

Sutton Bonington Parish Council

Minutes of Sutton Bonington Parish Council meeting held on Monday 13th May 2019 at 7.30 PM at the Village Hall

Present:

Cllr Raven, Cllr Harrod, Cllr Burgess, Cllr Collings, Cllr Wright, Cllr McMullen-Kerr, Cllr Simpson, Cllr Hood, Cllr Betts, Cllr Bembridge & Cllr Scrivens.

Cllr Brown from Nottinghamshire County Council, 2 members of the public and the clerk

17/2019 – Appointment of Chair

- Cllr Betts proposed Cllr Raven and this was seconded by Cllr Scrivin. There were no other nominations. Cllr Raven accepted the role of Chair for 12 months.

18/2019 – Appointment of Vice Chair

- Cllr Simpson proposed Cllr McMullen-Kerr and this was seconded by Cllr Collings. Cllr McMullen-Kerr accepted the role of Vice Chair for 12 months.

19/2019 – Resolution to receive apologies for absence

- N/A

20/2019 – Resolution to receive declarations of interest on items on the agenda, acceptance of office and register of interest forms from councillors

- Councillors completed their acceptance of office and declaration of interest forms.

21/2019 – Public Forum – 10 minutes

- A member of the public asked about the protocol of a parish councillor being present during a discussion that involved a complaint about them. *The Chair commented that the councillor can remain in the meeting but will not be entitled to speak or vote on the item. It was agreed that the clerk would seek clarification on this.*
- A member of the public commented that she has made a complaint about the HMO property and asked whether providing a copy of this to the parish council is the correct path. *The Chair commented that that it is correct to make the parish council aware of complaints made and that they will offer the appropriate level of support.*

22/2019 - Resolution to approve minutes of the meeting held on the 1st April 2019

A copy of the minutes of the meeting held on the 4th March were circulated to councillors prior to the meeting. Councillors agreed that they were a true record of the meeting. A copy of the minutes will be uploaded onto the parish council website once it is live.

23/2019 - Any matters arising from the minutes (not included on the agenda) – information only

- The clerk reported that she had anticipated that the new parish council website would be live but that there has been a delay. All the relevant information has been uploaded it just needs reviewing before it can go live.
- The Chair reported that the parish council have appointed a tree warden and that they will take responsibility for carrying out a survey of all trees that the parish council are responsible for. He will submit a proposal to the parish council if and when any work is required. The parish council will follow the correct tendering process for any work needed.

24/2019 – Resolution to approve payments

- The clerk submitted the submitted the following payment schedule and councillors agreed to the payments. The clerk reported that councillors will receive a copy of the payment schedule prior to each meeting.

CHQ - 3300	Sutton Bonington Holiday Playscheme, annual donation	£400.00
CHQ - 3301	Neil Toothill, cleaning & gardening services (March & April)	£288.00
CHQ - 3302	2Commune Ltd, website development	£1,332.00
CHQ - 3303	Elliott News Services, locum clerk payment	£234.48
CHQ - 3304	Kent Services, grounds maintenance	£352.80
CHQ - 3305	Kent Services, mowing	£306.00
CHQ - 3306	NALC, annual membership	£282.23
CHQ - 3307	D Hopkinson, electrical repairs at pavilion	£62.00
CHQ - 3308	British Gas, pavilion	£141.34
CHQ - 3309	T E Littledyke, fuel for allotments	£30.00
CHQ - 3310	Helen Chadwick, clerks salary & expenses	£668.46
CHQ - 3311	Helen Chadwick, reimbursement for purchase of laptop	£495.00
CHQ - 3312	Helen Chadwick, additional hours for website development	£133.65
CHQ - 3313	2Commune Ltd, councillor email accounts	£462.00
TOTAL		£5,187.96

25/2019 - Policing matters

- The clerk confirmed that no report had been received from the police. Cllr Hood reported that there had been a robbery in the village earlier in the day. It was agreed that the clerk will request a monthly report from the police.

5/2019 - Planning

- Applications
 - 19/00863/FUL – two storey side and rear extensions and single storey front extension at 5 Pasture Lane. *Councillors reviewed the application and agreed that they had no comment.*
 - 19/00708/FUL – erection of 1 dormer window on rear elevation, erection of single storey rear extension and erection of raised decking at 26 Park Lane. *Councillors reviewed the application and agreed that they had no comment.*
 - To discuss outline planning application for residential development on land off Landcroft Lane and meeting with developer. Councillors agreed that it would be useful for the developer to come and present their proposal at a future meeting. The clerk will contact them.
- Cllr Raven commented that Rushcliffe Borough Council no longer send out a hard copy of the planning applications and the clerk can currently only print the documents on A4 paper. It was suggested that the clerk should look to see how much an A3 printer would cost and also look into the possibility of a projector that can be used at the village hall to display the planning application.

