



ELSTON

PARISH COUNCIL

Est: 1894



MINUTES OF MEETING on THURSDAY

12 November 2020

Held Remotely by Zoom Webinar

Present: Cllrs Bertie Pinchera, Peter Clark, Rev Liz Murray, Michael Key, Matt Dyer and Sandra Wright

In Attendance: Lynda Ogilvie (Temp Clerk) Cathryn Crane (Clerk) District Councillor Ivor Walker, Cllr Sue Saddington and 3 members of the public.

1. Apologies for Absence

Cllr Andy Biddlecombe

2. Minutes of the Previous Meeting held on 17 September 2020

The Minutes of the meeting on 16 July 2020 were approved as a correct record of the meeting. However, it was noted that Cllr Andy Biddlecombe was in attendance at the meeting until 9.30pm.

It was also noted that Item 14. Environment – Previously recorded “. It was agreed that ROSPA would be invited back to assess the repair work when it is completed” was inaccurate and should have read “It was agreed that Cllr Clark would search for his certificate which could enable Cllr Clark to carry out the work”. It was noted that Cllr Clark or another appropriate qualified person carry out the work. All in agreement. Proposed by Cllr Wright and seconded by Cllr Clark.

3. Declarations of Interest

None

4. District and County Councillor Report

Cllr Walker referred to upcoming major developments in the district, which include the following:

- Pleased to report that N&S are the first in county to organise the Local Restrictions Support Grant (LRSG) for local businesses.

- IW confirmed that 2 people had raised with him the boundary issues with the 3 houses at the bottom of the village and if they could be incorporated into the Parish of Elston after they have been separated from East Stoke with the new A46. A discussion took place around siting of houses and border lines. IW added that this was a possibility and that a discussion would have to be held with the residents of these dwellings along with East Stoke Parish Council. IW suggested that this be put on hold until the Pandemic is under control as there is a huge amount of work involved in this process.
- Fly Tipping still continues to be a problem. There are cameras hopefully to be sited at Thorpe Lane, Cross Lane and Moor Lane within the next few weeks and the situation is being monitored. This is a huge issue for the entire District.

Cllr Saddington (joined the meeting at 7.25pm) updated the Council on progress with outstanding matters:

- An email had been received from Nick Clarke (Senior Flood Risk Officer, Nottingham County Council) detailing an update for the Culvert which runs from Pinfold Lane to the Spinney. Although works are scheduled to be carried out this was not deemed a priority job by VIA. But the Drainage Team – Cllr. Saddington had made contact with, would update us on progress.
- Clearing of the Ditch (running along Pinfold Lane) – is in the system and will provide an update on timelines and Cllr Saddington will feedback to Council as soon as possible. PC is requested to clear the entrance to the culvert and its exit on The Spinney
- Ref: Damaged Headwall Open Ditch (opposite 11 Pinfold Lane)– Drainage Team, Risk Management are prioritising this job.
- 20MPH on Top Street – Cllr Saddington would make another request for this to be made a statutory limit
- HGV's would also be included and requested to be limited
- Cllr Saddington had kindly donated £200.00 after an email had been received from Spencer Bell. This grant was to be used for the upkeep of the Football Pitches. Clerk to check to see if the funds had been received.

5. Chairman's/Clerks Report

Cllr Pinchera presented the Chairman's/Clerks Report to the council and informed them it was a way of keeping Council and residents up to date on items that were being worked on between meetings. Cllr Pinchera talked through the items and a discussion took place. It was noted that :

- A Dog Bin was still to be purchased and that this item needed to be moved along.
- The Return notice had been sent back to the Diocese regarding the Faculty re: War Memorials and that we would likely not be hearing back until the new year.
- Play Ground Equipment – Cllr Wright had emailed Richard Parmmenter about this but had not had a response. Cllr Wright would chase this up. There were also discussions around the scramble net.

