

Radcliffe-on-Trent Parish Council
Minutes of the Extraordinary Full Council Committee Meeting, held by remote zoom video conference
on Monday 15th June 2020 at 7pm

Cllr Abby J Brennan
 Cllr Maggie Clamp
 Cllr Lorraine Foster (Ab)
 Cllr Tracy James (Ab)

Cllr Gillian Dunn
 Cllr Diane Farthing
 Cllr David Graham
 Cllr Harry Curtis

Cllr Alan R Harvey
 Cllr Anne McLeod
 Cllr Alan Rybacki (Ab)
 Cllr Alice Tomlinson
 Cllr Sonal Modhvadia

Cllr Josephine Spencer (PC Chairman), Cllr Sue Clegg (PC Vice Chairman)

Also present: Jacki Grice (Parish Clerk), Lisa Simpson (Hall Manager), Sally Horn (Accounts Clerk), Cllrs Roger Upton and Neil Clarke (Rushcliffe Borough Council), Cllr Kay Cutts (Nottinghamshire County Council and one member of the public

1 Apologies for Absence

None received.

2 Declarations of Interest

Cllrs Brennan and Curtis (Agenda item 11 Carnival Grant Request/Booking), they did not take part in discussion or vote.

3 Minutes of the Full Council Remote Meeting held on 1st June 2020 for Approval

Resolved: "That the minutes were approved as an accurate record and will be signed by the Chairman at the next available meeting."

4 Chairman's Announcements

- Thanks given to all the village volunteers who continue to help with shopping and sewing and the foodbank is also working well. Donations have been received from the U3A, the Golf Club and the community at large.
- Requested that issues relating to the Parish Council which are discussed on the Borough Councillors Facebook page are directed to the Parish Clerk for Councils consideration for an official response. *Cllr Brennan responded that as she is a Parish Councillor she would use her judgement to respond to Parish issues,*
- Noted Cllr Addiscott's resignation, gave thanks for his contribution and wished him well.

5 Clerks Report on Previous Minutes

M. 4 The RBC Town and Parish Forum is this Thursday 18 June, four members are booked to attend.

M. 5 / M.9 The hardship grant request has been sent to RBC Finance Executive for consideration, a response is expected this week.

M.5 / M.10 Zurich have provided a separate quote for the Football Clubs insurance requirements, the Clerk awaits their decision whether they wish to be included in Councils policy and pay their element of the policy schedule.

M. 11 The Skatepark Committee are waiting for attendance figures to drop at the Skatepark (as more children go back to school) to be able to spend time repairing the steps safely.

M.11 The new litter bin for the Skatepark is on order.

M. 12 Streetwise hope to make a start with painting the Valley Road Play Area next week, weather permitting.

6 Open Session for Members of the Public to Raise Matters of Council Business, Limited to 15 Minutes

7 Standing Orders were suspended at 7.08pm

The Chair of the Radcliffe Conservation Group gave the following report:

Himalayan Balsam clearance was carried out last Wednesday with a small group of volunteers. More sessions planned for this Wednesday and 24th June.

Noted Councils revised budget for Dewberry Hill and Lily Ponds and hoped that the grassland cutting near Woodland Close entrance could still be carried out this year.

Flail mower may be available for 2 weeks in September – to liaise with EMEC and Paul Phillips at RBC. Potential to access mower with mini sythe from Shelford Field Trust.

Litter collection from Lily Ponds – Agreed to leave bags near 5 bar gate, staff will dispose of.

Overhanging hedgerow at twitchell from a property on Cliff Drive, details to be passed on to Property Agents via Parish/N.C.C

8 Standing Orders resumed at 7.18pm

9 To Note Casual Vacancy: Due to Resignation of Cllr Addiscott

The notice period for election request ends 29 June. If no election is called, Council may then co-opt. (noting under current Coronavirus legislation an election cannot take place until 6 May 2021) Noted.

Planning

10 Planning Applications as per the attached list

It was Resolved: "The applications received were reviewed and the decision taken as outlined on the attached document."

11 Recent Rushcliffe Borough Council Decisions as per the attached list

It was Resolved: "Noted"

12 Neighbourhood Plan Review: Update

Following on from a previous Planning and Environment committee meeting, Urban Imprint have been commissioned to carry out stage 1 of a Neighbourhood Plan review. A zoom meeting will be arranged in the next couple of weeks with Urban Imprint to discuss progress. Cllrs Clegg, Spencer, Mcleod, Tomlinson, Farthing and RBC Cllr Upton would like to attend.

