



**DRAFT MINUTES OF THE TORWORTH PARISH COUNCIL MEETING HELD BY VIRTUAL  
CONFERENCE  
Tuesday July 7th, 2020 at 7:00PM**

**PRESENT**

**Chair:** Councillor C. Willis (CW)

**Vice-Chair:** Councillor J. Helliwell (JH)

**Councillors:** D. Lacey (DL), R. Willis (RW), M. Lacey (ML)

**County Councillor:** T. Taylor (TT)

**District Councillor:**

**Clerk:** C. Challener (CC)

**Apologies:** P. Nicholls (PN), A. Duce (AD)

**Members of the public:** None

*OPEN FOR MEMBERS OF THE PUBLIC*

*Virtual Link to the meeting made available to the public via the facebook page and the village website.*

**02/0720**

**WELCOME AND APOLOGIES FOR ABSENCE**

The chair opens the meeting welcoming everyone.

**03/0720**

**DECLARATION OF INTERESTS**

None declared

**04/0720**

**CRIME REPORT**

2 Crimes reported for May 2020 on the police.co.uk website

1x Burglary on Huntsman Place

1x Anti-Social Behaviour on Huntsman Place

Other reports within the village include car vandalism and x4 reports for Fly Tipping.

**05/0720**

**COUNTY AND DISTRICT COUNCILLOR'S REPORT**

County Report

TT reminds every one of the websites, County Council hub and app in relation to referring people to Covid related concerns and issues.

A press release last week detailed NCC works in relation to local outbreaks. TT to forward link.

TT reports a rise in Covid cases in the (Bassetlaw) area.

80% of schools now open and over 1500 children back at school.

Waste Sites are now opening and accepting more and more types of waste and vehicle types.

Libraries are also opening from next week; this excludes Worksop which was closed due to flooding – the temporary site will open in its place and Retford (not opening) due to a refurbishment.

All meetings of the council are being managed virtually.

Highways have now had their meeting and progressing with works, but TT can't see the works relating to Torworth /Billy Button Lane.

**The Hedgerow** representing the Parish Boundary has been removed PN has raised this with BDC who have acknowledged that this should not have been removed. PN to progress with BDC.

*Action PN*

**The Integrated Transport Scheme (18/19)** Torworth request that the area/footpath between Barnby Moor and Torworth is repaved due to the ascetics and health and safety associated with the area being in disrepair. This has now been submitted.

A new bid for **2019/20** has submitted for Baulk Lane for a weight limit.

*Action TT to provide update as advised.*

**06/0720**

**MINUTES OF THE LAST MEETING**

The minutes of the previous meeting were signed as accurate and as a true record of proceedings.

**07/0720**

**NEW MATTERS ARISING DURING THE MONTH & ONGOING MATTERS**

**The wooden Torworth sign:** The sign is now ready for installation.

CW has contacted NCC in regard to having planters in addition to the sign. A response has been received agreeing that Highways will come out to site the installation once the planter has been decided on.

*Action JH/RW*

**ID badges:** CW has a quote for ID Cards and lanyards at £10 per person. Agreed all Parish Councillors to have one. CW has created a mock-up and will now progress.

*Action CW*

**Traffic:** ML to complete the traffic report for the Baulk, adding in facts, figures, and photographs to enhance TPC's argument for weight restrictions. TT will now address the issue of weight limits on the road after JH found old archives relating to an agreement for the requirements which have now been sent to TT.

