

RUDDINGTON PARISH COUNCIL

DRAFT MINUTES OF THE PARISH COUNCIL MEETING

HELD AT ST. PETER'S ROOMS ON TUESDAY 28th JUNE 2011 AT 7.30PM

Membership

Councillors

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

Chairman
Vice-Chairman

Persons absent are marked 'A'

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

ALSO IN ATTENDANCE

Mrs. J.A. Goodbody
Mrs. L.M. Cooke
4 members of the public

Clerk to the Council
Deputy Clerk

APOLOGIES FOR ABSENCE

Apologies were received from Councillor M.S. McGowan.

C. 11/1478 CO-OPTION OF PARISH COUNCILLORS AND APPOINTMENTS TO STANDING COMMITTEES

The Clerk reported that the Parish Council would not be at liberty to co-opt new Members onto the Council at this meeting as she had been advised earlier in the day that when the vacancies occur as a result of insufficient candidates being appointed through the election process, any co-options must take place within 35 days of the election. She apologised for the inconvenience this would cause but explained that as this had never happened before she was unaware of the 35 day ruling.

The Clerk advised that the people who had expressed an interest in being co-opted onto the Council had been advised of the situation.

The Clerk suggested that the way forward would be for Members to declare a casual vacancy in both Easthorpe and Manor Wards, following which the Borough Council would be advised and the Statutory Notice would be displayed advertising the vacancies. She explained that provided an election

was not called for by ten or more electors, the Parish Council would then be free to co-opt two new Councillors using the previously agreed process.

RESOLVED:

1. That the above information be noted.
2. That a Casual Vacancy be declared in Easthorpe Ward.
3. That a Casual Vacancy be declared in Flawford Ward.
4. That Rushcliffe Borough Council be advised of the two Casual Vacancies.
5. That if an election is not called for, the Parish Council co-opts two new Members using the previously agreed procedure.
6. That if necessary a Special Parish Council be convened to co-opt new Councillors to the Council.

C. 11/1479 DECLARATION OF MEMBERS' INTERESTS

Councillors P.F. McGowan and K.S. Piggott both declared an interest in Planning Application No. 11/00887/FUL.

Councillor W.A. Wood declared an interest in the Planning Appeal in respect of 25 Kirk Lane.

Councillor Mrs. R. Wilson declared an interest in the item appertaining to the School Bus Service.

MINUTES

The Minutes of the Annual Parish Council Meeting held on 17th May 2011, having been previously circulated, were confirmed and signed by the Chairman.

C. 11/1480 MATTERS ARISING FROM THE MINUTES

NCC Travel & Transport Briefing

The Clerk advised that as previously reported the carriageway reconstruction works on the A60 Loughborough Road will incur temporary closures of Flawforth Lane and Kirk Lane from Saturday 6th August to Sunday 21st August (weekends only). She said she had ascertained from the County Council that the works will intrude along a 50m stretch of both Flawforth Lane and Kirk Lane. Members noted this information.

Garden Competition/Photographic Garden Competition

The Deputy Clerk circulated to Members 5 copies of entry forms for each of the above competitions and suggested that if they noticed a garden which they felt should be entered into the competition, they should put an application form through the letterbox of the property in the hope that the owner might enter.

C. 11/1481 MOTION FOR ADJOURNMENT

RESOLVED:

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

During the adjournment the following items were raised:-

David Hollingworth said that the issue of payment by some pupils to use the school bus had been discussed on previous occasions and following representation to the County Council at the time the situation had been resolved. He went on to say that at the time concern had been expressed that it was not fair to expect children to walk to either West Bridgford or Rushcliffe Schools and nothing had changed – in fact the situation was worse now due to the increase in the volume of traffic.

Councillor P.F. McGowan advised that he had spoken to the Leader of Nottinghamshire County Council and asked her to intervene in this matter.

Borough Councillor Mrs. J.E. Greenwood advised that following the Parish Council Surgery held on 12th June she had contacted staff and Councillors at the County Council regarding the proposed bus charges for children who live within the 'three mile limit'. She said she had received a telephone call from Councillor Reg Adair earlier in the day to say that 'work is in progress and new letters will be sent to the head teacher and all families concerned very soon.'

