



**Colwick Parish Council**

Community Centre,  
Vale Road  
Colwick  
NG4 2GP  
0115 9400571

Minutes of the Annual Meeting of Colwick Parish Council, held remotely using the online Zoom app, at 7:00pm on Monday 1<sup>st</sup> June 2020

**In attendance:** Cllrs Alison Nunn (Chair), Cllr Meredith Lawrence, Cllr Scott Handley, Cllr Janene Davis, Cllr Femi Ogundipe and Cllr Nicki Brooks, Nottinghamshire County Councillor.

**1. Election of Chair:** Cllr Lawrence Proposed Cllr Nunn, Cllr Handley seconded, all in favour. Cllr Nunn accepted.

**2. Election of Vice Chair:** Cllr Ogundipe Proposed Cllr Lawrence, Cllr Davis seconded, all in favour. Cllr Lawrence accepted.

**31. Apologies for absence:** None received.

**32. Minutes of the previous Parish meeting held on Monday 24<sup>th</sup>**

**February:** Agreed true record of meeting, proposed by Cllr Nunn and second by Cllr Lawrence. Cllr Nunn advised the meeting held in March was not quorate therefore no minutes have been recorded.

**33. Updates from previous minutes:** Point c) land ownership query at the rear of St Johns School. This query has not been determined as yet. Cllr Brooks has asked Nottinghamshire Country Council for information and is awaiting a response.

**34. Declarations of Interest:** Cllr Lawrence is a member of the Planning Committee at GBC therefore unable to take part in planning discussions.

**35. Planning:** Ref: 2020/0368 – Single storey rear extension, 6 Colwick Park Close, Colwick. Cllr Nunn advised the meeting that anyone wishing to comment to do so on the Gedling Borough Council website.

**36. Observations from electors and reports from Borough and County Councillors:** None received from electors.

Report from Cllr Lawrence: From 16 March, all the meetings and events I would normally attend were cancelled:

19 March, Netherfield Locality Steering Group

25 March, GBC Planning Committee

31 March, GBC Overview and Scrutiny Allocations Working Party

3 April, Netherfield and Colwick Senior Citizens' Afternoon Tea Party

7 April, Councillors' Surgery

11 April, 50th Anniversary of the Closure of Colwick Marshalling Yard

20 April, Colwick Parish Council

21 April, Councillors meeting with Netherfield Locality Co-ordinator

21 April, GBC Full Council

5 May, Councillors' Surgery

18 May, Colwick Parish Council

20 May, GBC Annual Meeting – postponed to 2021, when I shall be elected Mayor

22 May, Colwick Parish Council Annual Parish Meeting

21 May, St John the Baptist Primary School Governors – held in Microsoft Teams. We decided not to open to children (other than the vulnerable and those of key workers) on 1 June, but to have another meeting on 1 June to decide when to open where it was safe to do so.

28 May, GBC Audit Committee, Chair and Vice-Chair briefing – held in Microsoft Teams.

1 June, Chair and Vice-Chair introductory meeting with BDO, Internal Auditors - held in Microsoft Teams.

1 June, St John the Baptist Primary School Governors – to be held in Microsoft Teams.

1 June, GBC Audit Committee – to be held in Microsoft Teams.

I have throughout responded to casework and kept an eye and responded to posts on the Colwick Village and Colwick Village Community Facebook pages.

Of course I am aware of the considerable anger about the use of the Colwick Rectory Recreation Ground and the City Council's decision to close their car park off River Road, leading to pressure on Ramblers Close, Crosslands Meadow and Mile End Road. I hope to have GBC's response for tonight's meeting.

#### Report from County Councillor Nicki Brooks

I have less to report than usual due to the current lockdown situation. I have taken up and followed up on all casework that has come to me. Much of this has had to do with overgrown vegetation, land ownership requests and complaints regarding the mowing of the river bank around the industrial estate and bank edge around Crossland Meadows.

I have kept in touch with the Head Teachers of all of the schools and managers of all of the care homes in my division. I have been able to help out with the manufacture and supply of volunteer made to NHS approved standard PPE to one school, a care facility, two care agencies and a doctor's surgery.

I have regular catch ups with Jenny Eurge, The Netherfield Locality Coordinator.

The County Council attempted to hold an actual (rather than virtual) Extraordinary AGM on 28 May but this had to be postponed due to disruption from one of the political groups which resulted in the health and safety of attendees being compromised. This is to be rescheduled and I suspect it will be virtual. Some committee meetings are now scheduled to take place virtually.

I have volunteered at the Netherfield food bank for the past 10 weeks and will continue to do so. I have also provided cover for the Carlton food bank when needed. Along with many others I have been helping some residents with shopping and running errands when necessary.

**37. Correspondence including emails:** a) A email was received from a resident on Ramblers Close complaining about the excessive dust caused by the current surfacing on the car park for the Recreation Ground. He had contacted Gedling Borough Council requesting this to

be improved with a tarmac surface, however are unwilling to do this. Cllr Lawrence suggested that Colwick Parish Council could provide the funding to do this.

b) Complaints have been received about the current issues at Colwick Rectory Recreation Ground, which include inconsiderate parking on residential streets including Mile End Road, Ramblers Close and Crosslands Meadow, excessive litter and bins overflowing including those on the skatepark, unauthorised BBQ's damaging the grass, and lack of 2m social distancing as required by central Government rules during COVID 19 pandemic. Cllr Lawrence emailed the leader of the Council Cllr John Clarke, the Deputy Leader of the Council Cllr Michael Payne, David Wakelin, Director of Gedling Borough Council and Acting Chief Executive Mike Hill. Cllr Lawrence confirmed Gedling Borough Council and the Police are working together to improve the situation and he further asked what the bin emptying schedules are for the weekends particularly during the current increase of users in the park at weekends.

