

## Rampton & Woodbeck Parish Council

Minutes of **Rampton & Woodbeck Parish Council** held on the 16<sup>th</sup> Apr 2018 in the Community Centre, Chadwick Walk, Woodbeck, Nottinghamshire, DN22 0JS. The meeting commenced at 7:00pm.

<b>Members Present</b>	Cllr Muriel Arden	Chairman
	Cllr Alan McGarry	
	Cllr Pam Hawkins	
	Cllr Ivor Lewin	
	Cllr Peter Copeland	
	Cllr Sue Kyle	
<b>Also, Present</b>	Ed Knox Clerk/Responsible Financial Officer	
	County Cllr John Ogle	
	5 Members of the Public	

- 166 To Advise Site Health & Safety  
Cllr Arden advised the location of the fire exit assembly point, fire exits & toilet facilities.
- 167 To Approve Apologies for Absence  
The Council **resolved** to **accept** the absence of Cllr Hauton on childcare grounds.
- 168 To Record Declarations of Interest in any items to be discussed  
None.
- 169 To Approve Minutes of the Previous Meeting  
Cllr Hawkins wished it noted that when making a proposal at the meeting of 12th March, her reasoning behind the proposal was not described with detail to provide her thought process for the proposal, which at the time, was then counter proposed by Cllr Copeland and Seconded by Cllr Lewin. However, the minutes of the 12th March could not be added to further because they had been approved at the meeting of the 27<sup>th</sup> March. After discussion, the council **resolved** to accept the minutes of 27<sup>th</sup> March. The chairman signed the minutes of the previous meeting as a true and accurate record.
- 170 To Approve Annual Governance Statement (Section 1 Annual Return) for Year Ending 2017-18  
The Clerk reported the findings of the internal auditor and the Council **approved** the Annual Governance Statement. The Clerk and the Chairman signed the Annual Governance Statement.
- 171 To Approve Accounting Statements (Section 2 Annual Return) for Year Ending 2017/18  
The Clerk circulated the Annual Return Section 2 Accounting Statements. The Council **approved** the Accounts and the Clerk and the Chairman signed the Accounting Statements. **Action**, the Clerk will submit the Annual Return to the External Auditor along with any required supporting documents and upload copies to the webpage.
- 172 Finance:  
1. To Approve Payments:  
After discussion, the Council **approved** the following accounts: -
- | <u>Payee</u>              | <u>Item</u>   | <u>Amount</u> |
|---------------------------|---|---------------|
| 3 x Staff Members         | Salaries/Payroll  | £1,429.05     |
| HMRC PAYE                 | Staff Members Income Tax                                  | £268.62       |
| Notts LLPG                | Staff Pension Scheme                                      | £192.30       |
| Glasdon UK Ltd            | (Insurance & Donation Funded) Treswell Rd, 3-Seater Bench | £450.00       |
| E-On                      | Post Office Electricity – March                           | £15.30        |
| Ryman                     | 2 <sup>nd</sup> Class Stamps                              | £13.92        |
| Ryman                     | Accounts Folders & Separators 2018-19                     | £8.31         |
| Picstop.co.uk             | USB Secure Memory Sticks for GPDR Compliance              | £32.98        |
| Luke A Brown Planning Ltd | Neighbourhood Planning Services (Grant Funded)            | £2,776        |
| Information Commissioner  | Annual Data Processors Fee – GPDR Compliance              | £35.00        |
| Vodafone Ltd              | Village Hall Mobile                                       | £4.14         |
| Selles Medical Ltd        | Village Hall Replacement 1 <sup>st</sup> Aid Kit          | £17.99        |

