

# COLLINGHAM *Parish Council*

## MINUTES OF THE COLLINGHAM PARISH COUNCIL MEETING held at 7:15pm on 23 MAY 2019 at the Youth & Community Centre, Low Street, Collingham

Present: Councillors: C Allen, J Davies, M Davies (Chair), R Fabian, G French, R Hatton,  
M Lloyd, D Mackenzie and T Musson  
District Councillor L Dales

Parish Clerk: C Ballantyne

In Attendance: 3 members of the public in attendance

**Action by:**

### 77 Public Forum

- Many comments have been received about the wildflower meadow at the cross site which is now looking really good and is a "joy to see"

### 78 To receive apologies for absence

Apologies from Councillor Barrie received, resolved to accept the reasons for absence.

Apologies from County and District Councillor Dobson, noted

### 79 To receive any declarations of interest

None

### 80 To receive and approve the Minutes: of the Parish Council Meeting of 9 May 2019, previously circulated to members. These were resolved unanimously to be a true record and signed by the Chair.

### 81 To receive reports from County and District Councillors *Newark & Sherwood District Council*

Cllr Dales is currently undertaking training for her new role with the District Council and has nothing to report at this time

### 82 Finance

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

| Receipts | VAT | Total |
|----------|-----|-------|
| None     |     |       |

Noted

#### b) To Formally Approve Items Payed during the Month by BACS

| Payments         |                   |           | VAT | Total     |
|------------------|-------------------|-----------|-----|-----------|
| NALC             | Training – Course | £35.00    | Nil | £35.00    |
| Trent Vale Trail | Capital Grant     | £5,000.00 | Nil | £5,000.00 |
| NALC             | Training - Course | £35.00    | Nil | £35.00    |

Approved unanimously

c) **To Approve Items for Payment for the Month to be paid by BACS**

| <b>Payments</b>  |                                      | <b>VAT</b> |        | <b>Total</b> |
|------------------|--------------------------------------|------------|--------|--------------|
| Trent Valley IDB | Drainage Rates                       | £3.14      | Nil    | £3.14        |
| Flora Bloom      | Individual Items                     | £60.00     | Nil    | £60.00       |
| Street Master    | Capital Expenditure - Community Park | £490.00    | £98.00 | £588.00      |
| Belina Boyer     | Audit Fees                           | £50.00     | Nil    | £50.00       |

All expenditure approved unanimously

- d) **Bank Reconciliation for the year to date** – signed by Cllr J Davies and Cllr Musson, circulated previously, noted
- e) NALC – Finance Training Events, noted
- f) SLCC – Introduction to Local Council Administration (ILCA), Tim Musson would **Clerk** be interested and will investigate further the course content. Resolved unanimously that this training could be undertaken and paid for from the training budget.
- g) Parish Verge Maintenance Update from NCC – the grass cutting grant will increase slightly from 1 April 2019, this was welcomed and the Clerk should meet with the NCC member of staff now looking after this.

## 83 Planning

a) **Applications for consideration**

|              |   |   |
|--------------|---|---|
| 19/00858/FUL | South Scarle Road (4)                                   | Householder application for single storey front and rear extensions – SUPPORTED unanimously   |
| PL/0055/18   | Jerusalem Farm, Jerusalem Road, Skellingthorpe, Lincoln | Demolition of existing animal by products processing plant and all associated installations. Construction of a new animal by products processing plant, composed of: raw material reception and process buildings; engineers building; boiler house; oxidiser building and flue; daf plant; effluent treatment plant; bio filter bed; general office; weighbridge and weighbridge office; hardstanding areas for accessing the processing plant and for parking of cars, commercial vehicles and trailers used in connection with the operation. Residential development to provide 3 environmentally sustainable eco affordable homes and 1 manager's house for the processing plant. Alterations to the existing site access from Jerusalem Road. All associated development, including landscaping – Resolved unanimously to restate previous comments |

b) **Applications Determined**

|              |                                    |         |
|--------------|------------------------------------|---------|
| 19/00527/FUL | Oaklands Close (3)                 | Granted |
| 19/00563/FUL | Cottage Lane (23), The White House | Granted |

|               |                                    |               |
|---------------|------------------------------------|---------------|
| 19/00634/TWCA | Station Road (1), Shoebury Cottage | No objections |
|---------------|------------------------------------|---------------|

All decisions noted

- c) Public Consultation on the Draft Nottinghamshire Minerals Local Plan, noted as there are no changes to the local quarries proposed

#### 84 Annual Governance and Accountability Return 2018/19

- a) To consider the final internal audit report and recommendations. The final report has not identified any further actions
- b) To consider the Draft Annual Governance Statement, resolved unanimously that this represents the systems and controls in place to meet the specified criteria.
- c) To consider the Draft Accounting Statement, resolved unanimously that this represents the systems and controls in place to meet the specified criteria. **Clerk**
- d) Annual Report – resolved unanimously that this should be published **Clerk**

#### 85 Community Infrastructure Levy (CIL)

- a) To consider suggestions for possible expenditure of monies received and public consultation. Resolved unanimously that a consultation event should be undertaken at the Collingham Agricultural Show in September and included in the fleet article for September. News item to be posted to the website and social media to promote the consultation and gain additional suggestions for the expenditure of the monies. **Cllrs & Clerk**

