



Rampton & Woodbeck Parish Council

Minutes of **Rampton & Woodbeck Parish Council Meeting** held on the 10th Dec 2018 at Woodbeck Community Centre, Chadwick Walk, Woodbeck, Retford, DN22 0JS. The meeting commenced at 7:00pm.

Members Present

Cllr Muriel Arden	Chairman
Cllr Sue Kyle	Vice-Chair
Cllr Peter Copeland	Cllr Pam Hawkins
Cllr Alan McGarry	Cllr Libby Hauton

Also, Present

Ed Knox Clerk/Responsible Financial Officer
Marjon Van Nieuwenhuyzen Emergency Plan Co-ordinator
5 members of the public

289 To Advise Site Health & Safety

Cllr Arden welcomed the public and advised the location of the fire exit assembly point, fire exits & toilet facilities.

290 To Approve Apologies for Absence

The Council **resolved** to **accept** the absence of Cllr Lewin who is in hospital.

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

None.

292 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.

293 To Discuss Severe Weather Provisions

The chair welcomed the Emergency Plan Coordinator (EPC) and granted permission for her to speak. The Emergency Plan Coordinator agreed with the Chairman that the Snow Warden, Snow Plough and Salt Gritting procedure from the Notts County Council Highways Dept should ideally form part of the Emergency Plan.

The 'Parish Council' Snow Warden duties is a physical role, part of the Village Warden's job role, whereas this should not be confused between the County Council's Snow Warden and Snow Farmer Roles:

- **Village Warden Snow/Ice Duties:** in times when it is likely to be icy, the Village Warden will deploy salt from the bins using the hand-push spreader in essential areas such as pavements near bungalows, village hall, shop, post office, and bus shelters. The Salt itself, 5 x 5kg bags are provided for free, annually in October by the County Council Highways department, who emails the Clerk to the Council to ask for the location (usually village hall car-park). Upon delivery, the Village Warden tops up the Salt Grit Bins with the order and stores any excess salt. In times of snow fall, if the warden can get to the village, they will attempt to clear and make safe as many paths as possible.
- **County Council Snow Wardens for Parishes:** A volunteer in each Parish acts as 'Snow Warden', when there is snow fall the designated parish volunteer snow warden shall follow the Highways Dept procedure (Mon to Fri 8am to 8pm and Sat 8am to 12noon): Contact the Customer Service Centre (0300 500 8080), advise that you are a snow warden and inform them of the Parish that you cover. Then provide the following information:

○ Are the roads 'white over'?	YES / NO
○ State the approximate depth of settled snow	(in mm)
○ Is it still snowing? And is it Heavy or Light	YES / NO
○ Is traffic moving?	YES / NO
○ Are vehicles leaving black wheel tracks?	YES / NO

Snow Warden will then update the information as conditions change (Min frequency 2hrs). Snow Wardens are to Call (0845 6030548) and ask that the 'Gold Duty Officer' contact them to discuss conditions.

- **Snow Farmer:** Nottinghamshire County Council appointed snow farmers have allocated routes to clear during periods of severe weather. Following contact from the Parish Snow Warden, or when the snow forecast is in excess of 75mm, the County Council will liaise with our farmers during snowy period, via either phone or text message and an email circular giving a severe snow weather warning to their email address.

After discussion, at the request of the Emergency Plan Co-ordinator, the Council **agreed, 1)** A volunteer shall be sought to act as the Parish Snow Warden to liaise with the County Council. **2)** The Clerk shall approach a member of the public the Council has in mind who may wish to act as Snow Warden. **3)** Once the Snow Warden role has been filled, the above procedures shall be incorporated into the Emergency Plan. **4)** The clerk shall contact the County Council

Environmental Works Co-ordinator to ascertain why Treswell Road & Retford Road are not designated gritting routes and challenge the reason(s) why they are not.

294 Finance:

- **To Approve a Budget for 2020/21 & Decide the Precept:** Prior to the meeting, the Clerk had circulated the draft budget statement which would be for public release and the facts surrounding the precept to allow each member time to prepare for making a decision.

