



Meeting of Rampton & Woodbeck Parish Council

Minutes of **Rampton & Woodbeck Parish Council** held on the 12th Jul 2021 at the Mike Harris Centre, St Luke's Way, Woodbeck, the meeting commenced at 7:00pm.

Members & Officer Present

Cllr Sue Kyle	Chairman
Cllr Gary Dinsdale	Vice-Chair
Cllr David Eddy	Cllr Lisa Dinsdale (from 565)
Cllr Janet Lancaster	Cllr Linsey Cobb (from 565)
Ed Knox Clerk/Responsible Financial Officer	
Dist Cllr Coultate	County Cllr John Ogle
5 Members of the Public	

Also, Present

561 Chairman to Welcome Everyone

The Chairman opened the meeting.

➤ Adjournment – 15 Minute Public Forum

Cllr Kyle adjourned the meeting to allow members of the public to speak. A member of the public representing a resident's group with the goal of supporting potential development of the West Burton Power Station site once it has been decommissioned spoke to the Council. They have their first meeting at 7:30pm on 2nd September at Sturton-Le-Steeple Village Hall and will email the Clerk a meeting invite, the group aims for one Councillor from each parish council to attend. The group are also sending out a leaflet soon about their purpose and the potential future of the site. The member of the public requested the future of the power station site as a regular agenda item. Dist Cllr Coultate also asked for Cottam Power Stn site as a future regular item.

Another member of the public advised that they had contacted the Property Officer at Rampton Hospital to ask for clarity over the £1003 sewage costs being put on the service charge at Woodbeck, and received no reply from the Property Officer, the member of the public requested that the parish council tried to contact them. The Chairman agreed for it to be on the September agenda and the clerk will in the meantime email the property officer for clarification. Cllr Kyle reconvened the meeting.

562 To Approve Apologies for Absence

After discussion, the council **resolved** to accept the apologies of Cllr Ferriter due to ill health.

563 To Approve Minutes of the Previous Meeting

After discussion, the council **resolved** to accept the minutes. The chairman signed the minutes of the previous meeting as a true and accurate record.

564 To Record Declarations of Interest in any items to be discussed

Cllr Dinsdale declared an interest in item 565 due to being married to one of the applicants, took no part in the debate or decision making on Mrs Dinsdale's application. During the final decision and vote on Mrs Dinsdale, Cllr Dinsdale left the room.

565 To Receive written applications for the office of Parish councillor and to potentially Co-opt candidates to fill the existing vacancies

After discussion of the applications and debating the merits each person, Cllr Kyle **Proposed**, Cllr Dinsdale **Seconded**, in favour to co-opt Mrs Cobb, Cllr Kyle called for a show of hands and all Cllrs present were in favour. Cllr Dinsdale then left the room. Cllr Kyle **Proposed**, Cllr Eddy **Seconded**, in favour to co-opt Mrs Dinsdale, Cllr Kyle called for a show of hands and all Cllrs present were in favour. Mrs Cobb & Mrs Dinsdale each signed the Declaration of Acceptance of Office forms and completed the 'registration of interests' forms. **Action**, the Clerk to inform Bassetlaw District Council.

566 To Receive District & County Councillors Reports

Dist Cllr Coultate: advised that he continues to monitor the future development of the Cottam Power Stn site and knows there's a strong objection in the local parishes to development for housing. There's potential that there could be some housing there after 2032 and Cllr Coultate will continue to raise concerns over this.

County Councillor Ogle: advised that tackling potholes on the road in Rampton near the Eyre Arms is on his radar, the area is potentially being identified for investment in improving the surface of the road with the County Council. Cllr Dinsdale asked Cllr Ogle if there was any progress with alterations of either the layout and signage at Woodbeck/Rampton Crossroads, suggesting an idea of a 4-way intersection give-way junction. After discussion of all previous attempts by the Parish Council, Cllr Ogle suggested that the Parish Council might wish to start a petition to

have the crossroads assessed and altered. The matter will be put on a future agenda for the Council to decide if it wishes to organise a petition.

