

# COLLINGHAM *Parish Council*

## MINUTES OF THE COLLINGHAM PARISH COUNCIL MEETING held at 7:15pm on 27 SEPTEMBER 2018 at the Youth & Community Centre, Low Street, Collingham

Present: Councillors: C Allen, J Barrie, J Davies, M Davies (Chair), R Hatton, L Marshall,  
T Musson, R Scott and V Wright  
County & District Councillor Dobson

Parish Clerk: C Ballantyne

In Attendance: 4 members of the public in attendance (Part)

**Action by:**

### 148 Public Forum

- 2 members of the Friends of the Trent Vale Trail spoke about the proposed route from Collingham to link the NCN64 to the NCN 647. A formal constitution has been agreed, bank account is now in place – Phase 1 is Collingham to Besthorpe for which a detailed plan is being prepared, in readiness for putting out a tender for the construction of this phase of the project. There are currently some land issues that are being worked on with both NCC and Tarmac. A crowd funding site has been set up to support the project.
- A member of the public queried the station car parking charges which have increased. Cllr Scott advised that this issue has been raised with all 3 potential franchisees by the Stakeholder Group and as yet, no response has been received.
- Sherwood Forest hospitals AGM was held at the beginning of this week – there was no one else there, which was disappointing. Cllr Barrie advised that many members were actually in attendance at Kings Mill rather than being present in Newark
- A Chairman of Collingham Angling Association was in attendance at the meeting and provided guidance and key knowledge to councillors on the complexities of the Hydropower Electricity Generating Station planning application and the implications of a development of this size and nature in the rural landscape

### 149 To receive apologies for absence

Apologies from Councillor Guest accepted.

### 150 To receive any declarations of interest

Cllr Scott declared an interest in item 153b  
Cllr Musson declared an interest in item 158  
Parish Clerk declared an interest in Item 164.

**151 To receive and approve the Minutes:** of the Parish Council Meeting of 23 August 2018, previously circulated to members. These were agreed unanimously as a true record and signed by the Chair.

### 152 To receive reports from County and District Councillors

A supply of "Collingham in the Great War" event leaflets have been distributed to the members of the County Council.  
Pleased that the Trent Vale Trail is progressing, any assistance that can be offered would be appreciated.

A meeting has been held at William Bailey House to discuss the rumour about the bus service being cut. This is not the case and as soon as a new contract is confirmed, an update will be provided, but at the moment there is no proposal to cut any services.

Low Street resurfacing is to be undertaken in this financial quarter.

Clifton and South Scarle are to undergo some surfacing work in October.

NSDC are running a “Green and Clean” project, which includes litter picking and equipment can be applied for as part of the project.

**153 Finance**

a) **To Formally Note Items of Receipt for the Month:**

<b>Receipts</b>		<b>VAT</b>	<b>Total</b>	
Nottinghamshire Wildlife Trust	Notts Wildlife Trust Grant	£100.00	Nil	£100.00
Nottinghamshire County Council	71 High Street Service Charge (Ringfenced for general Maintenance Reserves)	£1,000.00	Nil	£1,000.00
Heritage Lottery Fund	Collingham in the Great War Grant	£7,000.00	Nil	£7,000.00
NSDC	Precept	£20,300.00	Nil	£20,300.00

All income noted.

b) **To approve Items for Payment for the Month to be paid by BACS**

<b>Payments</b>		<b>VAT</b>	<b>Total</b>	
York Publishing Services	Collingham in the Great War Grant	£970.00	Nil	£970.00
Jamie Warrington	Building Maintenance	£973.00	£194.60	£1,167.60
PFK Littlejohn LLP	Audit Fees	£200.00	£40.00	£240.00
AEB Landscapes	Community Park - Inspections	£280.00	Nil	£280.00
AEB Landscapes	Capital Expenditure - Wildflower Meadow Creation	£1,340.25	Nil	£1,340.25
Prime Print	Collingham in the Great War Grant	£70.00	Nil	£70.00
Y&CC	Meeting Room Expenses	£112.50	Nil	£112.50
Best 4 Pests	Burial Grounds	£110.00	Nil	£110.00
Strauss House Productions	Collingham in the Great War Grant	£350.00	£70.00	£420.00
Strauss House Productions	Collingham in the Great War Grant	£14.99	Nil	£14.99
Rosie Scott	Collingham in the Great War Grant	£258.58	Nil	£258.58
HAGS - SMP	Community Park - Maintenance	£205.00	£41.00	£246.00

All expenditure approved unanimously, by those voting  
 Payment withheld last month for Taylor Tree Services was made following inspection by NSDC of the work

