

Cropwell Bishop Parish Council – Minutes of Meeting

1st September 2020

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

(The meeting started at 7.05pm and finished at 9.00pm)

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

In Attendance: Mrs J. Towndrow (Clerk), Cllr. G. Moore R.B.C. Cllr. Clarke N.C.C. & 3 local residents

Apologies Approved

128. Cllr. Storer holiday.

Declarations of Interest & Confirmation of Agenda

129. DOI – Cllr. J. Lacey & Cllr. J. Gelsthorpe Agenda Item 4 Planning Application 20/02083/FUL
The Agenda was confirmed

130. Standing Orders were suspended at 7.07pm to allow the order of business to be amended to enable attendees to speak to the meeting.

Parishioners' Question Time & Policing Report

There were no parishioners' questions.

Crime Figures were reported from October 2019

12/10/19 – Theft from transit van – Newberry Close

17/10/19 – Theft of JCB – Swabs Lane

28/10/19 - Theft of Tractor – Nottingham Road

5/12/19 – Theft items from motor – Church Street

9/12/19 – Burglary & theft of motor – Cooper Close

10/12/19 – Theft from motor number plates – Church Street

13/1/20 – Theft from motor number plates – Church Street

27/1/20 – Theft from motor number plates – Hoe View Road

2/2/20 – Burglary – Petrol Station Stragglethorpe

12/3/20 – Theft of JCB – Cropwell Butler

28/7/20 – Theft from Van – Hoe View Road

5/8/20- Theft of Transit Van – Fern Road

131. Standing Orders reinstated at 7.10pm.

Minutes of the Previous Meeting

132. It Was:

RESOLVED: “That the minutes of the meeting held on 7th July 2020 were confirmed as a true record and signed by the Vice Chairman”.

Progress

133. There were no items to report.

Planning Matters & Applications

134. **RBC Grant Prior Approval: 20/00899/PAJ** – Partial change of use: Retail (A1) to Office (B1a) – Co-op Late Shop, Church Street, Cropwell Bishop NG12 3DB
NOTED

135. **RBC Prior Approval is Not Required: 20/00900/PAC** – Partial change of use: Retail (A1) to Restaurant/Café (A3) - Co-op Late Shop, Church Street, Cropwell Bishop NG12 3DB
NOTED
136. **RBC Prior Approval is Not Required: 20/01026/DEMOL** – Prior notification of demolition of agricultural sheds and workshop – Colston Bridge Farm, Colston Bridge, Cropwell Bishop NG12 3JG
NOTED
137. **RBC Grant Permission: 20/01212/FUL** – Side Extension to existing unit, erection of 2 additional units and associated car parking facilities – Unit 8, Canalside Industrial Estate, Kinoulton Road, Cropwell Bishop.
NOTED
138. **RBC Grant Permission: 20/01561/FUL** – New single storey rear extension, new porch extension and roof over garage – 196 Hoe View Road, Cropwell Bishop NG12 3DJ
NOTED
139. **RBC New Application: 20/00781/FUL** – New riding for disabled centre to include indoor arena, outdoor arena, training & welfare centre, stables for horses, managers accommodation and associated parking – Colston Bridge Farm, Colston Road, Cropwell Bishop NG12 3J
Cllr. Bryan has inspected the entrance and a good ¼ mile can be seen clearly in each direction. Cllr. Lacey commented the entrance gates had been set well back so vehicles pulling in with horse boxes would not cause visibility issues. Cllr. Gelsthorpe asked how access was gained to the overflow parking and Cllr. Greenwood advised it was a drive through from main car park. Cllr. Moore addressed the Parish Councils issues of a property being built on the Green Belt and advised we insist the property has agricultural status. The Parish Council asked if there were other facilities like this within the area. M. Newham reported there were small facilities in Keyworth and on the edge of Colston Bassett but the facilities were not great and there was no provision for disabled adults. Cllr. Wroughton advised the better facility in our area was in Derbyshire where she took one of our residents last year. Cllr. Gelsthorpe said the facility would be a good area for our local youths, Scouts etc., to go and do some volunteering. Cllr. Bryan was concerned the new facility backed onto the Grantham Canal and the bridge and asked we ensure the new facility would not affect any works needed to take place for re watering in the future
Cllrs. Wilson and Storer objected on the grounds of it being in the Green Belt. The remaining Parish Council did not object in principal but the above concerns needed to be raised.
It Was:
RESOLVED: “No Objection but with the insistence the planned accommodation has agricultural status and works must be allowed to the Grantham Canal embankments and bridge”
140. **RBC New Application: 20/02083/FUL** – Construction of garage – Long Hey, 5 The Maltings, Cropwell Bishop NG12 3DA
Cllrs. Gelsthorpe & Lacey did not vote on this item.
It Was:
RESOLVED: “No Objection”

