

Scaldwell Parish Council

Minutes of the Meeting of Scaldwell Parish Council held on Wednesday 16 July 2014 at 7.30pm in the Village Hall, School Lane, Scaldwell

Councillors in attendance: Mr E O'Leary (Chairman) Mrs Pam Long
Mrs J Lewis Mrs J Randall
Mrs A Curtis (from 14/73)

Public in attendance: Mr D Lewis

14/68 To receive apologies and to approve reasons for absence. Council received apologies from Councillor Vinton. Council accepted her apology and approved her reason for absence. Councillor Randall gave apologies on behalf of Councillor Curtis who had been delayed but was expected to join the meeting later.

14/69 To receive any declarations of interest for items on the agenda. None.

14/70 Approval and signing of minutes: to approve and sign the minutes of the AGM 21 May 2014. Council approved the minutes and they were duly signed by Councillor O'Leary.

14/71 Public address: to receive comment and take questions from the public
Dylan Lewis referred to the forthcoming tree works and suggested Council consider spacing the works out and not trying to undertake all aspects at once.

14/72 To report on actions or matters arising from the minutes (*for information only*)

14/36 The Clerk is to report to Rights of Way the way marker sign that has not been placed on the new gate on land in the ownership of Tony Cox. There was discussion regarding the general condition of the public footpaths. Dylan Lewis offered to help the Clerk identify areas referred to at the meeting by marking up a plan.

14/55 The Clerk confirmed she had spoken with Peter Dewer and subsequently followed up with an email. It was hoped works to the trees would be forthcoming but the Clerk will send a polite reminder if there is no response to the email.

14/58 The Clerk, Dylan Lewis, Councillor Lewis and Councillor O'Leary met yesterday. Agenda item 14/73.

14/29 Club are not known to be holding an event. .

APM Councillor Randall confirmed having raised the issues from the APM with PC Jo Hillery. She has reported back to Ray Archer.

14/73 Tree management

- a) Lime trees on the Green: to confirm the basis for the appointment of the consultant, to receive consultant's report and to agree any actions. Following liaison with Michael Venton at DDC, Council were asked to provide an independent arboricultural report into the condition of the lime trees to support the initial findings of the BSc students. Due to the suspected risk the trees posed and the emergency felling works thought likely, the Clerk had proceeded with inviting 3 consultants to price, with 2 price returns received. Jonathan Hazell (JH), Independent Arboricultural Consultant, had now been instructed by the Clerk, his fee was £300 and within the budgeted allocation. Council confirmed their agreement to the basis of appointment of JH. The report recommended the immediate felling of lime trees T1 and T6 (within 4 weeks), the removal of the epicormic growth and the re-pollarding of lime trees T3, T4 and T5 in the Autumn/Winter.

Council agreed the tree works should be undertaken as recommended, with T1 and T6 felling the obvious priority and the other works to follow. The Clerk will apply to DDC for approval for the emergency felling works in the conservation area and contractors will be invited to tender for the felling work. Council discussed the fact they had no tree works budget allocation remaining for the felling works. The works cannot be delayed due to the urgency for felling as detailed in the report. Council reviewed the budget and the level of reserves. Until the tenders are returned the cost of the works is an unknown, although £3,000 to £5,000 was thought possible. Council agreed they have sufficient reserves to fund the works but acknowledged this would be a substantial draw upon them. Council agreed to have an extra meeting following tender returns to agree appointment of contractor and to consider further the means of funding. Grant options were discussed. The Clerk is to approach NCC to ascertain if any funding might be forthcoming from them. Other options and avenues for grant funding are to be explored. Land ownership of the Greens is also to be double-checked by the Clerk.