**Torworth Welcome Pack:** Information now being progressed.

*Action: CC*

**08/0720 FINANCE**

**Payments presented** and approved for the month were:

Transfer MOB, North Notts Landsc, Torworth PC	£ (258.00)
Transfer MOB, LALC, CiLCA	£ (240.00)
Card Card 58, Amazon.Co.Uk Stationary - Ink	£ (28.89)
Transfer MOB, Claire Challener, Wages	£ (269.75)
Card Card 58, Asda Petrol 4517	£ (18.26)
Card CLS 58, Torne Valley Ltd	£ (26.94)
Card CLS 58, Home Bargains (Retford)	£ (3.38)
Card Card 58, Paypal *Gardenersdr Eb	£ (49.99)
Card Card 58, Zoom.Gbp	£ (14.39)
Transfer MOB, Christie Willis, TPC - Cable Ties	£ (6.36)
Transfer MOB, Christie Willis, TPC - Jerry Can	£ (16.99)
Card 58, Amazon.Co.Uk - Stationary Memory Stick (Audit)	£ (6.29)
Card Card 58, Asda Petrol 4517	£ (17.46)
	£ (956.70)

The clerk passes the Bank Reconciliation to all for review.

Year-end files are now with the Auditor.

AGAR Statements and year end finances are signed off by the PC.

**9/0720 AMENITIES AND FACILITIES:**

**Accessibility Statement**

Clerk to perform an assessment on the Parish Village website and produce a works plan and statement of accessibility.

*Action: CC*

**Fence Repair** – fence 2 has a hole in the chain link fence and requires repairs, fence 3 also has holes.

RB to progress with the repairs. £50 agreed.

RB proposes, ML seconds all in favour.

*Action: RB*

**Play Park** – the PC discuss requirements to open the park back up to the public.

The clerk has contacted NALC who advise that in order to be compliant the Insurance Company needs to be consulted. They will stipulate requirements needed for the insurance to be valid.

Clerk to contact the insurance company. Information to be distributed and the final process and requirements agreed over email discussion. Costs earmarked at £60 per month – all agree, to be reviewed in September.

*Action: CC/All*

**AD to photo the verges during daffodil bloom** to map where the gaps are or thinning.

*Action: AD*

**The Village warden has resigned.** The PC agree that the position should be recruited for locally. The position to be advertised as Minimum Wage. CW confirms Job requirements/specification and confirms regular (basic) hours, clerk then to advertise requirements. A DBS check will be required. Clerk to put together a job specification.

*Action: CW/CC*

**A Gate on the Playing field** is agreed to be purchased, originally it was agreed to purchase an off the shelf gate but following a further review it is decided that a bespoke gate is to be purchased which should match the other gate/fencing.

*Action: CW/RW/JH*

**The Millennial Sign is in disrepair.** To be reported to BDC to remove or repair. A response received saying the sign is thought to have been adopted by the PC and is in their ownership now. AD to look at funding/grants available.

*Action: AD*

#### **Playground Boundary**

A tree within the park has split/partially fallen and damaged the fence. The tree needs removing and the fence repairing. A grant to be looked at for the repair.

CIL monies earmarked for use of installation of permanent works – additional monies earmarked for posts as needed and ties (etc) of £200 to be reviewed as necessary.

Previous works to the playground boundary repair is earmarked. Wire (etc) to be purchased £60

*Action CW/RW/JH*

**The Tree Survey** – CW has created work orders in relation to the survey performed, targeting the immediate priority actions. RW to call/email a tree surgeon who has worked on the Burial Grounds to progress.

*Action CW/RW*

#### **Ride on Mower:**

All PCs to have a full induction with JH prior to using the mower.

CW to purchase petrol as needed.

*Action JH/ RW /CC/CW*

#### **The Memorial Stone.**

**JRN contracts** have donated to the Parish a Stone to be used for the memorial. This will be placed and concreted in location and the plaque progressed. A dedication event to be held once in position and complete.

CW presents some suggestions to the PC in regard to the wording of the plaque. The second proposal is agreed upon.

CW suggests adding specific personal details on to the website to record the history and memory of the people who served from the village, all agree this is a good sentiment. CW to send the clerk the detail to add to the website.

CW to send samples of plaques and fonts/lettering to group for viewing and approval in the September meeting.

RW/CW to purchase resin for protecting and securing the rocks in place at £100, proposed AD/DL all in favour.

