

COLLINGHAM *Parish Council*

MINUTES OF THE COLLINGHAM PARISH COUNCIL MEETING

held at 7.30 pm on 26 FEBRUARY 2015

in the YOUTH & COMMUNITY CENTRE, LOW STREET, COLLINGHAM

Public forum – An interested party in the Pitomy Farm Development came to listen to the discussion having seen the Agenda and item 7

A minute silence was observed for Vincent Dobson before the meeting started – everyone sends their best wishes to Maureen and family.

Present:

Mr C Allen	Mr S Dove	Mrs C Moody	Mr Tim Musson
Mr G Norcott	Mrs M Parkin	Mrs R Scott (Chair)	
Cllr Mel Shaw NCC	Cllr Richard Shillito NCC	Caron Ballantyne (Clerk)	

1. **Apologies for absence:** apologies accepted from Mrs V Wright, Mr M Dowell, Mr T Ozbourne and Cllr Mrs M Dobson.
2. **Declarations of interest:**
 - none
3. **Minutes:**
 - Minutes of the meeting of 22 January 2015 were agreed. Proposed by Mr C Allen, seconded by Mrs M Parkin and agreed unanimously.
4. **Progress reports (for information)**
 - a) Letter from Robert Jenrick, which was a full and informative reply. The Clerk to make a note in the diary for September 2015 to raise this matter again with Parish Council.
 - b) Clearing of the Fleet by the IDB – Work now complete
 - c) Community Park – Contract is underway and new equipment is starting to be installed. The cone has been removed temporarily, to allow work to be undertaken and will be re-installed later. A working party for the lifting of the redundant paving slabs met on Sunday 22 February. All broken slabs will be re-used in the Community Park and volunteers took away the unbroken ones.
Gusto Construction Ltd will donate any top soil required for the completion of the refurbishment.
Donations for the Community Park had been received this month from the Baby and Toddler Group, Viridis and Collingham Pharmacy and the thanks of the Parish Council were recorded.
A resident reported that a plaque had been put up on the mound slide in 1980, had apparently been removed in renovations. The plaque recorded the donations from the 2nd Collingham Brownies and this would be recorded along with the current donation from the Brownies on the new signage.

5. Report from County and District Councillors

Cllr M Shaw

- Will not be standing again in May

- Mr Majid has withdrawn the application that was considered in January and has reverted back to a previous application
- SNG meeting on Tuesday

Cllr R Shillitoe

- 46 members in NSDC and only 5 are going to East Midland Ambulance Service event
- Robert Jenrick was made Parliamentary Private Secretary yesterday
- Gypsy and traveller sites in principal villages will be defined by village envelopes – This is mentioned in the NSDC document Gypsy & Traveller Development Plan Document, Preferred Strategy (*this document will be on the Parish Council March Agenda*)
- Fly grazing continues on Westbrook Lane – 12 horses still there, this has been reported to the police

6. Finance:

Income			VAT	Total
Jerome Wright (Bonfire)	Donation for Defibrillators	£1,200.00	Nil	£1,200.00
Methodist Church	Donation for Defibrillators	£100.00	Nil	£100.00
Baby and Toddler	Donation for Community Park	£50.00	Nil	£50.00
Lee Marshall (Viridis)	Donation for Community Park (Cycle Racks)	£250.00	Nil	£250.00
Collingham Pharmacy (Collingham Supplies Ltd)	Donation for Community Park	£1,500.00	Nil	£1,500.00
NSDC	Small Business Rates Relief 2010/11 to 2014/15	£2,127.97	Nil	£2,127.97
Payne & Gamage	Monies paid on account – not required for the purchase of 71 High Street	£11,648.11	Nil	£11,648.11
Expenditure				
EON (Direct Debit)	Electricity Bill for Jubilee Room - January	£11.34	£0.57	£11.91
EON (Direct Debit)	Electricity Bill for Jubilee Room - February	£11.34	£0.57	£11.91
AEB Landscapes	Invoice 1722	£60.00	Nil	£60.00
NSDC	Business Rates for 71 High Street	£371.14	Nil	£371.14
NSDC	Dog Waste Bins	£455.00	£91.00	£546.00
Wel Medical	2 x Defibrillators, cases and accessories	£3,440.00	£688.00	£4,128.00
NALC	HMRC and PAYE/NI seminar for Clerk	£30.00	Nil	£30.00
LCS	71 High Street	£60,416.67	£12,083.33	£72,500.00

Payne & Gamage	Fees and Searches	£650.00	£130.00	£780.00
SLCC	Practitioner Conference for Clerk	£235.00	£47.00	£382.00
HMRC	PAYE	£195.43	Nil	£195.43

