



MINUTES OF THE FERNWOOD PARISH COUNCIL MEETING
held on 19 November 2018
at the Fernwood Village Hall, Rubys Avenue, Fernwood

Present: Parish Councillors:	D. Harrison, H. Micah, B. Smith (Chair), J.Weale, M.Weale
District Councillors:	N. Mison (left 8.55pm), I. Walker (left 8.20pm), K. Walker (left 8.55pm)
NSDC	Matt Lamb (arrived 7.20pm, left 8.20pm)
Clerk:	Marion Fox Goddard

159. Public Forum

Six people attended the public forum. Issues discussed:

Speed humps on Goldstraw Lane – Councillor K. Walker has spoken to Councillor Cottee (Leader NCC) to explain we aren't getting anywhere with resolving this issue. Clerk has written Councillor Cottee to explain the issue. Clerk has also requested further survey quotes. One company has suggested contacting Environmental Health about this issue. *Clerk to contact NSDC Environmental Health.*

Buses – Julia Smith explained that she continues to work with the bus companies to improve services to the village. A parishioner detailed that a bus parks on Dale Way, directly opposite Collinson Lane; this is causing cars to drive on the wrong side of the road and unnecessary danger. *Clerk to contact Travel Wright to request that a safer place is found to wait.*

Parking – Two Parishioners had come to the meeting to hear what can be done to resolve the parking issues in Fernwood. They are concerned that the dangerous parking in Fernwood will eventually lead to a serious accident. Councillor Smith suggested calling 101 if cars are parked dangerously. Clerk offered to contact the local PCSO if details of regular offenders are provided.

160. Apologies for absence

Councillor N. Branston (Holiday), Councillor M. Hartley (Work)

161. Declarations of interest

None.

162. Approval of the minutes of the meetings on 15th October 2018

The Parish Council minutes were approved as accurate record except for item 146 (FirstPort do not attend the maintenance meeting) and were signed by the Chairman. Proposer: J. Weale, Seconder: H. Micah, RESOLVED unanimously.

163. Guest: Mr Matt Lamb of Newark and Sherwood District Council to discuss parking issues in Fernwood

Matt explained that the wide pavements and rear carparks are typical of 90s developments and that there are a few ways to relieve parking issues. He suggested commissioning an expert to do a feasibility study into introducing bay parking/chevrons in areas where parking is an issue. The district council could help Fernwood Parish Council find/access funding should a suitable solution be found. *Matt Lamb to recommend engineers to the Clerk.*

Matt detailed that a development meeting with local councils and developers is scheduled for January and Fernwood Parish Council should have received an invite. The clerk reported an invite has not been received. *Matt Lamb to investigate this and get an invite to be sent.*

This was followed by discussion on where the 3 developments around Fernwood are up to, management companies and where a new cemetery could be sited.

164. Councillors & Clerk Reports

Councillor J. Weale

Has been asked if the new properties on the Kenny Close will be charged by the management company.

Councillor Harrison

Asked Councillor K. Walker whether he know what was going to happen with the scrapyard on Hollowdyke Lane. *Councillor Walker to obtain a full update for the January Parish Council Meeting.*

Councillor B. Smith

Reported that he and Councillor Harrison had attended the NALC Annual General Meeting where he had spoken to a company specialising in making investments for councils. *Clerk to invite representative from the company to attend a future Parish Council meeting.*

Reported that he, Councillor Harrison and Councillors Jim and Mollie Weale had attended the Remembrance Day parade on behalf of the Council.

Clerk's report – to be included in the minutes	Agenda Item
Asked LCP properties how much they would want for the car park and costs involved – no feedback to date despite calling again.	17/102
Ventilation from changing rooms – The problem has been found and this has also highlighted other work that is required – quote received from contractor. NSDC - still awaiting feedback. <i>Councillor Mison offered to raise this with Andy Hardy.</i>	17/147c
Development meeting – Due in January.	6