*Action JH/CW/CC*

**Preservation Orders:** The process being; we request a tree preservation order, BDC review the trees and decide whether the criteria are met, a consultation is held and then the order passed.

The PC want to progress with this and require confirmation of costs and whether per tree or per application. BDC have been emailed and have responded: they require trees to be identified. This is discussed and agreed as being the trees on the Great North Road and the Playground. Clerk to progress.

RW to ask at the next Burial Board meeting whether the trees outside the cemetery could/should be TPO'd.

*Action CC/RW*

**Allotments:** The chair asks the council whether it is proper that the Allotment Club is negotiating on our behalf with the solicitor and would like this revoked, and the responsibility to lay with the clerk or that as it currently stands that there is adequate agreements in place in this respect. Following a review of the contract/lease this will be discussed further. The clerk has now passed the agreement to the chair/vice chair for review.

*Action CW/JH*

**The Parish Council are to look at costs for the placement of a portacabin which will act as a village hub on the playing field,** electricity costs, water/sewerage to be looked into and costs for the Portacabin. The installation of the Electricity supply is about £1k plus additional amounts for a meter and trench works, The Water application /installation quote stands at £800 (Excluding Severn Trent connection fee).

CW/JH to look at a Portacabin. Clerk has provided information on loans for 2yr and 5 yrs. for loans of £5k (and various other)

A member of the public is researching possible funding options outside of the LIS/the various Council Grants available.

*Action CW/JH/CC*

#### **Playing Field Orchard.**

The Walnut tree has died, to be replaced and a further fruiting Cherry Tree purchased. (Action September)

*Action RW/JH/CC*

JH to lay **chipping near the Playing Field** gate to infill the marks recently made.

*Action JH/RW*

**With recent flooding,** the house near/ Baulk Lane is being flooded regular.

VIA have been out to the area and provided sand bagging to the house, they have now also performed an assessment in respect to the situation and passed works over to Severn Trent to address.

Other works to ditches nearby have been done.

*Action TT*

RW requests to purchase **leaf rake and room** for playpark maintenance. All agree.

*Action RW*

**Monthly Play park maintenance costs** are discussed, and a maintenance budget agreed of £500 per annum to be reviewed annually. Not to be exceeded without further notification to the Parish Council.

#### **10/0720 PLANNING ISSUES DECLARED BEFORE OR AT THE MEETING**

20/00623/HSE | Demolition of Existing Conservatory, Proposed Single Storey Rear Extension and Two Storey Side Extension - Resubmission of P. A 19/00446/HSE | 1 Huntsman Place Torworth Retford Nottinghamshire DN22 8NR  
PC: No Issues with the application.

#### **Determinations from previous Applications:**

REFUSED: 20/00552/FUL | The Extension and Conversion of a Disused Agricultural Building to Form a 3 Bed Dwelling | Barn 4 Manor Farm Great North Road Torworth Retford Nottinghamshire DN22 8NU

REFUSED:20/00469/FUL | Erect 4 Bedroom Detached Dwelling with Integral Garage | Land Adjacent to Manor Farm Torworth Retford DN22 8NU

#### **11/0720 CORRESPONDENCE AND CORRESPONDENCE TO BE CIRCULATED:**

A resident has reported fauna coming from a property spawling onto the pavement. The owner is unable to maintain the hedge/fauna due to health issues.

Clerk to report to A1 housing.

*Action CC*

#### **12/0720 UPDATES FROM OTHER COMMITTEES AND GROUPS.**

**The Chair of the Neighbourhood Plan has resigned:** no response has been received from the chair. CW to chase the information. Parish Council to absorb.

**13/0720 INFORMATION TO BE FORWARDED TO THE NEXT MEETING & ANY OTHER BUSINESS:**

None.

**14/0720: DATE OF NEXT MEETING:**

The date of the next ordinary parish Council meeting is Tuesday, 1st September 2020.

Signed as a true record: \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_ Position: \_\_\_\_\_

For more information, or queries please contact the clerk on the below or a Parish Councillor direct.

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