The Chairman reminded the Council that we are still catching up with many years of under funding the Council, through keeping precept a level far below that required to balance the books at the cost of using the majority of the Council's reserves, additionally the year on year reduction of the Bassetlaw Concurrent Grant from £4,478 in 1996 to £183 in 2018 and Compound Interest reduction from £2,000 in 2001 to £12 in 2018 were the other factors necessitating increase. At the same time the tasks, legal requirements and services provided by the parish council have increased.

The Clerk gave examples of work around the parish previously done by volunteers and local farmers is now undertaken by the Village Warden, legislation changes to comply with GDPR has brought additional website and email IT system costs. Insurance increases, defibrillator maintenance, additional equipment on Pinder Park and change of contractors for park grass cutting. However, our village hall regular bookings are on the increase, estimated income for the year is £5000 and the running costs of the hall have decreased (solar panels) to £2500.

The Current Precept in 2018/19 is = £20,170 ÷ by 279.81 (tax base) = £72.08 for a Band D property per annum, £6.01 per month, £48.05 for Band A, £4.00 per month.

The clerk explained a summary of the financial income and expenditure of the Parish Council. There was no evidence that inflation had ever been calculated into precept decisions prior to 2017.

NALC and the SLCC advise that Parish Councils should not set any arbitrary, random figure for their precepts, the law requires parish councils to set a precept that is a 'balancing figure' known in legislation as the 'council tax requirement'. The precept should be set to be the amount of money required to balance the accounts after deducting 'other estimated income' in our case this is all rental income from Parish Land and Property. The Chairman explained that we are lucky to have self-generated income and we have maximised it to its full potential.

Rental land is not yet due for rent review increase until Jul 2020 so additional funds cannot be generated this year from rent. The Clerk, summarised the below table of self-generated income which **reduces** the cost of the precept to the tax payer for 2020/21 as follows:

Rents	Income	Precept Saving per home @ Band D	Precept Saving per home @ Band A
Forest Garden Field 4.81 Acres	£451.00	£1.61	£1.07
South Ing Yard 7 Acres	£700.00	£2.50	£1.66
Phone Mast	£5,500.00	£19.66	£13.10
Rampton Wharf 0.5 Acre	£525.00	£1.88	£1.25
Post Office £3.86 x 5hrs x 52 weeks	£1,003.60	£3.59	£2.39
Bowling Green	£25.00	£0.09	£0.06
Wayleave - Electric Pole South Inge Yard	£39.12	£0.14	£0.09
Wayleave - Electric Pole Forest Garden Field	£8.21	£0.03	£0.02
Surveyors Field 10.695 Acres	£1,229.93	£4.40	£2.93
Notts County Council Lengthsman Grant	£1,000.00	£3.57	£2.38
Bassetlaw District Council Street Cleaning Grant	£992.00	£3.55	£2.36
Village Hall Income (less expenditure)	£2,500.00	£8.93	£5.95
Total	£13,973.86	£49.95	£33.26

Explaining the reduction of the Concurrent Grant, Bassetlaw District Council wrote to each Parish Council to state that: *"we continue to reduce the concurrent grant; therefore, you need to factor in these reductions, you will see that Harworth & Bircotes Parish Council decided some years ago to substantially increase their precept and invest in their infrastructure for their local people."*

In addition to the usual running costs, after taking into consideration the self-generated income, a precept rise is required to cover the following recurring expenditure:

- Grass Cutting Pinder Park £1500 (Previous Contractor Changed)
- Defibrillator Electrodes Exchange £100
- Hedge Cutting Pinder Park £250 (previously done for free)
- Parish Mower Annual Service £80
- Parish Mower Petrol £136
- Outdoor Gym Annual Service £395
- GDPR Compliance (Website/domain hosting and Gov.uk email system & Annual ICO fee) £910
- Reduction of Bassetlaw Concurrent Grant 2019/20 £74
- Inflation 2.5% £504
- **Total** **£3949**

The Clerk explained that in 2018 there had been additional unforeseen legal expenditure relating to the Landswap. £1000 had been budgeted for, but Foy's Solicitors were unwilling to hold back the long outstanding legal bill, therefore an invoice of £2038 had to be paid to cover the landswap legal fees from 2014 to 31st Mar 2018. The Council's solicitor

has advised that up to £1500 will be due to cover 1st April 2018 up to completion of the conveyance. Therefore, the Council incurred £1038 unexpected fees in 2018 and an additional £1500 will be due in 2019/20.

