

# COLLINGHAM *Parish Council*

## MINUTES OF THE COLLINGHAM PARISH COUNCIL MEETING held at 7.15 pm on 28 APRIL 2016 in the Youth & Community Centre, Low Street, Collingham

Present: Councillors: C Allen, J Barrie, M Davies, J Guest, R Hatton, L Marshall,  
R Scott (Chair), V Wright  
County & District Cllr Mrs M Dobson (part)

Clerk: Caron Ballantyne

In Attendance: 3 members of the public (part)

### Action by

- 54 Public forum**  
2 members of Sustrans came to outline the proposals for a cycle route along the Trent Valley Way from the Fledborough Viaduct to Collingham. This will be a permissive route.  
The opportunity of discussing the route of NCN64 was taken. The route of NCN64, along with all Sustrans routes, was chosen to enable an unaccompanied 12 year old to cycle safely. The route is unlikely to be changed, but it may be possible to provide signing to the facilities on the High Street as part of the current proposals.
- PCSO Katie Hyde gave a breakdown of the current crimes reported this month. Children have been breaking into the old school on Woodhill Road. CCTV has now been installed and they have been caught on camera and the police are now trying to identify them.  
Stealing tools from vans is the major crime in the Parish at the moment – property marking is available if anyone would like to contact Katie.  
2 incidents on Breamer Road/Snowdon Road offering to buy old jewellery – the concern is that this might be a precursor to distraction break-ins.  
The police will have a tent at the Mayfair which will be stocked with signs and notices.
- 55 To receive apologies for absence**  
Apologies received from Cllrs Musson and Parkin and accepted  
Apologies noted from NSDC Cllr Clarke
- 56 To receive any declarations of interest**  
Cllr Guest declared an interest in Agenda Item 63 planning application  
Cllr Scott declared an interest in Agenda Item 62 Expenditure
- 57 To receive and approve the Minutes:** of the Parish Council Meeting of 24 March 2016 and the Extraordinary Meeting of 14 April 2016, previously circulated to members.  
  
These were accepted as a true record
- 58 Reports (For information only)**  
a) Village Centre – This matter appears to be progressing, the deadline

expires tomorrow and this will be pursued next week following the bank holiday if it is still not concluded

## 59 **Potential Actions from Previous meetings**

- a) Nottinghamshire County Council Recycling Centre Changes – There is the opportunity for those without internet access to phone to register. Therefore resolved that no further action is required
- b) Highways England letter with regard to litter situation on their road network – from Councillor Mrs Dobson's report in March – NSDC have been in touch with Highways England and Andy Statham of NSDC has signed a contract for an initial 12 week period. Occasionally the hit litter squad will target the A1133 and this will be evidenced with an occasional black bag.

## 60 **To receive reports from County and District Councillors**

*District Council*

Nothing to Report

*County Council*

Resurfacing to take place around North & South Clifton and Girton on May 5<sup>th</sup> 10<sup>th</sup> 19<sup>th</sup> & 20<sup>th</sup>. Gravel lorries will be coming through the village on these dates as there will be no other access

With regard to Agenda Item 69e. The land owner has been contacted by the PRow officer and a site visit was undertaken today. The problem is with the people in caravans at the Cricket Club who let their dogs off the lead. The new contract between the Cricket Club and the Caravan Club will have a clause that all dogs must be kept on a lead in all areas of the village.

Concerns have been raised with regard to people in the village not being able to get an appointment for 6 weeks at the doctors surgery – it might be that there is a public meeting in the Summer

## 61 **To Formally Note Items of Income and Expenditure for the Month:**

Income		VAT		Total
NSDC	Initial ½ of precept	£12,924.65	Nil	£12,924.65
Cemetery	Burial Fees	£315.00	Nil	£315.00

## 62 **To Approve Items of Expenditure for the Month:**

		VAT		Total
NSDC – by BACS	Emptying of Dog Bins	£455.00	£91.00	£546.00
NSDC – by DD (April to January)	Business Rates for Village Centre	£459.80	Nil	£459.80
NSDC	Business Rates for 71 High Street (small business rate rebate)	Nil	Nil	Nil
NSDC	Business Rates for Cemetery	Nil	Nil	Nil

