

Cropwell Bishop Parish Council – Minutes of Meeting

7th July 2020

7.00pm – Virtual Meeting via Zoom A Recording Is Available on the Website

(The meeting started at 7.02pm and finished at 9.00pm)

Present: Cllrs. W. Allison, M. Beazley, C. Bryan, J. Gelsthorpe, J. Greenwood, J. Lacey, P. Storer, J. Wroughton & A. Wilson (Chairman)

In Attendance: Mrs J. Towndrow (Clerk), Cllr. G. Moore R.B.C. & 4 local residents

Apologies Approved

90. Cllr. Clarke – Prior Meeting

Declarations of Interest & Confirmation of Agenda

91. DOI – Non Received

The Agenda was confirmed

92. Standing Orders were suspended at 7.04pm to allow the order of business to be amended to enable attendees to speak to the meeting.

Parishioners' Question Time & Policing Report

Tony Jarrow asked if there was any news regarding the new Recycling Centre mentioned by Cllr. Clarke at the last meeting. Cllr. Moore advised there was no further news as yet.

There were no Crime Figures available.

93. Standing Orders reinstated at 7.06pm.

Minutes of the Previous Meeting

94. It Was:

RESOLVED: "That the minutes of the meeting held on 2nd June 2020 were confirmed as a true record and signed by the Vice Chairman".

Progress

95. **M.44 – 5/5/20 – Councillors Report Heritage Centre WW1 Display**

Complete: Anne Terzza contacted the Parish Council and asked that we amend the records regarding the WW1 display in the Heritage Centre. Cllr. Gelsthorpe stated in the recording of the last meeting that Ken Shelton had worked on the WW1 research and display in 2018. In fact all the work was done over 10 months by Anne Terzza and Malcolm Dabell.

Anne Terzza wanted the minutes to reflect who had done the work.

96. **M.77 – 2/6/20 – Rubble Pile on Permissive Footpath Entrance Cropwell Butler Road**

Complete: The Clerk wrote to Russell Price to request it was made safe. Russell Price explained the rubble was for crushing and then used to repair the permissive footpaths on his land. Russell Price cordoned off the rubble pile with red tape. The rubble has now been crushed and is being dispersed onto the footpaths.

97. **M.80 – 2/6/20 – Dumped Garden Waste on Canal Towpath**

Complete: The Clerk sent a letter to all the properties in the vicinity regarding the dumping of waste and asking them to report to the Parish Council if they see who is responsible.

Planning Matters & Applications

98. **RBC Grant Permission: 20/00969/FUL** – Proposed two storey side extension – 47 Hoe View Road, Cropwell Bishop NG12 3DE
NOTED
99. **RBC Prior Approval Not Required: 20/01026/DEMOL** – Prior notification of demolition of agricultural sheds and workshop – Colston Bridge Farm, Colston Bridge, Colston Road, Cropwell Bishop NG12 3JG
 Cllr. Moore advised a riding stables for the disabled was being built in this location.
NOTED
100. **RBC New Application: 20/01212/FUL** – Side extension to existing unit, erection of 2 additional units and associated car parking facility – Unit 8, Canalside Industrial Park, Kinoulton Road, Cropwell Bishop
 It Was:
RESOLVED: “No Objection”
101. **RBC New Application: 20/01561/FUL** – New single storey rear extension, front lounge extension, new porch extension with roof over – 196 Hoe View Road, Cropwell Bishop NG12 3DJ
 It Was:
RESOLVED: “No Objection”

Finance

102. **a) Financial Statement up to 30th June 2020**
 It Was:
RESOLVED: “To approve the financial statement.”
103. **b) Payments made 30th June 2020 and awaiting July 2020**
 It Was:
RESOLVED: “To approve all payments as reproduced on payments document 157.”
104. **c) Community Grant Request Cropwell Cricket Club – Contribution to New Cricket Balls**
 Cllr. Beazley proposed we approve the grant, Cllr. Bryan seconded – All Agreed.
 It was:
RESOLVED: “To approve a grant of £122.70.”

