



**DRAFT MINUTES OF THE TORWORTH PARISH COUNCIL MEETING HELD AT
TORWORTH GRANGE FARM SHOP AND CAFÉ, TORWORTH.
Tuesday July 3rd, 2018 at 7:00PM**

PRESENT

Chair: Councillor C. Willis (CW)

Vice-Chair: J. Helliwell (JH)

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

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), D. Lacey (DL),

Members of the public: None

OPEN FOR MEMBERS OF THE PUBLIC

01/0718

WELCOME AND APOLOGIES FOR ABSENCE

District Councillor M. Gray (MG), Councillors: R. D'Amelio (RDA) and D. Lacey (DL), send apologies.

02/0718

DECLARATION OF INTERESTS

GH makes a declaration of interest in relation to the matter of the discussion about the STAR newsletter, his spouse being the clerk/secretary.

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

03/0718

CRIME REPORT

No crime report received. No PCSO in attendance.

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

1 theft reported on the Helliwell & Sons Farm in June, a police officer has now followed this up.

Fly Tipping reported for 4/5 wks.

1x Vehicle arson on/near Billy Button lane.

04/0718

COUNTY AND DISTRICT COUNCILLOR'S REPORT

TT reports that the response from the Planning Technician at BDC in regard to the Planning permission at Jubilee Farm was correct. Due to the type of planning application works are typically permitted and it is normal convention to display notice, but permission is not required as it is (already) within the development rights for the scope of that type of property.

No presence from MG due to other meeting commitments.

05/0718

MINUTES OF THE LAST MEETING

Minutes of the meeting held on the 12th June 2018 were signed as accurate and as a true record.

06/0718

NEW MATTERS ARISING & 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. CW feels a response is unlikely and therefore no further action or follow up is required.

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: 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 has bought the domain name as agreed by Parish Council and has merged 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.

CW makes suggestions to include within the website.

RW asks for a list of useful contacts to be added as a website page.

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

Action: Discuss September (Autumn) if required.

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 to ask whether retrospective year claims can be made or not.

Action: TT

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: 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: 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/CC

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

07/0718 FINANCE

CW has made 2 debit card purchases, one being for land registry and the other for the bin bag ring. The amounts are reviewed and signed off.

Cheques presented and approved for payment were:

001187 - North Notts Landscapes	£	486.00
001188 - Claire Challener Website maintenance	£	40.32
001189 - Claire Challener Wages	£	202.80
001190 - Torworth Grange Café: Rental	£	15.00

CC passes Bank Reconciliation to all for review.

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 and to follow up with a and transfer if necessary.

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

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

08/0718 IGAS UPDATE:

Tinker Lane: The CLG met on June 19th with the Tinker Lane managing resource officer (Silver Command) as guest speaker.

CW led by talking about the heavy police presence, the local villages feelings and social media outputs.

Constructions are now complete in terms of work on site and the site is now believed to be waiting for the Bird (Hobby) Inspection report/ ending of the breeding season before further movement in respect of the drill rig.

‘Tinker Town’ has now relocated further down the road in Barnby Moor, this land is believed to be Parish owned.

11 Infringements reported for May.

NNC Inspector have now completed 2 inspections (to date) and are happy with the site.

The Tinker Lane Community Group Facebook page was being heavily bombarded with protector information and as such the page has now been made changed so that all posts have to be preapproved and will now only display specific information to the site or relevant informative information.

IGas has arranged various onsite visits with community groups.

They advise as, of yet no decision has been made on the type of drill rig to be used (2 under consideration)

Photos of the visits are available via the IGas website.

9/0718 QUARRY UPDATE:

No Further update

10/0718 AMENITIES AND FACILITIES:

2x Cycle races: Cancelled throughout July, although will resume from August. No further action required. TT to look at the cascade process for road closure notification and to email details of the latest to CC.

Action: TT

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 board has been cleaned – the Perspex needs replacing at some point as it is becoming difficult to see through. The board has now been divided between Parish and Community news.

Picnic Bench: Planks to be replaced – RW has quotes of £102 (plus VAT) for 10 planks – 15 is needed. This gives 25yrs of life. £200 spend agreed.

Action: RW

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 booked for July 25th.

Action: CC

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. CW would like to see a copy of this.

Action: CC

The Allotments to be discussed at the September 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.

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).

Clerk to draft letter for residents on Underwood Avenue for Wardens to distribute in advance of works.

Clerk to write a letter to the Solicitors re Boundary.

To be further discussed in September. CIL monies earmarked for use of installation of permanent works.

Proposed by GH, second JH

Action CC/CW/RW/HH/JH

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

Action ALL

STAR Newsletter: The STAR Newsletter has requested a donation of £200, it is agreed that it will be proposed that we donate paper to the monetary value of £300 inc vat.

Letter to BE wrote to the STAR detailing this information.

Proposed by RW, second HH.

Action CC

11/0718 CORRESPONDENCE AND CORRESPONDENCE TO BE CIRCULATED:

Correspondence from NALC discussed re code of conduct.

12/0718 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.

13/0718 ANY OTHER BUSINESS:

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, CC agrees to this. CW to send out a meeting request via What's App to get everyone together.

Action: CC /CW

14/0718 DATE OF NEXT MEETING:

The date of the next meeting is Tuesday, 4th September 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

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