

Radcliffe-on-Trent Parish Council
Minutes of the Finance and General Purposes Committee inc Amenities
Committee held in the Grange Hall on Tuesday 27 July 2021 at 7pm

Cllr Oliver Bere (arrived 7.20pm)
Cllr Carol Chambers
Cllr Harry Curtis
Cllr Martin Davis (A)
Cllr Josephine Spencer

Cllr Matthew Douglas-Kirk
Cllr Irene Dovey (A)
Cllr Diane Farthing
Cllr Lorraine Foster
Cllr David Graham

Cllr Tracy James
Cllr Anne McLeod
Cllr Shaun Moroney
Cllr Sue Clegg (A)
Cllr Phil Thomas

Cllr Gillian Dunn (Chairman), Cllr Alice Tomlinson (Vice Chairman) (A)

Also present Jacki Grice (Parish Clerk), Lisa Simpson (Hall Manager) Jacquie Earp (Admin Assistant), NCC Cllr Roger Upton and no members of the public.

1. Apologies for Absence

Cllr Tomlinson, Cllr Clegg, Cllr Dovey, and Cllr Davis – Approved.
It was noted that the absent Cllr members are isolating.

2. Declarations of Interest

The Chairman declared an interest at agenda item 9: Grange Grounds Improvement Scheme Update and Consideration of Final Recommendations, and did not take part in any discussions or vote.

3. Chairman's Announcements

-) Welcomed the new Cllrs to tonight's meeting
-) Sent best wishes and a speedy recovery to Cllr Tomlinson and her daughter.
-) Was very sad to hear that Ann Russell had recently passed away. Ann was a popular lady who previously worked at the Village Show and other events in the village.

4. Minutes of the Finance and General Purposes/Amenities Meeting held on the 22nd June 2021 for Approval

Resolved: "That the minutes were approved as an accurate record and signed by the Chairman."

5. Clerks Report on Previous Minutes

M.5: The RBC have now accepted the PC planning application to repair The Fountain. This item will be on the agenda for the next planning meeting for consultation.

M.19: There has been a delay for the delivery of parts to repair the Queen Swing. It is expected the repairs will now commence within the next two weeks.

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

There were no comments.

7. Amenities (In the absence of the Chair, Cllr Graham (Vice) chaired the Amenities Meeting) Grange Hall Managers Report and to Consider Recommendations from the H&S/Pricing Working Groups re Covid R.A

Large parties are currently capped in numbers and means only 100 people are allowed at a party, 150 people allowed in seated rows inside the Hall and a maximum of 30 allowed in the Trent Room. These numbers are under constant review. The first wedding for a long time took place last weekend and it was the couple's third attempt to have the wedding at the Hall which was lovely. All PC staff wore masks for protection and the Hall was decorated beautifully. As the capacity numbers are reduced, the existing Hirer's will pay only 2/3 of the price for the Hall. There will be no discount for new bookings, and there is no price change to hire The Grange. There has been lots of enquiries and it is hoped to accommodate children's parties and local bookings from now on. Resolved: "To accept the Report."

8. Events: Notes of Working Group Meetings and to Consider 2021/22 Budget and any recommendations to F&GP and Welcome Back Funding

There was an Events meeting last week and the next one is on 11th August. 'Picnic in the Park' will not take place this year, and 'Picnic in the Grounds' has been placed on hold until restrictions become easier. The Silver Cinema, Adult Cinema and Children's Cinema will be re-starting in September and Cllrs are encouraged to volunteer for these events. It is hoped there will be a Street Market event in the village at Christmas for the first Friday in December using the Welcome Back Funding available. Also, a Halloween event has been planned for Sunday 31st October ideas include a children's fancy dress disco in the afternoon and a Rocky Horror Picture Show sing along film for adults in the evening. This will be led by Cllr Spencer. If new events are planned, the Welcome back fund is available so all new ideas are encouraged and Cllrs are encouraged to attend the next Events Working Group meeting in August.

