

## WESTON PARISH COUNCIL

### Minutes of the Parish Council Meeting held on Wednesday 4<sup>th</sup> April 2018 in the Village Hall, Weston commencing at 7.30 p.m.

#### **Present:**

Councillors: D. Chase, G. Francis, P. Laughton, M. Lowney, P. Nice, T. Webster  
Clerk: S. Akerman

Members of the Public: 2

#### **180401 To receive Apologies for Absence and Declarations of Interest**

Apologies were received and accepted from Cllr. Allarton, County Councillor Laughton and District Councillor Michael  
There were no Declarations of Interest

#### **180402 To accept the minutes of the meeting held on 7<sup>th</sup> March 2018**

The minutes were accepted as a true and correct record and duly signed by the Chair.  
Proposed by Cllr. Lowney and seconded by Cllr. Webster

#### **180403 To note and report matters arising from the minutes & the progress of ongoing items**

- a) Parish Clock update - Cllr. Chase advised that the repairs identified some time ago has been completed and it is now possible to look at entering a service contract. Clerk has provided details of the company used by neighbouring councils and will follow up with Cllr. Allarton
- b) Annual Parish Meeting – Saturday 19<sup>th</sup> May at 10am agreed. Proposed agenda also agreed – Robert Jenrick unable to attend. Clerk to contact Cllr. Allarton for PCC representative and PCSO Crowhurst.
- c) Best Kept Village 2018 – details circulated prior to the meeting. **All agreed** timing not right for an entry this year and to include as an item on the APM agenda to seek interest from the village with a view to entering in 2019
- d) Royal British Legion 'Silent Soldier' Campaign – difficult to decide on an appropriate location for a silhouette. All agreed not to proceed but to make a donation similar to last year nearer November.

#### **Open Forum – ten minutes to receive questions & comments from members of the public**

Nothing raised

#### **180404 To receive reports from County Council and District Council Representatives**

Neither Cllr Laughton nor Cllr Michael were able to attend the meeting.

#### **180405 To receive and consider any highways issues**

Clerk advised two emails have been received from residents concerned with the condition of Main Street and that responses have been sent advising the work that is planned. Details also posted on the website, Facebook and in Unity. Cllr. P. Laughton advised that Via East Midlands are assessing the scheme including the provision of a dropped kerb at Walnut Close.

#### **180406 To consider financial matters**

- a) To record the balance of accounts at 31<sup>st</sup> March 2018 - Clerk reported the balance was £10,648.09 including £878 in the defibrillator fund. Bank statements are available for Councillors to view if required.
- b) To report receipts – none
- c) To report payments – N&SDC dog bin contract for 2017/18 @ £461.76 (chq 489)
- d) N&SDC Dog Waste Bin Contract for 2018/19 – charge increased by to £1.90 per bin/week an increase of £5p which has been included in the budget. **All agreed** Clerk to sign and return the contract.

**180407 To consider any planning matters & receive an update on ongoing applications**

a) 18/00570/FUL, Scarthingmoor Lodge – details circulated prior to the meeting. A brief discussion was followed by a vote and **all agreed** to support the application.

b) 18/00251/FUL, Hutchinson Engineering Services - approved

**180408 To receive an update on Data Protection Regulations (GDPR)**

Clerk advised that still waiting for a decision on whether a clerk can be the DPO or whether NALC will provide the service. N&SDC have stated it will not.

Clerk amending existing policies and drafting new policies required and suggested these be presented to Council at for adoption at the June meeting. **All agreed**

**180409 To receive and consider correspondence received in addition to that detailed below.** (Details of correspondence are available from the Clerk and will be posted to website and Facebook where appropriate)

i) NALC planning training in June – Cllr. Francis and Cllr. P. Laughton both expressed a wish to attend. Clerk to arrange and send booking form with payment £70 (chq 490)

ii) Notts Police – latest issue of *'The Beat'*

iii) Notts Police – details of their Independent Custody Visitor Scheme

iv) Rural Community Action – leaflet giving information and advice on tackling fraud

v) UK Parliament – Vote 100 marking key anniversaries through 2018

vi) ElanCity – information regarding radar speed signs

**180410 To consider and discuss any non-agenda items and business for the next meeting in May**

No non-agenda items raised

Next Meeting (AGM):

Election of Chair and Vice Chair

Approve Accounts for 2017/18 and complete Annual Return

Review and adopt Financial Regulations and Standing Orders

There being no further business the meeting was closed at 8.25pm

These minutes were approved as a true and correct recorded and signed by the Chair on Wednesday 2<sup>nd</sup> May 2018. Minute ref. 364-365. Minutes recorded by the Clerk to Weston Parish Council

## WESTON PARISH COUNCIL

### Minutes of the Parish Council Annual General Meeting held on Wednesday 2<sup>nd</sup> May 2018 in the Village Hall, Weston commencing at 7.30 p.m.

#### **Present:**

Councillors: D. Chase, R. Allarton, M. Lowney, P. Nice, T. Webster  
District Councillor: S. Michael  
Clerk: S. Akerman

Members of the Public: 1

#### **180501 To elect officers of the council**

Both Cllr. Chase and Cllr. Allarton were asked if they were willing to remain in office. Both agreed they were.

Chair: Cllr. Chase Proposed by Cllr. Allarton and seconded by Cllr. Lowney.

Vice Chair: Cllr. Allarton Proposed Cllr. Chase and seconded by Cllr. Nice.

Acceptance of Office forms were completed and signed.

#### **180502 To receive apologies for absence and Declarations of Interest**

Apologies were received and accepted from Cllr. Francis, Cllr. P. Laughton and County Councillor Laughton.

There were no Declarations of Interest

#### **180503 To accept the minutes of the meeting held on April 4<sup>th</sup> 2018**

The minutes were accepted as a true and correct record and duly signed by the Chair.

Proposed by Cllr. Nice and seconded by Cllr. Lowney.

#### **180504 To note and report matters arising from the minutes & the progress of ongoing items**

Cllr. Allarton advised that details of the company who may provide maintenance for the parish clock are with Simon Meadows to follow up.

#### **Open Forum – ten minutes to receive questions and comments from members of the public**

Brief discussion on the progress and timing of the re-surfacing of Main Street and Bell Lane. Clerk to find out what notice will be given for the work and how this will be communicated and report back.

#### **180505 To receive reports from County Council and District Council Representatives**

District Councillor Michael commented on the opening of Gladstone House in Newark and that a similar 40-bed facility is planned for Ollerton.

#### **180506 To receive and consider any highways issues**

Cllr. Allarton asked whether it would be feasible to have a weight limit on Bell Lane following the road re-surfacing. Clerk to follow up with County. Cllr. Laughton and report back.

#### **180507 To consider financial matters**

- a) To record the balance of accounts at 30<sup>th</sup> April - Clerk reported the balance was £12,453.56 including £878 in the defibrillator fund. Bank statements are available for Councillors to view if required.
- b) To report receipts – first tranche of the precept received at £1,875
- c) To report payments - none
- d) To discuss and agree insurance renewal – Clerk provided a comparison of three quotes provided by Came & Co. A brief discussion followed and all agreed to renew with Inspire – chq 000491 at £218
- e) To approve the accounts for 2017/18 – summary of accounts circulated prior to the meeting. Cllr. Allarton proposed and Cllr. Nice seconded the accounts be accepted as a true record. **All agreed** and the accounts were duly signed by the Chair and Clerk.

- f) To complete the Annual Governance Statement & Accounting Statement for 2017/18 - The Annual Governance Statement (*page 5 of the Annual Return*) was read out by the Chair and a 'Yes' response given to each question. This was duly approved and signed by the Chair and Clerk. Following this, the Accounting Statements and Certificate of Exemption were duly completed and signed by the Chair and Clerk

**180508 To review and agree council policies**

- a) Standing Orders – redrafted and circulated prior to the meeting. Cllr. Lowney proposed and Cllr. Allarton seconded the Standing Orders be accepted as presented. **All agreed** and duly signed by the Chair and Clerk.
- b) Financial Regulations - no amendments required. Cllr. Nice proposed and Cllr. Webster seconded the Financial regulations be accepted as presented. **All agreed** and duly signed by the Chair and Clerk.

**180509 To consider planning matters and receive updates on ongoing applications**

- a) 18/00392/FUL Redroofs Farm – application permitted
- b) 18/00302/FUL The Piggery – application approved

**180510 To receive an update on GDPR**

Clerk advised work on the new required policies is ongoing and they will be ready to circulate for approval at the June meeting.

Latest update from NALC regarding the appointment of a DPO is that the government has tabled an amendment to the Bill to exempt parish councils from appointing a DPO. More details to follow when available.

**180511 To receive feedback from the Safer Neighbourhood Group meeting**

Cllr. P. Laughton was not present at the meeting. It is hoped PCSO Crowhurst will be able to attend the Annual Parish Meeting on 19<sup>th</sup> May and provide an update.

