

 **P A R I S H O F W E S T O N I N G**

 **MINUTES of the Meeting of**

 **Westoning Parish Council**

 **held on Wednesday 8th July 2020 at 7.30pm**

 **by Zoom video conferencing**

**PRESENT:** Cllrs A Rayment (Chairman), E Bhasin, R Botterell, P Ellis, C Luff,

 A Marlow, J Nethersole, B Rogerson, E Russell

**IN ATTENDANCE:** Mrs K Barker (Clerk), 1 member of the public was present

 Agenda published on the noticeboard and on the website

**7298 Apologies for absence** – Cllr E Leftly, CBC Cllr J Jamieson

**7299 Minutes**

The minutes of the meeting held on 10th June 2020 were approved. Cllr Marlow proposed, seconded by Cllr Bhasin the approval of the minutes as a true record. All agreed by those present and to be signed by the Chairman at the next meeting in person.

**7300 Declaration of interests**

There were no declarations of interest

**7301 Matters Arising**

There were no matters arising.

**7302 Reports and representations**

Independent CBC Cllr – Adam Zerny

Cllr Zerny said he has been asked by a resident to raise the local plan with the Parish Council. There are 2 sites in Westoning for potential development included in the local plan which is out for consultation again. He said he wanted to ensure members of the public are aware that they can have their say to the consultation and this may be the last opportunity for the Parish Council to make their comments. There is no blanket ban on other sites being added so the Parish Council need to be aware of this.

**7303 Public Participation**

There were no comments from members of the public.

**7304 Finance**

7304.1 Bank balances and finance report:

 The Clerk circulated the new finance report prior to the meeting.

|  |  |
| --- | --- |
|  |  **£** |
| TSB Community Account  | 37,412.20 |
| TSB Instant Access Account | 86,139.74 |
| **TOTAL**  | 123,551.94 |

7304.2 Cllr Botterell proposed, seconded by Cllr Rogerson approval of the following payments, agreed by all:

|  |  |  |
| --- | --- | --- |
| **Cheque Number** | **Payee**  |  **£** |
| 000371 | Clerk – salary | 481.45 |
| 000371 | Clerk – expenses | 56.61 |
| 000372 | HMRC – Clerks tax | 1.80 |
| 000373 | Parish Warden – village tidying | 275.00 |
| 000374 | D J Granger – grass cutting invoice 020566 | 402.94 |
| 000374 | D J Granger – grass cutting invoice020599 | 402.94 |
| 000375 | Andy Muskett Ltd – 1st quarter light maintenance | 124.00 |
| 000376 | N Gates – Christmas tree enclosure  | 400.00 |
| 000377 | Smith of Derby – clock tower maintenance | 300.00 |
| 000378 | Barbara Osborne – payroll | 66.00 |
|  | **TOTAL** | **2,510.74** |

7304.3 Other finance matters:

 7304.3.1 TSB - Mandate change form

The Clerk said that she will check whether a new form needs completing due to the lapse of time.

Bank charges £5.00 per month

Pending..

 7304.3.2 Financial Regulations – new version

Cllr Ellis proposed, seconded by Cllr Marlow to adopt the new financial regulations, agreed by all.

 7304.3.3 Budget adjustments

The Chairman spoke about some proposed adjustments to the budget that he circulated. He said that as some of the major projects are taking shape, the Parish Council are able to gain a clearer picture of the 2020/2021 budget needs. He stressed that the overall total expenditure budgeted is not being changed and is being redistributed in several areas to more accurately reflect the way in which the Council’s expenditure and reserves will be recorded and reported.

