

NOCTON PARISH COUNCIL

Minutes of a meeting of Nocton Parish Council held in the Village Hall, Main Street, Nocton on Tuesday, 29 July, 2014 at 7.00 pm.

PRESENT

Cllr Kate Tyler (Chair)
Cllr Ian Goldsworthy (Vice-Chair)

Cllr Jilly Burr
Cllr Neil Faulkner

Cllr Graham Jones
Cllr Neil Summers

In Attendance: Steve Altridge, Clerk.

Six members of the public were also present.

Apologies for Absence: Cllr MaryAnn Williams, Cllr Rob Kendrick, North Kesteven DC (NKDC), and Cllr John Money, NKDC.

1 PUBLIC QUESTION TIME

The Parish Council received the following written question from a parishioner:

‘Please would you clarify the situation regarding the 200 Club funds held by the Parish Council. What funds are available and are village groups able to apply for funding for specific projects/ activities? If this is the case, how will this be publicised?’

The following response was made to the question:

‘In February, 2013, the Parish Council agreed a request by CLAN, made on behalf of the Nocton 200 Club, that in the interests of transparency it would become responsible for the allocation of the funds raised by the Club to “support worthy community projects”. In addition, it was agreed that the Promoter of the Club would be allowed to participate in the decision-making process. A sum of £2,400 was subsequently handed by the Club to the Parish Council. These funds are “ring-fenced” and are not available to support Parish Council activity but, rather, to meet appropriate projects, etc which accord with the priorities in the Parish Plan and which otherwise would not be funded.

It has previously been agreed that these funds be used to support the development of a Youth Group in the village and the production of a Welcome Pack for new residents moving to the village. For various reasons, it has not proved possible to make as much progress with these

two initiatives as was originally hoped but, encouragingly, reports on this evening's agenda indicate that both initiatives are now expected to come to fruition in the near future. Assuming that the Youth Group can be established in September then a sum of approximately £1,400 will be required to fund the scheme until the end of the financial year. Although not yet fully costed, it would not be unreasonable to assume that up to £400 may be needed for the Welcome Pack, leaving a balance in the region of £1,000 for other purposes. In addition, the Promoter has indicated that there are further funds from the Club which are yet to be handed over.

In the circumstances, therefore, the Parish Council can confirm that funds are available to support community projects and activities and would welcome appropriate applications from village groups and others. Appropriate publicity can be made available through the Doodle, the Parish Council website and the Nocton Blog'.

2 **DECLARATIONS OF INTERESTS**

No declarations of interest were made.

3 **MINUTES – 17 JUNE, 2014**

The Minutes of the meeting of the Parish Council held on 17 June, 2014 were taken as read and signed as correct.

4 **REPORTS OF REPRESENTATIVES**

The Parish Council received the following reports:-

(a) **Local Police**

PC Hanson informed the Parish Council that there had been no reported crimes in the village since the last meeting.

(b) **Village Hall Management Committee**

The Parish Council noted that the meeting of the Village Hall Management Committee (VHMC) on 28 July, 2014 had not been quorate. A list of Village Hall key holders would be circulated in due course.

The Village Hall had failed its latest electrical Annual Duration Test. A quote for the repairs needed had been accepted by the VHMC, and the work would be undertaken on 4 August, 2014. An electrical testing service agreement had also been entered into.

The Village Hall kitchen microwave oven had failed a radiation test, and would be replaced under warranty.

The Clerk was asked to remind Tony Deakin that he had not yet touched up the peeling paint on the Village Hall doors.

The Parish Council noted Cllr Summer's report, and indicated its thanks to the VHMC for addressing the Village Hall issues.

(c) **Dog Warden**

The Parish Council noted Mr Cummins' report, which had been circulated previously. The Clerk was requested to:

- 1 remind NKDC that a response to the question about whether the Dog Warden was authorised to issue fixed-fine tickets at Nocton Park was awaited.
- 2 ask the Dog Warden to step up patrols on the playing field and allotment footpath in Nocton Park.

(d) **Village Keeper**

The Parish Council noted the Village Keeper's activities during the past month.

The Chair and the Clerk undertook to draw up an annual village maintenance plan with Mr Fisher.

(e) **Clerk**

The Parish Council received the Clerk's report, which had been circulated previously, and approved retrospectively the purchase of two dog waste bin posts at a cost of £93.60 including VAT, to allow the fitting of the new Nocton bridle path bins, as detailed in paragraph 2 of the report.

The Clerk undertook to:

- 1 request Alan Brown, Lincolnshire CC (LCC), to look into the possibility of 'Please Drive Carefully' signs being installed on Main Street, Wellhead Lane and Potterhanworth Road, Nocton, in keeping with those which exist in other villages.
- 2 express the Parish Council's gratitude to Chris Hewitt for his services in the past as the Village Hall Designated Premises Supervisor.

(f) **District Councillors R Kendrick/ J Money**

Neither Cllr Kendrick nor Cllr Money was present at the meeting.

