

**Minutes of the Parish Council Meeting held on Monday 4<sup>th</sup> January 2010 at 7pm**  
**The Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr. G Parkinson (Chairman), Cllr. Paul Berrisford, Cllr. Margaret Briggs, Cllr. John Charles-Jones, Cllr. Paul Hough, Cllr. Mavis Leafe, Cllr. Jan Turton, Cllr. Charles Wardle, Cllr. Richard Whincup

IN ATTENDANCE: Mark Spencer (Notts County Council), Averil Marczak (Clerk)

**889. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr. Boot and Cllr. Wiltshire.

**890. MINUTES OF THE PARISH COUNCIL**

The minutes of the meeting held on 7<sup>th</sup> December were approved following minor amendment.

**891. MATTERS ARISING**

Cllr. Hough informed WPC that he had compiled the rules for the Parish Council's logo design competition and would circulate for approval at the February meeting.

Cllr. Wardle reported that Geoff Baggaley would put the road salt supplied by Notts County Council onto his van and distribute it to problem areas around the village using his discretion.

The chairman read out a letter from Mr Harlow; the clerk was asked to circulate it to members of WPC for their consideration and to write to Mr Harlow to acknowledge its contents.

**892. DECLARATIONS OF INTEREST**

There were none.

**893. COUNTY REPORT**

Cllr. Spencer reported that the County Council were coping with the challenge of gritting roads.

Cllr. Spencer reported that, despite the commencement of its construction, the school fence was still a matter of live discussion within County Hall, with the County Council's Legal Department hoping to secure a compromise from the Wood's School. The clerk read out an email received from the Revd Giles in his capacity as Chair of Trustees, stating that the school intended to seek to amend the proposed lease on the Governor's Field from 7 years (sic) to 2 (ending July 2011). The email explained that, should the application for Village Green status be successful, the school might utilise the Governor's Field for a future school playing field. The chairman asked the clerk to respond, stating that the 6 year lease had been signed at the Parish Council meeting on 7<sup>th</sup> December 2009 and therefore was completed on that date.

Cllr. Wardle and Cllr. Turton put forward their view that notwithstanding WPC's policy of opposing the fence, no actions should be taken that might inconvenience the school children. It was proposed and agreed to remove the secondary padlock allowing normal access via the combination lock.

**894. DISTRICT REPORT**

There was none given, due to Cllr. Boot's absence.

## **895. CHAIRMAN'S REPORT**

The Chairman reported back on the Parish Event at County Hall held on December 10<sup>th</sup>. Cllr. Kay Cutts had invited speakers from several parish councils to give feedback on their dealings with County Hall, and expressed her commitment to understanding parish issues. Sue Jaques had given a presentation about funding for parish projects which had the support of their county councillor.

## **896. CORRESPONDENCE & EXCHANGE OF INFORMATION**

The clerk passed around a letter received from Mr and Mrs Newton concerning the fence at the top of the Meadows. It contrasted the active stance that WPC had taken against the school fence with its response to the Meadows fence. It was agreed that the Chairman would respond to the letter, explaining that while the Parish Council had been a consultee on the school fence issue, it had no role in adjudicating between neighbours over a legally constructed fence.

The clerk reported that the Woodborough Ladies had sent a generous donation of £360 to pay for the refurbishment of the baby swings. The Council recorded their thanks to the Woodborough Ladies and agreed to install a plaque to recognise their donation.

The clerk reported that several notes of thanks had been received from the recipients of the Woodborough Charities Christmas distribution, and these were given to Cllr. Leafe as trustee.

Following the distribution of the joint Parish Council/Community Association letter concerning the Village Green application, the clerk reported that 6 supportive responses had been received, and one letter of opposition.

A letter had been received from Paul Reed seeking WPC's help in finding a successor as coordinator for Woodborough in Bloom. It was agreed to invite Mr Reed to the February meeting, and place an appeal in the Post Office and the newsletter (the latter at a cost of circa £10).

The clerk read out a letter from the Revd Giles stating that the church newsletter should not be used for discussing the school fence or any similar sensitive issue. The minutes of the Parish Council will continue to be published.

The clerk reported that a request had been received from the Bridge Club to pay hire fees electronically, and there was no objection to this.

The clerk advised that Laura Wardle of WCA had forwarded some ideas used in other villages that could be applied to Woodborough's red telephone boxes, once they were under WPC's control. The Chairman reported that progress with BT was slow, and told the meeting that he had heard of cases where the cost of lighting the boxes had been considerable; it was agreed that the boxes should not be lit at night once they became WPC's responsibility.

The clerk advised that a circulation had been received from Ian Austin MP concerning vandalism of war memorials, but it was agreed that this was not a problem experienced in Woodborough.

## **897. PLANNING APPLICATIONS**

An application by Dr H Vyas to build a rear ground floor extension at 3 Hawthorn Close, reference 753 09/1084, was considered and there were no objections.

## **898. FLOOD PREVENTION**

Cllr. Briggs reported that she had visited the resilience store at Lowdham, and would meet with the Emergency Committee to consider what might be done in Woodborough.

## **899. RIGHTS OF WAY**

There was nothing discussed.

## **900. CLERK'S REPORT**

The clerk reported that NALC had published revised payscales for 2009-10 which increased SCP 20, (the clerk's hourly rate) by 1.3% and the car allowance to 60.1p per mile, backdated to April 2009. The Chairman stated that it was WPC's policy to honour NALC's pay review. It was unanimously agreed to increase the clerk's salary accordingly. The clerk informed WPC that Roger Hawkins would raise an invoice for the increase in salary between April and September.

The clerk informed WPC that Clement Keys had concluded the audit of the 2008/9 accounts on 1<sup>st</sup> December 2009, and given an unqualified audit opinion. WPC was unable to provide a copy of the Notice of Conclusion of Audit for the 2008 audit, and Clement Keys requested that a copy of the 2009 closure notice be sent to them. The clerk confirmed that the 2009 annual return and closure notice had been put up on the Village Hall noticeboard that evening, and Cllr. Wardle agreed to display a further copy of both documents in the Post Office noticeboard.

## **901. FINANCE**

The financial statement was approved and 21 cheques totalling £4545.70 were approved for payment. The Chairman noted that hedge cutting works invoiced by D.Clifford should have been brought to the Council for prior approval.

2010/11 budget: the Clerk reported that Gedling BC had indicated that Parish Aid would be frozen in the next year; despite the need to make cuts of 7.4% overall, the Borough Council recognised the valuable work carried out by parishes. Funding was subject to final approval in March 2010, and would be paid in full in April. Parishes were required to submit an outline budget to Gedling BC by January 29<sup>th</sup>, and to confirm the precept by March 1<sup>st</sup>.

Cllr. Charles-Jones proposed the draft budget that he had devised with the Chairman, which held the precept at £17,248 and balanced income and expenditure. It was agreed that the budget for improvements to the Village Hall should be increased from £1000 to £2000, as interior decoration was desirable. The Chairman agreed to follow up on the availability of community payback workers to carry out this work. Cllr. Whincup requested an allocation of £1000 to transfer the cemetery records to a database. Cllr. Spencer offered a grant from the County Council for this initiative. Cllr. Charles-Jones proposed that the clerk and caretaker should be paid monthly by bank transfer rather than by cheque and this was agreed. With these changes, the budget was agreed.

## **902. PLAYING FIELD & GOVERNOR'S FIELD**

Cllr. Wardle reported that elimination of moles from the playing field would take place once the ground was softer. Cllr. Berrisford stated that he would ask the sports clubs about subletting once the fixture lists were available in February, and report back at the March meeting.

## **903. VILLAGE HALL**

Cllr. Wardle proposed that WPC take advantage of a change in licensing laws and apply for a permanent liquor licence for the Village Hall, at a cost of £190 for the first year and £180 thereafter. Under the current system, only 12 temporary event notices could be taken out in any 12 month period, meaning that some events lost out. Cllr. Wardle proposed that the cost be passed on to hirers, and suggested that hirers who wished to use the licence be provided with a written summary of their responsibilities. Cllr. Turton requested that the Chairman review the detail for any potential legal pitfalls, and the Chairman agreed to refer his conclusions to the clerk for consideration at the next meeting of the Village Hall Working Party, to be held on January 22<sup>nd</sup>.

It was agreed that a request to book the hall for dog training should be declined.

Cllr. Hough proposed that all cleaning products should be sourced from NCC Supplies to ensure that safety data was available and this was agreed unanimously.

Cllr. Wardle reported that he and Colin Fraser would strip out redundant fan heaters, speakers and related wiring prior to new equipment being installed; some paint retouching would be required.

## **904. CHURCH YARD**

The Chairman asked Cllr. Wardle to inform the Church Wardens that a provision of £500 had been made for the church yard in the budget.

## **905. CEMETERY**

Cllr. Whincup updated WPC on the proposed purchase of the extension to the cemetery. The land had been pegged out and Alastair Benton's formal survey was awaited. Cllr. Whincup thanked Cllr. Charles-Jones for his help in staking out the land.

## **906. ALLOTMENTS**

The clerk reported that 6 applications to join the waiting list had been received. It had been reported that the water pipe by the trough by the entrance had burst and had now frozen; Cllr. Charles-Jones agreed to check this and the pipe in the cemetery.

## **907. NEWSLETTER**

It was confirmed that an appeal for a new coordinator for Woodborough in Bloom should be placed in the newsletter.

## **908. AOB**

The Chairman thanked Cllr. Wardle for his work installing the Christmas lights.

Cllr. Charles-Jones asked who had responsibility for reading the meters in the Village Hall and the Chairman asked the clerk to ensure it was done.

Cllr. Spencer informed the Council that they were now able to fund their own interactive speed signs (cost to install, £5000-7000, running costs £150 per annum).

## **909. DATE OF THE NEXT MEETING**

The date of the next meeting was confirmed as 1 February at 7pm in the Village Hall.

The meeting ended at 9.45pm.

**Minutes of the Parish Council Meeting held on Monday 1<sup>st</sup> February 2010 at 7pm**  
**The Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr. John Boot, Cllr. John Charles-Jones, Cllr. Mavis Leafe, Cllr. Jan Turton, Cllr. Charles Wardle, Cllr. Richard Whincup (presiding Chairman), Cllr. Kathryn Wiltshire

IN ATTENDANCE: Averil Marczak (Clerk), Paul Reed (Woodborough in Bloom, for part of the meeting)

**889. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr. G Parkinson (Chairman) and Cllr. Paul Berrisford who were on holiday, Cllr. Margaret Briggs due to a social commitment and Cllr. Paul Hough who was attending a Governors' meeting at the Wood's School. Cllr. Mark Spencer from Nottinghamshire County Council had also forwarded apologies.

**890. MINUTES OF THE PARISH COUNCIL**

The minutes of the meeting held on 1<sup>st</sup> January were approved for accuracy.

**891. WOODBOROUGH IN BLOOM**

Cllr. Whincup invited Paul Reed to address WPC. Mr Reed explained that in 2004 he had taken on the role of Woodborough in Bloom coordinator for 5 years. The scheme had received lottery funding and achieved recognition from East Midlands in Bloom, as well as becoming a much loved institution in the village. The scope of planting had increased over time, and a team of volunteers supported the work done by Paul and his wife Anne. Mr Reed explained that he wished now to relinquish the role, but would support a successor and also planned to donate the proceeds from his "Open Garden" in 2010 to Woodborough in Bloom.

Mr Reed explained that, despite several appeals, no one had volunteered to coordinate Woodborough in Bloom, and hence its future was unsure. Gedling BC had agreed to take on maintenance of the beds in Ploughman Avenue and Smalls Croft (using shrubs); Paul and Anne Reed would continue to undertake limited coordination and planting roles, but a new coordinator was needed to take on approximately 20 hours of work per year.

Cllr. Whincup led the Council in thanking Mr Reed for all his hard work; Woodborough in Bloom made a valuable contribution to village life and it was agreed to pledge the funding and other commitment needed to enable the scheme to continue.

**892. SCHOOL FENCE**

CONFIDENTIAL ITEM

**893. PLANNING**

Applications by Mr Jillings of 149B Main Street to build a single storey rear extension and make internal alterations, reference 754 2009/1127, and by Mr and Mrs Orange of 17 Park Avenue to build a side and rear extension, reference 755 2010/0006, were considered and there were no objections.

Cllr. Turton left the meeting at 8pm.

#### **894. MATTERS ARISING FROM MINUTES OF JANUARY 4TH**

Cllr. Whincup agreed to draft a response regarding the issues of process raised by Mr Harlow in his personal letter to the clerk.

Cllr. Wardle confirmed that a plaque to mark Woodborough Ladies' donation for new swing seats would be installed at a cost of circa £35.

#### **895. DECLARATIONS OF INTEREST**

There were none.

#### **896. COUNTY REPORT**

There was none.

#### **897. DISTRICT REPORT**

Cllr. Boot briefed WPC on the proposed Eastern Extension to Dorket Head Brickworks, opposite the turning into Bank Hill from the B684. Cllr. Charles-Jones raised concern about litter being blown from the landfill; it was impossible to contain this via any form of screen. Two public information days were to be held on February 5<sup>th</sup> and 6<sup>th</sup>, and it was agreed to publicise these dates on the noticeboard.

Cllr. Boot invited feedback on problems experienced during the icy weather; Cllr. Wardle commented on the lack of salt/grit in the bins and the reduced number of bins in the village.

#### **898. CHAIRMAN'S REPORT**

There was none.

#### **899. CORRESPONDENCE & EXCHANGE OF INFORMATION**

The clerk reported that a list of 51 signatures of parents/carers (including 23 parishioners) in support of the school fence had been received; the accompanying letter carried no address or contact details so its receipt could not be acknowledged.

It was agreed that a request from Anne Webster for a copy of John Harlow's letter should be declined as it was a personal letter to the clerk. Cllr. Charles-Jones expressed an interest in replying to NCC's local transport plan consultation and the clerk agreed to forward the link to the questionnaire via email. It was agreed that Malcolm Smith's concern regarding parked cars and the impact on buses should be forwarded to the local police.