Geoff Tinniswood Ltd	Village Hall Piano Tuning	£60.00
Tesco	Village Hall Cleaning Materials	£9.95
Hawlec Electrical Contractors	Village Hall LED Lighting Supply & Installation	£733.44
GAP Signs Ltd Retford	Village Hall Signage Design and Logo Creation	£90.00
Anglian Water Wave	Village Hall Water – Dec to February	£18.61
ExtraEnergy Ltd	Village Hall Electricity – February & March	£57.25
Safety Signs & Stickers Ltd	Village Hall Fire Assembly Point Sign	£2.19
Aspli Safety Ltd	Village Hall Ladder Inspection Logbook	£4.38
The Safety Supply Co Ltd	Village Hall Ladder Tags & Inserts	£27.65
Quality Keys & Shoe Repairs	Village Hall Set of 4 Keys	£20.00
City Electrical Factors Ltd	Village Hall x3 23W LED Low Energy Tube Light	£32.85
Argos Ltd	Village Hall x2 Fast Boil Low Energy Kettles	£29.98
Home Bargains Ltd	Village Hall x15 6w & x5 10w Low Energy Bulbs	£35.32
<b>Total Payments</b>		<b><u>£6,455.23</u></b>

2. Receipts:

<u>From</u>	<u>Item</u>	<u>Amount</u>
Evergreen Club	Village Hall Hire up to 31 <sup>st</sup> March 2018	£47.00
Whist Drive	Village Hall Hire up to 31 <sup>st</sup> March 2018	£23.50
Indoor Roller Ball	Village Hall Hire up to 31 <sup>st</sup> March 2018	£58.00
C & T Group	Village Hall Hire up to 31 <sup>st</sup> March 2018	£288.00
E A & R Quickfall & Sons Ltd	Rent – Forest Garden Field 1.4.18-30.9.18	£225.50
Tuxford Outreach Service	Rent – Post Office Building 5.1.18-30.3-18	£243.75
Mill Hill Farm (Retford) Ltd	Rent – South Inge Yard 7 Acres 1.4.18-30.9.18	£350.00
Ecclesiastical Insurance	Insurance Claim – Treswell Road Bench	£200.00
Anonymous Member of Public	Donation, Treswell Road Bench	£250.00
Canal & River Trust	Grant – Rampton Wharf Bench	£460.00
Bassetlaw District Council	Grant – District Cllr for Zip-wire	£300.00
Bassetlaw District Council	1 <sup>st</sup> Half Concurrent Grant	£91.50
Bassetlaw District Council	1 <sup>st</sup> Half Street Cleaning Grant	£496.00
Bassetlaw District Council	1 <sup>st</sup> Half Precept	£10,085
Coles', Moorpool & The Eyre,		
St Thomas Day Charity	Administration & Accounting 28.06.17 to 16.03.18	£297.54
Rampton Village Hall	Former Management Committee Bank Account Closure	£7,606.99
Santander	Bank Interest 2017-18	£17.49
<b>Total Receipts</b>		<b><u>£23,540.27</u></b>

3. Bank Balances

The Current Account Balance	<b><u>£19,956.94*</u></b>
The Deposit Account Balance	<b><u>£5,467.59</u></b>

\* £300.00 ring-fenced for Zip-Wire

173 To Discuss Progress Made by the Bowls Club regards the Parish Council's Required Timescales

Following the site meeting on 17th March, the Council instructed the Clerk to write to the Bowls Club, a summary of the requirements in the letter were:

- Immediate Action Required: Insurance** provide the Clerk of the Council within the next 7 days a copy of the Bowls Club Insurance documentation.
- By 31st March 2018: The removal of obsolete the Heras Fencing** situated between the park and 'no mans' land.
- By 30th Jun 2018: Completion of the Hedge Embankment.** The Lease states: "*not to commit any breach of planning control*" the only remaining item of the Decision Notice, issued for Planning Application 38/10/00001 on 17th Feb 2011 is "*install an earth bank 0.6 metres (2ft) high and plant a hedge on top in accordance with the details and specifications of the drawings submitted*". This needs to be completed so the final stipulations of the Planning Consent are met.
- By 31st Jul 2018: All remaining Spoil to have been removed from site and the area to be left in a tidy state. The official access gate/way into the Bowling Green area to be agreed,** members of the Council wish it to be on the North side of the green further on from the end of the 'car-park', rather than at an angle into the green, which results in alterations to the Pinder Park wooden gate and fence. **The access entrance to be finished by extending the hardcore area of the carpark** to allow access to the green, mirroring that of the original access point into the 9mtr gap area which is now on the eastern side.
- By 31st Aug 2018: The water to have been connected.**
- By 30th November 2018: Compete Hedge Planting on Embankment,** the Bowls Club will look to plant Hawthorn hedging, the correct time to plant this is any time from leaf fall, mid-autumn until late winter.

