

Minutes of the Meeting of **Holme Pierrepont & Gamston Parish Council**  
Monday 10<sup>th</sup> October 2016 at 7.15pm in Gamston Village Hall, Old Tollerton Road,  
Gamston

**Members Present:** Cllrs Melvyn Tisbury, John Mason, Mark Bancroft, Simon Macdonald-Preston, Janet Hackett, David Cuthbert, Geoff Prett & Sally Griffiths.

**In attendance:** Julia Barnes (Clerk), County Cllr Kay Cutts, Borough Cllr Jonathan Wheeler

**4948. APOLOGIES FOR ABSENCE**

Cllr Stacey sent her apologies due to being on holiday.

Cllr Hill sent his apologies due to returning from California.

Borough Cllr Wheeler sent his apologies for a late arrival due to a previous meeting.

County Cllrs Calvert & Plant sent their apologies due to clashes with other meetings.

**4949. DECLARATIONS OF INTEREST**

No declarations of interest.

**4950. ORDER OF BUSINESS**

Proposed possible deferment of agenda items pertaining to Cllr Wheeler until his late arrival.

**4951. MINUTES**

**TO APPROVE MINUTES FOR THE PARISH COUNCIL MEETING HELD ON 12<sup>th</sup> SEPTEMBER 2016**

Cllr Mason noted the following amendment:

- i) Minute 4940. paragraph 2 add in Cllr Mason with David Litchfield to collect and return chairs.

Cllr Prett noted the following amendments:

- i) Minute 4940. remove 'Cllr Prett had created a press release and'.
- ii) Minute 4942. replace Garside with Garsdale.

Subject to the above amendments, Cllr Prett proposed and Cllr Griffiths seconded the motion that the Minutes be approved. Vote was taken, unanimously in favour. Cllr's Bancroft and Cuthbert abstained as were not present at the September '16 meeting. Minutes were adopted.

**Clerk to make amendments and arrange for September 2016 Minutes to be uploaded to website.**

**4952. COUNTY REPORT**

County Cllr Cutts explained that she had been on annual leave for 2 weeks in September.

County Cllr Cutts spoke about the local changes to the 2020 Parliamentary boundaries. These can be viewed on the web.

Cllr Cutts explained that the extension at the infant school in Radcliffe-on-Trent was delayed by 7 weeks. The Early Years Foundation Stage area had however been completed.

The Radcliffe-on-Trent skate park is currently closed due to wear and tear to the wooden structures. Grants are currently being sought to repair the area. Cllr Cutts has recommended that representatives from Newton come and look at the facilities offered at the Gamston Play Park, with specific reference to the boccia/football pitch area, with a view to replicating.

Cllr Cutts explained that we were entering the next budget rounds subsequent to the issue of autumn statements.

Cllr Cutts wanted to reiterate her congratulations to the Parish Council for their fabulous Village Hall Opening event last month. She enjoyed the event greatly and felt there was a great atmosphere.

Cllr Griffiths asked about the increasing number of traffic counters around the West Bridgford area. It was explained that the flow of traffic was constantly being monitored and adjustments made to traffic light phasing.

Clerk read out report submitted by County Cllrs Calvert and Plant in their absence.

Main issues to raise since last month are:

1. Officers received comments from the Parish Council on new cycle route proposals in West Bridgford. I understand that these have been taken on board and there will be a modification to the route adjacent to the play area off Ambleside. A report seeking approval of all the proposals will be considered by Transport and Highways Committee on 17th November.
2. Planning and Licensing Committee met on 5th October to consider an application for exploratory drilling for shale gas near Misson in the north of the County. This is the first such application in Nottinghamshire and may be a precursor to potential applications for extraction of shale gas by fracking. The meeting was adjourned due to a legal technicality and will resume on 15<sup>th</sup> November.
3. The Boundary Commission for England has published its proposals for revised Parliamentary boundaries and are consulting up until 5th December. Holme Pierrepont and Gamston PC are included in a proposed West Bridgford Constituency which also includes West Bridgford, Clifton (in the City), Radcliffe, Cotgrave, Tollerton and East Bridgford.

#### **4953. DISTRICT REPORT**

District Report deferred until Borough Cllr Wheeler arrives at meeting.

