



**Approved Minutes of a meeting of Farnsfield Parish Council held at 7.30 pm on Tuesday 24<sup>th</sup> April in The Lower Hall, Village Centre, New Hill Farnsfield. NG228JN**

**Present. Cllrs: Clarke (acting chair), Selby, Frost, Johnson, Wright, McDowall, Healy (part of the meeting), County Cllr. Laughton, District Cllr. Frank Taylor and Rachel Waterfield (Clerk)**

**Mr Ainsworth, Director of Primary Care-Mid Notts CCGs, Ms Cathy Quinn, Deputy Director of Primary Care/Lead Pharmacist-Mid Notts CCGs, Ms Michelle Barksby, Practice Manager, Sherwood Medical Partnership, Drs. Smith, Das, Hirsh, Thurland, Les, Liew GPs SMP were in attendance to answer questions during the public open session**

**Approximately 80 members of the public were present for the first half of the public open session and approximately 31 different members of the public were present for the second half of the public session.**

**5 members of the public remained for the whole meeting**

**Cllr. Clarke opened the meeting at 7.30pm**

**18.1 Apologies for absence**

Apologies were received and accepted from Cllrs. Waterfield and Woods

**18.2 Declarations of Interest**

None

**Cllr. Clarke suspended standing orders at 7.30pm**

**18.3 Public Open Session**

**The public open session was given over to Cllr. Laughton and Mr Ainsworth to facilitate public questions and comments regarding Farnsfield Surgery. Due to the large numbers the session was split into two parts to allow all members of the public to attend.**

Mr Ainsworth, Director of Primary Care-Mid Notts CCGs, Ms Cathy Quinn, Deputy Director of Primary Care/Lead Pharmacist-Mid Notts CCGs, Ms Michelle Barksby, Practice Manager, Sherwood Medical Partnership, Drs. Smith, Das, Hirsh, Thurland, Les, Liew GPs SMP were in attendance to answer questions during the public open session

Cllr. Laughton opened the public session

The representatives introduced themselves

**MANY residents asserted that whilst they were frustrated with the management of the surgery the care given by the GPs was excellent when they managed to access an appointment.**

Mr Ainsworth heard questions and comments from members of the public regarding appointments which included:

- Residents not being able to book appointments,

- Long waiting times for appointments
- Lack of availability of emergency appointments
- Lack of continuity of care by one doctor. Why do doctors not work from one surgery to help combat this?
- Patients being unable to access appointments at Clipstone Surgery due to reception staff misinformation
- Patients who are offered appointments at Clipstone are unable to get there unless they have their own transport
- Poor reporting of test results to patients
- Lack of response from surgery following complaints
- Insufficient GPs and nursing staff
- Patients unable to make a two month follow-up appointments after their initial consultation but being told to return in a month to make the appointment
- Had the doctors considered E-Consultations and triage of patients?
- Walk in emergency patients are not being seen
- How many GPs should be working from the Farnsfield Surgery? On one occasion a patient was told that there were 5 at Clipstone and 1 at Farnsfield. Are both surgeries being resources equally?
- How is the balance of care worked out for Clipstone and Farnsfield?
- What is the action plan to try to address the issues faced by the surgery and patients?
- How will the surgery accommodate the increase of patients when the new houses are bought?
- A number of residents told Mr. Ainsworth that they had left the surgery because of the appointment crisis

**Mr. Ainsworth told the residents that retaining and recruiting GPs is a nationwide issue. All the staff at SMP work extremely hard but there is a shortage of GPs . Locum GPs are used where available . People are living longer with associated complex healthcare needs which increases the strain on the NHS.**

**He stated that he had heard many issues regarding getting appointments. He asserted that he would be working with the surgery on an improvement plan**

**He acknowledged that patients were receiving different information from different reception staff on different days. Some of which was incorrect.**

**He also acknowledged that care for vulnerable patients was a concern.**

**He went on to say that he will meet with the Practice and discuss the issues raised. He stated that he could not answer everything now but will commit to working with the Practice on the issues raised.**

Ms Michelle Barksby, the Practice Manager addressed the room.

She stated that what is happening with appointments is not unique to Farnsfield. She asserted that the share of appointments across the 2 sites is approximately what it should be. She stated that General Practice has changed and there are less GPs than ever before. The surgery is trying to look at a more creative approach to how they deliver the service. It has been a steep learning curve for the practice with many obstacles and challenges.

She confirmed that increasing numbers of appointments would begin to become available with the recruitment of 2 new GPs, a new nurse and healthcare assistant and one GP returning from Maternity Leave in the near future. She reaffirmed that the major problem the surgery faced is recruiting and retaining GPs.

A member of the public asked how the management team worked across the two sites

Ms Barksby responded that the surgery has a group management approach and although she was based at Clipstone 3 days and Farnsfield 1 there was always a member of the management team at the Farnsfield surgery.

**Mr Ainsworth acknowledged that the lack of continuity was a problem and he would take this forward.**

Missed and cancelled appointments were then discussed as was how the appointment system worked. Residents were unsure of the process and requested clarity on this.

**Mr Ainsworth acknowledged that he would work with the practice on this**

Mr Ainsworth was asked what would happen after the meeting and the Practice Manager was asked how she would change things and what would be put in place.

One of the GPs stated that whilst he was pleased and reassured by all the positive comments regarding patient care when appointments were accessed the problem was a shortage of GPs. The surgery is trying to recruit more and has become a training practice with this end in mind but the problem would not change quickly.

The meeting crossed over at 8.25pm and the remaining members of the public who could not attend the first session were seated.

Cllr. Laughton reopened the public session and the representatives introduced themselves

Similar issues were raised regarding accessing appointments as in the previous session.

**Mr Ainsworth confirmed:**

- **The fact that patients are receiving differing information from reception staff is an issue.**
- **He will meet with the practice to implement an action plan which will be shared with the public**
- **Communication, Organisation and Management were the three key issues to be addressed.**
- **Residents needed more transparency on how resources were allocated and how improvements would be implemented.**
- **Tonight was just the beginning. Residents had “voted with their feet”. He would work with the PPG, Surgery and Parish Council to take this forward and a further progress meeting would be arranged in due course at a larger venue.**

A resident with a daughter with complex healthcare needs spoke passionately about his concerns with the surgery and the care given to his daughter. He identified management as the key issue to be addressed. Without effective management resources cannot be effectively utilised. He voiced his concern that the pressure to solve the issues would lie with the GPs and Practice Manager when it should be the responsibility of Mr. Ainsworth. He was concerned that increased pressure could result in more staff leaving.

Another resident identified the turnover of staff as a major issue. She reported 18 in the last year. She cited this as indicative of issues at the practice. She stated that although many residents understand the

national issues there does not seem to have been a willingness from the previous practice manager to listen or engage with the PPG.

One of the GPs addressed the room. She stated that the practice manager in post at the time of the merger had had to leave for personal reasons with only 3 days' notice. This had caused great problems and it has been very difficult to find the correct individual to fill the post. She believes that the new appointment of Ms. Barksby heralded a positive change.

Dr. Das thanked the public for coming in such large numbers. He hopes that by the surgery working alongside the PPG improvements will be made. He believes that the Surgery Management Team and the PPG can work together to find a resolution to the issues faced.

He reiterated that all the staff at the surgery work extremely hard. All the GPs have invested into making the practice a training practice to provide as secure a future as possible for the surgery. When the 2 practices merged 3 doctors left which lead to an immediate shortage of appointments.

Cllr. Taylor commented that the surgery would be in receipt of s106 monies from the new builds in Farnsfield and that careful thought should be put into how this money is used.

Cllr. Laughton informed the meeting that a decision letter regarding the Mansfield Road Appeal was imminent

**Cllr Clarke closed the public session and reinstated standing orders at 9.20pm**

#### **18.4 Approve minutes of March 2018**

**The council resolved unanimously to accept the minutes of the March Meeting**

#### **18.5 Acceptance of accounts for March 2018**

**The council resolved unanimously to accept the March 2018 accounts**

##### **FPC Financial summary as of 31<sup>st</sup> March 2018**

Unity Trust Balance: £157,187.13

Nation Wide BS Balance: £ 126,157.86

EMR Projects: £ 224,129.80

EMR General: £ 1022.73

**Residual Balance: £ 58,192.46**

Total Receipts for March 2018: £8091.42

Total Payments for March 2018: £16,080.16

#### **18.6 Acceptance of bills for payment for April 2018**

**The council resolved unanimously to accept the April 2018 bills for payment (appendix 1)**

#### **18.7 Facilities and Planning Management Committee**

Acceptance of minutes of April 2018

**Those councillors present at the meeting resolved unanimously to accept the minutes of April 2018**

#### **18.8 Finance Risk and Staffing Management Committee**

Acceptance of minutes of April 2018

**Those councillors present at the meeting resolved unanimously to accept the minutes of April 2018**

## **18.9 Planning Applications**

18.9.1 7 Trail View, Farnsfield. 18/00685/FUL

**The Council resolved unanimously not to object to this planning application**

18.9.2 2 Sunnyside. Farnsfield. NG228EG 18/00665/FUL

**The Council resolved with 1 abstention not to object to this planning application**

18.9.3 Boss Plant Ltd. Cockett Lane. 18/00459/LDC

**The Council resolved unanimously not to support this application. Cllrs. Healy and Johnson will draft a document outlining the reasons for objection in line with the Neighbourhood Plan.**

**Cllr Clarke closed the meeting at 9.29pm**

**Next Meeting: Tuesday 9<sup>th</sup> May. 7.30pm Lower Hall. Village Centre**

FPC

**Appendix 1.**

<b>Farnsfield Parish Council. Bills for Payment</b>					
<b>Apr-18</b>		<b>Agenda Item 6 18.6</b>			
<b>Authorisation</b>	<b>Supplier</b>	<b>Description</b>	<b>£ NET</b>	<b>£ VAT</b>	<b>£ GROSS</b>
	Staff Costs	April Wages	2183.54		2183.54
	PWLB	Loan Repayment	3216.67		3216.67
	Eon	Pavillion Electricity	21.55	1.13	22.68
	Eon	Floodlights Electricity	28.35	1.42	29.77
	Eon	VC Gas	384.97	76.99	461.96
	Eon	VC Electricity	246.62	49.32	295.94
	Eon	Street Lights/annual	190.48	9.52	200
	Eon	Xmas lights/annual	24.49	1.22	25.71
	Rocreative	IT support	85		85
	Viking	Filing	14.94	2.99	17.93
	Viking	PC equipment	60.98	12.2	73.18
PW	Viking	Filing Cabinets	398	79.6	477.6
	Hallmaster	Booking Software	180		180
FRSMC 18.4.9	P.Woods	expences/laptop	547.45	109.49	656.94
	R.Waterfield	expences/Sundries	15.2	3.8	19
	Mr. Gs	VC Window Cleaning	15		15
	Reprotec	Copier Charges	20.64	4.13	24.77
	Toms Garden Services	Grass/footpaths	425		425

Date  
Minute

Signatory 1  
Signatory 2



**Approved Minutes of the Annual Meeting of Farnsfield Parish Council held at 7.30 pm on Tuesday 22<sup>nd</sup> May in The Lower Hall, Village Centre, New Hill Farnsfield. NG228JN**

**Present:** Cllrs. Clarke, Frost, Johnson, Frost, Healy, Selby, McDowall, Wright, Waterfield, Rachel Waterfield (clerk) County Cllr. Bruce Laughton (part of the meeting)  
6 members of the public were also in attendance

**The clerk opened the meeting at 7.30pm**

**18.10 Apologies for absence**

Apologies received and accepted from Cllr. Woods. (work commitments)

**18.11 Declarations of Interest**

None

**Annual Meeting Matters**

**18.12 Appointment of Chair**

**Resolution: *Cllr. Woods remain Chair for 2018/19***

**Council resolved unanimously to accept this resolution**

**18.13 Appointment of Vice Chair**

**Resolution: *Cllr. Clarke remain Vice Chair for 2018/19***

**Council resolved unanimously to accept this resolution.**

***The newly appointed Vice Chair chaired the meeting from this point on in the absence of the newly appointed Chair***

**18.14 Acceptance of Farnsfield Parish Council Standing Orders**

On File/website

**Resolution: *Council resolve to adopt the Farnsfield Parish Council Standing Orders***

**Council resolved unanimously to accept this resolution.**

**18.15 Acceptance of Farnsfield Parish Council Financial Regulations**

On File/website

**Resolution: *Council resolve to adopt the Farnsfield Parish Council Financial Regulations***

**Council resolved unanimously to accept this resolution.**

**18.16 Acceptance of 2018-19 Farnsfield Parish Council and Committee Meeting Dates**

On File/website

**Resolution: *Council resolve to accept the Farnsfield Parish Council 2018/19 meeting dates***

**Council resolved unanimously to accept this resolution.**

**18.17 Approval of Regular Payments for 2018-19**

**Resolution: *Council resolve to approve the Farnsfield Parish Council regular payments for 2018/19***

**Council resolved unanimously to accept this resolution.**

**18.18 Appointment of Councillors to the Finance, Risk and Staffing Management Committee**

**Resolution: *Council resolves to appoint Cllrs. Woods, Clarke, Wright, McDowall, Waterfield, Frost, Johnson, Healy and Selby to the Finance Risk and Staffing Management Committee***

**Council resolved unanimously to accept this resolution.**

**18.19 Acceptance of the Finance, Risk and Staffing Committee Terms of Reference**

On File/website

**Resolution: Council resolves to adopt the Finance Risk and Staffing Committee Terms of Reference**  
Council resolved unanimously to accept this resolution.

**18.20 Appointment of Councillors to the Facilities and Planning Management Committee**

**Resolution: Council resolves to appoint Cllrs. Woods, Clarke, Wright, McDowall, Waterfield, Frost, Johnson, Healy and Selby to the Finance Risk and Staffing Management Committee**

Council resolved unanimously to accept this resolution.

**18.21 Acceptance of the Facilities and Planning Terms of Reference**

On File/website

**Resolution: Council resolves to adopt the Facilities and Planning Committee Terms of Reference**

Council resolved unanimously to accept this resolution.

**18.22 Review of the delegation schedule to the clerk**

**Resolution: Council resolves to review the delegation schedule to the Clerk and henceforth at Annual Meetings**

Council resolved unanimously to accept this resolution.

**18.23 Review the inventory of land and assets including building and office equipment**

**Resolution: Council resolves to review the Farnsfield Parish Council inventory of land and assets including building and office equipment and henceforth at Annual Meetings**

Council resolved unanimously to accept this resolution.

**18.24 Review of Councils complaints procedure**

On File/website

**Resolution: Council resolves to adopt the Farnsfield Parish Council Complaints Procedure**

Council resolved unanimously to accept this resolution.

**18.25 Review the Councils procedure for handling requests made under the FOI and GDPR 2018**

**Resolution: Council resolves to review the Farnsfield Parish Council procedure for handling requests made under the FOI and GDPR 2018 and henceforth at Annual Meetings**

Council resolved unanimously to accept this resolution.

**18.26 Review the Councils Policy for dealing with the press and media**

On File/website

**Resolution: Council resolves to adopt Councils procedure for dealing with the press and public as per Farnsfield Parish Councils Media Policy**

Council resolved unanimously to accept this resolution.

**18.27 Review Community Grant Policy and Procedure**

On File/website

**Resolution: Council resolves to adopt the Farnsfield Parish Council Community Grant Policy and Procedure**

Council resolved unanimously to accept this resolution.

**18.28 Appointment of Councillor/s to the Safer Neighbourhood Meeting Group**

**Resolution: Cllr. Selby to remain representative on the Safer Neighbourhood Group for 2018/19**

Council resolved unanimously to accept this resolution.

**18.29 Acceptance of the 2017/18 end of year accounts**

On File/website

**Resolution: Council resolve to accept the 2017/18 year end accounts**

Council resolved unanimously to accept this resolution.

## Cllr Clarke suspended standing orders at:7.45pm

### 18.29.1 Public Open Session

#### Cllr. Laughton:

He reported that he had met with Mark Spencer to review the narrow road outside Elford Cottage and Bramley and White

He had met with members of Council and residents of Parfitt Drive to discuss objections to the skatepark and the meeting was resolved with one resident joining the skatepark working party.

He accepted that there had been a number of complaints regarding the May road resurfacing works in Farnsfield and will report this back to the Highways Team at NCC

He reported that following the May PCM he had been contacted by the operator of the Cockett Lane recycling plant regarding his opposition to the operation of the plant.

He reported that he had been contacted by David Ainsworth following the May meeting and thanked Neil Johnson for his amazing work on the Patient Participation Group.

He was asked by Cllr. Clarke when the 30mph signs would be moved and replied that he would find out.

A resident of Quaker Lane reported that the applicants for the development at Old Manor Farm had lodged an appeal against the planning application refusal.

Two residents from the Stackyard on Chapel Lane complained about the level of noise coming from activities at the Village Centre

**Action: the clerk will put this on the agenda for the June Facilities and Planning Committee Meeting.**

## Cllr Clarke reinstated standing orders at:8 pm

### 18.30 Approve minutes of April 24<sup>th</sup> 2018

On File/website

**Council resolved unanimously to accept the minutes of April 2018**

### 18.31 Acceptance of accounts for April 2018

On File/website

### FPC Financial summary as of 30/04/2018

Unity Trust Balance: £215,341.91

Nation Wide BS Balance: 126,157.86

**Total: £ 341,499.77**

EMR Projects: £224,129.80

EMR General: £1,022.73

General Reserves: £58,192.46

**£34,413.49 remaining in the 2018/19 Budget**

Total Receipts for April 2018 £67,192.89

Total Payments for April 2018: £ 8,800.39

**Council resolved unanimously to accept April 2018 Accounts**

### 18.32 Acceptance of bills for payment for May 2018

Attached Appendix 1

**Council resolved unanimously to accept the bills for payment for May 2018**

### 18.33 Facilities and Planning Management Committee

**Acceptance of minutes of May 2018**

On File/website

**Council resolved unanimously to accept the minutes of May 2018 with the following amendment to minute 18.13:**

Removal of "Cllr. Healy will communicate with Mr Andrew and ask him what he would charge to write another report"

**18.34 Finance Risk and Staffing Management Committee**

**Acceptance of minutes of May 2018**

On File/website

**Council resolved unanimously to accept the minutes of May 2018**

**18.35 Farnsfield Parish Council Strategic Plan 2018-19**

Attached Appendix 2

**Council resolved unanimously that the current Strategic Plan is carried forward into 2018/19, with a review after six months to reconsider the position based on information available at that time.**

**18.36 Projects**

**18.36.1 Skatepark Working Party Report**

Attached Appendix 3

**18.37 Safer neighbourhood Meeting Report**

On File

It was reported that there had been break-ins at Car Bank Farm, Longlands Lane and at a number of builds on the Bellway Estate.

