



**MINUTES OF THE TORWORTH PARISH COUNCIL MEETING HELD AT TORWORTH
GRANGE FARM SHOP AND CAFÉ, TORWORTH.
TUESDAY MAY 1st, 2018 AT 7:00PM**

PRESENT

Chair: Councillor C. Willis (CW)

Vice-Chair: Councillor J. Helliwell (JH)

Councillors: H. Helliwell (HH), G. Hadley (GH), D. Lacey (DL), M. Lacey (ML) and R. Willis (RW)

County Councillor: T. Taylor (TT)

District Councillor: None in attendance

Clerk: Claire Challener (CC)

Apologies: District Councillor M. Gray (MG), Councillor R. D'Amelio (RDA)

Members of the public: none

OPEN FORUM FOR MEMBERS OF THE PUBLIC

01/0518

WELCOME AND APOLOGIES FOR ABSENCE

R. D'Amelio (RDA), and M. Gray send apologies.

02/0518

DECLARATION OF INTERESTS

None declared.

03/0518

CRIME REPORT

No crime report received. No PCSO in attendance.

04/0518

COUNTY AND DISTRICT COUNCILLOR'S REPORT

Speed limits referenced as the different limits being set appear to be reviewed and set in silos, the limits make little sense. TT to review.

Action: TT

2 Quarry applications are now live. Tarmac and Hanson. The Botany Bay site appears to be moving along as a further scoping request has been applied for.

05/0518

MINUTES OF THE LAST MEETING

Minutes of the meeting held on the 3rd of April 2018 were signed as accurate and a true record.

06/0518

NEW MATTERS ARISING

Tree Felling: HH notes Notts County seem to be doing a lot of tree felling and coppicing at the moment which is the wrong time of year in regard to birds nesting. TT comments that as long as it can be proven that birds aren't nesting at the time of cutting etc then a planning application can be put in and the work completed.

ONGOING MATTERS

Crime Report / Police Matters: No attendance of any police representative. CW is still waiting for the Police representative to return her phone call re. his contact details for residents wanting to get in touch with him

Action: CW

MG has sent two emails to the Police Inspector in regard to who's paying for the police presence at Tinker Lane, as discussed in previous weeks. No response thus far has been received.

Action: MG

RDA has previously suggested putting through weekly or monthly 'Freedom of Information' requests to Nottinghamshire Police in order to get updated crime statistics. He has reviewed the process and is happy going forward with it, but noted that there is a 6wk lead time for a response, meaning any information will be outdated.

Action: RDA

The wooden Torworth sign: The contractor is with JH 2 days this this week (w/c 30TH April) JH has also spoke to NN Landscapes and agreed a plan. They will hire a Cat scanner, provide 2 people, 10 bags of post mix and manually dig the hole. JH will then use his telescopic lens to help plant the post in place. It is estimated that it will cost circa £300 but this is subject to change depending on the finds at the point of place the sign. It is agreed up to £300 for installation is acceptable anything more will require reviewing.

Action: JH

ID badges: RDA has spoken to the University and can only get the laminated wallet lanyard badges. But the cost is pence versus Pounds.

Action: RDA

CIL Money: CIL Monies have now been received. No further action required in regard to chasing the monies. A letter to be wrote expressing disappointment in length of time payment took to be received – M.G to be copied.

Action: CC

Traffic: CW to complete the traffic report, adding in facts, figures, and photographs to enhance TPC's argument. CW has now passed to CC.

Action: CC

Torworth Welcome Pack and Torworth Parish Council Website: Information now with CC to progress.

Action: CC

TPC forms and Policies: CW has identified that TPC requires Health and Safety Policies, Grievance and Disciplinary Polices, Risk Assessments and Equal Opportunities Policies. Passed to CC to progress.

Action: CC

Highways: Previous discussion regarding highways included 1. Re-planting of trees along the Great North Road at High Gables; 2. Insertion of a street light at the entrance of the playpark; 3. Insertion of a speed light board as you enter Torworth from the south; and 4. Obtaining the 2016 tree Inspection Report. Matters 1, 2 and 4 are still outstanding; however, matter '3' has put forward by TT as a bid – see 01/1117 County Councillors report. CW notes this minute is outstanding from Nov 17. TT replies she will re-chase.

Action: TT

Data Protection and New Councillor Courses: ML and DL showed an interest in going on the September New Councillor course. CC to arrange with NALC.

The latest Good Councillor guide to be circulated to all by CC.

RDA has registered interest in the data protection officer course and role.

