



## Rampton & Woodbeck Annual Parish Meeting

Minutes of **Rampton & Woodbeck Annual Parish Meeting** held on the 21<sup>st</sup> May 2018 in Rampton Village Hall, Manor Drive, Rampton, Retford, DN22 0JU. The meeting commenced at 6:30pm.

<b>Members Present</b>	Cllr Muriel Arden	Chairman
	Cllr Libby Hauton	Vice-Chair
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	
	4 Members of the Public	

001 To Advise Site Health & Safety

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

002 To Receive County & District Councillors Annual Reports

No report received from Dist Cllr Critchley who was away on holiday.  
No report received from County Cllr Ogle.

003 To Receive Diana Eyre's Educational Foundation Annual Report & Summary of Accounts

Cllr Hawkins gave an overview of the Foundations activities and finances of the previous year. The trustees meet twice a year to consider applications for awards and grants to members of the public, who live in Rampton and Woodbeck and are under the age of 25. Support is potentially available for students of schools, college and university, for travel costs, books and accommodation. The Trust has long term investments and uses the profits of these for the grants it awards. In 2017-18 eight people awarded funds and Rampton Primary School was supported. The total cost being £5,900. The trustees made a decision this year to make a book token donation to each child at Rampton Primary School which is to become an annual gift. Further details about the trust can be found on the Charity Commission website, by searching for 'Diana Eyre' in the 'find a charity' section. The Trustees are keen to hear from people in the parish who wish to be considered for assistance and to spread the word about the trust's existence. The Clerk mentioned the new Parish Website being constructed and that a 'Diana Eyre' page can be included on it. **Action**, The Clerk to arrange for 2Commune Ltd to add a Diana Eyre page to the website.

004 To Receive Coles', Moorpool & The Eyre St Thomas Day Charity Annual Report & Summary of Accounts

The Clerk provided an overview of the charities activities for the past year. The Trustees held an over 60's New Year Party for residents of the Parish and have decided to make this an annual event. Advertisements promoting the awareness of the charity have been placed in the Retford Times, Retford Life, A1 Housing Magazine, The Roundabout, Facebook, no one has approached the trustees this year for assistance. The Clerk will continue to promote awareness of the trust and a page will be included on the new Parish Council website. The first set of accounts of the charity have been audited. The £15,000 long term funds of the trust are invested in the Churches, Charities and Local Investment fund recommended by the Charity Commission, which generates £112 per quarter. Annual Rental income of the trusts land generated £450. The current account balance of the trust on 31<sup>st</sup> March 2018 was £764.20. Cllr Hawkins thanked Lesley & Noreen for their assistance with the New Year party and that there is keen interest for holding a summer Afternoon Tea party. **Action**, The Clerk to add 'Summer Afternoon Tea Party' to the next charity agenda.

005 To Appoint Co-opted Trustees to Coles', Moorpool & The Eyre St Thomas Day Charity

Selena Eyre expressed the wish to continue in the role of co-opted trustee. Cllr McGarry **Proposed**, Cllr Kyle **Seconded** and the Parish Meeting **Resolved** to re-appoint Selena Eyre as co-opted trustee. Felicity Ferriter was not present, the trustees will check with her at the next meeting regards continuing as a trustee. Cllr Arden pointed out that with hindsight the annual appointment of co-opted trustees is not the most economical way forward and does not allow the trustee sufficient time within the role. The Clerk suggested that 4-year terms, the same as Parish Council members and Diana Eyre Trustees might be more sensible. **Action**, The Clerk to add 'Co-opted Trustee frequencies to the next charity agenda.

006 Closure of the Parish Meeting

There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 6:50pm.



## Rampton & Woodbeck Annual Meeting of the Parish Council

Minutes of **Rampton & Woodbeck Annual Meeting of the Parish Council** held on the 21<sup>st</sup> May 2018 in Rampton Village Hall, Manor Drive, Rampton, Retford, DN22 0JU. The meeting commenced at 7:00pm.

<b>Members Present</b>	Cllr Muriel Arden	Chairman
	Cllr Sue Kyle	Vice-Chair
Cllr Alan McGarry	Cllr Pam Hawkins	Cllr Ivor Lewin
Cllr Peter Copeland	Cllr Libby Hauton	
<b>Also, Present</b>	Ed Knox Clerk/Responsible Financial Officer	
	4 Members of the Public	

183 To Elect a Chairman

Cllr Lewin **Proposed**, Cllr Hawkins **Seconded** and the Council resolved that Cllr Arden be elected Chairman

184 To Elect a Vice-Chair

Cllr McGarry **Proposed**, Cllr Arden **Seconded** and the Council resolved that Cllr Kyle be elected Vice-Chair

185 To Approve Apologies for Absence

The Council **resolved** to **accept** the absence of Cllr Copeland who is working abroad.

