

LANGAR CUM BARNSTONE PARISH COUNCIL

Minutes of the Parish Council meeting held at Barnstone Village Hall, Main Road, Barnstone, commencing at 7.30pm on Thursday 18 October 2018

Present: Cllrs A Bellamy, J Fry (Chairman), J Holland, K Morris, T Simpson

*In attendance: County Cllrs N Clarke, Borough Cllr T Combellack,
three members of the public.*

10/18/1 Declaration of Interest:

Cllr Bellamy declared a personal interest in Item 11 – Langar Village Pond

10/18/2 Apologies for Absence:

Apologies received and accepted from Cllr C Harper, also Borough Cllr S Bailey & County Cllr F Purdue Horan

10/18/3 Approval of Minutes of the Meeting held on 20th September

It was **RESOLVED** to approve the minutes of the above meeting which were duly signed by the Chairman.

10/18/4 Matters for Report (for information only)

There were no Matters for Report

10/18/5 Co-option of new Parish Councillor

The Chairman invited Mrs Pulford to introduce herself and give a short explanation of why she wished to join the Council.

It was **RESOLVED** to approve the co-option of Mrs Pulford to the Council. Mrs Pulford was invited to take her seat and welcomed to the Council, the Acceptance of Office form was duly signed, Code of Conduct and Register of Interest forms issued.

10/18/6 Village Hall, including:

a) New Village Hall

1) Approaching Architects

Cllr Bellamy had been authorised by the council to undertake a search of local architects. Three small practices were identified:

- Welham Architects, previously worked on Lady Bay Scout Hut.
- DLD Design Studio, previously worked on Gamston Village Hall, (no response received).
- Maber Architects (no contact available).

Of the three architects, Welham Architects provided indicative costs, an explanation of the various stages of the project and a desire to be involved in the whole project. An initial meeting with Welham Architects was held on 8th October.

2) Report on discussions with architect

Report attached at Appendix 8

It was **RESOLVED** to approve the Feasibility Study at a cost of £4,000

3) Consider formation of a new Committee

It was **RESOLVED** to approve the creation of the Village Hall Development Committee. Terms of Reference attached at Appendix 9

10/18/7 Public Open Session

- 1 A resident commented on her ongoing concern regarding the building work on
Planning applications 18/01107/VAR & 18/01234/FUL

The resident further commented on her concern regarding errors in photographs related to access accompanying the application to the proposed development
Planning application 18/02101/FUL
She stated that the Borough should be monitoring the spread of applications in close vicinity.

10/18/8 a) Police Reports

There were no reports from the Police.

The report from the Priority Setting meeting held on 11th October was noted. Clerk to check if the parish came under the correct Police area.

b) Borough/County Cllr Reports –

Borough Cllr T Combellack recommended that a Neighbourhood Watch Coordinator be established for the parish.

County Cllr N Clarke reported on:

- Consultation re proposed Unitary Authority for Nottinghamshire,
- C28 – repeated request for funding to improve the road.

10/18/9 Planning:

a) Planning Notifications:

1 18/01460/LBC The Unicorns Head Main Street, Langar

**Repairs and alterations following fire damage, (retrospective), and new signage
GRANT LISTED BUILDING CONSENT**

2 18/01507/FUL 5 Butlers Field, Langar

**Single storey rear and side extension, new fence 1.8m high and new access gate
GRANT PLANNING PERMISSION**

3 18/01660/FUL Land west of 2 West End Villas, Langar Road, Barnstone.

**Full planning application for 4 x three bedroom dwellings
REFUSE PERMISSION**

b) Planning Applications

**1 18/02134/FUL Land west of 2 West End Villas, Langar Road, Barnstone
Full planning application for 4 x three bedroom affordable dwellings
(resubmission)**

It was **RESOLVED** to OBJECT to the above application on the following grounds:

- 1 Heritage - HER entries within and adjacent to site
- 2 Traffic - poor visibility, speeding vehicles
- 3 Built environment - extends village envelope
- 4 Drainage - concern regarding lack of mains drainage and capacity for additional dwellings
- 5 Need - No identified need in parish
- 6 The applicant has identified the site as an entry level rural exclusion site for affordable homes, however, the style of proposed dwelling, 3 bed detached with garage, does not conform to design of dwellings associated with affordable homes.
Para 71 NPPF Annex 2 stipulates that affordable homes are required to be marketed at least 20% less than the market price, however the proposed dwellings are not designed as affordable.

2 18/02101/FUL Land at The Walnuts, Main Road, Barnstone
Demolition of existing agricultural workshop and erection of new dwelling with associated access arrangements

3 18/02072/LBC School House, Church Lane, Langar
Brick up existing doorway to rear of property

It was **RESOLVED** to submit a response of NO OBJECTION to the above two applications.