**18.38 Planning Applications**

18.38.1 Asgarth, Quaker Lane, Farnsfield. 18/00875/FUL

**Council resolved unanimously not to object to this planning application**

18.38.2 The Veg Stop. Main Street, Farnsfield. Licence Application

**Council resolved with one abstention not to object to this application**

18.38.3 Rose Cottage. Quaker Lane, Farnsfield 18/00788/FUL

**Council resolved unanimously not to object to this planning application**

18.38.4 Court Cottage, Chapel Lane. Farnsfield 18/00924/FUL

**Council resolved unanimously to request an extension for consultation until Friday 15<sup>th</sup> June**

18.38.5 14 Alexander Road. Farnsfield. 18/00463/FUL

**Council resolved unanimously not to object to this amended planning application**

**18.39 Co-option of two new councillors**

**Council resolved unanimously to co-opt Maurice Brian Hill**

**Council resolved with one abstention to co-opt Maurice Shakeshaft**

**Cllr Clarke closed the meeting at 8.30pm**

**Next Meeting: Tuesday 26<sup>th</sup> June. 7.30pm. Lower Hall. Village Centre. New Hill.**

**Appendix 1**

**Farnsfield Parish Council. Bills for Payment**

May-18 Agenda Item 24 18.32

Authorisation	Supplier	Description	£ NET	£ VAT	£GROSS
	Eon	Floodlights	13.65	0.68	14.33
	Eon	VC Electric	261.5	52.3	313.8
	BT	BT and Broadband	547.51	109.5	657.01
	Water Plus	Annual Bill Pavillion	256.68		256.68
	Reprotec	Copier Charges	93.5	18.7	112.2
	May Staff Costs	Wages	2458.91		2458.91
	Marc Hazard	Hedge Work	240		240
	Lesley Healy	Expences	41.41	5.82	47.23
	Mr. Gs	Windowcleaning	15		15
	Turton Building Control	Plans VC	200	40	240
	Footpaths/Grass		280		280
	SMP	Confidential Matter	45		45
	Archer Signs	Play area signs	245.15	49.03	294.18
	PEAC	Copier Hire	119.02	23.8	142.82
	Zurich	Annual Insurance	4933.55		4933.55
	Unwin print	Copies	5	1	6
	Rocreative	IT Support	30		30
	B. Woodcock	Internal Audit	124.77		124.77
	O.Heap	Fire Hydrants	80	16	96
					0
					0
					0
					0
PAID In April	F. F. Responders	grant	500		500

Date Signatory 1  
Minute Signatory 2

**NB** **Waterplus** Bill for pavilion. Annual 1/4/2017-1/4/2018  
**Reprotec** High due to Annual Parish Meeting/ Annual; General; Meeting/  
 Audit and End of Year Accounts photocopying  
**Staff Costs:** 20 additional hours paid for VC Hire Administration **PCM minute 17.116**

## **Appendix 2**

### **Farnsfield Parish Council Strategic Plan 2018/19**

#### **Introduction**

The parish council has a strategic plan that is reviewed annually and updated, based on existing and emerging priorities and objectives. Whilst the plan is not directly related to or dependent on capital funding, the major objectives for 2017/18 (as amended) are supported by s.106 and CIL funding, and include the village centre refurbishment and the young person's facility at Hadleigh Park.

Councillors will be aware of the fact that neither of those projects has developed to a point at which detailed specifications and firm cost estimates are currently available.

#### **Young person's facility at Hadleigh Park**

Recent events have given the council the opportunity to reappraise its position regarding the development. One of the factors for consideration that has emerged from recent discussions is that an approach based on financial ceiling will by its very nature produce an outcome that may be less than optimal.

At the last Committee meeting, it was agreed that the Chair would make an approach to RCAN to discuss the potential for support to deliver the project, as well as to explore the potential for further, external funding, to increase the potential for a first-class facility. That approach has been made and a meeting arranged do that. RCAN were optimistic that further funding could be identified. At a meeting with Mark Spencer MP on Friday 4 May, he offered to lend his support and weight to lobby RCAN to engage positively with us.

#### **Village Centre refurbishment**

The start of this project surveyor was engaged to look at the requirements associated with the village centre (VC) refurbishment. He subsequently produced a report that formed the basis of early discussions with potential suppliers to undertake various elements including:

- Roof overhaul
- Window replacement
- Improved door security
- Internal alterations to lower hall storage
- Internal alterations to improve meeting space within library annex
- Internal alterations to storage behind stage
- Heating repairs

More recently, an architect has been appointed to undertake plan drawings of the internal proposals, and to secure building regulations approval as appropriate. The original funds set aside for this work was £95,000.

#### **Strategic Plan 2018/19**

In spite of best efforts, the Council is still at a point at which the full financial implications of the above projects are unclear, albeit the monies already allocated provide a benchmark.

**Both projects remain key strategic priorities.**

The architect who drew up the plans has been asked to provide the Council with a fee-based service to support the VC refurbishment procurement exercise and ensure that the council secures both value for money, and is in compliance with financial and procurement regulations.

Pending discussions with RCAN, a project plan will be drafted and a procurement process entered into, subject to a revised capital allocation following the grant application.

As a result of the above, Council is asked to consider abstaining from introducing any further capital dependent objectives/projects beyond those already within the Plan, pending the outcomes of work with RCAN and the architect, at which point Council can reassess its position.

It should be pointed out that strategic plan objectives, as referenced above should not be driven or dependent on funding in order that they are adopted by the Council. At this point in time however the capital projects and strategic plan objectives are inextricably linked.

#### **Resolution**

It is proposed that the current Strategic Plan is carried forward into 2018/19, with a review after six months to reconsider the position based on information available at that time.

**Paul Woods**

**Chair**

**Farnsfield Parish Council**

### **Appendix 3**

#### **Skatepark Working Party Report**

The skatepark working party met in May .

The working Party comprises of

Cllrs. Selby, Clarke, Waterfield, Frost and Woods plus 5 6 members of the public: Marc Hazard, Annie Hill, Jeremy Sladen, Sara Burton, Cheri Lowe, Mark Silcock, Joan Westbury and Andrew Holt. Plus representation from a number of young people in the Village.

The Working Party has met with Jenny Kirkwood from RCAN who is supporting Council with the application of additional grants for the project. Council is applying for a grant from Sports England.

The Working Party will be seeking tenders from Skatepark Providers on the Government Contract Finders Website. When Council have received tenders and agreed a provider a public meeting will be convened to consult on the plans and design of the SkatePark.

The Location for the Project is still Hadleigh Park but the exact location on the park is subject to local consultation, noise and drainage surveys.

Rachel Waterfield. May 2018



**Approved Minutes of a meeting of Farnsfield Parish Council held at 7.30 pm on Tuesday  
26<sup>th</sup> June in The Lower Hall, Village Centre, New Hill Farnsfield. NG228JN**

**Present:** Cllrs. Woods (chair), Clarke (vice chair), McDowall, Healy, Frost, Wright, Hill, Johnson, Rachel Waterfield (clerk)

6 members of the public were also in attendance

**Cllr Woods opened the meeting at 7.30pm**

**18.40 Apologies for absence**

Apologies were received by Cllrs. Waterfield and Shakeshaft (work commitments) and Cllr. Selby (Holiday). Apologies were also received from District Cllr. Laughton

**18.41 Declarations of Interest**

Cllrs. Johnson, Clarke and Healy declared a non-pecuniary interest in agenda item 12.18.

**Cllr Woods suspended standing orders at 7.32pm**

**18.42 Public Open Session**

A local resident who is a member of the skatepark working party asked whether the working party had met. The Clerk replied that it had not.

Members of public raised issues relating to traffic in Farnsfield. These included parking on double yellow lines, parking on pavements, speeding in and out of the village, driving on the pavement and general congestion.

**Action: 1. The Clerk will write a letter to Jo Horton (County Council highways Dept.) requesting an update on the 4<sup>th</sup> May meeting with Mark Spencer MP and Parish Councillors .**

**2. The Clerk will email Mr Walker (Head Teacher) re parking around the school**

**3. The Clerk will collate previous traffic related correspondence and action including previous reports on traffic, and actions taken.**

**4. The Parish Council will look at the potential value of commissioning an independent report on the traffic situation.**

A resident of Long Meadow complained about the deterioration of the recent resurfacing work to the road

**Action: The Clerk will email Mike Keeling (Nottinghamshire County Council) to request remedial action**

**Cllr Woods reinstated standing orders at 7.45pm**

**18.43 Approve minutes of May 2018** The Council resolved unanimously to accept the minutes with one amendment to 18.20 (FPMC not FRSMC )

#### **18.44 Acceptance of accounts for May 2018**

**The Council resolved to accept the accounts with 1 abstention**

PCM 26/06/2018

Agenda Item 5 18.44

Accounts summary as of 30<sup>th</sup> May 2018

#### **FPC Financial summary as of 31/05/2018**

Unity Trust Balance: 210,135.44  
Nation Wide BS Balance: £126,157.86

EMR Projects: £ 224129.80  
EMR General: £1022.73  
General Reserves 58,192.46

Residual 2018/19 Budget Balance: £ 52,915.31

Total Receipts for May 2018: £6441.61

Total Payments for May 2018: £11245.33

#### **18.45 Acceptance of bills for payment for June 2018**

**The Council resolved unanimously to accept the Bills for Payment**

#### **18.46 Approval of the repair of the copier**

**The Council resolved unanimously to approve the repair of the copier at a cost of £2454.19, of which £2354.19 is covered by insurance.**

**Action: The clerk will investigate lightning protection for the Village Centre**

#### **18.47 Acceptance of the 2017/18 internal Audit**

**The Council resolved unanimously to accept the internal audit (on file and on the website)**

#### **18.48 Approval of the Annual Governance Statement 2017/18**

18.48.1 Council to approve section 1 of the Annual Governance Statement approved

**The Council approved section 1 of the Annual Governance Statement**

18.48.2 Council to approve section 2 of the Annual Governance Statement

**The Council approved section 2 of the annual governance statement**

#### **18.49 Facilities and Planning Management Committee**

18.49.1 Acceptance of minutes of June 2018

**Those committee members present at the meeting resolved unanimously to accept the minutes with one amendment to 18.21.1 (Cotton Mill Lane not Cockett Lane)**

18.49.2 Appointment of new members to the Committee

**The Council resolved unanimously to elect Cllrs. Hill and Shakeshaft to the FPMC**

#### **11 18.50 Finance Risk and Staffing Management Committee**

18.50.1 Acceptance of minutes of June 2018

Those committee members present at the meeting resolved unanimously to accept the minutes

18.50.2 Appointment of new members to the Committee

The Council resolved unanimously to elect Cllrs. Hill and Shakeshaft to the FRSMC

#### **12 18.51 Projects**

18.51.1 Community Grants Report

Cllr Woods presented the attached report.( appendix 2)

**The Council resolved with 3 abstentions to award the sum of £10,000 to each of the Tennis Club and Cricket Club as outlined in the report, from Community Grant funds.**

**Action. The Clerk will action the payments**

#### **13 18.52 Planning Applications**

18.52.1 The Workshop. Cockett Lane. Farnsfield. 18/01156/LDC. Continue existing use for storage and sorting of building aggregates only. Comments by 10<sup>th</sup> July.

**The council resolved unanimously to object to this application on the same grounds as before (on file)**

**Actions: 1. Cllr. Johnson will email objections to the Clerk who will forward to planning officer.**

**2. The Clerk will follow up with NCC regarding potential eviction action being taken by the County Council from the site**

#### **14 18.53 Planning Decisions**

18.53.1 Boss Plant Ltd. Cockett Lane. 18/00459/LDC

REFUSE TO ISSUE A CERTIFICATE in respect of the use operations or other matter

**Cllr Woods closed the meeting at 8.08 pm.**

Appendix 1

## Farnsfield Parish Council. Bills for Payment

Authorisation	Supplier	Description	£ NET	£ VAT	£GROSS
	Staffing Costs	June Wages	2124.67		2124.67
	R. Sprigg	Expences	38.49		38.49
	L. Healy	Expences	95.82		95.82
	Viking	Office Supplies	37.99	7.6	45.59
	Toms Gdn Svcs	Grass/footpaths	425		425
	AS Pest Control	Mole Control	210		210
	TF Architecture	VC Tender works	580		580
	Ulyett	Q1 Groundsworks	1287.75	257.55	1545.3
	Eon	VC Electric	204.88	40.98	245.86
	Eon	VC Gas	104.66	5.23	109.89
	Eon	Wilsonsfild Electric	11.75	0.59	12.34
	Eon	Pavillion Electric	7.12	0.36	7.48
	WaterPlus	Water VC	411.88		411.88
	Handicentre	VC Maintenance	28.87	5.77	34.64
	GMS	Cleaning Supplies	249.75	49.95	299.7
	RBS	Annual Contract	119	23.8	142.8
	Mr. G	VC Window Cleaning	15		15
	Cumbria Clock Company	Clock Service	145	29	174
	Reprotec	copier charges	5.34	1.07	6.41
	Rocreative	Email hosting	240		240
	R. Waterfield	Expences	14.08	2.82	16.9
			6357.05	424.72	6781.77

Date 26/6/18  
Minute 18.45

Signatory 1  
Signatory 2

## **Appendix 2**

### **Farnsfield Parish Council**

**Meeting 26 June 2018**

**Agenda item 18.51.1**

#### **Introduction**

The Parish Council has a policy and funds available to distribute to community-led projects linked to Developer contributions received from Newark and Sherwood District Council.

In 2017/18 applications for funds were received from the Tennis Club and Cricket Club. The Cricket Club was awarded the sum of £5000 from an application that contained a number of elements. The Tennis Club application was towards an extension to the existing clubhouse that was held over pending discussions regarding alternative options on the site.

Both Clubs provide accessible facilities to the Village community.

#### **Report**

##### **Tennis Club**

In the intervening period, discussions with the Tennis Club have concluded that the original extension and application for funds is the preferred option. The application is for £10,000

way which is less than one third of the total cost, the remainder being found by the club itself.

On the basis that the Parish Council held over the request from last year it is proposed that the full amount is granted, which is within the Community Grant policy.

##### **Cricket Club**

The application last year was made for a number of capital items, with one being granted funds by the Parish Council as stated above.

This Club has asked for further funding and in particular, a single item of grounds maintenance equipment costing over £20,000. On the basis that the Parish Council can award monies on a match-funding basis, and allocate additional funds at its discretion, it is proposed that the Parish Council provide £10,000 to the Club in this financial year

#### **Resolution**

That the Council awards the sum of £10,000 to each of the Tennis Club and Cricket Club as outlined above, from Community Grant funds.

**Approved minutes of a meeting of Farnsfield Parish Council held at 7.30 pm on Tuesday  
17<sup>th</sup> July in The Lower Hall, Village Centre, New Hill  
Farnsfield. NG228JN**

**Present:** Cllrs. Woods (chair), Clarke, Selby, Frost, Waterfield, Johnson, Healy, Wright, Rachel Waterfield (clerk) and County Councillor Laughton for part of the meeting. 11 members of the public were also in attendance

**Cllr Woods opened the meeting at: 7.30pm**

**18.54 Apologies for absence:** Apologies were received and accepted for Cllrs. McDowall and Shakeshaft (work Commitments) and Cllr. Hill (family commitments)

**18.55 Declarations of Interest**

None.

**Cllr. Woods suspended standing orders at: 7.31 pm.**

**18.56 Public Open Session**

Delegates of tennis and cricket club attended the meeting. They were awarded their grants from Community Grants generated by the St. Michaels View Development. Each club was awarded £10,000 pounds in line with the Parish Council Grants Policy (available on the website). The Cricket Club applied for £10,000 match funding to buy a nearly new Boomag Roller and the Tennis Club applied for £10,000 towards an estimated £28,662 for an extension to the clubhouse and associated works.

A member of the public brought up the fact that the traffic situation in Farnsfield has reached an unacceptable level. Council reported that there had still not been a report from Jo Horton following the meeting on the 4<sup>th</sup> May. Cllr Woods is meeting with Mike Keeling from Via to discuss the movement of the 30mph sign on Mansfield Road and follow up on the traffic matters discussed on the 4<sup>th</sup> May.

**Action. Cllr Woods to meet with Mike Keeling on 23<sup>rd</sup> July.**

A member of the public asked to be emailed Jo Horton and Mike Keeling contact details so se could pass them on to concerned residents.

**Action: Clerk to email the contact details**

**Cllr. Woods reinstated standing orders at 7.37pm**

**18.57 Approve minutes of June 2018**

Those councillors present at the meeting resolved unanimously to accept the minutes

## 18.58 Presentation 1<sup>st</sup> Quarter Budget Report

### FPC Financial summary as of 30<sup>th</sup> June 2018

#### Accounts on file and website.

Unity Trust Balance: £189,291.09

Current Year Fund: £32,103.96

General Reserves: £51,564.46

EMR: £231,780.53

#### 1<sup>st</sup> Quarter Budget report:

#### Expenditure to 31<sup>st</sup> June 2018.

#### 110 FPC RUNNING COSTS 43.4 %

4120: Telephone and Broadband. 54.8% spend

4130: Stationary /office items 40.1% spend

4150: Insurance 98% spend

4180: Bank Charges: 33.8% spend

4210: Chairman's Allowance 75% spend

4220: IT support and software 35.2% spend

120 Staff Costs 21.9%

130 VC Running Costs 7.5 %

140 Village Running Costs 16.7%

150 Grants 2765.1%

4515: Other Grants Budget. £20,000 from £0 in budget. ( £20,000 transferred from EMR CIL )

4490: First Responders £500 spent from £0 in budget. Address in 2019/20 budget. £250 agreed. This payment was for 2016/17 and 2017/18.

£238 spent from the £750 budget.

#### 280 VC Refurbishment

£780 spent from £0 budget ( 780 transferred from EMR CIL)

2018-19 Annual Budget: £100,82

Grand Totals: receipts: £72,901 72.2%

Payments: Spent to date: £41,785 41.4% ( £20,000 of which is from EMR and not in the budget)

Funds remaining: £59,041.

**18.59 Acceptance of bills for payment for July 2018; approval of Bills to be paid in August 2018**  
Council resolved unanimously to accept the bills for payment for July and to approve payment of urgent invoices in August by the clerk subject to post payment authorisation at the September meeting.

#### 18.60 Facilities and Planning Management Committee

18.60.1 Acceptance of minutes of 10<sup>th</sup> July 2018

**Those councillors present at the meeting resolved unanimously to accept the minutes**

18.60.2 Update from the Clerk on the Application for hedge works along footpath 9:

Council has applied for planning permission from NSDC to reduce the height of the hedge to a minimum height of 3 metres. When the actual height to which the hedge can be reduced to has

been agreed by NSDC full council will make a further resolution as to the height which they will reduce the hedge to. It is hoped that this will be at the September meeting.

**Action: The clerk will liaise with NSDC as to what is an acceptable height to reduce the hedge to and report back to the September PCM.**

18.60.3 Update on the Cockett Lane Aggregate Site

See Attached report.

**Actions: Clerk to access the links to NCC, NSDC and the Environment Agency to register objections  
Clerk will post a notice on the website asking concerned residents to contact NSDC if they have any information contradicting that the site has been operating in this manner for the last 10 years.**

18.60.4 Update from Cllr. Johnson on Football at the Acres

Simon Ratcliffe has taken on the management of Farnsfield football. Simon is rebranding the club back to Farnsfield Villa. He has paid for last season's hire.

Over 30 players have shown an interest in playing and they are registering for the Sunday league again next season.

The club has secured sponsorship from J R Islip - Bespoke Joinery and are seeking more sponsors. To help with this they have asked that Farnsfield Parish Council consider providing a grant for a sponsorship board on the pavilion at the Acres so that they can add the names of sponsors. This could be considered at the next Facilities and Planning meeting in September when details of cost would be known.

18.60.5 Update from the Clerk on the road surface at Long Meadow

Extract of email from Mike Keeling (VIAEM senior highways officer):

**"RE: long meadow**

Thank you for your email as below.

You are not forgotten. The Surface dressing team are continuing to monitor a number of recently surface dressed sites - including Long Meadow, Farnsfield. At this time, I have no information as to whether remedial action will be required. As the air and ground temperatures are now reduced from the recent unusually high levels, we should expect some stabilisation of the worst affected areas. The team is monitoring this and I shall ask for an update following the next inspection and email again as soon as is practicably possible. In the meantime, I hope this is helpful."

18.60.6 Council to consider the AVCO Legionella testing Quote for 6 monthly Check

**Council resolved unanimously to approve the 6 monthly check**

**18.61 Finance Risk and Staffing Management Committee**

18.61.2 Acceptance of minutes of 10<sup>th</sup> July 2018

**Those councillors present at the meeting resolved unanimously to accept the minutes**

18.61.3 Council to consider Preschool Application for a Community Grant

**Council resolved unanimously to approve the Preschool Grant Application for £5000 match funding for a new soft playground surface on the proviso that Andy Hardy (NSDC) confirms that this fits in with the CIL requirements**

**Action: Clerk to contact Andy Hardy and pay the grant to Pre School if acceptable to him**

**18.62 Strategic Plan Report**

Awaiting on meeting with Andy Hardy.