COUNCIL IN SESSION

C. 11/1482 CHAIRMAN'S ANNOUNCEMENTS

Diamond Wedding Anniversary

The Chairman advised that the Clerk had delivered a basket of flowers to Ron and June Richards of Ling Crescent in the occasion of their Diamond Wedding Anniversary on 2nd June 2011.

C. 11/1483 COMMUNICATIONS

Grant Aid to Robin Hood Cadet Corps of Drums

The Clerk read to Members the contents of an email from Russ Jones thanking the Parish Council for its donation towards the cadets going to

France. The email advised that the grant will be split between the four cadets from Ruddington, as requested by the Parish Council.

Thank-you letter

The Clerk read to Members the contents of a letter from Mrs. Rhoda Basson thanking the Parish Council for the beautiful flowers she received on the occasion of her 90th Birthday.

C. 11/1484 QUESTIONS UNDER STANDING ORDER NO. 8

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

C. 11/1485 DEVELOPMENT

Councillors P.F. McGowan and K.S. Piggott, having declared an interest in Planning Application 11/00997/FUL, took no part in the discussions in relation to this application.

New Applications

RESOLVED:

That the observations contained in Planning Schedule 654 be adopted.

Planning Appeal: 25 Kirk Lane – Construct dwelling

Councillor W.A. Wood, having declared an interest in this item took no part in the discussions.

Copies of the Notice of Appeal in respect of the Borough Council's decision to Refuse Permission for the above application had previously been circulated to Members.

Members were reminded that the Parish Council did not object to the application.

RESOLVED:

That the above information be noted.

Planning Appeal – 98 Churchill Drive – First floor front and side extension

Copies of the Notice of Appeal in respect of the Borough Council's decision to Refuse Permission for the above application had previously been circulated to Members.

Members were reminded that the Parish Council did not object to the application.

RESOLVED:

That the above information be noted.

Planning Application Documents

Copies of correspondence from Rushcliffe Borough Council advising that a new service is being offered whereby the case officer's report on planning applications as well as the decision notice will be available on line had previously been circulated to Members.

The letter also advises that in the interests of efficiency and speed the Borough Council will be able to notify decisions by email rather than a paper copy in future, provided details of the appropriate email address is furnished to them. The Clerk reported that she had submitted the relevant information to the Borough Council.

RESOLVED:

That the above information be noted.

C. 11/1486 COMMITTEE REPORTS AND MINUTES

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

| | |
|-----------------------------------|--------------|
| Amenities Committee | 24 May 2011 |
| Environment & Community Committee | 7 June 2011 |
| Finance & Policy Committee | 14 June 2011 |

RESOLVED:

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

C. 11/1487 FINAL ACCOUNTS FOR YEAR ENDED 31st MARCH 2011

Copies of the Final Accounts for the year ended 31st March 2011, together with the Internal Auditor's Report, the Annual Return and the Annual Governance Statement had previously been circulated to Members.

Councillor P.F. McGowan, Chairman of the Finance & Policy Committee during the year of the accounts under discussion, presented a brief resumé to Members.

Internal Auditor's Report

Members noted the comments made by the Internal Auditor in his report. The Clerk confirmed that the minor alterations required to the final accounts had been necessary because the computerised finance system had not transferred adjustments made to the previous year's final accounts over to the current year. She confirmed that the software suppliers and herself had carried out the amendments required to the Internal Auditor's satisfaction.

RESOLVED:

That the Internal Auditor's comments be noted.

Annual Governance Statement

Members duly answered the questions contained within the Annual Governance Statement.

RESOLVED:

1. That the Annual Governance Statement be approved.
2. That the Annual Governance Statement be signed by the Chairman and the Clerk.

Final Accounts for the Year Ended 31st March 2011

Councillor P.F. McGowan said the accounts reflected a cost control efficient year.

RESOLVED:

1. That the Final Accounts for the Year Ended 31st March 2011 be adopted.
2. That the Chairman and the Clerk sign the Final Accounts and the Annual Return.

