



MINUTES OF THE FERNWOOD PARISH COUNCIL MEETING
held on 19th July 2021 at 7pm
Virtual Meeting Via Zoom

Present: Parish Councillors: R. Cullen, D. Harrison, H. Micah, J. Newton, B. Smith
 (Chair), J. Weale, M. Weale

Clerk: Marion Fox Goddard

102. Declaration of intent to record, film or photograph the meeting by members, members of the public or the press

103. Public Forum

One person joined the meeting via Zoom but did not raise any issues in the public forum.

104. Apologies for absence

District Councillor Mison and County Councillor Lee

105. Declarations of Interest

Councillors J and M Weale live close by to the property on Dale Way that has a planning application so they stated that they would not take part in the discussion.

106. Approval of the minutes of the Parish Council meeting on 16th June 2021

The Parish Council minutes were approved as accurate record and Councillor B. Smith signed them. Proposer: R. Cullen, Seconder: J. Newton, RESOLVED unanimously.

107. Councillors & Clerk Reports

Councillor Cullen – has been attending Nottingham CCG Covid 19 updates.

Councillor Smith – has attended Chairman training.

JULY Clerk's report	Agenda Item
Village Hall transfer from NSDC to Fernwood Parish Council – awaiting an update on this.	19/287b
Clerk wrote to Barratt David Wilson Homes requesting the transfer of the open spaces in central Fernwood as per the section 106 agreement. BDWH have agreed to move forward this and met with Newark and Sherwood District Council (NSDC). They committed to providing NSDC and the Parish Council with a plan of which spaces are still in their ownership that can be transferred and paperwork regarding the terms that will have to be transferred by the end of May. NSDC aim to take this to their committee in June for a decision (should this meeting date be missed, we will have to wait another 3 months). On receipt of the plans, Clerk will arrange a meeting with Fernwood Parish Council's legal advisors to discuss this. I understand NSDC have some paperwork, but this has not been shared with the Parish Council. I have written to NSDC to request an update.	21/46c

Derry's woodland purchase – Area for purchase has been expanded. See agenda item 112. I have contacted a company in Grantham who may be able to do a botanical survey.	21/30
Covid 19 Update – Despite the Government lifting restrictions from July 19 th , we still need to be careful at the hall as the risk is still there and Covid-19 cases appear to be increasing again. <i>Clerk to review the risk assessment and recommend how we proceed.</i>	20/33
Streetlights that are out on the path between Dale Way and Rubys Avenue – This has been raised with the owner of these lights. Once the woodland sale has been completed the Parish Council will be able to arrange repair if the owner has not done so in the meantime. Clerk has met with Via to obtain a more accurate costing. Meeting held with electrician – still awaiting quote. Nottinghamshire County Council have asked for details of what we are purchasing to be able to move their quote/potential adoption forward – <i>Clerk to send the map as this has now been received.</i>	20/114g
Parish Council Meetings – Costing has been requested for fixed microphone/camera/computer solution for conducting hybrid meetings in the small hall	21/45
Litter picking – see item 114b. We now have a bin and equipment. Risk assessment has been drafted for approval.	21/61d
Wildlife corridors – Clerk has asked Barratt David Wilson Homes for details of when hedgerows will be replaced and if there are plans for wildlife corridors – awaiting feedback. NSDC has responded on monitoring of such planning conditions – see item 115d.	21/61e
Metal dog bin replacements have been installed (Dale Crescent/corner of Reed Close)	21/85 di
Corner Hollowdyke Lane/Phoenix Lane – still unclear who is responsible for what. Barratt David Wilson Homes (BDWH) have said they will check what their 278 agreement covers. Awaiting land transfer plans from BDWH which may also shed some light on this.	21/87e
Townhill Square/Cormack Lane adoptions – No feedback from the developer on Townhill Square. We are still not clear about which parts are adopted on Cormack Lane (the small path at the end of Cormack Lane that leads to Dale Way). This has been raised with Barratt David Wilson Homes.	21/87h
William Hall Way is not adopted so NCC will not repair the sign. NSDC has agreed to contact the landowner to address this.	21/93