#### **4954. PLANNING**

- i) *16/02362/FUL Mr Mick Lambert Rear single storey extension. Window alterations and addition of rooflights (re-submission of elapsed approval) Brook House, Radcliffe Road, Holme Pierrepont, Nottinghamshire, NG12 2LT.*

Brook House is a modern bungalow in its' own substantial grounds at the back of the Holme House barn conversions on Stragglethorpe Lane. The rear single storey extension is well within the boundary fence and at 4.565 m width x 1.650 m depth, would be a small increase on the footprint of the original bungalow. In terms of design and materials, the proposed development would not have a detrimental impact on the amenity of the neighbours.

There is nothing controversial about the window alterations and addition of roof lights.

Parish Council Response : DO NOT OBJECT

Cllr Tisbury asked County Cllr Cutts if she was aware of any development with the plans for the Land East of Gamston. No progress was noted.

Cllr Mason asked about the hospital being built in Tollerton. The building is almost complete and ready for fitting out.

**Process for responding to Parish Council Planning Application responses was reiterated:**

- 1. Councillor assessing application emails whole council and Clerk with their suggested response.**
- 2. All Councillors to respond via 'Reply All'. If Councillor disagrees with suggested response, a reason must be stated.**
- 3. Clerk to submit response to Rushcliffe Borough Council (RBC) by deadline date, once agreed by majority of Councillors.**

**4955. AUTUMN NEWSLETTER**

Cllr Prett explained that the deadline for articles for the Autumn Newsletter is Friday 14<sup>th</sup> October 2016.

**Cllr Griffiths to create a follow up article regarding the Detonate event.**

**Clerk to submit advert for TreeFest event.**

**Cllr Prett to create an article regarding the free trees to be acquired from the Woodland Trust in November, should further copy be required.**

**4956. PLAY PARK**

Cllr Tisbury explained to the meeting that last week a small pocket of Gamston was affected by a mini tornado-like event. Substantial damage had been done to the Play Park trees. The tree surgeon that looks after the Play Park trees made an emergency visit immediately after returning from holiday, to ensure that the trees were made safe.

Cllr Tisbury and Cllr Prett met subsequently with the tree surgeon to review the entire park and recommendation was made that two other trees be removed as they could potentially become dangerous.

A resident living adjacent to the Play Park had expressed concern about a tree close to the boundary and fears it is likely to hit his property. This was checked and confirmed to be a healthy tree that did not pose a risk.

Cllr Prett noted that there was evidence that someone had hacked a tree in the far left hand corner of the Play Park. Clerk explained that it may have been the Summer Play Day circus entertainers in order to site their tent, but could not confirm this.

Cllr Mason explained that there was a lot of debris strewn over the whole park, including the children's equipment area and football pitch. During the winter months it was a big job to keep the area swept and clear. Discussion took place regarding asking large local businesses, such as Experian and Capital One, to assist as part of their involvement with the community.

**Cllr Mason to provide Clerk with a contact name/number, if possible.**

Cllr Cuthbert noted that he had noticed some significant rust spots on the yellow bridge play equipment at the Play Park.

**8pm Cllr Macdonald-Preston arrived at the meeting.**

#### **4957. VILLAGE HALL REBUILD**

*Update*

Cllr Tisbury noted that the Village Hall Opening Ceremony had gone well and the event and building had received lots of complimentary comments. The day had gone well, the Ukulele Band were well received and the local press and Kenneth Clarke had attended. Thanks were extended to Cllr Prett's neighbour that took photographs of the event.

Cllr Tisbury explained that there was still an issue with acoustics. The curtains had partly addressed this. It was hoped that notice boards would also absorb some sound. The issue is to be monitored.

**8.10pm County Cllr Cutts left the meeting.**

**8.20pm Borough Cllr Wheeler arrived at the meeting.**

Discussion took place regarding mesh for the driveway area. Cllr Hackett provided the meeting with samples and pricing. Clerk given samples for safe keeping. Decision to be made in the future. Clerk explained that she had arranged for GreenThumb to come back to look at the VH grass seeding to assess the patchy nature of the growth.

Meeting agreed to leave the clock outside as it was well covered and had already experienced substantial rain without any detrimental effect. Clock to be monitored ongoing.

Cllr Tisbury explained that Clerk is to arrange for the new Village Hall's rateable value to be reassessed. There is the possibility that we may incur a small rates bill in the future.

