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| **LAMBLEY PARISH COUNCIL**  **Minutes of the Parish Council Meeting held on**  **Monday 17th January 2022 at 6.30pm**  **Committee Room, Lambley Village Hall** |

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

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

**In attendance:** Parish Clerk

Cllr Edwards welcomed everyone to the January 2022 Parish Council Meeting and reported that Cllr Watmore had tended her resignation from the Parish Council.

1. **Apologies**

Apologies were received and accepted from: A Gee, Cllr J Loftus, Cllr K Watmore Cllr H Greensmith (GBC), Cllr Boyd Elliott (NCC)

1. **Declaration of Interest**

No interests were declared.

1. **Welcome and Introductions – New Parish Clerk**

As it was the first meeting the new Parish Clerk had attended, Cllr Edwards asked those present to introduce themselves with a brief snapshot of their roles/responsibilities on the Parish Council.

1. **Minutes of the Meeting held on 6th December 2021 & Matters Arising**

Draft minutes had been circulated and approved via the WhatsApp/email group. These had subsequently been published on the Lambley Parish website.

**Matters Arising:**

* 1. A discussion took place regarding the outstanding issues for Cllr Elliott as noted in the December minutes. It was agreed that the Parish Council would get in touch with Cllr Elliott to see what progress had been made and this would be reported back to Cllrs. **Action:** Get in touch with Cllr Elliott to ask about the outstanding action points in the minutes giving feedback to the Parish Council with timescales Cllr Edwards
  2. The Christmas tree lights on the corner of Church Street/Main Street are still on. The invoice from Gedling Borough Council would be held until the issue had been rectified and the amount claimed should be reduced to reflect the problems with the lights in December. **– Agreed**
  3. Cllr Gregory reported that due to Covid the Christmas lunch had not gone ahead so the cheque for £150 had not been cashed and this needed to be reflected in the budget statement and that the cheque would be returned or destroyed.
  4. Progress is still outstanding regarding the potholes at the top of Green Lane.

All other matters arising were covered further on the agenda.

1. **Reed Pond Update**

Cllr Gregory gave an update on Reed Pond. Progress is slow with conflicting opinions on what the starting point should be in terms of clearing the site with issues also around access. It was confirmed however that permission has now been granted to crown the trees.

The next meeting of the Reed Pond Committee will take place on 26th January at the Village Hall. On the agenda will be a discussion on the Constitution, which Lambley Parish Council would like sight of before signing off.

**Agreed:** Lambley Parish Council will draw up an action plan of works to be done in priority order.

Insurance is in place to get volunteers down to Reed Pond to clear the brambles and a request would be made to view a copy of the Reed Pond Committee Minutes. The Chair will speak to Kim Hodgen, Chair of the Reed Pond Committee and A Musson and Cllr Gregory will draw up an action plan. – Cllr Edwards, Cllr Gregory, A Musson

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

Cllr Elliott & Cllr Greensmith were not at the meeting to update the Parish Council.

Cllr Starr queried progress on the outstanding issues for Cllr Elliott as discussed earlier in the meeting – see above note under matters arising.

**Issues still outstanding:-**

* Top of Green Lane, potholes, infill of the gypsy bank/parking issues Cllr B Elliott
* Speeding issues around the village- Cllr D Edwards has liaised with Cllr B Elliott and a survey is underway to look at speeds around the village and consideration of an interactive speed sign on Catfoot Lane. An email has also been sent regarding a sign on Spring Lane to warn about the bend and the school (20), Cllr Edwards to raise with Cllr B Elliott
* Cllr B Elliott would make enquiries regarding monitoring the weight of vehicles
* White and Yellow re-paint around the village and particularly near the bus stop is untidy and needs to be re-done. Cllr B Elliott
* There are bend signs on Green Lane & Catfoot lane are in need of repair/replacement – NCC Highways- The Clerk
* Chevrons on Park Lane & Dark Hole need maintenance Cllr B Elliott
* Railings around the village- Park Lane/Main Street Cllr B Elliott
* Strimming around the playground/field Cllr B Elliott NCC

It was reported that the County Council have started work on the Church Street Fence.