7. **By 13<sup>th</sup> March 2019: All works complete**, the bowling green rental land and surrounding area to be left in a good standard, any remaining Heras fencing (to entrance to the green from car-park) removed and the access gates/fencing to the green completed.
- The Chairman called for a positive attitude from the Council to support the Bowls Club. Cllr Arden continued that the Bowls Club members may struggle to organise the project to fruition on their own because their members are elderly people who rely on the Bowls Club Chairman to organise matters. Cllr Kyle commented on the need for storage for the Bowls Clubs equipment. Cllr Arden explained the Bowls Club have approximately £17,000 in funds for the completion of the bowling green and perhaps the Parish Council officially approach the Bowls Club to ask if they require assistance with the organisation of the project, if the Bowls Club is willing to let the Parish Council help? Cllr Hawkins asked for clarification in which form any potential help could take? Cllr Arden responded that help could be in the form of advice to help the Bowls Club organise the spending of their funds in an efficient manner. Cllr Copeland advised it is imperative that the Council should help to avoid the Bowls Club from defaulting on the requirements laid down by the Council, the lease and the planning permission so that the lease is not breached.
- The Clerk advised that the Bowls Club has made progress by completing requirements 1 and 2 of the letter before the deadlines stipulated. Cllr Arden advised that regarding point 3 of the letter, the mound for the hedge, the Bowls Club do not have sufficient topsoil at present as there is only spare clay spoil left on site.
- Cllr Lewin **Proposed**, Cllr Copeland **Seconded** and the Council **resolved** to 1) invite a representative of the Bowls Club to attend each Parish Council meeting to give an official update. 2) For the Parish Council members who met previously with the Bowls Club (Cllrs Kyle, Copeland, Arden and Hawkins) to meet with the Bowls Club Chairman to ascertain if the hedging mound will be in place by the end of June, if not offer ideas and assistance as to how to arrange for the 0.6mtr high mound installation. **Action**, the Clerk to arrange a date/time for Council members and Bowls Club members to meet.

174 To Approve Updated Standing Orders from NALC

The National Association of Local Council's (NALC) have issued new standing orders to incorporate new legislation introduced since the last model standing orders were published in 2013. The Clerk circulated copies of the updated documentation. After discussion, Cllr Hawkins **Proposed**, Cllr Kyle **Seconded** and the Council **Resolved** to adopt the updated Standing Orders with immediate effect. **Action**, the Clerk to upload to the webpage.

175 To receive an update regards Village Hall Wifi, LED Lighting, PAT Testing, Keys and Kitchen.

**WIFI:** The Clerk explained the Village Hall Warden (VHW) had contacted BT regarding the landline and Internet and was advised that there is no rebate given for none-profit making organisations, installation of a line through BT is £125.00. BT advised we can't have the line put in without the line rental contract for 24-months which is their lowest cost and shortest contract term. Monthly line rental would be £28.90 per month for a 24-months. The Internet would cost £480.30 for the first year, including £8.50 delivery of the router. Year two costs reduces to £346.80, after which Council could then swap providers. The Council debated the merits of having WIFI installed and maintained the decision that the hall shall have WIFI, however, it was felt that the costs quoted by BT are steep and the contract terms restrictive. Cllr McGarry **Proposed**, that he would look into the matter with BT and let the Clerk know if there is a cheaper and less restrictive way to arrange things. Cllr Kyle **Seconded**. **Action**, Cllr McGarry to investigate.

**LED lighting:** The 1<sup>st</sup> quote to replace the existing 100watt hall ceiling lights to LED 36watt bulbs was £2,338 including installation and whilst two 3<sup>rd</sup>s more efficient, would take around 9.2 years to pay for the cost. The VHW obtained four further quotes, all of which were within £100 of each other around £700 to £900. The cheapest HAWLEC Electrical Contractors Ltd in Retford, who would install the units for £611.20+VAT. The reduction in electricity usage should recoup the cost in just under 2 years, after which will be making a profit/saving in the electricity usage at the hall. Cllr Kyle asked the Clerk to see if a smart meter can be installed.