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

None.

187 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.

188 To Note the Nominated Trustee to Diana Eyres' Educational Foundation

The Clerk advised that Cllr Hawkins has completed two years of her 4-year term as nominated trustee to Diana Eyres' Educational Foundation. The Council **noted** that Cllr Hawkins wished to continue in the role.

189 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
Plusnet Technologies Ltd	Village Hall WIFI	£30.59
DLNR Rehabilitation Ltd	Probation Community Service Spoil Heap Relocation	£120.00
Bridleway & Gauntleys Ltd	Replacement Gates	£262.00
E-On	Post Office Electricity – April	£10.59
Currys	Village Hall Ink Efficient Eco-tank Printer	£135.00
GAP Signs Ltd Retford	Village Hall Sign & Installation	£282.00
ExtraEnergy Ltd	Village Hall Electricity 22.03.18-09.05.18	£41.10
Wilcos Ltd	Village Hall Receipt Book & Envelopes	£2.00
Cllr Hauton Vodaphone Ltd	Village Hall Mobile Phone – May	£4.14
Emerald Environmental Ltd	Grant Funded Biomas Technical Survey	£3,600.00
Emerald Environmental Ltd	Grant Funded Potential System Design Part Payment	£2,400.00
Emerald Environmental Ltd	Grant Funded Potential Planning & Development Pt Payment	£2,000.00
Ulyett Landscapes Ltd	Grass Cutting April	£189.60
LAB Planning Ltd	Grant Funded Planning Support to Neighbourhood Plan	£75.00
(Cllr Lewin Expenses	Various Totalling <b>£286.41</b> , breakdown below)	
ASDA	Fuel for Strimmer	£6.02
Wilko	Cuprenol for Pinder Park Play Equipment	£20.60
Rai Fashions Ltd	Drain Rods for Village Warden	£19.99
Time in Hand Ltd	Village Hall Clock Repair	£50.00

Bridleway & Gauntleys Ltd	Village Warden Brushes for Street Cleaning	£28.20
Jewson Ltd	Building Materials to Repair Bins, Fit Bench on Tres Rd, Secure Pinder Park Noticeboard.	£161.60
<b>Total Payments</b>		<b><u>£11,479.00</u></b>

2. Receipts:

<u>From</u>	<u>Item</u>	<u>Amount</u>
Diana Eyres' Educational Fnd	Village Hall Hire up to 31 <sup>st</sup> March 2018	£24.00
Diana Eyres' Educational Fnd	Village Hall Hire Messy Church	£16.00
Flower Arranging Club	Village Hall Hire April 2018	£20.00
C & T Group	Village Hall Hire April 2018	£96.00
Private Birthday Party	Village Hall Hire 1 x Sat in June 2018	£36.00
Rampton Table Tennis Club	Village Hall Hire April 2018	£16.00
Indoor Roller Ball Club	Village Hall Hire April 2018	£16.00
Waste Resource Action Prog	RCEF Energy Feasibility Study Grant	£14,450.00
<b>Total Receipts</b>		<b><u>£14,698.00</u></b>

3. Bank Balances

The Current Account Balance	<b><u>£23,464.66*</u></b>
The Deposit Account Balance	<b><u>£5,467.59</u></b>

\* £300.00 ring-fenced for Zip-Wire, \* £6,450 ring-fenced for Energy Study

190 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 outstanding requirements in the letter are:

- 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 30<sup>th</sup> 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.
- 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.

Cllr Arden gave an overview of a review session with the Bowls Club on 13<sup>th</sup> May 2018, a summary of which was:

- Mound: to be 2ft high by 30th June. A company has been booked undertake the work. The bowls club are confident this will be completed by the agreed deadline.
- Spoil: Bowls club to dispose of the left over 30tons, not the council, by 31st July, unless the weather turns bad.
- Water: Anglian Water (AW) were viewing the location on 14th May. Before they will pass the installation for connection, the Bowls Club have to install a boxed and lagged stand pipe with non-return valve. The bowls club advise they have this in hand ready for AW's 2nd visit. AW advised they might be able to do the job by moiling under the road rather than by breaking the surface except at the point of connection to their service pipe. If that could happen, it should remove the need to close the road whilst the work is in progress. The Club will try to meet the deadline of 31st August for this work, depending on AW's availability.
- Hedge: the deadline of 30th November for planting still looks good. The Club have enquired about a free hedging pack from the woodlands trust, however, these are fixed, there is no way that they could alter the composition of them and so would be restricted as to the amount of hawthorn they could receive. However, they maybe able to obtain some for their mound at the green and donate the rest of the pack to the Parish Council for a new hedge between Pinder Park and the farmers field. Which the Parish Council could potentially then also apply for a pack of their own to complete the hedge.

