

CARLTON-ON-TRENT PARISH COUNCIL

Minutes of the meeting of
Carlton-on-Trent Parish Council held
in the Village Hall, Main Street, Carlton on Trent on

Tuesday 6th June 2017 at 7.30pm

Present:

Cllr N Fletcher (Chair), Cllr M Martin (Vice-Chair), Cllr M Eley, Cllr L Hopkins, Cllr F Jerome, Cllr R Whate, CCllr B Laughton, DCllr S Michael, T Grimes (Clerk) and 2 members of the public

1) To consider any apologies for absence

JC sent apologies which were approved.

2) To receive any declarations of interest in items on the agenda

MM declared an interest in the clerk's wages and hours.

3) To accept the minutes of the Parish Council meeting held Tuesday 2nd May 2017

The minutes were approved as a true record of the meeting and were signed by the chair.

4) 10 minute open forum to receive questions and comments from members of the public

A member of the public reported overgrown footpaths, believing the problem to be caused by workmen (probably BT Openreach) leaving debris when digging holes:

- a stretch in Church Lane adjacent to the paddock
- an area next to the Church
- the stretch from the cross roads to Sutton
- a stretch opposite the village sign near the Severn Trent station.

FJ had reported the matter to BT via their website. CCllr BL reported these matters to Highways as they were raised but suggested a letter to Robert Jenrick may be the best approach to 'encourage' BT to remove their rubbish.

A corroding cement cover was reported just next to the gate into Walkers. This is in Sutton parish so the clerk offered to contact Sutton PC.

A member of the public reported the gully which was getting worse due to the road disintegrating on the bend where Bell Lane joins Main Street. CCllr BL reported this immediately.

An overhanging tree was reported as causing visibility problems when exiting Main Street looking left along the slip road.

LH reported that Holly bushes were overhanging the road near Holly Farm and that trees overhanging the road next to Maltkiln cottage were obstructing the verge forcing pedestrians into the highway on a blind bend.

It was felt these required owners to trim the foliage, but the clerk offered to report any that proved to be on the council verges.

LH also reported that the drain on Ferry Lane outside April Cottage was still creating problems and every time Highways inspected it the weather was dry so they didn't see any problems.

FJ reported that there had been youths from Sutton gathering by the Beck who were starting fires, leaving rubbish and damming the Beck. It was agreed they should be encouraged to enjoy the Beck but needed to be asked not to do considerately.

Councillors felt Sutton PC should be asked to have a word about these activities but first there should be an attempt to find out who the youths are.

NF had been alerted to a pile of bricks/rubble at One Acre which had raised concerns of

plans to put a caravan on the land, however it was felt nothing could be done as a result of assumptions, there would have to be evidence of a caravan before this could be taken any further.

LH noted that there had been a number of questions resulting from the Housing Survey and concerns raised about where properties may be built.

5) To note any matters arising from the minutes of 2nd May 2017

a) Meeting Dates

The clerk circulated the meeting dates for the coming year.

6) To receive updates on any District & County Councillor matters

DCllr SM reported that N&S DC had set up a Development Committee to review land for commercial and residential purposes.

The CC has successfully bid for funds to reduce the number of rough sleepers in the area. £371,350 has been received and £300,000 matched funding has been provided. This is a county wide initiative but N&S DC will benefit and are aware of 10 rough sleepers.

The DC has added 67 lorry spaces by the new Council office to replace those lost during building work.

CCllr BL reported that there was no majority party running the council but that the Conservatives had formed a coalition with the Mansfield Independents. As a result there were lots of changes taking place:

There has been an immediate decision to put £1million/year into improving the counties highways.

The waste recycling registration scheme is to be abolished due to the resulting increase in fly tipping, but this requires a process of withdrawal so will not be immediate.

The highways inspectors work for Via not the County Council but it is felt this needs to be taken back in-house.

The **Internal(?)** Transport Management budget is to be stopped because it was all being spent in one area.

There is to be a streamlining of committees. CCllr BL is now on the Governance and Ethics committee.

The Minerals Plan has been withdrawn because it is not based on current figures. 70% of the material extracted in Nottinghamshire is ending up out of the County. It is hoped extraction will reduce to a level which just meets County needs.

7) To decide which Council Documents to archive

The clerk reported that the following documents were stored at the village hall:

- Minutes from 1988
- Finances from 2001
- Planning from 1996 and
- Other items such as correspondence from 1997

Since earlier material was missing the clerk asked whether the whereabouts should be sought so that subsequent archiving can go to the same place. It was thought that asking past clerks may help to locate earlier material.

8) To decide whether to repaint the dog signs and/or spray the dog mess

MM noted that the signs sprayed on the road in Carlton Lane had worn away and informed councillors of a scheme he had observed where dog mess and bags left in verges are sprayed bright colours to highlight the extent of the problem. The clerk noted that there was some spray paint left.