(g) **County Councillor M Overton**

Cllr Overton was not present at the meeting.

5 **NOCTON VILLAGE HALL REFURBISHMENT PROJECT TEAM**

The Chair updated the Parish Council about the work of the Village Hall Refurbishment Project Team. The Parish Council noted that the Chair and the Clerk had attended a Lincolnshire Funding and Information Event held at Metheringham on 15 July, 2014. William Saunders Ltd had carried out a measurement survey of the Village Hall on 28 July to enable the production of plans and elevations of the existing building.

The Parish Council agreed to:

- (1) ask the VHMC to note that its financial reserves should be earmarked to help meet grant aid matched funding requirements, and to maximise fundraising opportunities to help raise funds for the refurbishment of the Hall.
- (2) ask the Clerk to request NKDC to release the remaining S106 monies held by it so that the funds could be put towards the Village Hall renovation.

6 **NOCTON VILLAGE GREEN - TREES**

The Parish Council received a verbal report from the Clerk regarding the horse chestnut tree on the Village Green.

The Parish Council noted that Avonvale Tree Services and the NKDC Tree Officer had confirmed that the Parish Council-owned trees on the Village Green did not require any remedial work.

The Parish Council agreed to investigate the condition of privately owned trees neighbouring the Village Green to ascertain whether they required any work to ensure that they did not pose a risk to members of the public using the Village Green and surrounding footpaths.

7 **NOCTON YOUTH WORKER**

The Parish Council received a verbal progress report from the Chair regarding the appointment of the Youth Worker.

The Parish Council noted that a Nocton resident had offered her services as a Youth Group volunteer following the recent advertisement in the Nocton Doodle, and agreed to:

- (a) confirm the appointment of Louise Crick to the post of Nocton Youth Worker.

- (b) ask the Clerk to re-advertise for a second Youth Worker post following the withdrawal of the application received previously from a second candidate.
- (c) subscribe to the Lincolnshire Council for Voluntary Youth Services (LCVYS), at a current annual membership fee of £17.00.
- (d) ask the Clerk to investigate grant aid funding opportunities from LCVYS and the Dulverton Trust.

8 **TRAFFIC MANAGEMENT ISSUES**

The Parish Council received a verbal report from the Chair regarding a proposal to purchase '30MPH' wheelie bin stickers for distribution to villagers wishing to display them.

The Parish Council noted that the Lincolnshire Road Safety Partnership was introducing movable dot matrix signs and repeater signs. Cllr Jones had requested costings for them, as well as information regarding the number of collisions and speeding offences in Nocton.

The Parish Council agreed to consider the position again at its next meeting. The proposal to purchase wheelie bin stickers would also be considered then.

9 **NOCTON VILLAGE HALL**

- (a) The Parish Council considered the Financial Progress Report – June 2014, Budget and Financial Report Sheet, Progress Report – June 2014, and the Booking Form and Terms and Conditions of Hire. The documents had been submitted by the VHMC in accordance with the reporting arrangements detailed in its Constitution.

The Parish Council requested the Clerk to inform the Chair of the VHMC about its comments on the documents as follows:

Financial Progress Report - June 2014

The Parish Council expressed its thanks to the VHMC and, in particular, to its Treasurer, Joan Franklin, for providing the report. It was presumed that the reference in paragraph 4.6/7 to the 'external auditor' did in fact refer to an accountant.

Budget and Finance Report Sheet

The Parish Council was most grateful for this excellent report. The Parish Council suggested that some minor changes to the budget line headings of the report could be made, but otherwise made no comment.

Progress Report - June 2014

The Parish Council was most grateful to the VHMC and its officers for the report. The Parish Council suggested that the VHMC may wish to start preparing marketing and publicity material for the Village Hall, and noted that the accident book in the kitchen was monitored regularly.

Booking Form and Terms and Conditions of Hire

Again, the Parish Council was very grateful to the VHMC and its officers for the work put in to redrafting the booking form. The Parish Council endorsed the comments made by Cllr Goldsworthy in his email of 28 July, 2014 to the Chair of the VHMC regarding the Terms and Conditions of Hire and Hire Charges, and asked the VHMC to consider those comments in due course. The Parish Council also suggested that a reference to the Village Hall occupancy numbers prescribed in the Fire Regulations was added to the booking form. In addition, the Parish Council was keen to ensure that the booking arrangements were open and transparent, and applied consistently.

- (b) The Parish Council agreed to undertake an asbestos management survey of the Village Hall, as required as a 'dutyholder' under the Control of Asbestos Regulations, 2012. Quotes for the work would be considered elsewhere on the agenda.

10 WOODLAND TRUST – CENTENARY OF WORLD WAR 1

The Vice-Chair undertook to take forward the proposal to apply for 30 trees to be planted in the village as part of the Woodland Trust's scheme to mark the centenary of WW1.