C. 11/1488 PARISH COUNCIL SURGERY

11th June 2011 – County Councillor Reg Adair; Borough Councillor Mrs. Jean Greenwood; Parish Councillor Mrs. Barbara Venes

The following matters were raised at the Surgery held on 11th June 2011:-

Mr. Brocklesby of Wilford Crescent complained about the £25 charge for green bins.

Mrs. J. Henson, E. Raynor, C. Featherstone and S. Kirkwood expressed their concern regarding the proposed bus service charge for pupils who do not live over three miles from the school in West Bridgford.

Mrs. E. Bedford expressed concern regarding the planning application to the rear of 218 Loughborough Road.

Mr. G. Taylour asked when the grass at the junction of Clifton Road and Wilford Road would be cut? Also raised the following issues:- the loss of street cleaner; the green bin charge should be pro rata 9/12; self-service at the Library is not always working; fire-wall to stop County Council letter going to Parish or Borough.

Mrs. M. Woodhead complained about the pavement on Asher Lane.

The Clerk advised that following the concerns regarding school bus charges by parishioners at the surgery, several people had also been into the Office to raise their concerns and she had therefore put this matter on the Agenda for discussion.

RESOLVED:

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

C. 11/1489 SCHOOL BUS SERVICE

Councillor Mrs. R. Wilson, having previously declared an interest in this item, was permitted to enter into the discussions but was not permitted to vote.

Copies of an article published in the Nottingham Evening Post on 16th June 2011 entitled '500 pupils face losing free school transport'; had previously been circulated to Members.

Members discussed the proposal by Nottinghamshire County Council to introduce charges for the school bus service for those pupils who do not live over three miles from the schools in West Bridgford and the following issues were:-

Councillor N.J. Tegerdine advised that he regularly walks from Ruddington to West Bridgford and is very concerned that children are being expected to do so, especially as there is no footpath between Ruddington and Nottingham Knight Island, which in itself is extremely hazardous to cross even for an adult.

Councillor Mrs. R. Wilson advised that the proposed safe route passed as walkable when accompanied by an adult is via Wilford Road, Landmere Lane, Europa Way, Loughborough Road and Boundary Road. She advised that parents of children currently attending St. Peter's School have set up a working group in an attempt to have the decision overturned by the County Council.

Councillor M. Walsh said that the safest route may not be the shortest route and expressed concern that if the children were not accompanied by an adult this could be a life-threatening issue.

Councillor W.A. Wood suggested that the working group concentrates on the weakest area of the proposed plan. He also pointed out that catchment area for children from the whole of Ruddington is West Bridgford and this was agreed at the time the County Council decided to change St. Peter's School from Secondary to Junior education.

Councillor A. Chopra said safety and justice stand out as the main issues. He also asked whether the Parish Council could provide a room to enable the working group to hold a meeting for parents.

Councillor P. Lyons Lewis pointed out that the school buses will still be operating irrespective of whether pupils have been given free travel or paid and therefore if those who have to pay change to walking, the buses will be operating half-full but still cost the same to hire.

Councillor P.F. McGowan reminded members of the comment made by David Hollingworth during the adjournment that a battle had been fought before and won. He advised that it was his understanding that the County Council would only re-visit the issue on safety grounds. He pointed out that not all children leave school at the same time and this could result in some, or even one, walking home alone.

RESOLVED:

1. That the Parish Council supports the working group.
2. That the Parish Council offers the use of a suitable room free of charge, subject to availability, for the working group to hold a meeting/s.
3. That Parish Councillors offer their assistance as required.

C. 11/1490 RUDDINGTON COMMUNITY EVENT/QUEEN'S DIAMOND JUBILEE (Vide Minute E. 11/795)

Councillor Mrs. B. Breakwell advised Members that she had received various approaches from interested parties in the village and suggested that what was now required was cohesion to bring the village together. She suggested that a meeting be held with interested parties to share ideas and agree a possible date and venue for the celebration. With this in mind she asked whether the Parish Council would be willing to facilitate this initial meeting, and the event, but stressed that she was not expecting the Parish Council to organise it.