Action: CC/ML/DL/RDA

Technology: CC to buy a laser printer, external hard drives and laptop bag using some of the Transparency grant money.

Action: CC

Verges: HH has asked if there is any help we can get regarding the litter along the verges, especially the 'dangerous' roads such as the A634 and the Daneshill Road which will not be litter picked by our village wardens. TT to email MG as it is a BDC environmental issue rather than NCC. MG emailed - response outstanding.

CW commented she would like to see Community Pay Back cut the area between Torworth and Barnby Moor as the grass areas require attention.

Action: MG

CW asked TT how to reclaim mowing of the verges. TT said this is through Via. A form is needed to do this. TT will provide access to the form and details of what to claim.

Action: TT

Other: TT would like to bring her contact to Torworth in order to discuss the various outstanding issues we have regarding active speed signs, and the junction of the Baulk. TT to meet CW first.
A sign for the junction is required for the corner house where the owner has had a number of vehicles destroy her fence/property.

Action: TT

Dog Fouling: The dog warden has been contacted and signs placed on street lamps (etc).

Neighbourhood Planning: It was agreed that Torworth should look to progress with the Neighbourhood plan. Barnby Moor are interested in working with Torworth to develop a joint plan. BMPC has been contacted to confirm this but has not yet replied.
Babworth may also be interested.

RDA to contact an advisor on the process. The advisor to be contacted for dates, residents invited (CW) and the facebook page updated (CW) as more information becomes known.

Action: RDA/CW

The meeting will take place in the Church subject to being available once the date is confirmed.

Action: CC

07/0518 FINANCE

Cheques presented and approved for payment were:

001167	Torworth Grange Café - May room rental	£ 15.00
001168	Village Warden duties (FD)	£ 26.00
001169	Village Warden duties (OW)	£ 28.67
001170	Came & Co Insurance	£ 540.40
001171	Clerks Wages (CC)	£ 200.60
001172	NNL - Playingfield Grass cut	£ 168.00
001173	Ink, Paper and Stationary	£ 67.76
001174	Clerks Wages (CC)	£ 60.00

CC passes Bank Reconciliation to all for review.

Bawtry Accountants now has the accounts for internal review for the year ending March 2018. The audit should be complete by the end of May 2018.

Action: CC

Internet Banking: CW has now registered the PC for internet banking with Yorkshire bank. CW has passed what information she has. CC and CW to amend bank mandates.

Action: CW/CC

HMRC: CC to pick up HMRC tasks relating to previous employees, and to apply for a VAT refund.

Action: CC

CC briefs the team on the spinal column index Clerk salary review and increase effective as of April 2018.

TPC agree that an increase in hours is required to complete the role. It is agreed to increase the hours to 20 per month. But to facilitate the processing of the backlog of work more hours will be worked as needed and paid. This is to be reviewed again in 6 months. JH Proposes, GH seconds. This is voted on and agreed.

The Asset register is reviewed briefly and agreed as accurate to the best of everyone's knowledge. But to change the address on the insurance documents in relation to the shipment container to reflect an updated address of the Great North Road, Torworth.

JH mentions that the Allotment lease (etc) may need adding once the documents have been received and reviewed.

CW to purchase gift and card and to present to Playground Treasurer to say thank you for their help.

08/0518 GDPR:

CC has sent out policies for review from NALC and adapted them as appropriate – The parish Council adopt the policies as per the General Data Protection Regulations requirements.

Compliance checklists are completed by the Parish Council and retained for record by CC.

Parish Council member specific email addresses are to be looked at. Sunstones to be contacted to cost this for us.
Action CC

Clarification required from NALC on what can or should be included in regard to public records within the minutes and clarification on what that means from a GDPR perspective.

Action CC

09/0518 IGAS UPDATE:

Tinker Lane: IGas are now 3/4 through their construction phase. It's believed a further 4wks remains of this phase. Many police issues are being reported, this is reported as a 2-sided issue with conflicting reports of the incidents. The police are reported to be arresting various people in conjunction to these incidents.

1 infringement has been reported – this happened on the morning of April 30th when a large lorry reversed on site. The persons involved were dismissed.

A police representative has been asked to attend the next IGas/ CLG meeting to provide police representation. The general feeling from the Parishes is that the police presence at the Tinker Lane site isn't warranted.

A CLG site visit is to be performed between phases.

Misson Spring Update: Work has stopped and has been for the last few weeks as IGas are waiting to hear from NCC on whether they can extend the construction phase due to the Owl breeding season. A decision is likely to be heard within the next few days. IGas seem very confident that they will get the extension as their noise levels are within an acceptable level which doesn't reportedly affect the Owls.

