



**MINUTES OF THE FERNWOOD PARISH COUNCIL MEETING**  
**held on 17 September 2018**  
**at the Fernwood Village Hall, Rubys Avenue, Fernwood**

Present: Parish Councillors: N. Branston, D. Harrison, M. Hartley, H. Micah, B. Smith  
 (Chair), J. Weale, M. Weale

County Councillor: K. Walker (District and County Councillor) (until item  
 125c)

Clerk: Marion Fox Goddard

### **119. Public Forum**

Two people attended the public forum.

**Public Transport** - See item 129 which was discussed in the public forum

**Speed Humps** - Via East Midlands have told the Fernwood resident that they will need to commission a survey to move this forward. The resident has been quoted £850 plus VAT to have a survey done. Councillor Walker will speak with Jo Horton again.

### **120. Apologies for absence**

District Councillor N. Mison, Assistant Clerk Emma Oldham

### **121. Declarations of interest**

None.

### **122. Approval of the minutes of the meetings on 16<sup>th</sup> July 2018**

The Parish Council minutes were approved as accurate record and were signed by the Chairman.  
 Proposer: D. Harrison, Seconder: H. Micah, RESOLVED unanimously.

### **123. Councillors & Clerk Reports**

*Councillor J. Weale*

Expressed concerns about the district council and requested this be on the agenda of the next meeting. Reasons included: the poor implementation of a management scheme for Fernwood central and planning permission being given without due care for existing residents of Newark as there's insufficient infrastructure.

The Council agreed that this could be an agenda item. *Councillor J. Weale to provide more information for the Council to have an informed discussion in October.*

Councillor Walker offered to try to arrange a meeting with the new chief executive of NSDC as he has made him aware of the issues Fernwood have and believes he will work differently. The Council accepted this offer. *Councillor Walker to organise a meeting.*

*Councillor D. Harrison*

Reported that she has found a report from Nottinghamshire's Planning and Licensing Committee dated 8 September 2006 with recommendations to clear the area of Hollowdyke Lane of scrap within 2 months of the decision and if this was not undertaken to take enforcement action to secure the cessation of the scrap yard. *Councillor Walker will discuss this with NCC officers again. Clerk to write to NCC to draw attention to the report and request that action is taken as recommended.*

*Councillor M. Hartley*

Expressed concern over inconsiderate parking on Goldstraw Lane leading to poor visibility and narrow carriageway – 'an accident waiting to happen.'

*Councillor H. Micah*

Reported that he has been contacted about a dog being off the lead on the pathways of Fernwood. *Clerk to seek guidance from the dog warden on this.*

*Councillor B. Smith – See item 128b*

<i>Clerk's report</i>	<b>Agenda Item</b>
Asked LCP properties how much they would want for the car park and costs involved – no feedback to date.	<b>17/102</b>
Ventilation from changing rooms – The problem has been found and this has also highlighted other work that is required – quote received from contractor. NSDC - still awaiting feedback.	<b>17/147c</b>
Development meeting – Clerk has contacted NSDC about next meeting - awaiting feedback.	<b>6</b>
Scrapyard - This is under investigation. No further progress to report at this stage.	<b>6</b>
Dog exclusion order in the play area request has been submitted to NSDC. This is going through the process to be implemented. Clerk has requested guidance from dog warden about dogs not on leads – no feedback so far.	<b>15b/123</b>
A letter was sent from the Parish Council to Via detailing the distance between the house affected and the speed hump along with the Department of Transport guidance on traffic calming. Via came out to look at the issue and said the plans for the hump were approved before the guidance was published. Since the meeting Via have said they aren't able to carry out the survey and suggested looking for acoustic engineers on the internet. See item 119.	<b>40</b>
Dog Poo bins are on order. FirstPort have agreed to the 4 locations for these.	<b>44</b>
Bantycok Quarry – Mine manager has clarified that NCC does not tell them where to send their lorries. NCC has said we cannot have a monitor on the village hall. <i>Clerk to investigate whether they would allow this on the Newark Advertiser building and obtain permission from the Newark Advertiser.</i>	<b>73</b>
Clerk has written to NCC to request a bus shelter and bench near the Tawny Owl – Cost would be approximately £3400 but Nottinghamshire County Council have advised that they 'have no available funding for the installation of additional bus shelters at this time and I therefore regret to advise that I cannot proceed to an order' See item 129.	<b>84</b>
Safeguarding policies – further work still required.	<b>114</b>

A survey has been done to investigate whether regular users need the curtain in the main hall – this is hardly used so will be removed subject to Council approval for the costs involved. See item 126d.	<b>91</b>
Prohibition of Sky Lanterns and Helium Balloons policy has been published, posters put up and added to the screens and a letter has been sent to Barratt David Wilson Homes to request they adopt the policy.	<b>114c</b>

## 124. County Councillor and District Councillors

### *Councillor Mison*

Written report provided giving details of the new cleaner, safer and greener initiative being undertaken by NSDC. The Keep Newark Tidy Group have already cleared the A1 sliproad in Fernwood as part of this initiative. There will also be an information campaign to improve household recycling and improved reporting mechanisms to tackle environmental crime.