Take forward to September meeting.

**Action: Clerk to confirm a meeting date with Andy Hardy(NSDC)**

### **18.63 Projects**

#### **18.63.1 Skatepark Report:**

Following a meeting with RCAN The Parish Council is applying for match funding from Sports England in order to increase the budget for the skatepark. When a response from Sports England is received the tender for the skatepark will be put on the Government Contract Finders Website and tenders will be invited from a number of skatepark providers. It is hoped that the build of the skatepark will commence in early spring 2019

#### **18.64.Safer neighbourhood Meeting Report**

On file and website

**Action: Clerk to post on the website**

### **18.65 Planning Applications**

18.65.1 Householder application for single story Rear Kitchen, Dining and Utility Extension. 6 Greenvale. Farnsfield. NG22 8DL18/01295/FUL. Comments by 1<sup>st</sup> August 2018

**Council resolved unanimously not to object to the application with the following condition: approval that roof tiles are a similar colour and shape to existing tiles and brick a close match to the existing bricks**

**Cllr woods suspended standing orders at 8.23pm in order to allow Cllr. Laughton to speak.**  
Cllr. Laughton reported on the situation at Cockett Lane. He has as received the following email from Adrian Smith at NCC.

"I spoke to Tim Turner about this yesterday, he reassured me he's on the case and will keep you in the loop as our enforcement work progresses. On the specific issue of EA consultation around the licence, I understand that the site operative will have made the application direct to the national permitting centre which will have assessed their application purely on technical matters and they do not routinely consult the relevant local authority. That said, we've set up a meeting with senior EA colleagues to discuss this and a range of other matters so we'll raise our concerns with them at that level too. Tim will continue to be involved with NSDC colleagues and let us know if an appeal is lodged."

#### **Cllr. Woods reinstated standing orders at 8.30pm**

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

#### **18.66 Selection of tender for the Millennium Woods Tree Works**

Council agreed to consider the quotes further and meet on 10<sup>th</sup> August 2018 to make a final decision

#### **18.67 Selection of the Quote for the Village Centre Security Systems**

Council agreed to consider the quotes further and meet on 10<sup>th</sup> August 2018 to make a final decision

**Action: the clerk will copy all the quotes for Councillors to consider prior to the meeting.**

**Cllr Woods closed the meeting at 9.30pm**

**Next meeting. Tuesday 25<sup>th</sup> September. 7.30pm. Lower Hall, Village Centre, Farnsfield.**

## Appendix 1

FPC July 2018 Agenda Item 18.60.2

Cockett Lane Aggregate Site

- See attached summary of position document from Tim Turner, Monitoring and enforcement officer NCC.
- There are 3 regulators involved.

**Environmental agency:** have issued a permit for the process and types of waste being recycled/disposed of. The details of this permit are attached. FPC can complain to the environment agency if we believe the terms of this permit are being contravened.

*Dear Rachel*

*You asked about the Waste Permit for the above land issued by the Environment Agency. The EA have advised me that a permit has been issued to PB Waste Limited –permit no. EPD/CB340UE and that the permit is for an inert and excavated waste transfer station with treatment (SR2009 No6).*

*Regards*

*T.J. Turner*

*Senior Practitioner, Monitoring & Enforcement*

*Planning Group*

*Nottinghamshire County Council*

*Tel. 0115 993 2585*

**NSDC:** considering the LDC for the storage and sorting of aggregates

**NCC:** Tim Turner believes the activities are unacceptable and the site does not have planning permission. They have served an enforcement notice but not a stop notice. A Stop notice can be appealed and compensation awarded.

- Actions:**1. FPC need to access links on the attached document to register our objections
2. NSDC are considering the LDC. This process involves the site owners demonstrating that the site has been used for the identified purpose without interruption for 10 years. In order to halt this residents who have lived in Farnsfield for 10 years and who can state that this is not the case should contact NSDC ( Richard Marshall ) and make this known. They should email or call him and tell him what they believe to be the case

FPC can find out from residents what the land has been used for during the last 10 years and make this information available to Richard Marshall at NSDC

**Bruce Laughton:** Bruce has handed a petition with 60 signatures from local residents to NCC today. He is taking the matter forward on behalf of residents following the meeting on Thursday 5<sup>th</sup> July on the grounds that there has been no consultation plus noise dust inappropriate siting close to the village etc.

### **CURRENT POSITION AT LAND OFF COCKETT LANE, FARNSFIELD**

**Below is an outline of the current position at the site and the actions taken to date. I have broken this up into the relevant regulator for ease of reference.**

#### **Newark & Sherwood DC (NSDC)**

**NSDC are the local planning authority (LPA) for Newark & Sherwood and regulate all planning matters within the District, with the exception of minerals and waste development which are the responsibility of Nottinghamshire County Council (NCC) in its capacity as Minerals Planning Authority (MPA) or Waste Planning Authority (WPA).**

**NSDC have had extensive involvement in the site in its capacity as LPA, this includes issuing an enforcement notice in 2007 which required the use of the land for the storage of HGVs,**

plant and machinery and skips to cease and for a residential mobile to be removed. In 2014 planning permission was granted for a new agricultural building on the land (erected to replace a smaller building which existed previously).

NSDC have more recently received 2 applications for Lawful Development Certificates (LDC) on the land. The first (ref 18/00459/LDC) was for the use of the land as haulage of plant and machinery, sorting of aggregates, storage of plant and haulage vehicles. This application was refused on 8 June 2018. A second application for an LDC (ref 18/01156/LDC) was submitted on 18 June 2018 for the use of the land for the sorting and storage of building aggregates. The application has yet to be determined and comments on the application should be submitted to NSDC by 10 July 2018. Details of the application can be found on NSDC's website.

<https://www.newark-sherwooddc.gov.uk/>

An LDC application is NOT a planning application and is NOT determined in accordance with the Development Plan and other material considerations. With an LDC application the applicant is seeking to establish that what has been applied for has, as a matter of fact, been ongoing continuously for 10 years prior to the date of the application. The applicant will submit information to support this with the application and the LPA will determine whether with the evidence submitted (and any other representations which are received about the use of the land as a result of the application) whether the facts support the claim on the 'balance of probability'. The LPA will assess this on the factual evidence submitted. If the LPA consider that this is substantiated the LPA will grant a LDC and if not it will refuse the application. Parties are free to make comments on the current LDC application (these should be limited to matters of fact whether in support of the application or otherwise).

NSDC is also responsible for Environment Health and may be able to impose control under this legislation, possibly through the relevant Permit for any crushing equipment on site (if granted by them).

#### **Nottinghamshire County Council (NCC)**

The ongoing development on the above land was brought to NCC's attention earlier in the year by Newark and Sherwood DC (NSDC) after they had had concerns about the planning status of the development taking place on the land raised with them. NSDC advised that there may be some waste related development taking place and as such asked NCC in its capacity as WPA to attend a site meeting. This meeting took place in mid April and looking at the ongoing activities taking place on the land at that time it was considered that the development amounted to a waste transfer operation and in the view of the WPA this was unauthorised. The developer indicated that they believed that this activity was lawful having been ongoing for more than 10 years (and also having been carried out by a previous owner). The developer also advised that the operation had the

benefit of an Environmental Permit issued by the Environment Agency (EA) under Permit number (EPR/CB3404UE). (See below for role of the EA). As a result of this the WPA subsequently served a Planning Contravention Notice (PCN) on the operator, this notice enables the WPA to ask questions about the ongoing and past use of the land and the activities taking place to enable it to determine what is taking place and what action, if any, needs to be taken. The PCN was completed and returned stating that the use was lawful having been ongoing for more than 10 years and had the benefit of the waste permit.

Meetings subsequently took place with the operator giving a commitment to pursue an LDC for the storage of aggregates on the land and that if this was granted a planning application for waste transfer operations would be submitted. The WPA agreed to this as long as this was

pursued expeditiously. For various reasons there was a delay in submitting the LDC and as such, bearing in mind the delay and the impacts now being reported about the ongoing development the WPA the considered it expedient to issue an enforcement notice alleging an unauthorised change of use of land from an agricultural use to a use for waste transfer operations. The enforcement notice was issued on 28 June 2018 and has been served on landowners and other interested parties. The enforcement notice will take effect on 3 August 2018 unless an appeal is made against it. In summary the notice requires –

1. Cease and not to recommence the importation of waste materials onto the Land.

**Time for compliance: 1 day after this notice takes effect.**

2. Cease and not to recommence all waste processing operations, including screening, crushing and sorting of waste materials.

**Time for compliance: 14 days after this notice takes effect.**

3. Remove from the Land all waste processing equipment (excluding that plant needed exclusively to load waste materials and processed waste materials remaining on the Land onto vehicles for removal).

**Time for compliance: 1 month after this notice takes effect.**

4. Remove from the Land all waste materials brought onto and placed on the Land.

**Time for compliance: 3 months after this notice takes effect**

5. Remove from the Land the waste material imported to and processed on the land.

**Time for compliance: 3 months after this notice takes effect**

6. Remove from the Land any remaining plant, vehicles, offices, cabins associated with the development.

**Time for compliance: 3 months after this notice takes effect.**

6. Regrade the Land to allow the resumption of agricultural development.

**Time for compliance: 3 months after this notice takes effect.** In the event that an appeal is lodged the enforcement notice does not come into effect pending determination of the appeal. In the event that an appeal is lodged then this will be advertised to the local community.

At present the WPA can place no specific controls on the ongoing activities bar through negotiation and agreement with the operator.  
Environment Agency

As referenced above the EA have granted Standard Rules permit for the site (SR2009No6) for 'inert and excavation waste transfer station with treatment' under Permit Number EPR/CB3404UE. This is a standard permit and places generic requirements on the operator to restrict the emissions of substances, odour, noise and vibration. The EA are responsible for regulating this permit. If it is believed that the requirements of this permit are being breached then these can be reported to the EA via the report and environmental incident on their



**Approved minutes of an Extraordinary Meeting of Farnsfield Parish Council held at 6 pm on Friday 10<sup>th</sup> August in The Lower Hall, Village Centre, New Hill Farnsfield. NG228JN**

**Present:** Cllrs. Clarke (acting chair) Shakeshaft, Healy, Waterfield, Johnson, Frost, Selby, Hill and Rachel Waterfield( clerk). No members of the public were present.

**Cllr. Clarke opened the meeting at 6.30pm**

**18.68 Apologies for absence:**

Apologies were received and accepted from Cllr. McDowall (work commitments)

**18.69 Declarations of Interest**

None

**18.70 Selection of tender for the Millennium Woods Tree Works**

Council received 3 tenders for the above tree works. Details of all the quotes received are on file. The funding for this project has been generated by Community Grants from the St. Michael's View Housing development.

**On the basis of the information provided, Council resolved unanimously to accept the Maplebeck Tree Care quote at £16,200 + VAT. This covers work to be undertaken over a number of years to be paid annually in instalments.**

The quote was not the cheapest but was selected primarily on the basis of its comprehensiveness, confidence, quality, and value added. The quote included pricings for the sale of timber generated at the site.

Maplebeck Tree Care have undertaken work for the PC before which has been of a very high standard. They have a proven track record of reliability, good communication and high quality work.

**18.71 Selection of the Quote for the Village Centre Security Systems**

**Council resolved unanimously to carry this item to a subsequent meeting.**

**Cllr. Clarke closed the meeting at 6.45 pm.**



**Approved minutes of a meeting of Farnsfield Parish Council held at 7.30 pm on Tuesday 25 September 2018 in The Lower Hall, Village Centre, New Hill Farnsfield, NG22 8JN**

**Present:** Cllrs: Woods, Clarke, Waterfield, Selby, Shakeshaft, Healy, Frost, McDowall, Hill, Wright, Johnson, County Cllr. Bruce Loughton (part of the meeting), Rachel Waterfield (clerk)  
9 Members of the public were also in attendance

**Cllr. Clarke opened the meeting at 7.30pm**

**18.68 Apologies for absence**

Apologies were received and accepted from Cllr. McDowall (Holiday)

**18.69 Declarations of Interest**

None

**Cllr Clarke suspended standing orders at 7.31pm**

**18.70 Public Open Session**

Cllr. Loughton reported:

- He had been contacted by Ross Marshall from Severn Trent Water and that they would attend the Facilities and Planning Management Committee Meeting on Tuesday 9 October to present their plans for addressing the drainage issues in Farnsfield.
- Cockett Lane Aggregate Site: There have been a tremendous number of residents who have registered their opposition to the site. Members of the public are still encouraged to contact NSDC if they have any evidence that the plant has not been operating for the requisite 10 years to obtain a LDC.
- Mike Keeling from Viaem is looking at moving the 30mph on Southwell Road further from Farnsfield towards Edingley to accommodate the Bellway development.

A member of the public identified that the Council had discussed the upgrading of the Village Centre soundproofing at the October 17<sup>th</sup> 2017 meeting and still nothing had been done. The clerk stated it would be on the agenda for the 9<sup>th</sup> October FPMCM.

**Action. Clerk to put on the agenda.**

A member of the public asked that Council look at the statement for the Old Manor Farm Appeal which can be found on the NSDC Planning Portal. This will be on the agenda for the FPMC meeting on 9 October

**Action: Cllrs to look at the Appeal Documents prior to the meeting.**

Cllr woods apologised for his late arrival due to Traffic issues

**Cllr Woods reinstated standing orders at 8.55pm**

**18.71 To approve minutes of the PCM 17 July 2018 and the extraordinary meeting of 10 August 2018**

**Council resolved unanimously to approve minutes of both meetings**

**18.72 Council to consider the request from Farnsfield Royal British Legion to fund the purchase of two silent Soldiers prior to Remembrance Sunday**

**Council resolved to fund the purchase of 2 silent soldiers**

**Cllr Woods suspended standing orders at 8.10pm**

**18.73 Council to consider the request from the Twinning association to display their items at the Village Centre**

Mr Huffen presented his request to Council

**Council resolved to try to identify a location in the Village Centre for a display cabinet**

**Action: The clerk and Mr Huffen will take this forward**

**Cllr woods reinstated standing orders at 8.15pm**

**18.74 Council to consider the grant request from Farnsfield Bowls Club**

**Council resolved with 1 abstention (Cllr. Wright) to approve the request from the Bowls club for a £2000 grant from the s106 monies to fund an irrigation system on site**

**18.75 Council to consider the relocation of the 30mph terminal location points on Mansfield Road See attached report. Appendix 1.**

**Council resolved unanimously to formally request Via East Midlands to relocate the 30mph sign to the position identified and to further request that Via East Midlands take the necessary action to reduce the speed limit to 50 mph on Mansfield Road, from White Post Farm to the relocated 30 mph sign.**

**18.76 Council to approve the advertisement of and job descriptions for the Village Caretaker, Village Centre Cleaner and Booking Clerk and subsequent appointment of suitable persons.**

**Council resolved unanimously to approve the advertisement of and job descriptions for the Village Caretaker, Village Centre Cleaner and Booking Clerk and subsequent appointment of suitable persons.**

**Actions: Clerk will forward this**

**18.77 Council to approve the purchase of an additional notice board for Farnsfield Village**

**Council resolved unanimously to approve the purchase of the wall mounted recycled notice board to site on the wall outside of the coop from the CIL monies.**

**Action: Clerk and Cllr Healy to forward this**

**18.78 Acceptance of bills for payment for August/September 2018**

Appendix 2.

**Council resolved unanimously to accept the bills for payment for August/September 2018**

**18.79.1 Acceptance of the Procurement Policy and Procedure**

Resolution: Council resolve to adopt the Procurement Policy and Procedure as presented.

*Cllr Johnson proposed an amendment to the resolution:*

Amendment: A decision on the procurement policy is postponed until Council has a better understanding of the proposed changes. The amendment to the proposal was not seconded

Cllr Johnson asked for her comments to be noted for the minutes:

Cllr. Johnson raised concerns at the high threshold of £75,000 being proposed below which the Council will not be required to advertise. It is proposed to use the same threshold as NSDC as part of Farnsfield Parish Council Procurement Policy. It is inappropriate to have a default of not advertising for levels of spend over £25,000 as proposed.

**Council resolved to adopt the Procurement Policy and Procedure as presented with 1 abstention (Cllr. Johnson)**

**Action: Clerk will publish the policy**

**18.79.2 Approval of amendment to standing order 17.c**

Following discussion this amendment to the standing order remain unchanged at this time. No resolution put forward.

**18.79.3 Approval of amendments to Financial regulations 11 b and 11 h**

Following discussion this amendment to the financial regulations remain unchanged at this time. No resolution put forward.

**18.80 Clerks report on the draft GDPR policy and procedure and the purchase of individual devices for councillors and staff based on an external review of requirement.**

**Council resolved unanimously to approve the purchase of personal devices for Council duties**

**Action : Clerk to put on the agenda for the FRSMC**

**18.81 Strategic Plan report**

**Council resolved unanimously that no further reviews of the Strategic Plan are agreed until the situation regarding the financial outlay for the VC works and skatepark project are resolved.**

**15 18.82 Facilities and Planning Management Committee**

**8.82.1 Acceptance of minutes of the September FPMC Meeting**

**Council resolved unanimously to accept the minutes of the September FPMC Meeting**

18.82.2 Council to approve the amendment to the terms of reference (TOR) to allow the committee to authorise expenditure within the annual budget up to £5000.

**Council resolved to approve the amendment to the TOR to allow the committee to authorise**

**expenditures within the annual budget up to £5000 with 1 abstention (Cllr. Johnson)**

**Action: Clerk to amend and publish the TOR.**

18.82.3 Council to consider changing the sequence of the Committee meetings when the Safer Neighbourhood group Meetings.

**Council resolved unanimously that the sequence of committee meetings change when the Safer Neighbourhood is meeting.**

18.82.4 Council to consider the proposed arrangements for the Village Christmas Lights turn on and associated amendment of Council meeting dates in November 2018

**Council resolved unanimously to approve the proposed arrangements for the Village Christmas Lights turn on and associated amendment of Council meeting dates in November 2018**

**Action: Clerk will progress this**

### **18.83 Finance Risk and Staffing Management Committee**

18.83.1 Acceptance of minutes of September FRSMC Meeting

**Council resolved unanimously to accept the minutes of the September FRSMC Meeting**

18.83.2 Council to approve the amendment to the terms of reference to allow the committee to authorise expenditures within the annual budget up to £5000.

**Council resolved to approve the amendment to the TOR to allow the committee to authorise expenditures within the annual budget up to £5000. Cllr. Johnson abstained.**

**Action: Clerk to amend and publish the TOR.**

**Cllr Woods closed the meeting at 9.15pm**

**Date and time of next meeting.**

**Tuesday 23 October at 7.30pm in the Lower Hall, Village Centre**

## **Appendix 1.**

### **Farnsfield Parish Council September 2018**

#### **Agenda item 8 18.75**

#### **Western approach to village: 30 mph sign relocation**

##### **Introduction**

The 30 mph sign at the western end of the village on Mansfield Road was moved from its original location to a point further out from the village in the vicinity of the farm. The Parish Council did not initiate having the sign moved.

Following discussions regarding the merits or otherwise of its current location, arrangements were made with Mike Keeling from Via East Midlands, for a site visit.

##### **Report**

Mike Keeling met with Parish Council members to look at the situation and the approach to the village from the west on Mansfield Road. He supports the view that the sign is not in an optimum position to influence drivers' speed approaching the village. He agreed to consider moving the sign subject to a suitable location being found and a formal request from the Parish Council for it to happen.

Having looked at the options, the optimum relocation point is adjacent to the streetlight immediately before the right hand bend. This, according to Mike Keeling is achievable and within the appropriate guidelines. In addition, he raised the issue of a speed buffer zone on approach to the 30 mph, which conventionally would be a speed limit of 40 mph for 600m distance. Due to the limited road length, his view is that the buffer is not achievable but an alternative would be to reduce the speed limit along the length of the road from White Post Farm to the relocated 30 mph sign. This would result in a 50 mph limit being enforced between those points.