WPC agreed to the Horticultural Society's request to erect show banners, providing they were positioned adjacent to Main Street.

#### **900. FLOOD PREVENTION**

There was nothing discussed.

#### **901. RIGHTS OF WAY**

Cllr. Wiltshire reported that new waymarkers would shortly be installed, and that the rail over the dyke at the bottom of the playing field was to be repaired. Stiles on the Epperstone side of the village were to be replaced with gates.



Concern was expressed that people frequently walk across the playing field rather using the right of way around the perimeter. WPC agreed to look into installing signage at all 3 access points politely requesting walkers to use the right of way. It was further agreed to investigate display boards for maps showing all rights of way in the village; there is a possibility that County Council funding may be available to support this.

## **902. CLERK'S REPORT & ANNOUNCEMENTS**

The clerk reported that Gedling BC's cabinet had approved revenue aid for Woodborough of £12608; this figure required final ratification in March. The presiding chairman and 2 members signed the precept request for submission to Gedling BC.

The clerk reported that the WPC website received 3 - 4000 hits per month.

## **CONFIDENTIAL ITEM**

## **903. FINANCE**

The financial statement was approved and 18 cheques totalling £2955.41 were approved for payment.

As a further stage in moving WPC's banking, the clerk read out the resolutions of the mandate from HSBC, and these were agreed in full.

## **904. PLAYING FIELD & GOVERNOR'S FIELD**

Cllr. Wardle reported that pipes in the cricket pavilion had burst during the icy weather; Oglesby had made a repair but a leak had recurred and part of the ceiling had collapsed. A chipboard platform which supported the water tanks in the roof was sodden and required replacement. Quotes were being obtained to submit to Zurich Insurance; the clerk advised that the excess was £250. Further expenditure would be required prevent a recurrence: to insulate the tanks would cost circa £150; Cllr. Wardle agreed to investigate replacing the pipes with plastic rather than lagging existing copper pipes.

## **905. VILLAGE HALL**

Cllr. Wardle reported that he had renovated all Ventaxias, and they were once again operational.

Cllr. Wardle reported on the recent meeting of the Village Hall Working Party. He proposed that on safety grounds hall lighting should be upgraded (by the installation of diffusers) or replaced and it was agreed that quotes should be obtained. Paul Nightingale had submitted a quote of £2500 to redecorate all internal walls; the budget set for hall improvements was £2000 and further quotes were required. It was agreed that WPC would not apply for a liquor licence at the present time.

It was agreed to authorise ad hoc expenditure of up to £100 for the installation of the new sound equipment. Cllr. Wardle recommended that he build a lockable cupboard to secure the new equipment; at this stage no costs were available.

Cllr. Charles-Jones reminded WPC that grants may be available to support community projects.

Cllr. Wardle proposed that WPC purchase an additional shelf for the hot cupboard and agreed to find out costs.

## **906. CHURCH YARD**

Cllr. Wardle reported that he had informed the Church Wardens that a provision of £500 had been made for the church yard in the budget; a tree surgeon's report was the next step.

## **907. CEMETERY**

Cllr. Whincup reported that Tom Barker from Bentons would survey the proposed extension the next day.

## **908. ALLOTMENTS**

It was agreed to keep the annual rent at £16. Cllrs Whincup and Wiltshire agreed to inspect plots prior to sending out renewal letters in March, to identify tenants in breach of their obligations to maintain their allotment. Cllr. Charles-Jones agreed to mend the burst pipe.

## **909. NEWSLETTER**

No notices were required.

## **910. AOB**

There was none.

## **911. DATE OF THE NEXT MEETING**

The date of the next meeting was confirmed as 1 March at 7pm in the Village Hall.

The meeting ended at 9.50pm.



**Minutes of the Parish Council Meeting held on Monday 15<sup>th</sup> February 2010 at 7pm**  
**The Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr. G Parkinson (Chairman), Cllr. Paul Berrisford, Cllr. John Boot, Cllr. Margaret Briggs, Cllr. John Charles-Jones, Cllr. Paul Hough, Cllr. Mavis Leafe, Cllr. Jan Turton, Cllr. Charles Wardle, Cllr. Richard Whincup, Cllr. Kathryn Wiltshire

IN ATTENDANCE: Averil Marczak (Clerk)

**889. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Mark Spencer (Notts County Council).

**890. SCHOOL FENCE**

Cllr. Charles-Jones presented the proposal unanimously voted for by the school's governors:

"That an internal fence, with 2 access gates is built. Allowing full access to the upper grassed area for pupils during school hours and full and free access to the general public out of school hours. That the funding for the fence is pursued, as already outlined as an outcome if we could all reach resolve"

If the proposal was agreed by WPC, WCA and the school, it was likely that Notts County Council would fund some or all of the fencing to avoid later costs of funding a Village Green inquiry, or indeed of bussing children from the Wood's School to playing fields outside the village.

There was debate about the aesthetic impact of the fence on the village; some members maintained it was an eyesore and would be exacerbated by the construction of a further fence, while others expressed a view that the appearance was not as detrimental as had been feared, and that access was more important than aesthetics.

It was stated that, even if the proposal was carried, it would be possible for an individual to apply for village green status, although it would carry less weight if not supported by the WPC and WCA.

Concern was expressed that in future the school might find a reason to deny access to villagers outside school hours; there was consensus that a formal agreement between the school, WPC and NCC must grant access in perpetuity and require the school's caretaker to unlock the gates when school had closed.

Cllr. Charles-Jones outlined the reasons why the Governor's Field could not be included within the agreement. Cllr. Hough reported that the Governors at their meeting on February 1<sup>st</sup> had stated that it would be almost impossible to change the status of the Governor's Field in future. Cllr. Boot commented that sight of the 1876 conveyance was desirable.

Before a vote was taken, the Chairman told members that a vote in favour of the proposal would give permission for negotiations between WPC and the school to progress; NCC lawyers would work out a final agreement.

It was resolved to support the proposal by 8 votes to 3 (for: Cllrs Boot, Briggs, Charles-Jones, Hough, Leafe, Turton, Wardle, Wiltshire; against: Cllrs Berrisford, Parkinson, Whincup) .

Members voted on a secondary proposal to “agree to support the WCA if it decides to drop plans to apply for Village Green status on the school playing field at their meeting on the 16<sup>th</sup> February”

It was resolved to support the proposal by 8 votes to 3 (for: Cllrs Boot, Briggs, Charles-Jones, Hough, Leafe, Turton, Wardle, Wiltshire; against: Cllrs Berrisford, Parkinson, Whincup) .

**891. AOB**

The clerk reported that consultations had been received from Gedling on housing and open spaces.

## **Minutes of the Parish Council Meeting held on Monday 1<sup>st</sup> March 2010 at 7pm The Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr. G Parkinson (Chairman), Cllr. Paul Berrisford, Cllr. John Boot, Cllr. John Charles-Jones, Cllr. Paul Hough, Cllr. Mavis Leafe, Cllr. Jan Turton, Cllr. Charles Wardle, Cllr. Richard Whincup, Cllr. Kathryn Wiltshire

IN ATTENDANCE: Averil Marczak (Clerk); Helen Stephenson (Notts CC), Andrew Mitchell (Environment Agency) both for part of the meeting

### **889. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr. Margaret Briggs due to a social commitment and from Cllr. Mark Spencer from Nottinghamshire County Council.

### **890. MINUTES OF THE PARISH COUNCIL**

The minutes of the meeting held on 1<sup>st</sup> and 15<sup>th</sup> February were approved for accuracy.

### **891. MATTERS ARISING FROM MINUTES OF FEBRUARY 15TH**

It was noted that at their February meeting, WCA had not voted to drop the Village Green application by a sufficient majority for the motion to be carried. Many members had abstained as they wanted more time to consider the proposal; a further meeting was to be held on March 2<sup>nd</sup>.

### **892. DECLARATIONS OF INTEREST**

Cllr. Wardle declared a personal and prejudicial interest in the logo competition, as his daughter had submitted an entry, and Cllr. Leafe declared a personal and prejudicial interest in the confidential staff item.

The Chairman reminded all members that their Register of Interests should be up to date at all times and requested that the clerk obtain copies of the documents from the monitoring officer.

### **893. FLOOD PREVENTION**

The Chairman invited Helen Stephenson and Andrew Mitchell to table their proposal, whereby NCC will procure a shipping container (to be funded or part funded by GBC) to store community resilience equipment procured by the Environment Agency. The Environment Agency will purchase equipment (aqua sacs and other resources for flood wardens) to the value of £1000; the donation is a "one off" and WPC would be required to take responsibility and assume liability for its use. The first step would be to procure a container, to be sited in the Village Hall car park. WPC resolved to accept the offer of a resilience store and equipment.

### **894. DATES FOR ANNUAL MEETING OF THE PARISH AND ANNUAL PARISH COUNCIL MEETING**

The Annual Meeting of the Parish was scheduled for 26<sup>th</sup> April and the Annual Parish Council Meeting scheduled for 10<sup>th</sup> May 2010.

### **895. COUNTY REPORT**

None was given.

### **896. DISTRICT REPORT**

Cllr Boot reported that GBC would finalise their budget on 3<sup>rd</sup> March and confirmed that he would attend the Aligned Core Strategy meeting on 18<sup>th</sup> March on behalf of WPC.

## **897. CHAIRMAN'S REPORT**

The Chairman confirmed that he had signed the contracts to adopt the 2 phone boxes from BT at a cost of £1 each.

## **898. CORRESPONDENCE & EXCHANGE OF INFORMATION**

The clerk read out a letter from Nick Blinston regarding the traffic dangers on Bank Hill; it was agreed that this should be discussed with Cllr Mark Spencer at the next meeting and that the clerk should invite Mr Blinston to participate in Speedwatch.

The clerk stated that allotment 11 would be available for new tenants in April 2010.

Correspondence from GBC regarding consultation on health promotion for over 60s, and NCC regarding an emergency planning event and Robin Hood month, was noted.

## **899. PLANNING APPLICATIONS**

There were no objections to applications by Mr Gallagher of 16 Doverbeck Drive to build a proposed side extension (reference 756 2010/0075); by Mr Lack of 7 Taylors Croft to install French doors in place of a rear window (reference 757 2010/0158); by Mr Charlton of 41 Sunningdale Drive to build a proposed rear single and two storey extension and front porch to underside of existing roof (reference 759 2010/0169).

An application by Mrs Taylor for a proposed stable block forming works dwelling and detached stable block at Forge Stables Lowdham Lane (reference 758 2010/0132) was considered; it was agreed to comment to GBC that if this was changed to an agricultural holding then there would be no objection to the change of use from stable to dwelling.

## **900. PARISH COUNCIL LOGO DESIGN COMPETITION**

Cllr Wardle had declared a personal and prejudicial interest and left the room. It was agreed to award first prize (£25) to Hannah Wardle and a second prize of £12.50 to Paul Tongue.

## **901. RIGHTS OF WAY**

It was noted that clarification was required on the exact location of the right of way across the playing field.

Cllr Wardle suggested that 2 further dog bins be installed on the Playing Field; Geoff Baggaley was prepared to empty the contents into the main bin managed by GBC.

Cllr Wiltshire reported that the cost of an information board would be circa £755 and agreed to investigate funding from NCC.

## **902. CLERK'S REPORT & ANNOUNCEMENTS**

CONFIDENTIAL ITEM.

The clerk reported that £1000 had been received from NCC to pay for the computerisation of the cemetery records. A briefing had been received from NALC stating that the Employers' Side of the National Joint Council for Local Government Services had decided that there should be no pay increase in 2010/11.

The clerk requested clarity on the agreed sum payable for home working as specified in the contract of employment. The Chairman proposed £2.25 a week and this was agreed.

## **903. FINANCE**

The financial statement was approved and 23 cheques totalling £2896.57 were approved for payment. It was noted that March salary cheques to the clerk, caretaker and HMRC would require signing in advance of the April 12th meeting to meet HMRC's deadline.

## **904. PLAYING FIELD**

Cllr Berrisford reported that he was looking into the cost of cutting the grass, currently paid by the football and cricket clubs, and that he would investigate subletting once the fixture list was available.

Cllr Wardle reported that quotes for replacing copper pipes with plastic had proved more expensive than lagging copper pipes. He recommended moving the pipes away from the eaves at the same time. Quotes for this work and the replacement of the chipboard platform upon which the water tanks rest had been obtained; David Hallam's quote of was preferred as best value and more comprehensive. The clerk was asked to submit quotes and a claim form to Zurich Insurance; given that an excess of £250 and some of the costs would be sustained by WPC, and given the limited use of the pavilion, some members challenged whether repairs represented a good use of the reserves. In the meantime it was agreed that the pavilion should be closed until a structural engineer confirmed it to be safe. Cllr Wardle agreed to inform the football club and to ask Barrie Ward to inspect the damage.

## **905. GOVERNOR'S FIELD**

Cllr Charles-Jones requested that the Chairman forward the signed lease to Revd Giles as a matter of urgency.

## **906. WOODBOROUGH IN BLOOM**

Cllr Turton informed WPC that she had attended the AGM and confirmed that Woodborough in Bloom would continue under the stewardship of herself, Jane Stokes and Elizabeth Short. She reported that Woodborough in Bloom considered planting on the school fence to be inappropriate as in time it would create a solid screen; Cllr Hough stated that the school would welcome advice.

## **907. VILLAGE HALL**

Cllrs Hough and Wardle agreed to investigate grants that might be available.

## **908. CHURCH YARD**

There was nothing to report.

## **909. CEMETERY**

Cllr Whincup passed round the plan of the proposed extension prepared by Bentons; a resolution was passed to apply for planning permission.

## **910. ALLOTMENTS**

Cllr Wiltshire reported that 3.5 allotments would be given up at renewal time, sufficient for all 7 villagers on the waiting list to be allocated a half plot. It was agreed as council policy to pass on

the allotment in its current state (one vacant plot was known to be overgrown); allotments would be allocated via a ballot. The clerk was asked to advertise for new tenants via the newsletter.

