



**Colwick Parish Council**

Community Centre,  
Vale Road  
Colwick  
NG4 2GP  
0115 9400571

**Minutes** of the full council meeting of Colwick Parish Council, held in the Small Hall, Colwick Community Centre, at 7:00pm on Monday 10<sup>th</sup> June 2019

**In attendance:** Cllrs Alison Nunn (Chair), Cllr Margaret Weatherbed, Cllr Janene Davis, Cllr Meredith Lawrence (vice-Chair), Cllr Femi Ogundipe, Cllr Scott Handley, and 1 elector from the community.

**27. Apologies for absence:** there were none.

**28. Declarations of interest specific to this agenda:** Cllr Lawrence declared a non-pecuniary interest as a member of Gedling Borough Council's planning committee and therefore would not comment on planning application consultation discussions.

**29. To approve the minutes of the Annual meeting, held on Monday 20<sup>th</sup> May:** were approved as a correct record.

**30. To approve the minutes of the previous Parish Council meeting held on Monday 20<sup>th</sup> May:** were approved as a correct record.

**31. Updates from previous minutes:**

a) Pre-School provision in Community Centre from January 2020 – Gareth Dagenhart from The Lime Trees CIC has sent a copy of a lease to Cllr Lawrence. Cllr Lawrence had contacted Gedling Borough Council's Legal Department to see if they could act on behalf of the Parish, their fees would be £60 per hour and the work would take approximately 4-6 hours so the total fee would be in the region of £240-£360. A decision on this would be on the agenda of the next parish council meeting. Me Dagenhart visited with electrician on 30 May to look at alterations for the building and he would send in proposals to the parish council when details have been finalised. The Chair had suggested that the parish could make an agreement with

The Lime Trees to decorate the rear hall and entrance, with the sum of £1800 being deducted from the rent. This would need to be on the agenda of the next meeting of the council.

**32. To note the draft minutes of the Annual Parish Meeting, held on Friday 24<sup>th</sup> May:**

It was noted that the meeting was not well attended despite promoting on social media etc. There may be a need to consider not holding on a Friday before Bank Holiday next year. Cllr Lawrence would correct the spelling of Cllr Ogundipe's surname on the draft minutes. Cllr Lawrence requested the clerk to send a letter of thanks to Kevin Nealon for attending the meeting.

**33. Observations from electors:** The elector attending also highlighted the lack of attendance at the Annual Parish Meeting.

**34. Observations from Borough Councillor and County Councillor**

**Cllr Meredith Lawrence:**

Colwick Manor Farm, GBC planning had been negotiating with the developers regarding the residential development. They advised the developer's agent that it was unlikely that planning would be approved due to the height of the building, and insufficient parking. The applicant withdrew the application on this basis.

Framework site – there had been no progress and it was noted they have 3 years to begin the works from date of planning approval.

**Cllr Nicki Brooks – Notts County Councillor via email**

Cllr Brooks reported a bus stop had been removed from Vale Road. She has been liaising with Nottinghamshire County Council who are investigating the disappearance and in the

meantime will provide a temporary bus stop. It was noted there was a Western Power van working in the vicinity at the time of the disappearance and they may have removed the stop.

**35. Correspondence including emails:**

a) Nottinghamshire Association of Local Councils emailed advice re: payment of fees to register with the Information Commissioners office, this will be £40 with a £5 discount for arranging to pay by Direct Debit. Individual Councillors are not required to pay/register. Decision on expenditure proposed, seconded and approved.

b) Planning Policy consultation received. Feedback is required from the planning department regarding the draft Statement of Community Involvement. Deadline is 5pm on Friday 28<sup>th</sup> June.

c) National statistics quarter monitoring, on behalf of the Office for National Statistics. We are required to advise of Parish vacancies.

d) Feedback requested from Gedling Borough Council residents for the Gedling Borough Council Leisure department. The specific Parish Council requirements for the future Sports and Physical activities provided by GBC. The date for return of feedback responses is 28<sup>th</sup> June.

**36. Planning:** planning consultation received ref: 2019/0519 Tree Preservation Order – two trees, one to be felled and one to be crown lifted. Responses required by 26<sup>th</sup> June.

**37. Finance:** Cllr Nunn distributed a list of payments to be noted. Payments in addition to regular standing orders are as follows: Total wages for Parish staff for June 2019 £1198.40, S.Stack internal Audit £50.00, ICO GDPR Fee £40.00, PKF External Audit £240.00. In addition Silverdale Coaches haven't sent an invoice to us yet so this is expected soon. Payments to be made were proposed, seconded and approved.

**38. Main Business:**

a) Senior Citizen's Coach trip marketing – all agreed to devise posters to promote in community. Cllr Lawrence to check when Netherfield and Colwick Wards newsletter deadline is so we can include in the publication. Social Media etc. There is a need to record any medical conditions and medications that may be relevant and next of kin, also need first aid trained co-ordinator from the Parish Council to be in attendance. It was agreed that seats would be on a first come first served basis and all attendees would fill in a booking form that Cllr Weatherbed will devise, deadline for receipt will be 1<sup>st</sup> August. Cllr Handley would check whether the driver is first aid trained and ask for a Risk assessment and Public Liability insurance from Silverdales. It was agreed that attendees would pay a £10 deposit when booking, which would be refunded when attendees get on the coach. Cllrs Weatherbed and Davis would organise this.

b) Outdoor Gym - funding would be required from FCC Communities Foundation Ltd or the County Council's Local Improvement Scheme and the need for it would be included in the response to the consultation as noted in minute 35.

c) Internal Audit feedback – a report was circulated by Cllr Nunn – in summary there is a requirement to update parish council policies, draft an equal opportunities policy, update the website, to include six months of minutes and agendas. Cllr Lawrence asked that spending was checked against the budget on a quarterly basis.

d) Policies and Procedures revision - all Councillors would be involved in a separate series of meetings to update the current policies to include, standing orders, financial regulations, equal opportunities, health and safety, hiring of community centre including booking form.

e) Council meeting dates – as there will be classes held in the community centre from September in the Main Hall and when the pre-school start using the small hall in January, there may be a need to change the meetings to a Thursday

**39. Community Centre Update:**

- a) Bookings – there were bookings for every weekend in July. Cllr Nunn would request help in the council’s Whatsapp group.
  
- b) New curtains – it was agreed to defer a decision to the July meeting, in the meantime there was a requirement to obtain an amended quote from Rosa Rhodes using alternative fabric.
  
- c) Decoration of small hall – this was now linked to the pre-school proposal as noted in minute 31.
  
- d) Emergency lights in main hall – quotes had been received from DEM £235 plus VAT and Central Fire Systems £286 plus VAT as noted in May meeting minutes, decision to contract with DEM for expenditure proposed, seconded and approved.

**40. Ongoing Matters:**

- a) Parish Website – Cllr Nunn thanked former parish councillor Neil Pert for his work on this, as it was vastly improved. Mr Pert would provide an update every month, the Clerk would include him in the email distribution of agendas so he can upload onto the website. Cllr Nunn would email him with dates of the remaining yearly meetings so they can be promoted online. The policies, accounts and minutes would also be added. It was noted that some further colour is required to improve the overall look.
  
- b) Ward Walk – was still to be organised.

**41. Date and time of next meeting:** Monday 15<sup>th</sup> July 7pm  
Small Hall, Colwick Community Centre

**(The Chair closed the meeting at 9:07pm)**