The Clerk advised that VAT is available to reclaim therefore, Council has 'three' options:

- 1) to add the full £2,538 to the precept,
- 2) add £1500 to the precept and use £1,038 VAT refund to match the difference,
- 3) use the VAT reclaim to fully cover the £2,538.

These options would affect the precept as follows:

- **Option 1** = £29,156 ÷ by 279.81 81 (tax base) = £104.20 for a Band D property per annum, £8.68 per month, £69.46 for Band A, £5.78 per month.
- **Option 2** = £28,118 ÷ by 279.81 81 (tax base) = £100.49 for a Band D property per annum, £8.37 per month, £66.99 for Band A, £5.58 per month.
- **Option 3** = £26,618 ÷ by 279.81 81 (tax base) = £95.12 for Band D property per annum, £7.92 per month, £63.41 for Band A, £5.28 per month.

Budget Comparison to Bassetlaw Parish's	Amount @ Band D 2018/19	Precept
West Stockwith	£125.49	£14,110
Tuxford	£123.80	£95,400
Misterton	£112.05	£70,000
Harworth & Bircotes	£111.26	£212,960
Sturton-Le-Steeple	£97.73	£18,138
Carlton-In-Lindrick	£95.00	£154,361
Torworth	£87.31	£5,755

Budget Comparison to National Parish's	Amount @ Band D 2018/19
South Kirkby (South Yorks)	£306.38
Easington Colliery (County Durham)	£299.20
Seaham (Northumberland)	£237.01
Great Aycliffe (County Durham)	£232.97
Shirebook (Notts)	£229.70
Trowse (Norfolk)	£210.47
Hemsworth (South Yorks)	£206.51

Cllr Arden advised that a rise is unavoidable, however, Council has the option of reducing the impact of the precept rise by allocating reclaimed VAT to pay for the final legal bills, rather than pass the burden onto the tax payer. After discussion, the council unanimously **resolved** to 1) approve the budget, 2) to proceed with **Option 3 and select a precept = to £26,618 ÷ by 279.81 81 (tax base) = £95.12 for Band D property per annum, £7.92 per month, £63.41 for Band A, £5.28 per month.** 3) The Clerk shall ringfence £2538 of Council funds from the VAT and note this on the minutes until the final legal bill arrives.

1. To Approve Payments:

The Council **approved** the following: -

<u>Payee</u>	<u>Item</u>	<u>Amount</u>
You Garden.Com	Grant Funded Bramley & Braeburn Apple Tree Orchard	£131.84
Eastern Industrial Doors Ltd	Village Hall Roller Shutter Door Service	£180.00
HAWLEC Ltd	Village Hall 5yr Electrical Testing	£265.00
Lindum Fire Services Ltd	Village Hall Fire Equipment Servicing	£110.78
Lindum Fire Services Ltd	Post Office Fire Equipment Servicing	£35.94
R. R Motors Ltd	Petrol for Parish Mower	£6.00
Emerald Environmental Ltd	Grant Funded Production of Final WRAP Report	£1,200.00
Emerald Environmental Ltd	Grant Funded Attendance Open Day Dist Heating System	£1,500.00
WRAP	Refund of unused RCEF Grant Balance	£441.77
Wicksteed Leisure Ltd	Grant Funded Zip-wire installation Pinder Park	£9,744.96
Acer Landscapes Ltd	Grant Funded Hedge & Tree Planting Pinder Park	£1,752.00
Total Payments		<u>£15,368.29</u>

2. Receipts:

<u>From</u>	<u>Item</u>	<u>Amount</u>
Chair & Hatha Yoga	Village Hall Hire	£32.00
Pilates	Village Hall Hire	£32.00
Art Group	Village Hall Hire	£16.00
Bingo Mania!	Village Hall Hire	£20.00
Charity Table Top Sale	Village Hall Hire	£40.00