**180512 To receive and consider correspondence received**

Robert Jenrick – letter received regarding consultation on unauthorised traveller encampments. Clerk to circulate the link to the consultation and include on the June agenda for a response.

NALC – new councillor training in September. Clerk asked to request an evening event

Clothing Bin – Cllr. Webster advised the meeting that he had been contacted by two residents complaining about the bin. Cllr. Chase added that the village hall committee had installed the bin and been in contact with the residents concerned. A review of the situation is to be held in six months.

**180513 To consider and discuss any non-agenda items and business for the meeting on Wednesday 6<sup>th</sup> June**

No non-agenda items raised

Next Meeting:

Annual Parish Meeting – Saturday 19<sup>th</sup> May at 10am

June 6<sup>th</sup>:

GDPR policies review

There being no further business the meeting was closed at 8.20pm

These minutes were approved as a true and correct record and signed by the Chair on Wednesday 6<sup>th</sup> June 2018. Minute ref. 366-367. Minutes recorded by the Clerk to Weston Parish Council.

## WESTON PARISH COUNCIL

### Minutes of the Parish Council Meeting held on Wednesday 6<sup>th</sup> June 2018 in the Village Hall, Weston commencing at 7.30 p.m.

#### **Present:**

Councillors: R. Allarton, G. Francis, P. Laughton, M. Lowney, P. Nice,  
District Council: S. Michael  
Clerk: S. Akerman

Members of the Public: 1

In the absence of Cllr. Chase the meeting was chaired by the Vice Chair, Cllr. R. Allarton

#### **180601 To receive Apologies for Absence and Declarations of Interest**

Apologies were received and accepted from Cllr. Chase, Cllr. Webster and County Councillor Laughton.

There were no Declarations of Interest

#### **180602 To accept the minutes of the meeting held on 2<sup>nd</sup> May 2018 (AGM)**

The minutes were accepted as a true and correct record and duly signed by the Chair.  
Proposed by Cllr. Francis and seconded by Cllr. Nice

#### **180603 To note and report matters arising from the minutes & the progress of ongoing items**

- e) Response to consultation on unauthorised traveller encampments – details and link to consultation circulated prior to the meeting. Discussion followed and **all agreed** for Clerk to write to Robert Jenrick commenting on need for more effective system of dealing with illegal encampments.
- f) LIS Application for village signs – Clerk advised the application has been successful for the amount of £5,940 subject to permission from Highways for location. Discussion followed on design of sign and agreed Clerk to request a draft design using three stained glass windows from church. Suggestion that draft be posted on Facebook requesting feedback and comment – **all agreed**. Procedure for Highways permission to be reviewed. Update to be provided at next meeting.
- g) Best Kept Village Competition – discussion on how to gain interest from village for a steering group. Notices to be posted on Facebook, Unity etc. to gain indication of interest. Update to be provided at next meeting.

#### **Open Forum – ten minutes to receive questions & comments from members of the public**

Nothing raised

#### **180604 To receive reports from County Council and District Council Representatives**

District Councillor Michael mentioned the recent flooding at Sutton-on-Trent. Cllr. Laughton to chair a discussion on flooding at the next Sutton-on-Trent Council meeting on Tuesday 12<sup>th</sup> June with Severn Trent and Highways. Clerk to contact Cllr. Laughton regarding Bell Lane/Great North Road flooding.

#### **180605 To receive and consider any highways issues**

- e) Bell Lane weight limit – Clerk has been advised that it may be difficult to obtain approval for a weight limit and suggested applying for new 'unsuitable for heavy vehicle' style signage.
- b) Clerk asked to post a notice to residents and in Unity requesting no parking on the pavement once the scheduled work has been completed.

#### **180606 To consider financial matters**

a) To record the balance of accounts at 31<sup>st</sup> May 2018 - Clerk reported the balance was £12,485.55 including £1,128 in the defibrillator fund. Bank statements are available for Councillors to view if required.

b) To report receipts – this year's grant of £250 for the defibrillator fund has been received from Hutchinson Engineering and is included in the figure quoted above. Clerk to write with thanks.

To report payments - none

**180607 To consider any planning matters & receive an update on ongoing applications**

a) 18/00570/FUL single storey extension at Scarthingmoor Lodge - Permitted

**180608 To receive an update on Data Protection Regulations (GDPR)**

a) Appointment of Data Protection Officer – Clerk advised the proposed amendments to the legislation have been passed and this is no longer a requirement for parish councils.

f) Adoption of existing policies updated: Communications Policy, Social Media Policy – Clerk circulated prior to the meeting with proposed amendments:

Communications Policy – **all agreed** to accept as proposed

Social Media Policy – **all agreed** to accept with removal of 'Myspace' as example of social media

g) Adoption of new policies: Data Protection Policy, Privacy Notices, SAR, Data Breach Policy, Documentation Retention Policy – Clerk circulated prior to the meeting:

Data Breach Policy – **all agreed** to accept as proposed

Data Protection Policy – **all agreed** to accept with amendment of 'Use of personal data' paragraph

Document Retention Policy – **all agreed** to accept as proposed

Privacy Notice (Public) - **all agreed** to accept as proposed

Privacy Notice (Councillors and staff) - **all agreed** to accept as proposed

Subject Access Request Procedure - **all agreed** to accept as proposed

Clerk to circulate councillors GDPR Security Compliance Checklist for completion.

**All agreed** policies to be reviewed annually and procedures to be reviewed and updated when required.

Cllr. Francis thanked the Clerk for the work on GDPR and writing the new policies.

**180609 To review Risk Assessment**

Clerk circulated prior to meeting with proposed amendments. Discussion on following:

a) Section 4 Manual Handling - Cllr. Allarton requested amendment to wording regarding potential injury and within Management of Risk section for individuals to assess any situation for themselves. **All agreed** Clerk to redraft wording.

b) Section 2 Council Records, Electronic – Cllr. Lowney requested wording for laptop and hard drive to be amended to read 'current location deemed secure'. **All agreed** Clerk to redraft wording.

c) Other proposed amendments circulated accepted – **all agreed**.

**All agreed** the Risk Assessment to be reviewed annually unless otherwise required.

**180610 To receive and consider correspondence received in addition to that detailed below.** (Details of correspondence are available from the Clerk.)

a) Via East Midlands – letter advising the dated for work on the footway and kerbs and also for the resurfacing of Main Street (also to residents on Main Street). Footway and kerb work to commence on Monday 11<sup>th</sup> June.

Cllr. P. Laughton advised that notices had been posted at both ends of Main Street stating the road would be closed from Friday 15<sup>th</sup> June. She advised the road will only be closed when necessary and work will commence on the 11<sup>th</sup> June.

b) National Rural Crime Network Survey – link circulated

c) NCC Civic Service at Southwell Minster on 24<sup>th</sup> June at 3pm

d) Consultation for Nottinghamshire Local Geological Site Criteria open – link circulated

e) Seafarers UK – request to fly Red Ensign on Merchant Navy Day 3<sup>rd</sup> September

f) East Midlands Food and Drink Heroes, Tuesday 26<sup>th</sup> June. Clerk to forward to Cllr. Chase

**180611 To consider & discuss any non-agenda items & business for the next meeting in July**

Non-agenda items:

- a) Clerk advised the audit for 2017/18 returned with no recommendations for change or action. Notice of public rights has been posted.
- b) Parish Clock – Cllr. Allarton has provided the contact details for someone who may be able to complete required repairs. Clerk to contact for more information.
- c) Nomination of representative on Village Hall Committee required to meet needs of the trust deed. Cllr. Francis is a committee member and all agreed he be the nominated representative. Position to be included in Office Holders election at AGM in May 2019.

Next Meeting: 4<sup>th</sup> July:

Update on village signs

Update on Best Kept Village

Update on parish clock

There being no further business the meeting was closed at 9.10pm

These minutes were approved as a true and correct record and signed by the Chair on Wednesday 4<sup>th</sup> July 2018. Minute ref. 372-374. Minutes recorded by the Clerk to Weston Parish Council

## WESTON PARISH COUNCIL

### Minutes of the Parish Council Meeting held on Wednesday 4<sup>th</sup> July 2018 in the Village Hall, Weston commencing at 7.30 p.m.

#### **Present:**

Councillors: D. Chase, P. Laughton, M. Lowney  
Clerk: S. Akerman

Members of the Public: 1

#### **180701 To receive Apologies for Absence and Declarations of Interest**

Apologies were received and accepted from Cllr. Webster, Cllr. Nice, Cllr. Francis and Cllr. Allarton. Apologies were also received and accepted from District Cllr. Michael and County Cllr. Laughton.

There were no Declarations of Interest

#### **180702 To accept the minutes of the meeting held on 6<sup>th</sup> June 2018**

The minutes were accepted as a true and correct record and duly signed by the Chair. Proposed by Cllr. Lowney and seconded by Cllr. Laughton.