Cllr Arden mentioned ongoing discussions with the club relating to the final siting of the gateway to the bowling green.

The Clerk asked if the Council wish to have a regular monthly review with the Bowls Club to oversee the deadlines of the project to fruition. **Action**, The Council **agreed** this was a sensible way forward and the Clerk is to arrange a suitable date for Council members and Bowls Club members to meet when Cllr Copeland returns from America.

191 To Consider replacement gates for South Inge Yard 7 Acre Field

Cllr Lewin advised that the gates were a deterrent to off road joyriders who might damage the crops and Pinder Park because at present there is no hedgerow between the field and the park. Cllr Lewin provided quotes to replace the gates would cost £262 including VAT and all items required to install the gates. The Clerk advised that he had contacted the tenant of the field who would like the gates replaced to deter trespassers.

Cllr Lewin **Proposed**, Cllr McGarry **Seconded** and the Council **resolved** to replace the gates and ensure they are welded into place so that they are not easily removed again.

192 To discuss an additional bin for outside the Bus stop

Cllr Lewin advised a standard sized bin for the pavement by the bus-stop would cost £180 from Glasdon UK Ltd. The Clerk advised he has been able obtain an alternative quote of £125 from Bassetlaw District Council. After discussion, the Council unanimously **agreed** to purchase the cheaper quote. **Action**, The Clerk is order the bin for delivery to Cllr Lewin's home who will work with the Village Warden to install it.

193 To discuss empty rental properties at Woodbeck

Cllr Kyle advised that around 12 properties owned by the hospital have remained empty for over a year and this will have an adverse effect on our future tax-base and corresponding precept levy on the rest of the parish. Cllr Hawkins advised there is also an empty hospital owned property on The Pastures in Rampton. Cllr Hawkins advised that the hospital owned properties are now managed by Nottinghamshire Healthcare at Duncan House in Nottingham and they were recently undergoing a review. Cllr Kyle **Proposed**, Cllr Hawkins **Seconded** that the Clerk should write to the Property Manager at Duncan House to ascertain what the long-term plans are for the empty properties. **Action**, The Clerk write to the property manager.

194 To adopt additional GDPR Policy Documentation

NALC have advised that to comply with the new GDPR regulations the parish council must adopt the following additional policies:

- Data Breach Policy, Data Protection Policy & Records Retention Policy

NALC also states that each Council should keep and maintain a GDPR Security Compliance Register on each Parish Councillor and Staff Member. Each member signed and completed the Security Register and Cllr Kyle **Proposed**, Cllr McGarry **Seconded** and the Council **Resolved** to adopt the policies with immediate effect. **Action**, the Clerk to upload the policies to the website. The Council **noted** that an amendment to the GDPR Data Protection Bill will mean that Parish Councils are exempt from the requirement to appoint a Data Protection Officer (DPO).

195 To discuss email system and cloud storage

NALC have advised the additional requirements which must be implemented to comply with GDPR. The Council discussed the pros and cons of Business 365 with its associated Cloud Storage and the pros and cons of the email system which our website provider, 2Commune Ltd can provide. The 2Commune Ltd option would provide 1 single point of contact for IT support for Cllrs and Staff members, 1 invoice and is a cheaper option. The cost being 9 X Email Accounts @ £25 + VAT each per year = £225 + VAT. To register, host and manage ramptonandwoodbeck-pc.gov.uk £150 (renewable every 2 years). The Council would also benefit from extra security of the HTTPS Green Padlock System for free by choosing 2Commune for the emails, which will cost £60 a year if we use an alternative email provider. After further discussion, the Council unanimously **agreed** that Business 365 was more suited to large business corporations and district councils rather than parish councils. Cllr Kyle **Proposed**, Cllr Hawkins **Seconded** and the Council unanimously **Resolved** to set up the email system via 2Commune Ltd. **Action**, the Clerk to inform Ray at 2Commune to proceed with the email system creation.