567 To Receive & Comment on any new planning applications

21/00821/TPO Planning Portal Ref: PP-09867692 Works to Trees Covered by a Tree Protection Order T1 (Horse Chestnut) Reduce Top and Sides by 3 Metres, Crown Clean, Target Prune Branches Away from Telephone Lines - 26 Retford Road, Woodbeck. This application closed since the last meeting.

Focused Consultation - Regulation 18 Draft Bassetlaw Local Plan 2020-2037 – After Discussion, the Council expressed thanks to the Chair of the former Neighbourhood Plan Steering Group who kindly provided the draft response. Cllr Kyle **Proposed** and the Council unanimously **resolved** to submit the following comment to Bassetlaw Council:

Response to the Draft Bassetlaw Local Plan June 2021

This response will focus on two specific locations of Cottam and Ordsall South, Retford. This response should be read in conjunction with Rampton and Woodbeck Parish Council's response to the previous round of consultation which is attached.

Cottam: In our previous response we set out the various reasons why the highly contaminated Cottam Power Station site would be completely unsuitable for housing. Cottam is not mentioned in the current Draft though there is reference to the regeneration of former power station sites in section 5.4.1. Can we assume that the absence of a specific reference to the Cottam site is an acknowledgement by the Bassetlaw Council of the total unsuitability of this site for housing purposes?

Action, Clerk to submit to Bassetlaw Local Planning team.

568 Finance:

1. To Approve Payments:

The Council **approved** the following: -

<u>Payee</u>	<u>Item</u>	<u>Amount</u>
R & R Motors	Petrol for Mower	£35.00
Tesco & Laneham Garden Ctr	Village Hall & Centre Bedding Plants	£23.26
Currys PC World	Replacement Parish Mower Hyundai HYM510SP	£423.99
Bassetlaw Blinds Ltd	Village Hall Vertical Blinds	£565.00
Parcelforce Ltd	Postage Minute Books to Binders	£48.65
Thrumpton Windows Ltd	V Hall Front Window Glass Unit Replacement	£170.00
David Ogilvie Engineering Ltd	Grant Funded - War Memorial Benches	£2,470.80
Springwood Trees	Conifer Removal at Village Hall	£1,000
E-on	Post Office Electricity 28.02.2021 - 28.03.21	£18.39
E-on	Vhall Electric 23.02.21-01.04.21	£13.52
E-on	Post Office Electric 28.03.2021 - 28.04.21	£18.18
E-on	Vhall Electric 01.04.21-28.04.21	£7.26
E-on	Vhall Electric 28.04.21-25.05.21	£9.90
E-on	Post Office Electric 28.04.21-25.05.21	£17.25
B&M Bargains	Packing Tape Mower Returning	£2.00
WhSmith	2nd Class Postage Stamps	£16.50
Acer Landscapes Ltd	Grass Cutting Pinder Park May	£300.00
Acer Landscapes Ltd	Strimming Pinder Park May	£56.57
Acer Landscapes Ltd	Grass Cutting Pinder Park Jun	£300.00
Acer Landscapes Ltd	Strimming Pinder Park Jun	£56.57
Clerk	Contribution towards IT equipment	£95.00
ICO	Annual Direct Debit Fee 2021	£35.00
Wilko	Village Hall Paint	£16.83
Wilko	Stationery	£2.00
Vodafone	V Hall Mobile & Wifi 18.02.21 - 18.03.21	£26.87
Vodafone	V Hall Mobile & Wifi 18.03.21 - 18.04.21	£26.87
Helix Binders Ltd	Minute Book Binding	£55.04
Village Warden Wilkos	Fence Paint	£22.00
Village Warden	Gauntley's of Dunham Ltd – Replacement Pinder Park Latch	£1.00
B&M Bargains	Packing Tape Books to Binders	£1.00
SLCC	Annual Membership Renewal 2021	£46.80
Direct365 Ltd	Defibrillator Batteries & Pads	£862.49
ROSPA Playsafety Ltd	Annual Park inspection 2021	£120.00
Sovereign Play Ltd	Annual Park Zipwire Service & Re-tensioning 2021	£216.00
WAVE Anglian Water	Village Hall Water 12.02.21 - 12.05.21	£21.44

