



DRAFT MINUTES OF THE TORWORTH PARISH COUNCIL MEETING HELD AT TORWORTH GRANGE

FARM SHOP AND CAFÉ, TORWORTH.

Tuesday June 12th, 2018 at 7:00PM

PRESENT

Chair: Councillor C. Willis (CW)

Vice-Chair: Apologies

Councillors: 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), Councillors: R. D'Amelio (RDA), H. Helliwell (HH), Vice Chair: J. Helliwell (JH)

Members of the public: 1 Resident

OPEN FORUM FOR MEMBERS OF THE PUBLIC

01/0618

WELCOME AND APOLOGIES FOR ABSENCE

District Councillor M. Gray (MG), Councillors: R. D'Amelio (RDA), H. Helliwell (HH), Vice Chair: J. Helliwell (JH) send apologies.

02/0618

DECLARATION OF INTERESTS

CW & RW make a declaration of interest pertaining to their son and village warden in relation to the consideration of wages and payments.

03/0618

CRIME REPORT

No crime report received. No PCSO in attendance.

No crime reported on the Police.co.uk website for April.

1 theft reported on the Helliwell & Sons Farm in June, 1 (believed) Police assault at Tinker Lane.

Crime in surrounding areas discussed.

04/0618

COUNTY AND DISTRICT COUNCILLOR'S REPORT

See Highway response from TT below. No presence from MG due to other meeting commitments.

05/0618

MINUTES OF THE LAST MEETING

Minutes of the meeting held on the 1st May 2018 were signed as accurate and as a true record.

06/0618

NEW MATTERS ARISING

TT raises the matter of an online request from a resident for a Bench on the Great North Road – this request has already been made to the Parish Council and assessed in previous months. The outcome was that there is no safe position for a further bench on or near that location.

ONGOING MATTERS

Crime Report / Police Matters: 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 two days w/c 30th April. JH has also spoke to NN Landscapes and agreed a plan. They will hire a Cat scanner, provide two people, ten 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: A letter has been sent expressing the Parish Councils disappointment in the length of time payment took to be received – M.G copied. (Out of office reply received.)

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: Information now with CC to progress.

Action: CC

Torworth Parish Council Website: Is now live. Historic information to be added in line with the Transparency Regulation. The address is:

<https://www.hugofox.com/community/torworth-village-15032>

CC to buy domain name as agreed by Parish Council (£20 per year agreed) and merge to the website.

Sunstones the company is to close and with it the maintenance of our email server and hosting – CC to register with Fast host and transfer the hosting to them. Monies to be claimed back from Sunstones in relation to the Jan Server upgrade.

Action: CC

The website is to be populated with Councillor information and a photo where the councillor feels comfortable doing so. Each councillor to provide a synopsis of themselves.

Action: CC

TPC forms and Policies: Health and Safety Policies, Grievance and Disciplinary Polices, Risk Assessments and Equal Opportunities Policies were all created, circulated and reviewed. All policies adopted as of the 12th June and to be added to the website for public visibility.

Action: CC

Highways: TT met the District Manager of Via and another Via employee in Torworth 15 May. They couldn't see any works in Torworth, but the works in Ranskill arose from the ongoing survey and maintenance programme which runs across the whole county on what is close to a 5-year cycle. All trees and hedgerows are inspected on a rolling basis, with records kept of ageing, decay and damage; with extra inspections when specific issues are notified. Trees along the high way are particularly susceptible to damage through e.g. vehicle strike. The trees that were removed in Mattersey had reached a state of decay or damage such that removal was the best option. In general terms the priorities for manpower and budgets are for works for highway safety above aesthetics. Replanting will be considered but replacement at any location must be sustainable (i.e. not likely to suffer the same fate), and replanting has to be added to the list of other

The PC request a copy of an NCC survey of trees on verges, undertaken circa 2016:

NCC Response is no: We wouldn't usually expect to share wholesale technical surveys with the Parish Councils, but if there are trees/areas of specific concern we can probably advise on the reported status of those.

