

RUDDINGTON PARISH COUNCIL

**DRAFT MINUTES OF THE PARISH COUNCIL MEETING**

HELD AT ST. PETER'S ROOMS ON TUESDAY 20<sup>th</sup> SEPTEMBER 2011 AT 7.30PM

**Membership**

Councillors	Mrs. B.M. Venes	Chairman
	K.S. Piggott	Vice-Chairman
A	Mrs. B. Breakwell	
	Miss S.A. Chambers	
	A. Chopra	
	D.J. Hall	
	Mrs. S. Kaur Samra	
A	P. Lyons Lewis	
	M.S. McGowan	
	P.F. McGowan	
	Mrs. M. Pell	
A	Mrs. M. Robinson	
	N.J. Tegerdine	
	M. Walsh	
	Mrs. R. Wilson	
	W.A. Wood	

Persons absent are marked 'A'

Persons representing the Parish Council on other business are marked 'O'

ALSO IN ATTENDANCE

Mrs. J.A. Goodbody	Clerk to the Council
Mrs. L.M. Cooke	Deputy Clerk
3 members of the public	

APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mrs. B. Breakwell, P. Lyons Lewis and Mrs. M. Robinson.

C. 11/1498 STANDING COMMITTEES

The Chairman welcomed Councillor D.H. Hall back to the Council following his re-election and advised that Councillor Mrs. Marilyn Robinson, who had also been elected in September, was unfortunately unable to attend this meeting.

The Clerk advised that Councillor Mrs. M. Robinson had expressed a wish to serve on the Environment & Community Committee and Councillor D.J. Hall wished to return to the Amenities Committee.

RESOLVED:

1. That Councillor D.J. Hall be appointed to the Amenities Committee for the remainder of the current year.
2. That Councillor Mrs. M. Robinson be appointed to the Environment & Community Committee for the remainder of the current year.

C. 11/1499 DECLARATION OF MEMBERS' INTERESTS

The Chairman and Councillor M. Walsh declared an interest in any item appertaining to the Allotments.

MINUTES

The Minutes of the Parish Council Meeting held on 28<sup>th</sup> June 2011, having been previously circulated, were confirmed and signed by the Chairman.

C. 11/1500 MATTERS ARISING FROM THE MINUTES

Photocopier (Vide Minute C. 11/1493)

The Clerk reported that the replacement of the photocopier was now extremely urgent. She advised that the existing photocopier had 'jammed' yet again which resulted in engineers from Danwood attending on two separate occasions last week. This caused a considerable delay in producing the Agendas and associated paperwork for this meeting, and at one stage it was thought that the Agenda only would be able to be produced via the laser printer. The Clerk pointed out that Danwood had been very helpful during the breakdown by (a) offering to print the work at their offices (which would not have been appropriate) or (b) possibly loaning the Parish Council another copier.

In response to a question from Councillor N.J. Tegerdine, the Clerk advised that Danwood had responded to the breakdowns within the call-out time specified in the agreement.

Members noted the above information.

C. 11/1501 MOTION FOR ADJOURNMENT

RESOLVED:

That the Council adjourn to allow the members of the public present to make statements on Agenda Items.

**COUNCIL IN SESSION**

## C. 11/1502 CHAIRMAN'S ANNOUNCEMENTS

### 90<sup>th</sup> Birthday

The Chairman reported that she had delivered a flower arrangement to Walter Roper of Churchill Drive on the occasion of his 90<sup>th</sup> Birthday on 11<sup>th</sup> August 2011.

### Diamond Wedding Anniversary

The Chairman advised that the Clerk had delivered a basket of flowers to May and George Fearn of Fairham Close on the occasion of their Diamond Wedding Anniversary on 1<sup>st</sup> September 2011.

## C. 11/1503 COMMUNICATIONS

### Thank-you letters

The Clerk read to Members the contents of a letter from Mr. Walter Roper thanking the Parish Council for the lovely gift of flowers he received on the occasion of his 90<sup>th</sup> Birthday.