**Agreed:** Action points in future to be dated so they know how long they have been on the agenda.

1. **Flooding Update**

Cllr Milbourn had not heard from County Hall about the flood warden training. He has spoken to the publican of the Robin Hood who had agreed to become a Flood Warden, but no response from the Lambley landlords to date.

Callum Smith had confirmed that the County Council are going to commission both trash screens, Park Lane will be done first but they have also commissioned the screen on Main Street which will be done in the next financial year 2022/2023.

Cllr Milbourn reported that a gauge to show when the water level rises, is being placed on his property. No prior permission had been sought and he had queried with Callum Smith why it was being placed there instead of in Dam Yard. It was confirmed that this was to do with the power source. Cllr Milbourn had agreed, subject to it being placed in the position as per the original diagram.

Cllr Milbourn circulated extracted data for Cocker Beck from the Environment Agency’s Draft River Basin Management Plan.  It appears that all the problems occur between the village and Lowdham. This also showed some chemical problems in the Beck, arising from private sewage systems or agricultural runoff. Cllr Milbourn had also looked on the Severn Trent plans and found some statements on what they intend to do in the future, one being to try and prevent sewage running into the Beck.

With regard to the Pumping System, Severn Trent acknowledge systems are under performing. **Agreed:** To chase Severn Trent regarding pumping facility on Park Lane as they were going to increase capacity. Cllr Edwards to email and see if there is any progress or future plans for this.

1. **Parish Council – Ownership**

Following Cllr Greensmith circulating a map of unregistered land in the village, the Parish Council would need to get advice from a solicitor to ascertain what legally the Parish Council own**. Agreed:** The Cllr Edwards to contact Kerry Elliott to clarify this. – Cllr Edwards

1. **Village Hall Management Committee**

To put on the agenda for the next meeting. The Chair will take up with the Head of School the issue of ownership of the surrounding area including the joint use agreement**. Agreed: Chair to contact Head of School to arrange a meeting** – Cllr Edwards

1. **Village Maintenance**

Cllrs Starr and Vincent presented this agenda item.

Cllr Vincent has ordered benches at a total cost of £1,331.04. As Glasdon do not accept cheques, Cllr Gregory offered to pay the invoice on her credit card and claim back from the Parish Council **Agreed:** Cllr Vincent will pass the invoice on to Cllr Gregory to facilitate this.- Cllr Vincent, Cllr Gregory

The issue of online banking was again discussed, the Parish Clerk will look into this with Natwest.as soon as possible - **Agreed**. – Parish Clerk

**Barrier and post**: Two quotes had been received, Kingdom (£2,000) and Stephen Collishaw (£1,200 + vat) to erect a barrier and post near to the cemetery off Park Lane. A third quote had been requested but not received.

Cllr Starr proposed, that the Parish Council accept the quote from Stephen Collishaw. Mr Collishaw requested £850 upfront and the rest on completion**. Agreed:** Parish Clerk to do a cheque at the meeting and Cllr Gregory will sign and take cheque for Ann to co-sign and then send on to Stephen Collishaw. – Parish Clerk, Cllr Gregory

It was confirmed that work to the playpark floor and holes to the base have now been completed.

Cllr Starr has purchased materials to refurbish the existing millennium benches and work is underway.

Andy Stanley will be making a start on taking out the sleepers in the play park and repairing the boundary.

Cllr Starr reported the bolts on the playpark had been removed as previously agreed by the Parish Council. New bolts/latches would be purchased and John Hutton would be asked to fit. Cllr Gregory offered to print and laminate some signs to put up in the playpark “‘*children must be supervised at all times, Lambley PC”.* **– Agreed** – Cllr Gregory

It was confirmed that the moss and weeds had now been treated in the playpark.

1. **Church Maintenance**

Cllr Gregory reported that no maintenance was done in January but this will resume on 5th February, (maintenance takes place on the 1st Friday in the month). Katya to post on Facebook asking for volunteers.

1. **Finance – January 2022**

The spreadsheet of expenditure had been circulated prior to the meeting**.** The Parish Clerk was asked to circulate the full budget spreadsheet after the meeting to all Cllrs – Parish Clerk

Cllr Starr queried how much the limit was for thank you gifts. **Agreed** that Cllr Edwards/Parish Clerk would look at the standing orders and let Cllrs know – Cllr Edwards/Parish Clerk

The Chair went through invoices received and passed cheques for signature. – **Agreed** to pay all with the exception of M Conroy as an incorrect invoice was submitted. Cllr Gregory would get in touch with M Conroy about this to get a corrected invoice. – Cllr Gregory

A claim was submitted by Cllr Starr for the cost of the materials for the Millennium benches (£460.94) and a cheque was drawn at the meeting for Cllr Gregory and Ann Gee to sign.