Cllr T Combellack reported on the availability of funding of between £9-£16K. for a Neighbourhood Plan.

Cllr N Clarke reported that CIL (Community Infrastructure Levy), was available to Councils with Neighbourhood Plans.

Clerk to make inquiries of local councils which had undertaken Neighbourhood Plans.

10/18/10 Finance:

a) Financial Statement and bank reconciliation to 30 September 2018: *(reports attached at Appendix 1 & 2 for information)*

b) Accounts Paid prior to meeting:

Appendix 3 attached

c) Accounts for Payment at meeting:

Appendix 4 attached

It was **RESOLVED** to approve the above payments, subject to the addition of the following invoices received too late for inclusion on the agenda:

FPO	Kent Services	Groundcare September	£180.00
FPO	LCB VH	Hall hire	£44.00
FPO	Bingham Cabs	Assisted Taxi Scheme	£185.00

d) Village Hall Accounts, including:

a) Bank reconciliation to 30th September (Appendix 5 attached)

b) Accounts Paid and for Payment for Report only (Appendices 6 & 7 attached)

The Clerk reported that the Vale Market Café had donated the sum of £1,000 towards Village Hall funds.

Matters for consideration

10/18/11 Langar Village Pond – clarification of insurance status and confirmation of transfer to PC:

The Clerk confirmed that the Pond was now insured under the Parish Council insurance as an asset of no monetary value. It was agreed to liaise with Nigel Wood over the transfer of the Trust

10/18/12 Provision and location of defibrillators:

It was **RESOLVED** to

- Approve the order of two Lifepak CR+ defibrillators at a cost of approx. £1,065 each.
- Locate one defibrillator in each village phone kiosk, subject to satisfactory electrical checks. Clerk to contact electrician.
- Contact Borough & County Councillors re applications for funding.

County Cllr N Clarke pledged the sum of £750 towards the cost for which the council expressed its grateful thanks.

10/18/13 C28 Road Closure 26-28 October

Noted

10/18/14 Brownie bench

The bench to be located on the corner of Works Lane and erected in memory of Sue Page and Bob Clayton.

A substantial amount of funds had already been raised. It was therefore **RESOLVED** to approve funding in principle should there be a shortfall in funding. Clerk to liaise with Dot Clayton regarding details of bench.

10/18/15 Airfield Memorial maintenance including planting:

Due to the hot summer, several plants had died and the perimeter hedging had suffered. Despite this, the site was in good order and, following recent rainfall, growth had begun again.

It had been suggested that the memorial could be moved to the new wildlife area around Langar Pond for the following reasons:

- The memorial would be centrally located within the community and could be central to any future Remembrance event.
- The memorial would become part of the community and as such could be monitored regularly.
- The future of the airfield was uncertain.
- Health & Safety concern over employees working in the memorial area on the airfield.

It was **RESOLVED** to sound out the various organisations involved regarding this proposal, including RAFA, 207 Sqdn and Royal British Legion.

10/18/16 Barnstone Under Fives

The Clerk reported that the Under Fives held a well-attended Open Morning on 2nd October. It was hoped that regular sessions on Tuesday mornings would start from 6th November.

A number of toys had been donated by families and equipment inherited from the Cropwell Bishop group which had recently closed. The Wiverton Group of Churches had set aside a sum of money for use in children's activities and some of this could be used to pay for hall hire.

With the onset of the new village hall project, St Andrews Church had offered to house the group during the summer months if necessary.

10/18/17 Local Bus 822

Views on bus services were being sought by NCC Transport Services as part of a Local Transport Review. Following discussion, it was **RESOLVED** to submit the following points:

- 1 Rural isolation is becoming a factor. Some parishioners are already struggling with the existing bus service and are moving away.
2. With more housing development taking place in outlying villages, new methods of local transport, such as Community Transport, need to be considered creatively.
3. Use of smaller buses off peak would cut costs and be preferable to large buses running on narrow village lanes.
4. Retaining connection with Bingham is essential to ensure regular, quick journeys into Nottingham.
5. Our villages must not lose connection with Cropwell Bishop.

10/18/18 Councillors' Reports

Cllr Simpson reported on new Flu clinic dates advertised in local surgeries.

