

**SUBJECT TO RATIFICATION AT THE 12<sup>th</sup> JUNE 2023 MEETING**

**Minutes of the Annual Meeting of the Parish Council held on Monday, 15<sup>th</sup> May 2023 at the MRCC following the Annual Parish Meeting which commenced at 7pm.**

**Present:** Councillor I Harrison  
Councillor P Beddoe  
Councillor N Hutchings  
Councillor A Oliver  
Councillor S Preston  
Councillor M Talbot

**Also in attendance:** 5 members of the public, Councillor Mrs Saddington (8.20pm) and Councillor Laughton

**NM001-24 Apologies for absence**

Apologies for absence were received and accepted from Councillor Dolby.

**NM002-24 To note the results from the Contested Election held on 4<sup>th</sup> May 2023**

The results from the recent Contested Election held on 4<sup>th</sup> May 2023 were received. It was noted that Phil Beddoe, Simon Dolby, Ian Harrison, Nick Hutchings, Andy Oliver, Steve Preston and Martin Talbot had been elected to serve a 4 year term to 2027.

**NM003-34 Declarations of Acceptance of Office & Register of Members Interests**

Members signed their Declarations of Acceptance of Office and completed their Register of Members Interests.

**NM004-24 To Elect a Chairman of the Council – Civic Year 2023/24**

The Clerk requested nominations for the position of Chairman of the Parish Council for the Civic Year 2023/24.

Councillor Hutchings proposed Councillor Harrison, seconded by Councillor Beddoe. This was carried UNANIMOUSLY.

There were no other nominations.

Councillor Harrison was duly elected as Chairman of the Parish Council and signed The Declaration of Acceptance of Office.

**NM005-24 To Elect a Vice-Chairman of the Council – Civic Year 2022/23**

The Chairman called for nominations to the position of Vice-Chairman of the Parish Council for the Civic Year 2023/24.

Councillor Hutchings proposed Councillor Beddoe, seconded by Councillor Oliver.

This was carried UNANIMOUSLY.

A nomination by Councillor Beddoe for Councillor Talbot as Vice-Chairman was refused by Councillor Talbot.

The Chairman declared that Councillor Beddoe was duly elected as Vice-Chairman of the Parish Council and signed the Declaration of Acceptance of Office.

**NM006-24 Declarations of Interest**

It was AGREED that any declarations of interest would be stated by Members as required during the meeting

**NM007-24 Minutes**

The minutes of the Parish Council Meeting held on Monday, 17<sup>th</sup> April 2023 were accepted as a true and correct record.

**NM008-24 Public 10 Minute Session**

The Chair suspended the meeting at 7.31pm for the public session.

A resident asked if there had been any progress with the Rural Prosperity Fund proposals that had been highlighted on the Muskham Messenger recently. The Clerk confirmed that a meeting with the Lead Officer at Newark & Sherwood District Council was scheduled to be held on Friday, 19<sup>th</sup> May 2023.

The resident advised that the idea for a drop-in centre would be valuable, especially as 15% of the village population was over the age of 75.

The Chair thanked the resident for their participation and reconvened the meeting at 7.35pm.

**NM009-24 Planning**

With the consent of Members the Chair brought forward consideration of agenda item 17(a).

(a) 23/00639/FUL – Land at Nelson Lane, North Muskham – Change of use of paddock land to erect 6No. 5 bedroom detached houses

The Chair referred to background information on this site. It had previously been identified as an exemption site for affordable houses, but that was not accepted.

Standing Orders were suspended at 7.52pm to allow a resident to speak.

Concern was expressed that there had been no ecology or arboricultural survey carried out on the site. There was a wide range of wildlife on the site. There was also a concern that the boundaries were not aligned.

The Chair thanked the resident for their input and reconvened the meeting.

Members considered the proposals as outlined and AGREED that objection be raised to the application on highway grounds as it is considered that access to the site will impede visibility. The site is opposite a busy Community Centre that is used as a drop off point for parents taking their children to the school, with many children crossing the road at this point. Nelson Lane is the main route into the village, with traffic often exceeding the 30mph speed limit as they enter the village from the A1 roundabout.

Objection was also raised on the grounds that the proposed housing mix is inappropriate. North Muskham has an aging population, and there is no local need for houses of this size.

Concern was also raised that there appears to have been no consideration taken regarding the bio-diversity on the site, with no arboricultural survey or ecological survey having been undertaken.

**NM010-24 To appoint any Sub-Committee for the 2023/24 Civic Year**

**Allotment/Green Hub Sub-Committee 2023/24**

It was AGREED that Councillor Preston join the Allotment/Green Hub Sub-Committee, together with the Clerk.

The Chair noted that there would be a requirement at some point during the year for a Neighbourhood Plan Sub-Committee which would be led by former Councillor, David Saxton.

**NM011-24 To review and determine representation on outside bodies:**

- **Muskham Rural Community Centre**  
Representation would be Councillor Hutchings and Councillor Oliver, with the Chair attending if required for specific items.
- **Safer Neighbourhood Group**  
Councillor Oliver to attend as the Council's representative.
- **Hospital Liaison Group**  
Representation to remain with Councillor Harrison
- **Mary Woolhouse Trust**  
Representation to remain with Gary Hobbs.