27/2019 - Correspondence & reports, including Nottinghamshire County Council

- Cllr Brown from Nottinghamshire County Council commented that he represents 13 villages as well as sitting on the county planning committee, he is the lead spokesperson for the fire authority. He reported that the full length of College Road is now a 30MPH. Cllr Brown commented that it is not in his official remit to attend parish council meetings but he will try his best and if there are any concerns or issues then the clerk can contact him directly.
- The clerk reported that a request had been received to put dog foul posters on the lamp posts

in the village. It was noted that this is not the remit of the parish council and that the individual would need to contact Rushcliffe Borough Council to seek permission.

- The clerk reported that a complaint had been received in relation to an HMO property in the village and commented that whilst it is out of the remit of the parish council it was felt that support should be offered to see what action can be taken. Councillors commented that they are aware that several complaints have been raised about the external condition of the property. Cllr Harrod commented that it would be useful if the clerk could contact Rushcliffe Borough Council to ask for an update on each of the complaints made and what actions are being taken, this was seconded by Cllr Betts

28/2019 - Pavilion & playing field

- The clerk reported that Kent Services had missed a cut, this was reported they did a double cut to make up for the cut that was missed due to the bad weather.
- Following the report about the condition of the grass Cllr Raven proposed that we have additional cuts in April/May for the cricket and then additional cuts in August for the football club. It was agreed that the clerk would contact Kent Services to ask for a cost for the additional cuts. It was also suggested that we might want to check to see if it is appropriate for them to be using the gang mower on the cricket field.
- It was agreed that grass cuttings need to be removed, the clerk commented that this will need to be costed because it is not in the tender.
- Cllr Bembridge commented that the playing field is an asset for the village and we should look to review the maintenance of it.
- Cllr Collings asked about the tender for this work and the Chair commented that Kent Services have been appointed for year and that we will go out to tender again later in the year and that there will be an opportunity for the tender to be reviewed.
- Cllr Betts commented that we do have a tractor that can be used. The Chair commented that the cricket club and the football club can use the tractor and should request this via the clerk.
- It was reported that the urn, tea towels and some jugs have been removed from the pavilion. It was agreed that the clerk would try to find out who had removed these items. Cllr Collings suggested that we might need to ensure that these items are locked away in future.

29/2019 - Spinney & Meadows Nature Reserve update

- The clerk reported that the playing field ditch is going to be cleared on Sunday
- Following the appointment of the tree warden they are going out to carry out a survey of parish owned trees and submit a report to the parish council
- It was agreed that we need a representative to review this area. Cllr Betts agreed to take this on and will speak with Frank Clarke.

30/2019 - Allotments

- The clerk reported that the invoices had been prepared for all allotments holders.

31/2019 - Community Orchard

- Cllr McMullen-Kerr reported that she has been involved with the Community Orchard since it was set up. The Greening Group regularly use the orchard and take regular advice from Ben Edmonds regarding the condition of the orchard and whether any work is needed.
- The Chair asked Cllr McMullen-Kerr whether she would be happy to provide a regular update to the parish council and she agreed.

32/2019 - Any other business on which the clerk and members wish to report on – information only

- The clerk reported that:
 - The website has been created but that it is not ready to go live.
 - The clerk reported that each councillor has their own parish council email address and these will be promoted via the website and noticeboard.
 - The previous parish council had various committees and we need to agree whether we are going to continue with these, the clerk will circulate a list of committee details.

- The standing orders will be reviewed and presented at the June meeting.
- The financial orders will be reviewed and presented at the June meeting.
- It is normal practice to sign off the year end accounts at the May meeting but unfortunately the clerk has not had access to all the information she needs in order to prepare these, it is hoped that the accounts will be presented at the June meeting.
- The bank mandate will need to be updated so that we can access online banking.
- A councillor asked about the Facebook page and whether it would be monitored. The clerk commented that she currently doesn't have the details but will look into this and ensure that it updated.
- It was reported that there are tractors regularly travelling through the village at speed. The clerk commented that if details of the contractors, dates and times, etc. are provided them they can be reported.
- It was reported that none of the grass verges on Landcroft Lane have been cut and there are visibility issues. The clerk will check with Highways.
- It was reported that the seating areas need painting and that brick areas need cleaning.
- The clerk confirmed that any fly tipping should be reported to Highways.
- A councillor commented that there is no litter bin outside the school and it was suggested that it would be useful to have one.
- It was reported that the ground around the Jubilee Tree needs weeding and clearing.

3232019 – Agree date & time of next meeting

- Due to the availability of the clerk the next meeting will take place on Monday 10th June at 7.30 PM.
- Apologies were received from Cllr Burgess, Cllr Betts, Cllr Harrod and Cllr McMullen-Kerr for the June meeting.
- The clerk will circulate a list of meeting dates to all councillors.

The Chair closed the meeting at 9:35 PM