Member of Public	Village Hall Hire	£16.00
WEA Ltd - Poppy Making	Village Hall Hire	£16.00
Christmas Wreath Making	Village Hall Hire	£108.00
CMTESTD Charity	Village Hall Hire Meeting	£8.00
CMTESTD Charity	Hedge Cutting Remittance to Parish Council	£70.00
Awards for All	Lottery Grant Parish Planters and Pinder Park Seating	£7,908
Total Receipts		<u>£8,266.00</u>

3. Bank Balances

The Current Account Balance	<u>£36,688.28*</u>
The Deposit Account Balance	<u>£5,467.63</u>

* £7,908 ring-fenced for Parish Flower Planters & Seating for Pinder Park, * £5,688.32 ring-fenced for Neighbourhood Plan, * £400.00 ring-fenced for Flowers & Compost for Planters, * £6,641 ring-fenced for Community Noticeboard & Woodbeck Gateway signs. * £2,538 VAT refund ring-fenced for Landswap Legal Fees. * £1,328.20 VAT refund ring-fenced for VAT on Noticeboard & Signs. **Total Funds Ring-Fenced £24,503.52**

295 To discuss potential tree screening of the phone mast

Cllr Arden advised she has been approached by a member of the public whose home looks out towards the mast and that they have requested that the Parish Council looks into aesthetically pleasing tree screening.

The Clerk advised that a member of the public at one of the early 'Mast' meetings enquired if tree screening could be provided. This was put forward in the summer of 2016 to Harlequin, the intermediary between CTIL and the Parish Council, in November 2016 Harlequin advised – *"Tree Screening: I think that since the planning authority has not requested any additional screening it may be sensible to leave the proposal as it stands. Also, if trees were to be planted then further land would be required and I am not sure if this is feasible"*. As a result, CTIL declined to pay for tree screening as part of the mast heads of terms and therefore the agreed lease. If tree screening were to be provided for it would have to be at the expense of the Parish Council.

The Clerk advised that the Council should ensure all potential problems from trees are avoided or minimized and any permissions required are looked into, these may include:

1. **Trent Valley Drainage Board:** how close we could plant trees to their dyke? and if Council planted trees fell into the dyke would it be parish council's responsibility to deal with the problem?
2. **Field Tenant:** Seek the views of the farmer, as the trees could take up some of land he uses for crops, and as the trees grow may they overshadow and dry out an area near to the mast, affecting crop growth.
3. **CTIL** – Council would need to find out how close they would allow trees to be planted to their fencing? If the trees ever fell onto the mast or the compound would parish council be liable for the repairs? The maintenance if branches grew into the compound fence would CTIL cut them from inside or would it be down to parish council to keep them trimmed from the outside.
4. **Western Power Distribution** - The Mast compound has Western Power underground electric cables running into it, we would need to find out the location of the cables and ask Western Power how close to these could we plant trees?
5. **BT:** fibre-optic cable ducts running up to the mast compound we would need to find out the location of these so we don't disturb them and ask how close trees could be planted to the ducts.
6. **Insurance:** The council insurance would need checking to ensure we're covered for all eventualities of the trees.

The Clerk asked the Council to bear all these considerations in mind when making a decision regards the trees. The Council agreed that the Clerk shall look into each of the bullet points above, once the information has been obtained, Council shall debate the matter and make a decision at a future meeting. **Action**, the Clerk to contact the 6 bodies quoted.

296 To Discuss any nominations for Bassetlaw Achievers Awards

Bassetlaw Council invite Parish Councils to nominate people in the parishes who serve the community by their efforts under the following categories:

- Efforts for Charity
- For their individual Achievements for the Parish
- For sport
- For group activities
- For those who have overcome adversity to lead a normal life

Anyone in the parish, who in the opinion of the parish council, who falls within one of these criteria and the Council wishes to be recommended for an Award at the District Council Achievers Award Ceremony on 20th March 2019 should be put forward by the Council to The Bassetlaw Council Chairman's Officer by 1st Feb 2019 at the latest. Cllr Kyle **Proposed**, Cllr Copeland **Seconded** and the Council **resolved** that organizer of Rampton Charity Whist Drive shall be put forward for their group efforts for charity. It was also agreed that everyone would have a think to suggest anyone else under the other categories if someone can be recommended. **Action**, the clerk to complete the nomination forms.