The Clerk read to Members the contents of a letter from May and George Fearn thanking the Members and Staff for their kind thoughts and flowers presented by The Clerk on the occasion of their Diamond Wedding Anniversary.

### Parish and Town Council Forum Event – Wednesday 16 October 2011

The Clerk read to Members the contents of a letter received from Rushcliffe Borough Council, which had been received too late to be included on the Agenda, advising of the above event. The Forum will take place from 2.30pm to 4.30pm and will be repeated from 6.30pm to 8.30pm. The event will focus on two subjects:-

1. The Electoral Review Process
2. 2012 Queen's Diamond Jubilee and Olympic event planning

The Parish Council has been invited to provide the names of up to two representatives to attend each session and Members were asked to contact the Clerk if they wished to attend. She advised that places will be allocated on a first-come/first- served basis.

Councillor K.S. Piggott suggested that it may be prudent to reserve one place for Councillor Mrs. B. Breakwell as she is very much involved with organising a special event during 2012.

The above information was noted.

## C. 11/1504 QUESTIONS UNDER STANDING ORDER NO. 8

There were no questions raised under Standing Order No. 8.

## C. 11/1505 DEVELOPMENT

### Planning Meetings

The Minutes of the Parish Council Planning Meeting held on 9th August 2011, having been previously circulated, were confirmed and signed by the Chairman.

The Minutes of the Parish Council Planning Meeting held on 23<sup>rd</sup> August 2011, having been previously circulated, were confirmed and signed by the Chairman.

### New Applications

#### RESOLVED:

That the observations contained in Planning Schedule 660 be adopted.

## C. 11/1506 COMMITTEE REPORTS AND MINUTES

The Minutes and Reports as set out below were presented and motions made for approval and adoption:

Amenities Committee	12 July 2011
Environment & Community Committee	19 July 2011
Finance & Policy Committee	6 September 2011

#### RESOLVED:

That the recommendations contained in the aforementioned Minutes and Reports be adopted.

**Borough Councillor John Lungley arrived at this point of the meeting.**

## C. 11/1507 PARISH COUNCIL SURGERIES

11<sup>th</sup> June 2011 – County Councillor Reg Adair; Borough Councillor Nigel Boughton-Smith; No Parish Councillor

Re: Development at junction Clifton Road/Wilford Road: Two parishioners complained about the new 3-storey construction taking place and said it is not inkeeping with the surrounding area; windows are cheap looking; building in Conservation area. Action: N.B-S to discuss with Development Control at RBC

Mrs. Hobson of Kirk Lane - complained about bottles and cans in the street – street cleaning not up to standard. Action: N.B-S. to raise with Streetwise and advise PC

David Hollingworth of Elms Close - Trees need tidying on The Green as they are overhanging the pathway. Action: N.B-S. advised PC office and JG told him that work is on order

Mrs. Collier of Moor Lane - Willow Tree on The Green is obstructing pavement/walkway. Action as above

David Hall of Brookside Road - Untidy streets – not cleaned. Gary on holiday – is there a contingency. Action: N.B-S

Mrs. King of Ashworth Avenue - Rushcliffe School Bus – walking route not safe – fee unfair. Action: N.B-S & R.A.

Mrs. Lavelle - Litter in the village. Action: N.B-S. & PC

Brenda Adlard of Musters Road: Parking on the pavement on Musters Road and obstructing pedestrians. Also parking too far from the kerb (in response to letter from PC)

10<sup>th</sup> September 2011 – County Councillor Reg Adair; Borough Councillor John Lungley; Parish Councillor Miss S.A. Chambers

David Hollingworth of Elms Close – Hedge at telephone exchange on Kirk Lane needs cutting, also tree overhanging the pavement. Action: PC Office to contact British Telecom.

