	Grass and Hedge Cutting	10/01/2024		Co-op Community Dir		Grounds Maintenance	NSDC	S	4,016.00	803.20	4,819.20
165	Illuminations	10/01/2024		Co-op Community Dir		Christmas Lights	LTE	S	5,525.00	1,105.00	6,630.00
168	Playground Inspections	10/01/2024		Co-op Community Dir		Playpark inspection	NSDC	S	95.00	19.00	114.00
167	Village Maint, Repairs and In	10/01/2024		Co-op Community Dir		Bin Bags	RB Wholesale	S	47.98	9.60	57.58
166	Illuminations	10/01/2024		Co-op Community Dir		Christmas lights installation	LTE	S	739.50	147.90	887.40
Total									10,423.48	2,084.70	12,508.18