108. County Councillor and District Councillors Reports

Updates received prior to the meeting

Cllr Mison – received comments from residents regarding the overgrown weeds along the paths through the woods near Balderton Hall, it is the responsibility of the land owners to maintain the land. There has been a recent litter pick to clear the business park. Received correspondence from year 9 students at Suthers School around the state of our roads and questions regarding recycling waste in public areas. I am working with NCC to report back regarding the highways, and I am compiling some information regarding a scheme recently run by NSDC in Southwell where recycling rubbish bins were placed along side existing bins in public areas such as pavements in the town. I will reply to the students as soon as I have everything gathered, albeit they are likely to be year 10 by the time they receive the information as the schools break up this week.

Cllr Lee - Requested an update for the speed bumps on Fernwood - plan is being put together on the way to resolve the ongoing issues. Fernwood glass bins been reported for overflowing

(w/c 5/7/21). Speeding assessment requested for Hollowdyke Lane. Request made for police figures for Fernwood antisocial behaviour for the last two years figures requested (request made June). Overgrown hedges and vegetation - overgrown branches causing an obstruction when cycling on the path when pedestrians are also on there too and B6326 Bridge just over the A1 heading towards Balderton have been reported for extra grass cutting due to visibility - this is with our maintenance teams at NCC. Request made for 40 mile an hour signs near the bridge going over the A1 - offered to pay for the out of my councillor fund. Request made for children crossing road signs near A1 over-bridge - offered to pay for the out of my councillor fund. 30 mile an hour signs near Fernwood schools requested. Meeting has been requested to discuss ongoing youth services at the Balderton division (meeting has been had, follow-up meeting in two weeks) (August). Ongoing conversations with the YMCA about youth activities in the area (leader Ben Bradley MP invited to a meeting with YMCA executives).

109. Finance

a. Bank reconciliation– noted.

Bank Reconciliation Fernwood Parish Council

Period Ending 30-Jun-21

Prepared by: *Marion Fox Geddard, Clerk*

Date: 01 July 2021

Approved by:

Date:

Balance per bank statement as at 30-June-2021

	£	Total £
TSB Current Account - Parish Council	£14,466.52	
TSB Reserve Account - Parish Council	£40,416.27	
Unity Trust - Parish Council	£68,240.25	
TSB Current Account - Village Hall	£5,306.84	
TSB Reserve Account - Village Hall	£7,167.77	
Unity Trust - Village Hall	£15,613.84	
Nationwide	£83,573.71	
Redwood	£85,000.00	
Clydesdale and Yorkshire	£85,000.00	
Petty Cash	None held	
		404,785.20
Less: any unpresented cheques/BACS payments at 30-June-2021		£0.00
Add: any unbanked cash / cleared cheques at 30-June-2021		£0.00
Net bank balances as at 30-June-2021		<u>£404,785.20</u>

The net balances reconcile to the Cash book (receipts and payments)

CASH BOOK

Opening Balance	£324,564.58
Add: Receipts in the year	£101,906.89
Less: Receipts from 2020/21*	-£58.50
Less: Payments in the year	£21,627.77
Closing balance per cash book as at 30-June-2021	<u>£404,785.20</u>

Ringfenced Amounts in the Parish Council Reserve Account/Nationwide

CIL	£139,688.95
	<u>£139,688.95</u>

*£58.50 cheque received in 2020/21 but paid in in 2021/22

b. Income 2021/22	£
Regular Hire	3578.15
Other Hall Hire	2246.25
CIL	59,615.59
Precept	35,809.50
Interest	67.77
Advertising income	110.00
Feed in tariff	117.67
VAT reimbursement	361.96
Total	101,906.89