The Planning team are aware of the parking issues on Goldstraw Lane and will be discussing this with other agencies to find viable options.

## 125. Planning

### a. Applications considered

Variation of conditions 2, 7, 12, 50 and 51 of planning permission 3/15/01880/CMA to amend the working and restoration scheme to allow extraction of gypsum within an area previously granted permission, but not shown in the Review of Mineral Permission	Bantycok Quarry, Staple Lane, Balderton, Newark on Trent
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*Councillors to send feedback to the clerk before October 3<sup>rd</sup>.*

### b. Decisions noted

18/00526/RMAM	Reserved matters submission for 1050 residential dwellings public open space, sports provision, allotments and associated infrastructure.	Land North and East of Existing Fernwood Development Fernwood	Application Permitted Reserved Matters Major (see notice for conditions)
18/00953/FUL	Proposed Erection of 3 Dwellings	Balderton Hydro Pool Gilbert Way Fernwood	Full Planning Permission granted

- c. How to proceed with Fernwood North (18/00526/RMAM) Councillor Smith outlined that in the Section 106 agreement dated 29 December 2017 Part 3, item 2: 'Prior to first Occupation of any Dwelling the Developer shall form the Estate Management Company in satisfaction of the agreed terms identified in discharge of the relevant conditions contained in Planning Permission and thereafter the Developer shall manage and maintain those parts of the Development identified in this Schedule under the auspices of the Estate Management Company in accordance with the approved scheme which may be updated by the Developer with the Council's written approval at any time'

- d. Newark & Sherwood Amended Core Strategy - Main Modifications Consultation – noted.

## 126. Finance

- a. Bank reconciliation for the July and August circulated to members previously – noted.

<b>b. Income (year to date)</b>	<b>Total £</b>
<b>Regular Hire</b>	9451.99
<b>Other Hall Hire</b>	434.00
<b>Commission</b>	97.73
<b>Entertainment night takings</b>	3677.40
	35,158.50
<b>Precept</b>	
<b>VAT Rebate</b>	994.96

<b>c. Expenditure since last meeting under delegated powers/previously agreed expenditure</b>					
<b>Payee</b>	<b>Budget Area</b>	<b>Net £</b>	<b>VAT £</b>	<b>Total £</b>	<b>Payment Method</b>
	Salaries (July & August)			5055.88	SO/BACS
<b>Parish Council</b>					
1&1	Email	3.98	0.80	4.78	BACS
Public Loans Board	Loan repayment			1172.39	BACS
BT	Phone and broadband	205.80	41.16	246.96	BACS
Apogee	Copiers and copies	275.57	55.12	330.69	BACS
Information Commissioners Office	Subscription			35.00	BACS
McAfee	IT – virus software (2 years)			109.98	Card
PKF Littlejohn LLP	Audit Fees	400.00	80.00	480.00	BACS
Don Ruffles Ltd.	Stationary	22.90	4.58	27.48	Card
<b>Village Hall</b>					
Newark and Sherwood Locksmiths	Individual Items (keys)	76.50	15.30	91.80	BACS
Complete Care Shop	Individual Items (key safe)	16.20	3.21	19.44	BACS
Bounceabout	Individual items (castle hire)			97.00	BACS
RB Wholesale	Cleaning items	206.44	41.29	247.73	BACS
Newark and Sherwood Locksmiths	Individual Items (keys)			14.85	BACS
Waterplus	Utilities Water			56.49	BACS

Interserve	Legionella	139.80	27.96	167.76	BACS
Rosie's Helping Hand	Cleaning services			319.00	BACS
ST Property Maintenance	Grounds Maintenance			76.00	BACS
Blue Castle	Waste collection	318.22	63.66	381.88	BACS
Boundary Builders	Miscellaneous Maintenance Items (New ceiling small hall)	1980.00	396.00	2376.00	BACS
Community Lincs	Village Hall insurance			1561.31	BACS
Ames	Legionella Risk Assessment	275.00	55.00	330.00	BACS
Argos	Individual items (footballs and goals)			126.99	Card
<b>d. Expenditure</b>	<b>Budget Area</b>	<b>Net £</b>	<b>VAT £</b>	<b>Total £</b>	<b>Decision</b>
Removal of the curtain in the main hall	Maintenance items	420	84.00	504.00	Unanimously Agreed Prop. M. Weale Sec. J. Weale
Microsoft Intermediate Training – clerk and assistant clerk	Training	338	67.60	405.60	Unanimously Agreed Prop. J. Weale Sec.N. Branston
Arnold Baker	Individual items – Parish Council			103.99	Unanimously Agreed Prop. M. Hartley Sec. N.Branston
Fire Risk Assessment		225	45.00	270.00 or lower	Unanimously Agreed Prop.N.Branston Sec. M. Weale
Flyer – A4 creased (A5 4 page booklet)	Advertising	200	40.00	240.00 (Plus distribution costs)	Unanimously Agreed Prop. M Weale Sec. J. Weale

e. The Council noted the Conclusion of Audit – Accounts year ending 31 March 2018.

f. The Council agreed to donate the curtain to Newark Evangelical Church.