The police cabin erected with retrospective planning permission sought has now been granted.

10/0518 QUARRY UPDATE:

There is an extension until 14th June on the planning permission application due to the discrepancies within the information submitted. New Comments are invited.

CW comments she would still like the application to be pulled until the data is corrected. TT says the responsibility to retract the information lays with the owner of the application, not with NCC to pull the information.

11/0518 AMENITIES AND FACILITIES:

Pictures of hazardous items including Asbestos have been added to the risk assessment and the Wardens briefed.

CW has purchased a litter picker, first aid kit, accident book, gloves and bin bags.

CC to remind CW yearly to check the expiration dates on the First aid kits.

Action: CC/CW

HH to visit the new residents to welcome and explain about the verges/ daffodils.

Action: HH

The Village wardens: to complete a litter pick and playpark inspection as required. Grass seed to applied to areas as agreed. Village notice board to be cleaned and benches in the playing field to be repainted/varnished.

Action: CW to brief the wardens

The Torworth Playing Field Committee: has received a grant for £1500 towards a pair of swings, delivery, installation, and safety matting through the IGas Community Grant. CW has purchased the swings.

The swing will be delivered on the 21st May for installation. The swing will be delivered to JH.

RW proposes, GH seconds that the TPFC becomes sub-committee to the Parish Council. CC to be treasurer.

CW has suggested that the team hold an additional meeting separate to the PC meeting for a Playground strategy and planning discussion.

It is suggested that the meet occurs at the park itself on Thursday 3rd May at 9.30am. It will be decided where the Football equipment and the swing will be placed.

Action: CW

Road Repair: Crumbly pavement condition near the bus stop to be raised to VIA, via the online reporting page through the council website

Action: CC

5 a Side Football Equipment: Monies of £490 has been received from MG/TT for use towards Playground equipment.

It is decided to go with Quote 2 (presented in the last meeting): Post, nets and further equipment £410 inc VAT

RW to provide CC with the detail. CC to contact the supplier and arrange.

Once the equipment is received and installed a monthly H&S report is to be conducted. CW to add when necessary.

Action: RW/CC/CW

Defibrillator: TPC has received a grant from IGas for £1,500 for a defibrillator, housing case, and solar lighting. Monies to be claimed retrospectively. This project is on hold as the defib unit requires an electricity supply which cannot be identified at the moment, to be reviewed in 6 months (September 2018) once further clarification on what is to happen to the Separatist is known.

Action: CC

Allotments: CW receives information in regard to the Lease documents for the allotments. TPC are the name holders on the document which the PC weren't aware of. The lease is due to be renewed July 2019. Hopkins solicitors are to be contacted by Steven to find out the cost of renewing the lease. The Allotment society to be contacted to find out whether the Allotments should be adopted by TPC as a subcommittee or whether it can be a stand-alone club/constitution.

CW Advises the TAC chair of some basic H&S requirements needed to be put in place.

The rabbit fence now in disrepair and requires replacing. The cost of this is £4k. This is a large amount of money spend and alternative solutions need to be considered. It is suggested that the individual allotment areas should look to proof their own individual areas as they deem needed. No action should be considered until the lease is confirmed past 2019.

The allotment society to be consulted in regard to the areas needing fulfilling under the control of the Parish Council.

Action: CW to update

CW to obtain a copy of the lease documents – to be distributed to the team.

Action: CW

The insurance policy to be reviewed to ensure the Allotments are included. Any further cost increases to be presented to the PC for consideration.

Action: CC

The bus shelter village cleaner is no longer required as NNC will commence this duty. Clerk to communicate and action this.

Action: CC.

12/0518 CORRESPONDENCE AND CORRESPONDENCE TO BE CIRCULATED:

No actions.

13/0518 INFORMATION TO BE FORWARDED TO THE NEXT MEETING:

AGM to be combined with the ordinary meeting.

14/0518 ANY OTHER BUSINESS:

CLG– CW has been re-elected as chair.

15/0518 DATE OF NEXT MEETING:

The date of the next meeting is Tuesday, 5th June 2018 at 7pm at Torworth Grange Café.

Signed as a true record: _____ Date: _____

Print name: _____ Position: _____

For more information, or queries please contact the clerk on the below or a Parish Councillor direct.
Parish Clerk: Mrs Claire Challener
Grove Farm, 101 Town Street, Lound, DN22 8RX. Tel: 01777 816952
parishcouncil@torworth.org.uk