Those two, linked issues, would need to be agreed by the Parish Council and a request made to Via East Midlands, supported by their officer's advice.

Speeding continues to be an issue for the Parish Council and residents, and in the interests of road safety and in an attempt to address the issue in part, it is recommended that the Parish Council support the following resolution.

##### **Resolution**

That the Parish Council formally request Via East Midlands to relocate the 30mph sign to the position identified and to further request that Via East Midlands take the necessary action to reduce the speed limit on Mansfield Road, from White Post Farm to the relocated 30 mph sign.

##### **P Woods**

##### **Chair**

## Appendix 2

Aug/Sept  
2018

Agenda Item 11 18.17

Authorisation	Supplier	Description	£ NET	£ VAT	£ GROSS
18.17 PCM	Tom	grass cutting	280		280
18.17 PCM	Wages	August Staff Costs	4968		4968
REW/PW	Mr G	Window cleaning	15		15
REW/PW	Reprotec	Copier Charges	28.18	5.64	33.82
REW/PW	Viking	VC Kitchen equip.	251.92	50.38	302.3
REW/PW	GMS	VC Cleaning supplies	136.65	27.33	163.98
REW/PW	SLCC	Training	90	18	108
REW/PW	MSH	Pat Testing	120		120
REW/PW	Tom	Grass Cutting	280		280
REW/PW	Roffe Electrical	VC Maintenance	315		315
REW/PW	AS Pest Control	Rat Control x 3	150		150
18.17 PCM	NSDC	Annual Play insp.	405	81	486
18.17 PCM	Ulyett	Grounds Maint.	1287.75	257.55	1545.3
18.17 PCM	Eon	VC Elec	242.6	48.52	291.12
18.17 PCM	Eon	Wilson Field Elec	7.36	0.37	7.73
18.17 PCM	Eon	VC Gas	63.73	3.19	66.92
18.17.PCM	Eon	Pavilion Elec	11.85	0.59	12.44
REW/PW	Tom	Grass Cutting	145		145
REW/PW	AS Pest Control	Mole Control x 3	90		90
PW	Waterfield	IT software Expences	161.76		161.76
REW/PW	Healy	TOB Expences	242.03		242.03
18.61.3 PCM	Pre School	Grant Application	5000		5000
18.17 PCM	Staff Costs	September staff costs	2239.72		2239.72
REW/PW	Healy	BKV Expences	73.16		73.16
18.74 PCM	Bowls Club	S106 Grant	£2000		£2000
18.72 PCM	British Legion	Silent Soldier Grant	£1440		£1440

Date  
Minute

Signatory 1  
Signatory 2

**Minutes of a meeting of Farnsfield Parish Council held at 7.30 pm on Tuesday 23rd October in The Lower Hall, Village Centre, New Hill Farnsfield. NG228JN**

**Present:** Cllrs. Woods (chair) Johnson, Waterfield, Healy, Wright, Hill, McDowall, Frost, Selby Clarke and Rachel Waterfield (Clerk)

15 members of the public were also in attendance

**Cllr. Woods opened the meeting at 7.30pm**

**18.84 Apologies for absence.**

Apologies were received and accepted from Cllr. Shakeshaft. (Work Commitments).

**18.85 Declarations of Interest**

Cllr. Clarke declared an interest in agenda items 18.93.1 and 18.93.5.

Cllr Wright declared an interest in agenda item 18.93.2

**Cllr Woods suspended standing orders at 7.31pm**

**18.86 Public Open Session**

**A resident questioned when the seesaw at Hadleigh Park will be replaced.**

***Action: The Clerk is seeking quotes for the work alongside other playground maintenance issues***

A number of local residents voiced their concern over the changing of the Stagecoach 28 and 28b timetable which was introduced in September. These changes have been suspended until January 2019 whilst Stagecoach review the usage of the service. It was also commented upon that the 28b no longer comes into the village but turns towards Mansfield when exiting Cockett Lane

A resident questioned whether Council had any update on the Aggregate site at Cockett Lane. No further information has been received by Council

A resident questioned what the progress was with the skatepark and whether the Council was considering increasing the budget.

Council are awaiting a response from Sports England as to whether a Grant will be awarded before reviewing the Budget and progressing with the Park.

***Action: The Clerk will follow up with Sports England***

A resident requested that the Dyke at Beck Lane be cleared out.

***Action: The Clerk will contact NCC and request it be cleared.***

**Cllr Woods reinstated standing orders at 7.50pm**

**Cllr. Woods proposed a resolution that agenda item 18.90 be moved to the next item of business**

**This Resolution was agreed unanimously.**

**18.87 Council to consider changes to the Stagecoach Bus Timetable**

Council discussed the implication to residents if the 28 and 28b bus timetables were to be altered and the service reduced.

It was agreed that Cllr Johnson would co-ordinate a campaign to lobby NCC and Stagecoach and increase awareness in the Village of the Bus timetables and usage

**Action: Cllr Johnson will compile an action list and take this initiative forward.  
The Clerk will put on the agenda for the November FPMC.**

**18.88 Approve minutes of September 2018**

Those Councillors present resolved unanimously to approve the minutes.

**18.89 Presentation of the six month budget report**

On File

**18.90 Acceptance of bills for payment for October 2018**

Councillors resolved unanimously to approve the Bills for payment.

**18.91 Facilities and Planning Management Committee**

18.91.1 Acceptance of minutes of October 2018

Those Councillors present resolved unanimously to approve the minutes.

18.92.2 Council to consider the continued complaints of noise generated by the Village Centre Groups.  
Noise reduction windows

The impact of the noise from the village centre on the residents to the rear of the building was discussed.

Actions: It was agreed that the clerk would trial the use of tags to discourage the opening of fire doors during classes when loud music is playing.

It was proposed that the rotten windows to the rear of the building be replaced with UPVC double glazing and that consideration be given to non-opening windows where appropriate and regulations allow. Windows with additional soundproof features to be considered such as a wider air gap or special laminate glass for the kitchen and landing and other windows as appropriate.

**The committee resolved unanimously to accept this proposal.**

**Actions: Quotes to be sourced for replacement windows. Cllr Woods will bring a door alarm to the PCM in November ( Clerk to put on the agenda)**

18.92.3 Council to consider the management of the Inconsiderate Parking Cards

Council debated the use of the Inconsiderate parking cards issued by Via East Midlands.

**Cllr Woods suspended Standing Orders**

A member of the public stated that inconsiderate parking cards were already in use in the Village

**Cllr Woods reinstated Standing Orders**

**A resolution was proposed that Council publicise that they are in possession of these cards and invite the public to contact the clerk if they are having an issue with inconsiderate parking**

**Council resolved to accept this resolution with 1 abstention.**

**18.92 Finance Risk and Staffing Management Committee**

18.92.1 Acceptance of minutes of October 2018

Those Councillors present resolved unanimously to approve the minutes.

18.93.2 Council to consider the allocation of Community Grant Monies to the Tennis and Bowls clubs.  
Cllr woods presented his report.(Appendix).

Resolution: **Subject to the approval by Council of the projects to expand the tennis club and move the bowls storage, a figure of £8000 is allocated from the Community Grant budget, to be drawn down as required, with detailed costings provided to Council on completion of the works.**

**Council resolved unanimously to accept this resolution.**

**118.93 Planning applications**

18.93.1 Householder application for erection of a single story front extension to form a porch. 3 Alexander Road. 18/01922/FUL

**Council resolved not to object to this application with 1 abstention.**

18.93.2 Householder application for proposed front first floor extension and ground floor rear extension. 21 Murdoch Close. 18/01915/FUL

**Council resolved unanimously not to object to this application**

18.93.4 Proposed extension to building 2 top form additional storage(B8) Building No. Two. Longlands Farm. Longlands Lane. 18/01860/FULM

**Council resolved unanimously not to object to this application**

18.93.5 Change of use of land for siting of 6 glamping pods and reception block with associated infrastructure including footpaths, lighting, access, planting and car parking. Field reference no. 0155. Longlands Lane. 18/01866/FUL

**Cllr Woods suspended standing orders**

Council and the applicant discussed the initial objection which NSDC had identified

**Cllr. Woods reinstated standing orders**

**Council resolved unanimously not to object to this application**

18.93.6. Householder application for proposed single storey rear and side extensions to create a new stairwell, proposed new roof above the first floor elements. Roan House. Crab Nook Lane. Farnsfield. 18/01944/FUL

**Council resolved unanimously not to object to this application**

**Cllr. Woods closed the meeting at 8.40pm**

**Date and time of next meeting:**

**Tuesday 20<sup>th</sup> November.**

## Appendix 1

### Farnsfield Parish Council. Bills for Payment

	Oct-18	Agenda Item	18.89		
Authorisation	Supplier	Description	£ NET	£ VAT	£ GROSS
18.17 PCM	PWLB	Biannual payment	3216.67	0	3216.67
REW/PW	Clean/shine	VC Cleaning	360	0	360
18.17 PCM	Unity Bank	Quarterly charge	33.15	0	33.15
					0
18.35.1 FRSMC	PKF Littlejohn	2017/18 AGAR report	600	120	720
18.17 PCM	Toms Garden svcs	footpaths and grass	425		425
PW/REW	Handicentre	Garden tools	29.94	5.99	35.93
	Healy	BKV Expences	72.54		72.54
18.17 PCM	reprotec	copier charges	12.88	2.57	15.45
REW/PW	SMP	Grant from NCC	300		300
REW/PW	Malcolm Lane	Perpex sheet	80	16	96
REW/PW	Viking	Office Items	135.03	27.01	162.04
18.17 PCM	NSDC	annual playground.	137.7	27.54	165.24
		inspection			
REW/PW	SLCC	BOOK	107.99	0.8	108.79
REW/PW	Mr. G	windowcleaning	14		15
REW/PW	RoCreative	domain renewal	7		7
18.17 PCM	EON	Pavilion electric	7.9	0.4	8.3
18.17 PCM	EON	Floodlights electric	7.36	0.37	7.73
18.17 PCM	EON	VC Gas	33.93	1.7	35.63
18.17 PCM	EON	VC Electric	105.64	5.28	110.92
18.17.PCM	Water Plus	VC Water	475.62		475.62
18.17.PCM	Oct. Staff Costs	Oct. Staff Costs	2124.67		2124.67
					0
					0
					0

Date 23 10 2018  
Minute 18.89

Signatory 1  
Signatory 2

## Appendix 2.

Agenda item 18.93.2

Farnsfield Tennis and Bowls Club improvements

Introduction

The Tennis and Bowls Clubs provide recreational facilities within the Village which, when combined with other activities such as cricket, football and outdoor play areas, provide a rich and varied opportunity for the community to get active. The two clubs have been self-sufficient in terms of their operations and the upkeep of their relative facilities

The tennis club is looking to expand its clubhouse; a project that has been supported by the Parish Council financially in the form of a community grant. The Parish Council is looking at the requirement to upgrade the electrical supply to the site, and most recently, the Bowls club have requested funds to improve irrigation of the green.

Report

The tennis and bowls clubs have met recently to discuss the plans for the tennis pavilion expansion and are supportive of the project. The discussion has raised the need to relocate an existing bowls store to a new part of the site, for which the bowls club is seeking financial support.

The tennis club project could potentially begin in December 2018. There are now potentially two pieces of infrastructure work required, linked to the project: the upgrade of the electrical supply to the site and the storage facility.

As landlord, the Parish Council is required to approve infrastructure changes on the site, and both clubs have been asked to provide details plans of all projects for that approval to be granted.

Whilst the clubs could make or be required to make application for further community grant monies, it would make sense for the Parish Council to take responsibility for the proposed elements of the project that relate to infrastructure changes. The combined cost of the changes to the electrics and storage are estimated as being £8000.

Resolution

Subject to the approval by Council of the projects to expand the tennis club and move the bowls storage, a figure of £8000 is allocated from the Community Grant budget, to be drawn down as required, with detailed costings provided to Council on completion of the works.

P Woods

Chair

**Minutes of a meeting of Farnsfield Parish Council held at 7.30 pm on Tuesday 20<sup>th</sup> of November in The Lower Hall, Village Centre, New Hill Farnsfield. NG228JN**

**Present.** Cllrs. Clarke, Selby, Frost, Healy, Wright, Johnson, Waterfield, Rachel Waterfield (Clerk) County Cllr. Laughton and District Cllr. Frank Taylor for the public open session.  
4 Members of the public were also in attendance.

**Cllr Clarke opened the meeting at:7.30pm**

**18.94 Apologies for absence**

Apologies were received from and accepted for Cllrs Woods and Shakeshaft ( work Commitments) and Cllr. Hill. (Family Commitments)

**18.95 Declarations of Interest**

None

Cllr Clarke suspended standing orders at:7.31pm

**18.96 Public open session**

A member of the public expressed his concern that his application for the casual vacancies resolved at the May 2018 PCM had been mismanaged. He was concerned that the advert did not have a closing date and that though his application was received after the agenda for the meeting had been published that it was not considered at the meeting as a late item for the agenda. He voiced his concern that one or more member of the Council may have 'blocked' his application. If a suitable response is not forthcoming he is considering reporting the matter to the monitoring officer at NSDC.

**Action: The clerk will investigate the matter and report back to the resident.**

A member of the public questioned how many meetings a Councillor was required to attend. Cllr. Laughton and the Clerk confirmed that a Councillor must miss 6 consecutive Parish Council Meetings without apologies for absence being accepted in order to be dismissed.

Cllr Clarke reinstated standing orders at: 7.39pm

**18.97 Report from County and District Councillors**

Cllr. Laughton. Reported that he had no further information on the Cockett Lane appeal other than the appellant has appointed a barrister to advocate on his behalf.

Cllr. Laughton is consulting with Severn Trent as to how NCC can work alongside them to improve Farnsfield drainage issues. He also reported that NCC are now the sole shareholders in Via East Midlands.

Cllr Waterfield asked Cllr. Laughton why the tree on the Green on Main Street had to be removed for the Severn Trent Works. Cllr. Laughton responded that the project had a budget and that the cost of removing the tree rather than digging up the road was considerably less. He considers the priority to be the prevention of sewerage contamination to the 14 affected properties and that Severn Trent are proposing to spend far in excess of the requisite amount required per affected property but that there is a limit to the amount which they will spend.

**18.98 Approve minutes of October 2018**

Cllr. Johnson proposed an amendment to the minutes:

**Minute 18.92.2 Council to consider the continued complaints of noise generated by the Village Centre Groups.**

Original minute: The impact of the noise from the village centre on the residents to the rear of the building was discussed.

Actions: It was agreed that the clerk would trial the use of tags to discourage the opening of fire doors during classes when loud music is playing.

Proposed amendment: It was proposed that the rotten windows to the rear of the building be replaced with UPVC double glazing and that consideration be given to non-opening windows where appropriate and regulations allow. Windows with additional soundproof features to be considered such as a wider air gap or special laminate glass for the kitchen and landing and other windows as appropriate.

The committee resolved unanimously to accept this proposal.

Actions: Quotes to be sourced for replacement windows. Cllr Woods will bring a door alarm to the FPMC meeting in November ( Clerk to put on the agenda)

**The minutes with the above amendment were unanimously accepted by Council.**

### **18.99 Clerk's Report**

18.99.1 Actions following the last meeting

18.99.2 Update on Current Projects.

The clerk presented the report. Appendix 1

### **18.100 Facilities and Planning Management Committee**

18.100.1 Acceptance of minutes of November 2018

**Those Councillors present at the meeting resolved unanimously to accept the minutes.**

18.100.2 Council to consider the relocation of the 30mph sign on Mansfield road as recommended by the committee.  
**Council resolved unanimously to accept the relocation of the 30mph sign on Mansfield road as recommended by the FPM committee on 6<sup>th</sup> November 2018**

18.100.2 To receive a report on the stagecoach 27,28 and 29 timetable review and to consider funding for posters and leaflets to encourage more use of the local bus service

Cllr. Johnson presented her report. Appendix 2.

**Cllr. Johnson asked whether there would be a budget available for posters.**

18.100.3 Report from Cllr. Johnson on the Village Centre Door Security

Cllr Johnson presented a coded yale door key for the VC.

**Action: Clerk to put on the FPMC meeting in February.**

18.100.4 Report from Cllr. Johnson on the NALC AGM

Cllr. Johnson reported that it was a useful meeting and that NCC highways team gave a presentation on highways maintenance and costings.

Cllr Johnson accepted the Best Kept Village Runner Up award. It is a framed certificate and a cheque for £50

### **18.101 Finance Risk and Staffing Management Committee**

18.101.1 Acceptance of minutes of November 2018

**Those Councillors present at the meeting resolved unanimously to accept the minutes.**

## 18.101.2 Financial Report

### **FPC Financial summary as of 31/10/2018**

Unity Trust Balance: £207,204.86

Nation Wide BS Balance: £126,157.86

Total Receipts for October 2018, ££4155.44

Total Payments for October 2018 £4670.80

EMR Projects: £226,725.09 ( Community Grants Budget)

## 18.101.3 Council to consider membership of the working party to draft a grants policy

**Action: it was agreed that Cllr. Clarke will present a draft policy at the January PCM**

## 18.102 Items for Consideration and Resolution

### 18.102.1 Acceptance of bills for payment for November 2018 Appendix 3

Cllr Johnson proposed Council accept bills for payment with exclusion of the Maplebeck Tree Care invoice

**Council resolved unanimously to accept the bills for payment with exclusion of the Maplebeck Tree Care invoice**

**Action Maplebeck Tree Care will be paid when Cllr Healy confirms the payment owed for the wood.**

### 18.102.2 Consider the reviewed draft budget and precept request for 2019/20 Appendix 4.

**Council resolved unanimously to approve the draft 2019/20 budget**

**Council resolved unanimously to request a £75,000 precept from NSDC.**

### 18.102.3 Consider the formation of a working party to Review of the Strategic Plan and Community Grants Budget

**Council resolved unanimously to form a working party to review the strategic plan. All members of Council will be invited to attend the meetings.**

### 18.102.4 Consider the proposed agenda for Parish Council Meetings and management of the Public Open Session

The clerk presented a report to Council. Appendix 5. Which was discussed.

Councillors approved the proposed agenda with the exception that District and County Councillors would report within the public open session

Management of the public session was discussed and it was agreed that public comments and questions would be noted and responded to through the clerk following the meeting .

## 18.104 Agenda Items for the committee meetings and next Full Council Meeting.

Stagecoach Bus Timetable .

## 18.105 Planning Applications

18.105.1 Demolition of existing dwelling. New Dwelling with garage and entrance gated and removal and pruning of trees (resubmission of 18/00924/FUL). Court Cottage. Chapel Lane. Farnsfield. 18/02018/FUL

The application was discussed by Councillors.

Concerns were raised over the effect of the proposed works on nearby trees, the neighboring properties and how the rebuilt property would fit in with the surrounding properties.

**Council resolved by majority to object to the application on the grounds that it is not in keeping with surrounding properties.**

**Action: Cllr. Healy will draft the objection.**

Cllr Clarke closed the meeting at:9.30pm

Date and time of next meeting:

Tuesday 18<sup>th</sup> December 2018. 7.30pm. Farnsfield Village Centre

## Appendix 1.

### Agenda Item 6 18.99 PCM November 2018.

#### Clerks Report:

#### 18.99.1 Actions following last meeting ( 23<sup>rd</sup> October 2018)

- 18.86. ( Public Open Session)

The clerk and Cllr. Johnson are compiling quotes for maintenance of the playground Equipment

The Grant Request from Sports England was declined. See appendix 1.

The Clerk has contacted NCC regarding the clearing of the dyke on Beck Lane. NCC reported that they had been in communication with local residents whose properties the beck passes through requesting that they clear out the area on their property

- 18.87. the stagecoach bus timetable is on the agenda
- 18.92.2 The clerk has received the quotes for the windows and will submit to the FPMC for review  
The clerk has affixed the door tags to the lower hall fire door and attic hall fire door.  
Cllr. Woods to present the door alarm.