Proposed by Mrs C Moody, seconded by Mrs M Parkin and supported by majority

- **Bank Reconciliation for the year to date** – signed by the Chair
- **Budget Monitoring** – There are a number of budget transfers required. These were proposed by Mr Tim Musson, seconded by Mrs C Moody and supported by majority
- **NALC Subscription for 2015/16** £405.97 – Proposed by Mrs R Scott, seconded by Mrs M Parkin and supported unanimously
- **Monies to be transferred to the capital revenue account to be agreed** – the amount of £13896.47, proposed by Mrs R Scott, seconded by Mr C Allen and supported by majority
- **HMRC - Proposal to set up Direct debit for future Payments** – Proposed by Mr Tim Musson, seconded by Mrs M Parkin and agreed unanimously
- **Scribe License to year end** – subject to the discussion with the internal auditor tomorrow, this license would be terminated. Proposed Mrs R Scott, seconded by Mrs C Moody and supported unanimously
- **Action to be taken to deal with moles in the Burial Ground** – Agreement that the mole catcher is brought in. Also need to investigate if there is someone within the village that may do this
- **Change of signatures for the NS&I investment account** – Remove D Evans from the list of signatures. Proposed by Mrs R Scott, seconded by Mr C Allen and supported unanimously
- **Lanyards for Photo IDs for Parish Councillors and Volunteers** – Lanyards printed with “Collingham Parish Council” for Photo ID’s for Parish Councillors, Clerk and volunteers – It was agreed that these would be purchased from Tapas Stuff along with the more durable card holder. The ID cards would be produced by the Clerk as required. It has been advised that such identification is a necessary security measure for Parish Council. The provision of lanyards and ID cards was proposed by Mr C Allen, seconded by Mrs M Parkin and supported unanimously.

7. Planning: Applications

15/00081/FUL	Station Road (4) Robins	Application for erection of extensions and alteration to existing dwelling - SUPPORTED unanimously
15/00162/FUL	Lunn Lane (2)	Householder application for proposed single storey side sun room extension, side utility room extension and glazed roof over existing covered way/porch – no one has been able to access the plans needs to be deferred
15/00156/NPA	Brills Farm Newark Road (Land North Of)	Relocation of turbine to increase the separation distance between the turbine and the gas pipeline on request from National Grid. See Section 3 of Supporting Statement To view follow link: www.n-kesteven.gov.uk/planningonline/15/0059/VARCON - AGAINST by majority

Appeals

14/00747/FUL	Cottage Lane, Orchard Stables	Change of use of 6 existing stables to livery use, creation of 9 stables in existing barn and siting of temporary equestrian workers dwelling for a 3 year period – reiterate comments made in July & oppose any sort of dwelling
14/00932/FULM	Mulberries, Potter Hill Road	Proposed 71 bedroom, level 5 dementia care unit with a hospice, end of life wing Start date 26 January 2015 – reiterate comments made previously

Decisions

14/02131/LBC	South End (23), High House	Installation of an extractor fan to the downstairs toilet/shower room	Permitted
14/02167/FUL	Dykes End (52)	Erection of 1 & 1/2 storey dwelling with carport (Amendments to approved scheme)	Permitted
14/02217/FUL	Low Street (52)	Application to erect a 3 sided Orangery Styled Roof Extension to the front elevation of the property	Permitted
14/02276/TWCA	Temperance Lane (6)	Fell 1 No. mature Pine Tree due to large cavity and water damage presenting risk to nearby properties; Thin hedge/bush adjacent to entrance to driveway; Crown lift 1 No. small Cedar by 2.5mts; and Fell 1 No. Conifer adjacent to garage	No Objections
15/00119/LBCLDC	Low Street (167)	re-roofing of the single storey lean-to on the main east wall	Lawful
15/00263/TWCA	High Street (138) Land Adjacent	1 No Ash Tree, fell due to complaints from neighbouring residents about damage to their properties from falling branches.	No Objections

All decisions noted

- **Pitomy Farm development s106 monies: interim report from meeting with NSDC regarding Community Facilities fund** – Meeting with NSDC notes have been circulated. The reorganisation of NSDC has caused some delay. There is a community facilities payment due to the parish council in phases. The first phased payment will be transferred to the parish council in April. A small grant scheme will have to be set up along with a policy for the allocation of this money. Play maintenance contribution to be discussed with NSDC tomorrow.

8. Volunteers

- a) Policy to be reviewed and amendments agreed (if appropriate) – Volunteer Register now in place, all risk assessments in place for current volunteer activities
- b) Risk Assessments to be reviewed and amendments agreed (if appropriate) – to be constantly watched. To be reviewed again February 2016.

9. Defibrillators

- a) Delivery of 2 has been made – Fire station unit installed, William Bailey House to be arranged
- b) Order of further units – It was agreed to order the 2 further units as the funding is nearly all in place. The slight shortage will be temporarily supplemented by the Parish Council to enable the order to be placed and the benefit of the discount to be obtained. Proposed by Mrs R Scott, seconded by Mr C Allen and agreed unanimously. The location of the 4th unit was proposed to be the Youth and Community Centre by Mr C Allen, seconded by Mrs M Parkin and supported unanimously

10. Social Media/Website

- a) New Social Media Network - <http://www.localgov.co.uk/New-social-media-network-goes-live/37943> - Mr T Musson to investigate and report back to next parish council
- b) Website Options for refresh – After considering all of the options presented it was proposed to proceed with Option 5 ([full detail below](#)) subject to the agreement of the existing web masters. Proposed by Mrs M Parkin, seconded by Mrs C Moody and supported unanimously. All agreed that it would be useful to receive regular reports on web statistics quarterly. Mr T Musson to assist in agreeing which statistics should be monitored.
- c) Review “Information available from Collingham Parish Council under the Model Publication Scheme” which is published on NSDC website – all name changes, addition of notice boards to be made, charges to remain as existing and sent to NSDC. Proposed by Mrs R Scott, seconded by Mrs M Parkin and supported unanimously

