

COLLINGHAM *Parish Council*

MINUTES OF THE COLLINGHAM PARISH COUNCIL MEETING held at 7.30 pm on 22 OCTOBER 2015 in the YOUTH & COMMUNITY CENTRE, LOW STREET, COLLINGHAM

Public Forum: *The Chair of the Community Orchard Association gave a brief update on the work undertaken recently which is the installation of a notice board, oak posts next to each tree with a label, 3 oak benches, some of which has been funded by the LCS Community Champions Fund, thanks go to the LCS for this. Thanks to the Parish Council for continuing to cut the grass at this location. There are events planned for the future as the trees mature and the crop becomes plentiful. The final act was to present the annual rent to the Clerk, 1 apple from the village.*

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

County & District Councillor Dobson, District Councillor Clarke

Clerk: Caron Ballantyne

In Attendance: 1 member of the public for the public forum

1. Apologies for absence:

Apologies from Cllr Wright and Cllr Dove accepted

2. Declaration of interest:

None

3. Minutes: to consider

Minutes of the meeting of 24 September 2015 were agreed. Proposed by Cllr Allen, seconded by Cllr Musson and agreed unanimously. Minutes were signed by the Chair.

4. Progress reports

a) Village Centre

- Opening event went well
- Skating rink to be in place this weekend
- Pedestrian direction signs at the back of the new store still to be installed

5. Report from County and District Councillors

Cllr Clark

- 28 people attended the SNG meeting in Thorney. Minutes will be circulated.
- Another incident with a horse on Westbrook Lane

Cllr Dobson

- Brough – Speed and flow data to be sent to Clerk to be circulated. There will be difficulty getting anything done now, this should have been done when de-trunked. It will continue to be monitored.
- Given the situation in Brough, the Breamar Farm development needs to ensure that speeding and cutting through is not going to be an issue after construction is complete
- Garden Room, Office Cottage, the conservation officer did not like the proposal and this will go to council next week to be discussed
- Business Rates this is now resolved
- The planning department are looking at the issue raised on the High Street and this should be resolved in the next couple of weeks

- Severn Trent Water are still not doing the work that they are supposed to
- Breamar Road discussions with Cllr Wright still ongoing
- Station Road traffic restrictions have been delayed by Network Rail

6. Finance:

Income			VAT	Total
NSDC	2 nd half of Precept	£11,597.50	Nil	£11,597.50
Cemetery	Burial Fees	£120.00	Nil	£120.00

Expenditure

Lee Marshall by BACS	Travel expenses for training event	£18.00	Nil	£18.00
SLCC by Cheque	Subscription renewal	£131.00	Nil	£131.00
Came & Co paid by BACS	Insurance Renewal	£2,887.27	Nil	£2,887.27
Grant Thornton by Cheque	External (Intermediate) audit	£800.00	£160.00	£960.00
Information Commissioners by Cheque	Data Protection Registration (required)	£35.00	Nil	£35.00
Jamie Warrington by BACS	Roof work to Y&CC – Tender	£3,500.00	£700.40	£4,200.40
	Extra work required	£1,607.00	£321.00	£1,928.00
	Total	£5,107.00	£1,021.40	£6,128.40
Hillarys c/o Rosie Scott by BACS	Shutters for 71 High Street	£646.67	£129.33	£776.00
Clerk	Expenses	£142.49	£9.23	£151.92
HMRC – to be paid by Direct Debit	PAYE (Direct Debit)	£192.56	Nil	£192.56

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
- **Annual Return** – no comments received. Thanks go to the Clerk for the work undertaken on this intermediate audit and dealing with all queries raised so well
- **Budget Monitoring and budget transfers** – list of changes, Proposed by Cllr Scott, seconded by Cllr Musson and supported unanimously
- **Review of Finance Risk Register**
 - Funds placed with one single financial organisation. There are a couple of options, which Cllr Musson explained these in detail. The short term approach is to place up to £75,000 into the NS&I account and investigate moving the ring fenced reserve to Unity Trust with the current account previously agreed. Proposed by Cllr Musson, seconded by Cllr Parkin and supported unanimously

- **Keep Britain Tidy – Dog Poo posters.** This is something that should be pursued with the school to produce some, with a similar effect.