c. Expenditure since last meeting under delegated powers/previously agreed expenditure					
Payee	Budget Area	Net £	VAT £	Total £	Payment Method
	Salaries (July)			4597.68	BACS
Parish Council					
Apogee	Copies	19.00	3.8	22.80	BACS
Notts ALC	Training	16.80		16.80	BACS
Unity Bank	Bank charges	18.00		18.00	BACS
Plastic Sheets.com	Individual item – replacement Perspex for noticeboard	104.41	20.88	125.29	CARD
Glasdon	Dog bins	546.00	109.20	655.20	BACS
Asda	Petrol	20.95	4.19	25.14	CARD
Zoom	Online meeting platform	11.99	2.40	14.39	CARD
Village Hall					
1&1	Email provider & domain	7.98	1.60	9.58	BACS
Guardian Legionella and Hygiene	Legionella management	174.50	34.90	209.40	BACS
Brighter Bills	Mobile Phones	67.73	13.55	81.28	BACS
SSE	Gas	596.32	29.82	626.14	BACS
SSE	Electric	219.32	10.96	230.28	BACS
NSDC	Waste Collection	55.18	11.04	66.22	BACS
Newark and Sherwood Locksmiths	Individual items – keys	209.66	41.93	251.59	BACS
PHS Group	Waste	235.73	47.15	282.88	BACS
RB Wholesale	Cleaning suppliers	69.58	13.92	83.50	BACS
Lincoln Security	Automatic door service	88.75	17.75	106.50	BACS
Unity Bank	Bank charges	18.00		18.00	BACS
Waterplus	Water	70.65		70.65	BACS

d. Items of Expenditure considered

Expenditure	Budget Area	Total £	Decision
i. New lock and keys for the front door of the village hall.	Village Hall – Individual items	342.00	Unanimously agreed to change the locks and issue keys to regular hirers. Prop.: R. Cullen, Sec.: D. Harrison
ii. 20 Hi Vis Vests for Volunteer Litter Pickers	Parish Council – Individual items	51.98	Unanimously agreed. Prop.: J. Weale, Sec.: M. Weale
iii. Derry woodland and open space	CIL	21,085 (including legal work 1000 and tree work 1085)	Unanimously agreed. Prop.: J. Newton, Sec.: R. Cullen
iv. Washroom services	Waste and Hygiene Services	391.66 per year (3 year contract) + outright purchase of toilet roll holders 163.20	Unanimously agreed. Prop.: R. Cullen, Sec.: D. Harrison

Clerk to organise purchase of these items/arrange contracts, write a procedure for the issue/recall of keys, add a post to Facebook regarding the woodland purchase and get costings for 2 new bins and a dog poo bin for the area.

e. Financial review – 1st April to 30th June 2021 and revised forecast for 2021/22 for consideration
The Council noted the revised forecast. The Clerk shall conduct a further budget review at the end of the next quarter. This will be presented at the Parish Council meeting in October 2021.

110. Planning

a. Planning applications considered:

21/01353/HOUSE	25 Dale Crescent, Fernwood	Proposed two storey extension to the rear elevation, with a single storey lean to extension to create front porch	The Council unanimously agreed to Support this application. Prop.: R. Cullen Sec.: M. Weale
21/01409/HOUSE	24 Dale Way Fernwood	Proposed replacement of conservatory roof	5 Councillors unanimously agreed to Support this application. Prop.: R. Cullen Sec.: D. Harrison
21/01461/FUL	Field at Great North Road, Fernwood	Diversion of an existing oil pipeline.	The Council unanimously agreed to Support this application. Prop.: J. Newton, Sec.: J. Weale

Clerk to send feedback to NSDC.

b. The Council noted the following decisions made by Newark and Sherwood District Council

21/01045/HOUSE	16 Oakfield Road, Fernwood	Retrospective application for timber framed undercover alfresco area in rear garden	Grant Full Planning Permission
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111. **Village Hall Management Group Minutes and Energy Performance Certificate** were noted.

112. **Purchase of woodland behind the nursery** – The Council reviewed the decision that was made on February 15th, 2021, to pay a fixed amount for the Woodland behind the nursery as the parcel of land in question has now been increased. See item 109 d iv.(discussed during the finance item on the agenda)

113. Update on what is being done to tackle antisocial behaviour and the suggestion of using Kickstart scheme

The Clerk has been working with Newark and Sherwood District Council and Nottinghamshire Council. Activity so far:

- Meeting with NSDC and NCC to discuss what is on offer currently and what else can be done. Suggestion of employing someone using Kickstart funding is being explored with NCC.
- Meeting with senior leaders at Chuter Ede Fernwood and Suthers School to raise awareness of the issues and agree how to address this.
- Relaunch of the Report it Campaign (as reports are low/more resources will be allocated to the area if the statistics indicate there is a need).
- Community engagement day being organised by the District and Parish Council on August 13th.
- Leaflet being prepared - to be distributed to all households in Fernwood.
- Respect and kindness signage competition being organised for local school children – the best designs will be made into signs for around the play park.