- c) **Bank Reconciliation for the year to date** – signed by T Musson and R Scott, circulated previously, noted
- d) Budget Monitoring and Virements  
**Resolved** unanimously that all budget changes were approved
- e) To consider payment arrangements for Skate Park Contract with WREN.  
**Resolved** unanimously that WREN should pay the contractor directly for work up to the value of the grant. All invoices will be received by the Parish Council, reviewed and approved as appropriate by the Skate Park Steering Group members of the Council, before being submitted to WREN for payment. Once the grant has been spent the invoices will be presented to Council as normal. Parish Clerk
- f) To consider quotations for annual insurance policy and possible long term agreement. **Resolved** unanimously to enter into a long term agreement with Came and Company. Parish Clerk
- g) To receive external audit report. No items for action reported. Thanks were given to the Parish Clerk for the work undertaken to achieve this outcome

**154 Planning**

a) **Applications for consideration**

18/01472/FUL	Woodhill Road (5)	Householder application for proposed detached garage and home office/garden room – SUPPORTED unanimously
18/01477/FULM	Westfield Lane, Land on South Side	Erection of a Hydropower Electricity Generating Station, supported by energy storage and fish passage in the area of land adjacent to Cromwell Weir on the right bank of the River Trent near Collingham. The purpose of this development is to generate and store renewable electricity and provide improvement to upstream fish and eel passage and biodiversity on the River Trent – NOT SUPPORTED by majority, Design and Visual Impact – there are no heights given on any of the drawings, Access and Traffic - no mention of the PRow, Ecology & landscape – removal of existing established trees and replaced with new saplings, economic impact – loss of trade to existing businesses and replaced with employment of 1 person, planning history/related decisions – little change in the application documents submitted

18/01541/FUL	Newark Road, Lodge Farmhouse	Change of use and conversion of barn to form annexe to Lodge Farm – SUPPORTED unanimously with comment about the occupation of the annex which should only be for purposes ancillary to the residential use of the dwelling
18/01720/LBC	Newark Road, Lodge Farmhouse	Conversion of barn to form annexe to main house - SUPPORTED unanimously with comment about the occupation of the annex which should only be for purposes ancillary to the residential use of the dwelling
18/01669/FUL	Oaklands (4)	Householder application for single storey extension to side of house, change of use of garage to living room, internal alterations and new windows and doors externally – SUPPORTED unanimously
18/01728/FUL	Swinderby Road (7)	Householder application to demolish existing single storey utility room, new single storey kitchen extension to rear with internal alterations and new front door with window – SUPPORTED unanimously
18/01736/FUL	South Scarle Road (5)	Single storey front & rear extensions and internal alterations – SUPPORTED unanimously
18/01740/FUL	Peterborough Road (28)	Householder application for erection of a proposed front porch – NOT SUPPORTED by majority, visual impact of the roof line and bricked up existing porch
18/01688/FUL	Carlton Ferry Lane, Wharf Cottage	Erection of Garage Building with Residential Annexe Above – SUPPORTED unanimously with comment about the occupation of the annex which should only be for purposes ancillary to the residential use of the dwelling

b) **Applications Determined**

18/01066/OUTM	Woodhill Road (27), Tector Ltd	Refused
18/01224/FUL	Dykes End (44)	Permitted
18/01283/FUL	High Street (82), Mayfield Cottage	Permitted
18/01432/FUL	Swinderby Road (15)	Permitted
18/01473/TPO	High Street (98), Markham House	No objections
18/01535/TWCA	Low Street (82)	No objections
18/01074/FUL	Woodhill Road (50), The Black House	Permitted
18/01516/LBC	Queen Street (4)	Permitted
ES/3579	Langford Quarry Extensions	Granted

All decisions noted

c) **Appeals Lodged**

18/00067/FUL	Cottage Lane (23), The White House	Application for first floor residential extension above existing ground floor garage, utility room, wc and store
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Noted – the Parish Council supported this application

**155 Grant Applications**

- a) To consider Community Facilities Grant application from the Cricket Club. The amount requested includes VAT, which is incorrect to be in accordance with the policy. Resolved unanimously that the Parish Council will award a grant if the VAT is removed Parish Clerk

**156 Collingham in the Great War**

- a) To consider what form the after remembrance service refreshments will take and associated budget. Also to consider if this is an open invitation to all those attending the service. The refreshments were agreed and resolved that a maximum budget of £250.00 shall be allocated from Section 137. This will be an open invitation to anyone who attends the service – this information shall be included on the next events leaflet produced Cllr Scott
- b) To consider poppy wreaths for events – Resolved unanimously that the usual poppy wreaths to be purchased along with poppy posies for all war graves in the village cemeteries – These will be funded from Section 137 budget Parish Clerk
- c) To consider the offer of a donation of a “tommy” silhouette and its possible siting – Resolved unanimously that this offer is accepted and a location for this to be agreed at a future date Parish Clerk
- d) To consider purchase of badges for the scouting movement – This was not included in any of the grant applications. The scouting movement turn out each year to support memorial services and this would be a nice gesture, resolved a budget of £160 shall be allocated Cllr Scott