Cllr Kyle **Proposed**, Cllr McGarry **Seconded** and the Council **resolved** to proceed with the HAWLEC quote to replace the lighting and if possible install a smart meter.

**PAT Testing:** The floor polisher failed its PAT testing some time ago; the VHW asked the electrician if the unit could be repaired/made safe and was advised that the unit was very old and beyond what would be economically viable to make safe, additionally its cable was not safe. The existing unit must not be used by anyone and should be disposed of. The VHW is doing a good job at cleaning the floor with a vacuum cleaner, mop and brush however, the VHW has asked that if the Council wants an extra clean of the hall from time to time, do they want to purchase a replacement polisher? The VHW had provided a quote for a Karcher £160 unit, however, the Council felt that this was not powerful enough for the floor size at the village hall. **Action**, The Clerk to inform the VHW to obtain a quote for a more suitable industrial floor polisher for consideration at the next meeting.

**Kitchen:** The various ideas surrounding a Dishwasher installation and alterations were discussed. Cllr Lewin explained how on several occasions dirty crockery had been put back in cupboards by hall users and teapots have been found full of mouldy remains. The Chairman explained that a dishwasher would allow the VHW to thoroughly clean all kitchen crockery and cutlery at regular intervals. Cllr Hawkins provided an idea of how it may be possible to make alterations to a cupboard allowing space for a dishwasher and also mentioned the oven part of the cooker is faulty. **Action**, the Clerk

to ask the VHW to arrange for a kitchen fitter to obtain a quote for making alterations for a dishwasher and investigate the faulty cooker.

176 To Receive a Request to Donate CPR Training Kit to Retford Lions.

The Clerk advised that Retford Lions have made a request for help to the Parish Council. Their existing training kit for CPR is wearing out and asks if the Training Kit the Parish Council received for free with the Defibrillators may be donated to the Lions Club so that they can continue to run training sessions without having to purchase their own kit for around £500. The Lions would gladly continue to run free training sessions at Rampton Village Hall using the kit if it were donated. Cllr Hawkins **Proposed**, Cllr Lewin **Seconded** and the Council **resolved** to donate the kit to the Lion and the Village Hall Warden (VHW) is to ascertain if the Lions would run a CPR and Defibrillator session at the hall, perhaps during school holidays to encourage school age people to take part. **Action**, the Clerk to contact Lions and inform VHW.

177 To Receive an update on Headon Camp Waste to Energy Ltd Planning Application and Environmental Concerns

Cllr Kyle gave an overview provided from a Council member at Headon. The company operating the site at the Camp is closely connected to Attero Ltd at Rossington where the waste recycling their causes smells, flies, heavy traffic and a lot of bad feeling between the company and residents. At Headon the company operates as Retford Waste to Energy Ltd and wishes to burn clean new wood to heat water which will in turn be used to dry more wood, which will be made into pellets for use by power stations/industry to burn to create energy. However, dirty, pre-used wood has been seen at the site, along with other possibly contaminated waste, and the concern is that they will try and burn this, causing a detrimental effect on air quality by smoke emitting 156 chimneys they have installed in the buildings. The operation is currently running at around 10% capacity, in the absence of County Level planning approval, causing a negative effect on bungalows located next to the Headon Camp Industrial Estate. However, they argue they are within permitted development of existing historic planning permissions. Bassetlaw Planning Department are investigating whether the existing operations are within the existing permissions.

Despite attempts by Notts County Council Planning Department to engage with them over their planning application. The Company did not respond and shortly before the public meeting at Headon, the company withdrew the application. It may be that the Company will resubmit their plans in due course. In the meantime, Bassetlaw Environmental Health have been regularly informed by local residents for high levels of sawdust, noises, and smoke affecting residents nearby.