11 NOCTON WELCOME PACK

The Parish Council agreed:

- (a) to ask Cllr Burr to finalise the design for the welcome pack folder.
- (b) to authorise the Clerk, in consultation with the Chair and/or Vice-Chair, and Cllr Burr to purchase 100 folders at a cost of £234.00 plus VAT, from the sum previously earmarked for that purpose in the Nocton 200 Club funds.
- (c) to ask the Clerk to inform the Promoter of the 200 Club that the costs of the folders would be met from the 200 Club funds.

12 **NOCTON AND POTTERHANWORTH NEIGHBOURHOOD PLAN**

The Parish Council received a verbal progress report from the Vice-Chair about the Nocton and Potterhanworth Neighbour Plan.

The Parish Council noted that the Vice-Chair and Cllr Williams had met Potterhanworth Parish Council representatives, and the grant application form had been completed. A Support Worker would be appointed when those funds were made available. It was anticipated that the Neighbourhood Plan would take approximately a year to complete following the launch of the preparation process.

13 **NATIONAL CITIZEN SERVICE**

The Parish Council received a verbal report from the Chair regarding an offer received from the Lincolnshire Wildlife Trust for it to undertake a free survey of the Nocton parish green spaces. The survey would be undertaken during the next two years as part of the National Citizen Service programme.

The Parish Council agreed to:

- (1) accept the offer from the Lincolnshire Wildlife Trust, and to ask the Trust whether it would be possible to include the Potterhanworth parish in the survey as part of the Neighbourhood Plan process.
- (2) request the Clerk to take the matter forward.
- (3) request the Clerk to contact Nocton Cricket Club, All Saints Church, the VHMC and the Nocton Allotment Association to ascertain whether those groups would be in a position to participate in the National Citizen Service Autumn social action projects programme.

14 **PLANNING APPLICATIONS AND ISSUES**

- (a) The Parish Council considered the following application for works to trees within a conservation area:

Embsay Cottage, Main Street, Nocton

The Parish Council agreed not to comment on the application.

- (b) The Parish Council noted the decision by NKDC to consent to works on trees located at:

Rostrop Road, Nocton Park, Nocton, and Wegberg Road, Nocton Park, Nocton

- (c) The Parish Council considered a Supplemental Agenda in respect of the following planning application:

Outline application for residential development comprising of erection of 6 pairs of semi-detached 2 storey dwellings and garages – Wellhead Lane, Nocton.

The Parish Council agreed to object to the application on the grounds expressed at the meeting.

The Clerk undertook to inform NKDC accordingly.

15 **PROGRESS REPORTS OF PARISH COUNCILLORS**

Cllr Burr reported that the Village Tidy Day and the cleaning of the bus stop shelter had gone well. A request for a volunteer webmaster would be included in the September edition of the Nocton Doodle.

Cllr Faulkner reported that Phase 3 of the Nocton Park development was under way. The bark chippings at the play park had been replenished.

Cllr Jones reported that a reply to his latest email to LEDA Properties regarding Nocton Hall was awaited. The SID had been deployed in the village over the past two months and it was currently located in Dunston.

The Vice-Chair updated the Parish Council about the possible purchase of a lawnmower to mow the Village Green. The Parish Council noted that he had been advised that a suitable mower would cost approximately £800.00. Cllr Faulkner agreed to approach Graham Kempster to ascertain whether he would be in a position to mow the grass in the 2015/16 financial year on behalf of the Parish Council.

16 **DATE OF NEXT MEETING AND PUBLIC QUESTIONS**

The Parish Council noted that its next meeting would be held on 9 September, 2014 at 7.00 pm.

The Parish Council agreed to adjourn to allow members of the public to ask questions on matters relating to items discussed at the meeting.

No questions were asked by the members of the public present.

(The Parish Council agreed to pass a resolution under Standing Order 1(y) to extend the duration of the meeting by up to thirty minutes).

17 **EXCLUSION OF THE PRESS AND PUBLIC**

The Parish Council agreed to pass a resolution under Standing Order 1(d),

that in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be excluded for the remainder of the meeting, and they be instructed to withdraw.

If the press and public were present during the business to be transacted there would be a likelihood of disclosure to them of exempt information of the following description:-

Information relating to the financial or business affairs of any particular person.

18 **NOCTON VILLAGE HALL – ASBESTOS SURVEY**

The Parish Council received the following quotes for work to undertake the Village Hall Asbestos Management Survey. Alan Dyson Asbestos Services had also been invited to tender, but had not done so.

	£
Rilmac Insulation Ltd	550.00 plus VAT
Asbestos Compliance Management Services Ltd	243.00 plus VAT

The Parish Council agreed unanimously to award the contract to Asbestos Compliance Management Services Ltd at the sum quoted above.

19 **NOCTON BRIDLE PATH – DOG WASTE BINS**

The Parish Council agreed unanimously to accept the quote from PJF Landscapes Ltd in the sum of £120.00 plus VAT to install the replacement dog waste bins on Nocton Bridle Path.

(The meeting ended at 9.05 pm)

CHAIR