- 157 To consider festive lights for this year.** Advent lights event is not being progressed this year as everyone is involved in other projects. A tree has been offered by a local business at a discount for this year – resolved that this offer was accepted and would be paid for by the Community Trust. The Electrician to be contacted to discuss the erection and lighting of the tree, which would be funded from the Parish Council earmarked reserve for this purpose. Cllr Scott  
Parish Clerk

- 158 To consider Contract for tree works Moor Road and High Street Cross Site** – Resolved to award the contract to Taylors Trees Parish Clerk

- 159 To consider annual park inspection and actions arising** – All actions recorded in the summary report to be carried out Parish Clerk

**160 Correspondence**

- a) SLCC 5 Benefits of Principal Membership, noted
- b) Letter with regard to planning application PL/0055/18 (Jerusalem Farm, Skellingthorpe), noted
- c) Annual Parish Conference – Saturday 13 October 2018, North Muskham, Cllrs Allen, Barrie and Scott to attend Parish Clerk
- d) East Midlands Community Led Housing - new opportunities for local communities to undertake ‘community-led housing’ initiatives, noted

161 **Fleet article for November** – Cllrs Scott and Wright to write this

162	<b>Parish Clerks Report Item</b>	<b>Agenda</b>
	➤ Public Space Protection Orders for Dog Control for Cemeteries and Pitomy Farm Play area (once adopted) – still to be progressed	<b>17/167f</b>
	➤ East Midlands Train “Adopt a Station” application – safety briefing held. Councillors who were unable to attend, will need to obtain a briefing in the future.	<b>18/8</b>
	➤ Community Orchard – licenses for private accesses have been issued. Following a meeting with the householders one licence has been signed and the other is being referred to the householders solicitors	<b>29f</b>
	➤ Local Council Award Scheme – Quality, application submitted, awaiting feedback	<b>107b</b>
	➤ Changes made to Model Contract Document and issued to Freestyle for Skate Park Contract. Advice from NALC on form of contract is that it is for the Parish Council to decide on an appropriate form of contract	<b>124</b>
	➤ Bank Reconciliation circulated to all Councillors	<b>136d</b>
	➤ Technical Consultation on the 2019-20 Local Government Finance Settlement, comment submitted	<b>136e</b>
	➤ Station Adoption – Parish Council logo to be added to planters – until planters installed, dimensions available for such are unknown	<b>138</b>
	➤ Community Partnership Library draft agreement sent to the solicitors	<b>139b</b>
	➤ Binding of minutes – minutes withdrawn from NCC archives and collated into 4 volumes. These have been delivered to the binders along with 2 other volumes of minutes	<b>143</b>
	➤ Review of Statement of Principles for the Gambling Act 2005 and Statement of Licencing Policy Consultation – no comment submitted	<b>145a</b>
	➤ Trees on the Trent – Tree planting opportunity, sent to the Collingham Angling Association	<b>145d</b>
	➤ NALC AGM, delegate nomination form submitted	<b>145e</b>
	➤ Best Kept Village Competition – comment on the need to review community sizes has been sent	<b>145f</b>
	➤ Proposed traffic Restrictions Windsor Close and Snowdon Road – comment of support for the amended proposals submitted	<b>145g</b>
	➤ Parish Conference – Response to North Muskham advising that Councillors will support this event. Letter to NSDC sent asking why this is now being organised by a Parish Council rather than the District Council	<b>145h</b>
	➤ Secret Advent Calendar – Organiser advised that the Parish Council would like to participate. <b>Note:</b> there are insufficient participants this year and will not now take place. The Parish Council will still produce a window to be lit at the beginning of December	<b>145i</b>



**Other items**

- All planning consultations responded to
- Community Park Gate repair still awaited, this is regularly being chased – now on hold during skate park work
- Completion of the Section 106 agreement for Pitomy Farm is now complete.
- Stolen tree from Community Park has been reported to the Police – Crime number 18000465186

**Reports to NCC**

<b>FS87150749</b>	Pothole	Queen Street
<b>FS86994043</b>	Bike Advertising	Bell Lane/High Street

NCC did not wish to take any action with regard to the Bike Advertising – email sent by the Parish Clerk to the company concerned and the bike was removed the following day