#### **180703 To note and report matters arising from the minutes & the progress of ongoing items**

- h) Best Kept Village Competition – Clerk advised that no comments of interest to be involved had been received. Cllr. Laughton suggested a letter drop after the road improvements have been completed. **All agreed** to include the topic on the October meeting agenda.
- i) Bell Lane & request for improved road signage – Clerk advised Mike Keeling at Via suggested a site meeting to discuss this and the proposed locations of new village signs. To be arranged for Clerk and Cllr. Chase and details circulated to all councillors.
- j) Parish Clock – Clerk advised message have been left for the individual who had expressed an interest in the clock. To be followed up with Cllr. Allarton.
- k) Village Signs – design mock-up circulated prior to the meeting. **All agreed** the design in principle, Clerk to go back to Malcom Lane with comments and request revised image.
- l) Benches – **All agreed** to include on the agenda for August. Clerk to follow up with Cllr. Michael regarding contact with the community groups.
- m) GDPR Security Compliance Checklist – Clerk requested any outstanding forms to be completed and returned.

#### **Open Forum – ten minutes to receive questions & comments from members of the public**

Member of the Public (MOP) raised concern over the overgrown hedge behind the telephone box and also at the bungalow next door. Clerk to report to NCC.

#### **180704 To receive reports from County Council and District Council Representatives**

Neither were able to attend the meeting. Nothing raised

#### **180705 To receive and consider any highways issues**

- c) Clerk advised patch of overgrown verge towards corner of Main Street and B1164 has been reported and Via have responded the work is complete. This is not the case. Cllr. Laughton to investigate.
- d) Pot hole at the junction of Main Street and B1164 to be reported by Clerk.
- e) Email circulated asking members for thoughts on the patch of ground next to the bus stop on Main Street currently full of weeds and whether a request for this to be tarmacked over should be submitted. Various responses received and a discussion was had. **All agreed** to request this are be covered over. Clerk to contact Via.



**180706 To consider financial matters**

a) To record the balance of accounts at 30<sup>th</sup> June 2018 – Clerk reported the balance was £12,485.55 including £1,128 in the defibrillator fund. Bank statements are available for Councillors to view if required.

b) To report receipts and agree payments:

Receipts: None to report

Payments:

ICO renewal at £40 (chq 492)

Community Heartbeat Trust at £176 (chq 493) – annual membership at £124 and emergency telephone line rental at £52

**180707 To consider any planning matters & receive an update on ongoing applications**

Nothing to report

**180708 To receive an update on the defibrillator**

a) Payment of annual charges for membership and emergency telephone (see above)

b) Training – Newark Community First Aiders running a second training evening at the village hall in September. **All agreed** the Council to make a donation with the topic to be added to the August agenda for further discussion.

**180709 To receive correspondence received from a resident**

Details circulated prior to the meeting and a discussion followed. Cllr. Laughton to mention incidents at the next Safer Neighbourhood Group meeting on 12<sup>th</sup> July. Clerk to post more notices around the village regarding dog fouling and to write to the resident concerned.

**180710 To receive and consider correspondence received.**

a) Notts Police are recruiting now for Special Constables. A link has been shared on Facebook

b) CHT have launched a national defibrillator database at [www.nddb.uk](http://www.nddb.uk)

**180711 To consider & discuss any non-agenda items and business for the next meeting in August**

a) Cllr. Allarton reported via the Clerk that there was a churchyard clearance held on Sunday 1<sup>st</sup> July and thanked Cllr. Francis for his help.

b) Cllr. Allarton also asked via the Clerk for a reminder to be made for the celebration of the churchyard extension to be held this Saturday 7<sup>th</sup> July.

c) Clerk is holding a number of new and unused burial registers and asked what the Council wanted to do with them. **All agreed** to circulate details to other councils via Notts ALC and the Notts SLCC network.

Next Meeting: 29<sup>th</sup> August:

h) Clerk Salary & Expenses

There being no further business the meeting was closed at 8.40pm

These minutes were approved as a true and correct recorded and signed by the Chair on Wednesday 29<sup>th</sup> August 2018. Minute ref. 375-376. Minutes recorded by the Clerk to Weston Parish Council

## WESTON PARISH COUNCIL

### Minutes of the Extra-ordinary Parish Council Planning Meeting held on Monday 23rd July 2018 in the Village Hall, Weston commencing at 7.30 p.m.

#### **Present:**

Councillors: D. Chase, P. Laughton, M. Lowney, T. Webster, G. Francis  
Clerk: S. Akerman

Members of the Public: 1

#### **180712 To receive apologies for absence and Declarations of Interest**

There were no apologies received and no Declarations of Interest.

#### **180713 To review and discuss planning application 18/01244/FUL**

Application to erect a rear ground floor single storey extension at Sunnyside Farm, Main Street, Weston.

Documents were circulated prior to the meeting. The Clerk also drew the attention of the meeting to application 18/01308/LBC (Listed Building Consent) which also relates to this application and that the accompanying documents were the same.

A discussion followed and it was **agreed unanimously** to support the application, proposed by Cllr. Francis and seconded by Cllr. Laughton.

#### **180714 To consider and discuss any non-agenda items**

The Clerk advised the meeting of attendance at the Normanton-on-Trent Parish Council meeting on Tuesday 17<sup>th</sup> July at which representatives of J G Pears and the Environment Agency were in attendance along with approx. 60 members of the public. The Clerk reported that the EA are working with Pears to identify and locate the recent increased bad smell and advised the ways for Weston residents to report this. Details will be made available on the website and have been shared on Facebook.

#### **180715 To agree siting for new village gateway signs**

Following a recent meeting with Via East Midlands, the Council is required to agree the locations for two new gateway signs on the B1164 Great North Road. The Chairman explained the two proposed locations to the members and it was agreed that the meeting be adjourned in order for the sites to be visited.

The meeting was adjourned at 7.50pm and the Council proceeded to the junction of Main Street and the Great North Road. Following a discussion, the members moved to the south side of the village on the Great North Road. **All agreed** that the new signs should be located closer to the village entrance in both directions and that the existing signs be retained.

Clerk to contact Via East Midlands with this decision and Cllr. Chase to contact the nearest householder to the sign at the south of the village.

There being no further business the meeting was closed at 8.05pm

These minutes were approved as a true and correct recorded and signed by the Chair on Wednesday 29<sup>th</sup> August 2018. Minute ref. 377. Minutes recorded by the Clerk to Weston Parish Council.

## WESTON PARISH COUNCIL

### Minutes of the Parish Council Meeting held on Wednesday 29<sup>th</sup> August 2018 in the Village Hall, Weston commencing at 7.30 p.m.

#### **Present:**

Councillors: D. Chase, P. Laughton. M. Lowney, P. Nice  
County Councillor: B. Laughton  
District Councillor: S. Michael  
Clerk: S. Akerman

Members of the Public: 4

#### **180801 To receive Apologies for Absence and Declarations of Interest**

Apologies were received and accepted from Cllr. Webster, Cllr. Francis and Cllr. Allarton.  
There were no Declarations of Interest

**Open Forum** – ten minutes to receive questions and comments from members of the public

- The Council received information from a resident wishing to provide information to the Council regarding the piece of land adjacent to the bus stop on Main Street which has recently had weeds and overgrown vegetation and has subsequently been covered over with tarmac. The resident had wanted to plant the area but had been prevented from doing so by ViaEM due to underground cables and proximity to the highway.
- A resident thanked the Council for the recent work on the footpaths stating they were a great improvement.
- A resident asked in view of the governments 'Greener, Cleaner, Safer' initiative, what the Council's policy was on nuisance and noisy dogs. This falls under the jurisdiction of the District Council and any complaint should be forwarded to N&SDC or Cllr. Michael. Cllr. Laughton advised that District Council Dog Wardens are expected to be in place within the next few months.

#### **180802 To accept the minutes of the meetings held on 4<sup>th</sup> July and 23<sup>rd</sup> July 2018**

The minutes from 4<sup>th</sup> July were accepted as a true and correct record and duly signed by the Chair. Proposed by Cllr. Lowney and seconded by Cllr. P. Laughton.

The minutes from the planning meeting on 23<sup>rd</sup> July were accepted as a true and correct record and duly signed by the Chair. Proposed by Cllr. P. Laughton and seconded by Cllr. Lowney.

#### **180803 To note & report matters arising from the minutes not covered elsewhere on the agenda**

- n) Bell Lane road signage - following a meeting with ViaEM the HGV signs have been replaced at the junction with the Great North Road.
- o) Parish Clock – Clerk to follow up with Cllr. Allarton for the next meeting.
- p) Village Signs – Clerk circulated drawings of the centre scene and provided detail on the process to signing off a design and also the quote details. All agreed to consider the draft design with a view to reaching a decision at the next meeting.
- q) First Aid Training – it was agreed at the July meeting that a donation would be made to the Newark Community First Aiders in lieu of their evening course to be held on 26<sup>th</sup> September. Cllr. Lowney proposed and Cllr. P Laughton seconded an amount of £50. **All agreed.**
- r) GDPR Security Compliance Checklist – remaining councillors to sign and return forms to the Clerk for the next meeting.