**Budget – regular spreadsheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Head** | **Budget Amount** | **Reason for Amendment** | **-** | **+** |
| Hall Hire | £900 | Zoom meeting mean that Hall Hire will be reduced | £500 | £0 |
| General | £0 | Items such as Zoom subscription and Bank charges | £0 | £500 |
| Rec Maintenance | £3,302 | Budget in excess of need | £2,000 | £0 |
| Hard Court Area | £7,840 | Major Project Area – additional budget needed | £7,840 | £0 |
|  |  | Sub Total Reduction / Addition | £10,340 | £500 |

**Major Projects spreadsheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Head** | **Budget Amount** | **Reason for Amendment** | **-** | **+** |
| Safety Surface – Children’s Play Area | £12,000 | As the children’s play area is currently closed, delay repairs (subject to inspection) or defer to next year and use budget for new fence to Rec Ground | £0 | £0 |
| Hard Play Area resurfacing | £15,000 | Additional work being done @ £2,210 extra but additional budget needed for fence and handrail to new planted area plus cost of shrubs | £0 | £5,000 |
| Rec Ground restoration | £5,000 | Budget only needed for the donation made to WFC for mower of £1,000 | £4,000 |  |
| Blank | £0 | Add notice Board (£1,810) + installation (£200 est) | £0 | £2,010 |
| Major Projects from Budget-Regular | £8,142.50 | Increase contribution from Budget – Regular to Major Projects Contingency | £0 | £6,830 |
|  |  | Sub Total Reduction/Addition | £4,000 | £7,010 |
|  |  | Total Reduction / Addition | £14,340 | £14,340 |

In addition to the budget adjustments, it was also proposed that the Parish Council:

* proceed with the street lighting improvements as soon as possible
* make repairs to the safety surfaces under the swings and slide
* erect the fence, hand rail and gate around the new planted area near the recreation ground entrance
* proceed with the Christmas event, with tray service for mulled wine and mince pies to avoid queues and enable social distancing
* autumn overseeding of grassed area surrounding Christmas Tree enclosure
* replace the gates and fence to the Recreation Ground in August or October half term
* plan to re-open the children’s play area as soon as the resurfacing of the hard play area is completed and hardened off.

Cllr Rogerson proposed, seconded by Cllr Ellis the approval of the changes, agreed by all. The Clerk to adjust the budget. (**Action Clerk**)

**7305 Highways**

7305.1 Damaged village entrance signs/railings

The graffiti has been mostly removed.

7305.2 Traffic Management/Parking Control

To be reviewed when circumstances permit.

7305.3 Village Walk/Reports

The walk to be arranged when circumstances permit.

* The Clerk to report the overgrowing hedgerow along from Flitvale Garden Centre near the row of houses. The hedge is overgrowing the footpath making it difficult to walk. (**Action Clerk**)
* The trees in the Recreation Ground need cutting back. The Chairman to arrange the work. (**Action Chairman**)
* Path number 7 has now been strimmed.
* Graffiti was reported in the bus shelter. To be assessed and action taken.

**7306 Village Matters**

7306.1 Community Christmas Event

The Chairman said that the event will depend on the restrictions in place at the time. The Parish Council agreed to continue with the event but in a modified form. The sub-committee to recommend the format at the October meeting.

7306.1.1 Storage of equipment

 Cllr Botterell said he will arrange some storage.

7306.2 Burial Ground

To be reviewed when circumstances permit.

7306.3 Recreation Ground

7306.3.1 Dissolving the Rec Ground Charity and transfer of assets to the

Parish Council

The Chairman said that he has had a response from the Charity Commission and it appears that the land was never formally transferred to the Charity. It would be prudent to seek registration of the land in the name of the Parish Council. The Chairman said that he has been in contact with a resident who is a Solicitor specializing in conveyancing who is happy to help with land registry.

7306.3.2 Recreation Ground improvements/maintenance

The Chairman said that approval is required for the draft heads of terms/agreement for the transfer of responsibility for the management, maintenance and control of the grassed area of Westoning Recreation Ground from the Westoning Recreation Club to Westoning Football Club. The Parish Council resolved to accept the draft terms.

7306.3.2.1 Lawnmower

 Consideration is being given to the type of lawnmower required.

7306.4 Hard surface area/block paved area

The Chairman said that the work will shortly be completed.

* 1. Youth Facilities/Club

Nothing to report.