**Reports to NSDC**

<b>ESB615102</b>	Road Sweep	Low Street - Church Lane to Temperance Lane
<b>ESB615103</b>	Road Sweep	Woodhill Road - Tector/bus stop
<b>ESB615104</b>	Road Sweep	The Green

**R Scott**

**139a Community Partnership Library** – Response drafted, circulated and sent to NCC addressing errors in their report

**145b NCC Great War Commemoration Service** – There is a Collingham in the Great War event on the same day, so no one is available to attend. Parish Clerk has sent a response to this effect

**UPDATE ON COLLINGHAM IN THE GREAT WAR:**

- Grant of £7000 awarded by Heritage Lottery Fund (HLF) to cover costs of printing and resources for project
- Attended meetings throughout September to finalise details of events for project. See flyer tabled at meeting
- Attended Collingham Show on September 15 with Helena Pielichaty, CDLHS and U3A with display stand to advertise project and hand out flyers. Members of CDLHS and U3A in WW1 costume circulated show ground handing out information.
- Collingham Fire Crew participated in tug of war with Lincoln Green colour bands to represent Sherwood Foresters. Children at show opposed them wearing blue sashes to represent Trent villages Home Front. Children won 2:1.
- We wish to thank organising committee of Collingham Show for their support.
- Interview with Newark Advertiser on Friday, September 21 about background to project.
- Helena Pielichaty carried out assembly on WW1 on Monday, September 24. I displayed items in school on Home Front for children in WW1 with first poppy banner made by residents.
- Author of Poppy series Hilary Robinson visited John Blow School for the day on Tuesday, September 25 to talk about her work on her age appropriate books on WW1. Each child at the school was given a copy of 'Where the Poppies Grow' from the Parish Council funded by HLF.

- Collingham Pre-School to have a set of books for their Library and Baby and Toddler to receive voucher, all funded by HLF grant. Copy of 'Where the Poppies Grow' to be shown to meeting.
- Events notice put in Octobers Fleet, on website and Facebook. Thanks to knitters and crocheters of Parish in Octobers Fleet and on website.

Attended Notts CC consultation on Minerals Plan on Monday September 10  
 Attended Tarmac Liaison Committee meeting for Besthorpe September 12

**R Hatton**

**30a - November 2018 commemoration – QR codes for war memorials –** a member of the community has now volunteered to take this on

**L Marshall**

**137c – Consultation on Modifications to the Newark and Sherwood Amended Core Strategy Development Plan Document**

No comments received and this action was undertaken by Cllr Scott to facilitate a formal response to be considered by the prescribed deadline.

*Future agenda items – agenda papers to be prepared and sent to the Parish Clerk for inclusion on the next agenda:*

- To consider changing the number of Councillors required to form a quorum
- To consider Changes to the Model Contract

**M Davies**

**144 – Lighting of the Beacon**

The Fire Service are delighted to undertake this on Remembrance Day. Gas cylinder to be purchased

**C Allen, M Davies & R Scott**

**145c – Consultation on the Nottinghamshire Minerals Local Plan**

Concerns have been raised directly with NCC officers at the consultation event in Collingham on the 10 September. This consultation has also been discussed at both quarry liaison meetings on 12 September. A formal response has also been submitted.

**Skate Park**

Signed contract has been returned

Construction commencement press release issued 11 September

Work commenced 17 September

**Cllr M Dobson**

**142 – Maintenance of South Collingham Hall Bus Stop – 27 August -** this will be repaired within the next 3 to 4 weeks

163

**To consider resolving that, under Section 100A (4) of the Local Government Act 1972, the public and members of the press be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 Schedule 12A of the Act**

There was no press or public, so this item was not required

The Parish Clerk left the meeting



- 164 To consider a possible change in the Clerks Job Title and corresponding amended contract** – Resolved unanimously that the Title of “Parish Council Clerk & Responsible Financial Officer” should be used. An article on the roles & responsibilities for the Parish Clerk shall be written for the Fleet, which should provide greater clarity and understanding to members of the public on the legal requirements of the role. This article will be placed on the website and all notice boards to help everyone understand and respect the role of Parish Clerk

The meeting closed at 21:15pm

**Abbreviations:**

**NCC – Nottinghamshire County Council/Councillor**  
**NSDC – Newark & Sherwood District Council/Councillor**  
**LCS – Lincolnshire Cooperative Society**  
**PRoW – Public Right of Way**  
**Y&CC – Youth & Community Centre**  
**CDLHS – Collingham & District History Society**  
**PPG – Patient Participation Group**  
**SNG – Safer Neighbourhood Group**