#### **180804 To receive reports from County Council and District Council Representatives**

District Councillor Michael stated that whilst August had been a quiet month, the following could be reported from the District Council:

- The new Chief Executive John Robinson has been in position since 23<sup>rd</sup> July

- Electrical vehicle charging stations are to be installed in all council carparks
- At the June meeting of the District Council it was agreed to extend the lorry park at the cattle market to make up for space lost to Castle House
- N&SDC have agreed to abolish the use of sky lanterns and helium balloons on all council land and encourage all town and parish councils to do likewise
- Work on the 40-bedroomed assisted living facility at Ollerton is ongoing

County Councillor Laughton reported:

- Southwell Ploughing Match is on 29<sup>th</sup> September and this year will be held at Little Carlton.

#### **180805 To receive and consider any highways issues**

- Cllr. Lowney queried why a small section of footpath at the Colley Lane end of Main Street has not been resurfaced along with the rest of the road and asked why this section was not included in the scheme funding.
- In addition, a section of footpath from the bus stop to Hayfield Grove has not been resurfaced and Cllr. Lowney queried whether this was not included in the scheme because the condition of the footpath is good or whether the scheme ran out of funds as has been suggested by some residents.

Cllr. Laughton to look into these queries and respond.

- Cllr. Lowney asked for details of the maintenance work to be carried out on Bell Lane. The recent Roadworks Bulletin states the work will extend 150 yards along Hawbush Road, however this road has been 'marked up' similarly to Bell Lane along its length to the Normanton Road. Cllr. Lowney also asked what provision has been made in the scheme for Bell Lane for water run-off.

Cllr. P. Laughton to query both these points and respond.

- A number of problems with footpaths and overgrown vegetation have been reported to the Clerk and logged with ViaEM. Cllr. Lowney mentioned the footpath along the Great North Road near Post Boy Cottages where the path is close to disappearing – 'siding up'. Cllr. Laughton agreed to look into this issue.
- It was also reported that holes have been made in the newly resurfaced pavement to accommodate driveway gates at a property on Main Street. Gates opening onto the pavement are deemed a hazard and the Clerk was asked to log a report with Via EM.
- The water leak on Main Street which was reported to Severn Trent has not been repaired and concerns were raised that any work needed should be completed before the road is resurfaced. Clerk to report again.

*County Councillor Laughton left the meeting at 8.15pm*

#### **180806 To consider financial matters**

**f)** To record the balance of accounts at 31<sup>st</sup> July 2018 – Clerk reported the balance was £12,269.55 including £952 in the defibrillator fund. Bank statements are available for Councillors to view if required.

**g)** To report receipts and agree payments:

Receipts – none to report

Payments:

- S Akerman, salary & expenses @ £764.45 incl. expenses of £56.72 (chq 494)
- Newark Community First Aiders @ £50 (chq 495)

#### **180807 Benches**

A discussion was had as to what maintenance work is required on the benches and whether the Community Payback Scheme could be approached. Cllr. Chase to look into ways of cleaning some of the benches. **All agreed** to replace the bench that was previously located by the bus stop on Main Street as it is rotting. A preferred option is the 'Lowther' from Glasdon (South Hykeham have these for reference) however a decision was deferred until the next meeting.

#### **180808 To consider any planning matters & receive an update on ongoing applications**

**a)** 18/01244/FUL Sunnyside Farm – approved

**180809 To receive correspondence in addition to that already circulated and detailed below:**

- NCC consultation on Local Minerals Plan – details circulated
- Natural England consultation on byelaws for SSSI's – details circulated
- Newark & Sherwood CCG Annual Public Meeting on Wednesday 5 September from 4.30pm – 7.30pm at the Everyday Champions Centre, Newark
- Parish Council Conference on Saturday 13<sup>th</sup> October 9am to 12.30pm at North Muskham Rural Community Centre– Cllrs. Chase and Laughton and the Clerk attending
- Great War Commemoration Service at Southwell Minster on 6<sup>th</sup> November, arrival by 4pm for 4.30pm service (further detail available nearer the time)
- Notts ALC AGM on Wednesday 14<sup>th</sup> November at Epperstone Village Hall from 6.30pm for 7.30pm meeting – Clerk attending
- Radford Car Group Dementia Information Programmes 17<sup>th</sup> and 18<sup>th</sup> October, for carers of people with Dementia
- N&SDC Economic Growth Business Unit Support Events through September, October and November
- ViaEM email with details regarding licence requirements for seasonal lights overhanging the highway
- NHS Mansfield & Ashfield CCG are holding 2 co-design events for Newark Urgent Treatment Centre on Tuesday 11<sup>th</sup> September and 16<sup>th</sup> October
- The Emergency Services Show is at the Birmingham NEC 19<sup>th</sup>-20<sup>th</sup> September
- CHT response the BHF publicity surrounding a defibrillator database – posted to website
- Communication with Robert Jenrick's office confirming he will attend the Coffee Morning on Saturday 10<sup>th</sup> November

**180810 To consider any non-agenda items & business for the next meeting in October**

Cllr. P. Laughton advised that the Village Hall Committee has received a complaint regarding the recycling bin, specifically that planning permission was not sought prior to installation. The Committee was of the opinion that permission was not required and awaiting a decision from N&SDC.

**Next Meeting: 3<sup>rd</sup> October:**

- a) Clerk Appraisal and Salary Review

There being no further business the meeting was closed at 8.40pm

These minutes were approved as a true and correct recorded and signed by the Chair on Wednesday 3<sup>rd</sup> October 2018. Minute ref. 378-380. Minutes recorded by the Clerk to Weston Parish Council

## WESTON PARISH COUNCIL

### Minutes of the Parish Council Meeting held on Wednesday 3<sup>rd</sup> October 2018 in the Village Hall, Weston commencing at 7.30 p.m.

#### **Present:**

Councillors: D. Chase, R. Allarton, P. Laughton, M. Lowney  
District Councillor: S. Michael  
Clerk: S. Akerman

Members of the Public: 2

#### **181001 To receive Apologies for Absence and Declarations of Interest**

Apologies were received and accepted from Cllr. Webster, Cllr. Francis and Cllr. Nice. Also received from County Councillor Laughton.  
No Declarations of Interest.

**Open Forum** – ten minutes to receive questions and comments from members of the public  
A resident raised a complaint following the resurfacing of Main Street. A request was lodged and agreed that the kerb would not be made any higher, but following the works completion the kerb is much higher than previously. Clerk to speak with Cllr. Laughton.

#### **181002 To accept the minutes of the meeting held on 29<sup>th</sup> August 2018**

The minutes were accepted as a true and correct record and duly signed by the Chair.  
Proposed by Cllr. Lowney and seconded by Cllr. P. Laughton.

#### **181003 To note and report matters arising from the minutes not covered elsewhere on the agenda**

s) GDPR Security Compliance Checklist – Cllr. Allarton completed a form with two remaining outstanding. Clerk to follow up.

t) Parish Clock – Cllr. Allarton advised that the person who looks after the clock at Normanton has been contacted.

#### **181004 To receive and consider any highways issues**

a) Resurfacing of Main Street – completed and all agreed it is a great improvement.

b) Resurfacing of Bell Lane/Hawbush Road - deferred to commence 1<sup>st</sup> October and now underway. Cllr. P. Laughton advised that the drainage along the main stretch of road will be carried out as a maintenance project on the verges once the resurfacing has been completed.

Cllr. Lowney asked when the road markings would be replaced and Cllr. P. Laughton advised it is likely to be done along with Bell Lane when the work is completed.

c) Updates had been circulated on problems reported following last meeting and Cllr. P. Laughton also provided further updates:

i) Overgrown verge near Post Boy Cottages (FS85875432) and overgrown / 'lost' pavement on Great North Road (FS86096783): no action being taken at this point due to lack of budget. Cases have been closed. Clerk to follow up with Cllr. Laughton.

Cllr. Lowney asked for the Clerk to follow up on the complaint regarding the section of pavement at Main Street/Colley Lane not resurfaced.

ii) Broken reflective verge markers on Great North Road (FS86096943). Also at Colley Lane/Main Street – repaired/replaced.

#### **181005 To receive reports from County Council and District Council Representatives**

District Councillor Michael talked about the potential re-organisation within the county to a Unitary Authority and also advised the meeting of the extension to the lorry park at Newark.