Resident of Elms Close - Burned hedge requires to be re-instated by plants or fence. Paving across The Green – tarmac – grass is now growing on path. Action: PC groundstaff/Ruddington Medical Centre

Anthony Brown of Asher Lane - Children riding bikes on pavements – suggests item in newsletter to highlight to problem – suggests notices “cycling on pavement not allowed and prosecution will follow”.  
Action: discuss with Beat Manager and report to Environment & Community Committee

Muriel Woodhead of Musters Road: Pavements on Asher Lane, allotments, waste bin on The Green near seats: Action: Discuss at Amenities/Environment & Community Committee

David Hall of Brookside Road - Personal social services issues.  
Action: He will email County Councillor Reg Adair

Connie Aram of Elms Park - Hedge bottom is very weedy – who is responsible – can we assist? Action: Further information re exact location required.

RESOLVED:

1. That the above information be noted.
2. That items raised be referred to the appropriate Committee/s.

Police Priority Setting Meeting

Copies of a report prepared by Councillor Mrs. B. Breakwell following her attendance at the meeting held on 20<sup>th</sup> July 2011 had previously been circulated to Members.

The report advised that the meeting had been led by Inspector Phil Hallam, who reported that Nottinghamshire had seen the highest national reduction in crime levels across the board and crime in this area was also reduced.

Inspector Hallam alluded to the closing of stations and contact points as strategically necessary in the light of funding saving targets of 25%.

The priority for Ruddington for the period July to October was identified as monitoring Elms Park (where recent vandalism of the planters had occurred) and the groups around The Green. This reflects priorities in other areas as the Summer months/school holidays bring increases in Anti Social Behaviour. PC Ann Gill has now been trained as a trainer for the use of hand-held speed cameras and she will be training other officers in order to increase this facility.

Inspector Hallam stressed to everyone that any incidents need to be reported – it is not wasting Beat Officers or PCSO time as it is the only way to truly know what is happening in certain areas. If it isn't reported – it isn't happening.

The next meeting is scheduled for 20<sup>th</sup> October 2011.

RESOLVED:

That the above information be noted.

Proposals for Police Premises in Nottinghamshire

Copies of correspondence from Nottinghamshire Police Authority advising that the Police Authority has now considered the proposals put forward by Nottinghamshire Police concerning the future of police stations and front counter services, together with specific details in respect of Rushcliffe South, had previously been circulated to Members.

The letter advises that at this stage these are proposals, which the Authority has noted, and which will now form the basis of a consultation programme with local stakeholders, partners and the general public. It is stressed that this is a genuine consultation – no decisions have been made and no decisions will be made until consultation has taken place with those who may be affected.

People will be able to share their views over the coming weeks in various ways, including a questionnaire, an on-line survey on both the Authority's and the Force's websites, face to face meetings and

through local engagement opportunities. Written views can be submitted by either letter or email:

[estatesfeedback@nottinghamshire.pnn.police.uk](mailto:estatesfeedback@nottinghamshire.pnn.police.uk)

RESOLVED:

That the above information be noted.

C. 11/1509 NOTTINGHAMSHIRE COUNTY COUNCIL – WINTER SERVICE – OFFERS OF ASSISTANCE TO PARISH COUNCILS

Copies of correspondence from Nottinghamshire County Council advising of a series of improvements to their winter services had previously been circulated to Members. These improvements include:-

- Bagged salt to be provided to Parish Councils for use as they see fit in icy or hazardous conditions
- The opportunity to purchase blue grit bins
- The establishment of parish snow wardens
- Seeking expressions of interest from farmers in clearing roads in snow

Members were reminded that last year the Parish Council took advantage of the offers made by the County Council by purchasing a blue grit bin which has been sited outside St. Peter's Rooms, receiving the five 25kg bags of salt offered free of charge and purchasing a 1 tonne bag of salt which has been stored at the Maintenance Unit.

The Clerk advised that she would again be ordering the five free bags of salt and would consult with the groundstaff as to whether a further 1 tonne bag of salt will be required for the forthcoming winter season.

With regard to the establishment of snow wardens who would provide information to the District Manager on the local situation during periods of severe weather, consult with the District Manager on local needs and assist him in co-ordinating the operations of other agencies and authorities, the Clerk advised that this is already a process which is carried out regularly by the Parish Council Office staff.