Last year it was noticed the Christmas lights decorated outside the Hall were failing, therefore £900.00 was accrued from 20/21 year end net results to look at replacing them this year. Quotations have been sourced for different types of lights and the options require Cllr review. It was therefore agreed to put the Christmas lights item on the agenda for the next Events Working Group meeting.

9. Grange Grounds Improvement Scheme Update and to Consider Final Recommendations

It was noted that although government restrictions had relaxed, people continue to meet regularly in the Grange Grounds. Cllr Graham thanked the Clerk for all her hard work in co-ordinating and sourcing quotations and requesting his last minute attendance to Contractor meetings.

Discussions included:

-) Landscape Works quotations – Carrier Landscapes recommended
-) Gazebo quotations – Cabinco Outdoor Buildings recommended
-) Notice/Poster Boards at Walkers Yard and Public Toilets – MLS/ES Solutions recommended

The total project cost is £1,453 over budget and it was thought money may be saved by not having one of the notice boards, however the Chairman disagreed and suggested all the notice boards are needed for the improvements. The PC has £12,500 in designated reserves for the public realm and RBC are match funding this amount: to a total of £25,000. The Clerk confirmed there is £1,450 available in this year's budget for Street Furniture to cover the shortfall. Installation costs for the Notice Boards is £750.00 and the total project cost is £26,453.00

It was Resolved: "The PC approved the Grange Grounds Improvement Scheme final recommendations and quotations for Carrier Landscapes, Cabinco Outdoor Buildings and MLS/ES Solutions, plus installation at a total project cost of £26,453.00 (net). The shortfall of £1,453 will be taken from this year's street furniture budget (£1,450.00) and the Chairmans allowance."

10. Grange Grounds: Play Equipment to Replace Seesaw: Working Group Recommendations

Following a meeting between the Wicksteed representative and the Play Equipment Working Group, it was advised that the extension to the existing Jungle Wall was not feasible. It was also recommended that the area of the old timber see saw be replaced with a clatter bridge and a set of play roll over bars. Large discounts are available to the PC and both items would be within budget. As this will be specialist equipment the Working Group did not recommend sourcing three quotations. It was also noted that the infant swings need lubricating, and advice from Wicksteed will be sought. After further discussions it was Resolved: "To accept the Working Group Recommendations to supply and install a steel clatter bridge and rollover bars, to include safety grass and matting plus Heras fencing at a total cost of £4486.00 and refer back to the F&GP Committee for approval."

11. Upper Saxondale; Triple Tower: To Consider Recent Inspection (awaiting advice and costings)

It was noted the Upper Saxondale Residents Association had funded the wooden Play area equipment approximately 12 years ago, and the Play Company (Caledonia) are based in Scotland, so it has been logistically difficult to maintain. A representative from Caledonia however will be inspecting the triple tower shortly and will report back to the PC office.