#### 86 Emergency Advisory Group

- a) To consider information with regard to First Responder Scheme. Cllr Hatton presented the information on how the scheme would operate. Cllr Hatton will investigate this further **Cllr Hatton**
- b) To consider recommendation with regard to maintenance of defibrillator pads. Resolved that two sets of pads to be placed in each unit on a rotating basis, so that all do not need to be replaced at the same time. Cllr Hatton to investigate with hospitals if they use the same type of unit. **Clerk**

#### 87 Correspondence

- a) Sale of Brierley's Meadow by Nottinghamshire Wildlife Trust, noted
- b) NALC Consultation on Vehicle operator licensing system, noted
- c) ACoRP events & workshops | spring - summer 2019, noted
- d) Lincs & Notts Air Ambulance Ride to Save Lives 2019 event, this is the day after the agricultural show. Cllr Lloyd to notify the Agricultural show of this to avoid potential clashes. To be advertised in the fleet article and notice boards **Cllr Lloyd & Clerk**
- e) BDUK Better Broadband Subsidy Scheme, Clerk to send this information to as many Brough Residents as possible **Clerk**
- f) Collingham Buses – June 27<sup>th</sup> there is a bus roadshow for people speak to NCC about the service changes from 1<sup>st</sup> April. Cllr Dobson will provide some advertising materials for this **Cllr Dobson**

g) Trent Valley Internal Drainage Board Newsletter, noted

- 88 Fleet Article for July/August** – Councillors French and Hatton to write this – several topics were suggested.

Resolved authors for future articles determined

| <b>89</b> | <b>Parish Clerks Report</b>  | <b>Agenda</b>    |
|-----------|--|------------------|
|           | <b>Item</b>  |                  |
|           | ➤ Public Space Protection Orders for Dog Control for Cemeteries and Pitomy Farm Play area (once adopted) – being progressed with NSDC  | <b>17/167f</b>   |
|           | ➤ Community Orchard – licenses for private accesses have been issued. One licence is being followed up as it was referred to the householders solicitors   | <b>18/29f</b>    |
|           | ➤ Local Council Award Scheme – Quality, application submitted, initial feedback has been received and has been responded to  | <b>18/107b</b>   |
|           | ➤ NALC New Councillor Training is being booked when Councillors advise which date they would like to attend  | <b>19/32d</b>    |
|           | ➤ Order for litter bin for Pitomy Farm has been placed and delivered, awaiting installation  | <b>19/35</b>     |
|           | ➤ Best Kept Village Competition – Documents and application submitted to CPRE  | <b>19/36f</b>    |
|           | ➤ National Audit Office Consultation – response sent   | <b>19/36h</b>    |
|           | ➤ Community Infrastructure Levey (CIL), plan for expenditure on May Agenda   | <b>19/44e</b>    |
|           | ➤ SLCC training seminar booked – invoice to follow   | <b>19/44f</b>    |
|           | ➤ Annual Governance and Accountability Return (AGAR) - Internal Audit now received and brought forward to May agenda   | <b>19/46 a-c</b> |
|           | ➤ Speeding on Swinderby Road, resident offered the opportunity to join the Speedwatch team, no response received. Speed watch undertaken in May, 30mph generally is observed, 20mph advisory is not observed | <b>19/47b</b>    |
|           | ➤ Wildflower meadows, response sent and position clarified   | <b>19/47c</b>    |
|           | ➤ Dykes End Level Crossing Ext and Creation Orders – response sent to NCC  | <b>19/47d</b>    |
|           | ➤ Declaration of Interests Forms received have been sent to NSDC and will be posted to the website – awaiting to receive others  | <b>19/51</b>     |
|           | ➤ Councillors responsibilities to be updated as agreed at the Annual Parish Council Meeting (APCM) and posted to the website   | <b>19/58</b>     |
|           | ➤ Groups and Terms of Reference to be updated as agreed at the APCM and posted to the website  | <b>19/59</b>     |
|           | ➤ Appointment of Representatives to be updated as agreed at the APCM and posted to the website   | <b>19/60</b>     |
|           | ➤ Standing Orders to be updated as agreed at the APCM and posted to the website  | <b>19/61</b>     |
|           | ➤ Financial Regulations to be updated as agreed at the APCM and posted to the website  | <b>19/62</b>     |

- Bank Signatories being updated as agreed at the APCM **19/63**
- Risk Register to be updated as agreed at the APCM and posted to the website **19/64**
- Policies to be updated as agreed at the APCM and posted to the website **19/65**
- Procedures to be updated as agreed at the APCM and posted to the website **19/66**
- General Data Protection Regulations documentation to be updated as agreed at the APCM and posted to the website **19/67**
- Risk Assessments to be updated as agreed at the APCM and posted to the website **19/68**
- Action Plan to be updated as agreed at the APCM and posted to the website **19/69**
- Internal Auditor for 2019/20, notified of appointment **19/70**
- Asset Register to be posted to website as required for AGAR **19/72**

#### Other items

- All planning consultations responded to
- Pitomy Play Area failed equipment – spare part has been installed

#### Reports to NCC

|             |                  |                                   |
|-------------|------------------|-----------------------------------|
| FS116356215 | Pavement Pothole | Breamar Road (near Thornton Road) |
|-------------|------------------|-----------------------------------|

#### Reports to NSDC

|      |  |  |
|------|--|--|
| None |  |  |
|------|--|--|

#### Skate Park

Work for the new path has been ordered and will be installed in the near future.

**19/21a - Cllr Guest** considering a date for the official opening.

#### Community Partnership Library

A meeting has been arranged with Inspire in June.

The meeting closed at 20:35pm

#### 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**