#### **181006 To consider financial matters**

h) To record the balance of accounts at 30<sup>th</sup> September 2018 as 17,785.10 including £952 in the defibrillator fund. Bank statements are available for Councillors to view if required.

i) To report receipts included in the bank balance noted above:

Precept (2<sup>nd</sup> tranche) @ £1,875

LIS Fund @ £4,455 (75% of grant with remainder to follow on completion of project)

j) To approve payments:

Donation to Royal British Legion for Poppy Appeal – **all agreed** at £30 (Chq 000496).

Lamppost poppies acquired last year to be re-used.

**181007 To discuss the design and wording for the village gateway signs**

A discussion followed regarding the design of the central section of the signs. **All agreed** to proceed to the next stage with the design considered at the last meeting to include the strapline 'Welcome to our village'. Clerk asked to speak with Malcolm Lane Ltd regarding the font used and request sans serif. Clerk also to follow up with Via EM as to any outstanding documents required by them.

Details of the design to be shared on the website and Facebook at next stage before signoff.

**181008 To agree on actions to be taken regarding benches**

Discussion was had following decision at last meeting to replace the damaged bench from Main Street. **All agreed** to proceed with the 'Lowther' bench from Glasdon UK in black.

Clerk to order along with relevant fixings and to be delivered to village hall.

**181009 To decide on an entry for the Best Kept Village Competition 2019**

No interest shown from residents to support an entry. It was decided not to proceed with an entry in 2019 - **all agreed**.

**181010 To consider any planning matters and receive an update on ongoing applications**

None to report

**181011 To receive and consider correspondence received in addition to that listed below:**

i) Notts ALC AGM Wednesday 14<sup>th</sup> November at Epperstone Village Hall from 6.30pm.

ii) Parish Council Conference Saturday 13<sup>th</sup> October at North Muskham from 9.30am.

iii) Robert Jenrick – Cyber Safety & Scam Event on 19<sup>th</sup> October at Castle House

iv) Royal Mail – Scam Mail Awareness Campaign

v) NCC Winter Service – 5 bags salt to be ordered

vi) N&SDC Physical Activity and Sport Plan for 2018-2021

vii) Games of Remembrance Thursday 8<sup>th</sup> November

viii) Parish and Town Council Engagement Event on 23<sup>rd</sup> October on the potential for local government reorganisation in the county

ix) GP evening and weekend appointments

**Closed Session**

The Clerk Appraisal had not been completed and it was agreed to defer any discussion and salary review to the next meeting.

**181012 To consider and discuss any non-agenda items and business for the next meeting on Wednesday 7<sup>th</sup> November**

**Next Meeting:**

Discuss and agree the budget for the year 2019/20

Clerk Appraisal and Salary Review – deferred from October meeting

There being no further business the meeting was closed at 8.45pm

These minutes were approved as a true and correct record and signed by the Chair on Wednesday 7<sup>th</sup> November 2018. Minute ref. 381-382. Minutes recorded by the Clerk to Weston Parish Council

## WESTON PARISH COUNCIL

### Minutes of the Parish Council Meeting held on Wednesday 7<sup>th</sup> November 2018 in the Village Hall, Weston commencing at 7.30 p.m.

#### **Present:**

Councillors: D. Chase, P. Laughton, T. Webster, M. Lowney  
County Councillor: B. Laughton  
District Councillor: S. Michael  
Clerk: S. Akerman

Members of the Public: 2

#### **181101 To receive Apologies for Absence and Declarations of Interest**

Apologies were received and accepted from Cllrs. Nice, Francis and Allarton.  
Declarations of Interest were received from Cllr. Lowney in respect of agenda point 181103 iv) and Cllr. P Laughton in respect of 181105 ii)

At this point in the meeting the Chair read out a letter of resignation from Cllr. Allarton and thanked her for her work with the Council over the years. Clerk to advise N&SDC of the Casual Vacancy. **All agreed** that a replacement Vice Chair be elected at the next meeting in January.

#### **Open Forum – ten minutes to receive questions & comments from members of the public**

Comments were received regarding an ongoing issue following the resurfacing of Main Street referred to in 181105 ii). Cllr. P Laughton to report back to the Via EM Scheme Manager with a site visit to be arranged. Cllr. B Laughton and Clerk to attend if possible.

#### **181102 To accept the minutes of the meeting held on October 3rd 2018**

The minutes were accepted as a true and correct record and duly signed by the Chair.  
Proposed by Cllr. Lowney and seconded by Cllr. P Laughton

#### **181103 To note and report matters arising from the minutes not covered elsewhere on the agenda**

- u) Village Signs – Clerk confirmed the san serif font has been provided to Malcom Lane and will chase up progress on the sign design work
- v) Main Street Bench – query over fixings required discussed and **all agreed** to order the Glasdon UK 'Lowther' bench with standard fixings to be delivered to the village hall
- w) GDPR Outstanding Security Compliance Checklist – Cllr. Webster completed his form with one remaining to be completed.
- x) Clerk Appraisal and Review – Chair advised the annual appraisal has been completed and suggested the Clerk Salary Review be discussed in a closed session at the end of the meeting.

#### **181104 To receive reports from County Council and District Council Representatives**

District Councillor Michael recently attended a presentation from Chief Inspector Andy Rooke at which it was confirmed an additional 2,000 officers have been added to the Nottinghamshire force. Crime numbers have increased year on year and locally concerns have been raised about the recent incidents of objects being thrown from A1 bridges. Cllr. Chase has also reported incidents of night shooting over land with high powered rifles.

County Councillor Laughton advised the meeting that the County Council is in the process of acquiring two new machines for repairing potholes – 103,000 have been mended in the last rolling year. The County Council is taking back control of Via East Midlands with effect from April 2019. Cllr. Laughton also advised the meeting of a presentation at Cromwell on 15<sup>th</sup> November regarding the extension of the gravel extraction site.

At this point the Chair recorded a vote of thanks to Cllr. Laughton for his support in achieving the resurfacing of Main Street, Bell Lane and the pavement improvements.



### **181105 To receive and consider any Highways & Rights of Way issues**

- d) Egmonton Crossing Road Closure – scheduled for 14<sup>th</sup> and 15<sup>th</sup> December. Details to be circulated nearer the time.
- e) Problems logged:
  - Main Street (FS92180268) – road higher than pavement. Via EM Scheme Manager to make a site visit
  - The Willows – pavement higher than agreed. Via EM Scheme Manager to make a site visit.
  - Hawbush Road (FS92193705) – potholes & poor surface: inspected & filled
- f) Re-instatement of footpaths after ploughing – Cllr. Webster has received requests from residents for the footpaths over fields to be re-instated. Landowners have 14 days to do this after ploughing. Clerk asked to contact relevant landowners.
- g) Cllr. Lowney reported the tactile pavement at Walnut Close is beginning to break up as a result of vehicles being driven up it to access the pavement. Clerk to report to Via EM.

*County Cllr. Laughton left the meeting at 8pm*

### **181106 To consider financial matters**

- k) To record the balance of accounts at 31<sup>st</sup> October 2018 – Clerk reported a balance of £17,756.56 which includes £4,455 LIS Fund and £952 defibrillator account. Bank statements are available for councillors to view on request. A detailed Receipts and Payment Account was circulated prior to the meeting.
- l) To report receipts – none to report
- m) To approve payments – none to report.
  - Cllr. Chase and Cllr. Webster offered to donate a Christmas tree for the village hall.

### **181107 To agree the Budget for 2019/20**

Clerk circulated current year to date figures prior to the meeting. Figures proposed by the Clerk were agreed and a discussion was had on the following points:

- i) Dog Bins – agreed to switch to a fortnightly empty routine from December to March and review then for the next year. Cllr. P Laughton to investigate potential for replacement larger litter bins and ‘shared use’ bins for specific areas.
- ii) Election Expenses – agreed to make a further provision in view of parish and district council elections in May 2019
- iii) Training – agreed to increase the provision for training in view of the parish council elections in May 2019 and potential need for New Councillor training
- iv) Grants & Donations – Cllr. Lowney suggested and **all agreed** that more poppies be purchased for next year, a provision for a donation to the Royal British Legion to be made
- v) Grants & Donations – Clerk to write to the Village Hall Committee and PCC to advise that requests for grants will be considered prior to the year end in March
- vi) Parish Clock – Clerk to speak to Secretary of the PCC for an update on the work required. Clerk to look at criteria for LIS Fund and also at alternative funding options.

**All agreed** to finalise the Budget in January after the Clerk salary review is completed and the precept is agreed.

### **181108 To consider any planning matters & receive an update on ongoing applications**

None to report

### **181109 To receive a report from the Safer Neighbourhood Group Meeting 18<sup>th</sup> October**

Cllr. P Laughton gave a report from the recent meeting and stated that crime figures in the area are low and that there is no particular pattern to crime. The A1 parking and petrol station areas see a certain level of vehicle crime, theft etc. As was previously mentioned activity on the A1 bridges at night is of a major concern.