196 To consider providing flower planters and bulbs for Village Entrances and Pinder Park

A resident of the village has written to the parish council to request that the village entrances and the entrance of Pinder Park are enhanced with the addition of flower planters and bulbs. Cllr Arden said that before we can consider planters we must consider the maintenance of the grass on the village corners and other sites where the planters could be located. The Clerk pointed out that the two village corners could not easily be left to become wildflower meadows as this would impede access to the benches and bins. Cllr Lewin pointed out that there have also been complaints at the quality of the grass cutting on Pinder Park and this could be an opportunity to review the grass cutting the parish as a whole. Cllr Lewin obtained prices for hand push petrol mowers, a Mower supplier at Tuxford will supply them for £259 for a 16" cutter or £299 for an 18". Cllr Arden advised that these would be ok for the smaller areas but not for the

whole of Pinder Park and the front of the Church. After a further lengthy discussion, Cllr Kyle **Proposed**, Cllr Hutton **Seconded** and the Council unanimously resolved that the Clerk 1) shall ascertain if it is possible to find someone in the village willing to loan their ride on mower to the parish council for the Village Warden to cut all the desired areas of the parish, 2) find someone with a ride on mower in the parish who is willing to be employed by the council for regular grass cutting duties in all the desired areas or 3) obtain prices for the purchase or long term hire of ride on mowers which the village warden can use to undertake grass cutting duties. In all cases, as long as the cost is equal to or cheaper than the existing £1,400 grass cutting budget of the council. The Council also **noted** 1) The Clerk had raised the recent issues of grass cutting with Ulyett Landscapes and a response had been received. 2) The next round of the Local Improvement Grant Scheme from the County Council could be attempted for the purchase of Flower Planters.

197 To discuss applying for Hawthorn Hedging and Trees for Pinder Park

The resident who asked about flower planters and bulbs also asked if the 'no-mans' land between the park and the farmland could be properly landscaped with the addition of trees and the planting of a hedgerow. Cllr Hawkins advised of a potential grant from the Woodland Trust in support of the Queen's Green Planet Giveaway Grant. Successful grant applicants can receive Hawthorn saplings for hedgerow planting and a mixture of wild cherry, crab apple, elder and dog rose trees. Cllr Hawkins **Proposed**, Cllr Hutton **Seconded** and the Council **Resolved** that the clerk should apply for the Hedgerow saplings, and trees. The Clerk asked the Council about the installation of the saplings, the Council agreed that they would arrange for a community event between local residents, contractors and businesses to come together to plant the hedgerow and trees. **Action**, The Clerk to submit the grant application.

198 To discuss the village hall wet patch

The clerk advised the VHW has obtained quotes for rectifying the damp patch near the clock in the hall. SJ Plastering of Retford assures he can fix the problem for at least 10 years by applying chemicals before re-plastering, this sort of damp is known as a major problem with rendered buildings. To remove the damp area of plaster, apply the chemical treatment, damp proof plaster and skim, £400. The C&T Group have also kindly offered to pay for the redecorating of the hall following any remedial actions to rectify the damp issues. The 2nd plasterer VHW approached advised a lot more work is required, there are cracks everywhere on the outside on the rendering, he said it would need major refurbishment to solve the issues taking off all the render as seeing what is underneath, as a result he won't give us a quote. The Council **noted** that the VHW is seeking further quotes and advice before a decision can be made.

199 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 steering group have agreed to meet on a monthly basis, at which actions shared out between the members, Luke Brown has agreed to attend the meetings to give support and advice to the group. The initial 'call for sites' advert on Facebook has resulted in 3 landowners coming forward to identify land for development. The initial draft of the neighbourhood plan has commenced. The Clerk advised that the grant application to Locality has been submitted to cover £9800 worth of Consultancy Fees, an additional Lottery Grant is being prepared to cover the remaining future costs of the steering groups activities for the neighbourhood plan. The Steering Group Chair advised that he is going to write to the Properties Manager of Notts NHS Healthcare Trust in Nottingham to ascertain if Rampton Hospital owned land within Woodbeck would be interested in being designated for development within the Neighbourhood Plan.

➤ 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 if future meetings could always be held on the 2<sup>nd</sup> Monday of the month regardless of whether or not the first Monday of the month is a Bank Holiday. The Council **agreed** to the request. Questions were asked and answers given relating to the future letting of the Coles' Charity field. Cllr Arden thanked the public for their participation and reconvened the meeting.

200 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 Kyle asked for 'Woodbeck Noticeboard Relocation'.

201 Date/Time/Location of Next Parish Council Meeting

Monday 11<sup>th</sup> Jun 2018 – Woodbeck Community Centre 7:00pm

202 Closure of Meeting

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

Signed \_\_\_\_\_ Date \_\_\_\_\_