The issue of past felling of a tree on the verge adjacent to High Gables, Gt Nth Rd, Torworth. (TT) I am told that this work was undertaken, not by private contractors, but by Via operatives following an approach from the householder at High Gables. NCC/Via authorised and undertook the works to one conifer-like tree adjacent to the property and to one mature tree that they considered was damaged sufficient to merit felling. No replanting is currently programmed for this site; The Parish Council would like this to be reconsidered.

Action TT

Provision of a street lamp/lighting column at the entrance to the playpark on Holds Lane:

TTs response: This is not currently programmed for supply/installation. I have asked Via to assess the site and advise if any provision here is likely to be progressed.

Damage caused by vehicles entering/exiting the junction of Baulk Lane and Gt Nth Rd.

TTs response: I have asked what measures might be possible here (e.g. criteria for establishing weight restrictions on village roads like in Sutton), but have no reply this month.

Claiming back for the grass cutting of NCC verges in Torworth.

I asked about this, and VIA advised the enquiry could be routed through them, but I've heard nothing more.

Action: TT

Data Protection and New Councillor Courses: ML and DL showed an interest in going on the September New Councillor course. CC has sent payment to NALC for course and is now awaiting confirmation.

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

Action: ML/DL/RDA

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

Verges: The BDC Cleaning Supervisor to be contacted with details as and when needed in response to the clean-up of verges etc.

Community Pay Back: CW commented she would like to see Community Pay Back cut the area between Torworth and Barnby Moor as the grass areas require attention. If unavailable, then the wardens to be considered.

Action: CW

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

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

The clerk to register the Parish in relation to the Neighbourhood plan

Action: CC

07/0618 FINANCE

Cheques presented and approved for payment were:

<i>Payments - Cheques for the month:</i>	
001175 - Torworth Grange Café: Rental	£ 15.00
001176 - Notts ALC: Training	£ 60.00
001177 - Soccer Tackle: Goal Posts	£ 410.99
001179 - Bus Shelter Cleaning	£ 30.00
001180 - North Notts Landscapes	£ 486.00
001181 - Mudford & Sons: Tables for the Scarecrow Festival	£ 372.00
001182 - Claire Challenger: TF Scanner, Laptop case, Hard drive	£ 193.79
001183 - Claire Challenger: Clerk Wages	£ 210.60
001184 - Claire Challenger: TF Website creation	£ 50.40
001185 - Ranskill & Torworth Joint Burial Committee	£ 126.00

CC passes Bank Reconciliation to all for review.

The internal Audit has been completed and initial documentation has been sent to the External Auditors.

All Year End documentation reviewed by the Parish Council, all required regulated statements considered, agreed and signed off. The required notice and information will be published shortly in line with guidelines and regulations.

Action: CC

Internet Banking: Internet Banking is now up and running. CC to amend bank mandates.

Action: CC

The poppy money is still outstanding (not cashed at bank) CC to follow up to ascertain where they are with processing their monies.

Action: CC

Bank transfer to the Warden: it is agreed that with the consent of the Wardens going forward they are to be paid via Bank transfer. The process of 2 signatories will still be required in advance of payment.

Both Wardens are also entitled to holiday pay, it is agreed all outstanding amounts to be paid immediately and then going forward annually in December or upon leaving the position.

Action: CC

HMRC: the outstanding amounts relating to previous employees are now up to date, the pension issue relating to the previous clerk still needs actioning , and CC needs to apply for a VAT refund.

Action: CC

08/0618 GDPR:

Parish Council member specific email addresses are to be looked at. CC to progress.

Action CC

Clarification given from NALC on what can or should be included in regard to public records within the minutes – there response was: no names or personal data to be included outside of the Parish Council/ Local Council team.

09/0618 IGAS UPDATE:

Tinker Lane: The drill rigs have now arrived on site.