Correspondence for Action

105. **a) To Consider Claim on Insurance for Loss of Earnings**
 There is a section under the Parish Council Insurance to claim up to £15K for loss of earnings. There is a High Court Case in progress regarding COVID-19 Loss of Earnings payments.
 It was:
RESOLVED: “If the High Court case is in favour of the claimant the Clerk to progress the claim if the cost to the Parish Council will not be too great on the policy going forward.”
106. **b) To Consider R.B.C. Financial Hardship & Request for Support Letter**
 Cllr. Lacey asked under this item if we should reconsider our position on Community Grants during this period of no income. Cllr. Gelsthorpe advised that the budget for Community Grants came from the precept and not the Income of The Old School which had its own budget.
 It was:
RESOLVED: “Not to apply for a Financial Hardship Loan.”

COVID-19

107. **a) To Consider COVID-19 Staff Risk Assessment**
 It Was:
RESOLVED: “To Adopt the COVID-19 Staff Risk Assessment.”
108. **b) To Consider COVID-19 Staff Policy & Staying COVID-19 Secure Poster**
 It Was:
RESOLVED: “To Adopt the COVID-19 Staff Policy Staying COVID-19 Secure Poster.”
109. **c) To Consider COVID-19 Playparks Risk Assessment**
 It Was:
RESOLVED: “To Adopt the COVID-19 Playparks Risk Assessment.”

110. d) The Old School

The Clerk read a report to the meeting regarding progress within the Old School getting COVID-19 compliant. A copy of the report is attached to these minutes.

Cllr. Moore suggested the Old School remained closed until September. Cllr. Gelsthorpe pointed out a lot can change over the summer months. Cllr. Wroughton advised that CKOB will not be returning until things have returned to normal.

It Was:

RESOLVED: “The Old School will remain closed and review at the 1st September meeting.”

Cllr. Gelsthorpe and the Clerk had put together a statement for release regarding the opening of The Old School – a copy is attached to these minutes.

Action: Clerk to issue to the village websites and send to hall users with a questionnaire regarding returning in September where applicable.

Cllr. Gelsthorpe raised the issue of handling cash at events going forward. Cllr. Gelsthorpe and the Clerk have looked into a contactless payment system for The Old School. All systems have a charge allocated to each transaction and varying prices on the cost of purchasing the machine. The Co-operative bank are in partnership with Sum Up. The systems require an App to run which we could install on the tablet we purchased for planning purposes. Cllr. Bryan suggested a possible voucher system where vouchers were purchased to spend at the bar etc. This would be very difficult to manage for accounts purposes. Cllr. Lacey felt there may be software that becomes available over the coming months to help with this.

Action: Agenda Contactless Payment System for the September meeting.

Cllr. Gelsthorpe raised the issue that the August booking for the postponed VE day event could now also not take place as no groups of over 30 are allowed and no live music events allowed. Cllr. Gelsthorpe to speak to the group re postponing a second time and transferring the deposit paid to a later date. Cllr. Wroughton advised she wished to run an event at the Old School when appropriate for all the Volunteers of the COVID-19 help group and their buddies. It may be nice to use the band for this event alongside a cream tea.

111. e) Parish Council Meeting – To Consider Live Meeting in September

Cllr. Gelsthorpe proposed the September meeting be held virtually by Zoom and consider future meetings them, Cllr. Bryan seconded and all agreed.

It Was:

RESOLVED: “The September 2020 Parish Council Meeting would be held virtually.”

Village Ranger Inspections

112. a) Report on Works

A RoSPA Inspection has taken place on the 3rd July prior to the playpark re-opening. There are some remedial works to take place. Some of the works can be carried out by the Ranger others will need to be outsourced which the Clerk will organise.

The Playpark equipment is being sprayed every morning with virucidal spray by the Ranger. The Ranger has 8 days off from the 25th July and the Caretaker has agreed to undertake this task whilst the Ranger is on Holiday.

Vandalism of the Harris Fencing at the MUGA entrance was reported to the Parish Council via e-mail and was highlighted on the village websites.