AEB Landscapes by BACS	•Removal of Zip Wire Mound and new ramps (Park account)	£2,742.55	Nil	£2,742.55
	•Park Inspections	£210.00		£210.00
	•Repairs to damaged climbing frame	£42.00		£42.00
	•Tree planting (Park acc't)	£59.92		£59.92
	<b>Total</b>	<b>£3,064.47</b>		<b>£3,064.47</b>
Anthony Pipes	Internal Decoration at Y&CC	£200.00	Nil	£200.00
Office Depot	Stationary/Paper Supplies	£30.49	£6.10	£36.59
HAGs-SMP	Replacement Sign & bolts (Park Account)	£98.90	£19.78	£118.68
Chair	Expenses	£64.97	£2.30	£67.27
Clerk	Expenses	£188.55	£8.40	£196.95
HMRC by BACS	PAYE and employer contributions for April	£243.85	Nil	£243.85

Resolved to approve the items of expenditure listed

- **Bank Reconciliation for the year end** – signed by the Chair of Finance and circulated previously
- **Changes to Unity Trust Terms and Conditions** – resolved that the changes are accepted as this gives a high level of security for internet banking and as such minimises any risk
- **Budget Changes** – Resolved to accept the proposed changes
- **Closure of Park account and transfer remaining monies into current account and ring-fence for the remainder of expenditure** – Resolved that this was accepted
- **Internal Auditor** – Resolved to investigate alternative Auditor for the year 2016/17 onwards. The current auditor has been used for 5 years and this seems like a sufficient period.  
Lisa Hill, Belina Boyer, David Dixon, Martin Mellor to be contacted to enquire of their rates and availability  
Resolved to send a letter to the existing auditor with thanks for all his assistance in the past 5 years

Clerk

Clerk

Clerk

## 63 Planning

### Applications for Consideration

16/00559/FUL	Station Road (28), Culraven	Householder application for single storey rear extension (Retrospective) - SUPPORTED
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### Applications Determined

16/00342/TWCA	Baptist Lane (2)	No Objections
16/00255/FUL	Fosse Road, Field House Farm	Permitted
Low Street (123)	Fell 1 No. Holly Tree which is causing damage at adjacent property	No Objections
16/00254/FUL	Church Street (6), South Church House	Permitted
16/00307/FUL	Monkwood Close (1)	Permitted

- **Central Lincolnshire Local Plan** – no additional comments to be made, resolved to note
- **NSDC Proposed Amended Regulation 123 List of Projects to be funded by CIL** – there is nothing identified for Collingham, but Cllr Dobson will investigate this matter further

- 64 Capital Expenditure**
- a) Y&CC external works including specialist pointing – Resolved to accept the quote from LDC Restoration Cllr Scott
  - b) Sign for Brough at village entrance – Design to be approved at the June meeting. Resolved to accept the quotation for the design, sign and installation. Cllr Scott
  - c) Sign for South End Cemetery – need to liaise with NCC highways on position. Resolved to accept the quotation for plaque and installation. Up to a total of £3,000 for items b & c Cllr Scott
- 65 Annual Return**
- a) Section 1 Approval of Annual Governance Statement – Resolved to accept the Statement
  - b) Section 2 Approval of Annual Accounts – Resolved to accept
  - c) Review of Asset Register – Resolved to accept
  - d) Approval of Explanation of Variances – Resolved to accept
- 66 Organisational Matters**
- a) Organisational Values – resolved to pursue a draft to be included in the statement of Community Engagement at a later date Cllr Hatton
  - b) Statement of Community Engagement – Resolved to pursue a draft Cllr Scott
  - c) Annual Parish Council Meeting – The list of organisations that each Councillor is the liaison for was circulated for consideration for possible changes at the APCM.  
A number of possible changes were discussed for Councillors to consider prior to the meeting in May
- 67 Best Kept Village**
- Encourage others to tidy up, usually criticised for poor pavements  
Cllr Marshall is pursuing a working group for this, but this would be for future years
- 68 Library Service – Inspire**
- Meeting held on Monday with all the volunteers – none of them understood the new system that is being proposed  
NCC are awaiting the Parish Council to sign up to the new arrangements, but the Parish Council doesn't wish to do this until the lease is signed.  
They will need at least 20 volunteers, currently there are only 9. Key holders are required and the library needs to be staffed appropriately.  
Most of the volunteers do not wish to take on the additional responsibility  
There is concern that this might be unworkable  
A number of Councillors will be required to form the committee