114. Policy/Procedures

New Documents that were considered:

- a. Performance Policy
- b. Volunteer Litter Picking Risk Assessment

The Councillors unanimously agreed to adopt both documents Prop.: H. Micah, Sec.: D. Harrison.

Existing Policies that were reviewed:

- c. Fernwood Parish Council Publication Scheme - The Councillors unanimously agreed to make no changes to this document. Prop.: R. Cullen, Sec.: H. Micah.
- d. Grievance Panel (in relation to the Council's Grievance and Disciplinary Procedure) – The Council agreed that, should there ever be the need for a Grievance Panel, Councillors Cullen, Micah, and Smith would sit on this and should there be the need for an appeal panel, Councillors Harrison, Newton, and M. Weale would sit on this.

115. Correspondence

- a. Letter from Robert Jenrick MP regarding the Platinum Jubilee Civic Honours Competition – noted.
- b. Email from Chuter Ede Fernwood confirming emergency arrangements – noted.
- c. Update from NSDC on the LGA Model Code of Conduct – noted.
- d. Feedback from NSDC regarding implementation and compliance of planning conditions regarding protection of wildlife – noted. Should anyone believe there has been a breach of the conditions, let the Parish Clerk know so this can be raised with the planning authority.
- e. Update email from Nottinghamshire County Council on road safety measures for B6326/Suthers School – The Councillors were concerned that there are no timescales in place for some of the measures. *Clerk to raise this issue with the Head of Suthers*

School and respond to NCC to seek timescales, with swift implementation of the measures being the aim.

- f. Message received regarding litter bins and dog bins – not being replaced and more needed – see item 109 d iv. *Clerk to enquire with NSDC if more regular collections from the bottle banks are possible and if the clothes bank in that area could be replaced with another bottle bank.*

116. The Council resolved to exclude the public from the remainder of the meeting to discuss village hall pricing including commercially sensitive information provided by local competitors.

117. **New pricing for the Village Hall**

The Council unanimously agreed to proceed with the following price proposal. Prop.: R. Cullen, Sec.: J. Newton.

Fernwood Village Hall Price List (Hourly rate)

1. No peak/off peak times. Fixed price per hour whatever the time.

User type	Small Hall	Main Hall	Full Building
Fernwood resident (occasional use)	£13.50	£18	£30
Non-Fernwood resident (occasional use)	£17	£22	£37
Not for profit user group/Charity	£11.50	£15	£24
Small Business	£15	£20	£33
Commercial	£25	£48	£70

2. Cleaning fee £40, Bar arrangement fee £25. (No change)
3. Discount for long terms small business and commercial bookings only:
12 weeks 10% discount, 24 weeks 15%, 48 weeks 20% (No change)
4. Remove exclusive use discounts (i.e., Remove the following: The Main Hall and Small Hall can be booked exclusively on Saturdays and Sundays from 9am - Midnight for £300.00, For exclusive use of the Main Hall and Small Hall there is a one-off charge of £25.00)
5. Where the weekly increase is above £5 for regular users, implement 50% of the increase from 1 September 2021 for 6 months and move to the full increase from 1 March 2022. This is the first price change for over 5 years.

Notes on the Reasons for the Proposed Changes

1. Current peak/off peak charging – complicated. With discounts for regular use, the off-peak rates are very low. Occasional users tend to book at what was classed as ‘peak times’ so this change should not affect party bookings.
2. Exclusive use discounts - rare that we could even offer exclusive use on a Saturday or Sunday as we have regular bookings therefore not needed. Not sure why there was a £25 one off fee – this undervalues the space and reduces potential income. Very rarely used.
3. Not for profit rates – I am not sure why there were so many rates for the main hall. At times, the main hall was the same price as the small hall.

Meeting closed at 20:51

Next Meeting: Monday 20th September 2021, 7pm