The protectors are now camping on the verges in tents, INEOS are reported to have served an eviction notice on them.

There have been many lock on's and slow (road) walks which is being perceived by the public as negative due to the disruption being caused to the residents.

Some of the protestors/protectors are reported to be becoming quite aggressive towards the police.

A number of councillors have been asked to submit a report on Tinker Lane to parliament in relation to the previous coal mining and the potential for sink holes to result. This is in relation to a Government consultation being whether Fracking planning applications should bypass local government and be decided at a national level.

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.

10/0618 QUARRY UPDATE:

There is an extension planning permission application due to the discrepancies within the information submitted. New Comments are invited.

11/0618 AMENITIES AND FACILITIES:

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. Village notice board to be cleaned and benches in the playing field to be cleaned/repainted/varnished. Wardens to complete tree and path walks.

The wardens have requested a bin bag ring for use with litter picks– approved by the PC.

Action: CW/CC

CC to respond to Ranskill in regard to their request to use the wardens.

Action: CW to brief the wardens/ CC

The Annual Inspection on the playfield is now due. CC to progress.

Action: CC

The Torworth Playing Field Committee: The swings are now in situ. Positive feedback thus far received. There was an installation issue remedied by NNL, any costs to be mitigated via a claim to the supplier.

Road Repair: Crumbly pavement condition near the bus stop has been reported to VIA through the online reporting page on the council website. They are progressing the issue, and have so far completed an inspection. The outcome of the inspection and actions are not yet known.

5 a Side Football Equipment: Monies of £490 has been received from MG/TT for use towards Playground equipment. Cheque raised, and order placed.

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: Review September 2018

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 have been contacted and are happy to renew the lease.

The Allotment club to be contacted and advised that we the Parish Council require removing from the lease from July 2019. (GH proposes, ML seconds)

The Allotments to be advised they need an HSE First Aid Kit, and monthly H&S assessments.

Action: CC

The insurance company have been contacted in regard to the Allotments. They are insured under the Parish Council insurance as and under Public Liability, but the allotment club should ensure they have adequate insurance themselves as this is the common practice unless the Parish Council formally adopts the Allotments as a subcommittee rather than a stand-alone club.

The Bus Shelter: The village cleaner is no longer required as NNC will commence this duty.

The Scarecrow Festival: was very successful, and a big **Thanks** warranted to those involved.

The issues requiring improvements related to:

- * Traffic from the stakeholders/store holders – a letter to be wrote to the Chair of the SFC to say that vehicles must be warded on with pre-approval and written consent for next year to ensure safety.
- * There was no first aid kit, the PC had to loan ours out for the day which was essentially not fit for purpose, this to be highlighted within the letter to ensure adequate cover for next year.
- * Silly string to be banned due to environmental issues.
- * One store holder left refuse which needs to be collected next year. CW would like a letter to be sent to this person to address the issue.

12/0618 CORRESPONDENCE AND CORRESPONDENCE TO BE CIRCULATED:

None.

13/0618 INFORMATION TO BE FORWARDED TO THE NEXT MEETING:

The wardens to be consulted on how they would prefer to be paid. Either through HRMC PAYE or whether due to it being there second job(s) they would prefer to self-declare through self-assessment.

14/0618 ANY OTHER BUSINESS:

The cycle race caused issues due to no advance notice of road closure. Local businesses had restricted/no access for a period of time which wasn't well received.

RW to provide Via the information to follow up on.

Action: RW

Complaint received in regard to the upkeep of the cemetery (old section). The clerk to write to the Church advising of the complaint and distress caused.

Action: CC

CC was asked if she would be the secretary on the Neighbourhood plan and formally register the interest of the Parish Steering Group. CW to send out a meeting request via Whats App to get everyone together.

Action: CC /CW

15/0618 DATE OF NEXT MEETING:

The date of the next meeting is Tuesday, 3rd July 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