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| **LAMBLEY PARISH COUNCIL****Minutes of the Parish Council Meeting held on** **Monday 20th June 2022 at 7pm****Committee Room, Lambley Village Hall** |

**Present** **Parish Council Members:** Cllrs; D Edwards (Chair), L Milbourn (Vice Chair), J Gregory,

J Loftus, R Vincent,

**Co-opted Members:** Cllrs; A Musson, K Stevenson

**In attendance:** Peter Muir, Reed Pond Committee, C Saxton, Clerk

1. **Apologies**

Apologies had been received from Cllr C Starr, A Gee, Village Hall Management Committee, Cllr B Elliott, Nottinghamshire County Council and Cllr H Greensmith, Gedling Borough Council

1. **Declaration of Interest**

No interests were declared.

1. **Welcome and Introductions**

Cllr Edwards welcomed everyone to the June meeting including Peter Muir from the Reed Pond Committee.

1. **Election of Officers:**

No other nominations had been received for Chairman or Vice Chairman.

**Chairman:** Cllr J Gregory proposed Cllr D Edwards as Chairman and Cllr Loftus seconded this.

**Vice Chairman:** Cllr Edwards proposed Cllr L Milbourn as Vice Chairman, assisted by Cllr R Vincent and all Councillors seconded this.

Representative of the Village Hall Management Committee: Although Ann Gee had indicated she was happy to stand again as the representative of the Village Hall Management Committee, the Clerk will formerly write to her to ask if she is happy to continue in the role - Clerk

1. **Notes of the Meeting (not quorate) held on 16th May 2022 & Matters Arising**

As the meeting was not quorate, notes had been taken of the general discussion and circulated after the meeting. These had been placed on the Lambley Parish Council website.

**Matters Arising:**

All matters arising were covered on the agenda with the exception of:

* **Blocked Gulley’s.** Cllr Milbourn had reported the problems with the gulley’s. Since the last meeting Josh Wells, from Nottinghamshire County Council had met with Cllr Milbourn to walk round the village to look at all the gulleys, a job that NCC had now bought back in-house.
1. **Reed Pond Update**
2. **Notts Wildlife Management Plan for Reed Pond and the surrounding area**
3. **Land Registry part of the deeds showing our boundary with Reed Pond House**

Items A and B under Reed Pond Update on the agenda will be taken off as these items had been dealt with. – Clerk

Peter Muir attended the meeting and updated Cllrs on the work that has taken place, an action plan was nearly complete which would be circulated to the Parish Council.

Peter confirmed a bank account had now been opened and asked about the insurance for Reed Pond in relation to the use of volunteers and power tools etc. The Clerk will forward a copy of the insurance policy. Insurance is in place with Zurich until the September renewal. Any uplift in costs in relation to Reed Pond would be passed onto the Reed Pond Committee to pay – Clerk.

Cllr Vincent will pass on some information regarding employing contractors who should have their own insurance. – Cllr Vincent

Peter Muir confirmed risk assessments will be undertaken.

The Life preserver will be moved to a more accessible place. **AGREED**: The Parish Council agreed that this could be concreted in place. Environmental DNA testing will be undertaken on the pond once a suitable contractor had been engaged.

With regard to the location of the benches – the Reed Pond Committee think there should be one near the kissing gate on Park Lane in order for people to stop and rest. Peter has a location map to pass on to be agreed by LPC. The benches will be put in place when the meadows have been cut/strimmed. **– AGREED** The Reed Pond Committee can go ahead and place the benches as discussed at the meeting with the help of Cllr Starr and Cllr Musson – Cllrs Starr/Musson

A survey of the fencing needs to be undertaken. Quotes will be sought from three contractors.

The unauthorised jetty will be taken up in September.

Roadside hedging needs to be trimmed onto Park Lane from Grange Close. LPC will request this from NCC in September (after nesting birds have gone) - Clerk

It was agreed that minutes of the Reed Pond Committee will be placed on the Parish Council website by Cllr Milbourn and can also go into the Newsletter – Cllr Milbourn/Cllr Loftus

The next meeting of the Reed Pond Committee will take place on 27th July at 7pm, this will be a general meeting not a committee meeting and all Parish Councillors are welcome to attend - ALL

1. **Cllr B Elliott & Cllr H Greensmith updates**

**Councillor Greensmith**

Although Cllr Greensmith could not attend the meeting she had confirmed she had reported the fly tipping on Catfoot Lane to Gedling Borough Council and this had been cleared.