Scrapyard – Councillor Walker has informed the clerk that the scrapyard now belongs to the crown as it has been declared bankrupt.	6
Dog exclusion order in the play area request has been submitted to NSDC. This is going through the process to be implemented. Clerk has asked NSDC for guidance on what can be done about dogs not on leads on pathways – a reminder has been sent but no feedback to date.	15b/123
Speed hump on Goldstraw Lane – Clerk has written to Councillor Cottee to see if he can help move this issue forward. Clerk has contacted more companies to get quotes.	40
Dog Poo bins have been ordered and well received. <i>Clerk to arrange additional bin for Dale Way or Cross Lane.</i>	44
Safeguarding policies – further work still required.	114
The curtain will be removed on November 23 rd .	91
Fire Risk Assessment has been carried out. Clerk working through the recommendations.	126
CCTV over the park – Terry Bailey has advised a Privacy Impact Assessment would be required and a memorandum of understanding would need to be in place with the landowners. Clerk also has indicative costs should the Parish Council wish to pursue this.	130
Annual Tree Review – awaiting quotes.	133
Risk Register – has been published on the website	136
Section 137 application - Guides – further information has been requested	137
Village Hall 10 th year anniversary – There was generally a poor turn out despite leaflet drop, posters and online invites. The afternoon event was the more successful of the 2 with networking between groups and businesses in the village and entertainment from our regular users.	139c
Defibrillator – Back in service. Clerk has an overview of checks required.	139d
Road Safety Rubys Avenue - Clerk has written to NCC.	140a
Parking on pavements – Via East Midlands officer came to look at the issue on November 13 th . No action agreed at this stage as no clear solution to the problem and no evidence of accidents. However, this issue will be logged.	140c
Bin for Restfil Way – Clerk has contacted NSDC to request a new bin but they want to explore the requirement for this. This was requested in a residents association meeting but unfortunately we don't have the name of the person who raised this.	146
CCTV Policy – This has been published online. Clerk and assistant clerk in the process of arranging new signage. All staff aware of the new policy.	155
Tommy – The Parish Council has purchased a Tommy to be permanently located in the Village Hall garden. Derry's have contributed towards this. <i>Clerk to arrange installation.</i>	
Electric board location issues – There are 3 electrical boards in the village hall. Following an issue during the Christmas Fair, it has been established that some of the controls for the hall/kitchen are in the bar/plant room so if electricity went off during a booking, the hirer wouldn't be able to address this. Quotes are being obtained to move these. <i>Clerk to contact NSDC about who should pay for this as it is issue with the design/build suitability of the building as with the ventilation.</i>	

165. County Councillor and District Councillors

Councillor K. Walker

Reported that NCC are going to the next phase of consultation on whether to move unitary authorities in Nottinghamshire.

Councillor Mison

Reported on current crime issues in the Newark area. Clerk to invite PCSOs to report on local crime issues at the January meeting and request a notice with current Police for Fernwood on.

166. Planning

a. **Planning and Strategy Committee – Next meeting November 28th 2018** - noted

b. **Decisions noted**

18/01510	39 Pach Way Fernwood	Construct front porch, a rear porch and car port to rear of property	Granted full planning permission
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c. **Planning advice re. paving around the Petanque court** – noted.

167. Finance

a. Bank reconciliation for October circulated to members previously – noted.

	Total £
b. Income	90,693.02
	12,773.29
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Regular Hire (year to date)	
Other Hall Hire (year to date)	5,324.90
Commission	524.78
Entertainment night takings	690.00
Precept	70,317.00
VAT Rebate	996.46

c. Expenditure since last meeting under delegated powers/previously agreed expenditure					
Payee	Budget Area	Net £	VAT £	Total £	Payment Method
	Salaries (October & November)			7074.90	SO/BACS
Parish Council					
BT	Telephone and broadband	206.87	41.37	248.24	BACS
R. Rouse	Communications	165.00		165.00	BACS
Lexis Nexis	Parish Council Individual Items – Arnold Baker book	110.99		110.99	BACS
Eogro	Parish Council individual items – poop scoop			21.99	Card
NSDC	Annual Playground inspection	45.90	9.18	55.08	BACS
1&1	Email hosting	1.99	0.40	2.39	BACS
Public Works Loan Board	Loan repayment			1172.39	BACS
M. Fox Goddard	Mileage expenses July to Oct			61.65	BACS
There but not there	Parish Council Individual Items – Tommy	646.92	129.38	776.30	Card
M. Dickinson	Individual items – cable ties	6.24	1.25	7.49	BACS
Royal British Legion	Individual items - wreaths			69.00	BACS