10/18/19 Correspondence including:

1. **NCC Invitation to Parish & Town Engagement Event 23rd October.**
Cllr Simpson & the Clerk to attend
2. **Notification of Games of Remembrance 8 November** - noted
3. **Presentations from RBC Town & Parish Conference** - noted
4. **Royal British Legion:**
 - a) **Invitation to Remembrance Service 11th November**
Cllr Fry to lay the wreath
 - b) **Request for donation towards wreath**
It was **RESOLVED** to approve the donation of £25 for a Remembrance Wreath.
 - c) **Invitation to Remembrance Service at Airfield Memorial 18th November**
Noted.

10/18/20 Date of next meeting:

Thursday 15th November 2018 at **7.30pm.**

There being no further business, the meeting closed at 9.30 pm.

SignedChairman

Date

Langar cum Barnstone Parish Council

Bank Reconciliation at 30/09/2018

Cash in Hand 01/04/2018

76,153.94

ADD

Receipts 01/04/2018 - 30/09/2018

37,016.88

113,170.82

SUBTRACT

Payments 01/04/2018 - 30/09/2018

13,248.87

A **Cash in Hand 30/09/2018**
 (per Cash Book)

99,921.95

Cash in hand per Bank Statements

Cash	30/09/201	12.18
TSB Current Account	30/09/201	49,812.59
TSB Deposit Account	30/09/201	50,097.18

99,921.95

Less unrepresented cheques

As attached

0.00

99,921.95

Plus unrepresented receipts

As attached

0.00

B **Adjusted Bank Balance**

99,921.95**A = B Checks out OK**

Langar cum Barnstone Parish Council
Net Position by Cost Centre and Code to 30th September 2018

Cost Centre Name

2 CHURCHYARD				Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget	
20	CHURCHYARD	0.00	0.00	0.00	500.00	0.00	500.00	
21	CHURCH CLOCK	0.00	0.00	0.00	155.00	0.00	155.00	
		£0.00	0.00	£0.00	655.00	£0.00	655.00	

4 VILLAGE AMENITIES				Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget	
40	WAGES (LITTER PICKING)	0.00	0.00	0.00	1,628.24	950.04	678.20	
41	LITTER PICK EQUIP	0.00	0.00	0.00	50.00	6.66	43.34	
43	PARISH GROUNDS MAINT	0.00	0.00	0.00	600.00	300.00	300.00	
45	SPEEDWATCH	0.00	0.00	0.00	0.00	0.00	0.00	
46	PARISH MAINTENANCE	0.00	0.00	0.00	400.00	125.42	274.58	
911	PARISH LENGTHSMAN	0.00	0.00	850.00	2,035.80	1,425.06	1,460.74	
913	VILLAGES IMPROVEMENT	0.00	0.00	0.00	600.00	600.00	0.00	
914	PARISH CRAFTSMAN	0.00	0.00	0.00	1,628.24	99.53	1,528.71	
		£0.00	0.00	£850.00	6,942.28	£3,506.71	4,285.57	

5 BARNSTONE PLAY AREA				Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget	
50	PLAY EQUIP	0.00	0.00	0.00	90.00	180.00	-90.00	
51	PLAY AREA GRASS	0.00	0.00	0.00	600.00	300.00	300.00	
		£0.00	0.00	£0.00	690.00	£480.00	210.00	

6 ADMINISTRATION				Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget	
600	CLERK'S SALARY	0.00	0.00	0.00	11,000.00	5,604.54	5,395.46	
601	INSURANCE	0.00	0.00	0.00	665.00	664.08	0.92	
602	SUBS/TRAINING	0.00	0.00	0.00	625.00	246.00	379.00	
603	S137	0.00	0.00	0.00	25.00	0.00	25.00	
604	WEB SITE	0.00	0.00	0.00	100.00	75.00	25.00	
605	ROOM HIRE	0.00	0.00	0.00	200.00	81.00	119.00	
606	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00	
607	OFFICE EXPENSES	0.00	0.00	0.00	1,700.00	740.52	959.48	
608	TAXI VOUCHER SCHEME	0.00	0.00	0.00	450.00	45.00	405.00	
609	AUDIT FEES	0.00	0.00	0.00	300.00	300.00	0.00	
610	CHAIRMAN'S ALLOWANCE	0.00	0.00	0.00	25.00	12.00	13.00	
611	INVESTMENT INTEREST	0.00	0.00	13.88	0.00	0.00	13.88	
612	PRECEPT	0.00	0.00	35,477.00	0.00	0.00	35,477.00	
613	VAT REFUND	0.00	0.00	0.00	0.00	0.00	0.00	
614	BANK CHARGES	0.00	0.00	0.00	0.00	0.00	0.00	
615	LOAN REPAYMENTS	0.00	0.00	0.00	0.00	0.00	0.00	
616	DONATIONS	0.00	0.00	0.00	300.00	114.00	186.00	
		£0.00	0.00	£35,490.88	15,390.00	£7,882.14	42,998.74	