Cllr Whincup thanked Cllr Charles-Jones for installing a new tap.

It was noted that the fence was in a poor state of repair; the clerk was asked to write a letter to Mr Pikett requesting that he mend it.

**911. NEWSLETTER**

Notices promoting speedwatch and the allotment waiting list were to be included.

**912. AOB**

Cllr Turton reported that Paul Reed will attend the Annual Meeting of the Parish to talk about Woodborough in Bloom.

**913. DATE OF THE NEXT MEETING**

The date of the next meeting was confirmed as 12<sup>th</sup> April at 7pm in the Village Hall.

The meeting ended at 10.20pm.

**Minutes of the Parish Council Meeting held on Monday 12<sup>th</sup> April 2010 at 7pm**  
**The Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr. G Parkinson (Chairman), Cllr. Paul Berrisford, Cllr. John Boot, Cllr. John Charles-Jones, Cllr. Paul Hough, Cllr. Jan Turton, Cllr. Charles Wardle, Cllr. Richard Whincup

IN ATTENDANCE: Averil Marczak (Clerk); Cllr. Mark Spencer (NCC) for part of the meeting

**917. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr. Margaret Briggs and Cllr. Kathryn Wiltshire due holidays.

**918. MINUTES OF THE PARISH COUNCIL**

The minutes of the meeting held on 1<sup>st</sup> March were approved for accuracy.

**919. MATTERS ARISING**

Cllr. Spencer agreed to visit Nick Blinston to discuss traffic on Bank Hill.

Cllr. Wardle reported that GBC have installed 2 dog bins on the Playing Field.

**920. DECLARATIONS OF INTEREST**

Cllr. Charles-Jones declared a personal and prejudicial interest in planning application 770 (Gedling 2010/0244) which related to his farm.

**921. RESIGNATION OF MAVIS LEAFE**

The Chairman read out a letter of resignation from Cllr. Mavis Leafe. It was agreed that the Parish Council should write to her and ask her to reconsider her decision.

**922. COUNTY REPORT**

Following the WCA's vote in favour of a new intermediary school fence to maintain public access across the school playing field out of school hours, Cllr. Spencer reported that NCC's Legal Department had sent the School a service level agreement relating to the fenced area, but had yet to receive a reply.

**923. DISTRICT REPORT**

Cllr. Boot confirmed that he had attended the Aligned Core Strategy meeting on 18<sup>th</sup> March on behalf of WPC. There were no developments of direct relevance to Woodborough.

**924. CHAIRMAN'S REPORT**

The Chairman asked members to prepare a report on their portfolio for presentation at the Annual Meeting of the Parish on April 26<sup>th</sup>, and to email it in advance to the clerk. The Chairman informed members that he would not stand for re-election as chairman at the Annual Meeting of the Parish Council on May 10<sup>th</sup>.

**925. ANNUAL MEETING OF THE PARISH**

It was agreed that refreshments should be provided, and Cllr. Wardle agreed to talk to John Hoyland about providing a film show on a continuous loop.

**926. CORRESPONDENCE & EXCHANGE OF INFORMATION**



The clerk read out a letter from Mrs Barnes concerning a neighbour's planning application. It was agreed to discuss a letter from Mr and Mrs Crosby concerning a planning application at 123 Main Street under Planning.

It was agreed that Woodborough should enter CPRE's Best Kept Village Competition at a cost of £6. The PC agreed to display a notice from Paddy Tipping regarding a meeting for former miners. It was noted that the Village Hall was required as a polling station for the General Election on May 6<sup>th</sup>. An invitation to the NCC civic service at Southwell Minster on 27<sup>th</sup> June was noted; it was suggested that the new chairman might attend.

A letter had been received from Sian Whittaker requesting permission to put up a bouncy castle at the Village Hall; it was agreed to write and give consent for a castle to be put up between the tennis court and school fence.

Various correspondence from GBC and NCC was noted.

## **927. PLANNING APPLICATIONS**

The clerk had responded to two applications between meetings under delegated authority, an application by Mrs M Kavanagh of 1 Main Street for works to a silver birch (reference 760 2010/0174/TPO) and an application by Shelton Hill Farm for a change of use of land from arable to grazing for horses (reference 763 2010/0184); to both applications there were no objections.

There were no objections to: an application by Mrs Gibson of 16 Park Avenue to build a single storey front and rear extension and 2 storey side extension (reference 761 2010/0192); an application by Timmermans Garden Centre to erect a single storey extension to existing garden centre and associated works (reference 764 2010/0134); an application by Mr R Foster of 151 Main Street for a ground and first floor rear extension and conversion of storage area over garage and internal alterations (reference 765 2010/0209); an application by Mr R Smith of Foxwood Lodge, Foxwood Lane for a proposed extension and alterations (reference 767 2010/0217); an application by Mr R Burton of 123 Main Street for demolition of the existing house and barn (reference 768 2010/0254); an application by Mr G Almond of 24 Main Street for a proposed garage extension with bedroom above (reference 769 2010/0195).

The PC agreed to forward observations to Gedling BC on the following: an application by Mr R Burton of 123 Main Street to erect 4 houses, car ports and garages, reference 762 2010/0113 (objection on the grounds of overdevelopment of the site, risk of flooding from fields behind, the number of dwellings requiring access via the driveway); an application by Mr and Mrs S Osborne of 57 Lowdham Lane to build proposed front and rear extension, reference 766 2010/0238 (observation that the roof should continue to the end of the building for aesthetic reasons).

Having declared a personal and prejudicial interest in his own planning application to erect two wind turbines at Woodborough Park Farm (reference 770 2010/0244), Cllr Charles-Jones left the room before discussion took place. The PC voted to object to the development as inappropriate in the green belt (voted to object: Cllrs Wardle, Berrisford, Parkinson (Chair and casting vote); voted to accept the development: Cllrs Turton, Whincup, Hough; abstention: Cllr Boot).

The clerk reported that Mr and Mrs Seaton of Thorneywood House, Foxwood Lane were appealing to the Planning Inspectorate regarding refusal of planning permission for a new detached dwelling in their grounds and that the PC had been asked if it wished to revise its comments; it was agreed that the comments made initially should stand.

## **928. ALLOTMENTS**

Cllr Whincup reported that all allotments bar 21 (a half plot) had been allocated for 2010/11. Three new tenants had signed up for full plots following some late decisions not to renew. The clerk reported that two tenants had asked for tenancy agreements to be in joint names; the Chairman confirmed that the PC would not accept amended agreements and that all agreements should be in one name only, although on the death of a tenant an allotment could be passed onto a spouse or partner only.

## **929. CEMETERY**

Cllr Whincup reported that a planning application for the cemetery extension had been submitted to Gedling BC on 8<sup>th</sup> April.

Cllr Whincup confirmed plans to paint the railings once the weather improved.

## **930. CHURCH YARD**

Cllr Wardle reported that a survey of 3 trees of concern had been completed and had identified the need to clear dead wood and monitor their condition; removal was not required imminently.

Cllr Wardle reported that he would investigate the possibility of a grant from Veolia to maintain the Church Yard. The brick wall would also require maintenance before too much longer.

## **931. VILLAGE HALL**

The Chairman outlined the current conditions on the premises licence and it was agreed to vary the licence at a cost of £89 to remove time restrictions on sports and plays, and to enable the hall to host films. The Chairman agreed to do the application form.

Cllr Wardle proposed and it was agreed to meet the pre-school's request to provide a shed for outdoor storage. This would free up half of the cupboard in the entry hall, which could be converted into secure storage for the new sound and light equipment. The total cost of the project will be £500, £50 of which will be met by Pre-school.

Cllr Wardle reported that a leaking heating pipe had been repaired during Easter by Oglesby. There was limited water damage to the floor; it was agreed that this did not require repair.

Cllrs Wardle and Hough confirmed that they were investigating grants from Veolia for the hall. Desirable improvements to the hall include lighting, flooring, redecoration, a fridge for the bar and a dishwasher.

## **932. PLAYING FIELD**

Cllr Berrisford reported that he had received quotes for cutting the grass. The issue of subletting was still to be resolved; it was agreed that the clerk should write to the clubs stating that fixture lists were required. It was noted that at present there could be conflicting fixtures planned.

It was reported that Zurich Insurance had accepted David Hallam's quote for repair of the damage caused by the frozen pipes in January; the PC agreed to pay the excess of £250. Cllr Wardle presented the costs of lagging the pipes to make a recurrence unlikely; it was suggested that grants should be investigated.

Expenditure on Vertidrain for the Playing Field was approved at the same level as last year.

## **933. GOVERNOR'S FIELD**

There was nothing reported.

#### **934. FINANCE**

The financial statement was approved and 19 cheques totalling £2917.36 were approved for payment. It was noted that 8 cheques had been signed in advance of the meeting due to the Easter holiday.

#### **935. CLERK'S REPORT & ANOUNCEMENTS**

The clerk reported that BT had returned the contract confirming the red telephone kiosks as the PC's responsibility; a pack regarding audit of the accounts had been received from Clement Keys, requiring the annual return by June 30<sup>th</sup>; a meeting for parish clerks was scheduled at Gedling BC for April 27<sup>th</sup>.

#### **936. RIGHTS OF WAY**

It was agreed that a new bench to be donated by NCC should be located next to the existing bench on the Playing Field.

It was noted that many walkers coming from the end of Church Walk take a diagonal path across the playing field rather than using the footpath around the field. Cllr Charles-Jones proposed that the PC apply to NCC via a S31 declaration to prevent the possible formalising of the diagonal line as a right of way in future; this was agreed and the paperwork passed to the clerk.

#### **937. FLOOD PREVENTION**

The clerk reported that Cllr Briggs had attended an emergency planning conference on March 13<sup>th</sup>; Helen Stephenson of NCC was checking planning requirements for the proposed installation of a resilience store on the village hall car park; a file for emergency planning had been received from NCC.

#### **938. PARISH COUNCIL LOGO**

Cllr Wardle reported that the PCC were unhappy regarding the use of the church as sole image in the PC's logo; after debate it was agreed to seek Shirley Hoskins' consent to use the image on the raised sign in the Governor's Field, and to substitute this image into the oval shape maintaining all other elements of the design developed by the competition winner Hannah Wardle.

#### **939. NEWSLETTER**

A notice advertising the allotment waiting list was to be included.

#### **940. AOB**

Cllr Hough offered to report back on the NCC arts event for parish councils.

#### **941. DATE OF THE NEXT MEETING**

The date of the next PC meeting was confirmed as 10<sup>th</sup> May at 7pm in the Village Hall.

The meeting ended at 10.05pm.

**Minutes of the Parish Council Meeting held on Monday 10<sup>th</sup> May 2010 at 7pm  
The Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr. G Parkinson (retiring Chairman), Cllr. Paul Berrisford, Cllr. John Boot, Cllr. Margaret Briggs, Cllr. John Charles-Jones, Cllr. Paul Hough, Cllr Mavis Leafe, Cllr. Jan Turton, Cllr. Charles Wardle, Cllr. Richard Whincup (Chairman), Cllr. Kathryn Wiltshire

IN ATTENDANCE: Averil Marczak (Clerk)

**942. ELECTION OF THE CHAIRMAN**

Cllr Parkinson stated that he would not seek re-election. Cllr Boot proposed Cllr Whincup, seconded by Cllr Wardle. Cllr Whincup was elected unanimously and took the chair. He commenced his chairmanship by proposing a vote of thanks to Cllr Parkinson.

**943. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr Mark Spencer.

**944. MINUTES OF THE PARISH COUNCIL**

The minutes of the meeting held on 12<sup>th</sup> April were approved for accuracy with minor amendment. Cllr Charles-Jones requested that two villagers' questions be included in the minutes for the Annual Meeting of the Parish, held on 26<sup>th</sup> April, before approval.

**945. MATTERS ARISING**

Cllr Turton reported that some villagers were unhappy that the PC had paid £25 as a prize in the logo competition, for the outcome to be the use of an existing design. The Chairman responded that the PC had offered the prize as an incentive to encourage participation and that the winner had developed an original design and then amended it at the PC's request. Cllr Hough reported back on the NCC arts event; money was available from NCC for artworks and events and the details would be passed to the WCA.

**946. RESIGNATION OF MAVIS LEAFE**

Cllr Leafe withdrew her resignation and this was accepted.

**947. DECLARATIONS OF INTEREST**

There were none.

**948. PROTOCOL FOR COMMUNICATION FOLLOWING DISTRIBUTION OF FENCE UPDATE LETTER TO VILLAGE**

Cllr Turton stated that the fence update letter signed jointly by the clerk for the PC and Laura Wardle for the WCA should have been referred to the PC meeting on April 12<sup>th</sup> for approval. There was agreement that any such future communication must be referred to all members in council. The Chairman stated that in future any communication of PC policy, or issues deemed contentious, should be referred to him if too urgent to delay until the next meeting of the PC.

**949. ELECTION OF VICE CHAIRMAN/ ASSIGNMENT OF RESPONSIBILITIES**

Cllr Turton proposed Cllr Briggs as vice chairman, seconded by Cllr Boot. Cllr Briggs was elected unanimously. Responsibilities were agreed as follows: allotments – Cllr Wiltshire; cemetery – the Chairman; churchyard – Cllr Wardle; finance – the Chairman and Cllr Charles-Jones; footpaths – Cllr Wiltshire; flood alleviation – Cllr Briggs; Governor's Field – Cllr Wardle; playing fields – Cllr Berrisford; health and safety – Cllr Hough; planning – Cllrs Turton, Berrisford and Charles-Jones; school – Cllr Hough; speedwatch/highways – Cllr Parkinson; village hall – Cllr Leafe; village hall working party – Cllrs Parkinson, Briggs, Turton, Leafe and Wardle; village contractor – Cllr Wardle; Woodborough in Bloom – Cllr Turton.

**950. COUNTY REPORT**

There was none.