**Standing order 1t suspended in order to complete the business**

69

**Correspondence**

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|----|---|------------|
| a) | NSDC – Information with regards to Standard Committee - noted   |            |
| b) | Collingham Open Gardens – Resolved to permit the plant stall on the Parish Council car park as per the request.   |            |
| c) | Tesco – Local Community Scheme – This might be a useful funding stream in the future  |            |
| d) | Trent Vale Trail – Resolved that Cllr Hatton and Marshall would be the liaison. Resolved that this scheme is supported. A letter of support will be written   | Clerk      |
| e) | South Collingham PRow Issue – Noted. See Councillor Dobson report   |            |
| f) | Airshow, further correspondence. Resolved that this is copied to NCC & NSDC Cllr Mrs Dobson and the 2 relevant highways authorities   | Clerk      |
| g) | Request for Dog Bin – Outside the vets. This would appear that this request has been made on behalf of the vets surgery. Resolved to put them in touch with the trade waste department  | Clerk      |
| h) | Offer of a free litter bin – Resolved to accept this offer and place in the village centre near the flag pole   | Cllr Scott |
| i) | Request to empty compost containers at rear of Parish Council land at St John's Churchyard Burial Ground – Resolved to ask Pearsons in the first instance (Cllr Marshall) if they would like this material. Then ask AEB(Cllr Guest) and Ed Fuller & Doug Lyne(clerk) | Var's      |

70

**Clerks Report**

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|---|------------|
| ➤ Letter to NSDC Business Manager and Robert Jenrick with regard to election cost. Sent, awaiting response  | <b>40b</b> |
| ➤ Details of the issue on the footway adjacent to the access road to the Football Club has been passed to Cllr Mrs Dobson for discussion with the PRow team | <b>40c</b> |
| ➤ Letter to Highways England about litter on their road network – brought forward to agenda for resolution  | <b>41</b>  |
| ➤ Trade Waste Agreements signed and returned to NSDC  | <b>43</b>  |
| ➤ Increase in grass/landscaping costs – additional payment made for 2015/16 and Standing Order amended for 2016/17  | <b>43</b>  |
| ➤ NS&I Interest withdrawn and received in current account   | <b>43</b>  |
| ➤ New Budget code structure implemented for financial year 2016/17  | <b>43</b>  |
| ➤ Y&CC External Decoration. Contract awarded and all tenderers notified if successful or not  | <b>45a</b> |
| ➤ Queens Birthday Beacon progressing  | <b>47a</b> |
| ➤ Commemorative Medal – Presented to the Library for display  | <b>47b</b> |
| ➤ Best Kept Village Competition – entry form completed and submitted to CPRE  | <b>49b</b> |
| ➤ Lincolnshire Airshow move from Waddington to Scampton. Response sent, further correspondence on the agenda for 28 April 2016                              | <b>49c</b> |
| ➤ All Saints Church Yard – Footpaths. Response sent   | <b>49d</b> |
| ➤ Community Park request for Toilets. Response sent   | <b>49e</b> |
| ➤ Invitation to NSDC Civic Service. Invitation accepted, Cllr Parkin to attend  | <b>49f</b> |

- Citizens advice – Grant Application 2016/17. Response sent **49j**
- Nottinghamshire County Council Recycling Centre Changes on the agenda for 28 April 2016 for further discussion **49k**
- RCAN AGM – Apologies sent and Proxy nominated **49l**

### **Other items**

- All Planning consultations responded to
- No requests from Councillors for additional names to be added to the Annual Parish Meeting invite list, other than from the Chair – therefore invitations sent out
- Queens Birthday Beacon event held at the Football ground on Thursday 21<sup>st</sup> April 2016

#### *Cllr Allen*

- Further to the suspension of the standing order 1t – do we need to look at the standing orders? Noted that this is a standing item on the Agenda for the Annual Meeting of the Parish Council in 2 weeks

#### *Cllr Marshall*

- To speak to Councillor Dobson with regard to Swinderby Road junction

#### *Cllr Scott*

- Visiting John Blow School on the 11<sup>th</sup> May, with Matt Wilkinson of the LCS, to talk about the letters received from the children
- A lot of reports have been received recently of flytipping

*Cllrs Barrie, Davies, Guest, Hatton and Wright*  
Nothing to report

The meeting closed 10.00pm

### **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