Transport

113. Cllr. Greenwood circulated his report on the Bus Service going forward after COVID-19 to Ruth Edwards MP, Chris Ward and his team. Cllr. Greenwood had a positive response from Pete Mathieson, Team Manager, Developments and Partnerships at N.C.C. and it is encouraging that their thinking and intended direction is very much along the lines suggested in his report. Cllr. Greenwood also had a reply from Ruth Edwards MP. It would seem there is some sympathy with the rural villages and are thinking the way forward is more use of ‘on-demand’ services with real time information.

Ruth Edwards MP is currently conducting a transport survey which seeks the views of her constituents on the sort of transport infrastructure they'd like to see and how existing services across Rushcliffe could be improved. The survey has been posted on the village websites.

Vectare 833 have extended their service from the 22nd June for the bus to travel onwards from Bingham to Grantham. All the information regarding this service is on the Vectare website.

Cllr. Wilson thanked Cllr. Greenwood for all the effort he has put into trying to secure a good service for Cropwell Bishop.

Highways & Footpaths Defects/Issues

- 114. a) Nottingham Road Traffic Calming System**
Cllr. Clarke has advised the Clerk project was delayed due to Covid-19. They couldn't issue the consultation as no one was allowed into the office to prepare the notices and prepare envelopes etc. They started the process again 2 weeks ago, so the public consultation is now imminent and should be issued within days. It was reported that grid locking is still happening in this area on a frequent basis.
- 115. b) Cycle Path – Correspondence from Ruth Edwards MP**
Correspondence was received from Ruth Edwards MP which was circulated to all the Councillors via e-mail. Cllr. Greenwood thanked Ruth Edwards for her support with this issue. Cllr. Clarke advised the Clerk that Ruth Edwards MP had in fact contacted N.C.C. and the Cycle Path is still a work in progress. Cllr. Clarke is trying to convince them that a temporary track would help pedestrians at least, but is meeting resistance.
- 116. c) Footpath Entrance to Co-op Car Park**
Cllr. Storer has not yet spoken to his contact at the Co-op he will do that in the ensuing week. Cllr. Storer pointed out that Marston's are the landlord and not the Co-op so it may need further investigation.
Action: Agenda item for next meeting to review progress.
- 117. d) Footpath at the Rear of Hoe View Road – Request for Remainder of Pathway to be stoned**
Cllr. Clarke has spoken to Russell Price and he will have a look at the bridleway. He thought part of it may be owned by the Barlow's, but he will check, and whatever he needs to do, he will.
- 118. e) Bench on Cropwell Butler Road**
The Clerk from Cropwell Butler Parish Council has advised the Clerk that they will replace the bench on a like for like basis. The Cropwell Butler Clerk has obtained quotes which will need to go back to the Parish Council for approval. The Clerk of Cropwell Butler will advise the Cropwell Bishop Clerk when the bench will be fitted.
- 119. e) To Consider Daily Locking and Unlocking of N.C.C. Car Park Gates – Memorial Hall**
Following an incident of ASB at this car park a resident contacted Cllr. Clarke to see if the gates can be locked at night and re-opened each morning. This is not a task that can be easily undertaken.
Action: Monitor the situation and see if we have further incidents reported.

The Environment

- 120.** Cllr. Moore expressed concerns that all the procedures with disposable products needed to be used due to COVID-19 would have a negative impact on the environment. Lots of work had gone into using re-usable plastics, cups etc. and we have had to revert back to disposable.

Councillors Reports

- 121.** Cllr. Moore reported a problem with the footpaths surrounding a property on Fern Road towards Langar (Stuart Pearce old house). The house has doubled in size and at the back of the house is Footpath No. 12. The owner of the property has built a road of hard rock approx. ¾ mile long which is being used for access. Cllr. Beazley reported he also has Footpath No. 6 across his land and asked the question does he have permission to build a road across the footpath. Cllr. Moore also said he had aggressive CCTV signs etc. across his gates.
- 122.** Cllr. Lacey provided a brief report on the Town and Parish Forum on the 18th June. (Copy attached to the Minutes). This will complement the slides from the forum circulated by the Clerk.
- 123.** Cllr. Storer raised an issue with Fly Tipping in Kinoulton. A large number of fridges had been dumped.
- 124.** Cllr. Lacey advised there were a lot of travellers in the area. Cllr. Moore advised he felt they had left the area as they had come for a wedding.
- 125.** Cllr. Wroughton raised an issue with the name of Cropwell Bishop News and the Facebook page Cropwell Bishop News. Recently there had been a couple of 'crossover of material' incidents which Tony Jarrow confirmed is causing some confusion. Clerk is to ask the admin of the Facebook Page to adjust the name so there is clarity between the two.