**951. DISTRICT REPORT**

Cllr. Boot had nothing to report.

**952. CORRESPONDENCE AND EXCHANGE OF INFORMATION**

The clerk read out a letter from the Cancer Research UK Woodborough branch secretary, in which she thanked the caretaker for the high standards of cleanliness in the hall. An email from Nick Blinston offering to join the Emergency Plan committee was passed to Cllr Briggs. An email of thanks from the chairman of the Coppice Colts was read out. An email from Catherine Pennington regarding future use of the red phone boxes was read out and the clerk confirmed that she had suggested a discussion with the WCA.

Invitations to attend the NCC Local Improvement Scheme launch event and the NCC civic service were passed to the Chairman. Cllr Boot confirmed that he would attend the Annual Meeting of the Gedling Borough Council. The clerk reported that the BT phone boxes had been decommissioned and agreed to forward BT's maintenance guide to Cllr Wardle. Information had been received from Newark and Sherwood District Council regarding their Local Development Framework.

A request had been received from the WCA asking the PC to support efforts for the Best Kept Village Competition with a donation of £200, and it was agreed to make this an agenda item for June. Information regarding a Playground Inspection Training event had been received from RCAN; it was agreed that a representative should attend at a cost of £25 and the clerk agreed to forward the date to Cllr Hough.

**953. PLANNING APPLICATIONS**

The clerk had responded between meetings to an application by Mrs Turner of 4 Pinfold Close for a first floor extension, conservatory and utility area (reference 772 2010/0319), to which there was no objection. The PC discussed an application by Mr John Radford of 41 Shelt Hill to retain a garden office and glazed room (reference 771 2010/0281); the PC observed that the office must remain ancillary to the main dwelling and must comply with green belt policy. There was no objection to an application by the clerk on behalf of the PC for an extension to the Roe Hill cemetery (reference 773 2010/0314).

**954. CEMETERY**

Cllr Whincup reported that a further plan had been received from Bentons marking the measurement and grid references of the land. It was agreed to ask Bentons to issue sales particulars on the land to the golf club's solicitors and to Rothera Dowson, the PC's solicitors. The clerk was asked to get a quote from Rothera Dowson for their fees.

**955. ALLOTMENTS**

A villager had inquired about the vacant plot; there appeared to be a possible misunderstanding regarding which plot was vacant and the clerk agreed to clarify.

**956. PLAYING FIELD**

Cllr Berrisford reported that the cricket pitch was being used by Gedling cricket team, which included Woodborough boys. It was agreed that a subcommittee comprising Cllrs Briggs, Berrisford, Wardle and Hough should form to investigate best use for the playing field. The Chairman expressed a view that the village needed to provide facilities for teenagers.

Cllr Wardle reported that repairs in the pavilion were underway. Cllr Hough advised that he had contacted the Health and Safety Executive regarding appropriate precautions against legionella required under the PC's insurance and would report back.

**957. CHURCH YARD**

Cllr Wardle reported that on 17<sup>th</sup> May NCC were surveying the church yard to document headstones and identify buried headstones for future record. Costs will be carried by NCC.

Treeworks will be carried out in the autumn and are likely to involve the removal of one tree.

**958. INSURANCE**

Cllr Parkinson reported that he had reviewed the renewal paperwork from Zurich and would recommend minor adjustments. The clerk had received a more favourable quote from Came and Company. It was resolved to empower Cllr Parkinson to decide between the 2 quotations to ensure continuity of cover after the renewal date of 14<sup>th</sup> May.

**959. FINANCE**

The financial statement was approved and 16 cheques totalling £2842.78 were approved for payment. It was noted that 7 cheques had been signed in advance of the meeting due to May day.

GBC had paid all of the precept and revenue aid in April, and given the rate of 0.05% on the deposit account the clerk offered to investigate HSBC's higher interest options.

**960. CLERK'S REPORT AND ANNOUNCEMENTS**

The clerk reported that April had been a very demanding month. Accounts had been prepared for the Annual Meeting of the Parish and would be shown to the internal auditor on May 11<sup>th</sup>. The HMRC return had been filed online. The clerk reported that she had attended a Parish Clerks' meeting at GBC with the Deputy Chief Executive to discuss their paperwork requirements (Form B). An SLCC training event on risk assessment had been attended and this had highlighted the issue of legionella which was now being followed up.

The clerk reported that the caretaker would be on holiday 24<sup>th</sup> – 28<sup>th</sup> May and agreed to write to key users asking them to spend a little extra time ensuring that the hall was tidy after their use. The Chairman and Cllr Parkinson agreed to check the hall on a rota basis.

**961. NEIGHBOURHOOD WATCH**

Notts Police had advised of 3 open forum meetings designed to re-launch Neighbourhood Watch. It was agreed to publicise these events via both noticeboards and Cllr Parkinson said that he would attend one of them.

**962. VILLAGE HALL**

Cllr Wardle proposed that 2 trolleys for moving seats at a cost of £128 be purchased but it was resolved not to commit to this expenditure at this early stage of the year.

**963. RIGHTS OF WAY**

It was agreed that an idea mooted at the Annual Meeting of the Parish, to move the foot bridge in order to get people to use the proper footpath around the playing field, was unlikely to be feasible.

**964. FLOOD PREVENTION**

Cllr Briggs informed the PC that a decision regarding the need for planning permission for the emergency store would be made following a visit to the proposed site (the VH car park). A meeting for the Emergency Plan Committee was scheduled for the end of May.

**965. SCHOOL FENCE**

Cllr Hough reported that he had given feedback to Shaun Hopwell on the proposed lease for use of the running track out of school hours, based on members' emailed responses. A redraft from NCC was expected. Cllr Hough reminded members that he had had sight of the draft lease due to his status as governor, and that the next draft could be discussed by the PC in council and shared with the WCA. Cllr Hough reported that the inner fence might be erected during half term; Cllr Charles-Jones expressed concern that as yet proper consideration had not been given to the need for a pedestrian gate alongside the vehicle gates, installed in the new fence between the two playing field areas. The Chairman agreed to contact Cllr Spencer as a matter of urgency to stress the need to involve the PC in drafting the lease and to consider the need for a second gate.

**966. TRAINING**

The clerk requested the PC's approval to attend a 2 day "Working with Your Council" course in Nottingham in the autumn at a cost of £110 and this was granted.

**967. NEWSLETTER**

Cllr Boot expressed disappointment that the Annual Meeting of the Parish had not featured in the newsletter's "What's On" feature, despite being notified to the editor. It was agreed that next year the meeting should be advertised more widely and earlier, with more explanation of its purpose. It was agreed that notices should be placed in the newsletter seeking volunteers for both Speedwatch and Neighbourhood Watch.

**968. UTILITIES**

The clerk reported that a letter from British Gas had been sent to the Village Hall containing terms for the renewal of the gas contract for a further year; an alternative quote suggested that the PC could secure better value. It was resolved to serve notice to British Gas for both the gas and electricity supply and to consider alternative quotes at a future meeting.

**969. AOB**

There was none.

**970. DATE OF THE NEXT MEETING**

The date of the next PC meeting was confirmed as 7<sup>th</sup> June at 7pm in the Village Hall. The meeting ended at 9.50pm.



**Minutes of the Parish Council Meeting held on Monday 7<sup>th</sup> June 2010 at 7pm  
The Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr. Richard Whincup (Chairman), Cllr. Paul Berrisford, Cllr. Margaret Briggs, Cllr. Paul Hough, Cllr Mavis Leafe, Cllr. Geoff Parkinson, Cllr. Jan Turton, Cllr. Charles Wardle, Cllr. Kathryn Wiltshire

IN ATTENDANCE: Averil Marczak (Clerk); 15 villagers (part of meeting); John McDonald and Antony Dumskyj (representing Ecoworks, part of meeting); Sue Sale (Gedling BC, part of meeting)

The Chairman opened and immediately adjourned the meeting to allow discussion between villagers present and representatives from Ecoworks. Villagers raised concerns about one overnight event held on the Bank Hill site which had involved unacceptable noise levels and left litter; the police had attended the day after but no offence had been committed. John McDonald, the landowner, gave an unqualified apology for this and stated that such an event would not happen again. With Antony Dumskyj, he presented their outline plans to create a “food producing nature reserve” on the site which would be predominantly wooded. Planning for a polytunnel and greenhouse may be sought; there were no plans for residential development. Compost toilet facilities would be built. A team of corporate volunteers had visited the site arriving in 2 coaches; a villager stressed the need to park safely away from Bank Hill in future. At 7.30 the Chairman adjourned the discussion but invited the villagers and representatives to continue talking in the main hall if they wished.

**971. CODE OF CONDUCT**

Sue Sale, GBC’s Head of Democratic and Community Services, reminded members that their Register of Interests must be updated within 28 days of any change, and should be reviewed annually. Declarations of interest made at meetings should include associations with charities. The new coalition government may change the Standards regime.

**972. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr John Boot due to a prior engagement and Cllr John Charles-Jones due to holidays.

**973. MINUTES OF THE PARISH COUNCIL**

The minutes of the meeting held on 10<sup>th</sup> May and of the Annual Meeting of the Parish, held on 26<sup>th</sup> April, were approved for accuracy.

**974. MATTERS ARISING**

Cllr Briggs reported that she had contacted Nick Blinston regarding the Emergency Plan committee.

**975. DECLARATIONS OF INTEREST**

Personal interests were declared as follows: Woodborough in Bloom- Cllr Turton; WCA - Cllrs Briggs, Wardle, Whincup, Leafe, Hough, Wiltshire; Woods School – Cllr Hough; allotments – Cllrs Berrisford, Hough, Whincup; planning application 774/0367 – Cllr Leafe.

**976. COUNTY REPORT**

There was nothing reported.

**977. DISTRICT REPORT**

There was nothing reported.

**978. WOODS SCHOOL: LICENCE TO USE FENCED PLAYING FIELD**

Consternation was expressed that the second inner fence had been constructed in advance of the licence being agreed by the PC. It was agreed that the draft licence sent by NCC on May 12<sup>th</sup> was unacceptable on the grounds of its duration (10 years only); the clause allowing the licensor to terminate the agreement with 6 months' notice; the requirement for the PC to ensure the premises are free from litter; the requirement to indemnify the licensor in respect of any claims arising from non school use. Cllr Parkinson reminded members that agreement to a licence would rule out any future application for village green status. It was proposed and agreed by a vote of 5 to 3 to forward an amended version of the licence which satisfied the PC's concerns to Tim Slater at NCC, copying in Mark Spencer and the WCA.

**979. CORRESPONDENCE AND EXCHANGE OF INFORMATION**

The clerk read out an email from the Tennis Club requesting access to the pavilion during tournaments and it was agreed that a key should be lent to Lisa Wilson. It was agreed to publicise the temporary closure of Georges Lane. NCC Highways had requested the PC's feedback on their handling of the severe winter weather; it was agreed that the clerk should highlight the inadequate gritting on Bank Hill. Communication from Mrs Holder, Mrs Mayfield and Mrs McAnallen regarding the Ecoworks project was noted; their concerns had led to the invitation of John McDonald and Antony Dumskyj to address the meeting.

An invitation to the GBC civic service was passed to the Chairman. Various minutes and agendas from GBC were noted, as were Travel and Transport Briefing and a library consultation from NCC.

**980. PLANNING APPLICATIONS**

Applications by Mr Shaun Hopwell of the Woods Foundation School to install goal units (reference 774 2010/0367) and by Mr Alan Henshaw of the Environment Agency Fish Farm at Moor Lane to erect a chimney for a biomass boiler (reference 775 2010/0332) were considered; there were no objections.

**981. ALLOTMENTS**

Cllr Berrisford reported that there was a leak in the water supply on Foxwood Lane; Severn Trent would repair this at their cost. The clerk reported that a lady who had enquired about the vacant plot, owned a property in Woodborough but was currently resident in Arnold. The PC ruled that she was not eligible to apply for an allotment.

**982. CEMETERY**

Martin Smalley & Co had requested that the PC buy back 3 exclusive rights of burial held by the estate of John O'Connell (deceased). It was agreed that the PC would deduct a £50 administration fee for each grave and a cheque was signed for the balance of £1050. The Chairman had no progress to report regarding the cemetery extension.

**983. GOVERNOR'S FIELD**

Cllr Wardle reported that children were climbing over the wire fence next to the stream onto private land. It was proposed and agreed to purchase 2 aluminium signs at a cost of £50 to advise that the land was private.

**984. PLAYING FIELD**

It was proposed and agreed to purchase 3 aluminium signs at a cost of £75 to advise users to walk around the field and keep dogs on a lead.

Cllr Wardle reported that repairs for the leak in the pavilion would be completed by June 11<sup>th</sup>. Cllr Wardle reported that he had received a quote from Ideal Cleaning regarding precautions against legionella; their cost for initial treatment was £600. The clerk agreed to seek advice on possible alternatives.

**985. INSURANCE**

Cllr Parkinson proposed that the PC accept a 3 year deal with Aviva in return for a 5% discount and this was agreed. The clerk reported that the PC had saved £833 by changing insurers.

**986. FINANCE**

The Chairman presented the annual accounts for 2009/10 which had been approved by the internal auditor, David Brooks. Cllr Parkinson advised that 3 income cheques which should have been recorded in the accounts for 2008/9 had been missed off the ledger in error; this income had now been accounted for in 2009/10. The annual governance statement was read out and considered in detail after which it was proposed and agreed to approve the Annual Return for 2009-10. The return was signed by the Chairman and the clerk. It was proposed and agreed to pay the internal auditor's fee of £160.

The financial statement was approved and 22 cheques totalling £6806.24 were approved for payment, including budgeted donations to Woodborough in Bloom and the WCA . It was noted that 2 of these cheques had been signed in advance of the meeting.

It was agreed to defer discussion about investment of the PC's reserves until July.

**987. CLERK'S REPORT AND ANNOUNCEMENTS**

CONFIDENTIAL ITEM.

**988. NEIGHBOURHOOD WATCH/SPEEDWATCH**

There was nothing to report.

