



**DRAFT MINUTES OF THE TORWORTH PARISH  
COUNCIL MEETING HELD AT TORWORTH GRANGE  
FARM SHOP AND CAFÉ, TORWORTH, TUESDAY  
SEPTEMBER 5<sup>TH</sup>, 2017 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), and R. Willis (RW).

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

**Clerk:** none present as position is currently vacant

**APOLOGIES FOR ABSENCE:** Councillors G. Footitt, and R. D'Amelio, and County Cllr T. Taylor

**OPEN FORUM FOR MEMBERS OF THE PUBLIC**

One public member who expressed interest in the Clerk position. She was welcomed by the Chair and introduced to the parish councillors.

**01/0917 DISTRICT COUNCILLOR'S REPORT**

MG is chasing up why TPC has not yet received the CIL payment, but otherwise it has been a quiet summer for him with nothing else to report.

**02/0917 MINUTES OF THE LAST MEETING**

Minutes of the meeting held on 4<sup>th</sup> July 2017 were signed as a true record.

**03/0917 NEW MATTERS ARISING**

**Insurance for the Village Warden:** CW rang TPC's insurance brokers who confirmed that the village wardens are covered under the 'Employee and Public Liability' section of our policy as they are fulfilling PC duties regardless of how they are paid. The Insurance brokers will also email TPC their guidelines regarding gritting the pavements during adverse weather and an updated copy of our policy.

**ONGOING MATTERS**

**Traffic:** GH has added in the points regarding local knowledge and level crossing closures to his traffic report which was raised at the last meeting. CW would like to add in facts and figures to enhance TPC's argument for the need of weight restrictions on the Baulk/Graves Moor Lanes. Pictures of the damage to the corner of a resident's property by a lorry driver should also be included. CW will add these and email out the report to all Highways departments and agencies. HH has asked that we also include Billy Button Lane into our report, and that traffic from other villages are being routed through Torworth due to weight restrictions from other villages.

CW

**What's App:** DL and GH are still trying to get onto What's App and it should be solved this month. DL/GH

**Torworth Welcome Pack and Torworth Parish Council Website:** progress has been delayed due to the Chair taking on the responsibilities of the Clerk while the post is vacant. CW

**ID badges:** CW has sent the mock-ups to TT and we are now waiting for TT to update us regarding the progress of the ID badges. TT

**Highways:** Ian Parker has left Via and is being replaced by Joanne Horton. TT has asked TPC for a list of outstanding issues we are waiting to be resolved as she has a meeting with Jo Horton. Our outstanding issues are: 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. CW also told TT about a new matter we wish to raise in that we would like to extend the 40mph speed zone to include the entrances of Torworth Grange Farmshop and Café. CW to email TT all email trails regarding these issues. CW

**Playpark Signs:** The signs are ready to be picked up. RW will pick them up and fasten them to the gate. RW

#### 04/0917 TRAFFIC

The traffic report by GH has been discussed in ‘matters arising’.

The wooden Torworth sign was knocked over a few weeks ago and is currently being stored by JH. The crest is incredibly heavy and would benefit from being on a metal post rather than replacing the broken wooden one. HH suggests we report it to NCC as they are the ones that originally put it in. RW

The other village sign is made entirely out of metal and is rusted through in places. RW has reported this sign to NCC highways, along with the damaged sign on the corner of Baulk Lane/A638. CW has noticed the 40 speed sign leaning towards the road while JH said the 40 speed sign on Daneshill Road needs some work: both require reporting. RW

#### 05/0917 CHANGES TO DATA PROTECTION REGULATIONS

NALC are hosting a ‘Data protection and Freedom of Information’ for Parish Councillors. CW would like at least one parish councillor to attend as this will provide us with updated information on data protection on the 8<sup>th</sup> of December. The cost is £30 and it was agreed by all that it would be met by the Parish Council. CW

#### 06/0917 FINANCES

The August bank statement had not yet arrived by the time of the meeting, so our bank balance at the end of July was £7000.30.

Invoices presented and approved for payment:

#1117	North Notts Landscape (July)	£463.20
#1118	Torworth Grange Café (Sept room rental)	£15.00

#1119	C. Willis (re-payment for zipline chair)	£66.39
#1120	M. Ellison (internal auditor)	£60.00
#1121	C. Willis (re-payment ink cartridges)	£15.75
#1122	C. Willis (clerical/logistical: Aug & Sept)	£250.00
#1123	Beacon Signs (signs for the playpark)	£43.20
#1124	F. D'Amelio (Village Warden August)	£28.00

It was agreed that TPC will not re-join the Campaign for the Protection of Rural England (£36/year) but this can be re-visited at a later date if things change.

