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**BASSETLAW**  
DISTRICT COUNCIL  
NORTH NOTTINGHAMSHIRE

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## PARISH COUNCILS LIAISON GROUP

# AGENDA

Meeting to be held in  
The Ballroom,  
Retford Town Hall,  
on  
Wednesday, 25<sup>th</sup> April 2012  
at  
7.00 p.m.

**(Please note time and venue)**

**(Please turn off mobile telephones during meetings.  
In case of emergency, Members/officers can be contacted on the Council's  
mobile telephone: 07702 670209)**

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*Bassetlaw - Serving North Nottinghamshire*

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**District Council Offices, Potter Street, Worksop, Notts. S80 2AH.**

## **PARISH COUNCILS LIAISON GROUP**

**Membership**                    2011/12

**Councillors**                    B. A. Bowles, H. M. Brand, G. Freeman, M. T. Gray, F. Hart,  
T. Rafferty, A. Rhodes, J. C. Shephard and Mrs. K. Sutton

**Substitute Members:**    Any Member

**Quorum:**                        3 Members

### **Lead Officer for this Meeting**

Mr. S. B. Brown - Ext. 3767

### **Administrator for this Meeting**

Mrs. J. A. Hamilton - Ext. 3146

## PARISH COUNCILS LIAISON GROUP

Wednesday, 25<sup>th</sup> April 2012

### AGENDA

1. SUSPENSION OF COUNCIL PROCEDURE RULES FOR 15 MINUTES TO ALLOW QUESTIONS
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS  
(Members' and Officers' attention is drawn to the attached notes and form)
  - (a) Members
  - (b) Officers
4. MINUTES OF MEETING HELD ON 25<sup>TH</sup> JANUARY 2012 \* (pages 7-12)
5. MINUTES FOR ACTION AND IMPLEMENTATION \* (pages 13-14)
6. OUTSTANDING MINUTES LIST \* (page 15)

### SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

#### Key Decisions

None.

#### Other Decisions

7. ITEMS SUBMITTED BY BASSETLAW DISTRICT COUNCIL +
  - (a) Dog Warden Service – Presentation by Environmental Health
  - (b) Localism Act – Presentation by Monitoring Officer
  - (c) Bassetlaw App – Presentation by Senior Manager Support Services
8. ITEMS FROM PARISH COUNCILS +
  - (a) Improving Communications between Bassetlaw District Council and Town/Parish Councils (submitted by Harworth Town Council)
  - (b) Funding for the Post of Rural Officer (submitted by Sutton Parish Council)

#### Exempt Information Items

*The press and public are likely to be excluded from the meeting during the consideration of the following items in accordance with Section 100A(4) of the Local Government Act 1972.*

### SECTION B - ITEMS FOR DISCUSSION IN PRIVATE

#### Key Decisions

None

## Other Decisions

None

9. ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS TO BE URGENT

- \* Report attached
- + Verbal report

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## NOTES:

1. The papers enclosed with this Agenda are available in large print if required.
  2. Copies can be requested by contacting us on 01909-533146 or by e-mail [julie.hamilton@bassetlaw.gov.uk](mailto:julie.hamilton@bassetlaw.gov.uk)
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**DECLARATION OF INTEREST**

COMMITTEE .....

DATE .....

NAME OF MEMBER : .....

**Levels of Interest**

- 1. Personal
- 2. Personal and prejudicial

Agenda Item No.	REASON *	Level of Interest (1 or 2)
<b>Signed</b>		
<b>Dated</b>		

**Note:**

\* When declaring an interest you must also state clearly the reason for your declaration.

Completion of this form is to aid the accurate recording of your interest in the Minutes. The signed form should be provided to the Minuting Clerk at the end of the meeting.

A nil return is not required.

It is still your responsibility to disclose any interests which you may have at the commencement of the meeting and at the commencement of the appropriate Agenda item.

**DECLARATION OF INTERESTS**

***HOW TO USE THIS FORM***

There are now only two types of Declaration of Interest:

- |                                    |   |  |
|------------------------------------|---|--|
| Level 1 – Personal                 | ) | Details can be found in the Councillors  |
|                                    | ) | Code of Conduct which is contained in    |
| Level 2 – Personal and Prejudicial | ) | the Council's Constitution (a summary is |
|                                    | ) | printed below)                           |

Upon receipt of the attached form you will need to enter the name and date of the Committee and your own name. By looking at the Agenda you will no doubt know immediately which Agenda Items will require you to make a Declaration of Interest.

Fill in the Agenda Item number in the first column of the form.

Enter the subject matter and any explanations you may wish to add in the second column.