- Parish Plan – On hold.
- Gateway signs – Now complete

Cllr Pinchera had prepared and read a Notice which was a public apology around recent events and this apology will be added as a paper to the minutes. It was also noted that the apology would be sent to the individuals that had made complaints [directly to](#) the Monitoring Officer.

6. Public Question Time

A resident questioned if the Elston Parish Council would be responding to the National Consultation Public Questionnaire that had been circulated regarding parking on pavements. After a lengthy discussion it was agreed that the Council would not be responding but that Cllrs could choose to respond as an individual if they want to. The closing date is 22 November 2020. The same resident also raised the question whether a path between Elston and Eden Hall could be installed to ensure the safety of people walking to and from the Village. It was agreed that as this was an agenda item it would be discussed later in the Agenda. The last question was around the 3 Houses on the border of Elston & East Stoke being adopted into Elston Parish. The Resident was satisfied that this had been addressed already by Cllr Walker.

Another resident raised the issue of security camera's being sited at each end of the Village. This item to be addressed under correspondence as we have also received another question about this.

Cllr Walker added that he thought they were a good idea and would be asking a neighbouring Parish who had just installed camera's for details on them and certainly recommending to Elston if they prove to be useful. This would not be until after Christmas.

Cllr Wright queried funding for Camera's and Lynda Ogilvie confirmed that the funding was not yet available but would keep checking progress on this and report back. This item to be added to the Agenda for January.

7. Correspondence

- Email from Nick Clarke, Senior Flood Officer, Nottingham County Council
- Email received in relation to robberies and CCTV – Discussed by Council and agreed to move to the next Agenda in January with the Chair, Clerk & Cllr Key working on this outside of the meeting up until then.
- Donation of £200.00 from Sue Saddington – reported under District and County Cllrs Report.
- Email from Resident regarding Footpath from Elston to Eden Hall – for discussion further down on Agenda.
- Email from Dawn Smith – Highways Liaison Officer, VIA – regarding ownership of a stretch of the Spinney with overgrown vegetation.

Clerk to respond to email regarding the CCTV taking advice from Cllr Key.

8. Finance – Authorisation of Payment of Accounts

a) Payment sheet 6 – for approval and signature

This was approved unanimously. Cllr Murray proposed and Cllr Wright seconded.

b) Delegation of Authority approvals

a. Wreath for Remembrance Sunday (£17.99)

b. John Ollivere – Invoice for checking accessibility on parish website to comply with Government requirements (£95)

c. Clerk Training (£20.00)

d. Clerks Standing Order – Salary

The above delegations are for information that have been agreed by Cllr Pinchera and Cllr Murray. It was noted that the Clerks Salary is approved for payment monthly on the 28th of each month. Cllr Murray proposed that Council affirm that the Clerk is paid monthly and that a standing order is set up. This was seconded by Cllr Clark. All in favour.

e. Draft Budget for 2021/22

Lynda Ogilvie presented the draft budget which had previously been circulated via email. The statement was a first estimate of what the end year 20/21, Council would have at the end of the year and be carried forward. This was estimated at approx. £28,755 subject to some adjustment at year end along with some additional costs added in for the sports field. The outline budget suggested expenditure in the coming year assuming the development of the Sports Field would be approved. The end year closing position would be c. £20,000 and the Precept would remain as this years, at £27,000. Cllr Murray asked if the Council have a reserves policy. Lynda Ogilvie confirmed that there are two miscellaneous pots that total £750.00 but no actual contingency pot. However, Cllr. Pinchera stated that Council would expect to hold a year end reserve in most years of approx. £20,000, and this acts as the reserve.

A discussion took place around the areas of expenditure and the unknown future spends on the sports field and a potential Festival in the Village when it is safe to do so.

Michael Key joined the meeting at 8.45

Council discussed if it was ethical to spend funds that had been kept for another purpose ie the chequers and if a war chest should be kept. It was for Council to determine how funds would be allocated in year.

Cllr Dyer questioned timings for the Sports field. Jim Sweeting confirmed that he was planning to have a draft budget by 21st December which gave time for them to finalise before the Parish Council Meeting in January 2021. Cllr Pinchera recommended that the Steering Group work with Mr. Sweeting and send any comments through to Lynda as it may impact the budget.