- 297 To Receive Speeding Information from County Council & Social Media feedback as to whether there are volunteers in the parish who would operate a community speed watch programme.
 Cllr Hauton was unable to find out via Notts Police to ask if there is any potential funding for speed gun equipment and training. Cllr Hauton suggested that the Clerk approaches the local policeman for the area to find out if there is funding. The Clerk advised that he had chased the Highways Department three times since the last meeting and received no reply, the matter had been copied in to the Highways manager & County Cllr Ogle with no reply. The Council **agreed** that the Clerk shall contact highways again and the County Cllr to request for their temporary speed-sign to be erected on Treswell Road and to request the Traffic Recording data strips to be placed at either end of Retford Road in Woodbeck. **Action**, The Clerk to contact PC Mitchell & PSCO Campion & Highways/County Cllr Ogle.
- 298 To Progress reinstatement of Gym Equipment & Fitting Replacement Swing Chains
 Cllr McGarry advised that the village warden is aware of the chains and is to replace them shortly. Three people are required to help Cllr McGarry, Cllr McGarry suggested that the work needs to be done on a Saturday as he cannot do it in the week and that the Village Warden could assist him, together with a member of the public. **Action**, The Clerk to contact the Village Warden.
- 299 To discuss potential for a 'Rampton & Woodbeck Parish Lottery'
 Prior to the meeting the Clerk circulated details of a proposed parish lottery club rules and sign up forms for discussion. The clerk explained that East Markham operate a parish lottery with a monthly draw, half of which is devoted to cash prizes in a monthly draw for 5 prize-winners, the other half becoming investment capital for East Markham Village Hall to be used for the improvement of facilities. East Markham Parish Council stated at a recent meeting their village lottery fund has reached £18,000. After speaking with several similar lotter operators for village halls, charities, and reading up online, the modern way to operate a parish lottery would be a 'cashless system' via an annual Standing Order or cheque, for £24, which would purchase 1 number for 12 draws in the year. The system would run from April to March each year to fall in-line with accounting purposes. A set of accounts would be produced by the clerk which is audited annually. Prizes would be prize money would total 50% of the income at the time of the draw. This will be apportioned:
- a. 1st number drawn = 50% of prize money
 - b. 2nd number drawn = 25% of prize money
 - c. 3rd number drawn = 10% of prize money
 - d. 4th number drawn = 5% of prize money
 - e. 5th number drawn = 5% of prize money
 - f. 6th number drawn = 5% of prize money
- The Clerk suggested to the Council that we could operate a similar system, open a 'Rampton and Woodbeck Parish Lottery' Club Bank account with Santander. The Council could then decide how the funds generated could be spent, such as on future repairs or alterations to assets within the parish which would be expensive to replace/maintain, such as street furniture, play equipment on Pinder Park, Defibrillators and the Village Hall, funds could also be set aside for future expenditure anywhere within Rampton or Woodbeck for the benefit of the communities.
- After discussion, Cllr Kyle **Proposed**, Cllr Hauton **Seconded** and the Council unanimously **resolved** that 1) The Clerk proceeds to set up the Rampton and Woodbeck Parish Lottery in accordance with the club rules and application form circulated. 2) The Clerk opens a treasurer's internet banking account with Santander called Rampton and Woodbeck Parish Lottery, that the Clerk shall act as club as Administrator/treasurer/secretary. 3) The signatories on the account shall be Ed Knox as Club treasurer/secretary, Muriel Arden as Club Chairman and Sue Kyle as Club Vice-Chair.
- 300 To discuss bulb planting for the parish corners
 Cllr Arden received a request from a member of the public to plant bulbs around the parish corners and signs in addition to the new flower planters. The Clerk advised that the Council could bulk buy 400 Crocus and 400 daffodil bulbs from Flowerbulbsinc.co.uk for a total of £99.92 and could use the Village Warden to plant them in 4ft x 4ft wide clumps on the bends, crossroads and near the village signs. The flower planters could then look attractive over the summer months with bedding plants after the bulbs have finished flowering. Cllr Hawkins suggested that the Clerk checked the planting times for the bulbs he was looking at to ensure they were planted within the months stipulated on the packaging. **After** discussion, the Council unanimously agreed to purchase the bulbs and plant at the time specified on the bulb packets. **Action**, Clerk to purchase and arrange Village Warden to plant.
- 301 To discuss a Bassetlaw Litter Picking Event for 2019 for the Parish
 BDC have extended their Spring Clean fortnight to cover the whole of 1st March to 31st May 2019 and invite the Parish Council to take part. This can be done in an area the Council thinks needs a bit of tender loving care or just in general around your parish. It can be a large Parish Council organised community event or as small as just one Cllr or member of the public litter picking. BDC asks the Council to let it know if and when it intends to organise an event and approximately how many people you expect to attend, BDC are happy to all the equipment, gloves, bin bags, hi viz