In the third column you will need to enter **either** level 1 if you are declaring a personal interest, **or** level 2 if you are declaring a personal and prejudicial interest.

The form must then be signed and dated. Please remember that if during the actual meeting you realise that you need to declare an interest on an additional Agenda Item number please simply amend the form during the meeting.

The form must be handed into the Committee Administrator at the end of the meeting.

NB. The following is a summary prepared to assist Members in deciding at the actual meetings their position on INTERESTS it is not a substitute for studying the full explanation regarding INTERESTS, which is contained in the Council's Constitution and the Code of Conduct for Councillors, which is legally binding.

Members and Officers are welcome to seek, PREFERABLY WELL IN ADVANCE of a meeting advice from the Council's Monitoring Officer on INTERESTS.

**Personal Interests**

May relate to employment or business interests  
May relate to property interests  
May relate to contents  
May relate to interests in other bodies  
**OR** if a decision on the matter to be discussed:  
**MIGHT REASONABLY BE REGARDED AS AFFECTING (A MEMBER OR OFFICER) TO A GREATER EXTENT THAN OTHER COUNCIL TAX PAYERS, RATEPAYERS OR INHABITANTS OF THE AUTHORITY'S AREA, the well being or financial position of himself, a relative or a friend or any employment, business, interest, etc. of such a person.**

**Prejudicial Interests**

A Member with a personal interest ALSO has a prejudicial interest if a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Members judgement of the public interest.  
(Note – there are special provisions which may exclude the above provisions in certain circumstances.)

**Action to be Taken – Personal Interests**

Must disclose to the meeting  
- existence of the interest  
- the nature of the interest

**Action to be Taken –  
Personal and Prejudicial Interests**

**Must:-**  
- declare existence and nature  
- withdraw from the room  
- not seek improperly to influence a decision on the matter.  
(Note – there are some exceptions when acting in a scrutiny capacity.)

**DRAFT**

**PARISH COUNCILS LIAISON GROUP**

**Minutes of the meeting held on Wednesday, 25<sup>th</sup> January 2012 at Worksop Town Hall**

**Present:**

Councillors: F Hart (Chair)  
Mrs V A Bowles, H M Brand, G Freeman, A Rhodes, J C Shephard and  
Mrs K Sutton.

Parish Council Representatives: C Fraser, H Holdaway, E Jefferies, D Langmead, G Perry,  
A Stevenson, M Stokes and G Wratten.

Officers in attendance: S Brown, G Connor, J Hamilton, J Proudman and  
K Tarburton.

Members of Standards Committee: None.

Also in attendance: Chief Inspector Anderson – Nottinghamshire Police  
H Burton – NALC  
R Crowder – Chief Executive, RCAN  
Superintendent Fretwell – Nottinghamshire Police

(The Chairman welcomed all to the meeting and read out the Fire Alarm/Evacuation Procedure.)

**21. SUSPENSION OF COUNCIL PROCEDURE RULES FOR 15 MINUTES TO ALLOW QUESTIONS**

A Parish Council representative asked who had taken on the role of Rural Champion within the new Administration and what is the remit for this role. The Senior Manager Support Services informed the Group that Councillor D Challinor has taken on this role and is developing its remit.

**22. APOLOGIES**

Apologies for absence were received from Councillors B A Bowles and M T Gray.

**23. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS**

(a) Members

There were no declarations of interest by Members.

(b) Officers

There were no declarations of interest by officers.

**24. MINUTES OF THE MEETING HELD ON 12<sup>TH</sup> OCTOBER 2011**

**RESOLVED** that the Minutes of the meeting held on 12<sup>th</sup> October 2011 be approved.

25. MINUTES FOR ACTION.

**RESOLVED** that the Minutes for Action be received.

26. OUTSTANDING MINUTES LIST

**RESOLVED** that the Outstanding Minutes List be received.

**SECTION A - ITEMS FOR DISCUSSION IN PUBLIC**

**Key Decisions**

None.

**Other Decisions**

27. ITEMS SUBMITTED BY BASSETLAW DISTRICT COUNCIL

(Agenda Item Nos 7(a) and 7(b) were transposed due to Mr Crowder being delayed in traffic.)

(a) Future Operation of the Safer Neighbourhood Groups

Chief Inspector Sean Anderson and Superintendent Fretwell, Nottinghamshire Police, were in attendance. Superintendent Fretwell gave some background information on the Safer Neighbourhood Groups (SNGs) to the Group and outlined how they would operate in the future after the implementation of the Nottinghamshire Police's Change Programme.