- b) Policy for the consideration and response to planning applications for works to trees in the conservation area: to consider and to agree. The Clerk summarised from the meeting the previous day and explained there had been a slight re-think as the number of extra meetings called was actually very low last year. Proposals from the meeting were:
 1. The current system of calling and holding a meeting of full council for each application continue.
 2. The Clerk notify the applicant of the meeting scheduled for consideration of their application.
 3. Guidance is to be written to explain the process of how application consultations are considered by the Parish Council, with the guidance aimed at Councillors and also to act as an information resource for the public.
 4. Council will review the number of applications and the guidance in 1 year.All proposals agreed by Council.
- c) Tree inspection regime: to consider recommendations from Tree Warden and to agree any actions. Actions agreed at the previous meeting carry forward.
- d) To consider and to agree any other works to trees. The JH report recommended the managed cut back of the epicormic growth on the remaining lime trees. R&G, as the regular contractor for grass cutting and grounds maintenance had undertaken this work previously and had thus been asked if they felt they had the experience to undertake on this occasion given the new and specific method of working required. R&G felt they did not have the specific expertise. Dylan Lewis said he could make recommendations for those who were sufficiently experienced to undertake the work. Council already have allocation for this work under the grass cutting budget, although it was acknowledged that due to the enhanced working method required the cost is likely to be higher than the budget allocation. The work is expected to take 2 to 3 days and to be in the region of £250. Council acknowledged and agreed to the work being undertaken with any additional cost being supplemented from reserves. Ear-marked reserves stand at £9,796.67, reserves remaining and thus available for tree works stand at just over £11,000.

14/74 Playing field

- a) To receive update report from the 'Friends of Scaldwell Playing Field' and agree any actions. No report.
- b) To consider the Risk Assessment reports received since the last meeting and agree any actions. Nothing urgent arising and requiring immediate attention. Other items carried to the next working party meeting.

14/75 Planning applications: to receive progress report

DA/2014/0318, works to trees in a conservation area, The Rectory, High Street. Approved by DDC 19 May 2014. The tree works were reported as having now been completed.

14/76 Council procedures: to review and approve the Standing Orders. The Standing Orders had been circulated with the agenda and in advance of the meeting to allow review. Approved by Council as circulated.

14/77 Repair to parish clock: to consider quote and means of funding the repair and to further agree instruction for repair work. Council discussed the cost of the repair and how to fund given there was no budget allocation. There is potential to re-allocate remaining funds from insurance and perhaps draw funds from bus shelter/notice boards and bins, although this still leaves Council with a shortfall. Council could draw on reserves but are reluctant as the trees works are also drawing on reserves. Application to the Parish Trust and Empowering Councillor grant was discussed and it was agreed the Clerk, in liaison with the Chairman as necessary, would make submissions. Given the uncertainty at this time regarding the cost to the Council for the tree works and the desire for grant aid, Council agreed the repair would be placed on hold, at least pending the return of tenders for the tree felling.

14/78 Correspondence

To consider and agree any actions

- a) Email from Phil Purcell dated 13 June. The email and the Clerk's initial response had been circulated in advance of the meeting.
 - Item 1. Flooding along Old Road. The matter is with NCC Highways, Ian Boyes. The Clerk had provided additional information to NCC regarding the nature of the drainage from the farm following road re-surfacing and subsequent alteration/loss of the camber.
 - Item 2. Hamsons lorry driving through the village. The Clerk reported having spoken with Hamsons who had apologised. The lorry was driving to a field just the other side of Scaldwell. The driver was to be reminded not to drive through the village. It was thought to be a one-off.
 - Item 3. Damage to Old Road at entrance to Mill Hill Farm following delivery of a digger on a low loader. To be reported to street doctor.
- b) Consultation, DDC, Community Infrastructure Levy, Draft Charging Schedule. Council agreed a response would not be made.
- c) To receive other items of correspondence (*for information only*)
 - 1. DDC consultation reviewing polling stations. Council have no issues and current arrangements are considered suitable.
 - 2. DDC consultation, funding for community services, 2015 – 2018.
 - 3. DDC consultation, focused allocations review.
 - 4. NCALC booklet, member services and benefits.

14/79 Neighbourhood Plan: to consider if any action is required. DDC Senior Planning Policy Officer, Tom James, has offered to meet with Council. The Clerk to arrange the meeting which it was agreed would be preferable as a separate meeting to that of full council. Councillor Curtis and Councillor O'Leary reported their attendance at the public meeting in Brixworth regarding the latest 2 housing developments proposed.

14/80 Highways: to consider any reports raised since the last meeting and agree any actions. There were no new reports raised. Councillor Curtis reported speaking with Ray Archer 2 days ago regarding car parking for the playing field. Ray Archer has been advised to report any cars to the Police.

14/81 Crime/NHW/Police: to receive reports since the last meeting and agree any actions. No reported crime or ASB during May and June. Sue Dodds-Smith is to attend the Police Community Panel meeting tomorrow.