#### 19.99.2 Update on current projects

##### **Skatepark Project:**

Following the FPMC meeting on 6<sup>th</sup> November 2018 the committee made a statement as follows:

***“The Council will be reviewing the implementation of and the budget of the skatepark”***

A meeting has been arranged with NCC on the 22<sup>nd</sup> November to discuss any support with the procurement process which they can offer. Council will also be considering the process of reviewing the skatepark budget in agenda item 18.102.2. The clerk and Cllr. Healy are looking into further grant opportunities as an ongoing project.

A meeting of the skatepark working party has been arranged for 11<sup>th</sup> December to discuss the way forward

##### **Village Centre Refurbishment:**

Following the FPMCM on 6<sup>th</sup> November 2018 meeting has been arranged with NCC on the 22<sup>nd</sup> November to discuss any support with the procurement process for the roofing works. which they can offer. Council will also be considering the process of reviewing the VC refurbishment budget and priorities in agenda item 18.102.2.

Three quotes have been received for the replacement of the windows to the rear of the Village Centre. The clerk is reviewing these and researching them. These will be presented at the FPMC meeting in January.

##### **Millennium Woods Tree Works:**

Report from Cllr. Healy to follow.

##### **Footpath Number 9:**

Three quotes have been received to undertake the tree works along footpath number 9. The clerk is reviewing these and researching them. These will be presented at the FPMC meeting in January.

##### **Cotton Mill Lane resurfacing:**

The clerk has consulted with Matt Duckworth (public rights of way) regarding the works to be done on Cotton Mill Lane. He has recommended a contractor who works for them to come and review the lane and quote on the work. The clerk is meeting the contractor on 15<sup>th</sup> November and will report back to the FPMC meeting in January what he has suggested be done and the quote.

##### **GDPR:**

The clerk is finalising the GDPR review and draft policy and procedure. This will be circulated to council to review prior to the December PCM where it will be on the agenda for discussion.

## Appendix 2

### Report on the stagecoach 27, 28 and 29 timetable review Cllr. Johnson

A new, severely reduced, 28 bus service timetable was introduced on 1 September 2018. The 7.59 from

Farnsfield to Newark was removed, meaning that many could not get to work, school or college by bus.

Many afternoon services were also removed.

The service was reinstated from 1 October 2018 with temporary funding from Notts County Council and is

now under review with a new timetable due in January. This might be delayed if the temporary funding can

be extended. I've been chasing Chris Ward from NCC for an update and I'm waiting for a reply. I've asked

how we can influence the changes and I've been told that the public and parish councils might be involved.

The service needs to run on a commercial basis. The passenger numbers need to increase. I have spoken

with Peter Harris from Southwell Town Council who helped to get the service reinstated and he has been told

that for some of the buses the extra passengers needed are very few.

We can lobby Andy Smith at Stagecoach and Chris Ward at NCC and also Mark Spencer MP. Chris Ward

has said he is happy to receive any ideas or thoughts from users and he will make sure they are considered.

I've started using the bus for local journeys. I see it as crowd funding by buying a bus ticket. There is a good

view from the double decker. People I know have started using their bus pass for journeys instead of the car

even when they could have had a lift. It's an extra passenger number at no cost and will make a difference.

This is what we need to do

- Lobby, and encourage others to lobby to keep the service reinstated for longer to allow for a proper review.

- Lobby, and encourage others to lobby to retain as much of the service as possible.

- Try to get involved, along with other interested bodies, in the review.

- Raise awareness of the issues and the risks.

- Increase use of the bus service.

Any other suggestions?

I have started contacting groups that might be interested. Please do the same or let me know.

I've thought of CVS, chamber of commerce, colleges, the other parish councils. There will be more.

I have raised the situation with access to GP and hospital services with Chris Ward (NCC). The Health

Scrutiny committee at NCC have been involved in helping Farnsfield in relation to this in the past and I

suggest we try and get them involved again, by asking the Patient Participation Group at the surgery to work

with Cllr. Laughton. The PPG will also contact other local patient groups

I've contacted the Minster School to see if they can quantify the impact on students or staff and help to lobby

and if they have any student groups that would get involved in raising awareness and increasing the use of

public transport

I would like to use some posters and leaflets to promote the bus service. No real thought has been given to

this yet. Any other suggestions as to how to encourage bus use are welcome.

Cllr. Johnson

### Appendix 3

Bills for payment. November 2018

REW/PW	Viking	Xmas lights	47.01	7.79	54.8
18.17 PCM	Reprotec	Copier charges	47.08	9.42	56.5
REW/PW	Mr. Gs	Window Cleaning	15		15
18.36 FPMC	Envirobuild	Bench	401.97	86.99	521.96
REW/PW	Archer Signs	Signage clips	18.95	3.79	22.74
REW/PW	REW Expenses	wreaths and lights	329.88	65.88	395.76
REW/PW	REW Expenses	Office 356 (microsoft)	79.99		79.99
REW/PW	REW Expences	Caretaker training	30	6	36
REW/PW	Clean & Shine	VC Cleaning	336		336
REW/PW	GMS	VC Cleaning supplies	52.42	13.1	65.52
REW/PW	Handicentre	playground maintenance	22.83	4.57	27.4
REW/PW	RBL Poppy Appeal	wreath	20		20
REW/PW	AS Pest Control	Hornets and Moles	130		130
REW/PW	DCR	VC Heating maintenance	484.5	96.9	581.4
18.17 PCM	PWLB	VC Loan	455.27		455.27
18.72 PCM	Farnsfield RBL	2x silent soldiers	£500		500
REW/PW	Viking	2 filing cabinets	79.98	16	95.98
18.17 PCM	EON	VC Electric	253.96	50.79	304.75
18.17 PCM	EON	VC Gas	142.38	7.12	149.5
18.17 PCM	EON	Wilsons Field Electric	18.69	0.93	19.62
REW/PW	Viking	Suspension files	31.98	6.4	38.38
REW/PW	Bramley	Jobs advert	69	13.8	82.8
18.17 PCM	Toms Gardening	paths and grass	135		135
REW/PW	SLCC	Training webinars	150	30	180
18.17 PCM	EON	Pavilion Electric	8.55	0.43	8.98

**Agenda Item 18.102.4 PCM November 2018**

**Consider the proposed agenda for Parish Council Meetings and management of the Public Open Session**

**Public Participation:**

***Council are asked to consider a protocol for managing requests from the public to alter the minutes of the public session***

Please see the attached legal topic notes on public participation and minuting of the public session  
**Issues:**

1. The clerk has received two requests to change the minutes of the public session of the October PCM.
2. The clerk has recorded in the minutes statements read out by two members of the public at the November FPCM meeting.

**Matters to consider:**

- This process is time consuming and open to question as to the accuracy of the minutes when lengthy statements are minuted verbatim.
- When recording the minutes of the public session SLCC state that if the public session is held before the meeting is formally opened it should not be minuted . If the session is held within the meeting whilst standing orders are suspended the minutes should be brief. The minutes are not a verbatim record of the meeting but a record of decisions made. Members of the public do not have the right to request that their comments or statements are minuted.

**Councillors to note:**

Councillors are not required to answer questions or give responses at the public session. Questions should be noted and followed up by/through the clerk following the meeting.

Comments and requests by members of the public should be considered by council when deciding what items include on the next agenda (at the end of the meeting)

**Minutes of a meeting of Farnsfield Parish Council held at 7.30 pm on Tuesday 18<sup>th</sup> December 2018 in  
The Lower Hall, Village Centre, New Hill Farnsfield. NG228JN**

**Present:** Cllrs. Woods (Chair), Clarke, Selby, Frost, Hill, Wright, Waterfield, McDowall, Johnson, Healy and Rachel Waterfield (Clerk).

9 Members of the public were also in attendance.

**Cllr Woods opened the meeting at 7.30pm**

**18.106 Apologies for absence**

Apologies were received and accepted from County Cllr. Laughton ( other meeting commitments) and Cllr. Shakeshaft (work commitments).

**18.107 Cllr. Woods moved to bring agenda item 112.7 to the beginning of the meeting.  
This was resolution was carried unanimously.**

**18.108 Declarations of Interest**

Cllr. Waterfield declared an interest in agenda item 11 18.116.

**18.109 Council to consider the management of public participation at meetings**

Cllr. Woods moved that:

**Standing orders are suspended once during the to allow members of the public to speak during the Public Open Session.**

**The resolution was carried with one member voting against.**

**18.110 Council to resolve to agree that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of agenda item 11 18.116 as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

**This resolution was carried unanimously.**

**Cllr Woods suspended Standing Orders at 7.41pm**

**18.111 Public Open Session**

- A member of the public questioned what they should do if they identified a matter during the meeting being misinterpreted by councillors if they were not allowed to speak outside of the Public Open Session.
- A member of the public voiced his concern that the see-saw at Hadleigh Park had still not been repaired.
- A member of the public reiterated his concerns over how the filling of the Casual Vacancy was managed in May 2018.

**Actions:**

- **The Council will clarify how the public can alert Councillors to potential misinterpretations of matters during a meeting.**
- **The clerk will review the repair of the see-saw at Hadleigh Park.**
- **The member of the public with concerns over the May 2018 Casual Vacancy management will email his findings to Council. The Clerk will put this matter on the agenda for the January 2019 PCM.**

**Cllr Woods reinstated standing orders at 7.55pm**

**18.112 Approve minutes of November 2018**

Those Cllrs. present at the meeting resolved unanimously to approve the minutes.

## 18.113 Clerk's Report

### 113.1 Presentation of the November 2018 Accounts

#### **FPC Financial summary as of 30/11/2018**

Unity Trust Balance: £202,311.49

Nation Wide BS Balance: £126,157.86

Total: £328,469.35

EMR Projects: £196,937.53

### 113.2 Actions following the last meeting

18.96 Public open session. A member of the public expressed his concern that his application for the casual vacancies resolved at the May 2018 PCM had been mismanaged

**Action: The clerk will investigate the matter and report back to the resident.**

*The monitoring officer suggested that the clerk email the complainant with her details and ask them to contact her for clarification.*

*Having done this and there has been no further correspondence from the complainant.*

### 18.102 Items for Consideration and Resolution

#### 18.102.1 Acceptance of bills for payment for November 2018

Cllr Johnson proposed Council accept bills for payment with exclusion of the Maplebeck Tree Care invoice

**Council resolved unanimously to accept the bills for payment with exclusion of the Maplebeck Tree Care invoice**

**Action Maplebeck Tree Care will be paid when Cllr Healy confirms the payment owed for the wood.**

*Cllr Healy contacted Maplebeck tree care following the meeting. The invoice was amended to reflect the payment owed for the wood and will be on the bills for payment to approve at this meeting.*

*The invoice was reduced by £450 to reflect the value of the wood.*

### 113.3 Other Actions

Cllrs Woods, Waterfield and the clerk met with Brian Davies from NCC regarding the Library Lease on 22<sup>nd</sup> November. Terms of the lease were discussed and Brian will come back with a draft lease prepared by NCC solicitors at no cost to Council at this point. The terms of the lease will be presented to Council for discussion when they have been received

### 113.4 Correspondence received

Following correspondence received from member of the public Cllr. Woods escalated a matter to a complaint and initiated the complaints procedure.

Cllrs. Woods, Healy and Waterfield will form a working party to respond to this complaint.

A second correspondence will be followed up by the clerk to clarify whether the member of the public is happy with its resolution or wishes to escalate it to the complaints procedure.

### 113.5 Update on Current Projects

- The Community Grants Budget will be discussed at the Strategic Plan Working Party meeting and discussed and approved by council at the January PCM

#### **SKATEPARK**

- Councillors met with Andy Magyar from NCC on 22<sup>nd</sup> December to discuss the terms and conditions of NCC undertaking the procurement for the skatepark.
- The skatepark working party met with Andy Magyar from NCC regarding the progression of the skatepark. He suggested that the next step should be the noise survey and grounds surveys, including drainage survey of the site

before progressing any further. He will contact the clerk with details of a suitable company to undertake these surveys and costings when he has that information.

**Footpath number 9:** To be discussed at the FPMC meeting in January

**GDPR:** To be taken forward to the FRSMC Meeting in January

**Cotton Mill Lane Resurfacing:** To be discussed at the FPMC Meeting in January

**VC Refurbishment:** To be discussed at the strategic plan working party meeting and taken to full council for discussion and resolution in January.

#### **18.114 Items for Consideration and Resolution**

112.1 Acceptance of bills for payment for December 2018

**Council resolved unanimously to approve the December Bills for Payment**

Appendix 1.

114.2 Payment of the VC Music Licence

**Council resolved unanimously to pay the revised Music Licence**

114.3 Council to approve the use of NCC for the procurement of the skatepark contractor

Cllr. Johnson proposed an amendment to the resolution

**“ Council are asked to approve the use of NCC to undertake the procurement of the contractor for the skatepark. “**

1. NCC procurement team are our preferred supplier of procurement services.
  2. NCC procurement team secure the costs for the necessary surveys for the skatepark and report back to Council.
- Council resolved unanimously to accept the amendment

#### **Resolution:**

- 1. NCC procurement team are our preferred supplier of procurement services.**
  - 2. NCC procurement team secure the costs for the necessary surveys for the skatepark and report back to Council.**
- The resolution was carried unanimously**

114.4 Traffic management on Mansfield Road, Farnsfield. Council to consider a report from the Chair  
See appendix 2

#### **Resolution**

**It is resolved that the parish council accept the report of ViaEM and support the recommendation contained therein, and formally request that ViaEM address the issue of vegetation alongside Elford cottage.  
The resolution was carried unanimously.**

114.5 Council to consider the report on the Stagecoach Bus Timetable

Cllr Johnson reported that NCC will continue to support the service until March 2019.

**Actions: Cllrs. Johnson and Healy will consider leaflets and the clerk will put on the agenda for the January FRSMC meeting.**

**18.115 Agenda items for the January committee meetings and full council meeting.**

**FRSM meeting to be held prior to the FPM meeting due to the safer neighbourhood meeting clashing with it.**

Library Lease  
Progress update on GDPR compliance  
Review of risk  
Staffing report  
Skate Park report  
BT contract review  
Annual playground inspection report review  
Cockett Lane surfacing update  
Review of quotes for the hedge reduction work on Footpath 9  
Report on Village Centre maintenance  
Football pavilion repairs  
Window replacement at the Village Centre  
Noise survey at the Village Centre  
Management of casual vacancies

**18.116 Planning Applications**

116.1 White Post Garage. Demolition of an existing garage bungalow and erection of as new vehicle sales garage and showroom and office accommodation with associated car parking. 18/02151/FUL

**Council resolved unanimously not to object to this application.**

116.2 Lurcher Farm. Mansfield Road. NG228HY. Appeal against enforcement notices of the alleged breach: without planning permission, the material changer of use of land from a caravan and camping site to caraven site and use for the storage of caravans. 17/0337/ENF. APP/B3030)/C/18/3209928

**Council resolved unanimously not to comment.**

**Cllr Woods asked the members of the public to leave the room whilst the next item of business was discussed.**

**18.117 Council to approve a salary increment for an employee.**

The clerk and Cllr. Waterfield left the room.

It was agreed that the employee have a job evaluation and contract review.

**Cllr. Woods closed the meeting closed for 9.15pm.**

Date and Time of next meeting: Tuesday 22<sup>nd</sup> January. 7.30pm. Lower Hall. Farnsfield Village Centre

Appendix 1

## Farnsfield Parish Council. Bills for Payment

Dec-18 Agenda Item 18.12.1

Authorisation	Supplier	Description	£ NET	£ VAT	£ GROSS
PCM 18.17	December Staff Costs	staff wages	£1,980.26		£1,980.26
PCM 18.17	Reprotec	Copier charges	£23.35	£4.67	£28.02
PCM 18.17	Toms Garden Services	Footpaths	£135.00		£135.00
REW/PW	safelincs	Door alarm	£70.39	£14.08	£84.47
REW/PW	Safelincs	Security Seals	£28.85	£ 5.77	£34.62
PCM 18.17	Ulyett	Grounds maintenance	£1,287.75	£ 257.55	£1,545.30
REW/PW	Roffe Electricals	VC elec. Repairs	£210.00		£210.00
REW/PW	Marshalls	playground repairs	£325.00	£65.00	£390.00
REW/PW	SLCC	annual membership	£175.00		£175.00
PCM 18.70	Maplebeck	Millennium Woods	£5,550.00	£1,110.00	£6,660.00
PCM 18.17	EON	Wilson's field electricity	£32.65	£1.63	£34.28
PCM 18.17	EON	VC Gas	£142.38	£7.12	£149.50
PCM 18.17	EON	VC Electricity	£253.96	£50.79	£21.00
PCM 18.17	EON	Pavilion Electricity	£8.55	£0.43	£8.98
REW/PW	Sprigg /Expenses	VC Repairs	£25.98		£25.98
REW/PW	Waterfield/Expenses	Christmas Decs	£122.64		£122.64
REW/PW	AS Pest Control	moles/wasps Nov/Dec.	£275.00		£275.00
REW/PW	GMS	Hand soap	£38.16		£38.16
REW/PW	Clean and Shine	Nov/Dec VC cleaning	£516.00		£516.00

## Appendix 2

Re: Mansfield Road, Farnsfield

Introduction

In response to issues raised with ViaEM regarding safety concerns for pedestrians at the point on Mansfield Road adjacent to Elford Cottage, and a subsequent meeting at site, a feasibility study was undertaken by ViaEM.

The results of the study have been made available to the Parish Council (report attached), which is asked to consider it and respond to ViaEM.

Report

As the attached report outlines, a number of options were explored as part of the study.

The recommendation made within the report is as follows:

*"It is recommended that changes are made to signs and lining arrangements in the area to highlight the narrowness of the road with the aim of improving driver awareness of the road conditions. The measures would consist of:*

- *removing the existing centre line on the section of Mansfield Road between Chapel Lane and the red Lion public house; and*
- *installing "road narrows ahead" signs with an "oncoming vehicles in centre of road" supplementary plate on each approach to this narrow section of right.*

*The physical restraints of the existing highway layout restrict the engineering options available. The existing road is too narrow to allow two-way traffic and a wider footpath. Whilst the accident rate is low, with only one slight injury accident in the last three years, it is considered that 'do nothing' should not be the preferred option."*

The works would be scheduled for completion in the financial year 2019/20.

In addition, the parish council should continue to strive to ensure that the full width of the footpath is made available at that point in Mansfield Road, by the removal and ongoing management of vegetation alongside Elford cottage.

**Resolution**

**It is resolved that the parish council accept the report of ViaEM and support the recommendation contained therein, and formally request that ViaEM address the issue of vegetation alongside Elford cottage.**

P Woods

Chair

**Minutes of a meeting of Farnsfield Parish Council held at 7.30 pm on Tuesday 22<sup>nd</sup> January 2019 in The Lower Hall, Village Centre, New Hill Farnsfield. NG22 8JN**

**Present:** Cllrs. Clarke (acting Chair), Selby, Frost, Waterfield, Wright, Johnson, Shakeshaft and Rachel Waterfield.  
8 Members of the public were also present.

**Cllr. Clarke opened the meeting at 7.30pm**

**19.118 Apologies for absence**

Apologies were received and accepted from Cllrs. Healy (Holidays) and Hill (Personal commitment). Cllr McDowall also submitted his apologies prior to the meeting due to work commitments.

**19.119 Declarations of Interest**

Declarations were received from Cllrs, Wright (ordinary member of the Bowls Club with a non-pecuniary interest) and Cllr Johnson (ordinary member of the Tennis Club with a non-pecuniary interest) regarding agenda item 19.126.4 Cllr. Johnson stated "I am an ordinary member of the tennis club. My interest is non-pecuniary and I won't vote or join in the discussion on this item. I did not declare an interest last time this subject was on the agenda because I misunderstood the resolution on that occasion"

**19.120 Appointment of Chair**

**Council resolved unanimously to appoint Cllr. Clarke as Chair.**

**Cllr Clarke suspended standing orders at 7.32pm**

**19.121 Public Open Session**

A member of the public stated that she had researched Casual Vacancy procedure with NALC. The matter is complicated and she is still concerned with Council's approach.. Discussions followed regarding the process.