Finance

13 Income and Expenditure Figures and Payments May 2020

Resolved: Accepted and Noted

14 F&GP Committee Actual vs Revised Budget No. 2 April 2020 – May 2020

Resolved: Accepted and Noted. The Budget Working Group would keep the Councils finances and budget under constant review during this uncertain period.

15 To Approve and Sign Financial Statements Year End 31 March 2020

Resolved: "That the Accounting Financial Statements Year Ending 31 March 2020 are approved and will be signed by the Chair."

Annual Return (AGAR) & Year End March 2020

16 To Note and Accept the Report of the Internal Auditor

Resolved: Accepted and noted, there were no areas of concern reported.

17 To Approve and Sign the Annual Governance Statement (noting assertion 8)

Resolved: "To approve and the Chair to sign the Annual Governance Statement, drawing attention to assertion 8 in that the significant events of the Skatepark and the impact of Covid 19 are included in the Accounting Statements."

18 To Approve and Sign the Accounting Statements

Resolved: "The Accounting Statements were approved and to be signed by the Chair."

19 Grant Applications: Carnival Running Costs

The Carnival Committee are requesting funds for a generator for the event they wish to hold in July or the alternative date of August.

Cllr Clegg stated that the Parish Council had supported the Carnival for many years with grants, use of facilities and staffing. The Grange Hall is currently closed with no certainty of when it can re-open. The Carnival is a large scale gathering and the Parish Council regretfully cannot endorse it going ahead this year in the Grounds or the Hall due to health and safety (social distancing), and the Parish Councils current financial position due to the impact of Covid 19 and the subsequent closure of Grange Hall and ongoing loss of income. The Parish Council cannot commit to additional expenditure for staffing, facilities and the extensive deep cleaning regime that would need to be carried out at this time. Three stalls have already advised of their withdrawal from the event. It was also noted that Rushcliffe Borough Council have cancelled all their events as has the Village Show Committee. Members supported the view that the event would be regarded as unsafe, unmanageable and a financial challenge for the P.C at this time.

Resolved "Agreed that regretfully the Parish Council could no longer accept or accommodate the Carnival booking for this summer and the grant request would also not be considered for this year."

20 Audit Working Group Action Notes and Recommendations

The Working Group held a 2.5 hour zoom meeting recently and reviewed the following:

- Risk Register (further 14 areas identified, to be risk analysed)
- Key High Risk Rated Areas (actions to be formulated)
- Training Programme for members (to be implemented, e.g. GDPR)
- Audit Checklist Programme (to ensure procedures are adhered to – to be implemented)
- Emergency Planning (flooding/pandemics) to be considered and reviewed

The Audit Working Group will bring a draft plan of recommendations to a future meeting.

21 Zoom Security: To Consider

Members discussed concerns with holding meetings via Zoom. It was noted that NALC promoted Zoom to the Parish Council and RBC are also using it. The host has the ability to manage the attendance and lock the meeting. It was

Resolved "To continue using Zoom for Parish Council and Working Group meetings."

22 Government Updates on Pandemic Restrictions: To delegate authority to the Clerk to implement as lifted (if safety requirements can be met)

Resolved: The Clerk has delegated authority to react to Government lifting of restrictions on play areas and Grange/Grange Hall (inc public toilets) providing required safety measures are met and adequate staffing levels are in place, actions will be carried out in consultation with the relevant Council and Committee Chairs.

23 Village Show September Event (Change of Format)

Due to the current situation with the Pandemic, health and safety and the uncertain future months, the Committee has taken the reluctant decision not to go ahead with the Village Show in September in its normal form. The event will however happen in virtual form and the Committee is working hard on making arrangements for this to happen. Category information will be shared via social media. Cllrs Clamp and Tomlinson offered to help.

Resolved "To support the decision of the Village Show Committee."

24 Lily Ponds/Dewberry Hill Priorities

Noting that the revised budget is reduced and it is unclear whether the N.C.C Countryside Access will contribute to a new fence down to the Lily Ponds, it was agreed to defer a decision on the grassland cutting at Dewberry Hill until a later date, when more clarity can be obtained on Councils financial situation for the rest of year.

It was noted that a metal fence may be a preferred option going forward. The Clerk awaits a response from N.C.C in the first instance.