**Outstanding issues:**

* Dog bins on Mill Lane which hadn’t yet been delivered.
* Signs to put on gates about picking up dog mess.

**Councillor B Elliott**

Cllr Starr had asked the Clerk to pass on a list of queries for Cllr Elliott which she had done via email as he could not attend the meeting.

**Outstanding issues:**

* Problems with parents parking in the village outside the school area on the lines. Also, to note the environmental impact of people leaving the engines running while waiting to pick up from school. Cllr Edwards will raise this with the Head of school. – Cllr Edwards
* Cllr Milbourn raised the issue of music being played loudly outside the Lambley at night. To ask Cllr Greensmith and Cllr Elliott what the legal position is and if the music licence allows them to play outside – Cllr Edwards
* The Lambley are planning a Tuesday night Bikers night with a floodlit car park. Cllr Edwards agreed to speak with the landlady to query what this entails and to what time – Cllr Edwards
* Cllr Edwards had sent an email to NCC with reference to the signs on the roundabout at the top of Catfoot Lane. Cllr Elliott will pick this up with Paula Johnson at NCC Highways. When the plans were agreed, it was agreed that it would not be called Lambley Crematorium – Cllr Elliott
* Cllr Elliott had written to the homeowner regarding the finial at 34 Main Street.
1. **Parish Council Ownership**

Following the circulation of the map showing potential ownership it was agreed to get a quotation from Kerry Elliott, to ascertain the cost of helping the Parish Council to claim ownership of the areas agreed in the meeting - Clerk

1. **Flooding Update**

Cllr Milbourn had drawn up a policy document on closing roads which was sent to NCC. They came out and checked the document, made one or two changes which have been put into the document which Cllr Milbourn has to agree and then all trained and untrained flood wardens are to sign it – Cllr Milbourn

Cllr Milbourn had sent copies of the original proposal to all those in the flood group. As soon as the final document is produced he will send out again and then get required signatures – Cllr Milbourn

A map of all risks of flooding in the village had also been produced by Cllr Milbourn.

Cllr Edwards had chased Callum Smith at NCC as it was understood funding was available and they were just waiting for traffic management to be put in place before agreeing an installation date. A further email was then received asking for dimensions even though full detailed plans and pictures had previously been provided.

1. **Village Hall Management Committee**

Cllr Milbourn reported that John Garton has had a key cut for the Yale lock which Cllr Gregory, the Clerk and he now have. This would allow access to the village hall should the Yale lock be put in place.

1. **Village Maintenance**
* Faulty lamp post: Cllr Gregory had reported this online and this has been repaired.
* Wooden bridge that crosses the beck down the Bottom Dumble: Cllr Gregory had emailed NCC a photo of the damage, awaiting response. She will chase this up, copy to Cllr Elliott – Cllr Gregory
* Swings on play park: this is being sorted by Cllr Starr – Cllr Starr
* Cllr Vincent will arrange a walk round with John Hutton again – Cllr Vincent
* Notice board at the bottom of Orchard Rise: still to be put up, agreed that Cllr Vincent will chase this up with John Hutton – Cllr Vincent
* Cllr Musson had provided the school with the plants, the Parish Council had agreed to pay £50 towards this.
* Cllr Loftus advised that there was more Graffiti at Bonny Doyles. Agreed to ask John Hutton to clean up - Cllr Vincent
1. **Church Maintenance**

Nothing to report. The Volunteer group had met on the 1st Saturday in June as scheduled.

1. **Cemetery**

The cemetery is looking really tidy, it was presumed that Ulyetts have been recently and undertook this as part of the grounds maintenance contract. More of the hedging needs to be trimmed back, probably in September now in case of nesting birds. Volunteers will be needed again.