Finance

141. **a) Financial Statement up to 31st July 2020**
It Was:
RESOLVED: “To approve the financial statement.”
142. **b) Financial Statement up to 27th August 2020**
It Was:
RESOLVED: “To approve the financial statement.”
143. **c) Payments made July – August 2020 and awaiting September 2020**
It Was:
RESOLVED: “To approve all payments as reproduced on payments document 158.”
144. **d) Receipts and Payments Reports – April 2020 to June 2020**
It was:
RESOLVED: “To approve all receipts and payments as produced on the reports.”
145. **e) To Note Conclusion of External Audit 2019/20**
The Parish Council have concluded a successful audit for the Year End March 31st 2020 and the papers have been issued on the website
NOTED

146. f) To Note Discretionary Business Grant Application

Following advice from Cllr. Moore the Parish Clerk put together a Profit and Loss account for The Old School and put an application in to R.B.C. for a Discretionary Business Grant. The Parish Council were successful in their application and were awarded a grant of £10K

NOTED

147. g) To Consider Ranger/Lengthsman Annual Car Allowance

Cllr. Wilson proposed £300 as per last year, Cllr. Bryan seconded all agreed.

It was:

RESOLVED: "To approve the Annual Car Allowance of £300.00."

148. h) To Consider Contactless Payment System

The Clerk produced a report on the Sum Up system for the meeting (copy attached). Cllr. Bryan pointed out that the minimum payment allowed was £1. Cllr. Bryan advised the Parish Council there was a slightly dearer version at £99 that ran off its own internet omitting the need for another smart device to run the Sum Up from. Cllr. Gelsthorpe proposed we order the £99 machine, Cllr. Allison seconded, all agreed.

It was:

RESOLVED: "To purchase the £99 Sum Up Device."

149. i) To Consider Annual Parish Council Insurance Renewal

Came & Co produced three quotes for the Parish Council to consider its next 3 year LTA. Cllr. Wilson proposed we continue with Hiscox competitive price and good service, Cllr. Lacey seconded – all agreed.

It was:

RESOLVED: "To approve the Insurance Renewal for a 3 year LTA at a cost of £2,013.98 for 2020/21."

Correspondence for Action

150. a) To Consider Great British September Spring Clean

Other groups that would normally be involved with the Great British Spring Cleans are not yet up and running due to COVID-19. The Parish Council felt it was still not the right time to get multiple groups involved with this project.

Action: The Clerk to write an article for the Website to say on this occasion we felt it was not right to get involved due to COVID-19 and advise we will be taking part next year. The Clerk to contact Eleanor Herrington when we do go ahead as she wanted to be involved in this type of project.

It was:

RESOLVED: "Not to take part in the September Clean."

151. b) To Consider Community Tree Scheme 2018-2021

The scheme is again offering up to 10 trees per parish/community.

Action: Cllr. Wroughton will check the condition of the trees planted along the School Boundary last year and if any need replacing an application will be made.

COVID-19

152. a) The Old School

The Clerk reported there are some Zumba and Pilate's groups returning mid to end September with others returning at a later date.

Saturday Café/Lunch Club – The Parish Council felt that these could not return as yet and needed to wait until Government Guidelines had been further relaxed. Cllr. Wroughton advised CKOB club would not be returning yet. Cllr. Gelsthorpe confirmed the Entertainment Committee did not intend to restart events as yet and they would re-visit this in the New Year.