**989. VILLAGE HALL**

Cllr Wardle reported that the preschool shed was complete and that David Hallam had finished the safe cupboard for the AV equipment to a high standard. Cllr Parkinson reported that he had filed the application to vary the premises licence to allow entertainments, films and sports to be carried on between 08.00 and 23.30 on any day of the week.

**990. RIGHTS OF WAY**

Cllr Wiltshire reported that she had forwarded an issue regarding a footpath near Epperstone to NCC.

**991. FLOOD PREVENTION**

Cllr Briggs advised that 2 houses on Bank Hill had been flooded following the rainfall of 5<sup>th</sup> and 6<sup>th</sup> June; she had visited the properties with the Chairman to ascertain any necessary actions. Cllr Briggs advised that GBC had yet to visit to determine whether planning consent was necessary for the emergency store.

**992. NEWSLETTER**

The clerk reported that the editor had difficulties accommodating the PC's minutes and notices within the paid for space (4 pages). It was agreed that participation in the newsletter was money well spent, and that extra space should be taken so that minutes should be presented in full, including names of attendees. Cllr Parkinson agreed to talk to the editor before the PC considered how much additional space was needed.

**993. UTILITIES**

The clerk reported that the gas supply contract from British Gas had been terminated. The clerk had sought quotes from "Make It Cheaper" via NAVACH and recommended that the PC sign up as a new customer with British Gas to get the most favourable terms currently available and this was agreed.

**994. AOB**

Cllr Hough reported that there had been an issue with lorries driving through the village and mounting the pavement in order to make the turn by the Nags Head. He had made a note of their number plates and would try to track down the company responsible. Cllr Wardle advised that the WCA would place posters regarding the Best Kept Village Competition in the BT kiosks.

**995. DATE OF THE NEXT MEETING**

The date of the next PC meeting was confirmed as 5<sup>th</sup> July at 7pm in the Village Hall. The meeting ended at 10.20pm.

**Minutes of the Parish Council Meeting held on Monday 5<sup>th</sup> July 2010 at 7pm**  
**The Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr. Richard Whincup (Chairman), Cllr. Paul Berrisford, Cllr. John Boot, Cllr. Margaret Briggs, Cllr. John Charles-Jones, Cllr Mavis Leafe, Cllr. Geoff Parkinson, Cllr. Jan Turton, Cllr. Charles Wardle

IN ATTENDANCE: Averil Marczak (Clerk); Charlotte Birkett (Extended Services Coordinator for Col Frank Seeley family of schools); Eugene Duffy (Coppice Colts)

Before opening the meeting the Chairman invited Charlotte Birkett to address members. She explained that GBC had funds to provide a programme of free sporting activities on the playing field and school running track for Woodborough children during the school holidays. She requested that the hall be made available for the normal hourly rate in the event of rain; members expressed their support providing that there were no prior bookings and asked for a firm proposal to be discussed with the caretaker.

The Chairman invited Eugene Duffy to address members. He thanked the PC for the facilities provided, reported on the Coppice Colts' successes for the past season and expressed his wish to maintain a positive relationship with the village.

**889. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr Paul Hough and Cllr Kathryn Wiltshire for personal reasons.

**890. MINUTES OF THE PARISH COUNCIL**

The minutes of the meeting held on 7<sup>th</sup> June were approved for accuracy.

**891. MATTERS ARISING**

The clerk reported that Martin Smalley & Co had accepted the PC's offer to buy back 3 graves for a total of £1050, and that NCC had acknowledged the PC's comments about gritting on Bank Hill.

**892. DECLARATIONS OF INTEREST**

Personal interests were declared as follows: Woodborough in Bloom- Cllr Turton; WCA - Cllrs Briggs, Wardle, Whincup, Leafe; allotments – Cllrs Berrisford, Hough, Whincup. Personal and prejudicial interest: planning application 778 2010/0472 – Cllr Briggs.

**893. MEMBERS' REGISTERS OF INTERESTS**

Following Sue Sale's address to June's meeting, members reviewed and updated their forms and returned them to the clerk for submission to GBC.

**894. LORRIES**

It was reported that certain lorries driving through the village were destined for Dorket Head reclamation centre. Cllr Boot reported that NCC were consulting regarding the removal of the bus plug in Burton Joyce; a consequence of this may be a weight restriction on village roads. Concern was expressed that heavy vehicles mounting the pavement near the Nags Head were damaging properties; it was agreed to seek photographic evidence and write to NCC.

**895. COUNTY REPORT**

There was nothing reported.

**896. DISTRICT REPORT**

Cllr Boot reported that the consultation on the extension of the landfill site at Dorket Head had concluded and planning permission had been granted.

**897. WOODS SCHOOL: LICENCE TO USE FENCED PLAYING FIELD**

The clerk confirmed that the PC's counter proposal had been sent to NCC on June 29<sup>th</sup>. It was observed that the gate had been left open after school and during weekends.

**898. CORRESPONDENCE AND EXCHANGE OF INFORMATION**

The clerk read out a letter from NCC offering PC's an opportunity to take over delivery of certain local services; it was agreed to continue with the status quo. An email had been received regarding the next phase of NCC's transport consultation; Cllr Charles-Jones agreed to review. A letter had been received from NCC archives, cataloguing the PC records held; Cllrs Boot and Charles-Jones requested a copy. Information regarding carers' breaks in Gedling and a consultation on a mobility strategy for Notts led by RCAN were noted; Cllr Leafe offered to make these available in the Institute. Cllr Parkinson offered to obtain a leaflet holder for the village hall for future display of information.

A letter from Woodborough in Bloom thanking the PC for its donation was noted. A letter had been received objecting to road name signage on Bank Hill; the clerk reported that the signs had been erected by GBC to help delivery vehicles, however John Evens had agreed to review the position of the signs following concerns about road safety. A letter had been received expressing disappointment with the maintenance of the cemetery; members were asked to visit the cemetery to form their own opinion for discussion at the next meeting and the clerk agreed to respond.

Various agendas and minutes from GBC were noted.

**899. PLANNING APPLICATIONS**

An application by Mr Wincent Kordula to build a front ground floor extension at 8 Holme Close (ref 778 2010/0472) was considered; there were no objections.

**900. ALLOTMENTS**

There was nothing reported.

**901. CEMETERY**

The Chairman reported that planning permission had been granted and that Bentons had issued a memorandum of agreement for sale. The clerk reported that the vendors had still to appoint solicitors.

**902. HEALTH & SAFETY**

There was nothing reported.

**903. PLAYING FIELD & GOVERNORS FIELD**

Cllr Wardle reported that the pavilion ceiling had been reinstated and required skimming. It was proposed and agreed to spend £100 on an additional beam to reinforce the ceiling. Cllr Berrisford stated that he would seek funding from the Sports Council for the pavilion. It was agreed that the agreements with the sports clubs should form part of the agenda at the July 26<sup>th</sup> meeting. The clerk reported that the RoSPA playground inspection had been carried out and the report was awaited.

**904. CHURCH YARD**

There was nothing reported.

**905. FINANCE**

The financial statement was approved and 22 cheques totalling £2856.31 including £86.04 VAT were approved for payment. It was noted that the signage for the Governor's Field and Playing Field would cost £150 and not £125 due to the size required; it was proposed and agreed to accept the extra charge.

Investment options were considered and it was agreed to look into Santander's 1% interest account providing funds remained accessible.

**906. CLERK'S REPORT AND ANNOUNCEMENTS**

There was nothing reported.

**907. NEIGHBOURHOOD WATCH/SPEEDWATCH**

There was nothing reported.

**908. VILLAGE HALL**

Cllr Parkinson reported that the new licence had been received allowing the hall to remain open from 08.00 until 24.00 and host all activities between 08.00 and 23.30. The clerk reported that G Daykin was unable to renovate the floor during the school holidays due to prior bookings; it was agreed to consider February 2011 half term. Cllr Parkinson presented samples of padded chairs and proposed that he apply for a grant to purchase 200 chairs; it was agreed that grants and seating options be considered on the 26<sup>th</sup> July agenda. It was reported that the VHWP were planning a visit to Hoveringham Village Hall to get ideas for improvements to the hall. Cllr Charles-Jones expressed a view that the Working Party should compile a comprehensive "wish list" before starting to apply for grants.

**909. RIGHTS OF WAY**

Cllr Wardle proposed that he pressure wash the wooden seats in the absence of a budget to renovate them. Cllr Charles-Jones offered the use of his diesel pressure washer; if this proved unsuitable it was agreed that Cllr Wardle could purchase a pressure washer extension at a cost of £40.



**910. FLOOD PREVENTION**

Cllr Briggs advised that Ian Parker of NCC had visited Bank Hill following flooding on 5<sup>th</sup> and 6<sup>th</sup> June to consider improving drainage.

**911. NEWSLETTER**

Cllr Parkinson agreed to talk to the editor regarding additional space.

**912. AOB**

Cllr Turton reported that Woodborough had reached the next round of the Best Kept Village Competition, and that the overgrown hawthorns on Main Street would shortly be cut back.

**913. DATE OF THE NEXT MEETING**

The date of the next PC meeting was confirmed as 26<sup>th</sup> July at 7pm in the Village Hall. The meeting ended at 10.05pm.

**Minutes of the Parish Council Meeting held on Monday 26<sup>th</sup> July 2010 at 7pm**  
**The Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr. Richard Whincup (Chairman), Cllr. Paul Berrisford, Cllr. John Boot, Cllr. Margaret Briggs, Cllr. John Charles-Jones, Cllr Paul Hough, Cllr Mavis Leafe, Cllr. Geoff Parkinson, Cllr. Jan Turton, Cllr Kathryn Wiltshire.

IN ATTENDANCE: Averil Marczak (Clerk); 5 village residents (part)

Before the meeting the Chairman invited the residents to address members. 3 residents asked whether the PC had any plans to purchase land for sale on Shelt Hill. Cllr Berrisford explained that he had visited the land to assess whether it might be suitable for playing field use but that he would not be recommending the PC to take any further steps. The Chairman invited Mrs Catherine Pennington to address members. She outlined her proposal to set up a book exchange in the old BT kiosk by Pinfold Close which she offered to manage providing the PC fund the installation of shelving. Members gave the idea support and asked Mrs Pennington to return to a future meeting with costs.

**1021. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr. Charles Wardle due to holidays.

**1022. MINUTES OF THE PARISH COUNCIL**

The minutes of the meeting held on 5<sup>th</sup> July were approved for accuracy following 2 amendments.

**1023. MATTERS ARISING**

Cllr Hough reported that he had received a letter from NCC regarding heavy vehicles and environmental weight restrictions; feasibility work was being planned. Cllr Boot commented that future weight restrictions would be considered as part of the potential removal of the bus plug in Burton Joyce. The clerk reported that GBC had adjusted the position of the road name sign on Bank Hill following the PC's request.

**1024. DECLARATIONS OF INTEREST**

Personal interests were declared as follows: allotments – Cllrs Berrisford, Hough, Whincup; Woodborough Woods School – Cllr Hough.

**1025. CHAIRMAN'S REPORT**

The Chairman reported that he had attended the GBC Civic Service at Burton Joyce.

**1026. COUNTY REPORT**

There was nothing reported.

**1027. DISTRICT REPORT**

Cllr Boot reported that the impact of the Queen's speech was now filtering through; one such impact was the abolition of regional spatial strategies which had set a target number for new houses.

**1028. WOODS SCHOOL: LICENCE TO USE FENCED PLAYING FIELD**

The clerk reported that the PC's proposed terms for the licence were now being considered by the Children and Young People's Department at NCC; due to summer holidays progress was slow. It was agreed that the clerk should request a response from Tim Slater of NCC within a week of the

next school governors' meeting, and to write separately to Cllr Spencer requesting his help in bringing the matter to a satisfactory conclusion.

#### **1029. CORRESPONDENCE AND EXCHANGE OF INFORMATION**

The clerk read out an email from the Bridge Club seeking an indication of charges for the Village Hall in 2011; it was agreed to respond saying that the hire charge was likely to increase in line with inflation. NAVACH's newsletter had been received along with an invitation to the AGM and briefing on how to write a good funding brief on 21<sup>st</sup> September.

Various agendas and minutes from GBC and circulations from NCC were noted.

#### **1030. PLANNING APPLICATIONS**

An application by Mr and Mrs Howard of 26 Park Avenue for a two storey rear extension and alterations (ref 779 2010/0550) was considered; there were no objections. Cllr Boot offered to report back on whether use of the BT kiosk as a book exchange would require planning consent.

#### **1031. ALLOTMENTS**

An email had been received from Jeffrey Parker complaining about the weeds on the vacant half plot. Cllr Charles-Jones offered to trim the weeds and it was agreed that, as the plot had been vacant for 4 months with no interest from villagers and was now causing inconvenience to other tenants, applicants on the old non-Woodborough waiting list should be contacted with a view to letting the plot quickly.

#### **1032. CEMETERY**

The Chairman reported that the vendors of the extension land had still to appoint solicitors. Members discussed Mr Bowler's letter, in which he had complained about poor maintenance of the cemetery. It was agreed that the wild flower area should be cut back now and not allowed to grow for so long in future years; Cllr Charles-Jones agreed to cut back the brambles in the old part of the cemetery. There was agreement that the cemetery should maintain a rural feel and that collecting grass cuttings was cost prohibitive; the development of the extension in due course would provide another opportunity to review the maintenance of the path.

#### **1033. HEALTH & SAFETY**

Cllr Hough recommended, and it was agreed, that the PC should engage a competent person to assess the risk of legionella in the pavilion. The clerk was asked to get three quotes. Cllr Hough said that he would ask Cllr Wardle to undertake the weekly check of the play equipment while he on holiday.