**181110 To receive a report from the Local Government Reorganisation Event 23<sup>rd</sup> October**

The Future Notts Engagement Document was circulated prior to the meeting with links posted on the website and Facebook. Clerk gave a brief feedback from the event at County Hall which provided information on the proposal being considered to abolish the County Council and seven District and Borough Councils in the County to replace them with a Unitary Authority. The County Council will meet in December to decide whether to enter a full public consultation in January 2019.

**181111 To receive a report from the Parish Council Conference 13<sup>th</sup> October and the Newark & Sherwood 'Cleaner, Safer, Greener' Campaign and Questionnaire.**

Cllr. P. Laughton and the Clerk gave an overview of the presentations received from N&SDC Leader David Lloyd. Paul Newton the NCC Emergency Planning Team Manager and Inspector Louise Clark of the Rural Crime & Response Neighbourhood Team. A further presentation of a study on Ageing Rural Communities placed Weston at number 54 of 67 communities in the County with 25% of the population over 60.

The N&SDC Questionnaire was circulated prior to the meeting and the following responses were agreed:

- i) Top priorities for community development – engagement of residents and other authorities; improve the level of information available in all formats from all areas
- ii) Types of anti-social behaviour experienced – dog fouling, litter, parking, speeding
- iii) Five most important services – maintaining roads and pavements, health and wellbeing, internet and mobile connectivity, keeping public areas clean and tidy, accessible and frequent public transport, community events
- iv) Services that require most improvement – community events and activities
- v) Ranking four themes – Place, Public Service, People, Prosperity
- vi) Biggest issues facing the area – maintaining levels of service amidst budgetary constraints
- vii) What areas should N&SDC concentrate on – maintaining and improving levels of service

**181112 To receive & consider correspondence received in addition to that listed below:**

- i) Resident comment received via Facebook regarding parking on Main Street
- ii) Resident correspondence received regarding noisy dogs – the Council noted the concerns raised. Clerk asked to respond accordingly.
- iii) LIS Fund 2019 - document package received
- iv) ICS Funding Service for Parish Councils – Clerk to investigate possibility of funding for ICT classes for example
- v) The Beat – October 2018
- vi) Notts ALC AGM Agenda
- vii) Details posted regarding the mobile library service

**181113 To consider and discuss any non-agenda items and business for the next meeting on Wednesday 2<sup>nd</sup> January 2019**

**Next Meeting:** Discuss and agree the precept for 2019/20

The Chair closed this part of the meeting at 9.50pm and the public were asked to leave. Cllr. Lowney also left at this time.

**Closed Session – Completion of Clerk appraisal and Salary Review**

The Clerk left the room whilst the Council discussed the recent appraisal and agreed to raise the salary scale to SCP25 from March 2019. The Clerk returned to the room and the Chair acknowledged comments that had been raised during the appraisal process and thanked her for her continued efforts. The Clerk in return thanked the Council for its support.

There being no further business the meeting was closed at 10.15pm

These minutes were approved as a true and correct record and signed by the Chair on Wednesday 2<sup>nd</sup> January 2019. Minute ref. 384-386. Minutes recorded by the Clerk to Weston Parish Council.

## WESTON PARISH COUNCIL

### Minutes of the Parish Council Meeting held on Wednesday 2<sup>nd</sup> January 2019 in the Village Hall, Weston commencing at 7.30 p.m.

#### **Present:**

Councillors: D. Chase, G. Francis, T. Webster, P. Laughton, P. Nice, M. Lowney  
County Councillor: B. Laughton  
District Councillor: S. Michael  
Clerk: S. Akerman  
Members of the Public: 4

The Chair opened the meeting by welcoming and wishing everyone a happy New Year.

#### **190101 To receive Apologies for Absence and Declarations of Interest**

There were no apologies or Declarations of Interest.

#### **190102 To elect a Vice Chair**

Cllr. Webster proposed Cllr. Francis for the role, seconded by Cllr. P. Laughton and **all agreed**. Cllr. Francis accepted when offered the position and duly signed an Acceptance of Office.

**Open Forum** – ten minutes to receive questions and comments from members of the public  
Nothing raised

*Cllr. Lowney joined the meeting at 7.35pm and apologised for being late.*

#### **190103 To accept the minutes of the meeting held on 7<sup>th</sup> November 2018**

The minutes were accepted as a true and correct record and duly signed by the Chair.  
Proposed by Cllr. P. Laughton and seconded by Cllr. Webster.

#### **190104 To note and report matters arising from the minutes not covered elsewhere on the agenda**

##### i) Update on Casual Vacancy

The Chair read a letter of application from Mr Colin Laughton. At this point Cllr. P. Laughton declared an interest and took no further part in the discussion. A brief discussion followed and **all agreed** to co-opt Mr Laughton who accepted and duly signed a Declaration of Office. A Register of Interest form and GDPR Compliance to be signed. Clerk to email current policy documents.

##### ii) Update regarding the Future Nottinghamshire proposal

Clerk advised the meeting of the announcement in December that the proposal had been deferred for the present time. Cllr. B. Laughton added that the proposal may be reconsidered in six months.

##### iii) Parish Clock

Clerk to follow up with Simon Meadows regarding a re-appraisal of the repairs required.

##### iv) Update on litter bins

Awaiting response from N&SDC regarding possible dual-purpose bins. Cllr. Webster asked about the change of dog bin collections to fortnightly and was advised this had been done.

#### **190105 To receive reports from County Council and District Council Representatives**

District Cllr. Michael advised the meeting of a grant from central government of £2,100,000 towards the 44-bed extra care facility at Ollerton which brings the total beds available in the district to 110. Notts Police have advised progress has been made in the investigation of items being thrown from A1 bridges. N&SDC have purchased the Butter Market in Newark for the remainder of its lease (approx. 90 years) and are actively working to fill the empty units and increase footfall in the town.

County Cllr. Laughton congratulated the village on its Armistice decorations, in particular the wire Tommie at All Saints. Cllr. Laughton went on to comment on the meeting with Chris Kidd of Via East Midlands before Christmas. Clerk had sent thanks to Chris for attending.

Cllr, Laughton also commented on having the pleasure before Christmas of opening the 50<sup>th</sup> council house in the N&SDC building project. The County Council will meet in February to discuss the 2019/20 budget.

**190106 To receive and consider any Highways & Rights of Way issues**

- The damaged tactile paving on Main Street were inspected by Via EM in December and will be repaired/replaced.
- Cllr. Lowney asked if Main Street could be swept. Clerk to request from N&SDC
- Cllr. Chase commented on the poor condition of Ladywood Lane. Clerk to report.
- Cllr. P. Laughton advised the blocked gullies on the Great North Road between Bell Lane and Weston Road are being inspected.

*County Cllr. Laughton left the meeting at 8pm*

**190107 To consider financial matters**

**n)** To record the balance of accounts at 31<sup>st</sup> December 2018 - Clerk reported a balance of £17,764.48 which includes £4,455 LIS Fund and £952 defibrillator account.

**o)** To report receipts – None to report

**p)** To approve the following payments:

SLCC - membership renewal @ £63 (chq 498)

S Akerman – domain renewal with 123.reg for 3 years @ £35.96 (chq 497)

**q)** To set the Precept for 2019/20

It was agreed to discuss the budget figures before setting the precept.

**r)** To finalise the Budget for 2019/20

A lengthy discussion was had over the budget figures agreed at the last meeting and the need for adjustment in view of the required precept. The discussion moved onto the precept required to reach a breakeven point. After further discussion, **all agreed** to increase the precept by £375 and adjust the budget figures where possible including reducing the provision for grants.

Clerk advised the precept figures would be communicated to residents via the usual sources with an explanation and detail of current and planned expenditure.

**190108 To consider any planning matters & receive an update on ongoing applications**

None to report

**190109 To receive an update on the acquisition of a new bench and village signs**

Village Signs – Malcom Lane have received a formal order but will not proceed with the first stages of the design until February due to work load.

Bench – order placed before Christmas and Glasdon have confirmed this in hand and will advise when delivery is due.

**190110 To consider the timetable for the May elections and actions to be taken**

Clerk advised the timetable with key dates to be aware of. Guidelines and nomination papers to be circulated when made available.

**190111 To receive & consider correspondence received**

- i) Newark & Sherwood Neighbourhood Police Inspector Heather Sutton – monthly blogs posted to website. Weekly stakeholder emails to be circulated to all councillors.
- ii) Robert Jenrick MP monthly newsletter posted to website
- iii) Notts Police - crime stats for November. Figures for Weston to be clarified at the next Safer Neighbourhood Group meeting. Link for the Crime Map to be circulated,
- iv) Letter from Newark Community First Aiders regarding free resuscitation training available.

**190112 To consider & discuss any non-agenda items & business for the next meeting on Wednesday 6<sup>th</sup> February 2019**

Cllr. P. Laughton raised concerns over the level of dog fouling along public footpaths. Clerk to post more notices.