It was agreed that Council review the budget and send comments back to Lynda via email. The Budget for 2021/22 will need to be approved at the January meeting and a Precept set at this time.

9. Governance Documents

Lynda Ogilvie presented a paper which detailed the Governance Documents that Lynda thought the Council needed to adopt. Lynda had previously circulated this paper but had talked through the items listed. There were also items to be added to the list that Cllr Pinchera had noted and Cllr Murray had also suggested the Data Protection Officer.

It was agreed that the Council approve 2 or 3 ready for adoption at the next meeting in January. They were:

1. Code of Conduct
2. Disciplinary and Grievance Procedures
3. Financial Regulations

These will be prepared by Lynda in time for the next meeting.

10. Sports Field

Jim Sweeting confirmed that the Pre-Planning Application had been submitted by the Parish Council and we were expecting a reply Mid December. The Landlords Consent form had also been submitted into Notts County Council. They were also working on the Budget and would liaise with Lynda.

Cllr Murray asked about carparking and Mr Sweeting confirmed that it would be the current carpark. Wayne Eason had confirmed that the neighbours would prefer for the car park to run along the boundary of the field next to the sports field and the buildings to be sited at a right angle to Pinfold Lane.

11. Environment

a) **Playground – maintenance as per RoSPA report**

Cllr Wright had confirmed that there were some outstanding items. The scramble net was £1100 for just the net and not the installation which seemed expensive. It was agreed that Cllr Clark would investigate and get back to Council in January. Clerk to add to the Agenda for January meeting. Cllr Pinchera said that it was an area in which the Council was directly responsible and for the safety of children and for insurance reasons Council must be satisfied the area was safe at all times. Cllr Wright to send a copy of report to Cllr Clark.

- b) **Play Area Signage** – Lynda Ogilvie had produced some signs for Council to comment on. Cllr Pinchera noted that it was important that we reach our legal obligation but not go beyond this. Lynda noted that it was important to ensure there was a contact number should there be a problem with a piece of equipment for it to be reported. Age limits and safety were also discussed. Cllr Wright reported that she would look into this and report back to Council. It was agreed to put the Clerks telephone number on the bottom of the form. Cllr Murray will send through a copy of a reworded suggestion to Cllr Wright.

- c) **Creation of Volunteer Group in the parish (motion attached)** – Cllr Pinchera proposed the idea of a volunteer group who would undertake tasks in the village (mostly house-keeping issues, faulty lights, bins, inspection of park etc) and

report back any faults or issues that need addressing. Cllr Murray had questions around the logistics of the working group for example, risk assessments, responsibilities and reporting mechanisms. Cllr Clark suggested looking at individual areas and find people who would like to fulfil roles, possibly using the Octave to advertise. It was agreed that we would advertise for Wardens for specific roles and that the Clerk would work with Cllr Murray to devise a spreadsheet.

d) **Purchase of Christmas tree lights** – Cllr Wright stated that a resident who had organised the Christmas Tree on the village green for the last 3 years had reported that the lights had broken. Cllr Wright asked for permission for the resident to buy 2 sets of lights priced at £39.99 each. It was agreed.

e) **Path from Village to A46**

It was agreed that the Clerk would ask for a quote from Mark Winter (current grass contractor) for the grass to be cut short along Lodge Lane in the growing season, on one side, as well as around the sports field which is not part of the pitch area. Clerk to also seek permission from Notts County Council on regular cutting of the grass verge on Lodge Lane. Lynda Ogilvie will make enquires into the Lengthsman Scheme scheme and report back to Council. This may help with costs.

12. Planning Applications

a. Planning Applications

Newark & Sherwood DC decisions on applications and appeals

20/01485/FUL Lineham House – was granted full planning permission

13. Date and Time of next meeting

Thursday 21st January 2020 at 7.00pm

Chairman closed the meeting at 21.46