It was agreed that CW will apply for a transparency fund on behalf of TPC. The fund would pay for a new laptop, printer, pdf page scanner, and an IT/website course should a parish councillor wish to attend one.

CW

NALC is hosting a 'Finance for Clerks' event (£60 per member). CW would like a PC to attend, as even though we currently do not have a Clerk it is important that at least one other councillor understand the financial requirements of a council.

MG suggested that we contact K. Tarburton from Harworth Town Council who has helped PCs in the past apply for funding. CW suggested that we use the statistics found in the current 'People and Place Profile for Torworth' which found that the most predominate age range were those under 17 years. This would make a strong argument for why we need funding for play equipment. RW to contact Ms Tarburton.

RW

## **07/0917 AMENITIES AND FACILITIES**

**Village Warden:** CW has created a 'Works Log' for all PCs to write down any problems within the village. This is so there is a record of what is wrong, how it was resolved, and who was responsible for doing it all. In addition, the Works Log will also be used to record the work undertaken by the Village Warden, who can also note any problems or observations. MG suggested that we would need to create risk assessments for each task to include into the Works Log binder. HH also recommended that when litter picking is being done on the Baulk/Billy Button Lanes that 2 people will do it so that there is always one looking out for traffic.

For August; the Village Warden spent 2.5 hours litter picking all the streets in the village, including the Baulk, Billy Button Lane, and the A638. Another 35 mins was spent cleaning the noticeboard, while 30 mins were spent inspecting the playing field. A Works Log was written for each of these jobs and completed by the Village Warden. Add 'Inspect bus shelter for graffiti' on to the litter picking work sheet. In the future, the Clerk will be responsible for filling out these forms and keeping them up-to-date, while the chair will sign them off each month. It was proposed Dawn, seconded by Graham, agreed by all to pay the Village Warden £8/hour, which can be taken out of the CIL fund as it is investment back into the community.

CW

**Grass seeding:** The bramble and weeds need to be pulled in the worked section of the playpark by the Village Warden then put to grass this autumn. CW to buy the grass seed. CW

**Bulb planting:** It was agreed by all that CW will again buy £50 worth of daffodils and that the Village Warden will plant them throughout the village and around the village signs this autumn. CW

**Inspection Report-follow up actions:** The zip line seat, plastic sleeve, and rapid link have been replaced and will be put up by RDA. The picnic table has been moved further away from the slide. The pegs holding down the grassmat under the basket swing will be hammered down further into the ground. The 'fireman's pole' is deemed to be acceptable by the manufactures (Play and Leisure) as it is within the accepted guidelines; the PCs have agreed to accept the manufacture's decision on this matter. Play and Leisure also say their basket swing conforms to the EU guidelines and does not present a finger trap: PC also accept this. A tree surgeon will be contacted and asked for a quote re. stability of the trees that surround the playfield. RW has agreed to buy some ties/clips to begin re-fastening the chain-link fence to the fence posts in the playpark. JH has some spare chain-link if it is required to fix some of the holes in the fence. CW  
RW

**Tree Charter Member:** TPC has agreed to apply for a Hornbeam; CW will do this on our behalf. CW

#### **08/0917 PLANNING**

**IGas** submission of planning applications to either comply or overturn NCC's conditions on the Section 106 documents. It was agreed that CW will continue to oppose these conditions wherever necessary.

**Barn 4:** This is a second submission for Barn #4: the first application was the heritage component of the planning, while this application is the standard planning request for work on the listed building. It was agreed that TPC would again oppose the development on the grounds of a single entrance for a multiple-residential site onto the busy A638

**Solar Farm:** A new entrance for the solar farm has been approved by TPC.

**Poplar Farm:** New roof repairs to Poplar Farm, replacing like for like materials has been approved by TPC.

#### **09/0917 CORRESPONDENCE AND CORRESPONDENCE TO BE CIRCULATED**

The July's bank statement was also received and passed around to all PCs for inspection.

CW passed around the 'People and Place Profile for Torworth' put out by the Local Government Association. Councillors have asked that copies be made (RW has agreed to do this) and distributed to all PCs.

RW

**10/0917 INFORMATION TO BE FORWARDED TO THE NEXT MEETING**

Risk Assessments for Village Warden duties

**11/0917 ANY OTHER BUSINESS**

GH reported that there are some parking problems on Hold's Lane between residents and from customers from the Separatist. The police have been informed of these incidents.

PCs have discussed the application received for the post of Clerk to the Parish Council. It was agreed that we would offer her the position on a 6 month trial basis, which would be reviewed afterwards.

**12/0917 DATE OF NEXT MEETING**

The date of the next meeting is will be held at 7pm on Tuesday October 3<sup>rd</sup>, 2017 at Torworth Grange Café.