There being no further business the meeting was closed at 8.45pm

These minutes were approved as a true and correct recorded and signed by the Chair on Wednesday 6<sup>th</sup> February 2019. Minute ref. 387-388. Minutes recorded by the Clerk to Weston Parish Council.

## WESTON PARISH COUNCIL

### Minutes of the Parish Council Meeting held on Wednesday 6<sup>th</sup> February 2019 in the Village Hall, Weston commencing at 7.30 p.m.

#### **Present:**

Councillors: D. Chase, T. Webster, P. Laughton, M. Lowney, C. Laughton  
County Councillor: B. Laughton  
District Councillor: S. Michael  
Clerk: S. Akerman

Members of the Public: 2

#### **190201 To receive Apologies for Absence and Declarations of Interest**

Apologies were received and accepted from Cllr. Francis and Cllr. Nice.

#### **Open Forum – ten minutes to receive questions and comments from members of the public**

A member of the public suggested a second Open Forum at the end of the meeting would enable the public to ask questions having heard a topic discussed. All agreed to trial this at the March meeting.

#### **190202 To accept the minutes of the meeting held on 2<sup>nd</sup> January 2019**

The minutes were accepted as a true and correct record and duly signed by the Chair.  
Proposed by Cllr. P. Laughton and seconded by Cllr. Webster.

*Cllr. Lowney joined the meeting at 7.40pm and apologised for being late.*

#### **190203 To note & report matters arising from the minutes not covered elsewhere on the agenda**

- v) Parish Clock – update still awaited on what work is required on the clock. Clerk and Cllr. P. Laughton to liaise.
- vi) Update on litter bins – Rather than replace bins with dual purpose ones (litter and dog waste) N&SDC will provide additional litter bins at a cost. **All agreed** extra bins not necessary and not to proceed with this but to consider replacing the dog bin opposite the Great Wall. Clerk to obtain prices for next meeting.
- vii) Village signs – design as taken from the stained-glass windows in the church to be the one to proceed with. **All agreed.**
- viii) Main Street bench from Glasdon – installed thanks to Cllr. Chase and Cllr. C. Laughton. Cllr. Chase to look at whether the Millennium plaque from the old bench can be transferred,

#### **190204 To receive reports from County Council and District Council Representatives**

- i) District Cllr. Michael provided an update on a planning enforcement issue.
- ii) County Cllr. Laughton advised the meeting of a planning application for Cemex to extract gravel north of the Cromwell site has been submitted.  
Via East Midlands will refer to County Council ownership from 1<sup>st</sup> March with plans to increase the number of District Officers.  
The County Council are to spend £1,750,000 of the central government award of £6 million on new equipment for mending pot holes.  
The Council is expected to set a 3.99% increase on Council Tax, a figure which includes 1% for adult social care. The Police & Crime Commissioner is expected to precept an increase of 11%.

#### **190205 To receive and consider any Highways & Rights of Way issues**

- i) Cllr. Lowney asked for an update on the restating of road markings on the Great North Road. Cllr. P. Laughton to follow up.
- ii) Cllr. Webster commented on litter in the street left by a contractor. Clerk to contact the company involved.
- iii) Cllr. P. Laughton advised that the drainage alongside the Great North Road is being attended to.

- iv) Cllr. Lowney asked why the pavements were not swept when the roads were. Cllr. Michael advised that N&SDC do not have a machine that will sweep pavements.
- v) Resident commented the storm drain outside their property is full of debris. Clerk to report.

*County Cllr. Laughton left the meeting at 8.10pm*

**190206 To consider financial matters**

s) To record the balance of accounts at 31<sup>st</sup> January 2019 - Clerk reported a balance of £17,098.52 which includes £4,455 LIS Fund and £952 defibrillator account

t) To report receipts - None

u) To approve payments

Glasdon UK @ £472.50 plus VAT (Chq 499) – ratified as paid between meetings

SCIS UK Limited for internet security licence renewal for 3 years @ £56.58 plus VAT (Chq 501) – ratified as approved between meetings

NALC Annual Subscription @ £89.64 (Chq 500)

**190207 To consider any planning matters and receive an update on ongoing applications**

None to report

**190208 To receive and consider correspondence received in addition to that listed below:**

v) Bassetlaw District Council Draft Local Plan – consultation with responses due by 10th March. Section 12 details proposed locations for two new villages: Gamston Airport and Bevercoates Colliery. Full details of the consultation are available on request.

vi) Inspector Heather Sutton Stakeholder Updates – circulated to councillors

vii) Robert Jenrick MP Newsletter – posted to the website

iv) Cllr. P. Laughton received a request to use the village hall as a Polling Station for the election on 2<sup>nd</sup> May.

**190209 To consider and discuss any non-agenda items and business for the next meeting on Wednesday 6<sup>th</sup> March 2019**

Business for the next meeting:

Set meeting dates for the remainder of the year

Operation London Bridge and its implications for the Council

A discussion was had and all agreed to invite Inspector Heather Sutton to a meeting, possibly the APM. Potential dates being Saturday 25<sup>th</sup> May or 1<sup>st</sup> June. Clerk to contact.

There being no further business the meeting was closed at 8.35pm

These minutes were approved as a true and correct record and signed by the Chair on Wednesday 6<sup>th</sup> March 2019. Minute ref. 389-390. Minutes recorded by the Clerk to Weston Parish Council

## WESTON PARISH COUNCIL

### Minutes of the Parish Council Meeting held on Wednesday 6<sup>th</sup> March 2019 in the Village Hall, Weston commencing at 7.30 p.m.

#### **Present:**

Councillors: D. Chase, P. Laughton, M. Lowney, C. Laughton, P. Nice  
District Councillor: S. Michael  
Clerk: S. Akerman

Members of the Public: 2

#### **190301 To receive Apologies for Absence and Declarations of Interest**

Apologies were received and accepted from Cllr. Francis, Cllr. Webster and County Cllr. Laughton.

Declaration of Interest received from Cllr. Lowney in respect of agenda point 190306 Clerk Salary and Expenses.

#### **Open Forum – ten minutes to receive questions and comments from members of the public**

The Chairman stated that a second Open Forum had been added at the end of the agenda to keep comments through the body of the meeting to a minimum.

There was nothing raised at this point.

#### **190302 To accept the minutes of the meeting held on 6<sup>th</sup> February 2019**

The minutes were accepted as a true and correct record and duly signed by the Chair.

Proposed by Cllr. C. Laughton and seconded by Cllr. Lowney.

#### **190303 To note and report matters arising from the minutes not covered elsewhere on the agenda**

i) Parish Clock – Clerk advised that the clock was now working but not chiming, thanks to Mr Peter Verdon and Mr Simon Meadows. **All agreed** to approach Time Assured to complete a service of the clock mechanism at the quoted fee of £150. The Chairman asked Harvey Saddington if he would be willing to be involved in a meeting with Time Assured and to help with winding the clock to which he kindly agreed. Clerk to arrange.

A brief discussion was had about the possibility of applying for funding in the future to cover any additional work that may be required.

ii) Dog Bin on Great North Road – Clerk provided photos of the rusted lid and sides of the bin. A replacement will cost £102 plus VAT. **All agreed** to remove the dog bin completely and request a larger litter bin from N&SDC to replace the existing litter bin. Cllr. C. Laughton agreed to remove the dog bin. Clerk to contact N&SDC and remove the dog bin from the coming year's contract.

iii) APM Dates – Inspector Heather Sutton has been invited to the APM and a date of Saturday 15<sup>th</sup> June was agreed. PCSO Crowhurst also to be invited along with District and County Councillors and representatives of the Village Hall Committee, Weston WI and All Saints PCC.

Cllr. Lowney suggested the regular June council meeting be held immediately after the APM. To be discussed again at the next meeting.

iv) Operation London Bridge – the Clerk advised the meeting of the protocol laid down for the days following the death of a senior member of the Royal Family and in particular the Queen. Clerk to liaise with All Saints Church in regard to a Book of Condolence and an area to lay flowers.

#### **190304 To receive reports from County Council and District Council Representatives**

District Cllr. Michael advised the meeting of the following:

- The results of the recent N&SDC questionnaire are to be made available by ward shortly
- N&SDC is voting on the Budget for 2019/20 on Thursday 7<sup>th</sup> March and a Council Tax increase of 1.94% is expected
- A further update on a planning enforcement issue is expected for next month

Cllr. Michael also advised that purdah will be in force from 18<sup>th</sup> March.

**190305 To receive and consider any Highways & Rights of Way issues**

- i) Update on any outstanding issues logged – listing circulated prior to the meeting.  
Cllr. P. Laughton agreed to follow up on the pothole repairs on Ladywood Lane and the reinstatement of road markings on the Great North Road.  
Cllr. P. Laughton also advised that the Great North Road has been swept and some drainage work is still to be completed.  
Cllr. Lowney raised the issue of overgrown verges on the Great North Road towards Scarthingmoor meaning the footpath is disappearing. Clerk to report.