vests, litter picker grabbers and would drop off the equipment to the Cllr organising the event. BDC would then collect it a few days after the event, including all the bags of rubbish collected. After discussion, the Council unanimously **agreed** it would not organise the event but the clerk should advertise it on Social Media to see if there are any volunteers in the parish willing to organise an event. **Action**, Clerk to add to parish Facebook forum.

302 To discuss a grant of £100 for the Children’s Christmas Party

The Clerk advised that a request had been received from the member of the public who organises the annual Children’s Christmas party at the village hall for up to £100 towards food, presents and hall hire. After Discussion it was felt it was time to increase the amount offered for the party as it had not changed in many years, Cllr Hawkins **Proposed**, Cllr Copeland **Seconded** and the Council **Resolved** to provide free hall hire to the Children’s Party Organiser for the day and donate up to £200 using the power of S.137 Local Govt Act. **Action**, The Clerk to inform the Party Organiser.

303 To Progress the Neighbourhood Plan

The Clerk gave an update on behalf of the Steering Group Chairman. We await the AECOM technical report is due to be received by the end of November which will detail the results of the suitability of the ‘call for sites’ land identified.

The Bassetlaw Council Conservation Officer is still finalising a ‘Brief History’ of Woodbeck Estate and Rampton Hospital which will be used to tie in with the Character Assessment.

Darren Carroll Ltd is expected to complete the Character Assessment by February 2019 after which a final Public Consultation Open day will be held to allow the public to review and comment on these documents.

LAB Planning Ltd, our Neighbourhood Plan Consultancy service, is currently collating the findings of the public opinions made at the ‘Call for Sites’ open day.

The steering group Chairman advises that he is some way into analysing the questionnaires and is working at collating the additional survey information into one document ready for the next steering group meeting on 21st Jan 19.

➤ Adjournment – 15 Minute Public Forum

Cllr Arden adjourned the meeting to allow members of the public to speak. A member of the public gave an overview of the Woodbeck Residents Committee and its Children’s Party. A member of the public how Woodbeck could benefit from the Parish Lottery, Cllr Arden welcomed ideas from the members of the public at Woodbeck, she clarified that if members of the public at Woodbeck can come up with ideas for what we could spend money on at Woodbeck, the Parish Council would consider it, for example an item purchased within the NHS owned land at Woodbeck could be provided if the NHS estates department gave permission for its install.

Cllr Arden thanked the public for their participation and reconvened the meeting.

304 To receive items for the next agenda and for information only

Councillors are required to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. **Councillors are respectfully reminded that this is not an opportunity for debate or decision-making.** No new items.

305 Date/Time/Location of Next Parish Council Meeting

Monday 14th Jan 2018 – Rampton Village Hall 7:00pm

306 Closure of Meeting

There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 8:55 PM.

Signed _____ Date _____