Due to austerity measures and the need to free up time spent on bureaucracy, Nottinghamshire will be split into three areas: Ashfield/Mansfield, Bassetlaw/Newark and Sherwood, and South Nottinghamshire, each with its own Superintendent. Superintendent Mike Manley has taken control of Bassetlaw/Newark and Sherwood from 6<sup>th</sup> February 2012, although Superintendent Fretwell will still lead on neighbourhood policing.

Within the Bassetlaw/Newark and Sherwood area, there will be six clusters: East Bassetlaw (including the rural Trentside villages), Harworth, Retford, West Bassetlaw (including Carlton-in-Lindrick), Worksop North and Worksop South.

The SNGs will be restructured to mirror the clusters, each cluster focussing on three main priorities within available resources. Meetings will take place quarterly, as a minimum, and will be a forum for residents and parish councillors. Plans and priorities will be based on the mapping of issues resulting from the completion of the Police survey, which can even be completed face-to-face with a beat officer who will have the survey on his/her hand-held device.

Local Neighbourhood/Beat Teams will still deal with local issues and beat officers will be contactable by phone and email. Officers' time will be spent more "on the beat" to engage with all sectors of the community and less in the office. The beat officer may still call into a parish council meeting but it will be for a shorter time as part of his/her patch walk and he/she may not stay for the entire meeting.

Questions/issues/comments asked/raised/made included: clusters being too large; resources being retained locally e.g. PCSOs; and cluster priorities may differ from local priorities/issues.

**AGREED** that:

1. The information with regard to the proposed Neighbourhood Teams be noted.



2. A map showing the new clusters within Bassetlaw be circulated with the minutes to all parish councils.
3. Parish councils encourage their residents to complete the Police survey.
4. Thanks be recorded to Chief Inspector Anderson and Superintendent Fretwell for their attendance and useful information.

(Chief Inspector Anderson, Superintendent Fretwell and G Connor, Bassetlaw District Council's Community Safety Co-ordinator, left the meeting at this point.)

(b) Bulk Fuel Oil Initiative and Update on the Rural Community Action Nottinghamshire

Mr R Crowder, Chief Executive of Rural Community Action Nottinghamshire (RCAN), introduced himself and gave some background to RCAN's formation, what it delivers and how, and who it represents.

He provided information on the new bulk fuel oil initiative which is a community-based, countywide scheme which enables its members to purchase heating fuel at a reduced cost. An annual membership fee of £20 for domestic users covers the administrative costs of the oil deliveries for a year. A local co-ordinator (who receives free membership) collects orders, thereby increasing RCAN's negotiating power to secure the best price. Deliveries are made to individual properties and the householders billed accordingly. Average savings are 5p per litre which equates to £50 for 1,000 litres, and any quantity can be ordered, for example, as little as 500 litres, whereas normal individual orders would need to be at least 1,000 litres. Businesses and community enterprises can also join the scheme, although there are differing membership fees e.g. £30 for a village hall. Other initiatives are also available through similar schemes e.g. loft insulation.

Leaflets were available at the meeting. Membership forms are available from RCAN by phone (01623) 727600 or email: [oil@rcan.org.uk](mailto:oil@rcan.org.uk)

A parish representative asked if resources are to continue for Karen Tarburton's role as Rural Officer? Mr Crowder advised that the role/post of Rural Officer is a baseline service across the County and is supported by Bassetlaw District Council. However, if funding is reduced across the County, then resources will reduce e.g. Karen's hours may be reduced.

**AGREED** that:

1. Thanks be recorded to Rob Crowder for his attendance and useful information; thanks also be recorded to Karen Tarburton for her attendance and continued work and support to the parishes across Bassetlaw.
2. Parish councils encourage their residents to join the bulk fuel oil initiative and contact RCAN by phone (01623) 727600 or email: [oil@rcan.org.uk](mailto:oil@rcan.org.uk)

(c) Developing the Relationship between the District and Parish Councils in Bassetlaw

The Senior Manager Support Services reported that rural issues will be one of the key priorities for the new Administration. The Localism Act will impact on the District/parish relationship and there is an outstanding commitment to review the Parish Charter. Part of the development of the Council's agenda will be an examination of how the relationship between the District and parish councils can be improved and strengthened. Proposed terms of reference were outlined within the report.

**AGREED** that it be recommended to Cabinet that approval be given for a working group to be set up between the District Council and the Nottinghamshire Association of Local Councils (Bassetlaw) with the aim of strengthening the relationship between the District and parish/town

councils. The working group to comprise five elected Members appointed on the basis of three Labour, one Conservative and one Independent.

(d) Community Governance Review

The Senior Manager Support Services reported that a Community Governance Review may take place and advised of the nature of the types of issues that such a review will consider. This has resulted from a request from a parish council to review the number of seats on its Council. It is understood there may be other parishes who wish to examine their boundaries, possible mergers, etc.