**NM012-24 County Councillor session – Cllr B Laughton**

The Chair suspended Standing Orders to allow Cllr Laughton to present his report.

Reference was made to the recent notification regarding works at Marsh Lane. This had now been referred to the County Council's Legal Office as it was considered there had been a 'land grab'.

The Chair asked about the surface dressing of Great North Road and whether it was in the Capital Programme. The Clerk to check and report back to Members.

The Chair thanked Cllr Laughton for his report and reconvened the meeting.

**NM013-24 To review and adopt standing orders and financial regulations**

The Standing Orders as circulated were adopted by Members.

The Clerk advised that the Financial Regulations were in the process of being reviewed at a National level. Until that review is complete, Members adopted the financial regulations as circulated.

**NM014-24 To consider a review of the Council's policies**

Deferred to the June meeting.

The Clerk was asked to investigate whether or not any DBS checks were required on Council employees and contractors.

**NM015-24 To note the Council's asset register**

Members noted the Council's asset register which would form part of the audit review.

The Chair questioned whether the Parish Council had responsibility for any trees. The Clerk confirmed not. Responsibility for the trees at the MRCC would rest with the Trustees. The Chair to query whether a tree inspection routine was in place.

**NM016-24 To confirm the dates and times of ordinary meetings of the Parish Council for the Civic Year 2023/24**

Members confirmed the second Monday of each month for the Parish Council meetings. The Clerk to circulate a schedule to all Members.

**NM017-24 District Councillor Session**

The Chair suspended the meeting at 8.16pm to allow Cllr Mrs Saddington to present her report.

Cllr Mrs Saddington extended her thanks to those who had supported her in the recent District Council Election. The administration of the District Council would be determined at the Annual Council meeting on Tuesday, 23<sup>rd</sup> May 2023.

Congratulations were extended to those returning to serve on the Parish Council and to the new Parish Councillors who are joining the meeting this evening.

Challenges will be faced, but we will all work together for the benefit of the village.

On May 23<sup>rd</sup>, the Chairmanship of Newark and Sherwood District Council will be handed over, but it is not yet known who that will be to.

It has been a busy year and a very special year.

Events have occurred which could never have been imagined 12 months ago.

In early Summer 2022, we enjoyed the Celebration of HM the Queen's Platinum Jubilee. Residents held parties, happy to celebrate both the Jubilee and freedom following a 2 year lockdown.

Then, on September 8<sup>th</sup> 2022, we received the sad news that HM the Queen had passed away, at the time Cllr Mrs Saddington was watching the Tour of Britain Cycle race .

The following morning flowers were laid at Newark Cemetery and in the Parish Church on behalf of Newark and Sherwood District Council and Cllr Mrs Saddington opened and signed the Condolence book at Newark and Sherwood District Council. This date will forever be in our minds, as we will recall where we were on that sad day.

A few days later Cllr Mrs Saddington had the honour of reading the Proclamation at Castle House proclaiming our new King Charles III. A service followed at Southwell Minster.

As the Civic year drew to an end, Cllr Mrs Saddington attended a Service of Celebration at Southwell Minster on May 7<sup>th</sup>, following the Coronation of King Charles III.

Cllr Mrs Saddington advised it had been an absolute honour and privilege to take part in these important events:

A Royal Platinum Jubilee, a Royal Death, Proclamation of the new King Charles III and the Coronation Service.

A service was also attended in Newark Parish Church prior to the two exiled Polish President's return journey to Poland for burial , following their safe keeping for many years in Newark Cemetery.

Thanks were extended to the Parish Councillors, past and present, who have worked so hard to make the village a better place, also the volunteers who are always happy to come forward and offer to help in so many ways. You are not always recognised and your help is of so much value. A big thank you to our Clerk Jayne who works tirelessly for the village.

Finally, a sum of £4,500 had been raised during the Civic Year for the Children's Bereavement Trust.

#### **NM018-24 County Councillor Session**

This report had been taken earlier on the agenda.

- (a) Electronic Consultation for Ness Farm and Cromwell Quarry, The Great North Road, Cromwell, Nottinghamshire, NG23 6JE ES/4441

Members noted the consultation and would review the information online.

- (b) Nottinghamshire Preliminary Flood Risk Assessment Consultation  
The Clerk advised that the consultation had now closed. Links to the documentation on the County Council's website would be circulated to Members for information.
- (c) Grow your Roots – Tree Planting Scheme  
Members noted the initiative and asked the Clerk to circulate the information to the Parish.

#### **NM019-24 Planning**

- (a) 23/00447/OUT- The Gate House, Bathley Lane, North Muskham - Outline application for a residential plot within the garden area with all matters reserved  
While noting this was an outline application, Members were concerned on how the proposals would affect the established and mature trees that were on the plot.  
  
