MINUTES OF THE FERNWOOD PARISH COUNCIL MEETING held following the Annual Parish Council Meeting on 19 June 2017 at the Fernwood Village Hall, Rubys Avenue, Fernwood

Present: Councillors: D Harrison, M Hartley, M Phelan, B Smith (Chair), J Weale, M Weale

Clerk: Marion Fox Goddard

In Attendance: 0 members of the public

85. Public Forum
None.

86. Apologies for absence

District Councillors K Walker and N Mison.

87. Declarations of interest
None

88. Approval of the minutes of the last meeting of 15th May 2017 and Annual Parish Council meeting.
Minutes were approved as an accurate record of the meetings unanimously and were signed by the Chair.

89. Councillors & Clerk Reports

Councillor J Weale

Councillor Weale is trying to arrange a meeting with Robert Jenrick with reference to management companies. He reported that the current work on Hollowdyke Lane is being carried out by Severn Trent Water.

Councillor M Weale

Councillor Weale reported that, with Councillor J Weale, she had represented the Parish Council at the local school for their DARE presentation. Councillors M. Weale and J. Weale will be attending the Shaping General Practice consultation on June 27th.

Councillor Harrison

Councillor Harrison reported that so far 4 applications have been received for the Parish Clerk role and 20 application packs had been sent out. The recruitment team will go through the selection process on July 2nd and interviews will take place on July 15th.

The Reverend Louise Holliday has said she'd be happy to do services in Fernwood. Cllr Harrison is looking into how to move this forward and promote.

Councillor Smith

Councillor Smith reported that the Fernwood Residents' Association will be having their Annual General Meeting on June 20th.

The summer fair preparations are going well with the Parish Council funding insurance, medical cover and banners. The Parish Council will have a stall and Marion and Malcolm have been asked to attend.

Another resident has complained about anti-social driving behind the nursery and in the car park in front of the village hall. The local PCSO has visited some of the drivers who have apologised and said they will avoid the area in future.

Councillor Phelan

Councillor Phelan has been in touch with Ravenshead Parish Council with reference to their Christmas lights. He will visit and then report back with suggestions with what Fernwood could do.

Councillor Hartley

Councillor Hartley plans to get involved with the residents' association and support the summer fete.

Clerk	**Agenda Item**
David Wilson Homes Signs at the entrance to Fernwood – have been discussed with Nottinghamshire County Council Highways again – This has been passed to NSDC as this is a planning matter – awaiting contact from NSDC	**21**
Proposed Planning Meeting – Awaiting Cllr K Walker	**27**
CCTV – landowner contacted to arrange meeting – meeting held, all agreed, awaiting confirmation in writing	**29**
Additional litter bins – NSDC contacted, awaiting information on how to progress this matter	**41**
Speech Dialler – order placed for this to be installed	**42b**
Branded items – Fleeces and Polo Shirts Ordered and partially delivered	**43**
Order for replacement hard drives has been placed and are now installed	**55**
Village Hall Committee – Meeting dates have been arranged for the year	**63**
Adopted Standing Orders, amendment made as discussed at meeting and posted to website	**65**
Adopted Financial Regulations posted to website	**66**
Adopted Bullying and Harrassment policy posted to website	**68**
Adopted Document Publication Scheme posted to website	
Adopted Complaints procedure posted to website	**69**
Adopted Code of Conduct for Members posted to website	
New Internal Auditor Appointed for 2017/18	**70**
NSDC advised about referendum dates and acceptance of examiners report	**82**
NSDC requested to carry out annual play equipment inspection	**83e**
Insurances renewed	**84**
Complaint – letter sent	**85**

Other Matters

Free Dog poo bags – awaiting dispensers before putting in grit bins.

Draft minutes will be published from now on.

90. County Councillor and District Councillors Report

Cllr N Mison (by email)

Councillor Keith Walker was elected Vice Chair of the district council in May. The works on Hollowdyke Lane near the bottom of the slope towards the A1 are related to the Severn Trent works to install a new trunk water main. The bridge closure 18/6/17 was caused by an accident involving a 15 year old on a cycle and a car.

