

Minutes of the Clarborough & Welham Annual Parish Meeting
held on the 19th May 2014 at 7pm in the Clarborough Village Hall

Present: Councillor P Gibson (Chairman); Councillors Mrs Baines, Mrs Codling, Mr B Codling, Mr B Grice, Mr B Robinson, Mrs F Robinson, Mr P Willcock and Mr M Collins
District Councillor Mrs K Sutton, PCSO D Airey and 3 members of the public

1/14 Apologies for absence

County Councillor Mrs L Yates gave her apologies to the meeting.

2/14 Approval of minutes of the previous meeting held 15th April 2013

Upon proposal by Mrs Baines which was seconded by Mrs Robinson, the meeting agreed that the minutes of the previous annual parish meeting held 15th April 2013 be accepted as a true and correct record.

3/14 To receive any updates from the previous meeting held 15th April 2013

The Chairman gave an update on the following:

- The mobile Post Office is now up and running in the village hall
- The old school site has now been sold
- A jakoustic fencing has now been erected on the skate part following issues relating to noise complaints
- Mr Willock has now joined the Parish Council as a representative of the Neighbourhood Plan

4/14 PCSO's Report

PCSO Airey thanked the Parish Council, Committee Members, District Cllr Kath Sutton, County Councillor Liz Yates and Greg Herdman of the Clarborough & Welham Newsletter for all their support. PCSO Airey then gave a report on the crime figures for the 2013/14 period which has fallen against the previous year. A new text system has been introduced to support the farmers in the area which has been very welcomed. District Councillor Sutton is making a donation to the Parish Council towards the costs of shed alarms.

The meeting thanks PCSO Airey for his continued support to the parish.

At this point the Chairman reported complaints of youth on off road bikes using the right of way access on Southview Drive to the footpaths. The gate leaf has been refitted to deter the off road bikers using the public footpath

5/14 To receive reports from the Village Organisations

The Chairman gave a report on behalf of the Parish Council.

The year started with appointing Wendy as our new Clerk whom you must agree was a very good appointment and it was with great regret that John passed away last November.

The Council's telephone and broad band contract has been renewed which was dealt with by Cllr Grice and Greg Herdman.

The skate park acoustic wall has been erected following noise issues which was organised by Cllrs A & B Codling and B Grice.

Thank you to Cllrs Ann & Barry Codling for carrying out the play park inspections. A new park play independent inspection contractor Playdale Playgrounds have been appointed.

Cllr Codling continues to represent the Parish Council on the Village Hall Committee.

New Christmas lights have been purchased and received lots of praise from residents over the Christmas period. Thank you to Cllr A Codling for organising the tree lighting event.

Thank you to Cllr Baines for the W.I's Christmas dinner event which was well attended and went very well.

Thank you to Cllr Collins for bringing his Highway reports in the village to the council.

Cllr Grice has kept the council updated with the wind farm developments.

Cllrs Freda and Brian Robinson have been involved with the restoration of the WW1 memorial plaques at the church and also keep the council up to date with issues relating to Welham.

Thank you to Greg Herdman and Brian Codling for their contributions to the IT Newsletter.

The Parish Council continues to consider and comment upon planning applications. New street lighting has been purchased for the village hall drive and car park. A new tarmac footpath has been installed on the sports field which has been supported by the local residents and primary school. Holmes Groundcare Maintenance continue to cut the village grass and they have been awarded a three year contract. Trees have been planted in the play park which are looking good and a WW1 dedication plaque has been installed on the bench which is to be unveiled at an event on 14th June.

Thank you to the First Clarbrough Scouts group for the continued support in carrying out the village litter picking which is greatly appreciated.

The Village Ventures put on a very successful Clarborough Festival on the sports field and a great day was had by all.

Mr Paul Willcock joined the Parish Council as the Representative for the Neighbourhood Plan.

Finally many thanks to District Councillor Kath Sutton, County Councillor Liz Yates , PCSO Dave Airey and to Members of the public for their continued support.

Gardening Club

Mr Grice reported the the club has 25 members and working towards the annual show which is taking placed on the 16th August 2014 following the success of the previous year's show.

Clarborough W.I Group

Mrs Baines reported that there are currently 25 members which meet on the 2nd Monday in the month at 7.30pm. There are some very good speakers which attend the meetings.

The senior citizens party was the first time that hot meals and presents had been given which was a great success. The numbers had to be limited to 100 for H & S reasons.

The group helped at the Christmas Tree lighting event and served teas at the village pantomimes. A tea party on the 14th June will take place at the village hall at 4.30pm when hopefully a Male Voice Choir will be able to attend.