#### **1034. PLAYING FIELD**

Cllr Berrisford reported that repairs to the pavilion were not yet complete. Cllr Berrisford recommended that the PC look at controlling the maintenance of the playing field and charging the clubs; Cllrs Berrisford, Briggs, Boot and Wardle would develop a proposal. Concern was expressed that water from the Village Hall was being used for the cricket square; it was suggested that supply should be taken from the pavilion and that a water meter should be installed. The clerk was asked to write to the football, cricket and tennis clubs requesting payment of fees at the same level as last year and advising that terms and conditions were under review.

**1035. GOVERNORS FIELD**

The clerk reported that the RoSPA playground inspection had been carried out; the inspector had classified the play area as low risk but had highlighted some areas of wear and tear to the playing surface.

**1036. CHURCH YARD**

There was nothing reported.

**1037. FINANCE**

The financial statement was approved and 15 cheques totalling £1853.32 including £23.42 VAT were approved for payment. It was proposed and agreed to open a new Santander Business Direct Saver account and transfer £17948.27 from the A&L deposit account into this account. It was proposed and agreed that the operators of this account should be Cllrs Parkinson, Briggs, Leafe and Turton, who were signatories to the existing A&L account.

**1038. CLERK'S REPORT AND ANNOUNCEMENTS**

The clerk informed the PC when she and the caretaker were on holiday and Cllr Parkinson agreed to check the hall in the caretaker's absence.

**1039. VILLAGE HALL**

The caretaker had reported that the new groundsman at the school had borrowed chairs from the hall without consulting first. It was agreed that the clerk should write to the groundsman and advise that the caretaker's permission must be sought on each occasion in case the chairs were required for a booking in the Village Hall. Samples of new padded chairs were considered as part of a possible grant application and a decision was deferred.

**1040. RIGHTS OF WAY**

Cllr Wiltshire reported that a tree with a broken branch in the playing field was being addressed.

**1041. FLOOD PREVENTION**

Cllr Briggs reported that the Environment Agency had checked water levels during heavy rainfall on 22<sup>nd</sup> July but there had been no problems. A meeting between the Emergency Planning Team and Helen Stephenson of NCC was set for September 9<sup>th</sup>.

**1042. NEWSLETTER**

Cllr Parkinson proposed and it was agreed to expand the PC's space to 6 pages, this would increase the monthly cost from £29 to £43.50. Notices should include the annual bookings meeting for the village hall and GBC Arts funding.

**1043. DATE OF THE NEXT MEETING**

The date of the next PC meeting was confirmed as September 6<sup>th</sup>.

The meeting finished at 9.15 pm.

**Minutes of the Parish Council Meeting held on Monday 26<sup>th</sup> July 2010 at 7pm**  
**The Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr. Richard Whincup (Chairman), Cllr. Paul Berrisford, Cllr. John Boot, Cllr. Margaret Briggs, Cllr. John Charles-Jones, Cllr Paul Hough, Cllr Mavis Leafe, Cllr. Geoff Parkinson, Cllr. Jan Turton, Cllr Kathryn Wiltshire.

IN ATTENDANCE: Averil Marczak (Clerk); 5 village residents (part)

Before the meeting the Chairman invited the residents to address members. 3 residents asked whether the PC had any plans to purchase land for sale on Shelt Hill. Cllr Berrisford explained that he had visited the land to assess whether it might be suitable for playing field use but that he would not be recommending the PC to take any further steps. The Chairman invited Mrs Catherine Pennington to address members. She outlined her proposal to set up a book exchange in the old BT kiosk by Pinfold Close which she offered to manage providing the PC fund the installation of shelving. Members gave the idea support and asked Mrs Pennington to return to a future meeting with costs.

**1021. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr. Charles Wardle due to holidays.

**1022. MINUTES OF THE PARISH COUNCIL**

The minutes of the meeting held on 5<sup>th</sup> July were approved for accuracy following 2 amendments.

**1023. MATTERS ARISING**

Cllr Hough reported that he had received a letter from NCC regarding heavy vehicles and environmental weight restrictions; feasibility work was being planned. Cllr Boot commented that future weight restrictions would be considered as part of the potential removal of the bus plug in Burton Joyce. The clerk reported that GBC had adjusted the position of the road name sign on Bank Hill following the PC's request.

**1024. DECLARATIONS OF INTEREST**

Personal interests were declared as follows: allotments – Cllrs Berrisford, Hough, Whincup; Woodborough Woods School – Cllr Hough.

**1025. CHAIRMAN'S REPORT**

The Chairman reported that he had attended the GBC Civic Service at Burton Joyce.

**1026. COUNTY REPORT**

There was nothing reported.

**1027. DISTRICT REPORT**

Cllr Boot reported that the impact of the Queen's speech was now filtering through; one such impact was the abolition of regional spatial strategies which had set a target number for new houses.

**1028. WOODS SCHOOL: LICENCE TO USE FENCED PLAYING FIELD**

The clerk reported that the PC's proposed terms for the licence were now being considered by the Children and Young People's Department at NCC; due to summer holidays progress was slow. It was agreed that the clerk should request a response from Tim Slater of NCC within a week of the

next school governors' meeting, and to write separately to Cllr Spencer requesting his help in bringing the matter to a satisfactory conclusion.

#### **1029. CORRESPONDENCE AND EXCHANGE OF INFORMATION**

The clerk read out an email from the Bridge Club seeking an indication of charges for the Village Hall in 2011; it was agreed to respond saying that the hire charge was likely to increase in line with inflation. NAVACH's newsletter had been received along with an invitation to the AGM and briefing on how to write a good funding brief on 21<sup>st</sup> September.

Various agendas and minutes from GBC and circulations from NCC were noted.

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#### **1031. ALLOTMENTS**

An email had been received from Jeffrey Parker complaining about the weeds on the vacant half plot. Cllr Charles-Jones offered to trim the weeds and it was agreed that, as the plot had been vacant for 4 months with no interest from villagers and was now causing inconvenience to other tenants, applicants on the old non-Woodborough waiting list should be contacted with a view to letting the plot quickly.

#### **1032. CEMETERY**

The Chairman reported that the vendors of the extension land had still to appoint solicitors. Members discussed Mr Bowler's letter, in which he had complained about poor maintenance of the cemetery. It was agreed that the wild flower area should be cut back now and not allowed to grow for so long in future years; Cllr Charles-Jones agreed to cut back the brambles in the old part of the cemetery. There was agreement that the cemetery should maintain a rural feel and that collecting grass cuttings was cost prohibitive; the development of the extension in due course would provide another opportunity to review the maintenance of the path.

#### **1033. HEALTH & SAFETY**

Cllr Hough recommended, and it was agreed, that the PC should engage a competent person to assess the risk of legionella in the pavilion. The clerk was asked to get three quotes. Cllr Hough said that he would ask Cllr Wardle to undertake the weekly check of the play equipment while he on holiday.

#### **1034. PLAYING FIELD**

Cllr Berrisford reported that repairs to the pavilion were not yet complete. Cllr Berrisford recommended that the PC look at controlling the maintenance of the playing field and charging the clubs; Cllrs Berrisford, Briggs, Boot and Wardle would develop a proposal. Concern was expressed that water from the Village Hall was being used for the cricket square; it was suggested that supply should be taken from the pavilion and that a water meter should be installed. The clerk was asked to write to the football, cricket and tennis clubs requesting payment of fees at the same level as last year and advising that terms and conditions were under review.

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The clerk reported that the RoSPA playground inspection had been carried out; the inspector had classified the play area as low risk but had highlighted some areas of wear and tear to the playing surface.

**1036. CHURCH YARD**

There was nothing reported.

**1037. FINANCE**

The financial statement was approved and 15 cheques totalling £1853.32 including £23.42 VAT were approved for payment. It was proposed and agreed to open a new Santander Business Direct Saver account and transfer £17948.27 from the A&L deposit account into this account. It was proposed and agreed that the operators of this account should be Cllrs Parkinson, Briggs, Leafe and Turton, who were signatories to the existing A&L account.

**1038. CLERK'S REPORT AND ANNOUNCEMENTS**

The clerk informed the PC when she and the caretaker were on holiday and Cllr Parkinson agreed to check the hall in the caretaker's absence.

**1039. VILLAGE HALL**

The caretaker had reported that the new groundsman at the school had borrowed chairs from the hall without consulting first. It was agreed that the clerk should write to the groundsman and advise that the caretaker's permission must be sought on each occasion in case the chairs were required for a booking in the Village Hall. Samples of new padded chairs were considered as part of a possible grant application and a decision was deferred.

**1040. RIGHTS OF WAY**

Cllr Wiltshire reported that a tree with a broken branch in the playing field was being addressed.

**1041. FLOOD PREVENTION**

Cllr Briggs reported that the Environment Agency had checked water levels during heavy rainfall on 22<sup>nd</sup> July but there had been no problems. A meeting between the Emergency Planning Team and Helen Stephenson of NCC was set for September 9<sup>th</sup>.

**1042. NEWSLETTER**

Cllr Parkinson proposed and it was agreed to expand the PC's space to 6 pages, this would increase the monthly cost from £29 to £43.50. Notices should include the annual bookings meeting for the village hall and GBC Arts funding.

**1043. DATE OF THE NEXT MEETING**

The date of the next PC meeting was confirmed as September 6<sup>th</sup>.

The meeting finished at 9.15 pm.



**Minutes of the Parish Council Meeting held on Monday 6<sup>th</sup> September 2010 at 7pm**  
**The Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr. Richard Whincup (Chairman), Cllr. Paul Berrisford, Cllr. John Boot, Cllr. Margaret Briggs, Cllr. John Charles-Jones, Cllr Paul Hough, Cllr Mavis Leafe, Cllr. Charles Wardle, Cllr Kathryn Wiltshire.

IN ATTENDANCE: Averil Marczak (Clerk)

**1044. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr. Geoff Parkinson and Cllr. Jan Turton due to holidays.

**1045. MINUTES OF THE PARISH COUNCIL**

The minutes of the meeting held on 26<sup>th</sup> July were approved for accuracy.

**1046. MATTERS ARISING**

Regarding Mrs Pennington's proposal for a book exchange in the old BT kiosk, Cllr Boot reported that further information would need to be referred to the planning department before they could comment.

**1047. DECLARATIONS OF INTEREST**

Personal interests were declared as follows: allotments – Cllrs Berrisford, Hough, Whincup; Woodborough Woods School – Cllr Hough. Cllr Charles-Jones declared a personal non prejudicial interest in planning application 782 as the applicants were known to him.

**1048. COUNTY REPORT**

There was nothing reported.

**1049. DISTRICT REPORT**

Cllr Boot informed the PC about an upcoming consultation on street lighting, and reported that the Chief Executive of GBC will retire at Christmas, and Sue Sale, GBC's Head of Democratic and Community Services, will retire after the next election.

**1050. WOODS SCHOOL: LICENCE TO USE FENCED PLAYING FIELD**

The clerk reported that no tangible progress had been made. It was agreed that members as well as the clerk would speak to Tim Slater to stress the importance of this issue. Cllr Spencer had also sought an update; it was agreed that the clerk should request Cllr Spencer's attendance at the PC's October meeting to provide an update in person.

**1051. CORRESPONDENCE AND EXCHANGE OF INFORMATION**

The clerk read out a letter and email from Mr John Harlow which contained suggestions about the cemetery, church yard and PC minutes, and provided information on the archives; it was agreed to respond in writing. Woodborough Players requested PC approval to install an additional lighting pole in the hall at their own cost; this was agreed providing a full schedule of works and assurances on safety certification were received. Correspondence from NCC regarding gully emptying was passed to Cllr Briggs. A letter from NCC Highways describing their proposal to conduct "walkabouts" with members of the PC to identify issues in the village was welcomed and

Cllrs Wardle, Whincup and Berrisford expressed an interest in participating. Correspondence from NCC regarding seasonal decorations was noted. NCC have launched “The Big Budget Conversation” inviting feedback on spending cuts; the clerk agreed to forward details to all members. NCC have requested participation in a consultation on Waste Core Strategy. Cllr Hough suggested that Monty Oakley may wish to be involved. The clerk advised of further consultations regarding ‘The Community Right to Build’ and ‘Rebalancing the Licensing Act’. An invitation to the NALC AGM was noted; the clerk agreed to check whether the Best Kept Village presentation was on the agenda.

Various agendas and minutes from GBC and further circulations from NCC were noted.

#### **1052. LOCALISM BILL**

The clerk notified members of a consultation on the Localism Bill – provision for referendums to veto excessive council tax increases, which would require precepting authorities including PCs to hold a referendum at their own cost if proposing to increase the precept ahead of the rate set by the Secretary of State. A minimum income figure (to be defined) was likely to be applied to protect smaller parish councils, for whom the cost of a referendum would be disproportionate. Recognising that in future other sources of income such as grants from GBC may be reduced, it was agreed to respond to the consultation making strong representation for a minimum that would exclude the PC.

#### **1053. PLANNING APPLICATIONS**

An application within Epperstone Parish for a wind turbine at Hill Farm, Chapel Lane (ref 782, N&S 10/00996/FUL) was considered; it was agreed that as this was in a neighbouring parish the PC would simply ask that green belt principles be met. Due to the timing of the meeting, four applications had been reviewed by the members responsible for planning and referred to the clerk to respond under delegated authority: ref 780, 2010/0627 an application by Miss Jessica Simms for the removal and replacement of porch at 121 Main Street (no objection); ref 781, 2010/0598 Mr G Howe for a side and rear extension at 29 Lingwood Lane (no objection); ref 783/0678 an application by Mr Ian Douglas for a loft conversion including front and rear dormers plus decking above garage at 3 Old Manor Close (objection on aesthetic grounds, decking inappropriate); ref 784, 2010/0747 Mr Orange for a single story side and rear extension at 17 Park Avenue (no objection). Cllr Hough left the meeting at 8.10 pm.

#### **1054. ALLOTMENTS**

An email had been received from Nick Blinston asking if he could apply for an allotment. As his wife already has an allotment the PC determined that allotments should be limited to one per household while demand remains high. The Chairman reported that he had replaced the padlock and chain at a cost of £23.50 after a number of tenants had complained of difficulties opening it. It was reported that the final vacant half plot had been let to Mrs Lynn Thompson, from the old waiting list. She had erected posts in the wrong place but had agreed to remove them. Cllr Wiltshire proposed, and it was agreed, to have the hedges cut.