After discussion, it was AGREED that the development be supported in principle, subject to reservations around how it would impact the trees on site.
- (b) FOR NOTING - 23/00743/TELNOT – Telecommunications Mast 69928 BWH Transport, Vicarage Lane, North Muskham - Removal and replacement of 1 No. cabinet and all ancillary development.  
Members noted the development as outlined.

#### **NM020-24 Parish Council Matters**

- (a) Allotments/Green Hub Report  
Members received and noted the report from the Allotment Sub-Committee.
- (b) To receive feedback on events held for the Coronation of King Charles III  
The weekend had started off well, with 90 people participating in the fun run. Thanks to Beverley Hancock for her work in arranging this event.  
  
Councillor Talbot advised that the afternoon tea had been well supported, with 78 attendees.  
  
The village had then come together in celebration on the Monday evening to enjoy an event at The Ferry.  
  
The Big Clean Up had gone well on the Monday, but inclement weather had precluded some work from being undertaken. The Group were keen to reconvene in the summer. Thanks were extended to Emma Webber for her work in arranging and co-ordinating volunteers.  
  
A balance sheet to be put together by the Clerk and circulated to Members for information.

## **NM021-24 Environmental & Community Issues**

### (a) Skatepark Update

The Chair advised that Newark Town Council and Newark & Sherwood District Council were currently taking down the Skatepark at Sherwood Avenue. The Clerk to enquire if any spare materials might be available.

### (b) To receive feedback on the meeting with Notts Wildlife Trust held on 12<sup>th</sup> May 2023

The Chair referred to a site meeting held with the Reserves Officer for Notts Wildlife Trust on 12<sup>th</sup> May 2023 regarding the resurfacing of the path behind the lakes that connected through to the Riverside. The Trust would be prepared to provide the limestone required for the path, and possibly labour.

After discussion, Members AGREED that they would be agreeable to donating a sum of £500 to the Trust towards the work, from the Coronation celebrations budgethead.

The Chair had also taken the opportunity to have a discussion with the Trust on other land in the village.

## **NM022-24 Highways**

### (a) Highways Log

There were no specific highways issues to log. However, the Clerk was asked to log a missing stile at the Great North Road end of FP 3 to the Rights of Way team.

### (b) Roadworks Bulletin – Bathley Lane, North Muskham – 23<sup>rd</sup> June to 24<sup>th</sup> June 2023

Members received and noted the Roadworks Bulletin.

## **NM023-24 Financial Matters**

### (a) Accounts for payment

The Chair referred to the accounts for payment. It was AGREED unanimously that the following accounts be agreed for payment:

- Clerks wages – April - £284.20
- Payment to HMRC for Clerks wages – April - £71
- Village Handyman – £370.59
- PWLB First Payment - £1,697.24
- MRCC – April Meeting – £12.50
- NALC Subscription Renewal – £226.60
- HAG SMP – Replacement Part - £255.38

### (b) To note any Receipts

The following receipts were noted:

- First half of annual precept - £9,202.50
- Allotment Rents - £245.02
- NSDC Community Lottery - £123.50
- Lincs Co-Op Community Fund - £708.58

- (c) Financial Report – to 30<sup>th</sup> April 2023  
Members noted the financial report to 30<sup>th</sup> April 2023.

The Clerk would look to transfer items in the budget listed as reserves into the Community Reserve Account.

- (d) To receive the Internal Auditors report.  
Members received and noted the Internal Auditors report. The amendments that had been advised by the Internal Auditor had been implemented and the balances on the Accounting Statements amended accordingly.

- (e) To consider the Annual Government Statement 2022/23  
Members received and approved the Annual Governance Statement as at 31st March 2023 and AGREED that it should be signed by the Chairman

- (f) To consider the Accounting Statements 2022/23  
Members received, noted and agreed the Accounting Statement as at 31st March 2023 and AGREED that it should be signed by the Chairman.

The statement would now be submitted to PKF Littlejohn for review and the notice for the public inspection posted.

- (g) To note documentation regarding the renewal of the Council's Insurance Policy  
Members noted the renewal of the Council's Insurance Policy. A 3 year term had been entered into in 2022.

**NM024-24 Notts Association of Local Councils**

- (a) New Councillor Training  
Training for new Councillors had been arranged by the Nottinghamshire Association. The Clerk to liaise with Cllrs Oliver and Preston with a view to booking them on a course.

**NM025-24 Correspondence**

- (a) There was none to receive.

**NM025-24 Date of Next Meeting**  
Monday, 12<sup>th</sup> June 2023

**NM026-24 Exclusion of the Press and Public**

This report contains information relating to the financial or business affairs of a particular person (including the authority holding that information) which is a category of exempt information under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) which the Council has the power to exclude the press and public if it so wishes.

RECOMMENDED that under Public Bodies (Admissions to Meetings) Act 1960 1 (2) the press and public be excluded from the meeting during discussion of this item of business on the grounds that it involved the likely disclosure of exempt information as defined in the Public Bodies (Admissions to Meetings) Act 1960 1 (2) of the Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Exempt Minutes NM027-24 and NM028-24

The meeting closed at 9pm.