Councillor Mrs. Breakwell advised that 'Ruddinton Fun' would be willing to make the initial contacts with the various groups within the village and invite representatives to attend the initial meeting with a view to organising the special event – what is needed is 'a lot doing little, rather than a little doing a lot'.

RESOLVED:

1. That an informal meeting of interested parties be held.
2. That 'Ruddington Fun' co-ordinates the meeting.
3. That the Parish Council supports the event and offers the use of of suitable room free of charge, subject to availability, for a meeting/s to be held to co-ordinate activities.
4. That any Parish Councillors interested in being involved advised Councillor Mrs. B. Breakwell.

5. That regular reports on progress be made at meetings of the Environment & Community Committee and Parish Council.

C. 11/1491 STAFF APPRAISALS (Vide Minute F. 11/1025)

The Deputy Clerk advised that she had produced a draft of an Appraisal Document adapted from the ACAS template which was felt to be appropriate for the Council's Staff Appraisals.

The Clerk had previously circulated to Members copies of a training programme being offered by Rushcliffe Borough Council, which included training on Appraisal Skills. Councillors Mrs. M. Pell and M. Walsh expressed their wish to attend this training session.

It was agreed to appoint two Councillors, preferable those who had knowledge of carrying out appraisals, to conduct the Staff Appraisals on behalf of the Council.

RESOLVED:

That Councillors N.J. Tegerdine and W.A. Wood conduct Staff Appraisals on behalf of the Parish Council.

C. 11/1492 REPLACEMENT COMPUTERS (Vide Minute F11.1031)

Councillor N.J. Tegerdine advised Members that the working group was a member short due to James Norton having not sought re-election to the Council.

Members were advised that currently the working group consists of Councillors P.F. McGowan, K.S. Piggott and N.J. Tegerdine. Councillors P. Lyons Lewis and Mrs. R. Wilson advised that they would be willing to serve on this working group.

RESOLVED:

That the working group in respect of replacement computers consists of:

Councillors P. Lyons Lewis
P.F. McGowan
K.S. Piggott
N.J. Tegerdine
Mrs. R. Wilson

C. 11/1493 PHOTOCOPIER (Vide Minute F. 11/1032)

The Clerk advised that Danwood had provided the Parish Council with a specification in respect of provision of photocopying services to enable like for like quotations to be obtained from two other suppliers.

Councillor N.J. Tegerdine said the working group would be following the process agreed to obtain the additional quotations.

It was pointed out that the working group appointed with regard to Replacement Computers is the same as the working group in respect of Photocopying Services.

RESOLVED:

That the above information be noted.

C. 11/1494 RUSHCLIFFE BOROUGH COUNCIL – TRAINING PROGRAMME

Copies of a training programme being organised by Rushcliffe Borough Council at which spaces may be available for Parish Council representatives to attend, had previously been circulated to Members.

RESOLVED:

1. That the above information be noted.
2. That places be booked for the following Councillors, subject to availability:-

| | | |
|----------------------------|-------------------|------------------|
| 29 th September | Managing Conflict | Mrs.S.Kaur Samra |
| | | Mrs. R. Wilson |
| 7 th November | Appraisal Skills | Mrs. M. Pell |
| | | M. Walsh |

C. 11/1495 REPORTS

Borough Councillors

Councillor Mrs. J. Greenwood presented the following report on behalf of the three Borough Councillors:-

“Since your Annual Parish Council Meeting, the Borough Council have had their annual meeting with the appointments of new Mayor, Deputy Mayor, plus Chairmen and Vice-Chairmen of the various scrutiny groups and committees.

We can now confirm that Councillor Boughton-Smith and Councillor Greenwood are on the Community Development Group and Councillor Lungley is on the Partnership Delivery Group. There are five scheduled meetings during the Council year for each group. The first meeting of the Community Development Group is not until 18th July 2011 so we are waiting to get started.