Notts County Council Via Ltd	Annual Tree Inspections Pinder Park 2021	£162.00
Hewitt's Ltd	Pinder Park Summer Hedge Visibility Splay Cut	£38.40
Bassetlaw District Council	Village Hall Premises Licence 2021/22	£70.00
Total Payments		<u>£7,015.01</u>

2. Receipts:

<u>From</u>	<u>Item</u>	<u>Amount</u>
Notts County Council	Lengthsman Grant 2021	£1,000
Cluttons CTIL Ltd	Phone Mast Rent 2021	£5,500
Currys PC World Ltd	Warranty Refund Faulty Mower	£423.99
Bassetlaw District Council	V Hall Hire Polling Day May 2021	£320.00
Tuxford PO Outreach Service	Post Office Hire Mar-Jun 2021	£390.00
Yoga Group	V Hall Hire May & June	£48.00
Woodfire Pizzaman	V Hall Carpark Hire May & Jun 2021	£60.00
Good Energy	V Hall Solar Feed-in Tariff 11.12.20 – 12.03.21	£16.67
Total Receipts		<u>£7,758.66</u>

Bank Balance

The Current Account Balance **£14,684.71***

*£247.33 ring-fenced for Flowers for Planters. All these items are grant funded. Direct Debits and Standing Orders for staff salaries including PAYE and Pension, all **approved** unanimously.

569 To Review the Standing Orders & Financial Regulations:

I: To Discuss introduction of a Donation Acceptance Procedure

Cllr Kyle explained that she would like a procedure in place for receiving donations to the parish council, the PC has a grant policy in place for making grants but no set procedure for the receipt of donations. Cllr Kyle suggested that they are to be received by either internet banking or cheque made payable to the Council. That the doner should be thanked for their gift but also asked politely to state the reason for the donation and where the funds have come from. **Action**, Clerk to create a simple donations form for the accounts folder and add the procedure to the Financial Regulations.

To Review the Standing Orders & Financial Regulations:

II: To Review Spending Limit Authorisations

After Discussion, now that face to face meetings have resumed as we emerge from Covid-19 the delegation to the Clerk at previous levels is no longer necessary, Cllr Kyle **Proposed** and the council unanimously **resolved** that the Financial Regulations be updated as follows:

“Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over [£500];
- the Clerk/RFO, in conjunction with Chairman of Council, for any items between [£201 & £499];
- the Clerk/RFO, for any items up to [£200]”

To Review the Standing Orders & Financial Regulations:

III: To introduce Adoption of Signing future Bank Reconciliations & Statements

Now that face to face meetings have resumed, Cllr Kyle **Proposed** and the council unanimously **resolved** that the Council approves and the chairman or another councillor signs the monthly Bank Reconciliations & Bank Statements at each meeting.

To Review the Standing Orders & Financial Regulations:

IV: To Approve the Transfer of Banking to Unity Bank

Unity Bank are designed for Local Authorities and Charities, they understand how the local authority sector works and are easier to deal with regarding any amendments to bank mandates. Minor changes at Santander have caused a lot of work to get them updated with the current bank. The Council needs to update the bank mandate amend the bank account name to include “& Woodbeck” in the title. Unity Bank have a UK call centre, answer the phones quickly and are very helpful. After discussion, Cllr Kyle **Proposed** and called for a show of hands, all the council unanimously **resolved** that the Clerk opens both a current and savings deposit account with Unity Bank, Transfers over the funds to the new accounts, amends the various Direct Debits, Standing Orders over to the new accounts and then arranges to close the old Santander accounts as soon as practically possible.

570 To Discuss Pinder Park Annual Inspection Report

The Clerk circulated the ROSPA report before the meeting to allow councillors time to process the findings and the Council members visited the Park to assess the findings of the report. S.Ashworth Diggers Ltd who undertook the various repairs last year have quoted £226 to undertake all the items raised in the report. Cllr G Dinsdale **Proposed**, Cllr Kyle **Seconded** and the council unanimously **resolved** to approve the quote. **Action**, Clerk to inform S.Ashworth Diggers Ltd.