1. **Finance**
2. **Expenditure Payments/Budgets and Budget for 2022/23:** These had been circulated prior to the meeting. The Clerk produced the invoices for authorisation.

The Budget had been updated with help from Cllr Vincent to show the deficit and what money would be left at the end of the year. With regard to further income streams e.g. Bonfire night, Christmas Lights donations, another line would be added into the budget for miscellaneous income – Clerk

The proceeds from the village show will be split between the Parish Council and Reed Pond.

Cllr Edwards had not received the information required for online banking. It was agreed the Clerk would chase this up with the NatWest bank – Clerk.

Bank Reconciliations had been circulated for signature by the Chair. The Clerk was asked to attach a hard copy of the bank statements to the bank reconciliation going forward - Clerk

1. **Fixed Assets Schedule**

A discussion took place regarding the figures for the fixed assets schedule. It was agreed that apart from Reed Pond the other assets would be valued at a £1 nominal fee. Reed Pond would be valued at its purchase price and this would be checked with Eaton’s Accountants **- Clerk**

1. **Annual Internal Audit Report – (Page 4)**

The Clerk had submitted the 2021/22 Year-end accounts to Eaton’s Accountant for the Internal Audit,

1. **Annual Governance and Accountability Return 2021/22**

The Clerk hadcompleted the AGAR form to be signed by the Chairman & Clerk and circulated to all Councillors. The form was signed by the Chairman and Clerk along with the certificate of exemption which would be sent to the external auditors.

The AGAR form and the Notice of Public Rights and Publication of Annual Governance and Accountability Return will be published on the website. Any person interested has the right to inspect and make copies of the AGAR and accounting records during the dates shown.

1. **Planning Applications –**

No new planning applications had been received. Cllr Gregory is awaiting the outcome of her planning application.

1. **Road Safety Update**

Cllr Edwards contacted Cllr Starr regarding the speed watch in the village, asking him to suggest a date. Cllr Stevenson and Cllr Edwards had volunteered to accompany him. It was also suggested that Cllr Starr could write an article for the newsletter also asking for volunteers – Cllrs Starr/Loftus

The Hedge on Main Street is encroaching onto the pavement and needs cutting back. Cllr Musson agreed to contact the homeowner and offer to cut. He will also mention that complaints had been received – Cllr Musson’

1. **Newsletter Update**

Cllr Loftus reported that a meeting had been held and another one planned for Wednesday 22nd June. The first issue will hopefully be out in August. A media student has taken on the voluntary role of putting it all together.

Cllr Loftus asked if the Parish Council bank account could be used to hold the sponsorship money. The Clerk will liaise with Cllr Loftus regarding bank details – Cllr Loftus/Clerk

It was agreed that Cllr Edwards would circulate an A4 sheet this week updating on village events – Cllr Edwards

1. **Correspondence**

Nothing to note.

1. **Any Other Business**
* John Hutton to mend the flower planter on Main Street – Cllr Vincent
* The dead cherry tree on top of mill lane – Cllr Musson
* Path on Steeles Way, root coming up. Cllr Edwards to ask Cllr Elliott for progress report – Cllr Edwards
* Quote from Ulyetts for the maintenance contract for 2022/23. Clerk to check when contract runs out and to obtain two further quotes. Also to write to Ulyetts to explain and ask what notice period we would need to give should a more favourable quote be received – Clerk
* Sign on cemetery barrier: This seems to have had an effect and it is being closed most of the time now.
* Village show will take place on 10th September but volunteers would be needed to help on the day. Risk Assessments would need to be drawn up.
* Contact would be made with NCC to order the repairs to the gate. An invoice would then be sent to the school for 50% of the costs of the repair as agreed – Clerk
* Risk Assessments/inspections on the play park.
* Joint use agreement – nothing further to report.
* Cllr Milbourn had received a request to talk to someone from the Parish Council regarding the car park and had advised them to contact Cllr Edwards.
* Discussion around hiring of the MUGA. This would be discussed further at another meeting.

**Meeting Closed:** 9pm

**Date of Next meeting**: Monday 18th July 2022 in the Committee Room at Lambley Village Hall at 7pm.