



# ELSTON

PARISH COUNCIL

Est: 1894



## MINUTES OF THE PARISH COUNCIL MEETING

Held remotely on **THURSDAY 25th March 2021**

**Present:** Cllrs Bertie Pinchera (In the Chair), Peter Clark, Andy Biddlecombe, Michael Key, Sandra Wright, Liz Murray

**In Attendance:** Cllr Ivor Walker (NSDC), Cllr Sue Saddington (NCC), Jim Sweeting (Elston Football Club), Lynda Ogilvie, Locum Clerk and 8 members of the public.

### 1) Apologies for Absence

Cllr Dyer tendered apologies due to work commitments

### 2) Minutes of the Previous Meeting held on 12 February 2021

Proposed as a correct record by Cllr Clark, seconded by Cllr Biddlecombe, and approved unanimously.

### 3) Declarations of Interest

There were no declarations of interest.

### 4) District and County Councillor Report

This item was taken out of order when Cllrs Walker and Saddington joined the meeting. Cllr Walker reported that there has been a spate of Covid 19 cases in Newark, mostly related to schools. NSDC officers are working with police and the schools to minimise risk and contain the spread. The upcoming Easter holidays should help to ease the spread of the virus.

NSDC staff are planning their return to Castle House when permitted to do so. He also noted that there continues to be fly tipping in the area and NSDC officers clear this away as soon as possible, at significant cost to the Council, and ultimately taxpayers.

Cllr Saddington had nothing to report. She confirmed that she would be standing again at the elections in May

### 5) Chairman's/Clerk's Report

Chairman referred to the report which had been circulated previously. He said that CCTV should be added to the report so that it is kept in mind, although at this time there is no further information on the subject.. Also the proposal to establish a volunteer group which has not been progressed.

## 6) Public Question Time

There were no questions from members of the public present

## 7) Correspondence Report

This report had previously been circulated, and there was no further comment

## 8) Finance – Authorisation of Payment of Accounts

- a) Payment sheet 8 – for approval and signature  
Approved.
- b) Delegation of Authority approvals  
There have been none.

## 9) Governance Documents

### a) Risk Assessment

A template risk assessment for the Council's responsibilities had been drafted, and was approved (proposed Cllr Murray, seconded Cllr Biddlecombe, all in favour). To be updated and presented to Council for information and necessary action in 6 monthly cycles. Next update September 2021

RoSPA has offered to prepare a risk assessment template for the playground when it next visits at a cost of £30+VAT. Councillors approved this purchase.

### b) Complaints Procedure

A draft Complaints Procedure had been circulated. One or two changes were suggested and this will be brought back to the next meeting for approval.

## 10) Sports Field Development

*Jim Sweeting, Elston Football Club, was invited to join the meeting for this item.*

### a) Update and Discussion

Chairman referred to the various reports which had been circulated, including an update of the sums spent by the parish council so far on the project. He highlighted the likely timescale for key stages in the development. It is expected that the outcome of the planning application will be known by 10 May. In the meantime, work is ongoing on the tendering process, and also to prepare documents to apply for a Parish Council loan, and grant from the Football Foundation.

In response to a question, Mr Sweeting clarified that lighting in the car park would be for safety reasons, as people would be leaving the ground in the dark during winter fixtures. There is no proposal for floodlighting of the pitches at this time. He also confirmed that the football club were concentrating only on what is actually needed in order to play football on the field, and meet the Football Association requirements. Any additional work, such as landscaping, would be for the parish council to consider and agree.

### b) Schedule of works

Chairman confirmed that the Council's planning application has been submitted, and once the outcome is known Council will need to convene a meeting to confirm the next steps. This meeting has been pencilled in for 17 May 2021 but could change depending on when the planning decision is made.

In the meantime, work is ongoing to develop the required specification to go out to tender, and Chairman requested that the working group go through this carefully.

At this time the key decision for Council on whether to proceed to build the proposed facilities is expected on 1<sup>st</sup> July 2021

## 11) Environment

### a) Playground

#### i) Maintenance as per RoSPA report & Repairs/Replace

RoSPA has confirmed that it will visit the playground to carry out the annual inspection in May. They have also offered to prepare a risk assessment template for the equipment at a cost of £30+VAT. This was approved by Council.