Correspondence for Information

126. There is no folder for circulation during the COVID-19 Pandemic this type of information is being e-mailed.

Date of Next Meeting

127. Tuesday 1st September at 7.00pm.

There being no further business the meeting closed at 9.00pm

Chairman's Signature.....Date.....

Agenda Item 7d) – COVID-19 report and re-opening – Clerks Report

Whilst working on risk assessments for opening up of the Old School I have encountered many issues we will have to face.

There are further items I have purchased:

Disposable tea towels we can no longer use fabric re-usable ones
 Disposable dish cloths on a roll with dispenser – each user can take off their own cleaning cloth
 Blue roll for Simon for cleaning purposes. Each area cleaned has to have new roll used you cannot use the same cleaning cloth for more than one area.
 Pedal Bins for all rooms and toilets
 Sanitary Bin

In place within the hall are:-

Automatic Hand Sanitiser Units
 Automatic Soap Dispensers in Kitchen and all Toilets
 Signage for how to wash your hands
 Occupancy signage for each toilet
 Tissues around the halls with catch it bin it signage

Foreseeable Problems for opening:

Occupancy

Our occupancy can only be:
 Large Room 60sqm – 15 people with 1mtr distancing if all facing the same way
 Small Room 30sqm – 7 people with 1mtr distancing if all facing the same way
 Both Rooms – 22 people with 1mtr distancing if facing the same way
 This 1mtr rule applies if you are from the same family or part of a bubble with a family.
 Anyone who is not in your bubble or family you have to ensure minimal social interaction takes place.

Type of Events we hold:

Pilates – 2 classes, Zumba – 2 Classes, Square Dancing, Yoga – All are unable by law to restart classes indoors.
 Youth Club – Numbers too high
 Cinema/Events/Live and Local – by law no live music is allowed, cinema we could not accommodate the numbers with social distancing. Same with events no live music nothing where high use of voices is allowed i.e. choirs or music type events.

This would leave Bridge Club and Lunch Club to consider. Bridge club the tables are only small and the group have 8 tables out and the group move from table to table. I do not believe we can cater or they can cater for that safely under the current guidelines. Lunch club is a similar – they have up to 22 people attend and we can't seat them socially distanced in correct bubbles as they all come from different households.

Kitchen

Our kitchen we can allow 2 people in there at any one time socially distancing.
 As listed above everything used to clean and dry pots have to be disposable.
 Cutlery – we have 80 sets how do we ensure each group clean and dry the items they have used correctly so the next user group are not in any danger of transference?

One Way System

Due to the hall size we could not operate a in and out system through the main corridor as it is not wide enough. Therefore, we would have to have one way in and one way out so in through the usual door but out through the back door.

Toilets

We have to show a maximum occupancy on the toilet doors so we would have one for the ladies and one in the gents at any one time. The disabled loo where the baby changing facilities are would have to be one adult or one adult and child from the same family.

One of the ladies would have to be closed off to the public as staff have to have a separate facility to use.

Waiting area for the toilets: We are supposed to provide a waiting area for if there is a queue for the toilets. I am not sure where I can provide this area as the corridor is narrow and the gents and disabled loo clash with the entrance to the corridor for the ladies loo.

Safe Zone

A safe zone has to be provided for if anyone who is in the building comes down with COVID symptoms. This would have to be our upstairs room as we have no other area we can use. This is okay whilst Youth Club is not able to run. We would have to reconsider this when the Youth Club is up and running.

