



Colwick Parish Council

Community Centre,
Vale Road
Colwick
NG4 2GP
0115 9400571

Minutes of the full council meeting of Colwick Parish Council, held remotely using the online zoom app, at 7:00pm on Monday 15th June 2020.

Present: Cllrs Alison Nunn (Chair), Meredith Lawrence (Vice-Chair), Cllr Scot Handley and Cllr Nicki Brooks, Nottinghamshire County Council.

In attendance: 1 elector from the community.

44. Apologies for absence: Cllr Femi Ogundipe, Cllr Janene Davis

45. Minutes of the previous Parish Council meeting held on Monday 1st June 2020: were approved as a correct record. Proposed by Cllr Nunn and seconded by Cllr Lawrence.

46. Updates from previous minutes:

- a) The letter received from owner of the property at 229 Vale Road, regarding the hedge removal on the shared boundary. Cllr Nunn carried out a land registry search to identify who is responsible for the boundary and confirmed it is shared boundary and as the owner of the private property has removed half of the hedge and installed a fence then it is the Parish's responsibility to either cut back the remaining hedge or install a fence.
- b) The Internal Audit will be forwarded to the auditor this week.
- c) Cllr Nunn requested the signatures for the bank account from Cllr Lawrence. Cllr Lawrence confirmed he would provide this week.
- d) The schedule for the community centre upgrading of the lights needs to be considered and provided. Cllr Handley agreed to do this week.

47. 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.

48. Observations from Borough and County Councillors and Colwick Electors:

Cllr Lawrence:

Following recent complaints about the litter issues on the Recreation ground and the danger to public health, Cllr Lawrence has requested information from the Parks department regarding the amount of staff they have and the amount of parks they need to manage. He is still awaiting any response.

Cllr Nicki Brooks (Nottinghamshire County Council):

Nottinghamshire County Council are conducting virtual meetings, including a full Council meeting held successfully recently. Some meetings have been cancelled as a result of COVID.

Cllr Brooks is continuing to chase up casework which is mainly overgrown vegetation and spraying of weeds.

Elector:

Wanted to know if there is any progress on the suggestion of a friends group for Colwick. This item is on the agenda under main business.

49. Correspondence including emails:

- a) An email was received from NALC advising on the New Code on Conduct being consulted on by the Local Government Association. The closing date is 17th August. Cllr Nunn agreed to forward to all Councillors.
- b) A letter has been received regarding updating our renewal for Data Protection compliance

6. Planning:

Since setting the agenda a planning notification has been received to extend the property at 229 Vale Road, reference 2020/0506. We have been consulted as the property is adjacent to the community centre. If anyone would like to provide a comment please visit the Council's planning website.

50. Finance. Payments to be approved/noted:

Cllr Nunn distributed a list of Direct Debit payments to be noted and approved for payment prior to the meeting and asked for a reimbursement to her for the purchasing of PPE for the Caretaker and cleaner £48.23. Also, the fire alarm was activated and Quantum Fire Services needed to call out to reset costing £96.00. Payments were approved and proposed by Cllr Lawrence and Seconded by Cllr Handley.

51. Main Business:

- a) The business grant of £10,000 received from Gedling Borough Council has been provided to the Parish with recommendations to make a donation to local crisis

charities during the lockdown. It was agreed to fund £1000 to St Georges Centre for their community hot meals service. And a suggestion was made to pay £500 to Netherfield Foodbank and £500 to Gedling Borough Council's 'Giving for Gedling initiative'. Cllr Brooks advised Netherfield Foodbank are ok for funding at the moment so we could make a payment later in the year, or another suggestion was to pay the local Primary Schools funding in case Central Government were no longer going to fund the school meal vouchers through the summer. Cllr Lawrence declared an interest as a Governor to St Johns Primary School and would ask the School whether they required a grant. He would ask the Head Teacher to also contact the Head Teacher at Netherfield Primary School to see if they also required a grant. When responses are received we can consider at the next meeting.

- b) Job vacancy for a community centre bookings clerk. Cllr Nunn is working up the job description but it is likely the role will be required to work 10 hours per week for the salary in the region of £11.76 - £12.16 per hour as stipulated by the scale of pay for local Council's SCP 25-26. The total cost of the salary would be £6500 per year. The role will cover working with user groups for the community centre and associated administration, marketing the centre, liaising with contractors. Approval will be required subject to the final agreed job description, then the Parish can progress with recruitment.
- c) The end of year accounts and audit have been emailed to all Councillors. As at 31st March the account balance was £86,290.34. This accounts for the Precept payment from Gedling Borough Council, Grants received, payments from user groups and VAT return. The accounts were approved, proposed by Cllr Handley and seconded by Cllr Lawrence.
- d) March 2020 User group invoices that are outstanding. Cllr Nunn suggested the Parish does not invoice the groups. This was agreed, proposed by Cllr Nunn and seconded by Cllr Lawrence who also declared an interest with his involvement with the Theatre Club. It was suggested that a payment holiday could also be offered to the groups once the centre opens again. It was also noted that private party bookings may have to continue to wait until it is safe to operate.
- e) Friends of Colwick Community group. Cllr Lawrence has a copy of a constitution for another park's friends group which could be amended to suit a potential group in Colwick. Also the community could consider to involve all areas of Colwick as opposed to just the recreation ground. It was suggested that the Parish offer assistance with the setting up of the group, i.e. use of community centre when we can re-open to hold a public meeting and possibly grants to pay for litter picking equipment etc. Further investigation will need to look into the requirements of Health and Safety and Insurance. Cllr Lawrence agreed to put the suggestion to the community on social media offering support to the group. Much of the formalities of the group need to be considered by those interested in joining the group and the activities they want to carry out.

52. Community Centre Update:

- a) A schedule and quotes are still required for the new lighting. Cllr Handley will progress with this this week.
- b) Two new fridges are required. Cllr Nunn has costed them at £109 each. Cllr Lawrence asked what energy rating they were, Cllr Nunn agreed to check this for next meeting. It was agreed to purchase them, proposed by Cllr Nunn and seconded by Cllr Lawrence.
- c) Heat Sensors required in the small kitchen area. Cllr Nunn considered that the service was required to be included with the fire alarm connection provided by Quantum, therefore unsure whether we should approve the expenditure of £340 plus VAT for Quantum to install. Cllr Lawrence asked this to be checked with the Fire service as suggested at the previous meeting. Cllr Nunn agreed to check into this with the Fire Service.

53. Ongoing Matters:

- a) Website: Parish website. New rules have been published for the accessibility to be compliant for all users. Neil agreed to check them and make sure we are compatible.

54. Any other items the Chairman considers urgent:

Opening up the community Centre. Risk assessments will require the deep cleaning of all areas once the user groups have returned. It was agreed that this would be the responsibility of the Parish Council. We may be able to increase the cleaner's hours or we may need to recruit an additional cleaner. We will know more once agreement and advice from central government has been received that we can open the centre up again.

55. Date and time of next meeting:

Monday 20th July, 7pm using the Zoom app.

(The Chair closed the meeting at 8:11pm)