



**DRAFT MINUTES OF THE TORWORTH PARISH COUNCIL MEETING HELD AT
TORWORTH GRANGE FARM SHOP AND CAFÉ, TORWORTH.
Tuesday September 4th, 2018 at 7:00PM**

PRESENT

Chair: Councillor C. Willis (CW)

Vice-Chair: J. Helliwell (JH)

Councillors: H. Helliwell (HH), D. Lacey (DL),

County Councillor: T. Taylor (TT)

District Councillor: District Councillor M. Gray (MG)

Clerk: Claire Challener (CC)

Apologies: Councillors: R. D'Amelio (RDA), G. Hadley (GH), M. Lacey (ML), R. Willis (RW)

Members of the public: 4

OPEN FOR MEMBERS OF THE PUBLIC

Open Forum discussion with the public:

A discussion occurs in regard to the future of the allotments. It is agreed that the Allotment club (Torworth) will contact the Allotment Society for advice on insurance requirements and what the society offers, that the Allotment secretary will contact the Solicitors in respect to the lease and a further discussion at the Parish Council Meeting to occur next month.

It is reiterated that a first aid kit must be in place as soon as possible and a health and safety assessment performed.

01/0918

WELCOME AND APOLOGIES FOR ABSENCE

The chair opens the meeting welcoming all attendees.

Councillors: R. D'Amelio (RDA), G. Hadley (GH), M. Lacey (ML), R. Willis (RW)
send apologies.

02/0918

DECLARATION OF INTERESTS

None

03/0918

CRIME REPORT

2 crimes reported on the Police.co.uk website for June:

1x Theft near Graves Walk

1x Burglary on Huntsman Place

The Helliwell's report further criminal activity on the farm over the last few months.

District Cllr M Gray reports that we now have a new beat officer but is waiting for further details.

04/0918

COUNTY AND DISTRICT COUNCILLOR'S REPORT

MG Reports on his visit to the IGas site and iterates that they are happy to do site visits if anyone is interested.

MG reports that the government is wanting to scrap the planning process associated with this industry and urges any comments to be made to the local MP.

MG discusses the meeting for one authority proposed by County Council. The outcome being that a business plan is required prior to further discussion. The District Council being against the proposal.

MG reports that A1 housing is to come back in house.

CW asks MG whether the planning portal could be changed (back) to reflect the decision-making process outcome.

Action MG

The Winter requirements for this year are now being communicated by BDC.

The Integrated Transport Scheme – is now open for bids. Requests to be submitted to TT.

Torworth request that the area/footpath between Barnby Moor and Torworth is repaved due to the ascetics and health and safety associated with the area being in disrepair. Clerk to email request to TT.

Action CC/ MG

05/0918

MINUTES OF THE LAST MEETING

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

06/0918

NEW MATTERS ARISING & ONGOING MATTERS

The wooden Torworth sign: JH to progress with contractor to install the sign.

It is agreed up to £300 plus VAT 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

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 & Email hosting:

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.

The cost of the email host is agreed at £145 plus VAT for fasthost for one year on an annual basis.

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: All/ CC

Verges: The pathway area between Barnby Moor and Torworth needs tidying. JH has previously had a conversation with Bassetlaw who commented to the effect that it was on their list of things to do. JH to follow this up.

Action: JH

Highways:

The issue of past felling of a tree on the verge adjacent to High Gables, Gt Nth Rd, Torworth. 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:

TT has requested Via to assess the site and advise if any provision here is likely to be progressed.

Action TT

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

TT has asked what measures might be possible (e.g. criteria for establishing weight restrictions on village roads like in Sutton), awaiting response.

Action TT

Claiming back for the grass cutting of NCC verges in Torworth. TT now has a response and will forward on to the clerk.

Action: TT

Community Pay Back: Has now been privatised. CW to contact them for a quote and to ascertain the contractual requirements for use. The PC to then review at the next meeting to decide whether to go down the route of the Community Pay Back Group v Warden or to ask the residents of the village. To be discussed next month once costs are available.

Action: CW

Other: A sign for the junction is required for the corner house where the owner has had a number of vehicles destroy her fence/property. This is on the Council works plan scheduled for Q3.

Neighbourhood Planning:

The Neighbourhood Plan contact at BDC has been engaged – they have provided the necessary information to start the NSG off.

In addition to this, dates have been provided for an information seminar, which JH will attend on the 20th September.

CW to start on the Boundary requirements to be submitted to BDC for review and consultation.

Clerk to send the link to CW which details other villages boundaries and the requirements needed for submission.

CW to set up and coordinate a NSG meeting.

A brief discussion on a PC donation is had, to help aid villager interest is had in regard to completing the form/questionnaire. A prize draw is suggested, with entry being made upon completion and return of the questionnaire – to be further discussed.

Action: CC/CW/JH

CIL Money – Is briefly discussed and agreed to review and earmark for a new Playpark Gate in September.