RESOLVED:

1. That an order be placed for five 25kg bags of salt free of charge.
2. That an order be placed for a 1 tonne bag of salt, if required.
3. That the Parish Council does not appoint a Snow Warden.

C. 11/1510 NOTTINGHAMSHIRE ASSOCIATION OF LOCAL COUNCILS

Copies of correspondence from NALC advising that the Annual General Meeting 2011 will be taking place on Wednesday 16<sup>th</sup> November 2011 at Epperstone Village Hall commencing at 7.30pm had previously been circulated to Members.

The Parish Council has been asked to consider the following:

- Appointment of two voting delegates
- Nominations for the Election of Officers
- Nominations for the election of the Executive Committee

Members agreed not to provide nominations in respect of the Election of Officers or Executive Committee. Councillors Mrs. B.M. Venes and W.A. Wood agreed to attend the meeting as voting delegates on behalf of the Parish Council.

RESOLVED:

That Councillors Mrs. B.M. Venes and W.A. Wood attend the NALC Annual General Meeting as voting delegates.

JG

C. 11/1511 RUSHCLIFFE BOROUGH COUNCIL – REVIEW OF SERVICES

Copies of correspondence from Rushcliffe Borough Council advising that it is in the process of reviewing the services it delivers to explore different ways of working so it can meet the savings target required. In the first year the services being reviewed are Environment & Waste Management (EWM) which includes

- Streetwise
- Recycling2go
- Fleet services
- Community Facilities

As part of the EWM review it is investigating the interest there may be from Parish and Town Councils to deliver any services on its behalf such as street cleansing, bin collection and the maintenance of parks and open spaces. The team will begin to investigate whether this is a viable option with any Parish Council which shows interest in working with them to explore the option.

Members agreed that an interest be registered with Rushcliffe Borough Council to explore the option further.

RESOLVED:

That Rushcliffe Borough Council be advised that the Parish Council is interested in exploring the option of delivering some services on its behalf.

JG

C. 11/1512 BUDGET 2012/2013

Programme of Budget Meetings

Copies of the proposed programme for the Budget 2012/2013 had previously been circulated to Members.



RESOLVED:

That the Programme of Budget Meetings 2012/2013, a copy of which is appended to these Minutes, be approved.

JG

Guidelines for the preparation of the Budget 2012/2013

Members discussed the general criteria to be used for the production of the 2012/2013 Budget. The Clerk pointed out that at the current time there was no indication that there would be any increase on salaries, which had remained unchanged since April 2009.

RESOLVED:

That a 3% general increase on the previous year's Budget figures be applied in order to prepare the 2012/2013 Budget .

JG

C. 11/1513 RUDDINGTON FUN

Copies of a letter from the voluntary committee of 'Ruddington Fun' had previously been circulated to Members.

The letter expressed the committee's thanks for the help received from the Parish Council which enabled them to make Ruddington a fun place to have been over Summer 2011. A detailed programme of events had been offered which covered the period Monday 25<sup>th</sup> July to Friday 2<sup>nd</sup> September, and it was noted that there were only 6 days (including August Bank Holiday) when there was nothing taking place. It was noted that feedback had been extremely positive.

Members expressed their gratitude to the 'Ruddington Fun' Committee for arranging a far greater range of activities over the Summer Holidays than had been achieved for many years.

RESOLVED:

1. That the above information be noted.
2. That a letter be sent to the 'Ruddington Fun' committee thanking them for arranging activities over school holiday periods.

JG

C. 11/1514 GUIDANCE NOTES FOR COUNCILLORS

Copies of a booklet containing guidance notes for Councillors covering the following items previously been circulated to Members:-

- Meetings – general information
- Production of Minutes of Meetings
- Adoption of Committee Minutes by the Parish Council
- General notes for the guidance of Chairman/Vice-Chairman
- The Role of the Chairman of the Council

- The Role of the Chairman/Vice-Chairman of a Standing Committee
- The Council as an employer

The Clerk advised that the booklet had been produced as a means of consolidating information which had previously been handed to Councillors on an ad hoc basis. The Vice-Chairman thanked the Clerk for producing the guidance notes and said it was always good to be reminded of these matters but queried the use of the word 'accuracy' in the paragraph which states "Members are asked to note that the accuracy of the Committee's Minutes are not confirmed at Council meetings'. The Clerk advised that in this case the word 'accuracy' meant that typographical errors do not prevent Minutes being approved as a true record of what took place at a particular meeting.