In the interests of effective governance, the District Council is recommended to consider undertaking one review of its whole area, rather than carrying out individual, small scale reviews. There are detailed considerations that the District Council must undertake under the legislation and a summary of this was appended to the report to assist parishes. Extensive consultation will take place as part of any review, particularly with the parish councils.

**AGREED** that;

1. The position be noted.
2. Parish councils contact Stephen Brown with any feedback and/or concerns, by phone (01909) 533767 or email: [stephen.brown@bassetlaw.gov.uk](mailto:stephen.brown@bassetlaw.gov.uk)

28. ITEMS FROM PARISH COUNCILS

(a) Broadband Update (submitted by the Trentside parishes)

The representative for North Leverton, South Leverton, Sturton-le-Steeple, and North and South Wheatley reported that the current speed of broadband in the Trentside villages is far too slow, and asked if there were any resources available to improve this.

The Senior Manager Support Services reported that the main broadband providers perceive that there is not a business case for this area and therefore will only commit limited resources to it. However, in Nottinghamshire, all the local authorities, including Nottingham City, agree that there is a strong need in the rural areas for both domestic and business use, and are committed to an improvement in broadband speed.

Nottinghamshire has secured £4.25m of funding but this has to be match-funded. In this regard, Bassetlaw District Council has been asked to contribute £834,000 as it contains the greatest proportion of the total number of businesses and properties that are affected i.e. 43%. In reality, this amounts to £16-17 on every household's Council Tax bill throughout Bassetlaw but this method of raising our contribution is not permissible by the Secretary of State for Communities and Local Government.

Bassetlaw District Council is currently in discussions with the County Council to negotiate the District Council's contribution, and is committed to upgrading broadband for the rural areas of Bassetlaw. The Leader of the District Council had asked for a message to be passed to the Group that the District Council would be making a six-figure sum offer as part of this commitment.

**AGREED** that the verbal report be received.

(b) Street Lighting Pilots (submitted by Hodsock Parish Council)

The representative for Hodsock Parish Council asked if the street lights had been switched off in other parishes and, if so, had these areas suffered as a result, or were there any concerns. Some representatives reported that there had been no detectable increase in crime and others that anti-social behaviour had increased e.g. dog fouling. The biggest concern was pedestrian safety where there are no street lights. It was felt that this initiative will only accrue a nominal saving and, as paid for through Council Tax to the County Council, what is this being spent on instead? Some parishes reported that street lights had been left on in areas where concern had been expressed e.g. around the church and in areas which have a high density of elderly residents. Other parishes reported a lack of consultation and/or information.

**AGREED** that the verbal report be received.

(c) Dog Fouling (submitted by Harworth Town Council)

The representative for Harworth Town Council reported that incidents of dog fouling have increased in the area despite posters and warnings, and asked how other parishes dealt with offenders.

The Principal Environmental Health Manager advised what action the Council is taking and how the parish councils can help. Enforcement action can be taken but this is dependent upon resources, both staffing and funding. Bassetlaw's Environmental Health staff are receiving training on this from Barnsley Metropolitan Borough Council and the clerk to Harworth Town Council has been invited to this event. This will then be rolled out to other parishes upon request.

Methods of enforcement include Designated Orders and Dog Control Orders. A Select Panel which scrutinised the Dog Warden Service found that the problem often occurs out-of-office-hours when the Dog Warden is not available, and therefore recommended such a change. Although no further funding has been made available for this, other Environmental Health staff do work out-of-office-hours and could be made available if deemed necessary. If stray dogs are picked up out-of-office-hours then it is taken to local kennels and collected by the Dog Warden when available. Covert cameras may also be used for surveillance but at a cost.

Parish representatives reported other initiatives which they had used e.g. patrolling villages other than their own to retain anonymity; local schoolchildren producing posters and encouraging parents to pick up after their dogs; new signage and bins; taking photographs of offenders and reporting to the Environmental Health Team.

**AGREED** that:

1. The verbal report be received.
2. An update on proposed enforcement action following training by Barnsley Metropolitan Borough Council be given to the next meeting of the Parish Councils Liaison Group.
3. The Dog Warden and an Environmental Health Officer be invited to the next meeting.

(Councillor J C Shephard left the meeting at this point.)

(d) Fly Tipping (submitted by Harworth Town Council)

The representative for Harworth Town Council reported that there has been an increase in fly-tipping in the area, particularly on the area behind the shop on Essex Road.