Playdale has been contacted to quote for the final repairs which were reported during RoSPA's inspection last year. It was agreed that they would be contacted to delay any work to await the RoSPA report, so that if any further repairs are needed they can be included.

#### ii) Regular Checks as per Insurance Policy

A routine inspection of the playground needs to be established with some urgency.

### b) Drainage on Sports Field and Pinfold Lane/Spinney

The ditch opposite The Spinney has been cleared, and no further work is required at this time.

Ditch near Pinfold Lane – willow tree needs to be reduced significantly in order to allow access to clear the ditch. Permission has been granted by NSDC for work on the willow. Council agreed quote for £520 for pollarding (proposed Cllr Murray, seconded Cllr Wright, all in favour). Once the tree has been pollarded, the ditch can be cleared. A quote from Nick Burton to undertake this work at a cost of £300+ for one days' work was approved (proposed Cllr Clark, seconded Cllr Biddlecome, all in favour) Removal of spoil will be additional cost, and can be approved by Cllrs Pinchera and Murray under delegated authority.

Chairman reported that it is likely that there is a second culvert in this area which has been covered over. Locating this and getting it operational again would help drainage in this area. Nick Burton would be willing to try to find the culvert, and Western Power has said that it will deal with electricity cabling in the area so that it is safe for Mr Burton to investigate where the culvert is, and re-open it. This is likely to be half a days' work. It was proposed by Cllr Murray, seconded by Cllr Biddlecombe that Mr Burton be engaged to undertake this additional work. Proposal was approved, five votes in favour, one abstention.

It was also noted that contractors' insurance cover should be checked. Locum Clerk to action.

### c) Dog Bins and Signage

It was agreed to install dog waste bins at the following sites: Old Chapel Field, sports field, and Cargate Lane at the entrance to the bridleway. Two quotes have been obtained and Council agreed to accept the quote from Mark Winter at a cost of £589+VAT. This is for three bins all on metal posts.

Members discussed signage to inform dog walkers of the need to clear up after their animals. Locum Clerk will investigate if signs are available, and could be attached to the posts holding the dog bins. Mark winter to be advised to use extended posts to accommodate signage

### d) Quote – Mark Winter Grass Cutting

Council accepted quote from M Winter for grass cutting in the village for the coming year.

It was confirmed that the grass cutting grant made for churchyard cutting runs until July 2021, at which time a new grant application will be made.

- e) Path from village to A46 - including Pinfold Lane  
Council agreed to ask M Winter to undertake up to 6 cuts this year. The situation will be re-evaluated next year.
- f) CPRE – Membership decision  
Council agreed to continue with membership of this organisation.
- g) Gate Way Sign  
One of the new gateway signs into the village had been sheared off by a farm vehicle exiting a field. The sign itself is intact, but the posts need to be replaced, and it needs to be re-sited. The original suppliers have quoted £894 (including VAT) for repair and replacement. Siting would need to be discussed with VIA to avoid the same problem in the future. Members considered how to proceed and agreed that the Council would claim on its insurance, depending on the excess.
- h) PSPO – Council Response  
A request for financial support has been received from Newark Fosseway Ambulance Responders. Council approved a donation of £100, proposed Cllr Wright, seconded Cllr Murray, and all in favour

## 12) Planning Applications, Decisions and Appeals

21/00641/HOUSE – 25 The Spinney

No objection

21/00585/FUL

Site former site cabins on the Sports Field

No Objections

## 13) Meetings Zoom/Face to face

Current legislation only permits virtual council meetings to continue until 6 May 2021. The village hall will re-open for use on 17 May, therefore the following meetings are planned:

**6 May** – Annual Meeting of the Council, by Zoom

**17 May** – face to face meeting in the village hall to discuss the sports field. Note: this is Monday

**1 July** – Ordinary meeting, but will include final approval of sports field development

**16 September** – Ordinary meeting.

## 14) Resignation of Clerk

It was noted that Cathryn Crane had left the Council's employ with immediate effect on 22 March 2021 pending her family relocation to Wales. Council asked Lynda Ogilvie to take over the role as Locum Clerk until September, which she agreed to do. The recruitment process to find a new clerk will commence immediately, with a view to interviewing potential candidates in mid May, and appointing a suitable person as soon as possible thereafter.

Chairman thanked everyone for their attendance and closed the meeting at 21.40.

DRAFT