12. The Grange External Surveys: To Reconsider Decision (requested by Cllrs Farthing, Spencer and McLeod)
Noted and discussed. The Grange Building is over 100 years old and The Heritage Trust have confirmed the PC should consider a 10 year life expectancy of any external works carried out on a building this age. Cllr Graham thanked the Clerk for her work in sourcing three companies to quote for external condition surveys. All three quotations were considered and discussed and although costs are a factor, Cllrs felt it was prudent to invite a company which was fully compliant with current Health and Safety regulations. It was Resolved: "To accept the services of Arc to provide an external condition survey and summary report for The Grange building at a total cost of £1,850 (net) and refer back to the F&GP Committee for approval."
13. Caretaker Flat: New Carpets
Noted and discussed. It was Resolved: "To accept the replacement of the Caretakers Flat hall and lounge carpet with underlay as per the quotation from County Flooring at a total cost of £862.19 (net) and refer back to the F&GP Committee for approval."
14. Bungalow Kitchen Worktops
The current tenants have been residing at the bungalow for approx. 5 and a half months and it has been reported that the kitchen worktops now need replacing. It was agreed that it is important the PC periodically inspect the bungalow so that any outstanding issues can be raised and addressed. After further discussions it was Resolved: "The PC delegated authority for the Chairman and the Clerk to inspect the existing kitchen work tops and to then pre-approve the installation of new work tops for a total cost of £800 (gross) and refer back to the F&GP Committee for approval."
15. Leisure Working Group: Notes from Meeting and to Consider Questionnaire
The Working Group notes were considered and discussed at length. If approved the Chairman will put out a request for volunteers to contact the Working Group for help with the project.
It was Resolved: "It was approved that the Leisure Working Group should continue to operate and agreed with the concept of a new Leisure Hub to go ahead. Communication methods to be discussed, and a social media statement will be posted and a request for volunteers will be raised in due course."
It was noted that Cllr Chambers, Cllr Moroney and Cllr Bere also wish to join the Leisure Working Group.
16. Wharf Lane: Stile/Fence Considerations
Following a meeting with the NCC Rights of Way Officer and conflicting opinions regarding access with the fence and the existing historic footpath it was Resolved: "To approve repairs to the wooden stile at a cost of £50."
17. Policy on Bench Available Locations on PC Land
The Chairman and Cllr Dunn recently carried out a survey of the existing benches and potential space for benches at the Cliff Top. It was confirmed two benches were unmarked and there were several benches in poor condition. The Clerk also reported that since lockdown there had been eight requests for benches whereas there are usually only 3 or 4 requests a year. Discussions also included:
-) Maintenance
 -) Health & Safety: unsafe rotten timbers and loose footings
 -) Contacting Bench owners and family
 -) Vat implications & sponsorship
- The Clerk emphasised it is now urgent for the PC to agree a Bench Policy for staff reference and to manage the demand. It was Resolved: "To approve the installation of two new benches from the top of the list, in replacement of the two unmarked benches at Cliff Top and for the Clerk to draw up a draft policy and refer back to the Amenities Committee for consideration."

18. Horses Cliff Top: Policy Review
During lockdown the footfall on the Cliff Walk increased dramatically and in February 21 permission was withdrawn for the SNTR to access the Cliff Path with horses for a period of three months. After further consideration and the now reduced number of public using the path it was Resolved: "To allow the SNTR to access the Cliff Path with Horses."
19. SkatePark
To Consider Quotations for Replacement Steps
Noted and considered. Cllrs agreed it was important that the new steps met all Building regulations and not to include a wooden frontage.
After further discussions it was Resolved: " It was approved for Ulyettes to take out the existing steps and install new bull nosed concrete steps at a total cost of £8,995 (net)."
20. Additional Platform
The Skatepark committee have available funds of £1,500 to contribute towards an additional kerb and platform. Canvas has quoted £1,860 for the work and Skatepark users have requested a £360 from the PC to cover the shortfall. As it is not part of the original design, there are more urgent works required. Also ROSPA did not raise the kerb as a Health & Safety concern. It was Resolved: "The PC did not approve a contribution of £360 towards an additional kerb and platform for the Skatepark and will now assess the overall edge condition for more urgent works."
21. Lighting Columns
It is apparent the lighting columns are lit beyond 9pm. Cllr Graham and the Clerk have had a meeting with Abacus to check and re-set the times if necessary, however the lights still remained on until at least midnight. The lighting timers should be set to 9pm and the columns made secure to prevent tampering. The Clerk confirmed that accrued funds could afford the required lighting works and it was Resolved: "The Clerk will contact VIA to arrange improvements and security to the Skatepark lighting Columns from accrued funds at £1,054 (net)."
22. Update on Anniversary Remedial Works and Bank Issues (pre-accrued funds)
It was noted the PC currently a hold over £8,000 project retention for Canvas and there are still a number of unfinished works, to include the Skatepark Bank (bank costs unknown). The RBC Legal Department will now be contacted for advice regarding the non-compliance of snagging
23. Radcliffe Conservation Group: Update
The recent works at the Lily Ponds were noted.

Standing Orders were suspended to enable the meeting to continue until 9.15pm
24. Finance and General Purposes
Income/Expenditure Figures and Payments June 2021
Noted and discussed. It was Resolved: "The Income/Expenditure Figures and Payments for June 2021 were approved."
25. Finance and General Purposes Committee Actual vs Budget and Forecast April 2021- June 2021
Noted and discussed. It was Resolved: "The Actual vs Budget and Forecast April 2021-June 2021 was approved, save for a query on total budget figure, the Clerk will advise."