571 To Discuss Parish Grass Cutting

The last two mowers have not lasted as long as expected, Cllr Eddy has taken advise from lawn mower suppliers regarding a more robust industrial mower to cope with the amount of mowing that is required by the Village Warden around the parish. Contractors were approached to quote as a potential alternative option, however, 3 local reputable contractors all declined to quote as they are all at maximum capacity. After discussion, the Council felt it right and proper to support the Village Warden in his role. Cllr G Dinsdale and Cllr Eddy agreed to spend time with the Village Warden to ensure he would understand the correct use of a new mower, what cutting height to use to minimise wear/impact damage on the mower and to ensure that he fully understands the need for care and cleaning out of the mower after use. They also agreed to ensure the Village Warden is made aware of suitable usage conditions, weather depending.

Cllr Kyle **Proposed**, Cllr G Dinsdale **Seconded** and the council unanimously **resolved** that the Clerk be authorised to spend up to £1,000 net of VAT on the replacement mower which must be as robust and suitable for the size and frequency of cutting required, this would include the width of cutting and mulching facility. The Clerk is to email the mower quotes from Cllr Eddy to Cllr Cobb whose husband works for a mower firm in Lincoln for advice, once this is obtained, send it round the council for the Council to vote by email on which mower the Clerk is to buy, this needs to be done in the next two weeks due to the fact that the Village Warden is currently having to use his own mower from home for the parish mowing.

572 To Receive an update on the Refurbishment of Laneham Street Bench and the Memorial Bench for Rampton

Laneham St Bench near St Martin's Cottage: Cllr Lancaster advised at the last meeting that the bench had broken slats on it and a member of the public has removed the dangerous slats. Cllr G Dinsdale updated the Council to say that he had collected the hardwood as a kind donation from a former parish councillor. Cllr G Dinsdale has machined the wood ready for installation on the Bench on Laneham St and hopes to install this shortly. Cllr L Dinsdale has kindly agreed to do the painting.

Laneham St Bench on outskirts of Village heading to Laneham: The Village Warden has advised that the rear/back portions of wood on this bench are failing. Cllr G Dinsdale agreed to take a look to see how much wood requires replacing and undertake the repairs.

Rampton War Memoria Bench: Cllr Kyle reminded everyone that the public survey and subsequent decision of the Council in support of the survey, was to install one on Fleming Drive at Woodbeck and the other at Pinder Park. After discussion, the Council agreed that the location for this would be near the wooden fence on Pinder Park towards the hand-gate in the fence. Cllr Eddy **agreed** to mark the location and provide a photo to the Clerk for S.Ashworth Diggers Ltd to undertake the required installation.

573 To Note Fence Reinstatement rear of Village Hall

The Operations Manager of Trant Engineering Ltd who are undertaking decommissioning work at Cottam Power Stn has been to site to assess the area. He is putting it to their management team to consider to undertake both the replacement of the fence and removal of the partially felled conifer for the church. The Reverend has been informed and we now await official confirmation in writing of the offer from Trant Engineering and the permission from the church. The Clerk is also writing to the member of the public who owns the Manor Drive land and fence to confirm that the Parish Council is facilitating the installation of the replacement fencing for free via Trant Engineering but the fence will be a donation to the member of the public. The Clerk is writing to the Member of the Public to confirm this and to ask that they sign two copies of this acceptance, one for the Parish Council archives and one for their own records. This will then reinstate the area left open after the felling of the overgrown conifers which was done in emergency by Western Power Distribution, last year during stormy weather because they were a danger to the overhead power line to the Village Hall.

574 To Progress the Openreach Community Broadband Partnership Scheme

The Clerk has submitted costing enquiries for the following areas and received the below information:

- **Rampton & Woodbeck Parish** 388 properties on Rampton Exchange Submitted Ref 55470, £856 per property and would be covered by Govt Voucher Scheme alone. This was the only are where Openreach agreed to provide the upgrade as 'demand led' meaning that no contract would be required by the overarching body (Parish Council) the Openreach manager is moving forward to progress a community portal. 70% (238 properties) sign up is needed to make the project happen. The final offer came through and had Openreach had not included Galen Avenue, Burden Crescent or Harvest Square. The Clerk queried this and Openreach agreed that Burden and Galen should

have been included as they were on his original enquiry, they are amending the offer to include them. Harvest Square Openreach class as a 'new build development' and is not allowed on this scheme, they will liaise with the developers to provide Superfast Broadband by another route.