Action ALL

Remembrance Day Event: The village to commemorate the event with a Village BBQ and lighting of the beacon and gathering. TT will arrange a collection box for the event. The PC to sponsor the event by providing monies for the food & drink. The amount agreed for sponsorship is £100 – (proposed/second CW/JH).

All monies raised to go to The Royal British Legion. CW to place an advert in the STAR detailing the event and opening to all.

Action: CW/TT

Daffodils – It is agreed to purchase x5 bags up to the value of £75 for the wardens to plant. CW to purchase.

Action: CW

07/0918 FINANCE

Payments presented and approved for the month were:

<i>Payments - Cheques/ Bank Transfers for September</i>	
001191 - Independent Playground Inspection ltf	£ 96.00
001192 - North Notts Landscapes	£ 318.00
001193 - North Notts Landscapes	£ 234.00
001194 - Torworth Grange Café	£ 15.00
Bank Transfer - Clerks Wages	£ 201.60
	£ 864.60

The clerk passes the Bank Reconciliation to all for review.

The poppy money: has now been paid via bank transfer.

HMRC:

A VAT refund for the period April – July 2018 has been submitted amounting to £724.

There are limited receipts for the year 17/18 which are eligible for VAT (x5) CC to continue searching through emails etc to gather more prior to the previous year's VAT submission.

Action: CC

Scarecrow Festival: A NNL annual grass cut and collection is briefly discussed to coincide with the Scarecrow festival each year. At point on contract renewal this is to be added. This costs twice as much. But is generally thought to be beneficial and money well spent. To be discussed and formally agreed prior to contract renewal.

Action: CC

08/0918 IGAS UPDATE:

Tinker Lane:

It is believed that IGas may still need to perform a bird survey/inspection prior to commencement of further works. Barnby Moor are looking to claim back the Parish owned land where the Campers/protectors have set up.

9/0918 QUARRY UPDATE:

A new Draft Mineral Plan has been issued and circulated. A consultation period is in play – all are asked to submit their views individually to hit the deadlines.

Additionally, all councillors are to read the draft mineral plan and submit views to the clerk for consolidation and submission prior to the deadline. Comments to Clerk by 21/9.

Action: CC/All

10/0918 AMENITIES AND FACILITIES:

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

Action: CC/CW April

The Village Wardens: to complete a litter pick and playpark inspection as required.

The Village notice - The Perspex needs replacing. CC to get quotes.

Action: CC

The Old Burial Ground – a complaint from a resident made to the PC has been passed on to the PCC.

The PC ask that the PC representatives of the JBG ask at the next meeting whether a sign can be purchased and displayed on the grounds which displays the ownership and responsibilities owing to each area.

Action: RW/HH

Picnic Bench: The Planks have been purchased, the repair to go ahead at the earliest opportunity subject to time constraints.

Action: RW

The Annual Inspection on the playfield has been performed. A number of fails to be addressed. A sign is required for the park detailing the location of the Park and contact numbers. CW to mock up a sign for review by everyone and then to pass to the sign company for creation.

Action: JH/RW/HH/CW

5 a Side Football Equipment: Equipment stored with JH – to be placed in situ to coincide with the football season and once installed a monthly H&S report is to be conducted. CW to add when necessary.

Action: RW/JH/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.

It is suggested that A1 housing is contacted to see if it can be housed on the elderly residential building. Clerk to email A1 housing copying in MG.

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 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. CW would like to see a copy of this.

Action: CC

The Allotments to be discussed at the October meeting in regard to whether the committee should be adopted as a sub-committee or a stand-alone club.

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.

An Annual Tree Inspection is required on the Playpark and Boundary, with a view of the rest of the village being looked at some point. Clerk to approach Tree Surgeons for Quotes for further discussion next month.

Action CC

Playground Boundary: It is discussed and agreed that the area on the left and side of the playing field is to be referenced to reflect the Boundary as detailed within the land registry documentation and Playing Field deeds. Temporary fencing to be used. Agreed at £50 (plus VAT). To be further discussed in October. CIL monies earmarked for use of installation of permanent works. Proposed by GH, second JH

Action CC/CW/RW/HH/JH

11/0918 CORRESPONDENCE AND CORRESPONDENCE TO BE CIRCULATED:

Wheelie Bin reduction stickers – not required.

NCC – Charity Hog Roast.

Street Lamp Poppies - have all sold out.

Positive Feedback re the Wardens.

12/0918 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 their second job(s) they would prefer to self-declare through self-assessment.
- Allotment review of lease information and decision on whether to adopt or not.

13/0918 ANY OTHER BUSINESS:

- 8th October Bassetlaw Parish Forum at Retford Town Hall
- Rural Conference this week – CW guest speaking.

14/0918 DATE OF NEXT MEETING:

The date of the next meeting is Tuesday, 2nd October 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

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