Councillor P.F. McGowan advised that he had suggested to the Clerk that the Parish Council's policy on speaking to the Press should be included in the guidance notes but was advised that at that time it was too late. The Clerk had, however, agreed to this suggestion and would circulate a copy of this for Councillors to include in the booklet.

Councillor N.J. Tegerdine thanked the Clerk for producing the guidance notes but stated that they are what they say i.e. guidance notes, and as such may contain conflicting advice as to what really should, in his opinion, be put into practice. He explained to Members that there had recently been a difference of opinion between himself, the administration staff and one or two Councillors when he had requested to review the minutes of the committees of which he is chairman prior to them being published, which he considers to be good practice. He suggested that it would be helpful to look at this type of issue and take a close look at Standing Orders and how to do things.

#### RESOLVED:

1. That the contents of the Guidance Notes for Councillors be noted.
2. That a review be undertaken of Standing Orders.

### C. 11/1515 REPORTS

#### Borough Councillors

Councillor Nigel Boughton-Smith reported that he had attended a Community Development Meeting to review Voluntary Services and the effect the Government austerity programme would have on this sector. The value of the service had been discussed and the need to maintain the current budget, taking into account the reduction in sponsorship. They also looked at the activities in place to prevent and deal with homelessness, although he pointed out that Rushcliffe Borough Council has a very good record of dealing with this. There is however a forecast that there will be an increase in homelessness as some Government grants have been cut.

Councillor Boughton-Smith had also attended a meeting of the East Midlands Museum Service which, as the name suggests, looks after all museums in the East Midlands. He said he had been invited to join the Board, but had declined the offer at the current time.

He advised that he will be attending the next meeting of the Borough Council at which the process of electoral review will be discussed.

Councillor John Lungley said he had nothing to report at the current time.

#### School Bus Service (Vide Minute C. 11/1489)

Councillor Mrs. R.H. Wilson reported that a meeting of the working group set up in an attempt to have the decision to charge pupils who did not live over three miles from the schools in West Bridgford had been held. Councillor Mrs. Wilson advised that just prior to the meeting taking place NCC had rescinded its decision pending a further review and would be re-consulting, although nothing further had been received to date. She had recently been notified by some parents that there is a backlog in the issuing of bus passes and therefore they are having to pay and have been told that they will not be re-imbursed.

Councillor Mrs. Wilson stated that once more information and feedback has been received a further meeting will be held, at which time a back-up plan will be formulated. She promised to keep the Parish Council informed.

Members noted the above information.

#### Rushcliffe Business Partnership – Ruddington “Satellite” (Vide Minute E. 11/808)

Councillor M.S. McGowan advised that he would be reporting on his attendance at a meeting of the above held on 19<sup>th</sup> August 2011 at the Environment & Community Meeting to be held on 18<sup>th</sup> October 2011.

#### C. 11/1516 EXCLUSION OF PRESS AND PUBLIC

##### RESOLVED:

That in view of the confidential nature of the business about to be transacted, the public and press be temporarily excluded from the meeting during consideration of the following item in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and they be asked to withdraw.

### C. 11/1517 STAFFING

Councillor N.J. Tegerdine advised Members that 34 completed applications had been received for the position of Clerk to the Council/Responsible Financial Officer.

He reported that the selection panel, including the reserve member, had met and a short-list drawn up of 10 candidates to invite for interview, which will be taking place over a period of 3 days. The panel were encouraged by the calibre of applicants and pointed out that several are existing Local Government employees.

The Chairman emphasised the need for the Clerk to have good 'people skills' and pointed out that the Clerk represents the face of the Parish Council to the general public.

#### RESOLVED:

That the above information be noted.

The meeting closed at 8.49 pm

Chairman