7 PROMOTIONAL ACTIVITIES

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
70	NEWSLETTER	0.00	0.00	226.00	600.00	266.90	559.10
71	LCB FESTIVAL	0.00	0.00	0.00	100.00	126.76	-26.76
72	APPLE DAY	0.00	0.00	0.00	100.00	0.00	100.00
74	COMMUNITY	0.00	0.00	0.00	100.00	105.83	-5.83
		£0.00	0.00	£226.00	900.00	£499.49	626.51

8 WORKS LANE FIELD

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
80	FACILITIES	0.00	0.00	0.00	0.00	0.00	0.00
81	EQUIPMENT/MAINT	0.00	0.00	0.00	200.00	0.00	200.00
83	FOOTBALL FIELD	0.00	0.00	0.00	600.00	300.00	300.00
84	FIELD HIRE INCOME	0.00	900.00	450.00	0.00	0.00	-450.00
		£0.00	900.00	£450.00	800.00	£300.00	50.00

9 EARMARKED RESERVES

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
901	ELECTION FUND	1,000.00	0.00	0.00	0.00	0.00	1,000.00
902	TRANSPORT FUND	3,000.00	0.00	0.00	0.00	0.00	3,000.00
907	TAXI VOUCHER SCHEME	1,000.00	0.00	0.00	0.00	0.00	1,000.00
908	GENERAL RESERVE	2,500.00	0.00	0.00	0.00	0.00	2,500.00
916	VILLAGE IMPROVEMENTS	25,000.00	0.00	0.00	0.00	0.00	25,000.00
		£32,500.00	0.00	£0.00	0.00	£0.00	32,500.00

NET TOTAL	£32,500.00	900.00	£37,016.88	25,377.28	£12,668.34	81,325.82
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ACCOUNTS PAID 18 OCTOBER 2018

DD	BT BROADBAND/CALL CHARGES	88.98
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		£ 88.98
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[illegible]

ACCOUNTS FOR PAYMENT 18 OCTOBER 2018	
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ACCOUNTS FOR PAYMENT 18 OCTOBER 2018

FPO	WAGES M7	£	1,072.72
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FPO	NCC PENSION FUND SUPERANN M7	£	230.21
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FPO	STREETWISE - DOG BIN CONTRACT JULY - SEPT	£	71.76
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FPO	LRALC BORROWING APPROVAL WORKSHOP 23.8.18	£	20.00
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FPO	SCRIBE ACCOUNTS SOFTWARE LICENCE RENEWAL	£	339.60
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FPO	TOOT HILL - SIGNPOST PRINTING	£	225.00
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FPO	J HARPER - SIGNPOST DELIVERY	£	30.00
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FPO	CUMBRIA CLOCK CO - SERVICE OF CHURCH CLOCK	£	144.00
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FPO	COUNTY VAT CONSULTANTS - ADVISORY REPORT	£	150.00
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FPO	KENT SERVICES - GROUND CARE OCTOBER	£	180.00
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FPO	BINGHAM CABS - ASSISTED TAXI SCHEME	£	185.00
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FPO	LCBVH - ROOM HIRE	£	44.00
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		£	2,692.29
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Langar cum Barnstone Village Hall

Bank Reconciliation at 30/09/2018

Cash in Hand 01/04/2018

26,383.13

ADD

Receipts 01/04/2018 - 30/09/2018

3,910.27

30,293.40

SUBTRACT

Payments 01/04/2018 - 30/09/2018

4,618.05

A Cash in Hand 30/09/2018
(per Cash Book)

25,675.35

Cash in hand per Bank Statements

Cash	30/09/201	41.38
Nat West	30/09/201	25,633.97

25,675.35

Less unrepresented cheques
As attached

0.00

25,675.35

Plus unrepresented receipts
As attached

0.00

B Adjusted Bank Balance

25,675.35

A = B Checks out OK

APPENDIX 6

LANGAR CUM BARNSTONE VILLAGE HALL PAYMENTS FOR REPORT

ACCOUNTS PAID 18 OCTOBER 2018	
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DD	WATER PLUS BILL SEPT	£	10.11
DD	EON ELECTRICITY SEPT	£	36.76
DD	BT BROADBAND SEPT	£	51.48

APPENDIX 7

ACCOUNTS FOR PAYMENT 18 OCTOBER 2018	
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WAGES M7	£	134.12
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New Village Hall

Report on discussions with Welham Architects 8th October 2018

15th October

Village Hall Renewal Project,

Thank you for forwarding the asbestos survey which confirms that the material is limited to the later building extensions. It was also very helpful to discuss two alternative design approaches with the Parish team.