#### **1055. CEMETERY**

The Chairman reported that Bentons were in discussion with NG, land agents to the vendors of the extension land, with regard to their new requirements regarding fencing and the adjustment to the boundary which was stalling the sale. Cllr Charles-Jones said that he had visited the cemetery

with a view to strimming the brambles but believed that it was more practical for him to spray them in the spring.

#### **1056. HEALTH & SAFETY**

Cllr Parkinson had instructed a firm to quote to assess the risk of legionella in the pavilion and their tender was awaited.

#### **1057. GOVERNORS FIELD**

Cllr Wardle stated that the lease on the Governors' Field, signed by the trustees in November 2009 and the PC in December 2009, was considered invalid by Rothera Dowson (solicitor to the trustees) as it contained hand written amendments. Rothera Dowson had sent a clean version of the lease for signature by 2 members, but had not accepted the PC's amendments nor the removal of the clause requiring the PC to pay the landlords' legal costs. There was a further issue regarding the boundary of the land in question. After much discussion it was agreed that the clerk should write to Rothera Dowson: accepting the £250 charge but setting out that this would not be accepted as a fait accompli at the next renewal; advising that there was a possible discrepancy on the boundary which must be resolved at the landlords' expense; asking for the amendment proposed to clause 3.10(a) as previously requested.

Railings to the Governors' Field had been damaged by a car on August; the clerk confirmed that the motorist's insurers had agreed to cover costs. Cllr Wardle had obtained quotes for the necessary work. Cllr Charles-Jones advised the cost of the temporary fencing that had been erected which should also be part of the insurance claim.

#### **1058. PLAYING FIELD**

Cllr Wardle reported that repairs to the pavilion were complete bar the paintwork; he suggested that the water pipes be discussed at the October meeting. Cllr Charles-Jones offered to review alternatives with Cllr Wardle. Cllr Berrisford recommended that the PC install a water meter for the supply into the pavilion and stated that he would shortly have ready proposed agreements for the sports clubs.

#### **1059. CHURCH YARD**

Cllr Wardle reported that 4 trees now required works. 2 quotes had been received which exceeded budget considerably. Cllr Charles-Jones offered to get a third quote and it was agreed to defer a decision to October.

#### **1060. FINANCE**

The financial statement was approved and 15 cheques totalling £2981.72 including £29.37 VAT were approved for payment. The clerk reported that the final 25% of revenue aid (2009/10) had been received from GBC, and rent had been received from the cricket club. A letter had been received from Santander regarding the new savings account, requiring further signatures before the account could be opened.

#### **1061. CLERK'S REPORT AND ANNOUNCEMENTS**

The clerk invited volunteers to attend NAVACH's AGM and "Stepping Stones to Successful Funding Applications" on 7<sup>th</sup> October, both of which featured presentations on applying for grants.

**1062. VILLAGE HALL**

Cllr Wardle reported on the VHWP's visit to Hoveringham Village Hall; the trip had given the Working Party several new ideas and some insights into the grant application process. Cllr Briggs offered to coordinate a "wish list" for the hall and invited members to email her with their ideas.

**1063. RIGHTS OF WAY**

Cllr Wiltshire reported that the Kemp footpath was overgrown and required attention. Further complaints had been received about the state of the bridle path beyond the cemetery.

**1064. FLOOD PREVENTION**

Cllr Briggs reported that the meeting between the Emergency Planning Team and Helen Stephenson of NCC had been postponed until 23<sup>rd</sup> September.

**1065. NEWSLETTER**

It was agreed that the extra space in the latest newsletter had improved the presentation of the PC's minutes and notices.

**1066. DATE OF THE NEXT MEETING**

The date of the next PC meeting was confirmed as October 4<sup>th</sup>.

The meeting finished at 10 pm.

**Minutes of the Parish Council Meeting held on Monday 4<sup>th</sup> October 2010 at 7pm**  
**The Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr Richard Whincup (Chairman), Cllr Paul Berrisford, Cllr John Boot, Cllr Margaret Briggs, Cllr John Charles-Jones, Cllr Paul Hough, Cllr Mavis Leafe, Cllr Geoff Parkinson, Cllr Jan Turton, Cllr Charles Wardle

IN ATTENDANCE: Averil Marczak (Clerk)

**1067. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr Kathryn Wiltshire due to holidays.

**1068. MINUTES OF THE PARISH COUNCIL**

The minutes of the meeting held on 6<sup>th</sup> September were approved for accuracy.

**1069. MATTERS ARISING**

The clerk reported that Mrs Pennington intended to return to a future meeting to discuss her proposal for a book exchange in the old BT kiosk. Cllr Berrisford observed that a BT kiosk in Caythorpe had been converted to a book exchange and might provide some ideas. It was reported that the BT kiosks were still being illuminated, and it was agreed that the bulbs should be removed while the costs were investigated.

The clerk confirmed that a reply had been sent to NCC regarding gully emptying and cleansing.

**1070. DECLARATIONS OF INTEREST**

Personal interests were declared as follows: allotments – Cllrs Berrisford, Hough, Whincup; Woodborough Woods School – Cllr Hough.

**1071. CHAIRMAN'S REPORT**

The chairman briefed the PC on the NAVACH AGM held on September 21<sup>st</sup>.

**1072. COUNTY REPORT**

There was nothing reported. The clerk was asked to write to Cllr Spencer asking him to attend the PC's November meeting, or to send a report.

**1073. DISTRICT REPORT**

There was nothing reported.

**1074. WOODS SCHOOL**

Cllr Hough informed members that he had been invited by the school to attend a meeting regarding the creation of a sensory garden.

The clerk reported that a new version of the licence to use the playing field had been received, offering a 50 year term but allowing the licence to be terminated for redevelopment of the site on service of 6 months notice. The clerk was asked to circulate a copy of the document to all members. Cllr Spencer had offered to arrange a round table meeting between representatives from NCC, the PC, the WCA and the school but no date had yet been proposed. It was agreed that the clerk should take the initiative to schedule a meeting at the Village Hall in the first half of

November (desirable attendees: Cllrs Whincup and Charles-Jones, Richard Hanson and Tim Slater (NCC), Cllr Mark Spencer, Lynne Cullingworth and Shaun Hopwell (Woods School).

#### **1075. CORRESPONDENCE AND EXCHANGE OF INFORMATION**

The clerk read out the reply sent to Mr John Harlow, and a further email received and reply sent. A letter from Louise Ringer containing suggestions for improvements to the Village Hall was noted. A letter had been received from Roland Spencer, Leader of GBC, inviting the clerk and chairman to a meeting in December, and warning of tough budget decisions ahead. Communication from RCAN was noted. It was agreed that Cllr Leafe would attend the NALC AGM on 17<sup>th</sup> November, which would be followed by the Best Kept Village Competition. Leaflets containing contact details for Mark Spencer, MP, had been received. Various agendas and minutes from GBC and further circulations from NCC were noted.

#### **1076. PLANNING APPLICATIONS**

An application by Mrs E Taylor for a proposed change of use from stable to single dwelling at Forge Stables, Lowdham Lane (ref 785, Gedling 2010/0790) was considered, and it was agreed to object on the grounds of preserving the green belt from residential development. An application by Mr Julian Martin of 170 Lowdham Lane (ref 786, Gedling 2010/0782, to demolish an existing single storey element and construct a new 1.5/2 storey side extension and to construct a new porch in place of the existing conservatory) had been received after the agenda had been issued. Members responsible for planning had reviewed the papers and had no objection; it was referred to the clerk to respond under delegated authority.

#### **1077. ALLOTMENTS**

The Chairman reported that the posts erected by a new tenant in the wrong place had now been moved.

#### **1078. CEMETERY**

The Chairman read out an update from Bentons concerning the extension. The Golf Club required the boundary to be moved to retain a strip to the rear of the storage building. Mr Benton was in discussion regarding the PC's proposal to grow a hedge rather than erect a 2m fence. Cllr Charles-Jones reported that he had sprayed a portion of the path with Round-Up. There was a discussion about the older graves; Cllr Leafe said that she was unable to suggest contacts who might maintain them. The Chairman said that he would contact GBC with regard to checking the safety of memorials and this should be considered as part of next year's budget.

#### **1079. HEALTH & SAFETY**

A quote from Amphibia regarding the risk of legionella in the pavilion had been received and Cllrs Wardle and Hough agreed to compare the two quotes with a view to making a recommendation at November's meeting.

#### **1080. GOVERNORS FIELD**

The clerk reported that Rothera Dowson had confirmed receipt of the PC's letter regarding the lease on the Governors' Field and were awaiting further instruction from their client. Cllr Wardle reported that the pavilion repairs were complete. There was a discussion regarding the steps that should be taken to prevent a recurrence of the burst pipes and following consideration of 2 quotes it was agreed to commission David Hallam to lag the pipes at a cost of £510.

The clerk confirmed that quotes for the repair of the railings had been forwarded to the motorist's insurer and it was agreed that the clerk should now write and inform them that the PC would proceed with the work. Cllr Wardle advised that a budget would be required in due course for work to a different section of the railings.

#### **1081. PLAYING FIELD**

Cllr Berrisford presented a proposed agreement with the sports clubs, which would take into account the extra charges incurred by the PC for business rates. The clubs would continue to manage the grass cutting and the fixtures schedules of all parties. Cllrs Berrisford, Boot, Briggs and Wardle agreed to determine the charges for each club and to discuss the new terms with the clubs themselves.

#### **1082. CHURCH YARD**

Cllr Charles-Jones had secured a third quote for tree works, which at £1285 was the lowest. It was agreed to carry out the works. Cllr Wardle advised that the church wall would require attention in the near future to repair mortar work and eroded brick facings; this should be considered during budgeting.

#### **1083. FINANCE**

The financial statement was approved and 16 cheques totalling £2804.62 including £99.21 VAT were approved for payment. The clerk reported that the audit had been concluded and an unqualified audit opinion had been given. The clerk presented a review of the first half of the financial year which showed that expenditure was under control and income was running slightly ahead of expectation due to the phasing of GBC's revenue aid and healthy bookings at the Village Hall.

#### **1084. CLERK'S REPORT AND ANNOUNCEMENTS**

CONFIDENTIAL ITEM.

#### **1085. VILLAGE HALL**

Cllr Wardle presented a "wish list" for grant aided improvements that had been compiled by the Village Hall Working Party; the VHWP had prioritised new lighting and redecoration. The Horticultural Society had received a grant for a new projector screen and it was agreed that this could be wall mounted in the hall, the exact location to be agreed in due course. It was proposed and agreed that Cllr Parkinson should apply for a grant for new chairs and 5 small tables for the Village Hall.

The Players had raised concerns at the VHWP regarding the use of the sound equipment by groups new to the Village Hall; it was agreed that the next meeting of the VHWP should consider ways of minimising the risk.

Cllr Wardle reported that the bar keys would be stored in the kitchen in future.

#### **1086. RIGHTS OF WAY**

It was reported that the Kemp footpath had now been cut back.

#### **1087. FLOOD PREVENTION**

Cllr Briggs reported a meeting had been held between the Emergency Planning Team and Helen Stephenson of NCC on 23<sup>rd</sup> September.

**1088. NEWSLETTER**

It was agreed to place a notice asking dog walkers to walk around the perimeter of the playing field, and not to allow dogs to foul the playing surface.

**1089. DATE OF THE NEXT MEETING**

The date of the next PC meeting was confirmed as November 1<sup>st</sup>.

The meeting finished at 11 pm.



**Minutes of the Parish Council Meeting held on Monday 1<sup>st</sup> November 2010 at 7pm**  
**The Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr Richard Whincup (Chairman), Cllr John Boot, Cllr John Charles-Jones, Cllr Mavis Leafe, Cllr Geoff Parkinson, Cllr Jan Turton, Cllr Charles Wardle, Cllr Kathryn Wiltshire

IN ATTENDANCE: Averil Marczak (Clerk); Jane Walker (representing Cllr Spencer), Mr & Mrs Pennington (for part of meeting only)

**1090. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr Paul Berrisford, Cllr Margaret Briggs due to holidays and Cllr Paul Hough for personal reasons.

**1091. MINUTES OF THE PARISH COUNCIL**

The minutes of the meeting held on 4<sup>th</sup> October were approved for accuracy.

**1092. MATTERS ARISING**

Cllr Wardle reported that the bulbs used in the old BT kiosks used negligible power and it was agreed to leave them in place.

**1093. DECLARATIONS OF INTEREST**

Personal interests were declared as follows: allotments – Cllr Whincup; Woodborough in Bloom – Cllr Turton. Personal and prejudicial interests were declared as follows: Cllr Leafe in planning application 787 and Cllr Turton in planning application 788.

**1094. CHAIRMAN'S REPORT**

The chairman reported that he and Cllr Hough had attended a meeting at the Woods School arranged by NCC to discuss the licence for community use of the playing field.

**1095. COUNTY REPORT**

Jane Walker, assistant to Cllr Spencer, reported that a new licence had been issued following the meeting at the school, and that agreement had been reached to remove the bus plug at Burton Joyce. The PC fed back concerns about NCC's proposal to cut the rights of way maintenance budget by 22%, and asked that gritting of Bank Hill be made a priority in winter.

**1096. DISTRICT REPORT**

Cllr Boot reported that NCC's plans to cut conservation and planning staff would impact services.

**1097. WOODS SCHOOL**

Members discussed a new draft of the licence from NCC which while specifying a 50 year term still left uncertainties regarding continued community use. It was agreed that Cllrs Boot and Charles-Jones should redraft the sections of concern to the PC.

**1098. LORRIES**

Cllr Hough had raised the issue of lorries using Main Street and it was agreed to write to Cllr Spencer seeking his help in applying a weight restriction to the village.