The secretary of the Twinning Association presented her request for the display and storage of artefacts at the Village Centre.

This will be on the agenda for the FPMC Meeting on 12<sup>th</sup> February

A member of the public asked when the seesaw at Hadleigh Park will be repaired. Council are still waiting on delivery of a part from France.

A member of the public identified an anomaly with the 2014/15 minutes on the Parish Council Website

A member of the public stated that a question from a member of the public at the January 8<sup>th</sup> FPMC meeting regarding the planning application for Court Cottage had not been minuted

A member of the public stated that he had not emailed Cllr. Woods (now retired) regarding his complaint on how the May 2018 Casual Vacancy had been handled as he had been waiting on a response from NSDC. He has now had a response and will email Cllr. Clarke.

A member of the public asked when the windows at the Village Centre will be fitted.

A member of the public voiced her concerns over how the Community Grants Budget is being managed by Council. She is concerned over transparency, community involvement and the appropriateness of the allocation of funds in relation to the impact of the Housing Developments on the Parish Infrastructure.  
Discussion regarding this matter followed.

## Cllr. Clarke reinstated standing orders at 8pm.

### 19.122 Approve minutes of 18<sup>th</sup> December 2018

On File

Those Council members who attended the meeting resolved unanimously to accept the minutes of 18<sup>th</sup> December 2018

### 19.123 Clerk's Report

19.123.1 Presentation of the December 2018 accounts and 3<sup>rd</sup> quarter Budget Report  
Accounts and budget report on file.

#### FPC Financial summary as of 31/12/2018

Unity Trust Balance: £191,787.53

Nation Wide BS Balance: £126,157.86

Total Receipts for December 2018: £2,998.75

Total Payments for December 2018: £13,522.71

**Current Year Fund** £34,699.40

#### Reserves

General Reserves:	£59,004.87
EMR Projects:	£223,322.83
EMR General:	£1,017.29

Cllr. Johnson had questioned at the FRSMC on the 8<sup>th</sup> January what the £55 transfer from EMR was for. The clerk reported that this was for Best Kept Village Expenses incurred by Cllr. Healy

#### FPC 3<sup>rd</sup> Quarter Budget report

Current Year fund as of 31/12/2018 £34,600.40

General Reserves as of 31/12/2018 £59,004.87

*Recommended General Reserves* £75,000

*Committed expenditure for the remainder of financial year* £24,559

*Expected income for the remainder of the financial year* £ 6,700

### 19.123.2 Update on Current Projects

**Skatepark** : the clerk is arranging a meeting on site with NCC to discuss the feasibility of building the skatepark at Hadleigh Park and the next steps in surveys

**Cotton Mill Lane**: The clerk met with a contractor on 16/01/2019 to obtain a quote for the remedial works to the surface

**Football Pavilion**: The works to the Guttering and Facias are underway

**VC Windows**: the contractor is meeting with the clerk on site on Monday 28<sup>th</sup> January

### 19.123.3 Correspondence

Following the 18<sup>th</sup> December PCM the Clerk received a telephone call from a member of the public regarding the following matter:

*Minute 113.4 from the 18<sup>th</sup> December PCM  
Correspondence received*

*Following correspondence received from member of the public Cllr. Woods escalated a matter to a complaint*

and initiated the complaints procedure.

*Cllrs. Woods, Healy and Waterfield will form a working party to respond to this complaint.*

Following the meeting the member of the public contacted the clerk and stated that if she had wanted to make an official complaint she would have done so. She did not wish to escalate this matter to a complaint.

Correspondence from other members of the public was discussed.

On file.

#### **19.124 Facilities and Planning Management Committee**

19.124.1 Acceptance of minutes of 8<sup>th</sup> January 2019

On file

**Those Council members who attended the meeting resolved unanimously to accept the minutes of 8<sup>th</sup> January 2019**

19.124.2 Council to resolve on the appointment of NCC to manage the procurement process for the works to be done on the Village Centre Roof.

At the January FRSMC meeting the committee resolved the following:

“10 19.67 Committee to discuss the VC reroofing procurement process with a view to drafting a resolution for the January 22<sup>nd</sup> Full Council meeting

The committee resolved unanimously to enlist the services of NCC procurement for the Village Centre re roofing project”

Council are asked to resolve to approve this motion

**Council resolved unanimously to enlist the services of NCC procurement for the Village Centre re roofing project**

#### **19.125 Finance Risk and Staffing Management Committee**

19.125.1 Acceptance of minutes of 8<sup>th</sup> January 2019

On File

**Those Council members who attended the meeting resolved unanimously to accept the minutes of 8<sup>th</sup> January 2019**

19.125.2 Council to resolve on the draft procedure for co-opting Councillors in the event of a Casual Vacancy

**Council resolved unanimously to follow the Guidance contained in ‘Procedures for filling a casual vacancy and co-options to Parish Councils**

See Appendix 1.

19.125.3 Council to consider the quote from the Parkinson Partnership relating to reclaiming VAT in 2019-20

**Council resolved unanimously to seek specialist VAT advice from Parkinson Partnership at the fixed fee of £500.**

19.125.4 Council to resolve on the provider of the telephone and broadband services at the Village Centre

The broadband and land line arrangements were discussed

**Action: Cllr. Shakeshaft will follow this up and report back to the FRSMC meeting on 12<sup>th</sup> Feb 2019**

19.125.5 Council to resolve on the Risk Management Policy document

On File

**Council resolved unanimously to readopt the Risk Management Policy Document.**

19.125.6 Council to resolve on the draft GDPR Policy and associated documents

On File

Taken forward to the FRSMC meeting on the 12<sup>th</sup> February

### **19.126 Items for Consideration and Resolution**

19.126.1 Acceptance of bills for payment for January 2019

**Council resolved unanimously to approve the January 2019 bills for payment.**

Appendix 2.

19.126.2 Council to resolve on the co-option of a Councillor to fill the casual vacancy

**Council resolved unanimously to coopt a councillor to fill the casual vacancy**

19.126.3 Council to resolve on the maintenance works to be done to the Lower and Upper Hall floors at the Village Centre

**19.126.3.1 Council resolved with 1 abstention to engage Mr. Hutchinson to undertake the works to the Upper and Lower Hall floors as per his quote of 26<sup>th</sup> July 2018.**

On file

**19.126.3.2 Council resolved with 1 abstention to appoint Mr. Hutchinson to undertake the annual maintenance of the Village Centre Upper and Lower Hall floors as per his quote of 21<sup>st</sup> January 2019**

On file

19.126.4 Council to resolve on the payment of the £8,000 grant to the Tennis and Bowls Clubs for the extension works  
Application on file

**Council resolved with 2 abstentions to Pay the £8000 grant to the Tennis Club**

### **19.127 Items For Information Only**

19.127.1 Update on the Stagecoach Bus Timetable

Cllr Johnson reported:

Chris Ward from Notts County council Transport Department has provided an update on the revision of the stagecoach 28 and 29 bus timetables.

Notts County Council are having continued discussions with Stagecoach on how cost can be reduced whilst maintaining a reasonable level of service.

It is likely that the proposals will not change or reduce the timetable between Mansfield, Southwell and Newark significantly. The frequency would be as it is now and the 7:25 trip from Mansfield would be retained. There could be a few changes to the exact timing, such as departures a few minutes earlier or later, but essentially no significant change.

The proposals should move the route towards sustainability. Other factors helping to reduce costs will be to link the use of school time services and the vehicles used on the 28 service.

Notts County Council are pushing Stagecoach for dates to do a public consultation when the proposals will be shared.

19.127.2 Strategic Plan Report following the working party meeting on 18<sup>th</sup> December 2018

Subject: Strategic Plan Update

Introduction: The Parish Council has a Strategic Plan in place that outlines its major objectives, aligned to the financial year and business cycle. The Plan also identifies major capital project allocations from within the earmarked reserves budget aligned with those objectives.

Plan Review

A working party formed of Parish Councillors met in December to review the Plan. In discussion it was identified that priorities established for the 2018/19 business year have still to be delivered, in particular, the refurbishment of the Village Centre and the Skatepark project. Previous attempts to appoint delivery providers having proved unsuccessful, the Council has engaged with procurement specialists at Nottinghamshire County Council to manage the procurement of delivery providers of the skatepark.

Having established a process and method of securing procurement support from the County Council, the working party is of the view that it is appropriate to focus on the delivery of the Village Centre refurbishment/improvements, and the skatepark.

The procurement process for VC refurbishments/improvements should therefore be re-commenced.

**19.128 Planning Consultations**

19.128.1 Erection of a dwelling(viously approved under 17/00392/RMAM). **27 Esam Close. Farnsfield. 18/02368/FUL Council resolved unanimously to make no comment at this stage and review at the FRSMC meeting on 12<sup>th</sup> February 2019**

19.128.2 Householder application for a proposed two story and part single storey side extension, to also include living accommodation within roof space, alteration to roof of existing single story rear element of dwelling to form a lantern style roof. **12 Branston Avenue. Farnsfield. 19/00067/FUL**

**Council resolved unanimously not to object to this application**

**19.129 Any urgent planning applications**

none

**19.130 Agenda Items for the Committee Meetings and next Full Council Meeting.**

Library lease, Twinning application, Esam Close planning application, GDPR, Telephone and Broadband, Playground policy and maintenance, Dial in at Council Meetings, Lone worker Policy, Zero Tolerance to abuse of staff and/or Councillors

**Cllr. Clarke closed the meeting at 9.15pm**

Date and time of next meeting. Thursday 26<sup>th</sup> February 2019. 7.30pm. Lower Hall. Village Centre. New Hill. Farnsfield

# PROCEDURES FOR FILLING A CASUAL VACANCY AND CO-OPTIONS TO PARISH COUNCILS

## A BRIEFING NOTE FOR PARISH AND TOWN COUNCILS.

### PROCEDURE FOR FILLING A CASUAL VACANCY ON THE COUNCIL

1. The written resignation has to be made to the Chairman of the Council (not the Clerk) and takes effect immediately it is delivered to the Chairman. However, in the case of the Chairman resigning, then the letter is to the Clerk who must report it to the Council immediately. It cannot subsequently be withdrawn.

A vacancy automatically and immediately arises without any action required by the Council or proper person in the case of:- (a) the death of a councillor or (b) at the termination of the meeting at which a councillor was required to but failed to, make the declaration of acceptance of office.

2. As soon as practicable after a casual vacancy has occurred in the office of Councillor, public notice must be given and the Returning Officer of the District Council notified. The date on the Notice must be the date the Notice is displayed, as it is from that date that any 10 electors have 14 working days in which to claim an election in writing to the Returning Officer. If an election is claimed it has to take place within 60 days of the date of the Notice of the vacancy (that is why the Returning Officer has to be informed ASAP), and the Returning Officer then takes over.
3. An election may not be claimed if a vacancy occurs within 6 months of the date on which the councillor, whose office is now vacant, would have completed his term of office. In these circumstances a Council may fill the vacancy by co-option but it is not bound to do so.
4. If no election is claimed the Council must then fill the vacancy by co-option as soon as practical i.e. at its next meeting, unless the retiring member had less than 6 months of office to run when the Council has a discretion. A candidate should be asked to indicate in writing their willingness to be co-opted. There must be an item on the agenda. There must be a resolution that the candidate be co-opted on to the Council and at the meeting he must receive an absolute majority vote of those present and voting.
5. If there is more than one vacancy and the number of candidates is equal to the number of vacancies a single composite resolution is all that is required to fill the vacancies at the meeting, otherwise a separate vote is required for each vacancy.

6. If there is more than two candidates for one vacancy and no one at the first count receives a majority of all the votes cast, steps have to be taken to strike off the candidate with the least number of votes. The remainder must then be put to the vote again until an absolute majority is obtained.
7. Once elected or co-opted, the new councillor cannot act until a Declaration of Acceptance of Office is made in the prescribed form (obtainable from the County Office). The declaration must be made by the new councillor at or before the first meeting after he is elected or co-opted. The declaration must be made in the presence of a member or the Council's proper officer and delivered to the Council. If a declaration is not made at the proper time a casual vacancy automatically arises and the public notice etc. has to be given again. The new Councillor does not have the option of making the declaration at a meeting subsequent to the first meeting after the election/co-option unless the Council at that first meeting has so agreed.

Timetable for filling a Casual Vacancy - assuming PC meets monthly.

Working Day 1	Public notice displayed; District Returning Officer notified.
Working Day 15	No election claimed, co-option can take place, or no election can be held (less than 6 months remaining of term of office) and co-option <u>may</u> take place.
Working Day 15+6 days	First opportunity when PC meeting could take place and resolution to co-opt candidate passed. New councillor can now make Declaration of Acceptance of Office.
Approx. 4 weeks from Day 1	Ordinary meeting of PC. New member makes Declaration if not carried out before and takes up his position. The term of office lasts until the time the previous Councillor would normally have retired.

Note: These arrangements assume:-

- 1) that the period of the vacancy has 6 months or more to run.
- 2) that no Election is claimed.
- 3) that the absolute majority voting outcome is straightforward.
- 4) that the casual vacancy is not for the post of Chairman.
- 5) working days do not include weekends, Christmas Eve, Christmas Day, Maundy Thursday, bank holidays and any day of Public Thanksgiving or Mourning.

**METHODS OF CO-OPTING.**

The above conforms to the way in which legislation provides that the procedure and time-table must run. However it does not prescribe how a council should set about selecting persons willing to be co-opted. The following are some suggestions:-

a) Having established that no election has been claimed a Council at its next meeting informs the electorate of the position and invites interested persons to write in to the Clerk seven days prior to the next meeting stating why they would like to be considered. To be eligible a candidate, whether to be co-opted or nominated for election has to have attained the age of 18 years. He also has to be on the Electoral Roll of the Parish, or, during the whole of the past 12 months has, either lived in the parish, owned or leased land in the parish, worked in the parish, or lived within three miles of it.

b) At the meeting, to which the candidates should be invited, they are asked, prior to the start of the meeting to address the Council briefly. In this way all Councillors see and hear what candidates have to say, prior to the vote.

c) If the casual vacancy occurs within one year of an ordinary election for the Council, and there has been a poll some Councils adopt the practice of inviting the losing candidate to stand for co-option.

d) Of course a Council can decide to follow neither of the above courses, and simply "nominate" persons from its own knowledge of the electorate. Whilst not unlawful, we would advise that it may give the impression of a "closed shop" attitude and should be discouraged.

#### **Voting:**

When there is only one candidate for co-option, a vote is still required and there should be show of hands to ensure that the candidate receives a majority of support.

It is suggested that where there is more than one candidate the vote should be done by secret ballot. The law does not require this to happen, but it is Good Practice.

#### **Declaration of Interest:**

Naturally if a candidate is a relative of a councillor that Councillor must declare a non pecuniary

Interest which is a clear and substantial personal one. The Councillor should not take any further

part in the proceedings and should withdraw from the meeting whilst the matter is being discussed.

All Councillors are therefore recommended to study the National Code of Local Government Conduct to be sure of doing the right thing and to consult the Chairman, Clerk or their local County Association if there are any doubts.

#### **A final point:**

Following co-option it is often desirable to get the new Councillors "on board" as soon as possible. Therefore, it is perfectly in order that once the item of co-option has been dealt with on the Agenda, to adjourn the meeting in order for the new Councillor(s) to execute the Declaration of Acceptance of Office as a councillor. They can then

participate in the remainder of the meeting. If this is likely to be the case, it would be courteous to ensure that a copy of the Agenda and Minutes has been made available.

FPC



**Minutes of a meeting of Farnsfield Parish Council to be held at 7.30 pm on Tuesday 26<sup>th</sup> February 2019 in The Lower Hall, Village Centre, New Hill Farnsfield. NG228JN**

**Present:** Cllrs. Clarke, Selby, Wright, McDowall, Johnson, Hill (part of the meeting), Shakeshaft, Frost (part of the meeting) Rachel Waterfield (Clerk) County Cllr. Laughton and Frank Taylor were present for part of the meeting. Approx. 29 members of the public were also in attendance.

**Cllr Clarke opened the meeting at 7.30pm**

**19.131 Apologies for absence**

Apologies were received and accepted from Cllrs. Waterfield (work Commitments) and Healy, (another appointment). Cllr. Hill apologised that he would have to leave the meeting early and Cllr. Frost apologised that she would be late in attending due to a medical emergency.

**19.132 Declarations of Interest**

None.

**Cllr. Clarke suspended standing orders at 7.31pm.**

**19.133 Public Open Session**

Derek Purcicoe addressed council as to why he wanted to be co-opted as a Parish Councillor.

A resident questioned what provision Miller Homes had made for the repair of the roads damaged after the building works.

**Action: Cllr. Laughton replied that he would communicate with NCC Highways and report back to Council**

The resident also questioned where the £300,000 Community Grants monies from the build had been spent.

**Action: Cllr. Taylor replied that he would follow this up. A list of where money is allocated is posted on the NSDC Planning website.**

A resident adjacent to Cobblers Cottage addressed Council with his objections to the planning application.

A resident of Main Street addressed Council with his concerns over the process which the FPMC followed on the 12<sup>th</sup> February in relation to the planning application 19/00208/FUL .

Cllr. Clarke stated that Council would not be answering any questions relating to planning application 19/00208/FUL during the public open session of the meeting but any questions and/or comments would be noted and responded to after the meeting as per Council policy.

Cllr. Laughton informed the Clerk and Chair that the meeting was being filmed and recorded by a member of the public.

The Property owner of Cobblers Cottage addressed Council with reasons why Council should support the planning application as did the architect.

A local business owner addressed Council with concerns that planning application 19/00208/FUL was not on the 12<sup>th</sup> Feb 2019 FPMC agenda but was discussed under late planning applications. He requested a meeting with Council to discuss the application. He is concerned that members of the public have not have opportunity to address Council with their opinions.

Cllr. Hill, explained why he voted for the planning application.

A member of the public addressed Council and stated that she was at the meeting and would have asked it to be suspended until the next meeting had she known it was going to be discussed at the meeting.

Cllr. Johnson, stated that she was at the FPMCM on the 12<sup>th</sup> February but would like to revisit the resolution.

A member of the public addressed Council and stated that she would have liked to have been given the opportunity to make her objections.

**Action: Cllr. Laughton stated that he would speak to NCC Highways to ensure that all relevant comments are submitted to the application.**

Cllr. Laughton stated that Farnsfield needs businesses but the biggest issue is with parking.

A member of the public addressed Council and stated that there is a need for business in the village but the biggest issue is with parking. Parking should be reviewed before other businesses are allowed into the village.

A resident addressed Council and commented that a number of residences on Sunnyside and Tippings Lane have no off road parking.

A resident addressed Council and commented that there was still a COOP in the village with the associated traffic is still here.

A resident addressed Council and stated that the smell from The Rustic Crust was very invasive.

A member of the public addressed council and stated that his formal complaint regarding the management of planning application 19/00208/FUL stands as per his email.

**Cllr. Clarke reinstated standing orders at 8.05 pm**

**19.134 Approve minutes of 22<sup>nd</sup> January 2019**

**All Councillors present at the meeting resolved unanimously to accept the minutes**

**19.135 Council to fill the Casual Vacancy**

**Councillors resolved unanimously to co-opt Derek Purcicoe to Council**

**19.136 Planning applications**

19.136.1 Householder application for erection of second story extension providing two bedrooms above an existing ground floor footprint. **Cobblers Cottage. Brickyard Lane. 19/00168/FUL**

Cllr. Clarke declared an interest and will not be commenting

Cllrs. Discussed the application

**Cllrs. Resolved to object to the planning applications by a majority of four to one with one abstention, with reasons noted.**

19.136.2 Householder application for front and rear dormer windows. **Marmion. Far Back Lane. 19/00256/FUL**  
**Council resolved unanimously not to object to this application.**

**Cllr. Clarke suspended standing orders at 8.15pm to allow Cllr. Laughton to address the meeting.**

Cllr. Laughton reported that any changes to the Stagecoach Bus timetable would not affect the Farnsfield Service. The major change would be the timing of buses running from Southwell to Newark from 1 hourly to 2 hourly.