Cllr. Wroughton asked if the Annual Fireworks Event would be going ahead. Cllr. Moore advised that Cropwell Butler had asked RBC regarding their Bonfire Night and Fireworks Event and were not going ahead. The rules and regulations and the intense risk assessments required make it unattainable.

Cllr. Beasley proposed that we do not run the Fireworks event for this year, Cllr. Bryan seconded and all agreed.

It Was:

RESOLVED: "Not to run the event this year."

153. b) Parish Council Meetings – To Consider Future Meetings

It Was:

RESOLVED: "The 6th October Meeting would be held via Zoom. Cllr. Gelsthorpe will be away and Cllr. Wroughton will Chair this meeting."

154. c) Cropwell News – To Consider Future Editions

Cllr. Wroughton felt it was time to do an edition as a lot of our elderly residents were still isolating and it would be good for them to receive a newsletter to keep them in touch with the rest of the village.

Articles for entry could include:

New Tip Booking System	Cancellation of Fireworks Event	A School Update
Puzzles	Pop Quiz	Old School Opening
Rays Outstanding Service Award	Local group updates	Church update

It Was:

RESOLVED: “The Clerk would speak to Hillary Jarrow and get a date suitable to run an edition at for publication at the end of September. The Clerk will contact the advertisers to see if they wish to run articles in this edition.”

155. d) Painted Rocks

Cllr. Wroughton advised that some of the other projects were looking untidy and it was a bit late to commence with this project when Schools were returning this week. All agreed.

It Was:

RESOLVED: “The Parish Council would not go ahead with this project.”

Village Ranger Inspections

156. a) Accident at the Playpark

There was an accident involving a 4 year old child playing with a piece of the Outdoor Gym equipment. The accident was reported to RIDDOR and a risk assessment completed. Some remedial works have taken place to the equipment in question and there is no further action to take place.

157. b) Broken Fencing Memorial Hall at the Clarke Close/Bridleway area

The fencing at both Clarke Close and the Memorial Hall was destroyed in this area at the weekend. The fencing on Clarke Close is the responsibility of the landowner not the Parish Council. It was felt the fencing in this area on the Memorial Hall field needed to be something more sturdy than wood as it is being broken down on a regular basis.

It Was:

RESOLVED: “The Clerk is to contact a fencing firm.”

Transport

158. Cllr. Greenwood reported that the 33 and 33X resumed to normal service on the 1st of September Monday-Friday. The Saturday service however, will remain at 2 hourly due to lack of use at the moment.

Cllr. Clarke commented that a lot of people are still not keen on getting on buses as they worry others have not been social distancing correctly. Cllr. Bryan reported that the elderly are especially dubious and not ready to use the services for fear of it becoming busy at Cotgrave.

Highways & Footpaths Defects/Issues

159. a) Nottingham Road Traffic Calming System

Cllr. Clarke advised there had been a delay in sending out the Public Consultation due to COVID-19. The Consultation should be taking place in September and will need to run for 6 weeks from issue.

160. b) Cycle Path

Cllr. Clarke said there was nothing further to report with regards to this. Grass mowing a pathway was not deemed to be safe enough for cyclists. Cllr. Bryan said there had been a definite uplift in cyclist on the road and he had seen a few near misses at the ‘blind’ dip in Nottingham Road in this area.

161. c) Footpath Entrance to Co-op Car Park

Cllr. Storer has written to his contact at the Co-op and is awaiting a response. Cllr. Clarke advised that VIA could not get involved as it was Private Land.

162. d) Footpath at the Rear of Hoe View Road – Request for Remainder of Pathway to be Stoned

Cllr. Clarke had previously spoken to Russell Price regarding this footpath. Russell Price was unsure all of the pathway was his land.

Action: Cllr. Clarke to arrange a meeting with Russell Price in the area and the Clerk will meet him at the location to discuss the options. Clerk to Contact Russell Price to request he cuts back the hedgerows along the left hand side of the fields as you walk the footpaths from Hoe View Road.