To Consider any Recommendation from Amenities Committee for:
26. Events
There were no recommendations to F&GP to transfer free reserves for events as per the Events Working Group meeting notes on 20th July.
27. The Grange
It was Resolved: "The F&GP Committee approved the sum of £4,486.20 (net) to be taken from the Play Equipment Designated Reserve Budget for a new Wicksteed installation of a Clatter Bridge and set of Roll Over bars at The Grange Play park Area.

28. Upper Saxondale Play Equipment
The PC are still awaiting inspection of the Triple Tower from the Manufacturers (Caledonia).
29. Grange External Surveys
It was Resolved: "The F&GP Committee approved the sum of £1,850 (net) to be taken from the Buildings Designated Reserves for an external condition survey to be carried out at The Grange."
30. Flat Carpets
It was Resolved: "The F&GP Committee approved the sum of £862.19 (net) to be taken from the Free Reserves for Caretaker Flat carpets."
31. Bungalow Kitchen Worktops
It was Resolved: "The F&GP Committee approved the sum of £800 gross to be taken from the Bungalow Designated Reserves for new kitchen worktops."
32. Publicity Working Group: Facebook Meeting Notes and Media Policy Amendment Recommendations
Noted and discussed. It was Resolved: "The PC accepted and approved the Publicity Working Group Facebook Meeting Notes and Media Policy Amendment Recommendations and Cllr Douglas-Kirk will launch the Council Social Media Pages, (PC Staff will be the administrators)."
The Clerk will also attend the next Publicity Working Group meeting.
33. Correspondence
Queens Jubilee
Noted. The Chairman confirmed that the Golf Club had been approached with a view to display a Beacon on their open higher ground above Radcliffe for the Queens Jubilee. This matter will be now discussed at the next Events Working Group meeting.
34. Resident Email: Control of Dogs
Noted. Cllrs agreed that people need to be discouraged from letting their dogs use the Grange Grounds as a toilet area. A notice to this effect will be placed on The Grange Hall Facebook page and on the new notice boards.
35. Resident Email: Rockley Park Toilets
The toilets at Rockley Park are closed at the weekend, and the park gates are now open all the time. It has been reported by a neighbour of Rockley Park that the area around the toilets is overgrown and that people are using the natural wall space outside the locked toilets as a lavatory. Cllrs agreed this is unacceptable and will look at preventative measures. The Clerk will now respond to the resident.

Standing Orders were further extended to enable the meeting to continue to 9.30pm.

36. Cllrs Reports
- J Cllr Dunn confirmed that Cllr Clegg and Cllr Tomlinson would report back with any current issues from the Police Priority Setting Meetings.
 - J Cllr James will be attending the 4Rec AGM tomorrow and a resident has complained to her that the yew trees on the Cemetery driveway are overgrown. The Clerk confirmed the yew trees are only trimmed back once a year.
 - J Cllr McLeod reported there has been a large den and fire pit built within the Plantation area on the other side of the A52. Is concerned that it is a fire waiting to happen so the land owners have been informed.
 - J Cllr Graham noted that it would have been ex Cllr Leigh-Brown's 87th Birthday today and it is also International Scotch Whisky Day.

NCC Cllr Roger Upton:

-) Is addressing the neglected hedges problem on Orford Avenue
-) The Green is due to be resurfaced in the next few weeks
-) The new Zebra crossing from the Barbers to Ashmores on Bingham Road is imminent
-) Is looking at the possibility of introducing yellow lines outside St Marys Church corner
-) The first Annual Nottinghamshire Day is taking place later on in August

"The Chairman moved that the press and public be excluded from the meeting during consideration of item 27 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"

37. To Accept the Minutes of the Personnel and Wages Sub Committee Meeting Held 15 July 2021
Resolved: "To accept the minutes and refer back to the Sub Committee."

38. Date of Next F&GP/Amenities Meeting: 7th September 2021 (Tuesday, Grange Hall)
There being no further business the meeting ended at 9.25pm

Signed: Chairman Date