

COLLINGHAM *Parish Council*

MINUTES OF THE COLLINGHAM PARISH COUNCIL MEETING held at 7.30 pm on 10 DECEMBER 2015 in the Youth & Community Centre, Low Street, Collingham

Public Forum: *No public present*

Present: Councillors: C Allen, M Davies, R Hatton, L Marshall, T Musson, R Scott (Chair),
M Parkin, V Wright

Clerk: Caron Ballantyne

In Attendance: 0 members of the public

1) Apologies for absence:

- Apologies from Cllr Barrie accepted
- Apologies from County and District Councillor Dobson and District Councillor Clarke noted

2) Declaration of interest:

None

3) Minutes:

Minutes of the meeting of 26 November 2015 were agreed. A number of clarifications were sought by those not in attendance at the last meeting. There are therefore some changes required to be made before publication, these were agreed. The amended minutes were proposed to be accepted by Cllr Musson, seconded by Cllr Wright and agreed unanimously by those present. Minutes were signed by the Chair following agreed amendments. It was suggested that in future any such items would be raised with the Clerk prior to the meeting so this situation could be avoided in the future.

4) Progress reports

- a) Defibrillators – the celebration at William Bailey House was well attended with fund raising for Beaumont House which raised £500. Thanks to William Bailey House Social Club for their hospitality
- b) Methodist Church Christmas Tree Festival – opened last weekend, until the 23rd. There are about 18 trees in total. The Parish Council tree includes thank you messages to all the groups within the village. Also includes rescue service vehicles and red ribbon for the red tape that the Parish Council has to deal with
- c) Newark Municipal Charity – no nominations for any eligible people within the village. A request was made for an article about the charity and the work that it does to be put in the Fleet and on the website. Not many people know about it and is a possible reason why no one can be identified to benefit

5) Report from County and District Councillors

No reports

6) Finance:

Expenditure

NSDC by Cheque From Election Reserve	May Election costs	£3,445.36	Nil	£3,445.36
E-on by Direct Debit	Jubilee Room Electricity – November	£8.51	£0.43	£8.94

AEB Landscapes	Community Park Inspections	£140.00	Nil	£140.00
Rosie Scott by BACS	Planting expenses	£18.00	Nil	£18.00
Caron Ballantyne by BACS Capital Expenditure	Printer/Scanner	£93.74	£18.75	£112.49
HMRC – by Direct Debit	PAYE (Direct Debit)	£233.30	Nil	£233.30

All expenditure to be agreed was proposed by Cllr Musson, seconded by Cllr Allen and agreed unanimously

- **Bank Reconciliation for the year to date** – signed by the Chair of Finance and circulated previously
- **Internet Banking Policy** – Further clarifications were sought on some of the finer details. The Policy as written was then proposed by Cllr Musson, seconded by Cllr Scott and supported unanimously
- **Precept** – This will be on the January Agenda to be resolved following the December Local Government Settlement announcement

7) Planning: Decisions

15/01807/FUL	Church Street (15), Thicketts	Application for two storey extension to rear of property. Works to existing buildings including replacement windows, new window and door openings, replacement of existing roof and additional insulation, installation of new rooflights to existing house, existing utility and workshop and new canopy to front entrance. Demolish front wall, move gates to new position and erect new dwarf wall	Permitted
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- Decision noted
- **Lincolnshire Minerals And Waste Local Plan - Draft Site Locations Document (Preferred Sites And Areas)** – This will not affect the village, therefore no comments were proposed by Cllr Parkin, seconded by Cllr Wright and supported unanimously

- 8) **Dates of Future meetings** – Amend Standing Orders to reflect the proposal by Cllr Scott, seconded by Cllr Allen and supported unanimously. Dates will continue to be published on the website and notice boards accordingly
- 9) **Social Media Policy** – amendment to the proposed document by Clerk with regard to Parish Council emails accepted. Cllr Musson proposed an amendment around the optimum number of 10 communications each day. Amendment by Cllr Hatton with reference to asset based community development. Proposed that the policy as written, with suggested amendments as discussed, is adopted by Cllr Hatton, seconded by Cllr Musson and supported by majority. Moderators to be agreed on the January agenda. Cllr Hatton to carry out that role for Twitter/Facebook in the interim. The Clerk is the WebMaster and therefore performs this role on the Website.