Option 1

Retain the original main hall but remove most, if not all, of the later surrounding buildings.

This approach should offer some cost advantages, but these will depend to a large extent on the amount of the remedial work required to the retained structure. A new entrance and meeting room will be built on the current hard standing area to the side of the site.

Option 2

This involves the complete demolition of the current buildings. The sprung floor and fitted kitchen will be reused in the new buildings. This would offer considerable advantages in terms of the flexibility of the layout that can be achieved and improve the quality of the construction. It would also open the way for upgrading the on-site renewable energy provision at a later date.

Feasibility Study

- We will carry out a dimensional survey of the existing buildings.
- Based on this we will provide a feasibility study to look at both options and provide sufficient information so that outline costs can be provided by a Quantity Surveyor or Contractor.
- We will also create basic 3D models so that the Parish team can determine which option is to be presented to the local community.

We would undertake the above feasibility work including dimensional survey for a fixed fee of £4,000.00 (Ex. VAT)

Design Development and Planning Application

- Based on the Parish teams comments we would work up the preferred design option and update the visualisations for presentation to the local community.
- If the main hall is to be retained the opinion of a structural engineer will be sought regarding the movement in the building.
- Once this process is complete we will progress a full set of drawings and a design statement and submit the planning application on behalf of the Parish.
- The application will take 8 weeks to determine following validation.

We would develop the preferred design and submit the planning application for a fixed fee of £3,000.00 (Ex. VAT) Detailed Design / Building Regulations Approval / Tender Information

Once the planning application has been determined we would provide a full set of information which would allow the project to go out to tender and include a Full Plans Building Control approval before work commenced on site. We would provide the following services:

- Drawings for Building Regulations requirements
- Designer health and safety risk assessments.
- A Full Plans Approval by Local Authority Building Control.
- Provide Mechanical and Electrical Layout drawings showing locations of all electrical and mechanical items including lighting, power, emergency alarm system, media system, security system and heating appliances.
- Finishes Schedule.
- Door Schedule
- Window Schedule.
- Kitchen Layout
- Product Specification.

- Provide tender documents and issue to 4 selected contractors.
- Meet tendering contractors on site to discuss proposals.
- Attend and record a Pre- Start meeting with the contractor.

We would provide the above information and carry out the tender for a fixed fee of £9,500.00 (Ex. VAT)

Construction Phase

We would provide full contract administration services for a fee of 1.75% (Ex. VAT) of the contract value of the construction work using the RIBA Concise Building Contract if required.

The above amounts are also all inclusive of our costs relating to printing drawings and travel as well as an allowance to attend out of hours meetings where required.

Disbursements, such as the purchase of the OS map in electronic format and the Building Contract, will be recharged to you at cost and receipts provided.

Other Consultants

Some design aspects that may require specialist consultants which are not included within our fee which will need to be appointed directly by the Village Hall although we will seek quotations for this on your behalf:

- Structural Engineer
- **CDM Health and Safety Co-ordinator / Health and Safety Lead Designer**
- **Energy Consultant**

Welham Architects are registered to practice in the UK and are members of the Royal Institute of British Architects. On request we are happy to provide a copies of our Professional Indemnity Insurance, which is in the sum of £1,000,000 for any one claim.

We would very much look forward to working with you on this project.

Kind Regards
Clive Welham

Langar cum Barnstone Parish Council**Terms of Reference****Adopted 18th October 2018****Village Hall Development Committee****Membership**

All members of the Council plus Chairman of Village Hall Committee

Purpose of Committee

The New Village Hall Committee has delegated authority from the Council to oversee the business related to the New Village Hall project including:

- 1 Appointment of Architect
- 2 Liaison with architect regarding:
 - Outcome of Feasibility Study
 - Design Development
 - Tender Information
- 3 Project Budget setting/monitoring
- 4 Fundraising
- 5 Dissemination of information to parishioners

Meeting arrangements and frequency

Meetings will be held according to need. Meetings to be advertised three clear days in advance of meeting date. Election of Committee Chairman will be the first business of the initial committee meeting. The Clerk or, if absent, a member of the Committee, will record meetings. Minutes of meetings to be reported at next Council meeting

Standing Orders on rules of debate and on interests of members in contracts or other matters shall apply.

Quorum

A minimum number of four Committee members are required for decision-making purposes

Reporting and accountability

The group will be a Committee of the Council and as such will refer any matters to the council that are deemed significant enough to require full council consideration or approval.

Review arrangements

The Committee will be a standing Committee of the Council. The appointment of the Committee will be considered at the Annual Council Meeting which may decide to alter or dissolve the Committee as required.