**MINUTES OF THE BURTON JOYCE PARISH COUNCIL MEETING**

**Held Tuesday 4th March 2014**

**Carnarvon Rooms, Burton Joyce at 7.30pm**

**Present:** Cllrs C Blandamer, P Blandamer, Cluff, Fife, Hazard, Greenfield,

 Hutt (Chair), Hyde, Johnson, Potter & Wells

**In Attendance:** Jackie Dawn (Parish Clerk) and Tim Lawson (Pro-Active Fitness)

**14/731 Apologies:** None received

**14/732 Declarations of Interest:** None received

**14/733 Minutes of Meeting held on 4th February 2014**

The Minutes of the meeting held on the 4th February 2014 were agreed as a true record and signed by the Chair.

**14/734 Open Session for the Public – *meeting adjourned at 7.32pm***

No matters raised – meeting reconvened at 7.33pm

**14/735** It was ***resolved*** to amend the order of the agenda and to consider item 11 (iii) Poplars Sports Ground – Pro-Active Fitness before Budget Performance and Bank Reconciliation.

**14/736 Poplars Sports Ground – Pro-Active Outdoor Fitness**

Tim Lawson from Pro-Active Fitness was in attendance at the meeting. A briefing paper outlining the proposals had been previously circulated. It was ***resolved*** to:

1. Approve the provision of outdoor fitness classes by Pro-Active Outdoor Fitness at the Poplars Sports Ground from 21st April 2014 for a trial period of 3 months at the recommended fee.
2. Approve free use of the Poplars for the first week of outdoor fitness classes only
3. Approve promotional support for outdoor fitness classes by allowing banners to be displayed at the Poplars and for the launch period of 1 month only at the Roberts Recreation Ground

**14/737 Budget Performance & Bank Reconciliation**

It was ***resolved*** to approve the schedule of cheque payments for February/March which had been previously circulated. It was agreed to defer the presentation of bank reconciliation and financial report to the end of February due to timing issues of Bank statement.

**14/738 Correspondence**

 It was ***resolved*** to note the correspondence detailed as an attachment to the agenda.

**14/739 Burton Joyce Primary School**

Cllr Hutt advised that an appeal had been lodged with Nottinghamshire County Council under the Freedom of Information Act for information pertaining to the dismissal of the former Head Teacher. The process for lodging appeals and complaints was described and it was ***resolved*** to follow due process and to refer the matter to the Information Commissioner for resolution if necessary.

**14/740 Santander Building Society**

It was noted that the Burton Joyce branch of Santander was scheduled to close in June 2014. It was ***resolved*** that the Parish Clerk write to Roger Smith for assurances that options to provide another building society agency were being explored. It was further ***resolved*** that the Parish Council should write to Santander to express their disappointment with their decision to close the branch.

**14/741 St Helen’s Churchyard**

Following a brief discussion it was ***resolved*** to delegate authority to consider and sign the maintenance agreement between the Parish Council and Gedling Borough Council to the Amenities Committee and Chair of Amenities.

**14/742 Training**

1. **Finance Matters:** It was ***resolved*** that the Parish Clerk and Cllrs Fife and Hyde should attend the seminar on insurance, investments and on-line banking as described
2. **Playground Inspection:** It was ***resolved*** that David List and Pete Humphreys (Ground & Amenities staff) should attend the training event on inspections, DDA compliance and risk management

**14/743 Committees**

1. **Amenities**: It was noted that there had been no formal meeting held in February. It was ***resolved*** to approve the application for a shed on allotment 14a
2. **Planning:** The Minutesof the meeting held on the 18th February 2014 were received and it was ***resolved*** that no comment or objection be made in relation to application: **2014/0189 –** **64 Bridle Road**
3. **Poplars Sports Ground**: The Minutes of the meeting held on 25th February 2014 were received. It was confirmed that recommendations arising from the Minutes had been agreed under **14/736**
4. **Community Engagement:** The Minutesof the meeting held on the 25th February 2014 were received and the recommendations contained therein were considered.
5. ***Village Centre Refurbishment:***  It was ***resolved*** to write to shop owners and explore option to lease part of their forecourts to enable access to other funding streams
6. ***Flood Warden:*** It was ***resolved*** to form a working group, chaired by Cllr Wells to prepare, implement and manage an updated Burton Joyce Emergency Plan
7. ***Youth Centre/Community Provision:*** The Parish Clerk provided a verbal update to the meeting and the intention of the United Reform Church to sell their church building was noted. It was ***resolved*** to register an interest with Gedling Borough Council in designating the building as being suitable for a Community Right to Bid and to report back to the next meeting.
8. **Finance & General Purposes**: It was noted that there had been no formal meeting held in February

**14/744 Public Toilet Working Group**

Cllr Cluff provided a verbal update on the recent meeting of the Public Toilet Working Group. It was noted that the consensus had been to provide a toilet at the Robert Recreation Ground and work was on-going to look at the various options put forward. It was acknowledged that demolition of the existing building was a key component to the completion of phase 3 of the refurbishment works at the Roberts Recreation Ground and it was ***resolved*** to approve preparation of Tender documents for demolition of existing/part building (subject to successful transfer of asset from Gedling Borough Council). It was agreed that a further meeting of the Working Group would be convened and a proposal with regard to an Expression of Interest to provide refreshment/toilet facility would be brought to the next meeting of the Parish Council.

**14/745 Annual Report & Annual Parish Meeting**

It was noted that the Annual Parish Meeting would be held on Tuesday 13th May and it was agreed that the format for this and the Annual Report would be the same as 2013.

**14/746 Final Accounts 2013/14**

It was ***resolved*** to confirm appointment of Shirtcliffe & Co Accountants to prepare the annual accounts.

**14/747 Internal Audit 2013/14**

It was ***resolved*** to confirm appointment of Simon Marshall of Marshall Smalley to undertake the annual Internal Audit

**14/748 Information Update**

* Cllr Cluff advised that there had been 2 thefts from cars parked at the Poplars Sports Ground.
* Arrangements for tree planting at the Poplars were noted.
* Cllr Cluff confirmed that a meeting was to be held with Severn Trent Water on Friday 7th March to discuss land and lease issues at the Poplars
* Cllr Fife updated the meeting on a car crash which had occurred on Stoke Lane and it was agreed that the Parish Clerk would refer the information to Notts County Highways Department for comment

***Meeting closed at 8.30pm***

***Date of Next Meeting: Tuesday 1st April 2014***