7. Planning:

Applications

15/01794/FUL	Woodhill Road (42)	Proposed new entrance porch and new timber cladding over existing brick work - SUPPORTED
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 roof lights 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 – SUPPORTED, with the exception of policy C4 Natural and other features of interest in conservation area. The building won an award when built

Decisions

15/01388/FUL	Crew Road (14)	Householder Application for proposed single storey side / rear extension and internal alterations.	Permitted
15/01628/TWCA	Low Street (161), Millfield	Fell 3 No. Conifer Trees and 1 No. Laurel tree due to size and restriction with utility lines	No objections
15/00602/FUL	Potter Hill Road, North Potter Hill Farm	Single Storey Extension to farmhouse to form annex and shared boot room	Permitted
15/01437/FUL	Swinderby Road (8)	Householder Application for proposed single storey kitchen / garden room extension to rear, including new garden wall	Permitted
15/00930/ADV	Low Street, Grey Horse	Erection of illuminated and non illuminated signs to the exterior of the building	Permitted
15/01429/LBC	Low Street (167)	Works to listed building comprising; Re-align original garage door beams and tie in through existing brickwork with helibar and resin threaded bar tie through beams, brickwork and A plate; brickwork to be removed where required, replaced and repointed in approved mix, timber beam to be fitted internally above doors and blockwork added from top of beam to underside of purlins and tied to existing brickwork (window opening retained); Roof tiles to be replaced where required and pointing added to ridge.	Permitted

All decisions noted

- **Newark & Sherwood Local Development Framework Plan Review - Issues Paper Consultation.** Although the review does not have a clear impact on Collingham, there could be additional traffic generated from villages along the A1133. Cllr Scott would send her comments to the Clerk for submission to NSDC.
- **Lincolnshire Local Plan Consultation** – This may have an impact on Collingham if areas are developed in Lincolnshire and this concerns all villages along the A1133 in terms of infrastructure. The food preparation site at Swinderby should be used as a model for future economic development with liaison between Lincolnshire and Nottinghamshire County Councils. A response to be drafted on this basis was proposed by Cllr Scott, seconded by Cllr Musson and supported unanimously.

8. Community Park

- a) Snagging works – following a meeting held on 5th October with HAGs-SMP, Cllr Allen and Cllr Scott and Karen Tarburton of RCAN, the list circulated previously was issued by HAGs-SMP. The list omitted the issue with the Jungle Bridge. HAGs-SMP is continuing with the snagging list with the exception of the zip-wire mound, which could be carried out by a local contractor. Further advice to be sought from NSDC and/or RCAN on the zip-wire mound proposals.
- b) Retention – the meeting agreed that this should still be held. Letter to be sent to HAGs-SMP re: erosion of the soil on the jungle bridge exposing concrete and a request for a date for the snagging to be carried out.

9. Jubilee Room – Refurbishment Contract.

Tenders and a specification has been sent out and returned for the proposed work. All three quotes were considered. £11,000 budget proposed by Cllr Allen, seconded by Cllr Parkin and supported unanimously. Cllr Marshall to speak to Cllr Allen about the specification. Once all queries are clarified a contract will be awarded, within the budget figure.

10. Village Sign for Brough following consultation with Residents

The overwhelming response was about reducing the speed limit. There was no consensus of opinion on the location/wording or the sign. Therefore the original proposal for a sign for Brough was proposed by Cllr Musson, seconded by Cllr Parkin and supported unanimously.

11. Y&CC – Awards for All application

This is to be pursued for the pointing to the outside of the building – as the building owner this needs to be done in the name of the Parish Council

12. World War I Commemoration

The History Society have suggested memorials, one for all those that served and one for the men and women who were killed in action. Grants were available for commemoration of the centenary of World War I and these would be pursued for November 2018.