Cllr Tisbury noted that we may need to renew our Premises Licence for the new hall.

**Cllr Tisbury to contact RBC regarding Premises Licence.**

Clerk presented the meeting with feedback from users of the new hall passed to her by the Bookings Clerk:

- i) *Can we have a microwave oven?* Cllr Prett noted that we have 10" plates so microwave oven needs to accommodate those.

**Cllr Bancroft to provide Councillors with a price for appropriate sized microwave oven.**

- ii) *Will the projector screen be put back up?* It was noted that we have a tripod projector and also a projector that was fixed to the wall in the previous hall.

**Cllr's Mason and Prett to assess viability of fixing projector to the kitchen wall in the hall.**

- iii) *Induction pans are required.* We have an induction hob.

**Approval was given to buy basic economy priced 2 pans and 1 frying pan suitable for an induction hob.**

- iv) *Updated First Aid kit required.*

**Cllr Macdonald-Preston to look at updating the First Aid kit.**

Cllr Prett explained that we needed to arrange window cleaning for the new hall. Clerk explained that the Bookings Clerk was happy to be paid extra hours to clean the VH windows if also provided with appropriate window cleaning equipment. Bookings Clerk equally happy for a professional window cleaner to be employed.

**Cllr Tisbury and Cllr Macdonald-Preston to obtain quotes from their window cleaners for cleaning the outside windows at the VH bi-monthly.**

Cllr Prett raised the issue of signage at the VH. It was suggested that we have a permanent sign on the board in the corner of the field. The wooden board needs rebuilding.

**Cllr Mason to speak to David Litchfield for him to assess how much it would cost to recreate the wooden board in the corner of the VH field.**

Cllr Hackett asked about shelving in the cupboards in the main hall. Cllr Tisbury explained that the cupboards were being used by some groups and that shelving could be retro-fitted as and when required.

**Meeting agreed for Clerk to purchase three grey medium sized notice boards.**

Cllr Hackett explained that she had a key safe that could be utilised at the Village Hall to enable access to the building. Discussion took place. To be further investigated.

Cllr Prett explained that he had an outdoor mailbox that could be utilised at the Village Hall. Clerk requested that no letterbox be provided at the Village Hall. The postal address for the Parish Council is that of the Clerk. Although occasional pieces of post arrive at the VH, as and when these arrive the sender is informed of the Clerk's postal address. Providing a post box will

encourage people to think, incorrectly, that the VH building is an address for the delivery of Parish mail.

Cllr Hackett raised the issue of the boiling water hot tap in the VH kitchen. Cllr Tisbury explained that the PC would be keeping the tap for use at Parish Council events but otherwise should be switched off at the plug.

**Sign to be created for under the sink. ‘Parish Council Only. Authorised Use Only.’**

Cllr Prett noted that the Woodland Trust free hedging trees would be arriving in the week commencing 7<sup>th</sup> November 2016. He explained some work would be required deciding what to plant where and preparing the ground. Cllr Tisbury said he would be happy to help planting the trees. Cllr Prett explained that we would require some canes and tree protectors. There is the possibility Skylarks may have some second-hand ones they could give us.

**Cllr Prett to ask Skylarks if they have surplus tree protectors we could have.**

Discussion took place regarding the WW1 planters next to the telephone box. Meeting agreed that once the Village Hall grounds become more established, we would move them inside the grounds.

Cllr Mason asked if he could have a key to the office store. It was explained that this was a designated secure area for the Clerk’s parish records and it was best practice that as few keys as possible are available for this room. The Chair, Clerk and Bookings Clerk currently have keys. If any Councillors need access to, or any documentation from, the office, they can ask a key holder to provide access.

Cllr Mason explained that he was collating a stock list for the VH stores so we know exactly what is stored in each room.

*Reissued Zero-Rate VAT Certificate*

It was explained that advice had been given to TK Builders that some of the kitchen appliances should be invoiced to the Parish Council gross of VAT. However, TK Builders have received differing advice, and ultimately the liability for TK invoicing lies with TK Builders. Cllr Tisbury proposed to the meeting that an increased zero rate VAT certificate from the Parish Council to cover invoicing up to £220k is prepared and issued to TK Builders. Meeting agreed unanimously.