The Principal Environmental Health Manager advised what action the Council can take e.g. target hot spots. The name and address can sometimes be found by going through the rubbish; covert cameras may be used; and Fixed Penalty Notices can be given (£80 fine). Not many perpetrators have been prosecuted to date due to a lack of evidence and/or witnesses.

**AGREED** that the verbal report be received.

(e) Air Pollution – Feedback from Local Monitoring (submitted by Harworth Town Council)

Due to the absence of the Senior Pollution Control Officer, the Principal Environmental Health Manager advised parish councils to contact her if they required advice.

**AGREED** that parish councils contact Amy Ogden, Senior Pollution Control Officer, for any advice, phone (01909) 533164 or email: [amy.ogden@bassetlaw.gov.uk](mailto:amy.ogden@bassetlaw.gov.uk)

29. ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS TO BE URGENT

As there was no other business to be discussed the Chairman closed the meeting, after thanking everyone for their attendance.

**MINUTES FOR ACTION AND IMPLEMENTATION SHEET**

**PARISH COUNCILS LIAISON GROUP**

25/01/12

FROM: Senior Democratic Services Officer TO: PEHM = Principal Environmental Health Manager  
SDSO = Senior Democratic Services Officer  
SMSS = Senior Manager Support Services

The following decisions are brought to your attention for action by the appropriate officers within your Service:

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**27. ITEMS SUBMITTED BY BASSETLAW DISTRICT COUNCIL**

(a) Future Operation of the Safer Neighbourhood Groups

**AGREED** that:

1. The information with regard to the proposed Neighbourhood Teams be noted.
2. A map showing the new clusters within Bassetlaw be circulated with the minutes to all parish councils. SMSS/SDSO
3. Parish councils encourage their residents to complete the Police survey. All parish councils
4. Thanks be recorded to Chief Inspector Anderson and Superintendent Fretwell for their attendance and useful information.

(b) Bulk Fuel Oil Initiative and Update on the Rural Community Action Nottinghamshire

**AGREED** that:

1. Thanks be recorded to Rob Crowder for his attendance and useful information; thanks also be recorded to Karen Tarburton for her attendance and continued work and support to the parishes across Bassetlaw.
2. Parish councils encourage their residents to join the bulk fuel oil initiative and contact RCAN by phone (01623) 727600 or email: [oil@rcan.org.uk](mailto:oil@rcan.org.uk)

All parish councils

(c) Developing the Relationship between the District and Parish Councils in Bassetlaw

**AGREED** that it be recommended to Cabinet that approval be given for a working group to be set up between the District Council and the Nottinghamshire Association of Local Councils (Bassetlaw) with the aim of strengthening the relationship between the District and parish/town councils. The working group to comprise five elected Members appointed on the basis of three Labour, one Conservative and one Independent.

SMSS

(d) Community Governance Review

**AGREED** that;

1. The position be noted.

2. Parish councils contact Stephen Brown with any feedback and/or concerns, by phone (01909) 533767 or email: [stephen.brown@bassetlaw.gov.uk](mailto:stephen.brown@bassetlaw.gov.uk)

All parish councils

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**28. ITEMS FROM PARISH COUNCILS**

- (c) Dog Fouling (submitted by Harworth Town Council)

**AGREED that:**

1. The verbal report be received.
2. An update on proposed enforcement action following training by Barnsley Metropolitan Borough Council be given to the next meeting of the Parish Councils Liaison Group. PEHM
3. The Dog Warden and an Environmental Health Officer be invited to the next meeting. SMSS/PEHM

- (e) Air Pollution – Feedback from Local Monitoring (submitted by Harworth Town Council)

**AGREED** that parish councils contact Amy Ogden, Senior Pollution Control Officer, for any advice, phone (01909) 533164 or email: [amy.ogden@bassetlaw.gov.uk](mailto:amy.ogden@bassetlaw.gov.uk)

All parish councils

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**PARISH COUNCILS LIAISON GROUP**

**Wednesday, 25<sup>th</sup> April 2012**

**OUTSTANDING MINUTES LIST**

**Members please note that the updated positions are shown in bold type following each item.**

*(PEHM = Principal Environmental Health Manager; SMSS = Senior Manager Support Services)*

<b><u>Min. No.</u></b>	<b><u>Date</u></b>	<b><u>Subject</u></b>	<b><u>Decision</u></b>	<b><u>Officer Responsible</u></b>
28(c)	25.1.12	Dog Fouling	(2) An update on proposed enforcement action following training by Barnsley Metropolitan Borough Council be given to the next meeting. (3) The Dog Warden and an Environmental Health Officer be invited to the next meeting.	SMSS/PEHM

**See Agenda Item No.7(a)**