13. Methodist Church, Christmas Tree Festival

The Parish Council has been asked if they would like to provide a tree for the festival which will take place from December 4th to January 2nd, with the theme “Collingham Life”. A tree, on loan has been offered and all ideas are welcome.

14. Newark Municipal Charity

No one in the Parish has been identified. Cllr Parkin will contact the three churches in Collingham.

15. What's on – Face book/Twitter

Facebook – it was agreed that a link to this from our website to be created

Twitter – Information about local authority Twitter accounts was presented by Cllr Hatton. The aim was to increase participation with younger residents in the parish and as an electronic notice board. NALC or SLCC may have social media documents which should be considered first. Clerk to obtain information for Cllr Hatton who would draft a social media policy to be presented at a future meeting.

16. Correspondence:

- a) PRoW Modification Order 2012 - Collingham North 42 - noted
- b) Integrated tobacco control services in Nottinghamshire - noted
- c) Churches Together in Collingham – Remembrance Day Service Sunday 8 November – Councillors to email Clerk regarding attendance as soon as possible
- d) Balderton Parish Council Invitation to Remembrance at the Air Museum Sunday 8 November – Cllr Scott to attend with her husband
- e) Dog Bins – especially Woodhill Road, all councilors to check on the emptying of these and report any full bins to the Clerk, who will inform NSDC
- f) Public Right of Way/Landscaped areas near the new co-op store/Station Road – Clerk to ask LCS if they will be doing this work
- g) Fences next to highway and planning enforcement – this matter has been referred to planning enforcement at NSDC
- h) Letter from Robert Jenrick MP – noted and will be followed up in December

17. Councillor's & Clerk's reports and items for future agendas:

Cllr Allen

- Nothing to report

Cllr Barrie

- Has identified some South Collingham PRoWs which need reporting. Information to be passed to the Clerk.
- Care Quality Commission report is to be reported next week and an update will then be brought to the Parish Council

Cllr Davies

- Nothing to report

Cllr Hatton

- Met with the Head of John Blow School, could the Parish Council provide contact details for local groups in the village – all this information is up to date on the website, with local groups providing, or doing their own updates as required

Cllr Marshall

- Business Club meeting – discussed wider Nottinghamshire matters
- Oktoberfest was a good event

- Attended the Bank of England Monetary Policy Committee, all relatively positive but not many businesses represented

Cllr Musson

- Nothing to report

Cllr Parkin

- Nothing to report

Cllr Scott

- Following the resignation of Cllr Dove (circulated on October 22, with his permission) notification is to be given to NSDC. The procedure for the resignation of a councillor was explained at the meeting
- Following the clearance of the shrubbery in the Village Centre it has become apparent that on the side of the fish and chip shop is an air conditioning unit on Parish Council land. A letter to be written to request that this is moved, as no permission has ever been sought or given
- Street lights out have been reported to NCC
- Report from resident that there has been a big increase in lorries along Station Road, since the opening of the new LCS store. Damage has been caused to a garden wall on Oaklands, it was thought by a reversing vehicle. Speeding along Station Road is an issue and Speedwatch was requested.
- Plant tubs, at the Village Center and the Cross Site to be planted for the winter months
- Banner on the wall of 71 High Street. It was considered that this was too large and intrusive. Following a discussion with LCS permission has been given by the adjacent landowner to remove this in two weeks. LCS have agreed this.

Clerk

- Minutes and Agenda Training rearranged for non-work day – hoping to be able to change work days to suit
- The Parish Council has been asked to nominate the Community Park as “the most improved site”, a Fields in Trust Award. The nomination form has been sent
- Lease for 71 is nearly complete

The meeting closed at 9.50pm

Abbreviations

NCC – Nottinghamshire County Council/Councillor

NSDC – Newark and Sherwood District Council/Councillor

LCS - Lincolnshire Cooperative Society

PRoW - Public Right of Way

RCAN – Rural Communities Action Nottinghamshire