**Clerk to prepare third zero rate VAT certificate up to a value of £220k.**

*2017 Hall Booking Pricing Structure*

Clerk had previously circulated recommendations from the Bookings Clerk for the pricing structure. It was noted that any decisions made could be reviewed and altered at any time if problems were identified. Cllr Bancroft proposed and Cllr Cuthbert seconded the motion that the pricing structure for the new VH for bookings taking place from 1<sup>st</sup> January 2017 be as below. Vote taken, unanimously in favour.

Weekdays	Monday to Friday inclusive	£10/hour	Minimum 2 hours
Weekend	Saturday and Sunday	£25/hour	Hirer outside Parish
		£20/hour	Hirer lives in Parish

**Clerk to inform Bookings Clerk of the 2017 pricing structure.**

**Clerk to provide Bookings Clerk with a list of postcodes within the Parish boundary.**

The meeting discussed and agreed that the new Village Hall was a facility primarily for use by local people and reserve the right to refuse bookings from outside the area.

Discussion took place regarding hiring policy for the new Village Hall. There were some concerns over increased usage and increased parking in the area. Also questions as to whether bouncy castle party bookings should be minimised. No decisions were made at this meeting, but policy will be constantly reviewed.

**4958. DISTRICT REPORT**

Borough Cllr Wheeler updated the meeting on the planning applications he had been involved with.

Cllr Wheeler spoke about the Tollerton Neighbourhood Plan. As an adjacent Parish, if development in the future is curtailed in Tollerton, it may be displaced into our own Parish.

Cllr Wheeler spoke about a new RBC noise app that can record noise levels and send them to RBC for evidence. This led to discussion about the upcoming Halloween Detonate event that had been recently publicised.

Cllr Wheeler also expressed his concern over the fast approaching 18<sup>th</sup> December deadline for transfer of Open Space land from Bovis. Cllr Wheeler to continue to press David Banks for updated information.

Cllr Wheeler asked if the Parish Council could assist a Parishioner by providing the Village Hall, free of charge, for a one off charity event, to raise funds for and raise awareness of need for ADHD support. Cllr Wheeler explained that he was helping to finance the event from his Community Fund. Meeting agreed to support this, at a time when the Village Hall is free and provided the hirer left the hall clean and tidy.

**9.40pm Borough Cllr Wheeler left the meeting.**

**4959. HP&G WEBSITE**

Clerk had circulated Vision ICT invoice, prior to the meeting, for web hosting and support. Discussion took place and meeting agreed to trial in-house website updating for three months by the Web Working Party (Cllr's Cuthbert, Hill, Griffiths and during transition period Cllr Macdonald-Preston).

**Clerk to arrange three month trial of in house web updating.**

**Clerk to request a guide to uploading data onto the website and to circulate to Web Working Party.**

**4960. FINANCE**

Clerk issued all Cllr's with copies of the month's financial transactions and details of cheques for signing.

Cllr Tisbury asked the meeting if they would support an ex gratia payment to the Clerk for all the additional work the Village Hall Rebuild project had added to her existing workload. The meeting discussed this and unanimously agreed to a one off payment of 30 hours with October 2016 pay. Clerk thanked the meeting for the payment.

Clerk explained that she had received the certified Annual Return from Grant Thornton for the year ended 31<sup>st</sup> March 2016. Clerk issued Cllr's Mason and Hackett with Conclusion of Audit notices for public display for the next two weeks.

#### **4961. CLERK'S REPORT**

Clerk asked the meeting for the Winter Salt requirements for the Parish.

**Clerk to order the five free 20kg salt bags to be delivered to the Village Hall.**

**Clerk to circulate, to all Cllr's, details of Nottinghamshire County Council Supporting Local Communities (SLC) fund.**

Clerk explained she had received mail from Notts Association of Local Council (NALC) regarding the possible extension of council tax referendum principles. Parish Councils are encouraged to write to their local MP's to oppose the proposals. **Meeting agreed for Chair and Clerk to draft a response to the proposals.**

#### **4962. DATE OF NEXT MEETING**

The next meeting of the Parish Council confirmed as **Monday 14<sup>th</sup> November 2016 in Gamston Village Hall, Old Tollerton Road.**

**The meeting ended at approximately 10.10pm**