Chairs

If we had a small group that wished to be seated the chairs would have to be steam cleaned with a Fogger after each use. Foggers are in the region of £250 plus V.A.T. (**Disinfectant foggers** reduce or eliminate microorganisms such as viruses, bacteria, fungi, mould, and mildew. The canisters are activated by pressing a button on the canister, which releases a fog into the room, office, or any other space)

Cleaning

After each booking toilet seats/door handles/sinks & taps/ and floors will have to be cleaned over. Do we pass this responsibility onto the hirer so no cost or do we add a cost to each booking to cover the cost of either Simon or myself doing this work.

I am currently attempting to complete risk assessments which is a difficult task.

The Parish Council need to consider if we re-open the hall at this current time or wait and see what happens over the next few weeks and make a decision at the September meeting.

Statement for websites and to hall users for Cropwell Bishop The Old School

The Parish Council thought you might like an up-date on what is happening in The Old School. The Clerk is busy getting the internal building safety measures in place, toilets are in the process of being painted ready for re-opening. Outdoor fencing and gates being re-painted over the summer months. A contactless payment system is being looked at for when we can re-start our entertainment events.

The hall remains closed and it will come as no surprise to you that it will remain closed for some time yet. We are getting ourselves ready for a potential re-opening on 7th September when the schools are expected to return. However we will continue to follow the government guidance and provided nothing changes, I am sure we will be able to invite you back at then with the required social distancing measures in place.

We are preparing our own risk assessment which we will of course share with you, but we will also be asking to see Hall User risk assessments before hirers can use the hall again.

COUNCILLORS REPORTS ITEM – CLLR. LACEY

Rushcliffe Borough Council & Local Parish Forum Virtual Meeting Thurs 18th June 2020

This meeting was set up during the Covid -19 scenario as a virtual forum running through Zoom.

There were over 50 attendees and considering the logistics the meeting ran pretty smoothly and to a well-timed schedule.

There were 3 main speakers from RBC namely:

Simon Robinson (Leader) **SR**

Katherine Marriott (Chief Executive) **KM**

Catherine Evans (Economic Growth Manager) **CE**

Each of the above gave a precis version of points they wished to cover which can be seen on the e mail sent out by Jan on 24th June 2020.

Picking up on these points I have extracted some positives for moving forward.

SR (Leader)

Continuing focus on “Reach Rushcliffe” which helps residents in vulnerable lonely situations to communicate with the outside world. This includes the help in setting up and supporting such establishments as the Friary. Thanking all support volunteers for their commitment.

RBC’s response to various issues created by Covid-19, how it intends to both financially support and handle some of the larger issues.

Future development within the area include Chetwyn Barracks, Radcliffe on Soar power station and EMA expansion to the freight business.

Setting up in July 2020 of a cross party group to review and report on new development.

KM (Chief Exec)

Reporting of the re-opening of some areas including street markets and the continuing of support services.

The re-opening of waste Recycling centres.

Proposed new Crematorium still a few years away but technical plans now being drawn up to go for tendering.

Encouraging more opportunities to help with environment from carbon friendly processing to cycling to work.

CE (Econ Growth Man)

Outlined the impact that Covid-19 has had within the area, the claims that have been made in comparison to the 2019 cost of support. Interestingly Rushcliffe has nearly trebled compared to other areas that have risen by 30%

The continuance of Grants and other financial support within RBC with no time boundary allocation at present.
General

There was an opportunity during the presentation for attendees to type in questions which could be addressed during the intervals between speakers which was a useful, but not extensive, offer.

This gave Jan the opportunity to ask about some form of grant towards the running costs for the Old School which we now know was successful, well done Jan!

Also there were x2 councillors from different parishes, namely Radcliffe on Trent and Bradmore, who were each given a time slot to showcase their Parish Council’s issues and successes.

Interestingly other PC’s do have the same issues that we have here at Cropwell Bishop and likewise their support during Covid-19 has been paralleled by our own.

All in all the experience was interesting and as successful as it could be with the format used, as we all know there is nothing as good as face to face interaction but that will have to be sometime in the future.

Cllr Jacques Lacey