District Councillor Kath Sutton's Report

Cllr Sutton gave an update on planning matters on Gypsy Corner which comes under Hayton PC. The Enforcement Officer has been to speak with the occupants on the site and matters are being dealt with. It was suggested that the PC asks the Planning Office to be included in any correspondence regarding Gypsy Corner.

One issue has not yet been resolved which is the repair of the bus shelter on the Main Street.

The matter of fracking is being discussed locally but this does not affect Clarborough.

The Bassetlaw Forum is proving to be a successful meeting with the parish councils which interesting agenda items.

Clarborough & Welham IT Group AGM - Chairman's Report

1. Finances

The Group's financial situation remains sound - see Treasurer's Report. You may recall that the Group's medium term aim is to build a 'war chest' in order to provide for hardware replacement as and when equipment reached the end of its working life. The past 12 months has seen some progress on this front with 3 additional laptops being added to our establishment - see below.

2. Volunteers

We have been very pleased to welcome Kaye Locke and Chris Stone to our tutor team during this year which bring our team to 6 in total which provides flexibility to cover holidays and other 'distractions' as well as providing an increased pool of expertise.

3. Equipment

a) As mentioned above, **three laptops were purchased** this spring, all reconditioned models with extended warranties. These were equipped with Windows 7 (x2) and Windows 8.1 helping to move our inventory on from its previous preponderance of Windows Vista.

a) As mentioned last year, David Dawson's loan of a projector was very helpful but only a stopgap. **A new projector** was purchased in January 2014 as replacement.

b) We were also pleased to receive a very recent donation of a 'retired' desktop system from a local resident that is currently being assessed for a place in our provision.

c) On a separate front, it was decided to start to build a small reference library that members could access during classes and the first three titles were purchased locally:

Windows 8.1 for Dummies

iPad for Dummies

Macs for Dummies

We also gratefully received from Arthur Porter a copy of **Windows XP for Dummies**.

Further titles will be added as and when they are well reviewed or recommended.

4. Charges

In the light of increasing costs of insurance and beginnings of equipment renewals, it was decided to raise the group's fees to £3 per session (£15 per 5-week block) from September 2013. We have been pleased to note that 'new recruits' still find our charges very reasonable compared with other local provision. This has also allowed us to deal with unplanned events such as the demise of our previous projector (see above).

5. Recruitment

Publicity - particularly through the pages of Life Publications, has kept our classes well populated such that we are reputedly now the largest provider of IT Tuition in the district.

Our focus particularly on *Absolute Beginners* in advertising has paid dividends

in terms of 'bums on seats'. An issue for the near term is to use our expanded tutor team to address key issues for those members who have moved beyond this starting level.

6. Insurance

Our current insurance includes both equipment and volunteers (as employees) together with Newsletter distribution volunteers. With our expanded tutor team and laptop inventory discussions continue on the best deal for this important aspect - our policy falls due in late September.

7. PAT (Portable appliance testing)

Ensuring that our electric equipment is safe is an ongoing requirement – both for everyone's safety and for insurance purposes. We maintain a log ('red book') of visual inspections and fault recording which in the short term provides reassurance (and cover) but it is essential that at intervals we have a full PAT test and certification to maintain cover. We contracted PurpleZebra (an arm of RCAN) to carry out a full PAT test on all equipment in the Village Hall on August 2013 for which Parish Council and CDCA reimbursed the Group for their part of the equipment. All IT Group equipment passed without fault. It is proposed to repeat this in August 2014.

8. Clarborough & Welham Newsletter

You may not be fully aware that at its inception and for several years afterwards, all costs associated with the Newsletter had been born by the IT Group. By 2009 this was clearly unsustainable and so we sought support from Clarborough & Welham Parish Council who debated the issue and unanimously agreed to support its continued publication. In practical terms, the Council provides an annual grant of £500 towards costs which has been progressively extended into 2014-15.

Our Newsletter is now circulated beyond our immediate community, copies are placed in The Kings Arms, Retford Library, Bassetlaw Action Centre and we are grateful to Clarborough Primary School who print some 40+ copies for families who live outside our community. The Newsletter also appears (in pdf format) on our community website, all of which provides even greater 'exposure' for both our community and advertisers.

Greg is an active member of Trentside News Forum, a group of local newsletter editors hosted by Tuxford School, which has provided useful ideas and contacts across the area. The Newsletter continues to evolve both in terms of contributors and advertisers. Val Waring provides invaluable support as Advertising Manager. Advertising remains 'bouyant' and has allowed both Summer and Winter issues to expand from their traditional 16-page format to 20 pages. Colour front and back pages are currently subject to costings. It is appropriate at this time to record the Group's gratitude to the unflagging energies of our regular band of Newsletter distributors comprising Denise Bell, Ruth & Malc Bradley, Charles Cave, Elizabeth Davies, David Dawson, Brian Grice, Richard Kay, Pat Pollard, Don & Ann Rimmer, Michael Sheldon, Barbara Swannack and Val Waring.