Cllr Johnson commented that the 964 school bus from Southwell to Farnsfield at the end of the Minster school day was available to members of the public but that this was not published by Stagecoach.

Cllr. Laughton confirmed that all the school buses were available to the public if room allowed,

### **Cllr. Clarke reinstated standing orders at 8.20pm**

#### **19.137 Clerk's Report**

##### **FPC Financial summary as of 31/01/2019**

Unity Trust Balance: £ 183,010.84

Nation Wide BS Balance: £ 126,157.86

Total Receipts for January 2019: £ 4,716.93

Total Payments for January 2019: £13,493.62

##### **Reserves**

General Reserves: £59,004.87

EMR Projects: £209,257.27

EMR General: £1017.29

##### **Actions following the last meeting:**

Cllr Shakeshaft is reviewing the telephone and broadband contract

The clerk is awaiting confirmation of a date to meet with NCC re. the VC roof procurement

The floors of the upper and lower halls have been sanded and resealed

The £8,000 grant has been paid to the tennis club

##### **Other Actions:**

The lower hall has been redecorated

The soundproofing windows have been fitted to the rear of the Village Centre

The outstanding plumbing and boiler repairs have been completed

The hedge along footpath 9. Has been reduced

The noticeboard outside the co-op has been installed

The 30mph sign on Mansfield road has been relocated

A new bin has been installed at the bus stop at the end of Cockett Lane

The resurfacing works on Brickyard Lane is underway

## Projects Report:

**Skatepark:** The site surveys for the skate park have been commissioned

Clerk confirmed that she would bring the results of the first 3 surveys to the FPMC before commissioning the 4<sup>th</sup> survey.

### **19.138 Facilities and Planning Management Committee**

Acceptance of minutes of 12<sup>th</sup> February 2019

**Those Cllrs. Present at the meeting resolved unanimously to accept the minutes.**

### **19.139 Finance Risk and Staffing Management Committee**

Acceptance of minutes of 12<sup>th</sup> February 2019

**Those Cllrs. Present at the meeting resolved unanimously to accept the minutes.**

### **19.140 Items for Consideration and Resolution**

19.140.1 Acceptance of bills for payment for February 2019

**Council resolved unanimously to accept the Bills for Payment (appendix 1)**

Cllr Johnson questioned the Jacksons invoice. She will review it after the meeting.

19.140.2 Council to approve the purchase of 2 floor buffers for the Village Centre

**Council resolved unanimously to approve the purchase of 2 floor buffers from the Maintenance, repair and renewals budget.**

### **19.141 Agenda Items for the committee meetings and next Full Council Meeting**

Late planning applications future protocol

Planning Application 19/00208/FUL . **Action: The clerk informed Councillors that any resolution could only be revisited within 6 months of having been made if requested by 3 Councillors as per Standing Orders. 3 councillors would need to request that the resolution to actively support planning application 19/00208/FUL be reviewed in order for the Clerk to put it on the agenda for the 12<sup>th</sup> March FPMC meeting. If this is the case the clerk will request from NSDC planning that any revised resolution from council be taken into consideration.**

Telephone and Broadband update from Cllr Shakeshaft

Library lease Update from Cllr. Waterfield

GDPR

Risk

Playground policy update from Cllr. Johnson

Playground repairs

Filming or recording at meetings protocol.

**Cllr. Clarke closed the meeting at 8.40pm**

**Date and time of next meeting**

Tuesday 26<sup>th</sup> March at 7.30 pm Lower Hall, Village Centre, New Hill, Farnsfield

## Appendix 1

### Farnsfield Parish Council. Bills for Payment

Feb-19

Authorisation	Supplier	Description	£ NET	£ VAT	£ GROSS
PCM 18.17		Feb Staff Costs	2889.4		2889.4
19.126.3.1	A. Hutchinson	VC Floors	3750		3750
FPMC 19.65	DTS	VC Windows	1995.83	399.17	2395
KC REW	SLCC	Training	60	12	72
PCM 18.77	MLS	Notice board	1605	321	1926
REW/KC	DCR	Plumbing	81.8	16.36	98.16
FPMC 18.86	Marshalls	seesaw spring	735	147	882
REW/KC	J. Rawson	VC Decorating	500		500
PCM 18.17	Mr. G	Window cleaning	15		15
REW/PW	Jacksons	VC Structural advice	250	50	300
PCM 18.17	PEAC	Copier hire	117.6	25.22	142.82
REW/KC	Handicentre	VC Maintenance	130.31	26.07	156.38
FPMC 19.66	M.Hazard	Tree works	600		600
REW/KC	M.Hazard	Xmas Tree	400		400
PCM 18.17	Reprotec	Copier charges	21.55	4.31	25.86
PCM 18.17	AS Pest Control	Mole Control	240		240
PCM 18.17	EON	VC Electric	207.8	41.56	249.36
PCM 18.17	EON	VC GAS	394.09	78.82	472.91
PCM 18.17	EON	Pavilion Electric	12.65	0.63	13.28
PCM 18.17	EON	Wilson's Fields Electric	38.07	1.9	39.97
			14044.1	1124.04	15168.14

Date

Signatory 1

**Minutes of a meeting of Farnsfield Parish Council held at 7.30 pm on Tuesday 26<sup>th</sup> March in The Lower Hall, Village Centre, New Hill Farnsfield. NG228JN**

**Present:** Cllrs. Clarke (chair), Selby, Frost, Healy, Johnson, Wright, Waterfield, McDowall, Purcicoe, Rachel Waterfield, (clerk) District Cllr. Laughton was present for part of the meeting.  
10 members of the public were in attendance at the start of the meeting.

**Cllr. Clarke opened the meeting at 7.31 pm.**

**1 19.142 Apologies for absence**

Apologies were received and accepted from Cllr. Hill. (out of the country)

**2 19.143 Declarations of Interest**

Cllr. Purcicoe declared an interest in Agenda Item 19.147.7

**3 19.144 Declaration of intention to record the meeting**

A member of the public declared their intention to record the meeting.

**Cllr. Clarke suspended standing orders at 7.32 pm.**

**4 19.145 Public Open Session**

Cllr. Laughton addressed Council and the public. He reported that there had been further complaints about traffic to Cockett Lane Recycling Plant. He suggested residents should email Richard Marshall at NCC with any complaints regarding this matter

He read out the response to the petition by Farnsfield Residents regarding the Recycling Plant which can be found on the Parish Council and NCC Websites.

A resident living close to the Village Centre addressed Council. They questioned why all the windows at the rear of the Village Centre had not been replaced. He also questioned whether the windows at the front of the Village Centre would be replaced with soundproof windows.

A Farnsfield First Responder thanked Council for hosting the Defibrillator training on Wednesday 10<sup>th</sup> April. He identified the locations of the defibrillators in Farnsfield and the 2 air ambulance landing sites.

**Actions: clerk will post this on the website with the location of the defibrillators**

**Cllr. Johnson will post laminates of the defibrillator locations around the village**

A member of the public addressed Council. They questioned why the questions they asked at the FPMC Meeting on the 12<sup>th</sup> March regarding planning application 19/00208/FUL had not been responded to. They identified the following questions for response

- why wasn't the item on the agenda when it was received well in advance?
- Why wasn't it given the attention it deserved at the meeting?
- Why did the council decide to actively support the application?
- What did actively mean?

**Action: The Clerk will forward this to Council for a response.**

They went on to outline their concerns over the reasons identified by the Councillors at the FPMC which had resulted in them not objecting to the application.

A member of the public addressed Council. They asked that documents be put on the website in PDF format as well as word format.

A member of the public addressed Council. They asked whether the skatepark budget would be broken down into its constituent parts.

A member of the public addressed Council. They voiced their concern over the administration of the Community Grants to the Village Sports Clubs. They asked that the policy be reviewed and clarification that Council could add a 5% administration budget to projects.

**Cllr. Clarke reinstated standing orders at 7.55pm**

**5 19.146 Approve minutes of 26<sup>th</sup> February 2019**

**Those councillors who were at the meeting resolved unanimously to accept the minutes.**

**6 19.147 Clerk's Report**

19.147.1 Presentation of the February 2019 Accounts

**FPC Financial summary as of 28/02/2019. FPC accounts are available on the website and from the Parish Office**

Unity Trust Balance: £171,107.70

Nation Wide BS Balance: £ 126,157.86

**Current Year Fund** £13,920.57

**Reserves**

General Reserves: £76,920.55

EMR Projects: £205,407.15

EMR General: £1017.23

Cllr. Clark reviewed the February accounts for audit purposes.

Cllr. Johnson requested that evidence of the audit be presented at the FRSMC meetings for review by the committee as a matter of course

**Action: The clerk will include this of future agendas.**

19.147.2 Items carried forward from the 12<sup>th</sup> March FPMC meeting.

**VC Maintenance report**

Following the FPMC meeting on the 12<sup>th</sup> March 2019 Cllr. Selby has reported to the Clerk that a councillor is concerned with the process which maintenance of the Village Centre is managed.

With this in mind the clerk will put the process, responsibility and/or delegation of the Village Centre general maintenance.....

**(not refurbishment with Community Grants Monies)**

..... with an accompanying report on the agenda for the April FPMC Meeting and take forward the reports on the quotes which have been sought thus far for discussion .

19.147.3 Correspondence: Village Centre Fire Risk Assessment

**Councillors resolved unanimously to hold an extraordinary meeting on Monday 1<sup>st</sup> April to discuss the process of implementing the recommendations of the August 2019 Fire Risk Assessment.**

Cllr. Selby gave her apologise for this meeting.

Cllr Johnson voiced her concern over how the CPR training planned for 10<sup>th</sup> April had been managed. She asked for a closing date for applications to attend to allow the organisers to cancel if necessary.

**Action: The Clerk will liaise with Mr. Teather.**

Cllr Johnson questioned when the March Newsletter would be circulated. She asked that Councillors be invited to make contributions

**Action: the Clerk will publish the Newsletter on 27<sup>th</sup> March. The Clerk will invite Councillors to contribute to future editions.**

## **7 19.148 Items for Consideration and Resolution**

19.148.1 Acceptance of bills for payment for March 2019

**Council resolved with 1 abstention to accept the bills for payment.**

( Appendix 1)

**Council resolved unanimously to approve the payment for the Church Clock maintenance works.**

19.148.2 Acceptance of the GDPR policy, procedure and associated documents

**Council resolved with 1 abstention to adopt the GDPR policy, Procedure and associated documents.**

**Action: The clerk will post on the website**

**The clerk will review the Village Centres Hirer documentation with regards to GDPR.**

19.148.3 Council to consider the report on the Village Centre Maintenance

(Appendix 2)

**Council resolved unanimously to accept the recommendations of the report.**

The clerk stated that she had not got the capacity within her workload to undertake any of the actions from this report.

### **19.148.5 Council to consider the proposed skatepark Budget.**

Cllr Hill presented the following report:

Preliminary Surveys £4,195

Original estimate of build costs £80,000

Contingency £10,000

Tender, contract and build project management £7,750

**Total Costs £101,945**

As discussed, at this point we do not intend to move from the original build costs of £80,000 and also expect some reduction on the project management costs which will bring our desired budget to nearer £90,000 total spend.

Note that the actual finalised budget will only be available following the full tender process to be undertaken by NCC but for the moment our view is that £101,945 is the worst case scenario.

Cllr. Purcooe questioned whether this item should be deferred until after the May election. The consensus of opinion was that as it was an ongoing project and the surveys were already underway it was appropriate to continue with the management of it.

**Council resolved with a 7 to 1 majority and 1 abstention to approve the £101,945 budget.**

## **8 19.149 Facilities and Planning Management Committee**

19.149.1 Acceptance of minutes of 12<sup>th</sup> March 2019

**Those councillors who were at the meeting resolved unanimously to accept the minutes.**

19.149.2 Items carried forward from the 12<sup>th</sup> March FPMC meeting

### **Replacement of the windows at the rear of the Village Centre**

Cllr. Johnson questioned the clerk at the FPMC meeting on 12<sup>th</sup> March why the large window in the Upper hall had been replaced. She stated that the Committee had resolved to replace only the rotten windows.

The minutes of the January 2019 FPMC meeting read as follows:

***19.65 Committee to discuss and/or make a decision on the contractor to replace the windows at the Village Centre. On the basis of cost, locality and engagement***

***The committee resolved unanimously to appoint DTS home improvements to replace the windows at the rear of the Village Centre***

All the quotes presented at the meeting for review by Councillors included the upper hall window.

19.149.3 Parish Groundworks Contract

Council are asked to approve the grounds contract for 2019/20. The contract was due for review before March 2019 with a view to considering the next 3 year period. Due to time constraints and clerk workload this has not been done. The Clerk suggests that the committee do this in January 2020 for the 2020/21 annual contract

**Council resolved unanimously to award the groundworks contract to Ulyetts for a period of 1 year with a review for the 2020/21 contract**

19.149.4 Council is asked to approve the NSDC Waste Management Contracts.

19.149.4.1

**Council resolved with a 6 to 3 majority not to pay for the waste management contract for St. Michaels Church**

**Action: The clerk will inform the church warden to ask him to apply for assistance in this matter through a Parish Council Grants Process which is to be confirmed.**

19.149.4.2

**Council resolved unanimously to accept the NSDC waste management contracts for the Old Jail, Village Centre and Dog Bins in Farnsfield.**

19.149.5 Council to consider the cutting of the hedge along the Cotton Mill Lane section of Footpath 9.

The clerk has received a request from the Public Rights of Way team at NSDC to have the hedgerow along the East end of footpath number 9 cut to 2.5 metres. These works would need to be undertaken out of the nesting season. Remedial works to the overhanging Holly and associated bushes must be done as soon as possible as they are causing an obstruction.

Council agreed that the Holly would be cut now and the hedge reduced following the nesting season

**Action: the clerk will seek quotes for the hedge reduction and add this to the annual maintenance budget.**

19.149.6 Playground inspection report

On file

19.149.7 Council to consider the purchase of Lamp Post poppies for Farnsfield.

On the grounds of finding a more sustainable alternative to plastic lamp post poppies which are damaging to the environment:

**Council resolved with a 2 abstentions to discuss a more sustainable option to plastic lamp post poppies.**

**Council resolved unanimously to carry the remainder of the agenda forward to future meetings.**

19.149.8 Council to consider the updated draft playground inspection and maintenance policy  
Carry to the 9<sup>th</sup> April FPMC meeting

19.149.9 Council to consider dog fouling in the village and consider the purchase of additional signage  
Carry to the 9<sup>th</sup> April FPMC meeting

19.149.10 Council to consider the purchase of new signage for the Library and Village Centre  
Carry to the 9<sup>th</sup> April FPMC meeting

19.149.11 Weed Killing in Farnsfield Report  
Carry to the 9<sup>th</sup> April FPMC meeting

19.149.12 Library Lease Update  
Carry to the 9<sup>th</sup> April FRSMC meeting

**9 19.150 Finance Risk and Staffing Management Committee**

19.150.1 Acceptance of minutes of 12<sup>th</sup> March 2019  
Carry to the 9<sup>th</sup> April FPMC meeting

19.150.2 Report on the overspend in the maintenance, repairs and renewals budget  
Carry to the 9<sup>th</sup> April FPMC meeting

**10 19.151 Items For Discussion**

19.151.1 How Council deals with accusations of impropriety  
Carry to the 23<sup>rd</sup> April Parish Council Meeting

19.151.2 Farnsfield Parish Council's relationship with the public  
Carry to the 23<sup>rd</sup> April Parish Council Meeting

19.151.3 Safer Neighbourhood report  
Carry to the 9<sup>th</sup> April FRSMC meeting

11 19.152 Agenda Items for the committee meetings and next Full Council Meeting.

Councillors requested the following agenda items for future meetings: soundproof windows at the front of the Village Centre, Severn Trent Report, Clerk's Workload, formation of a staffing sub committee, Correspondence from member of the public,

Library Lease and BT update

**Cllr Clarke closed the meeting at 9.38pm.**

**Next meeting**

**Tuesday 23<sup>rd</sup> April. 7.30pm**

**Lower Hall. Village Centre**

**New Hill**

**Farnsfield**

**Appendix 1**

## Farnsfield Parish Council. Bills for Payment

Mar-19

Agenda Item

Authorisation	Supplier	Description	£ NET	£ VAT	£ GROSS
19.140.2 PCM	KILLIS	2 FLOOR BUFFERS	1485.76	297.15	1782.91
KC/REW	VIKING	STATIONARY/CLEANING	205.96	41.19	247.15
KC/REW	SAFELINCS	FIRE EXIT ALARM	139.88	27.98	167.86
KC/REW	RAINWORTH FENCING	FENCE MAINTENANCE	40.03	10	50.03
KC/REW	Mr. G	VC. WINDOW CLEANING	15		15
KC/REW	GLASDON	LITTER BIN	48.9	9.78	58.68
KC/REW	HANDICENTRE	DECORATING SUPPLIES	57.08	11.42	68.5
KC/REW	SLCC	CLERK VAT TRAINING	60	12	72
KC/REW	VIKING	OFFICE SUPPLIES	79.7	15.94	95.64
PCM 18.17	REPROTEC	COPIER CHARGES	35.26	7.06	42.32
PCM 18.17	TOMS GDN SVCS	FOOTPATHS/GRASS	585		585
		HEDGE WORKS			0
FPMC 19.74.4	DCR	BOILER AND PLUMBING	462.19		554.63
KC/REW	CLLR EXPENCES	BIRD BOXES	100		100
PCM 18.17	AS PEST CONTROL	MOLE CONTROL	120		120
KC/REW	MARC HAZARD	XMAS TREE PURCHASE	200		200
PCM 18.17	EON	PAVILION ELECTRIC	12.65	0.63	13.28
PCM 18.17	EON	WILSONS FIELD ELECTRIC	8.55	0.43	8.98
PCM 18.17	EON	VC GAS	394.09	78.82	472.91
KC/REW	STAFF EXPENCES	CLEANING SUPPLIES	10.88		10.88
PCM 18.17	EON	VC ELECTRICS	207.8	41.56	249.36
PCM 18.17	PWLB	VC LOAN	3216.67		3216.67
PCM18.17	O'HEAP	FIRE SAFETY CHECKS	306.7	61.34	368.04
		EXTINGUISHERS			0
PCM 18.17	AKVO	LEGIONELLA TESTING	120	24	144
PCM 18.17	ULYETTS	GROUNDS MAINTENANCE	1287.75	257.55	1545.3
PCM 18.27	March staff costs	March Staff Costs	2118.37		2118.37

Date

Signatory 1

## Appendix 2

The report is based on Cllrs. Purcicoe's and Johnson's findings on visiting the Village Centre on 18 March 2019 and discussions between Rachel Waterfield (Clerk), Cllrs. Hill, Johnson and Purcicoe on 19 March 2019 and is concerned mainly with the damp issues and issues raised in the Progeneris survey.

On the 18 March visit we first checked to see if there were still ongoing problems with leaks and damp. As a meeting had been arranged to go through the Proenergis survey report we decided to look at the whole building using the survey report as a prompt. It's worth noting that nothing in the report had a condition rating of more than 2 which is "generally acceptable condition, requires some routine maintenance and repair normal for a property of this age and character". At the time of the Progeneris report in 2017 there were no known water leaks.

### **Summary**

There is a leak in the Upper Hall onto the stage. The repair in the roof above the Upper Hall which is thought to have caused the damage to the file store and main entrance hall, including the carpet, has a temporary fix. There is evidence of further damp in the upper hall in the far left corner towards the ceiling. We didn't notice any damp in the attic room.