**Natwest:** The Clerk would update the bank mandate to reflect the agreed new signatories on the account – Cllr D Edwars, Cllr J Gregory, Cllr L Milbourn, Parish Clerk (Catriona Saxton). Current signatories Belinda Kalka, Mike Morris, and Ann Gee would be taken off the mandate. Once completed, an application for online banking would be processed by the Clerk, giving acess to the four signatories as agreed above **- Agreed**

1. **Planning Applications**

Cllr Milbourn reminded everyone of the procedure for planning applications received. All Cllrs to access planning applications through Drop Box. Any Cllrs not able to access Drop Box to get in touch with Cllr Milbourn or Cllr Gregory who would add their comments to the form. Cllr Milbourn also reminded Cllrs to view planning decisions which the Parish Clerk will circulate each week.

1. **Road Safety Update**

Cllr Gregory reported that there was nothing to update the Parish Council about.

1. **Newsletter Update**

Nothing to update as Cllr Loftus was not at the meeting. Chair will submit summary. **Action:** need update from Cllr Loftus on what is happening.

1. **The role of the Parish Clerk**

**A discussion took place on the role of the Parish Clerk, points noted:**

* A new email had been set up and would be circulated to all Cllrs
* Cllr Gregory will collect them from the Clerk and then they will be stored in the fire proof box in the Parish Council’s storage room at the Village Hall. The Clerk to ask John E Wright for quotes for scanning of the books for record purposes. – Parish Clerk
* If any Cllr writes to anyone on behalf of the Parish Council, they are to copy into the Clerk.
* Cllr Milbourn to look at how we get business emails through the website host.- Cllr Milbourn
* The Clerk will back up documents to drop box – Parish Clerk
* Banking online – as discussed and agreed earlier.
* Zurich Insurance Policy. The Clerk will contact Zurich to confirm that computer equipment is covered – renewal date 17.09.22. Once a copy of the policy has been received the Clerk will circulate a copy to all Cllrs. – Parish Clerk

1. **Correspondence and Any Other Business**

**Headstones:**

Two separate kerbstones have been requested in the cemetery. There were no objections from any of the Councillors, however as it is some time since such a request has been made, it was agreed to check that these are in line with the published and agreed specifications before responding to D & M Monumentals. Cllr Edwards will make enquiries as to Parish Council specifications. – Cllr Edwards/Clerk

A customer satisfaction survey had been received from Ulyett Landscapes - Cllr Vincent/Cllr Starr to complete and return – Cllr Vincent/Cllr Starr

It was reported that Dark Hole is full of pot holes and the road surface on the bend at Brook House is poor and has gone beyond patching repairs. To raise with Cllr B Elliott at next meeting.

Dog Bins/Signs – Cllr Greensmith to organise a sign to put up – Cllr Greensmith

Bonny Doles – tent. Woodland Trust had undertaken to clear the area. Cllr Gregory will visit to check this work has been completed. Cllr Stevenson had removed the tools that were left there. Cllr Starr suggested giving the tools to Andy Musson for use on village projects **– Agreed.**

It was reported that the school yard area is a mess with rubbish and leaves not being swept up. There is also a trip hazard in the centre of the car park. **Agreed:** Cllr Edwards will ring the school secretary regarding arranging a meeting with the School Head to discuss these issues. – Cllr Edwards

Cllr Stevenson confirmed that the rubbish in the small copse at end of the Dumbles has now been cleared.

Cllr Vincent asked whether the ancient monument at the top of Green Lane was now officially protected (the Mound). Cllr Vincent to make enquiries.

Cllr Musson reported that parents had been letting children climb the village Christmas Tree and suggested for 2022 that a barrier is placed around it **– Agreed**

**Meeting Closed:** 8.30pm

**Date of Next meeting**: Monday 21st February 2022 in the Committee Room at Lambley Village Hall at 6:30 pm.