RESOLVED: To respray the signs on the road and to highlight any mess at that time. (proposed by MM, seconded by LH, carried unanimously)

9) To review Council Policy and amend as appropriate

a) Grants policy

There was some discussion as to whether the policy was appropriate when dealing with so few requests and such a small budget. It was decided there should be a policy and in the main the present one would be appropriate until any problems were identified.

RESOLVED: To amend the application deadline to 30th November and to update all references to the new council website address.
(proposed NF, seconded MM, carried unanimously)

b) Data protection Publication Statement

The clerk informed council of new legislation due in 2018 for which parish councils had been advised to prepare as soon as possible. It was felt there would be little impact as the council do not hold much data so preparation should be delayed until further guidance is received. It was however noted that the Publication Scheme required an update.

RESOLVED: To amend the Publication Scheme to include the Grants policy.
(proposed NF, seconded FJ, carried unanimously)

10) To receive feedback from councillors on any meetings/training attended

None attended.

11) To consider any planning matters

a) Notifications received

None received.

b) Planning applications to discuss

i) 14/00161/FULM Sutton on Trent Development

The clerk noted that the council had not been consulted on the original application so had not been informed of the alterations to include a pumping station. The deadline for responses had passed early in May but comments could be sent regardless.

RESOLVED: To submit concerns about the impact that the development will have on the already problematic sewage system.
(proposed MM, seconded NF, carried unanimously)

c) Any other planning business

None

12) To discuss and respond to the following consultations

a) NSDC – public space protection orders for dog control

NSDC have sent out a proposal that dog control orders be included in the Public Space Protection orders. It was felt that as Carlton has limited public spaces and none of these are already registered with NSDC, this would have limited impact.

RESOLVED: Not to respond.
(proposed by MM, seconded by FJ, carried unanimously)

13) To discuss and note any further actions required from correspondence received since the last meeting

a) N&S CVS – clinical commissioning services

This was put in the pack for councillors to read.

b) Houses of Parliament – UK Parliament Week

It was agreed that the information downloaded from the website didn't have any activities that were appropriate for Carlton so no further action would be taken.

c) Clerks & Councils Direct

This was put in the pack for councillors to read.

14) To consider and approve any financial matters

a) To approve payments for:

- **Clerk's Wages TBC**

The chair moved this item to follow item 14biv discussions.

b) Any other financial matters

i) To note the bank reconciliation

The bank reconciliation and statements were checked and signed by the chair.

ii) To set the village hall fee

This item was omitted at the last meeting which lasted 2 hours. The fee was agreed to be 2 hours tonight making 10 hours on account to date.

iii) To note the latest actions for Auto Enrolment

The clerk reported that the Pensions Regulator had sent a letter saying start the registration procedure. On 20th May the clerk registered online and since no-one needed to be enrolled the staging date could be moved forward to enable all actions to be completed. A declaration stating this to be the case has been submitted online to complete the process.

iv) To consider fixed annual hours and 12 pay days for the clerk

The clerk reported a number of issues with payment for hours worked including:

- The fact that there should have been £8 tax deducted from the May wages bill which had since been repaid to the council and then the council had sent a cheque to HMRC
- The time taken in recording the hours and calculating the pay
- The issues with reporting this to HMRC – which must be done on or before the pay day yet could not be done before in case it wasn't approved, meaning returns at 11pm after meetings
- Forgetting to record some items altogether and estimating the time for others when remembered a few days after their occurrence
- Not knowing what money she would receive each month until pay day

The clerk therefore requested payment for fixed hours, resulting in 12 equal payments over the year on a set date each month. She provided a breakdown of monthly hours since starting which averaged 13.26 hours per month. The clerk noted that this did not include any reading time as most reading was done for Notts ALC as well as the council.

Councillors expressed concern about issues like the wind turbine creating extra work and the clerk reported that other councils pay overtime in such circumstances.

RESOLVED: To pay the clerk 13.5 hours per month whilst the clerk works for Notts ALC, with overtime being paid for extraordinary matters and this being reviewed annually.

(proposed LH, seconded NF, carried unanimously, MM did not participate in discussions or vote)

As per item 13a above, the clerk suggested that this start as of April 2017 and agreed to calculate this month's payment in view of this to reflect last month's, meaning regular payments would start in July.

v) To consider a Transparency Code funding application

The clerk suggested applying for a laptop due to problems with her personal laptop and provided details of several suitable models within the funding limit.

RESOLVED: To apply for funding for a laptop and clerks hours in uploading information to the website.

(proposed RW, seconded ME, carried unanimously)

15) To raise any other business which may need to be included on the agenda of the next meeting

MM requested that the Health & Safety Inspection be put on the next agenda.

16) To note the date of the next meeting

This will be Tuesday 4th July at 7.30pm.

The meeting closed at 9.20pm