Some items identified by Proenergis have been fixed: the rotten windows to the rear of the building, the gutter above the lower hall kitchen and the heating fans. There a number of relatively low cost issues that need addressing immediately, itemised in the actions list below.

The Proenergis report did not mention the stage area which is in need of cosmetic refurbishment. We did not discuss the missing radiator thermostats which Proenergis said should be replaced.

### **Recommended actions from the meeting**

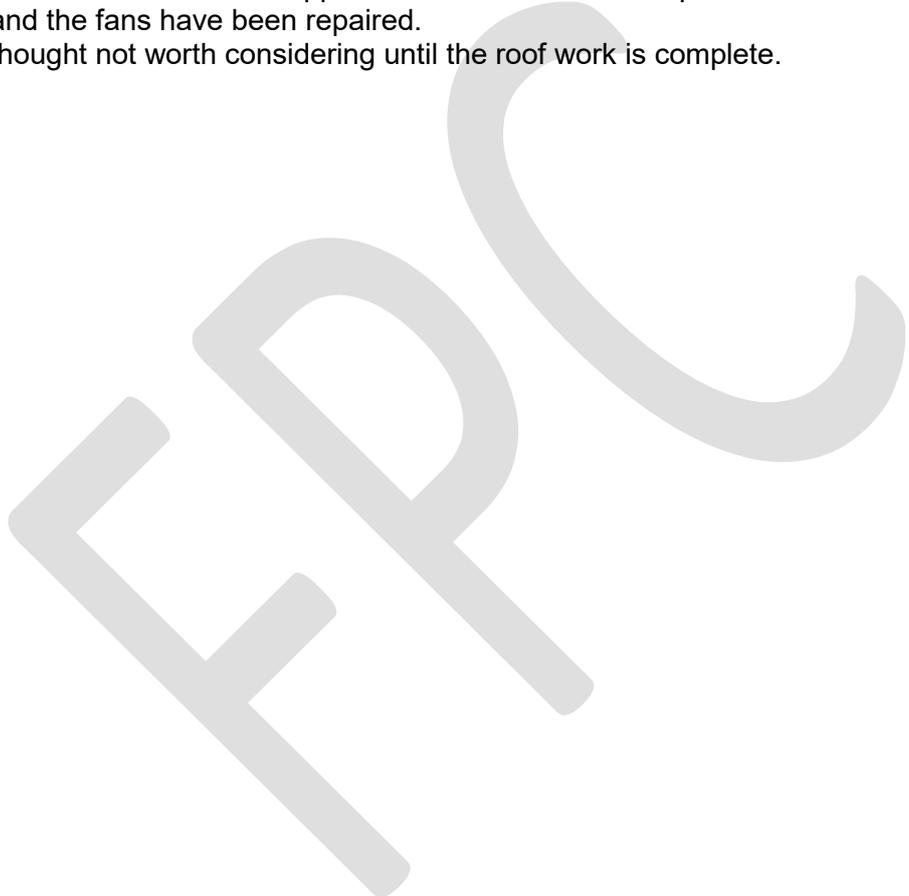
1. Clerk to arrange to have the elder tree at the rear of the building cut down and the stump either removed or chemically treated to prevent regrowth.
2. Clerk to arrange to have the ivy growing on the wall close to the upper hall fire escape at the rear of the building and into the roof space and guttering) removed.
3. Check with conservation at NSDC as to replacement options for the rotten window in the stage area and get a quote to replace with double glazing and sound proofed uPVC if possible.
4. Clerk to arrange for the guttering either side of the attic room fire escape fitted with stop ends.
5. Clerk to arrange to have the outside of the velux window on the upper hall landing checked for leaks, possibly by the caretaker.
6. The front ground floor windows to be repaired and repainted and not to be replaced.
7. Leaks and damp in the Upper Hall to be fixed and plaster work to be repaired or treated before redecorating the Upper Hall.
8. Cllr. Johnson to source a contractor to replace the intumescent strips identified in the fire safety report and the Proenergis report.
9. Cllr. Johnson to source impartial and expert advice that doesn't have a commercial interest to assist with our requirements specification for the roofing works to include advice on the weakened purlin and the roofing felt as well as the roof.

10. The guttering which discharges onto the pan tiles needs extending. This could be the cause of the leak into the upper hall landing and should be extended. A temporary fix of plastic sheeting over the tiles has been attempted.
11. Once the roof leaks are repaired consider increasing the loft insulation from 100mm to 300mm.

Items from the survey that we recommend not addressing.

1. Frost damaged bricks - we considered to be cosmetic.
2. Pointing and stitching of crack above the main entrance - we considered to be cosmetic.
3. Flat roofs - we considered to be still in good repair.
4. Install insulation board to sloping ceilings and external walls - we thought questionable cost effectiveness.
5. Two sets of doors in entrance - we thought questionable cost effectiveness
6. Replace electric radiators in upper hall & lower hall - the report is inaccurate as there are none and the fans have been repaired.

Solar panels - we thought not worth considering until the roof work is complete.



**Draft Minutes of an Extraordinary meeting of Farnsfield Parish Council held at 7.30 pm on Monday 1<sup>st</sup> April in The Library, Village Centre, New Hill Farnsfield. NG228JN**

**Present:** Cllrs. Clarke, Frost, Johnson, Purcicoe, Wright, McDowall, Healy, Hill and Rachel Waterfield( parish clerk)  
2 members of the public were present

**Cllr Clarke opened the meeting at 7.30pm**

**19.152 Apologies for absence**

Apologies were received and accepted from Cllrs. Waterfield and Selby. (previous engagements)

**19.153 Declarations of Interest**

None

**19.154 Declaration of intention to record the meeting**

None

**Cllr. Clarke suspended standing orders at 7.30pm**

**19.155 Public Open Session**

A member of the public addressed Council. They requested a copy of the Fire Risk Assessment Document.

**Cllr. Clarke reinstated standing orders at 7.31pm**

**19.156 Council to acknowledge receipt of the content of the Fire Risk Assessment Report of 8th August 2018 and to note the recommendations.**

Councillors received report and recommendations were noted. (appendix 1)

(Report displayed in the Village Centre)

**19.157 Council to set up a working group to progress the actions from the Fire Risk Assessment Report 8 August 2018, to report back to the Facilities and Planning Meeting.**

**Council resolved unanimously to establish a working group headed by Cllrs. Johnson and Purcicoe and McDowall to manage and progress the recommendations of the Fire Risk Assessment.**

Councillors met with Karen Kirk, Nottinghamshire Fire and Rescue Service, Fire Protection Officer on Thursday 28<sup>th</sup> March . She undertook a full fire audit of the building and has confirmed that the building can remain open to hire whilst the works are undertaken. An action plan is now in place and a number of the issues have been addressed. Progress of the Action Plan will be reported via the Council Meetings on a 2 weekly basis.

**19.158 Council to approve initial expenditure for the remedial works needed to address at least the major concerns and other issues as recommended by the working group.**

**19.158.1 Council resolved unanimously to allocate an initial £20,000 from the CII Community Grants Budget for the works required to address the recommendations of the Fire Risk Assessment**

**19.158.2 Council resolved Unanimously to authorise a spend of up to £6,000 on fire doors and containment to allow work to commence as soon as practicable.**

**19.158.3 Council resolved Unanimously that 3 quotes would not be necessary as the works were a matter of urgency.**

**Cllr. Clarke closed the meeting at 8.35pm.**

**Amendments to the minutes. Cllr Purcicoe to get quotes for full electrical tests for the Village Centre**

## Appendix 1

### Update on Farnsfield Village Centre fire risk as at 31 March 2019

On Thursday 28 March 2019, the Clerk (Rachel Waterfield) and Cllrs. Frost, Johnson, Hill, Purcicoe and Selby met with a Fire Protection Officer from Notts Fire and Rescue Service in the Library Annexe of the Village Centre to consider the Fire Risk Assessment (FRA) report.

The Fire Protection Officer worked through the FRA report, asked questions and did a walkthrough of most of the Village Centre, giving advice as she went. She said we should assume that a fire could start at any time and gave advice on prioritising the work identified in the report.

The Fire Protection Officer agreed with the findings of the fire risk assessor that the risk in the event of fire, in relation to this building was tolerable but that improvements were needed urgently if we are to avoid a notice of deficiency. She said that we need to start to take remedial action immediately as in days, not weeks with the aim of completing our actions as soon as possible. The FRA report provides an action plan which will be updated to reflect progress.

#### Summary of what has been done so far

- A council meeting has been arranged for 1 April 2019 to approve initial expenditure and to formally set up a working group to progress the actions from the Fire Risk Assessment report.
- A fire evacuation and safety drill has been conducted and logged.
- A signing in and out book is available in the main entrance for adhoc visitors and contractors.
- A schedule of work in relation to fire resisting doors and containment has been completed and a contractor lined up to start the work as soon as possible.
- Contractors have been booked for week beginning 1 April for a survey of detection and warning systems and internal and external emergency lighting.
- All policies, documentation and procedures including instructions to hirers and staff are being reviewed with a target of bringing at least some to the 9 April Facilities & Planning Committee for review and approval.
- Certification that has been completed is being collated to keep with the FRA report.

**The Fire Protection Officer will be checking to make sure we are making appropriate progress and she will take enforcement action if we do not complete our actions within the next four months at the latest.**

Cllrs. Johnson and Purcicoe  
March 2019

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**Minutes of a meeting of Farnsfield Parish Council to held at 7.30 pm on Tuesday 23<sup>rd</sup> April in The Lower Hall, Village Centre, New Hill Farnsfield. NG228JN**

**Present:** Cllrs. Clarke (chair), Selby, Frost, Healy, Johnson, Waterfield (arrived during the public open session), Hill, Purcicoe, Wright and Rachel Waterfield. Clerk. District Cllr. Laughton was present for part of the meeting  
6 members of the public were also in attendance

**Cllr. Clarke opened the meeting at 7.30pm**

**19.159 Apologies for absence**

None

**19.160 Declarations of Interest**

None

**19.161 Declaration of intention to record the meeting**

None

**19.162 That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of item 15 19.173 of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

**Council resolved unanimously to carry the above resolution**

**Cllr. Clarke suspended standing orders at 7.32 pm**

**19.163 Public Open Session**

Member of the public addressed council. They questioned how Council responds to accusations of impropriety. Discussions followed between Councillors and the member of the public.

Cllr. Laughton gave his opinion which was that Council should direct members of the public who make a claim of impropriety to the NSDC website where they can register their concerns.

A member of the public addressed Council. They questioned who had commissioned the August 2018 Fire Risk Assessment and authorised the payment. They went on to question why actions were not taken at the time.

**Cllr. Clarke reinstated standing orders at 7.50pm**

**19.164 Approve minutes of 26<sup>th</sup> March 2019**

**Those Councillors present at the meeting resolved unanimously to approve the minutes**

**19.165 Approve Minutes of 1<sup>st</sup> April 2019**

**Those Councillors present at the meeting resolved unanimously to approve the minutes**

**19.166 Clerk's Report**

19.166.1 Recording of future meetings of Committees and Full Council

Future council and committee meetings will be recorded by the clerk.

19.166.2 A Casual vacancy has arisen due to insufficient nomination for members of Council at the May 2<sup>nd</sup> Election.

The Clerk will advertise the Vacancy . The closing date for applicants will be 5pm Monday 20<sup>th</sup> May.

The Vacancy will be decided at the May 28<sup>th</sup> PCM.

19.166.3 Agenda item "Farnsfield Parish Councils relationship with the public" will placed on the June PCM agenda

### **19.167 Items for Consideration and Resolution**

19.167.1 Acceptance of bills for payment for April 2019

Cllr. Purcicoe questioned who checked on the completion of works prior to payment of an invoice. It was suggested that Councillors may undertake this task in the future.

**Council resolved unanimously to approve the April 2019 Bills for payment.**

Appendix 1.

19.167.2 Council to discuss and/or approve the Zurich Municipal Insurance premium

Council discussed the insurance schedule

**Council resolved unanimously to approve the insurance schedule and payment with the following actions to be undertaken:**

***Actions: the clerk will remove the Politt Cup from the schedule***

***Remove the value of any gardening equipment no longer owned by the Council from the schedule***

***Review the cover on the insurance for libel and slander***

***Forward the Fire Risk assessment to the Insurers***

***Arrange for the registration and valuation of all Parish Council Assets during 2019-20 Financial year***

19.167.3 Approval of the purchase of 3 mobile phones and associated contracts

**Council resolved unanimously to approve the purchase of 3 BT contracted mobile phones subject to the proviso that the cost does not exceed the quote by more than 50%**

### **19.168 Facilities and Planning Management Committee**

19.168.1 Acceptance of minutes of 9<sup>th</sup> April 2019

**Those Councillors present at the meeting resolved unanimously to approve the minutes**

19.168.2 Report on progress against the actions from the Fire Risk Assessment report.

Cllr. Johnson presented her report:

Summary of progress as at 23 April 2019.

- A Fire Safety policy and revised Emergency Plan have been reviewed.
- A fire drill has been done and the results logged and door wedges removed
- Surveys of the fire resisting doors and of detection and warning systems and of the emergency lighting at the Village Centre have been done and remedial work scheduled.
- The neighbouring takeaway business has been asked if fire dampers have been fitted on the kitchen extract system next to the rear emergency exit route.
- The company that conducted the Fire Risk Assessment report have provided codes for an on-line a fire safety course. The course takes up 1.5 to 2 hours and a certificate is provided on completion. The course is free of charge.

Contractors have been contacted with a view to starting remedial work as soon as possible, slightly delayed because clarifications were needed to the specifications.

J.R Islip will be replacing or refurbishing fire resisting doors as soon as the required doors are in stock.

Mercury Fire and Security Ltd are scheduled to install additional heat and smoke monitors and related work week beginning 13 May 2019.

Yet to do

- Update the action plan in the Fire Safety Assessment report
- Arrange training for employees and responsible persons in charge of groups
- Update other documentation including the VC booking conditions and disability policy if needed
- Arrange training for VC hirers and staff
- Review signage
- Arrange for fire resisting door inspection by a competent person to be included in fire safety checks
- Check certification for electricians, curtains, gas and the logs for the fire safety inspections

19.168.2.1 Proposal to ratify the award of the contract for the remedial work on fire resisting doors and the office window to J.R.Islip, (In the interests of expediency this work was pre-approved at the extraordinary meeting on 1 April 2019).

**Council resolved unanimously to ratify this proposal**

19.168.2.2 Proposal to approve the award of the contract for the remedial heat and fire detection to Mercury Fire and Security Ltd.

**Council resolved unanimously to carry this proposal**

19.168.2.3 Proposal to cancel O’Heap fire inspection services and appoint Mercury Fire and Security to carry out fire inspection services.

**Council resolved unanimously to carry this proposal**

Cllr. Purcicoe went on to report that the takeaway owners were investigating the damper on the chimney. The window in the clerk’s office and some of the remedial works to the fire doors will be done on Thursday 25<sup>th</sup> April. The fire detectors will be upgraded during the week of 13<sup>th</sup> to 15<sup>th</sup> May inclusive. The Village Centre will be shut for this week.

If additional voids are found during the work more detectors may need to be fitted.

### **19.169 Finance Risk and Staffing Management Committee**

19.169.1 Acceptance of minutes of 9<sup>th</sup> April 2019

**Those Councillors present at the meeting resolved unanimously to approve the minutes**

Cllr. Johnson questioned why the accounts had not been presented. The clerk responded that March 31<sup>st</sup> was end of year and her workload had not allowed her to complete the end of year accounts as yet. She would present them at the meeting on May 7<sup>th</sup> along with the April 2019 accounts.

### **19.170 Planning Applications**

19.170.1 Householder application for proposed extension to rear and side. 27 Esam Close, Farnsfield. **19/00730 FUL**

**Council resolved unanimously not to object to the planning application but to comment on the confliction information relating to the colour of the UPVC windows**

### **19.171 Items For Discussion**

19.171.1 How Council deals with accusations of impropriety

Councillors’ discussed this matter. A member of the public requested to speak.

**Cllr Clarke suspended standing orders**

The member of the public stated that they had not made an accusation of impropriety at a previous meeting regarding the use of Councillor email

### **CLlr Clarke reinstated standing orders**

Councillors did not come to any conclusion on this matter.

#### **19.171.2 Format of Council meeting on 7<sup>th</sup> May**

Council discussed the format of the first meeting of the new Council.

- It was agreed to hold the first Full Parish Council Meeting on May 7<sup>th</sup> at 7.30pm
- The annual parish meeting will be held at 6pm on Tuesday 28<sup>th</sup> May
- A full meeting of the Parish Council will be held at 7.30pm on Tuesday 28<sup>th</sup> May to undertake outstanding annual meeting agenda items not included in the 7<sup>th</sup> May agenda

#### **19.171.3 Format of the Annual Parish Meeting on May 23<sup>rd</sup>.**

The annual meeting will take place on the 28<sup>th</sup> May at 6pm. The chairman will present a report and the clerk will present a financial report. The clerk is awaiting a response from Severn Trent as to whether they can come and update residents on the proposed attenuation tank on Main Street to help alleviate the flooding issues in Farnsfield

**19.171.4 Wild flowers alongside Brickyard Lane Open Space**  
Council agreed that this was a good idea.

**Action: The clerk will inform Ulyetts not to mow that area.**

#### **19.172 Agenda Items for the committee meetings and next Full Council Meeting.**

none

#### **19.173 Clerk's terms and conditions report**

**The clerk left the meeting at 9.40pm**

**The clerk returned to the meeting at 10.10pm**

No decisions or resolutions were made.

**Meeting closed at 10.15pm**

**Date and time of next meeting:**

**Tuesday 7<sup>th</sup> May 7.30 pm Lower Hall Farnsfield Village Centre**



**Minutes of an Extraordinary meeting of Farnsfield Parish Council to be held at 2pm on Tuesday 30<sup>th</sup> April in The Library, Village Centre, New Hill Farnsfield. NG228JN**

**Present:** Cllrs. Clarke (chair), Healy, Johnson, Wright, Hill, Frost Rachel Waterfield (clerk)  
No members of the public were in attendance

**Cllr Clarke opened the meeting at 2pm**

**19.174 Apologies for absence**

Apologies were received and accepted from Cllrs. Waterfield, Purcicoe and Selby

**19.175 Declarations of Interest**

None

**19.176 Declaration to record the meeting**

None

**19.177** Council to consider That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of Agenda items 2-6 as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**Council resolved the above unanimously (no members of the public were present)**

**19.178 Council to agree the salary award for the clerk's role**

Cllr Hill presented his report.

**19.178.1 Council resolved unanimously to approve the outstanding payment to the Clerk to align payments for year ended March 2019 to the recommended NALC salary.**

**19.178.2 Council resolved unanimously Increase full time salary paid for the Clerk role to that recommended by NALC from 1<sup>st</sup> April 2019.**

**19.179** Council to set up a working party to review the Clerk's job description, performance reviews and interaction with Councillors

**19.179.1 Council resolved with one abstention to instate a staff management committee**

**19.179.2 Council resolved with 1 abstention to rename the Finance Risk and Staffing Committee the Finance and Risk Management Committee and amend the terms of reference accordingly.**

**19.180** Council to consider a locum clerk undertaking some of the urgent outstanding matters as of 15/04/2019

Council discussed the outstanding matters presented by the clerk

**Council resolved with 1 abstention to approve the clerk sourcing a suitable professional to project manage the Farnsfield Parish Council Asset Valuation and outstanding Asset registration process**

**19.181** Councillors to approve expenditure in relation to the actions from the Fire Risk Assessment report.

Cllr Johnson reported that there may be some additional expenditure relating to the replacement of fire doors.

**Council resolved unanimously that Cllrs Johnson and Purcicoe would obtain quotes for any additional door replacements which may be necessary.**

**Cllr. Clarke closed the meeting at 2.55pm**

Date and time of next meeting: Tuesday 7<sup>th</sup> May. 7pm. Lower Hall. Farnsfield Village Centre

Amendments to the minutes: Cllr. Purcicoe to get quotes for full electrical tests for the Village Centre