Village Hall					
Interserve	Legionella prevention	139.80	27.96	167.76	BACS
Waterplus	Water	286.33		286.33	BACS
RB Wholesale	Cleaning supplies	67.15	13.44	80.59	BACS
Argos	Village Hall individual items - mugs	24.00		24.00	Card
Ian MacGregor	Entertainment – community night	140.00		140.00	BACS
Lemon Fresh Household Services	Relief cleaner	100.00		100.00	BACS
NSDC	Premises Licence	70.00		70.00	BACS
Viking Electrical	Village Hall individual items – outside socket	65.00	13.00	78.00	BACS
Amazon	Village Hall individual items –Drill bit set x 2	27.22	5.44	32.66	Card
BFC	Village Hall individual items – cleaning caddy	7.92	1.58	9.50	Card
Blue Castle Group	Waste collection	220.32	44.06	264.38	BACS
GNLP	Community night – photobooth deposit			45.00	BACS
Payee	Budget Area	Net £	VAT £	Total £	Payment Method
Village Hall					
Susan Reynolds	10 th anniversary celebration cake			170.00	BACS
Midtherm Stainless	Individual items – 2 x strainer standpipe (for kitchen sinks)			74.32	Card
James Fry	10 th anniversary celebration singer			150.00	BACS
Inflate and Paint	10 th anniversary celebration children’s entertainer			150.00	BACS
Caroline Harvey	10 th anniversary celebration buffet (balance)			425.00	BACS
JPFire	Fire Risk Assessment	199.00	39.80	238.80	BACS
DCR	PAT testing	193.50	38.70	232.20	BACS
Securetec	Emergency lighting repair			75.00	BACS

d. Expenditure	Budget Area	Net £	VAT £	Total £	
Via - NCC	Grit			75.00	Unanimously Agreed Prop.: J. Weale Sec.: H.Micah
Village Hall Conference	Training	30	6	36.00	Unanimously Agreed Prop.: D. Harrison Sec.: J. Weale
Securetec	CCTV Cable improvement/repairs			475.00	Unanimously Agreed Prop.: M. Weale Sec.: H.Micah

Tapas stuff	Uniform	108.70	21.74	130.44	Unanimously Agreed Prop.: M. Weale Sec.: J. Weale
Ames	Legionella Training	295.00	59.00	354.00	Unanimously Agreed Prop.: D. Harrison Sec.: H.Micah

e. **Letter from the Royal British Legion regarding a contribution toward the Remembrance Day parade**

The Councillors resolved to pay £261. Proposer: M. Weale, Seconder: J. Weale, RESOLVED unanimously. *Clerk to arrange payment and write to RBL to advise next year we will require at least 2 months' notice to consider the expenditure/ pay in advance.*

f. **Water Management Contract Review**

The Councillors resolved to move the Water Management Contract to Ames. Proposer: J. Weale, Seconder: D. Harrison, RESOLVED unanimously.

g. **Broadband and Phone Contract Review**

The Councillors resolved to renew the contract with BT. Proposer: H. Micah, Seconder: D. Harrison, RESOLVED unanimously.

168. Street Naming and Numbering

a. **Phase 1 of the new Barratt & David Wilson Homes development – request for Fernwood Parish Council to consider a suitable street name**

The Parish Councillors expressed interest in naming street related to the RAF. *Clerk to respond asking when suggestions are needed and to write to RAF Balderton Research Group for suggestions.*

b. **Kenny Close street name approval to be noted**

169. Document Review

a. **Code of Conduct for Members** – the Council resolved to approved the change to point 15 of the code of conduct (change to A or B rather than A and B) . Proposer: M. Weale, Seconder: D. Harrison, RESOLVED unanimously.

b. **Complaints Procedure** – *Clerk to work with Councillor Branston on rewording this.*

170. Village Hall

a. Legionella Risk Assessment Update *Clerk to give notice to Interserve and arrange new contract and training with Ames.*

b. Fire Risk Assessment Update – *Clerk to work on recommendations made.*

- c. Minutes of the Village Hall Management Group – November 12th 2018 – noted. *Clerk to contact BT regarding WIFI for users.*

171. Correspondence

- a. Local Improvement Scheme – Capital Fund – the Parish Council cannot access funds like this the open spaces are owned by the developer. *Clerk to keep on file for future reference.*
- b. ICS Funding – as a.
- c. Making Newark and Sherwood Cleaner, Safer and Greener – a Place We Are All Proud of Consultation – *Clerk to reply on behalf of Fernwood Parish Council.*
- d. NALC/Plunkett East Midlands rural business webinar for local councils – noted.

Meeting closed at 9.30pm

DRAFT