Councillor Greenwood was elected to serve on the Planning Committee with thirteen scheduled meetings a year and already has had to deal with planning applications for Ruddington that were brought to Committee. Decisions had been made by previous Ward Members and they were not always in agreement with each other or supporting the decision of the Parish Council or Borough Council.

Councillor Boughton Smith has been elected to serve on the Interviewing Committee and Member Development Group and Councillor Lungley to the Licencing Committee. These meetings are as and when required.

Councillor Greenwood has been elected to serve on the Standards Committee but due to the Localism Bill, the next meeting which was due on 30th June 2011 had been postponed.

Councillor Boughton Smith represents the Borough Council on the East Midlands Area Museums Service PLC and Councillor Greenwood on the Rushcliffe Barn Owl Project.

Although we have not had any meetings apart from Development Control and the Full Council Meeting, we have not been sitting idle. We have been to five training sessions this month, the Parish Council Conference at Ruddington Grange Golf Club and the Fresh Approach to Housing Growth, including the day for public consultation.

Councillor Greenwood attended the Parish Surgey and following complaints from some residents she has contacted staff and Councillors at Nottinghamshire County Council regarding the proposed charge of bus fare to Rushcliffe School for children who live within the 'three mile limit'. This afternoon Councillor Greenwood received a phone call from County Councillor Reg Adair to say that 'work is in progress and new letters will be sent to the head teacher and all families concerned very soon'.

As Borough Council Ward members we meet every seven to ten days to discuss planning applications as they come in and so far we agree on our decisions. We also discuss any other matters brought to our attention, even if contact has been made only to one Councillor. We promised to work together, and that is what we are doing".

Members noted the above information.

Ruddington Young Peoples Centre

Councillor Mrs. B. Breakwell reported that on 14th June 2011 herself and Georgina Ratcliffe, Extended Services Co-ordinator for the Rushcliffe Family of Schools, met Patrick Manning, Youth Worker in Charge for Ruddington, and Clare Ridsdale, his Line Manager.

Councillor Mrs. B. Breakwell explained that the purpose of the meeting was to introduce ourselves as individuals involved with the children and young people in the village – herself as part of 'Ruddington Fun' and Georgina as the Extended Services Co-ordinator, and to increase their knowledge about the work of the Youth Service and what happens at the Centre. Patrick is employed for 15 hours a week that is to run 4 evening sessions and do all the other things.

The Centre is open on 4 evenings a week and has a programme of activities planned for each month. It has a membership in excess of 100, mostly from the village, and its age range is 12-19, but looking to

include 10 years plus. They have got 2 summer holiday events planned – a Sports Day and a Music Event.

The perception of the Centre within the community was discussed and they said they wanted to address that and would be happy to come and talk to the Parish Council, and pointed out that Ruddington has a Young Peoples Centre – West Bridgford does not! The venue can be hired via the County Council and is already done so by Table Tennis on a Thursday afternoon.

They also shared the fact that Ruddington has a Newsletter and a website.

Members noted the above information.

Parish Council Conference

Councillors Mrs. B. Breakwell and Mrs. B.M. Venes advised that they had attended the Parish Council Conference held at Ruddington Grange Golf Club on 7th June 2011.

C. 11/1496 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. 11/1497 STAFFING

Members were advised that application packs were currently being sent out following the advertisement for the position of Clerk to the Council. Members were advised that it would be necessary to appoint a panel to carry out short-listing of applications and conduct interviews. It was agreed that the panel should meet on 13th July 2011 at Jubilee Clubhouse at 10.30am to review all applications received and prepare a short-list of candidates for interview.

Following a query from the Clerk to the Council, it was agreed that the panel would discuss at its meeting on 13th July how much involvement, if any, the current Clerk/Deputy Clerk should have with the selection/ interview process.

RESOLVED:

1. That the selection panel consists of the following Councillors:-

Mrs. S. Kaur Samra
P.F. McGowan
Mrs. M. Pell
N.J. Tegerdine

2. That the selection panel meets on 13th July 2011 to review all applications received and prepare a short-list of candidates to interview.
3. That interviews be conducted as soon as possible following preparation of the short-list.

The meeting closed at 9.52 pm

Chairman