The Clerk advised that the new Openreach Rural Engagement Manager, Wendy, states that Openreach are currently looking at end of August as timescales for new pledging websites to be set up, followed by the literature to support promotion of the scheme for the parish council to promote the sign up in the local area. The Clerk agreed to continue to chase Wendy and the Notts County Council Broadband Engagement Officer and County Cllr for their assistance in escalating the matter with Openreach, to see if the timescales can be improved upon.

If any residents have further questions, they can also contact the Notts County Council Broadband Engagement Officer and his Better Broadband for team using enquiries.broadband@nottsc.gov.uk or by phoning 0115 977 2532.

County Cllr Ogle agreed to escalate the issue with the County Council and Openreach to see if anyone else can cover the absent Openreach Manager and progress matters.

575 To Discuss potentially applying for a tree as part of the 'Queens Green Canopy'

Cllr Kyle advised that there are a variety of pack options available and will email round the Council the options to choose a suitable pack. Cllr Kyle will also approach the Hospital at the Open Forum meeting to see if there are any suitable spots for trees in Woodbeck.

576 To Bassetlaw DC's Community Governance Review

Bassetlaw Council are calling for all Parishes to submit their requests by 30th July for the District Council to make considerations as part of their pending Community Governance Review. Bassetlaw Council may be requested to increase the number of Council member seats

The National Association of Local Councils (NALC) suggested that the minimum number of councillors should be seven and the maximum 25.

Number of Parish Councillors Guidelines:

<u>Electors</u>	<u>Councillors</u>	<u>Electors</u>	<u>Councillors</u>
Up to 900	7	10,400	17
1,400	8	11,900	18
2,000	9	13,500	19
2,700	10	15,200	20
3,500	11	17,000	21
4,400	12	18,900	22
5,400	13	20,900	23
6,500	14	23,000	24
7,700	15	45,000	25
9,000	16		

The electorate in Rampton & Woodbeck in 2019/20 was 700. The new builds recently erected in Rampton plus the conversion of several properties at Woodbeck into domestic dwellings planned it is estimated the electorate will still remain below 900. However, it is still possible to try and request 1 extra seat due to the fact that the parish is growing and there are additional homes planned as part of the Neighbourhood Plan and the Council has a fair amount of land, buildings and assets it is responsible for.

After discussion, Cllr Kyle **Proposed**, Cllr G Dinsdale **Seconded** and the council voted by show of hands, all 7 in favour that the Council requests Bassetlaw DC to increase the number of seats to 8. **Action**, Clerk to contact Head of Corporate Services at Bassetlaw Council.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 the following agenda item the council may vote to close the item to members of the public due so that the Council can discuss Staffing matters (which may include, but not limited, to contracts of employment, salaries, HR Policies, terms of service, engagement, conduct and dismissal of employees, appointment of employees, financial or personal business affairs of the individual) minutes of the decisions made under this item will be open to the public.

577 To Discuss Staffing Annual 1-2-1 Development Review Processes & Update Contracts/Job Descriptions

Cllr Kyle advised the Council that together with Cllr G Dinsdale, they had met for an informal 3-hour brainstorming session at the Village Hall with the Clerk and the Village Hall Warden, about procedures/policies, ideas and also to review/update the staff contracts and job descriptions. The Contracts are all based on the NALC Model Contract, the NJC Green Book and subsequent updates that have come through from NALC. The suggested changes to the contracts/job descriptions were then emailed around the council for comment before the meeting. At this point in the discussion, the Council was interrupted by the night staff at the Hospital who asked to close up the building, therefore

the item was suspended, the Council discussed the idea briefly for all staff members to have informal development reviews, but nothing was decided under this agenda item.
Cllr Kyle stated that the item will be put on the next agenda.

578 Closure of Meeting

There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 9:30pm.

Signed _____

Date _____