25 Wharf Lane: Emergency Repairs to Culvert

Members were provided with pictures of the issues with the broken culvert that runs under the Wharf Lane Football Pitch. As riparian owners the Parish Council is responsible for the repair. An initial quote is awaited.

Correspondence

26 Bench Request

A request has been received for the Parish Council to purchase and install a bench on Shelford Road near the Railway hill. Due to the current financial climate, the fact that there is already a bench in the vicinity across the road and that there is likely no room for a bench, the Parish Council agreed to put this request in abeyance until it was in a position to consider. The Clerk would respond accordingly.

27 Coffee Van

A request has been received from a 'Pop Up' Trader to park their Coffee Van in Grange Hall Grounds. There was debate regarding whether the Parish Council should endorse and allow this considering Radcliffe Cafes will be struggling at the moment as opposed to healthy competition and keeping Grange Hall on the radar and raising its profile. It was suggested that this was not an appropriate time to consider pop ups for siting in the Grounds but should be considered in the future. It was **Resolved** "Not to give permission for the Pop Up Coffee Van to be sited in the Grange Grounds at this time."

28 Trent Valley Internal Drainage Board

A letter has been received from the Chair of the Trent Valley Drainage Board advising that he will be in contact in due course with a view to setting up a series of meetings over the winter months to exchange views. Noted.

29 Roadworks

An update newsletter has been received from Highways England regarding the Clifton Bridge repair works which are expected to be completed by February 2021. Noted.

30 Councillors and Outside Organisations Reports

Cllrs Harvey and Clegg attended a CCLA webinar recently. The Parish Councils investments have suffered losses but the CCLA are confident that these markets will stabilise. There are concerns that the smaller high streets will suffer more in future months and no doubt office space/units will become vacant. Local authorities may also be affected with their commercial property portfolios. Cllr Cutts advised that unlike RBC, N.C.C properties are for their sole use. The newly formed Covid Committee will be consulting with Parish Councils on various issues arising in the future.

Cllr Tomlinson brought it to Councils attention that June is Pride Month and hoped that this could be acknowledged more by the Parish Council in future years perhaps with a flag in the Grange Grounds.

31 Reports from Borough and County Councillors

Cllr Clarke advised that RBC had served notice to the owner of a house on Johns Road to take action to make the site safe.

Cllr Cutts asked the Clerk to forward details of the overgrown hedge on Cliff Drive to the County Council.

-The Water Sports Centre is re-opening with takeaway service, some activities will be available to members only. The Gym and Campsite will offer a booking system with safety measures.

-N.C.C has formed a new Covid Committee looking at renewal and reform of Local Government Services, re-boosting businesses and the potential of future Covid 'spikes.'

-A notional amount has been pledged to help the new Radcooks venture.

- Speeding on Nottingham Road will be monitored in the future when traffic levels resume to normality, signage does not appear to have much impact to deter speeding drivers.

- Cllr Cutts would speak with Jim Hatchett at Countryside Access about the fencing on the steps down the Lily Ponds.
- Confirmed that the N.C.C would need to approve the siting of any additional seating on the pavement at Shelford Road, traffic would be a consideration.

32 To Consider Reverting Back to Committee System with Pre-Approved Schedule

Resolved "To defer this item for review at the next meeting."

- 33 Resolved** "The Chairman moved that the press and public be excluded from the meeting during consideration of item 23 on the grounds that it involves the likely disclosure of exempt information as defined in section 1(2) of the Public Bodies (Admissions to meetings) Act 1960".

34 Unauthorised Encampments

Refer to Confidential Report (Report Con 1. F/C 15.6.2020)

35 Date of Next Full Council Meeting – 29th June 2020 – 7pm via Zoom.

There being no further business, the meeting closed at 8 30pm.

Signed: Chairman Date

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PLANNING DECISIONS CV19 5. (15th June 2020 Remote Meeting)

Ref	Date	Applicant	Location	Details	Dec	Vote	Comments
20/01215/ FUL	8.6.2020	Mr F Goulding	15 Grantham Road	Erection of two-storey rear extension	DNO	unan	

Rushcliffe Borough / County Council Decisions

Ref	Applicant	Location	Details	P.C Dec	PC Comments	RBC Dec
20/00883/ FUL	Mr M Harrison	18 New Road	Erection of single storey side and rear extension, existing hipped roof removed, raised and replaced with slate covered gable end roof with twin dormers to the rear, erection of front porch	DNO	-	Grant Permission

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