Several people have observed that given the quarterly nature of our publication and its developing editorial style, a change to **Clarborough & Welham Journal** might be appropriate; further discussion might clarify this.

9. Website developments

a. IT Group: As reported last year, a dedicated IT Group website (www.cwitgroup.btck.co.uk) is maintained by Greg using BT's free-to-community *Community Kit* package. This site not only provides up-to-date information for group members but also the wider community (see below) providing access to a host of 'open source' software that is free to download.

b. Community website: IT Group launched a community website in November 2010 with initial funding support from the Council. Actual expenditure was minimal (some £5 for domain name registration and £30 for hosting services) for a full 12 months. Greg Herdman developed the site (www.clarborough-welham.org.uk) using freely available (NetObjects Fusion Essentials) software recommended by staff at Clarborough Primary School who have used the same application to develop their own website.

Since 2012 the IT Group has agreed to absorb all of the costs associated with this community website in recognition of the Parish Council's on-going support for our Newsletter.

The community website is intended as both a quick-response medium for local news and announcements (updates usually occur in a matter of hours) and also a one-stop-shop linking to a vast range of resources and providers that may be of interest or use to our community. Currently the site has more than 130 pages. Please do visit *our* site regularly and do feed back any comments or suggestions that could improve it. Currently some 6500-7500 pages are being downloaded from the site monthly which is pleasing with some links clearly worldwide.

10. Community involvement

Our IT Group makes a significant contribution to community affairs through the various activities and institutions outlined above. Chairman's Allowance contributed to former Parish Clerk, John Salmon's fund for Bassetlaw Hospice and the Committee decided to support Clarborough Primary School's Literacy programme by purchasing three shields to be presented annually to pupils for outstanding achievement. These will be presented for the first time at the end of the Summer Term, 2014.

G.A.Herdman

Clarborough & Welham

Neighbourhood Plan

***Report of the Steering Group to the Parish Council – Annual Parish Meeting
19 May 2014***

A Neighbourhood Plan

This was established following a meeting in March 2013 and agreement at the Annual Parish Meeting that the Parish Council would support the Plan.

Steering Group

A Steering Group was set up of those residents who expressed an interest in being members. There are now 11 members of this Steering Group.

Designation

The SG through the Parish Council applied to Bassetlaw District Council for designation as Neighbourhood Plan. This was advertised in September 2013 and approved by BDC in December 2013. The area designated is that covered by Clarborough and Welham Parish Council.

Funding

The Steering group applied to Locality for funding for the processes involved in the Plan and for direct grant aid, the latter in order to receive direct expert support. Funding of £7000 was received in October and the Direct Aid was also granted.

Training

The Steering Group have had 3 training sessions since November 2013, all to help with the technical aspects of the Plan. More training will be available through the Plan.

Meetings

Awareness raising meetings have been held, both at public events (eg Victorian Market in December), and through visits to all the identified groups operating in the villages (eg Indoor Bowls Club). In 2014 there have been a series of meetings for the general public and businesses to gather views on the perceived needs within the villages. 22 such meetings have been held.

Publicity

In addition to the meetings, publicity has been achieved through leaflets, posters, banners, the Village Newsletter, Retford Times, Retford Life magazine, dedicated telephone, e-mail address, Facebook, and a developing website.

Where we are now

The Steering Group are currently working on the Vision, Aims and Objectives of the Neighbourhood Plan following an analysis of the responses to public consultations. This will take some time before it is ready to go out to further public consultation, probably in October.

6/14 To discuss putting fencing around the play area

The Chairman reported that it had been 12-18 months ago that some residents were concerned over the removal of the fence around the play area and wanted to give the opportunity at the meeting to discuss if anyone still wanted a fence to be re installed around the play area. Notices have been distributed around notifying residents of this agenda item.

The Chairman has obtained quotations for installing a fence and repairing the gate which varied between £2300 - £2800 plus vat.

After discussion it was agreed that there was no reason to reinstall the fence especially when the new trees will be a natural barrier between the play area and sports field. There had not been any dog fouling reported on the area which was the main reason for the original requested to install the fence.

Mr Collins proposed that a fence is not installed which was seconded by Mr Grice and approved by the meeting.

7/14 Any other business

Mr Herdman mentioned that a resident had complained to him about the condition of the top of the churchyard; he will

Mr Herdman also commented that he had received a nice email from someone regarding the website saying it was a very through website and he had been able to find directions to the pub from it.

There being no further matters raised the Chairman closed the meeting at 8.00pm.