



**DRAFT MINUTES OF THE TORWORTH PARISH  
COUNCIL MEETING HELD AT TORWORTH  
GRANGE FARM SHOP AND CAFÉ, TORWORTH,  
TUESDAY MARCH 6<sup>th</sup>, 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), R. D'Amelio (RDA), and M. Lacey (ML)

**Apologies:** R. Willis (RW)

**County Councillor:** T. Taylor (TT)

**District Councillor:** M. Gray (MG)

**Clerk:** position vacant

**Members of the public:** One

**OPEN FORUM FOR MEMBERS OF THE PUBLIC**

Claire Challener attended the meeting as she is interested in the vacant Clerk position. She is already a parish councillor at Lound and has a strong background in financing. She wanted to observe the meeting and to meet all parish councillors.

**01/0318 WELCOME AND APOLOGIES FOR ABSENCE**

CW opened the meeting. RW sent his apologies due to work commitments.

**02/0318 DECLARATION OF INTERESTS**

None

**03/0318 CRIME REPORT**

No attendance of any police representative. CW is still waiting for Jason Fellows to return her phone call re. his contact details for residents wanting to get in touch with him.

RDA has suggested putting through weekly or monthly 'Freedom of Information' requests to Nottinghamshire Police in order to get updated crime statistic for our immediate area. Everyone has agreed this would be a good idea and RDA stated he was happy to take this forward.

RDA

CW still has light timers and 'no uninvited callers' stickers from a previous PCSO -if any resident would like some, please get in touch.

**04/0318 COUNTY COUNCILLOR'S REPORT**

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.

TT

TT reported that the budget has been agreed and the council tax is set to rise 4.99% (split between 2.99% maximum and 2% ring-fenced adult social care grant). Also, an extra £20million will be provided over 4 years

(on top of the established highways budget) in order to repair roads and surfaces.

Lengthsman scheme is continuing in its present form for this year, so no new joiners this year. However, this is still being reviewed. CW asked TT how to reclaim mowing of the verges and TT said she would find out. TT would also like to bring Jo Horton to Torworth in order to discuss the various outstanding issues we have regarding active speed signs, and the junction of the Baulk.

TT

TT also finds it alarming that no one has asked for a reduction in the speed limit between Barnby Moor and Torworth, yet it was put in place. NCC said it was sent through as a consultation to us in November; however, we have not received this notification but Barnby Moor has. TT to investigate.

TT

### **DISTRICT COUNCILLOR'S REPORT**

CW asked MG if TPC can claim the interest on the CIL money still in BDC's accounts. MG to ask.

MG

MG has contacted Kim Hewitt re. the sign needing repairing at Baulk Lane -she didn't know that we were also waiting for other signs to be repaired in Torworth and will investigate this.

MG will also send an email to the police commissioner asking who is paying for the police presence at Tinker Lane.

MG

### **05/0318 MINUTES OF THE LAST MEETING**

Minutes of the meeting held on the 6<sup>th</sup> of March 2018 were signed as a true record.

### **06/0318 NEW MATTERS ARISING**

**ICO:** CW has registered TPC with the Information Commissioner's Office. The form can be updated at any time to reflect the information the PC retains. A yearly registration fee is required.

**The wooden Torworth sign:** The quote for a new steel post and to repair the steel embellishments on the sign is £300 -this has been accepted by the councillors and JH will liaise with the fabricator. We are still awaiting quote from NNL for its installation.

JH

**ID badges:** BDC does not want their name on our ID badges (in case of misuse), so TPC will buy their own ID badges and lanyards through a commercial website.

CW/  
RDA

**CIL Money:** TPC signed the legal agreement and is now waiting for BDC to release the CIL money. It was agreed by all that part of the CIL money will pay for the repair and re-installation of the village sign.

**Precepts:** CW has posted off the precepts to BDC but so far hasn't had a reply back.

**Dog Fouling:** a lot of reports received from pc's and residents. CW has put a sign in the village notice board and on the 'Torworth Village Information' page on Facebook. The council has no choice but to start issuing fines should dog fouling persist. CW will also put a notice in the STAR and contact the dog warden to see if we can get any stickers. CW

**Mud at the bus stop:** Village wardens have cleared off 3 wheelbarrows full of mud from near the bus stop on the Great North Road. They have also reported that the pavement is starting to crumble at the edge.

#### **ONGOING MATTERS**

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

**Torworth Welcome Pack and Torworth Parish Council Website:** CW to keep information until a new Clerk has been appointed. CW

**TPC forms:** CW has identified that TPC requires Health and Safety Policies, Grievance and Disciplinary Policies, Risk Assessments and Equal Opportunities Policies. This will be appointed to the new Clerk in due course. CW

**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. TT

**Grass seeding:** The Village Wardens will plant the grass seeds when the weather improves.

**Data Protection and New Councillor Courses:** All PCs agreed to send 1-2 councillors on the next NALC courses. CW to register them when it becomes available. CW

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

#### **07/0318 FINANCE**

**Cheques presented** and approved for payment were:

<i>Cheque</i>	<i>Paid to/for services listed</i>	<i>Amount</i>
1156	Finlay D'Amelio -Village Warden 11.25 hours for February	£90.00
1157	Owen Willis -Village Warden 11.25 hours for February	£90.00
1158	C. Willis -Clerical and logistical support for February	£150.00
1159	Mrs. Middlebrooke -bus shelter cleaning Jan-Mar	£30.00
1160	Royal British Legion -30x lamppost poppies	£90.00
1161	ICO registration	£35.00
1162	Torworth Grange Café - March room rental	£15.00
1163	C. Willis -postage stamps	£10.39

All councillors agreed to appoint Bawtry Accountants as our internal auditors for our 2017-18 financial year. Their quote is £100 + VAT. CW to organise handing over files to Bawtry Accountants.