- 10) **Correspondence with Robert Jenrick (October Minutes refer)** – Proposed by Cllr Scott, seconded by Cllr Parkin and supported unanimously that a letter is written to our billing authority enclosing a copy of the response received. Cllr Scott will send a copy of the letter to all the Parish Councils along the A1133 and request that they also send a letter. Clerk to produce a proforma – for Parish Councillors to send
- 11) **Community Park**
- a) Procedure – Managing Community Park Maintenance – Proposed that this is accepted as written by Cllr Scott, seconded by Cllr Allen and supported unanimously
 - b) Credit offer with regard to the zip wire mound – Proposed that this is accepted by Cllr Scott, seconded by Cllr Musson and supported unanimously
 - c) Release of retention – As all work is now completed it was proposed that this is released by Cllr Allen, seconded by Cllr Parkin and supported unanimously
 - d) Approval of quote to resolve issues with zip wire mound – The quote provided was proposed by Cllr Parkin, seconded by Cllr Scott and supported unanimously
- 12) **71 High Street**
- a) Energy Performance Certificate – 1 quote has been obtained, another company was suggested and a quote will be sought from them.
 - b) Lease – there has been a change of solicitor, but is hoped that this matter will be concluded shortly now that all the forms that have currently been requested have been completed
- 13) **Communities Facilities Grant Application**
A Communities Facilities Grant Application has been received. Clerk to contact the applicant and discuss the application. There are no accounts included with the application as required and upon reviewing the criteria on page 3 the proposed project is not eligible. The applicant will be encouraged to reapply if another project which is eligible is identified
- 14) **Correspondence:**
- a) **The Kings Head – notification of potential bidders** – 6 month moratorium on the sale of the building to anyone other than the Friends of the Kings Head, noted
 - b) **Commissioner Requested Services public engagement meetings** – This was very short notice, information is minimal and the meeting in Newark is on at the same time as this Parish Council meeting - noted
- 15) **Possible Actions from previous Reports**
Letter to Highways England with regard to Safety on the A46 - with copies to Network Rail and NCC Highways and Road Safety, Police, Fire and Rescue Service and EMAS. Proposed by Cllr Scott, seconded by Cllr Allen and supported unanimously
- 16) **Councillor's & Clerk's reports and items for future agendas:**
- Cllr Marshall*
- PRoW from the new LCS to Swinderby Road, complaints received about lack of lighting and proper surface. Could this be added to a future agenda for discussion
 - High Street/Swinderby Road Junction, complaints received about the parking at the junction. Could this be added to a future agenda for discussion
- Cllr Scott*
- Call from resident who is experiencing boundary dispute and various problems with neighbour. Advised that this was not an area Parish Council could assist with.

- Also neighbour is parking on verge outside his own home, but this makes exiting neighbour's entrance difficult. No parking restrictions in place on highway. Advised that will check on this, plus as verge is on bend will mention possibility of obstruction at SNG.
- **1.12.15.** Gave talk on Parish Council to Methodist Church Women's Fellowship. Members astounded at breadth of work of Parish Council and rules/regulations/legislation PC has to follow.
- **Devolution for Nottinghamshire and Derbyshire:** Anthony May, CEO of Notts CC will visit on Monday, January 18, 6.30pm at the Y&CC, to give talk to parish councillors from villages from Coddington to Harby on impact on rural communities. All Collingham Parish Councillors invited, plus opportunity to meet councillors from other communities.
- **2.12.15.** Tarmac consultation: detailed information obtained and assurance that agreement about lorries not coming through Collingham will stand, as in force now.
- **7.12.15.** Email from Sam Heathershawe, LCS, circulated re recent meeting at which CPC not present. LCS unable to use Rodney Bayes as volunteer or employ him, will have exterior cleaning contractor. Requests for CPC to carry out work for recycling bank likely to cause problems, suggest meeting with Cllr Scott, Cllr Allen and Estates Manager LCS (Sam Heathershawe) and Development Manager LCS (Matt Wilkinson) to discuss issues, as agreements made during development process are now being ignored.
- **8.12.15.** Cllr Allen and Scott met with Clare Tobin and Liz Edwards of Notts CC Library Service (Inspire) at their request regarding the possibility of Collingham becoming volunteer staffed library, with back-up from Inspire. Documents will be issued for circulation and need for item to be on January agenda.
- It was also mentioned that if Inspire needs community involvement if should not treat parish councils as commercial organisations - as in the lease for 71.
- We have since received an example contract for community libraries which is 14 pages long. CC Dobson also informed of our concerns.
- Jubilee Room - As the roof space was closed there was no asbestos report on that, therefore as part of the contingencies on the Jubilee Room an asbestos report was needed on roof space. Only one company BESA Group Ltd of Lincoln (used by local architects) could do it to suit Jamie Warrington's programme. Surveyor cut space to access whole roof space (roof hatch part of contract). Written report to follow, NO asbestos found in Jubilee Room.
- Approx. cost £350 - £400, standard for asbestos reports

Clerk

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| a) New Printer/scanner purchased. Set up and working | 26/11 11 |
| b) The quarry has been contacted and has offered free gravel for the church to use on paths. The church have been contacted and offered this | 26/11 12e |
| c) Dog Fouling notices – printed and need to be put up
Report sent to the Dog Warden | 26/11 12f |
| d) Garden Waste Collection Scheme –added to the website as a news item | 26/11 12h |

Other items

- Unity Trust account has been confirmed as open. Account number and sort code has been advised, if required. Transfer of Direct Debits/Standing Orders etc awaited along with transfer of monies.
- Langford Quarry Consultation held at the beginning of December
- Election Nomination Notices posted. Nominations to be at Kelham Hall by 4pm on 14th. If anyone knows of anyone interested.

Future Reporting

- **Sector led Body for Audit** – further clarification still being sought
- **Cross Lane Main Dyke** – this work has now been carried out

The meeting closed at 9:15pm

Abbreviations

NCC– Nottinghamshire County Council/Councillor

NSDC – Newark and Sherwood District Council/Councillor

LCS - Lincolnshire Cooperative Society

PRoW - Public Right of Way

Y&CC – Youth & Community Centre