 7306.6 Website

The Clerk to update the list of Cllrs on the website and add that any organisations looking to place an article on the noticeboard should contact Cllr Nethersole. The Clerk to also put the latest edition of Westoning On Sunday on the website. (**Action Clerk**)

7306.7 Noticeboard

The Chairman said that the noticeboard has been ordered and will be delivered mid July. He said that he hopes it will be in place by the August meeting. Any notices placed on the noticeboard to be removed after 2/3 weeks.

7306.8 Litter bin – Recreation Ground – request for larger bin

The bin needs to go on the new tarmac area. The Clerk said that she has chased this up.

 (**Action Clerk**)

7306.9 Clock Tower

Cllr Ellis said that Smith of Derby attended the clock tower and removed the clock for further investigation. Cllr Ellis said that he will find out how much the repairs will cost.

 (**Action Cllr Ellis**)

7306.10 Lights replacement programme

The Clerk confirmed that the Contractor, Andy Muskett, replaced 9 lights last year leaving 19 left to change. He supplied a quote of £2,682.00 + VAT to install LED lanterns including rewire and disposal of the old lanterns in Richmond Road (8), Bell Close (1) and Tyburn Lane (1). This will leave a further 9 lights to replace in 2021. Cllr Luff proposed, seconded by Cllr Nethersole to accept the quote, agreed by all. The Clerk to inform Andy Muskett.

 (**Action Clerk**)

7306.11 Flagpole

Cllr Bhasin agreed to inform the School Governors of the idea and gauge their interest. The Parish Council agreed to review it in September.

7306.12 Flower Planters

The Chairman said that concrete planters with a diameter of 1.2m will cost in the region of £200 – 240 each. The Chairman said that he will contact CBC Cllr Jamieson to ask if CBC can offer some advice and if they have any suggestions regarding suppliers. As most of the planters will need to be sited on grass verges, permission will be needed from CBC Highways once the preferred locations have been identified. Details about ‘adopting a planter’ have been placed in Westoning On Sunday.

The Clerk to ask CBC if they can provide a map covering the whole village showing which areas of land, roads and verges are owned by CBC. (**Action Clerk**)

7306.13 Covid-19 – updates

Westoning Cares to continue in operation while the need for shopping is required.

7306.14 Speedwatch

Cllr Nethersole said that she has been looking into setting up a speedwatch group. A small group of volunteers will be needed and 1 coordinator. Training will be given and the speedwatch locations would need to be assessed. Cllrs Nethersole, Russell, Botterell, Ellis and Marlow volunteered.

**7307 Play Area**

 7307.1 Re-opening of play area

Cllr Ellis said that he drew up and circulated a detailed guidance notice to be placed in the play area. He has also done a risk assessment. The play area to re-open once all necessary actions have been taken and the notice satisfies the Insurers and Government guidelines.

**7308 Planning**

7308.1 Planning Applications:

 No planning applications were received.

7308.2 Other Planning Matters

 7308.2.1 Enforcement Case - 4 Manor Gardens – works to protected tree TPO

5/1967. Nothing to report.

 7308.2.2 Oak Tree, Church Road with TPO

The Clerk said that the resident has been informed that their actions may be detrimental to the tree. The Parish Council to monitor.

7308.2.3 Development Management Committee - Chestnut Lodge, Church Road

To be held on 22nd July – the Parish Council will not be attending.

**7309 Committees/Sub Groups/Representatives - Reports**

Allotments – Cllr Nethersole said that there has been a lot of activity on the allotments and a lot of fruit and vegetables produced.

**7310 General correspondence:**

Magpas Air Ambulance funding request

**7311 Date of next meeting: Parish Council Meeting**

 **Wednesday 12th August 2020 at 7.30pm**

 **Village Hall, Westoning or via Zoom**

The Clerk confirmed that the National Association of Local Councils is still strongly advising Parish and Town Councils not to hold physical meetings and continue with video conferencing.

The meeting closed at 9.15pm

Approved: ………………………………………………. Date: ……………………………………………………….