**190306 To consider financial matters**

- v) To record the balance of accounts at 28<sup>th</sup> February 2019 - Clerk reported a balance of £16,940.98 which includes £4,455 LIS Fund and £952 defibrillator account  
a) To report receipts - None  
b) To approve payments  
Royal British Legion for 10 additional lamp post poppies (received) @ £30.00 (chq 502)  
Chairman's Allowance @ £50.00 (chq 504)  
N&S DC for dog bin contract 2018/19 @ £281.20 plus Vat (chq 505)  
Clerk Salary for September to March (£707.73) & Expenses (£35.02) @ £742.75 (chq 503)

**190307 To consider any planning matters & receive an update on ongoing applications**

None to report

**190308 To agree dates for meetings through 2019/20**

The Clerk provided dates and commented that the May AGM may have to be moved if there is a contested election to allow for the agenda to be circulated three working days prior to the meeting. Provisional dates agreed:

|   |  |  |
|---|--|--|
| April 3 <sup>rd</sup>                           | May 8 <sup>th</sup> (subject to elections) | June 5 <sup>th</sup> (to be confirmed) |
| June 15 <sup>th</sup> – Annual Parish Meeting   | July 3 <sup>rd</sup>                       | September 4 <sup>th</sup>              |
| October 2 <sup>nd</sup>                         | November 6 <sup>th</sup>                   |  |
| January 8 <sup>th</sup> 2020 (second Wednesday) | February 5 <sup>th</sup>                   | March 4 <sup>th</sup>                  |

**190309 To receive & consider correspondence received in addition to that listed below:**

- i) Inspector Heather Sutton Stakeholder Updates – circulated to councillors

**Open Forum – ten minutes to receive questions and comments from members of the public**

On the subject of Operation London Bridge, a member of the public asked if a Book of Condolence would be taken around houses for residents to sign. It was confirmed it would be located in a place that is easily accessed such as the village hall.  
On the same subject, a member of the public asked if an area would be set aside as a garden of commemoration. It was commented that the Council does not own any land in the village, but that this was something that could possibly be considered.

**190210 To consider and discuss any non-agenda items and business for the next meeting on Wednesday 3<sup>rd</sup> April 2019**  
Nothing raised at this time.

There being no further business the meeting was closed at 8.20pm

These minutes were approved as a true and correct record and signed by the Chair on Wednesday 3<sup>rd</sup> April 2019. Minute ref. 391-392. Minutes recorded by the Clerk to Weston Parish Council



## WESTON PARISH COUNCIL

### Minutes of the Parish Council Meeting held on Wednesday 3<sup>rd</sup> April 2019 in the Village Hall, Weston commencing at 7.30 p.m.

#### **Present:**

Councillors: D. Chase, P. Laughton, M. Lowney, C. Laughton, P. Nice, G Francis  
District Councillor: S. Michael  
County Councillor: B. Laughton  
Clerk: S. Akerman  
Members of the Public: 2

#### **190401 To receive Apologies for Absence and Declarations of Interest**

Apologies were received and accepted from Cllr. Webster.  
Declaration of Interest – none

#### **Open Forum – ten minutes to receive questions & comments from members of the public - Nothing raised**

#### **190402 To accept the minutes of the meeting held on 6<sup>th</sup> March 2019**

The minutes were accepted as a true and correct record and duly signed by the Chair.  
Proposed by Cllr. Lowney and seconded by Cllr. C. Laughton.

#### **190403 To note and report matters arising from the minutes not covered elsewhere on the agenda**

- v) Parish Clock – Clerk advised that Time Assured would be carrying out a service visit week commencing 15<sup>th</sup> April and will liaise with Mr Simon Meadows for access. Thanks go to residents who have volunteered to help with winding the clock, Clerk to liaise.
- vi) Village gateway signs – the latest pattern has been received and circulated with queries regarding colours used at this stage resolved. Approval has been given to move forward with the process. Clerk advised that anyone who would like to visit Malcolm Lane to see the process would be welcome. Clerk to request notification from MLS prior to painting stage and also for photos of each stage of the process if available.

#### **190404 To receive reports from County Council and District Council Representatives**

i) District Cllr. Michael advised the meeting of the following:

- The Enforcement Officer is to contact the land owner at Crossways advising that a planning application is required for the building being constructed. Clerk asked to check original planning approval for agricultural structure for detailing on roof. In response to a question, Cllr. Michael agreed to follow up on the progress of a Planning Enforcement query at another property in the village.
- N&SDC Policy Committee on Thursday 4th April will receive a proposal to wind up Newark & Sherwood Homes bringing housing management back in-house and a potential saving of £1,000,000/year. Residents would be consulted.
- The Resident's Survey carried out by N&SDC in December 2018 has been returned along with a Community Plan for 2019-23. Results at ward level yet to be released, however for the Southwell ward 90% of responses were 'satisfied or very satisfied' with the area. Details to be shared when available.

ii) County Councillor Laughton advised the meeting of the following:

- N&SDC is setting up a Rural Community Fund to make it easier for rural area to apply for funding for capital projects.
- Via East Midlands is now back in the control of NCC and will be run as an arms-length company with councillors serving on the board.
- A gravel extraction application for Cemex south of Carlton-on-Trent is to be submitted but not to be considered until early 2020 under the Minerals Local Plan.
- The new pot hole repair machines acquired by NCC will be operational in September.
- Sutton-on-Trent library is to be relocated to the Methodist Community Centre with a view to a permanent home in the new village hall when built. The Hounsfield Surgery will gain additional parking once the trigger in the S106 Agreement has been met.
- Road resurfacing request submitted for Grassthorpe Road.

*County Councillor Laughton left the meeting at 7.50pm*

**190405 To receive and consider any Highways & Rights of Way issues**

Update on any outstanding issues logged – listing circulated prior to the meeting. Cllr. P. Laughton provided an update on items. Clerk to attach the update list to draft minutes.

**190406 To consider financial matters**

c) To record the balance of accounts at 31<sup>st</sup> March 2019 - Clerk reported a balance of £15,651.40 which includes £4,455 LIS Fund and £952 defibrillator account

d) To report receipts - VAT refund for 2018/19 received at £168.05

e) To ratify payments made - Weston Village Hall for room hire through 2018/19 @ £138

f) To approve payments - None

**190407 To consider planning matters & receive an update on ongoing applications**

None to report

**190408 To accept the minutes of the Annual Parish Meeting held on Saturday 19<sup>th</sup> May 2018**

Draft minutes were circulated prior to the meeting and were accepted as a true and correct record and duly signed by the Chair. Proposed by Cllr. P. Laughton and seconded by Cllr. Francis.

**190409 To receive & consider correspondence received**

ii) Inspector Heather Sutton Stakeholder Updates – circulated to councillors

iii) Robert Jenrick's March Newsletter posted to the website

iv) Via East Midlands – information and guidance on the width of rural footpaths – to be posted to the website

v) N&SDC – details of the Resident Survey 2018 results and subsequent Community Plan 2019-23. Links to both documents circulated to councillors and posted to the website

vi) UK Cycling Events Nottinghamshire Wheelers – bike race on Sunday 16<sup>th</sup> June which will be going from Carlton to Grassthorpe and Tuxford. Details posted to the website.

vii) Seafarers UK with details of Merchant Navy Day on 3<sup>rd</sup> September and flying the Red Ensign

**Open Forum – ten minutes to receive questions and comments from members of the public**

- A resident expressed thanks for the drainage clearance work near their property.
- The availability of funds under the new Rural Community Fund was queried. Cllr. Michael agreed to find out when the fund would be open for bids.
- Concerns were raised over the difficulties in gaining an appointment at Hounsfeld Surgery and how this would be impacted by the new development of 50 houses.
- Cllr. C. Laughton thanked Harvey Saddington for his help in removing the dog bin at the end of Main Street. The bin has been replaced by a new larger litter bin which can be used for dog waste and general litter.

As this was the last meeting before the local elections, Cllr. Michael said she had enjoyed working with the members over the last four years and hoped it would continue. In response, Cllr. Chase thanked Cllr. Michael for her work and support of the Council.

**190410 To consider and discuss any non-agenda items and business for the next meeting**

on Wednesday 8<sup>th</sup> May 2019. This will be the Annual Meeting of the Council and will include:

Review and adoption of Standing Orders and Financial Regulations

Acceptance of year-end accounts for 2018/19

There being no further business the meeting was closed at 8.05pm

These minutes were approved as a true and correct recorded and signed by the Chair on Wednesday 8<sup>th</sup> May 2019. Minute ref. 393-394. Minutes recorded by the Clerk to Weston Parish Council