CW

CW suggested several safeguards for debit card, telephone and internet banking which can be adapted as required:

1. Clerical supplies: basic office supplies and stationary (incl. ink) under £100 does not require council pre-approval. Receipts provided at the next PC meeting for verification, along with the receipt register.
2. Pre-approval for items will be given at the monthly PC meetings for later purchasing. Receipts will then be provided at PC meetings for verification.
3. Emergency situations: where immediate payment is required authorisation will be asked via the What's App group with a £500 threshold. Receipts will then be provided at the next PC meeting for verification.

The PCs have agreed to these safeguards and CW will create a receipt registry for debit card/internet purchases.

CW

Pre-approval to buy flowers and a thank you card for Mrs. Middlebrooke was granted by councillors for all her years cleaning our bus shelters. Highways will be taking over responsibility of the shelters for the foreseeable future.

#### **08/0318 TINKER LANE UPDATE**

IGas have had, so far, three breaches to their planning conditions: NCC conditions state that lorries have to enter/exit the site in a forward gear. This has been broken several times with lorries reversing into the site (1), and lorries reversing out of the site (2). NCC conditions also state that IGas can only have one lorry entering the site at a time. This was broken when two lorries turned up then stopped traffic as they had to wait for authorisation to enter the site (3). All three breaches were reported to NCC enforcement officer and video evidence has been uploaded onto Facebook by witnesses. IGas have also had several breaches at their Misson Springs site.

At the CLG meeting, Oliver Meek from NCC Planning attended to talk to us re. the IGas breaches. CW is writing a letter of complaint to Notts Police re. the absolute waste of money having 2 riot vans, a squad car and many police personnel at the Tinker Lane site for 3 protestors. TPC would also like to send a similar letter reflecting the same concerns, especially since they can't afford to attend PC meetings or provide basic crime reports. CW is stepping down as Chair of the CLG at their next AGM.

CW

Misson Springs update: illegal protest camp has been set up near the site on private land. BDC has issued an enforcement notice on the camp to have it removed as it is considered to be a permanent structure. In addition, there is also an illegal police cabin which has been put on the site and retrospective planning is being sought.

**09/0318 AMENITIES AND FACILITIES**

The village wardens have been very busy picking up the litter from some of the streets in Torworth. At present, 21 bags have been picked up as well as several tyres, window panes, and asbestos tiles. CW will reiterate the risk assessment with the village wardens especially when encountering hazardous materials. CW will make sure they have adequate safety boots and anti-stick needle gloves and TPC will purchase them a pair if its required. CW will also print out pictures of what asbestos sheets and tiles look like so the wardens know when to avoid those items. CW will also make sure steps for basic first aid is provided on the risk assessments, a first aid kit is provided in their bag, and all their vaccinations are up-to-date. CW

It was agreed to have the village wardens continue their deep clean of the litter along the roads so we can begin to assess the amount of rubbish left behind each month.

CW has updated the risk assessment regarding snow warden duties and extreme weather conditions to include first aid, proper lifting techniques, and a snow plan. Expectation from our insurance company is that we salt/grit areas where residents can reasonably assume there to be a safe area. Thus, all bus stops were gritted/salted during this month's bad weather and then checked each day. Also, as a reminder the salt given to us by BDC is for public use in public spaces rather than public use on private spaces and BDC can impose fines if the salt is improperly used. TPC decided not to purchase a grit bin and the salt/grit will continue to be stored at JH's farm until it is required.

Results of the playpark questionnaire indicates that residents want a set of swings for older children, football nets, a games area, a trim trail, climbing frame, shelter, bigger slide, and basketball hoops. This information will be used to write grant applications in order to purchase some of these items. CW has suggested that we hold an additional meeting separate to the PC where we can discuss what grants we should apply for, what equipment we should buy, and how to we should lay it all out in the playpark.

The Torworth Playing Field Committee has applied for £3,483.00 towards a pair of older swings, delivery, installation, and safety matting through the IGas Community Grant. TPC has also applied to IGas for £1,546.80 for a defibrillator, housing case, and solar lighting.

**10/0318 CORRESPONDENCE AND CORRESPONDENCE TO BE CIRCULATED**

A remittance has been received from BDC regarding MG's grant money to us. CW will confirm when it has shown up in our bank account. CW

CW forwarded information regarding registering the pub as an 'Asset of Community Value' to the PCs for consideration prior to this meeting. PCs have agreed to pursue the application but it will be discussed at the next meeting.

The new secretary of the allotment society has contacted TPC and would like to provide us with updated information. CW will coordinate the meeting and get copies of all relevant paperwork.

CW

**11/0318 INFORMATION TO BE FORWARDED TO THE NEXT MEETING**

Asset of Community Value

**12/0318 ANY OTHER BUSINESS**

Pigs have been reported getting into the cemetery again. The owner is aware and is taking steps to repair the fence.

RDA asked for an update on the tentative merger of the Neighbourhood Plan with Barnby Moor. CW said that the chair of Barnby Moor (Chick Fraser) has sent out an email to his group, but so far has not heard back from any of them.

**13/0318 DATE OF NEXT MEETING**

The date of the next meeting is Tuesday, 3<sup>rd</sup> April 2018 at 7pm at Torworth Grange Café.

Signed as a true record: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Position: \_\_\_\_\_