**127. Introduction of a Fernwood Parish Council Planning/Strategy Committee**

The Council agreed that Councillors Branston, Hartley and Smith and the Clerk will meet to draft terms of reference for this committee. *Clerk to arrange.*

**128. Land Ownership**

- a. The Council noted an email from Robert Galij of Barratt and David Wilson Homes suggesting that the Council reconvene with BDWH when they have acquired Fernwood North and discussions have been had about Fernwood Central.
- b. Councillor Smith reported that he and the clerk had met with James Derry to discuss Fernwood Parish acquiring land from Derry's for use as a community space. Original agreements with the developers required an access road to be built to the old hall but this wasn't carried over to new owners of the hall. If the Parish Council could assist with a road, handing over the land could be considered.

**129. Bus stop and Public Transport Update** *(discussed in the Public Forum)*

Julia Smith (Fernwood resident) reported on the progress made since the last meeting:

- Introduction of Saturday 341 service
- New Early morning and early evening 90A bus – Tawny Owl – Newark
- New 2 hourly FosseWay flyer service to Newark and Nottingham
- Timetables distributed to shop and village hall
- Lots of media coverage

Nottinghamshire County Council has said although there is enough demand to warrant a bus shelter at the Tawny Owl, there is no budget. The Parish Councillors discussed contributing to this but as a first step Councillor Walker to talk to NCC about this. *Clerk to write to NCC to ask them to do the necessary surveys to get this installed as soon as possible once the finance has been resolved.*

Councillor Smith thanked Julia for her work to improve public transport in Fernwood. *Clerk to send letter of thanks to the bus companies.*

**130. CCTV and Antisocial Behaviour**

Following a complaint about an incident next to the play park, CCTV over this area was suggested. *Clerk to get advice about CCTV in parks.*

**131. LCP Properties - Car Park**

*Clerk to contact LCP properties again regarding Parish Council taking on the car park.*

**132. Communications**

The Council approved flyers regarding activities in the hall and the Village Hall's 10<sup>th</sup> Anniversary celebration. *Clerk to arrange printing and distribution.*

**133. Dale Crescent Maintenance Review**

The Council agreed that an annual tree survey should be conducted on Dale Crescent and the Village Hall grounds. *Clerk to get quotes.*

Dog fouling is an issue on the green. The clerk has arranged for a sign to be put up to remind people to pick up after their dogs. *Clerk to ensure the caretaker has gloves and equipment to deal with this safely.*

**134. Personnel Committee**

The Council unanimously agreed to approve the updated Terms of Reference for the Personnel Committee and noted the committee minutes from 10 July.

**135. Document Review**

- a. Regular User Agreement
- b. Booking Terms and Conditions
- c. Village Hall Free Usage Policy

Councillors had read the policies and it was noted no changes are required.

**136. Risk Register**

The Council unanimously agreed the risk register. *Clerk to publish.*

**137. Section 137 Grant Application – 2<sup>nd</sup> Balderton Guides**

Further information required to make a decision on this. *Clerk to contact applicant.*

**138. Letter to the Housing Minister**

The Councillors noted the response from the Housing Minister.

**139. Village Hall Management Group**

- a. The Councillors unanimously agreed to accept the updated Village Hall Management Group Terms of Reference (Proposer: M. Hartley, Seconder: Henry Micah)
- b. Minutes of meeting on September 10<sup>th</sup> 2018 were noted.
- c. The Council unanimously agreed to allocate £1000 extra funding for the 10<sup>th</sup> Anniversary celebration (Total budget £1500). (Proposer: M. Hartley, Seconder: Henry Micah). *Assistant Clerk to organise and promote.*
- d. Defibrillator – *Clerk to investigate what checks are required to ensure this is kept in use at all times.*

**140. Correspondence**

- a. Email about road safety Rubys Avenue – *Clerk to contact Via and NCC about this issue and speak with local businesses to encourage their customers to use the car park rather than park on Rubys Avenue.*

- b. Invite to Great War Commemoration – Councillor Branston agreed to attend this. *Clerk to respond to the invite.*
- c. Complaint about parking on pavements – The Council is aware of the issue and note that the planning team are looking into this (see item 124). *Clerk to respond suggesting residents contact the County Council about this issue.*
- d. Consultation on the Nottinghamshire Minerals Local Plan – The Council had no feedback on this.
- e. Invite to NALC AGM 14.11.18 – Councillors Harrison, Smith, J. Weale and M. Weale will attend (Councillors Harrison and M. Weale to vote) *Clerk to respond to invite*
- f. Community Led Housing Initiatives letter- noted
- g. Seasonal decoration licence letter- noted.

Meeting closed at 9.50pm