Cllr Kyle explained that when a fire occurred a few years at the site, by a previous unrelated company, thick black smoke from the tyres reached Woodbeck where homes had to keep doors and windows shut for two days. If the planning permission is re-submitted, and should it be granted, it is unknown how much smoke and dust will be produced if it is to be 90% more than current operational levels. It could affect neighbouring villages, including Woodbeck and possibly Rampton. The Clerk mentioned there are large lorries which attend the site for deliveries, Cllr Kyle mentioned this could be very frequent in the day and they might come through roads in Rampton & Woodbeck parish. There is an 'Action Group' of members of the public that are keeping an eye on the development and operations at the site. Cllr Kyle said she would keep in contact with them to provide any future updates to the Council. The Chairman thanked Cllr Kyle for her update.

178 To Progress the Neighbourhood Plan

Cllr Arden gave permission to the Steering Group Chairman to speak to the Council. The Steering Group Chair advised that the return form has been submitted to the funding body for the completion of the 1<sup>st</sup> grant, it was only 12p overspent. The next steps are to work with Luke Brown as Consultant to the Neighbourhood Plan and Darren Carroll to undertake the Character Assessment of the parish. Both Luke and Darren's costs will need to be factored into the second grant application along with advertisement and survey costs. The Steering Group recently met with both Luke and a representative from Clarborough & Welham Parish who had acted as the key person within their Neighbourhood Plan Steering Group. Next the group will need to concentrate on how vision statements were done, undertake a SWAT analysis and locate potentially interested land owners who wish to designate land for future development. The next steering group meeting will be on 1<sup>st</sup> May 2018. Cllr Arden thanked the Steering Group Chair for his comments and offered support from the Parish Council and the Clerk, should the Steering Group require it.

➤ Adjournment – 15 Minute Public Forum

Cllr Arden adjourned the meeting to allow members of the public to speak and the timer was set. A member of the public asked the Council to consider the long-term replacement of the village hall piano with an electric piano. A member of the public thanked the Council for their stance regards offering the Bowls Club guidance and co-operation, they felt this definitely the way forward. The member of the public continued and asked that when the Council members meet with the Bowls Club, that the practical arrangements for watering the bowling green are taken into consideration in relation to a sprinkler system, additionally a long term strategy should be discussed with the bowls club regards expected annual maintenance costs, calculating subscriptions, a policy for ensuring equal/open membership to the club so that it does not exclude anyone from joining, what will be done to promote awareness of

the club and to increase its membership numbers? Cllr Copeland replied to say that the Parish Council will work with the Bowls Club to look at its business model. The Member of the public asked the Council to confirm that no 'parish public' money shall be spent assisting the Bowls Club, the Council agreed it would not spend public money on it. The Chairman of Woodbeck Residents Association asked the Clerk to confirm if a reply had been received to the grant application for the Woodbeck village signs? The Clerk clarified that the decision date by the funding board is late April to mid-May and he will let everyone know as soon as the decision is known. A member of the public asked that when the Council, acting as Corporate Trustee to the charity who manages Coles' Field, agrees a new tenancy lease that any potential tenant does not block off the lane because local farmers access the lane for 2 yearly hedge-cutting. The Chairman advised that the matter will be considered by the Trustees at the next charity meeting. After answering as many questions as possible, Cllr Arden thanked the public for their participation and reconvened the meeting.

179 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.** Cllr Lewin requested 'To consider replacement gates for South Inge Yard 7 Acre Field', Cllr Kyle requested for 'To discuss Empty Rental Properties at Woodbeck' and the Clerk requested for 'To Adopt Additional GDPR Policies' for the next agenda. A letter has been received from a member of the public asking for flower tubs and bulbs, therefore 'To consider providing flower planters and bulbs' will also be added to the next agenda. Cllr Arden mentioned that next month will be both the Annual Meeting of the Parish Council and the Annual Parish Meeting. The Clerk clarified the difference between the two, with the 'Parish Meeting' being an opportunity for reports to be made of the past year and that members of the public who are registered electors in the Parish are allowed to speak at the Parish Meeting.

180 Date/Time/Location of Next Parish Council Meeting

Monday 14<sup>th</sup> May 2017 – Rampton Village Hall 7:00pm

181 Closure of Meeting

There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 9:07PM.

Signed \_\_\_\_\_

Date \_\_\_\_\_