14/82 Finance: annual accounts for year ending 31 March 2014

- a) To approve amendment made to the annual return boxes 2 and 3. Box 2, precept was reduced by £94. Box 3, other receipts was increased by £94, the amendment reflective of the DDC council tax top-up grant that was incorrectly included as part of the precept figure originally. Amendment approved by Council.
- b) To receive NCALC independent internal auditor report and agree any actions. The Clerk read out the 3 points for the attention of the Council:
1. Jonathan Harris is still named at the top of the bank statements. Council agreed the Clerk should draft a letter to the bank requesting removal.
 2. Payments 790 and 791, numerical typo. Council acknowledged the Clerk will correct the account sheet.
 3. Bank statement 272 missing. Council agreed the Clerk will request another copy.

14/83 Finance: general

- a) To receive and approve financial report and bank reconciliation for the period since the last meeting. Income received since the last meeting reported as bank interest at £5.99. The reconciliation to the bank statements of 1 July 2014, £24,564.41, outstanding cheques £1,715.45, true balance £22,848.95.
- b) To approve the following payments. Approved by Council subject to:
1. Agreement to an increase in the Clerk's working hours to 21 per month and an increase to SCP 22 as per recommendation previously circulated by Councillor O'Leary and Councillor Long following the report back from the Clerk's annual review meeting.
 2. The Clerk confirming the amount due to Jonathan Hazell at £300.00.

Date	Chq no	Payment to	Description	VAT	Total (inc VAT)
16/07/14	805	E-ON	Street light maintenance quarter ending 31/03/14 *1	£11.78	£70.68
16/07/14	806	E-ON	Street light electricity supply quarter ending 31/03/14 *1	£8.85	£185.88
16/07/14	807	R&G	Grass cutting/maintenance *2	£86.25	£517.53
16/07/14	808	Smiths of Derby	Parish clock service *3	£41.40	£248.40
31/07/14	809	Miss Alicia Schofield	Salary & expenses for July		£195.31
31/07/14	810	HMRC	Employee tax liability P4		£43.20
31/08/14	811	Miss Alicia Schofield	Salary & expenses for Aug		£195.31
31/08/14	812	HMRC	Employee tax liability P5		£43.20
16/07/14	813	Jonathan Hazell	Lime trees inspection/report *4		£300.00
Total					£1,799.51

- 14/84 Reports from Councillors:** to receive reports and agree any actions;
- Councillor Curtis** acknowledged the work of the CEG. It was noted the grass verge by the chevron signage is not being cut. The Clerk will raise with R&G, although Councillor Alcock may cut the area if asked and if parishioners have not undertaken the work themselves.
- Councillor Long** referred to the concerns of previous in relation to noise emanating from the scaffolding company and said the matter now seems to have been addressed.
- Councillor O'Leary**, Reporting from the last Village Hall Committee meeting. The windows are in a poor state of repair and in need of renovation and quotes are being obtained.

- 14/85 Newsletter:** to agree any articles for the next edition of the newsletter. Playing field car parking, the works to the lime trees, footpaths.

14/86 Forthcoming meetings: to note the meeting dates for the remainder of 2014: 17 September and 19 November. Council discussed the date for the extra meeting, likely Monday 28 or Tuesday 29 July.

Prior to the close of the meeting Council felt consideration should be given to the possible appointment of an independent consultant to manage the tender and contract for the tree felling. Further to all actions agreed in 14/73 a) it was further agreed JH would be approached to see if he would undertake this service for Council as it was felt his additional expertise was required beyond Parish Councillor and Clerk levels due to the nature of the works and the location of the trees adjacent to the highway. Council agreed the Clerk should proceed with the further engagement of JH's services, with a cap on expenditure agreed of £1,000 and with Council satisfied the expenditure will have to be drawn from reserves.

Meeting closed by 9.30pm

Minutes Reference	Statutory Provision	Reference to Council's Decision within the Minutes
*1	Parish Councils Act 1957 s.3, Highways Act 1980 s.301	
*2	Highways Act 1980, s.96, Open Spaces Act 1906 s 15,, Public Health Act 1875, s 164 and amendments	
*3	Parish Councils Act 1957, s.2	
*4	Open Spaces Act 1906, ss 9 and 10	14/73 a)