163. Cllr. Clarke advised that there was a meeting on Thursday 3rd September of the Community and Place Committee regarding the construction of a new Recycling Centre on Hollygate Lane just before the 1st Roundabout at the new houses. Proposed to be open by the end of 2021 to serve the South East of Rushcliffe.

164. Cllr. Bryan said it was now time that the Defibrillator was fitted into the Telephone Kiosk.
Action: Cllr. Beazley to contact Chris Keast to get this moving forward.

Cllr. Lacey advised the Parish Council that one of the panes of Perspex had been broken on the telephone kiosk.
Action: Cllr. Lacey will look into what needs doing to get it replaced.

The Environment

165. Cllr. Greenwood following watching BBC Country File felt it was pertinent for the Parish Council to adopt a Wildlife Policy. The Parish Council all agreed this was a sensible and responsible idea. Cllr. Wilson felt there had been something done in 2006 although the Clerk was not aware of this.
Action: Cllr. Greenwood to work on putting a policy together and speak to Janice Bradley to ascertain any information which would help with this process. Cllr. Wilson to pass on to Cllr. Greenwood any information or previous policies he may have on record.

Councillors Reports

166. Cllr. Wilson recommended we arrange a date with Ray Kimpton for his Outstanding Service award so it doesn't carry on to the next year. The Clerk will arrange a date and we can do a presentation in the garden of The Old School.

167. Cllr. Wilson advised the meeting that by the 23rd September 2020 all public bodies must have a website that complies with the WCAG 2.1AA accessibility guidelines. Public bodies must also publish an accessibility statement providing information about the accessibility of the website's content.

Producing a new accessibility compliant website can cost from £850 for a very basic website up to thousands of pounds for a website to the level of the parish council's current site. Producing a new website also means all the content has to be re done which would take the Clerk many hours of unnecessary work.

As the current website has many of the required features already it can be adapted to bring it into line with accessibility compliance for a much lower cost, including ongoing support for the creation of new compliant content.

Darrel Towndrow currently does our IT support and charges the council a one off low yearly cost of £70 per annum going forward and this charge would remain the same. Mr. Towndrow can bring the website up to compliance and this will take approx. 25 hours work and he will charge in the region of £400 to £500 to complete this works on the Parish Council behalf. The Clerk has instructed Mr. Towndrow to proceed with these works but wished for this to be noted in the Parish Council minutes as they are married and need to have it noted for conflict of interest reasons.

NOTED

Correspondence for Information

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

Date of Next Meeting

169. Tuesday 6th October at 7.00pm via Zoom.

There being no further business the meeting closed at 9.00pm

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

Agenda Item 5h) – To Consider Sum Up device for Future Payments.

The Parish Council bank with the Co-op who are partnered with First Data who deal with the mobile payments systems on behalf of the Co-op Bank.

First Data has partnered with SumUp to provide good deals on mobile payments – the perfect low cost card reader for micro and small sized businesses looking to accept card payments for the first time.

SumUp's mPOS solution is ideal for businesses and individuals who would like to take payments, but don't want to be tied to a contract with fixed monthly overheads.

There is a one off fee of £19 plus V.A.T. to purchase the terminal and there are no monthly fees following that. Each transaction has a charge of 1.69% so we may need to look at a way to absorb these costs the terminals accept all major card brands.

Application is done online there is no contract the contract ends when you return the terminal. On signing up online the terminal will take 3-5 days to arrive and is covered by a 30 day warranty.

How to set up the Device

Download the free SumUp app from Appstore/Playstore and log in via your smartphone/tablet, connect the device via Bluetooth and you are ready to take a transaction. The smartphone/tablet will require a signal 3G/4G/Wi-Fi to authorise the payment

Device Compatibility

Smartphone/Tablets compatible with the SumUp Device are iOS 7.0 and above and Android 4.4 and above Devices connect to Smartphone/Tablet via Bluetooth 4.0.

We have a tablet we purchased for the planning system – this should be good to go to download the app and use alongside the SumUp device

The SumUp device process contactless payments include Apple Pay and Android Pay

Over the phone payments cannot be made with this device it is for face to face transactions only.

Transactions are processed within 3-5 business days