11. Proposals for capital expenditure arising from sale of land in village centre – This needs to be in place before the end of March. A draft policy will be prepared and brought to the Full Council Meeting in March for consideration.**12. 71 High Street**

- a) Terms for the lease to NCC for the Library Service
 - Parish Council would have the use of the office for up to 4 hours per week, whilst open
 - Lease of 25 years with reviews at 3 year intervals
 - Rent to library service of £1,000 per annum, with the Parish Council responsible for the exterior of the building
 - The Library service to be responsible for the interior of the building and its maintenance and the hire to other organisations, with retention of hire charges
 - Library Service to pay £15,000 towards the total cost of the building work
 - A service agreement will be required.

It was proposed by Mrs R Scott that the Parish Council would allow a maximum of £10,000.00, from capital expenditure, on this project; this was seconded by Mrs C Moody and agreed by a majority, subject to the terms above being agreed by NCC.
- b) Agreement of Contractors quotes for works to building – Tenders have been returned from 4 of the 7 contractors on the list. The lowest priced tenderer is clarifying some points at the moment, the 2nd priced tenderer to be contacted and asked to review price. Agree that a maximum of £25k is available and award contract on that basis to refurbish the building for use of the library service. Proposed by Mrs R Scott, seconded by Mrs M Parkin and agreed unanimously

13. Community Park Fencing Quotations – three tenders were submitted and it was proposed by Mr S Dove that subject to the exact time constraints being followed the lowest tender by Fleet Fencing be accepted, this was seconded by Mr C Allen and agreed unanimously

Mr S Dove left the meeting 9pm

14. Correspondence:

- a) Carlton Ferry Lane/Northcroft Lane Potholes – Parish Clerk, and NCC Highways Officer meeting tomorrow on site
- b) Nursery Close, off Station Road – all issues raised have been dealt with or Nursery Close Committee has been advised of the appropriate action to take
- c) Refreshing the Police and Crime Plan 2015-18 – The Parish will respond on this stating that neighborhood policing is a priority and increased visibility of local police team would be a great benefit
- d) Thank you from Resident following her email address being hijacked. Because of the information received for them circulation of emails in the Parish the Resident knew exactly who to contact and what to do.

- e) High Street bus stop (North End of Village) – now been moved and NCC Highways Officer is coming to see the site tomorrow following letter from concerned parent.

15. Agenda and Format of Annual Parish Meeting – Attendance records to be published at the Annual Parish Meeting for four years. Refreshments to be paid by the Chair's allowance. The format would be as in 2014 and would follow the SLCC advice.

16. Councillors reports and items for future agendas:

Mrs R Scott

- Pear trees to be offered to the Community Orchard
- Visit to Besthorpe Parish Meeting
- External Auditor training very useful
- Street lights out, have been reported to NCC

Mr C Allen

- Water on Low Street to be raised by Clerk with NCC Highways Officer tomorrow

Mr G Norcott

- Nothing

Mrs C Moody

- Mayfair preparations ongoing. Tossing the maypole is to be added to the list of activities

Mrs M Parkin

- The WI would like to use the Parish Council logo on their exhibit at the Newark and Notts County Show – everyone agreed this was OK.
- The organiser from the Methodist Church would like to integrate the tree festival with the Advent Lights

Mr Tim Musson

- Reports of dog mess on green space at Moor Road – Clerk to erect some new signs
- To attend Langford Liaison 18th March

Clerk

- Glebe Field – see planning permission above for tree work – work now anticipated shortly
- Reports of overgrown ivy at the back of Copper Beeches on PRow CN14 has been raised with the manager. The manager has made arrangements for this work to be carried out next week.
- Russell Trust have received the requested PRow information. They have again been asked to trim the hedge, although one of the residents has now tackled this in the interim
- Emails to all village groups now being sent out via MailChimp, which enable people to subscribe and unsubscribe from the group automatically – to be mentioned at the Annual Parish Meeting

The meeting closed at 9.45 pm

2 member of the public present

No members of the press present

Abbreviations

NCC – Nottinghamshire County Council/Councillor

NSDC – Newark and Sherwood District Council/Councillor

LCS - Lincolnshire Cooperative Society

SNG - Safer Neighbourhood Group
PRoW - Public Right of Way
SLCC - Society of Local Council Clerks

Option 5 – NSDC support and guidance

NSDC have offered support and guidance to the Parish Council in rebuilding a website which would be able to be maintained by the existing web masters and they would also be able to assist in the construction of the site.

It would be possible to provide each group within the parish a page, which they could maintain, removing the need for them to have their own site for advertising events/activities, but reducing the burden on the web masters in maintenance. The Parish Clerk would then be jointly responsible for the content of the Parish Council pages and ensuring compliance with the transparency code