Cllr Nunn confirmed many residents are carrying out community litter picks and suggested the setting up of a friends group for the Recreation Ground.

The parking issues are exasperated as Nottingham City Council have closed the Car Park into Colwick Country Park from River Road.

Nottinghamshire County Council will not install double yellow lines on Mile End Road and it was noted that if they were to be installed it would result in vehicles parking elsewhere in Colwick causing the same issues.

c) A letter has been received from the adjacent neighbour to the Community Centre, 229 Vale Road, requesting the Parish Council to remove or trim back the hedge between the properties on the boundary. If removing the hedge replace with a fence. Also requested the boundary be tidied up on the Parish side, removal of weeds. Cllr Nunn agreed to carry out a Land Registry search to try to identify the legal owner of the boundary.

d) A request received whether we have any archives on subsidence but none found.

e) Clerks and Councils Direct magazine received.

**38) Finance:** Payments to be noted/approved

31st March C Magee website/hosting £ 82.19

1st April Laptop Extended warranty £9.90

6th April Total Gas & Power Gas bill £167.06

14th April Water Plus water rates £52.08

17th April Sage Accounts & Payroll £17.04.

21st Talk Talk Phone & Internet £ 34.50

23rd April C Edwards Returned party booking deposit & hire costs  
£104.00

24th April Staff Wages combined £1358.40

28th April Total Gas & Power gas bill paid again in error £167.06

1st May Laptop extended Warranty £9.90

5th May H Denton Booking deposit refund £50.00

11th May R Lord Booking Deposit Refund £50.00

12th May Water Plus £52.08.

18th May DD Sage £17.04

19th May DD Talk Talk £ 33.44

21st May Staff Wages combined £1358.40

Payment to be agreed

Quantum Fire & Security (used to be Central Fire) fire alarm service  
£204.00.

Payments to be made, proposed by Cllr Davis and seconded by Cllr  
Lawrence.

**39) Main Business:**

a) Cllr Nunn received a call from Cllr Michael Payne, Deputy Leader of Gedling Borough Council to advise that the Parish was entitled to claim a £10,000 business grant from Gedling Borough Council. Cllr Nunn sent in an application for the funding and shortly after the amount was deposited in the Parish bank account. Cllr Payne suggested a grant payment to Netherfield Food Bank, St Georges Centre for their continued community assistance with daily cooked meals during the pandemic and or the Gedling Borough Council humanitarian initiative 'Giving for Gedling'. The Parish will need to include the approval of the grant payment at the next meeting. In

the interim Cllr Nunn agreed to obtain the bank payment details of the organisations to enable the transaction should this be approved at the next meeting.

- b) The scheduled March classes for the community centre were minimal in take up due to COVID 19. Consequently they have not been invoiced. Agreement to waive the fees will need to be approved at the next Parish meeting.
- c) Currently the Parish staff are not furloughed as their salaries are covered by the Precept. Two members of staff have underlying health conditions therefore they have been self-isolating. However, technically they could return to work, the cleaner would work alone in the community centre and the caretaker who has expressed an interest in returning to work can carry out outdoor duties, such as litter picking in the area. The Clerk has prepared a risk assessment for the caretaker including the COVID 19 as a potential risk/hazard and control measures to reduce the risk of transmission. In view of the Government advice this week to lift restrictions on shielded groups should we allow the staff to return to work? Cllr Davis suggested a return to work on 15<sup>th</sup> June ensuring all recommended PPE is available for the staff and hand sanitiser. Cllrs agreed their safe return to work on 15<sup>th</sup> June. A letter will be sent to them both.
- d) Year End Accounts: There is an extension in place to submit by 31<sup>st</sup> July. Our accounts will be prepared and finalised within the next two weeks for discussion to take place at the next Parish meeting on 15<sup>th</sup> June. Approval and signing off will be required. There is a question as to the internal audit as this involves hard copies being given to the auditor. Cllr Nunn agreed to check with NALC how this can be achieved.
- e) The Parish require two new signatories for the bank account. Cllrs Lawrence and Davis agreed to be the signatories. This can be achieved by providing electronic signatures and sending to online account along with a copy of these meeting minutes. In addition all existing signatories on the account are to be removed except Cllr Nunn.

**40) Community Centre Update:**

- a) Lights in the Community Centre: Cllr Handley agreed to devise a schedule of works required including the recent recommendations from the fire service inspection which include the faulty light in the hallway adjacent to the small hall and a heat sensor for the front kitchen, although this was queried whether this is required. Cllr Davis suggested we contact the Fire service for advice, Cllr Nunn agreed to do this. Once the final schedule is prepared Cllr Handley will also obtain two quotations for all works identified.
- b) Possible hedge removal at side of community centre as identified in point 9) above. The Clerk can ask Gedling Borough Council to quote for this once ownership of the boundary has been identified. In addition the weeds growing around the outside of the community centre need removing which can be carried out by the caretaker.
- c) Bookings Clerk for the community centre: A job description is being devised. Further discussion and approval for the expenditure will be deferred until the next meeting.

**41) Ongoing Matters:**

- a) Thank you to Neil Pert who is continuing to update the Parish website, once the restrictions are lifted the clerk and Cllr Nunn will meet with Neil to acquire training in carrying out the updates

**42) Any other items the Chair considers urgent:**

None

- 43) Date and time of next meeting:** Monday 15<sup>th</sup> June at 7pm using the online Zoom app.

**The Chair closed the meeting at 8:00pm**