91. Planning

a. Applications

None		

b. Decisions to note

None		

92. Finance

a) Bank reconciliation for the year to date had been signed by Councillors M and J Weale prior to the meeting and circulated to all councillors – noted.

b) Income	Total
Regular Hire	£3,469.04
Other Hall Hire	£617.50

c) Expenditure since last meeting under delegated powers/previously agreed expenditure

Payee	Budget Area	Net	VAT	Total
	Salaries			3,061.66
RB Wholesale	Cleaning - Products	£54.05	£10.81	£64.86
Danwood Group	Copiers and Copies	£68.96	£13.79	£82.75
Blue Castle Waste	Trade Waste - Village Hall	£73.70	£14.74	£88.44
1&1	Email hosting	£1.99	£0.40	£2.39
RB Wholesale	Cleaning - Products	£27.95	£5.59	£33.54

Noted.

d) Items of expenditure (to be paid by BACS)

Payee			VAT	Total	Payment Method
Securetec	Emergency Lighting	£342.60		£342.60	BACS
Miller Freeman	Boiler Maintenance	£612.94	£122.59	£735.53	BACS
J Wilkins Ltd	Emergency Lighting	£85.00	£17.00	£102.00	BACS
Floor 321	Miscellaneous Maintenance items	£25.00	£5.00	£30.00	BACS
Tapas Stuff	Clothing	£569.00	£113.80	£682.80	BACS
NALC	Training - Course	£250.00		£250.00	BACS
Tapas Stuff	Clothing	£40.95	£8.19	£49.14	BACS
Advertiser Media Group	Clerk Advert	£375.56	£75.11	£450.67	BACS

Resolved that these were approved

e) Change of bank signatories

Following the resignation of Cllr Murray, new bank signatories are required. It was unanimously agreed that Cllrs J Weale and M Phelan carry out this role. Clerk to action.

f) Additional hours and honoraria for Assistant Clerk

Caron is now on annual leave and her contract ends on June 30th 2017. The committee gave a vote of thanks to Caron for all her work for Fernwood Parish Council.

Following the resignation of the Clerk, the Assistant Clerk has been covering both roles. It was unanimously agreed that the Assistant Clerk should be paid on LC2 SCP 30 (lowest spinal column point for Clerk) and work up to 25 hours per week until the new Clerk commences employment.

93. Village Hall Maintenance

Agreed unanimously to enter into a service and inspection contract for Emergency lighting.

94. Fernwood Central Joint Maintenance Panel (FCJMP)

It was unanimously agreed that Cllrs Smith and Phelan will be core members and Cllrs M Weale and Hartley reserves (to ensure there are always 2 representatives of the Parish Council at FCJMP meetings).

a) + b) With reference to the Petanque barrier the Parish Council agreed on the following feedback:

- Agreed – bond should be dropped
- Path should be installed (as the Parish Council resolved 26/9/16)
- Request that a removable barrier be investigated with guidance for suitability for disabled players (There was concern over a permanent segmented barrier being a hazard at night)

c) Installation of notice boards
The Parish Council would like clarification on where these will be. There was concern if these are located to stop vehicles, how will residents deal with removals.

d) Future meeting and operation of the FCJMP
It was agreed that emails rather than meetings would not suit the Parish Council's need to discuss and vote on suggestions. However, the Parish Council do meet on the third Monday of each month (with the exceptions of August and December). The agenda deadline is the first Friday of each month) so if decisions are needed the Parish Council could consider them before FCJMP meetings if submitted for the agenda. (Proposals should be costed and case for the need evidenced).

Clerk to arrange a meeting with Gary Cox of Firstport to discuss how we'd like to proceed and including feedback on points a) to c).

95. Strategic Plan

This was unanimously agreed following suggestions from Cllr Hartley before the meeting and the amendment of point 7 to included local authorities. Clerk to publish on the Parish Council website and social media.

96. Parish Councillor Vacancy

Peter Murray resigned from the Parish Council at the end of May due to personal circumstances. The committee gave a vote of thanks to Peter for all his work for Fernwood Parish Council during his time as a Councillor.

A notice has been posted on the vacancy and NSDC are waiting to see if 10 electors come forward to request an election. The deadline for this is June 28th 2017. The Parish Council will fill the vacancy by co-option. One elector has expressed an interest in the vacancy.

97. Correspondence

a) Long Bennington Neighbourhood Plan – Examiners report – noted.

b) Nottinghamshire County Council's Civic Service – Councillors Smith, Harrison, M. Weale and J. Weale will attend

c) NCC withdrawal of the draft Nottinghamshire minerals local plan – noted.

d) NCC Community Commemoration Fund – noted, clerk to let the school know.

e) Tennis Courts - Change to Kids Courts – The Parish Council were in agreement with principle and requested consultation be done on whether needed and a plan including costings. – Clerk to feedback

f) Email about signage from the A1 to Fernwood – noted.

Meeting closed at 21.15pm

17/7/17