#### **1099. CORRESPONDENCE AND EXCHANGE OF INFORMATION**

The clerk read out email correspondence received from Mr John Harlow regarding the noticeboard, website and pinfold. An email had been received from Eugene Duffy stating that the Coppice Colts had disbanded. NCC had requested feedback on its Service Review Proposals, including a proposal to cut back the Rights of Way service. A letter had been received from Gedling BC regarding the regeneration of Arnold Town Centre; part of the plan would involve a new leisure centre in Arnold and the closure of current facilities in Calverton and Redhill. NCC had offered 5 bags of salt and it was agreed to accept this for Geoff Baggaley to use on an ad hoc basis. NCC had responded to the PC's request to carry out further gully clearing on Bank Hill and the work was scheduled for November 21<sup>st</sup>. NALC had requested feedback on the provision of broadband to parishes and it was agreed to respond regarding the poor service currently available. A Highways Information Pack had been received from NCC. Notification had been received from SLCC that parish councils would retain independent precepting powers for 2011/12 despite the Council Tax freeze announced by Secretary of State Eric Pickles. Various agendas and minutes from GBC and further circulations from NCC were noted.

RCAN had contacted the PC regarding small amounts of funding available from Grassroots Grants. The PC was not able to apply but it was hoped that Woodborough in Bloom or other village groups might be able to secure funding for a project.

#### **1100. PLANNING APPLICATIONS**

An application by Leo's Nurseries to erect a storage shed at the Woods School (ref 787, Gedling 2010/0815) and by Mr R Hanson to pollard 7 willows along the brook at 72 Main Street (ref 788, Gedling 2010/0881TPO) were considered; there were no objections.

A large shed had been erected on the Ecoworks site and this had been reported to the planners at GBC.

#### **1101. ALLOTMENTS**

The Chairman reported that the recently purchased lock had been vandalised and the old one had been put back temporarily; however it was known to be unreliable. After discussion, it was agreed that it should be replaced by a new combination lock.

#### **1102. CEMETERY**

There was no update from Bentons concerning the extension. It was proposed and agreed to write to the owners of the adjacent field to understand whether they would be prepared to sell.

#### **1103. HEALTH & SAFETY**

It was agreed to accept the quote from Ideal to manage the legionella precautions for the pavilion (year 1: £595 +VAT, year 2 £375 + VAT); however before the work was commissioned it was agreed to discuss the additional running costs and the management processes with the sports clubs. It was agreed that David Hallam should install the 4 flushing points for the showers, required by Ideal, at a cost of £75.

Cllr Hough had indicated that he wished to step down from his responsibilities for health and safety.

#### **1104. GOVERNORS FIELD**

The clerk reported that Rothera Dowson were investigating the boundary to the Governors' Field prior to reissuing the lease. Confirmation had been received from Saga insurance that the PC would be fully reimbursed for the repairs to the railings.

It was proposed and agreed to ask J.A.Kent to put up Christmas lights at a cost of £369 + VAT.

#### **1105. PLAYING FIELD**

The clerk reported that a cheque had been received from Zurich Insurance to pay for repairs to the pavilion.

#### **1106. CHURCH YARD**

There was nothing reported.

#### **1107. FINANCE**

The financial statement was approved and 18 cheques totalling £4061.67 including £31.12 VAT were approved for payment. The clerk reported that Santander had declined to open a new direct saver for the PC due to a delay in returning paperwork, caused by members' holidays but notified to Santander. A new application was now required. It was agreed to review the market for business savings rates before re-applying.

#### **1108. CLERK'S REPORT AND ANNOUNCEMENTS**

The following schedule of dates for meetings in 2011 was proposed and agreed: January 10<sup>th</sup>, February 7<sup>th</sup>, March 7<sup>th</sup>, April 4<sup>th</sup>, Annual Meeting of the Parish April 18<sup>th</sup>, Annual Parish Council Meeting May 9<sup>th</sup>, June 6<sup>th</sup>, July 4<sup>th</sup>, July 25<sup>th</sup>, September 5<sup>th</sup>, October 3<sup>rd</sup>, November 7<sup>th</sup>, December 5<sup>th</sup>.

As a cost saving measure it was proposed and agreed to email the agenda to all members with email access, following confirmation from NALC and SLCC that this was acceptable. Signed paper copies for all would be brought by the clerk to the meeting.

The clerk reported that she had visited East Leake PC to view the cemetery software that they use (AdvantEDGE). This was not considered appropriate for a small cemetery and it was agreed to investigate 2 alternatives.

There was a discussion about the website and it was agreed to investigate costs for modernising it in line with other PCs such as East Leake and Keyworth.

#### **1109. VILLAGE HALL**

Cllr Parkinson reported that he had completed his application for new chairs, tables and boardroom tables to be submitted to Wren by November 7<sup>th</sup>. If successful, the PC would need to contribute 15% of the total cost (circa £800).

Cllr Charles-Jones left at 9.25pm.

#### **1110. BT KIOSK - BOOK EXCHANGE**

Mrs Pennington was invited to address the PC on her idea of converting the BT kiosk to a book exchange. She had obtained a quote of £125 to install a rack of 5 custom made metal shelves. It was agreed to pass the quote to the WCA to apply for Grass Roots funding for the project.

#### **1111. RIGHTS OF WAY**

Cllr Wiltshire reported that the state of the footpath from Calverton to Roe Hill was being reviewed.

**1112. FLOOD PREVENTION**

On behalf of Cllr Briggs, the clerk reported that the emergency store would be delivered within days. The store and equipment inside it would be a one-off donation from the Environment Agency and ongoing maintenance would fall to the PC. It was also reported that CCTV surveillance had been carried out on the culverts on October; no problems had been reported.

**1113. NEWSLETTER**

It was agreed to list meeting dates for 2011 and to wish the village seasons' greetings. It was agreed to place a notice asking if anyone within the village wished to tender for redeveloping the website.

**1114. AOB**

Cllr Turton informed members that she would be unavailable for council duties in November and early December due to a hip replacement operation.

**1115. DATE OF THE NEXT MEETING**

The date of the next PC meeting was confirmed as December 6th.

The meeting finished at 9.50 pm.

**Minutes of the Parish Council Meeting held on Monday 6<sup>th</sup> December 2010 at 7pm**  
**The Village Hall, Lingwood Lane, Woodborough, Nottingham**

PRESENT: Cllr Richard Whincup (Chairman), Cllr Paul Berrisford, Cllr John Charles-Jones (part), Cllr Mavis Leafe, Cllr Geoff Parkinson, Cllr Charles Wardle

IN ATTENDANCE: Averil Marczak (Clerk)

**1116. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr John Boot and Cllr Margaret Briggs due to holidays; Cllr Jan Turton due to her hip replacement operation; Cllr Kathryn Wiltshire due to icy roads.

**1117. MINUTES OF THE PARISH COUNCIL**

The minutes of the meeting held on 1<sup>st</sup> November were approved for accuracy with minor amendment.

**1118. MATTERS ARISING**

Cllr Wardle reported that the WCA had agreed to fund the BT kiosk book exchange initiative proposed by Mrs Catherine Pennington.

**1119. DECLARATIONS OF INTEREST**

Personal interests were declared as follows: Cllrs Whincup and Berrisford, allotments; personal and prejudicial interests were declared as follows: Cllr Parkinson in planning application 789.

**1120. CHAIRMAN'S REPORT**

The chairman thanked Cllrs Parkinson and Wardle for helping to put the Christmas lights up, and thanked Cllrs Boot and Charles-Jones for their work on the proposed licence to access the school playing field.

**1121. COUNTY REPORT**

None was given.

**1122. DISTRICT REPORT**

None was given.

**1123. WOODS SCHOOL**

Cllr Charles-Jones presented a new draft of the Proposed Licence of Land at Woodborough Woods School, which contained a 50 year term with an option to renew, and included an option for the PC as licensee to purchase the freehold at a nominal fee in the event that the school no longer required the land for educational use. The draft had been reworded by Tim Slater of NCC Corporate Services and Cllrs Boot and Charles-Jones; if accepted by the PC Tim Slater would steer the draft through the NCC approval process (during which amendments might still be required by NCC's Legal Services Section). It was proposed and agreed to accept the terms of the lease (in favour: Cllrs Berrisford, Charles-Jones, Leafe, Wardle, Whincup; against: Cllr Parkinson). It was agreed that the clerk should write to Tim Slater confirming the PC's decision, subject to formal licence. The clerk was also asked to ascertain the costs of insurance which was a condition of the licence. Cllr Charles-Jones left the meeting at 7.25pm.

#### **1124. CORRESPONDENCE AND EXCHANGE OF INFORMATION**

The clerk read out correspondence from Jill Hicking remarking on the narrowing of the Lowdham Lane footpath due to the spread of the verge and the lack of a footpath to the allotments/ Calverton. It was agreed to contact NCC Highways regarding the footpaths on Lowdham Lane and also Shelt Hill and Taylors Croft, and to encourage Mrs Hicking to write to Mark Spencer as NCC member. A letter had been received from Mrs Simpson of Old Manor Close regarding the cemetery. An email from John Harlow had been received regarding a blocked gulley and this had been reported to NCC. An email had been received from Woodborough FC complaining about continued dog fouling on the playing field which had caused a recent match to be stopped twice. The clerk was actioned to contact GBC to understand their approach to counter persistent dog fouling. A consultation on NCC's transport strategy was noted. A meeting with GBC's Leader of the Council was scheduled for December 14<sup>th</sup>; information regarding likely parish aid budgets would be given at this stage. GBC had booked the Village Hall for local elections (including a possible PC election) on May 5<sup>th</sup> 2011. A renewal notice for NAVACH had been received. Various agendas and minutes from GBC and further circulations from NCC were noted.

#### **1125. FLOOD PREVENTION**

The clerk reported on behalf of Cllr Briggs that the emergency store had been delivered. It was proposed and agreed to insure the container and its contents at a cost of £25. It was agreed that recommendations regarding training to use the equipment, and public liability/personal accident insurance should be sought in the first instance from Helen Stephenson of NCC.

#### **1126. PLANNING APPLICATIONS**

An application by Mrs Michele Kavanagh of 1 Main Street for works to a silver birch (ref 789, Gedling 2010/1012TPO) was considered; there were no objections.

#### **1127. BUDGETS FOR 2011/12**

Cllrs Wardle and Berrisford presented their expenditure requests for 2011/12, to be incorporated into an overall plan coordinated by the clerk during December for presentation at the meeting on January 10<sup>th</sup> 2011. Cllr Berrisford reported that the Cricket and Football Clubs favoured the adoption of formal agreements to use the playing field; the Cricket Club were meeting in December to consider their future plans.

It was proposed and agreed to increase the hire costs for the Village Hall for bookings taken from April 2011, as recommended by the VHWP: standard hall rate, Woodborough residents £8 per hour, non residents £13 per hour; committee room, Woodborough residents £5 per hour, non residents £6.50 per hour; Saturday party rate £175; Saturday wedding rate £250. All bonds will remain as current, with the exception of use of the sound and light equipment by non residents which will attract a £150 bond.

It was proposed and agreed to raise the rent for a full allotment to £20 per annum from April 2012.

#### **1128. ALLOTMENTS**

The Chairman reported that the combination lock had been left unscrambled by some users; all tenants had been contacted to ask them to leave the lock secured.

#### **1129. CEMETERY**

There was no update from Bentons concerning the extension. It was agreed that the Chairman should contact Ian Moore directly. A proposal to cease the pre purchase of graves was discussed and it was agreed that this should be given further consideration at a future meeting. A further option of allowing pre purchase of graves allocated in sequential order should also be considered.

It was proposed and agreed to purchase a Register of Graves and Grants of Exclusive Right of Burials from Shaw & Sons at a cost of £160 to standardise the keeping of cemetery records of both the existing cemetery and the proposed extension. The clerk was asked to contact Cllr Spencer who had kindly furnished a grant to assist the PC with its cemetery records.

#### **1130. HEALTH & SAFETY**

Cllr Wardle reported that David Hallam was installing downpipes in the pavilion showers in readiness for Ideal's legionella management programme. He had also drained the system in case of frozen pipes. Cllr Wardle reported that Cllr Hough would continue with his health and safety remit but Geoff Baggeley would now undertake the weekly assessment of the play equipment. Cllr Parkinson asked the clerk to check the fire log book and to arrange a practice evacuation of the hall.

#### **1131. GOVERNORS' FIELD**

There was no update on the lease for the Governors' Field; information regarding the boundary was still awaited from Rothera Dowson. Regarding the repair to the damaged railings, Cllr Wardle reported that he was chasing the stonemason for an update on when the repair could commence. It was proposed and agreed to spend £120 clearing leaves in the Governors' Field.

#### **1132. PLAYING FIELD**

Cllr Berrisford reported that he was in discussion with the sports clubs regarding formal agreements and charges for next year.

#### **1133. CHURCH YARD**

Cllr Wardle reported that an additional leylandi tree would be removed during the scheduled tree works.

#### **1134. FINANCE**

The financial statement was approved and 16 cheques totalling £3483.68 including £30.01 VAT were approved for payment. The PC had received a cheque for £125 as second prize in the Best Kept Village Competition.

#### **1135. CLERK'S REPORT AND ANNOUNCEMENTS**

The clerk reported that 2 responses had been received following the advert in the Newsletter for help redeveloping the website. It was agreed to compile a brief following a review of what worked well on other PC websites.

#### **1136. VILLAGE HALL**

It was agreed to allow the Horticultural Society to install their projector screen on the wall. Cllr Wardle agreed to check the hall over the Christmas period.

**1137. RIGHTS OF WAY**

There was nothing reported.

**1138. NEWSLETTER**

It was agreed to update the Village Hall advert in the newsletter, and to publicise the Annual Meeting of the Parish once again.

**1139. AOB**

Cllr Parkinson advised members that he had the speed gun for community speedwatch next spring.

**1140. DATE OF THE NEXT MEETING**

The date of the next PC meeting was confirmed as January 10<sup>th</sup> 2011.

The meeting finished at 10 pm.