SUBJECT TO RATIFICATION AT THE 10th JUNE 2024 MEETING

Minutes of the Annual Meeting of the Parish Council held on Monday, 13th May 2024 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**

NM001-25 Apologies for absence

Apologies for absence were received and accepted from Councillor Dolby.

NM002-25 To Elect a Chairman of the Council – Civic Year 2024/25

The Clerk requested nominations for the position of Chairman of the Parish Council for the Civic Year 2024/25.

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.

NM003-25 To Elect a Vice-Chairman of the Council – Civic Year 2024/25

The Chairman called for nominations to the position of Vice-Chairman of the Parish Council for the Civic Year 2024/25.

Councillor Hutchings proposed Councillor Beddoe, seconded by Councillor Oliver.

This was carried UNANIMOUSLY.

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

NM004-25 Declarations of Interest

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

NM005-25 Minutes

The minutes of the Parish Council Meeting held on Monday, 8th April 2024 were accepted as a true and correct record.

NM006-25 Public 10 Minute Session

The Chair suspended the meeting at 7.36pm for the public session.

No questions were raised so the meeting was immediately reconvened.

NM007-25 District Councillor session – Cllr Mrs S Saddington

Councillor Mrs Saddington had given her report in the Annual Parish Meeting.

NM008-25 Newark & Sherwood District Council

(a) **To receive information regarding the removal of Bottle Banks from the MRCC**

The Clerk referred to an email received from Newark & Sherwood District Council outlining that their contractor (Glass Recycling UK) will be removing all of their bottle banks. While there was no timescale for the removal, a gradual removal from sites across the district was expected over the next few weeks until they were all removed.

The District Council had advised that they would be delivering their own wheeled containers to 8 existing sites that are either very well used or, if they were in areas that had large numbers of properties that cannot accommodate wheeled bins. North Muskham was not one of the areas where the District Council would be replacing the bottle banks. Last year the site accounted for only 2.2% of the glass collected from bottle banks.

After discussion, the Clerk was asked to request that the bottle banks remain for a period of two months to enable the kerbside service to settle in, as Members were concerned that the removal of the bottle banks could lead to fly tipping.

NM009-25 County Councillor session – Cllr B Laughton

Councillor Laughton's report had been given in the Annual Parish Meeting.

NM010-24 Nottinghamshire County Council

(a) **To receive an update on the Climate Change Survey**

Members noted the results of the survey and that the County Council were considering holding in person events.

(b) **To consider an application to the Local Communities Fund for the Play Area Resurfacing**

Members AGREED that the application should be submitted.

NM011-25 To appoint any Sub-Committee for the 2024/25 Civic Year

(a) Allotment Sub-Committee

Members considered that Councillor Preston had done an excellent job in providing the liaison between the Parish Council and the allotment holders. It was AGREED that he be re-appointed to the Allotment Sub-Committee.

NM012-25 To review and determine representation on outside bodies:

The following representations were AGREED:

Muskham Rural Community Centre

Councillor Hutchings and Councillor Harrison as Parish Council representatives. It was noted that Councillors Oliver and Preston were already Trustees, but as parishioners.

Safer Neighbourhood Group

It was AGREED that details of meetings would be circulated to all Members once received, but that no formal nomination be made.

Hospital Liaison Group

Councillor Harrison and Councillor Preston to share representation.

Mary Woolhouse Foundation

Gary Hobbs was the nominated Parish Council representative. The Clerk to confirm that he was happy to continue in the role.

Neighbourhood Plan Steering Group

Councillors Harrison, Oliver and Preston were appointed as representatives for the moment.

NM013-25 To review and adopt standing orders and to consider a review of the financial regulations in line with the New Model Code

Members reviewed and adopted the standing orders without amendment.

The Clerk asked that consideration of the financial regulations be deferred until the June meeting to enable attendance at a briefing arranged by the Nottinghamshire Association of Local Councils.

NM014-25 To consider the Council's Risk Register

Subject to the Clerk reviewing and refreshing the risk assessment for the maintenance of the play area, Members received the Risk Register.

NM015-25 To note the Council's asset register

The Clerk was asked to amend the register to include the Christmas decorations and to also include both Defibrillators.

NM016-25 To confirm the dates and times of ordinary meetings of the Parish Council for the Civic Year 2024/25

Members confirmed that meetings should remain on the second Monday of every month, with an August recess.

The Clerk would circulate a schedule and also put in the noticeboards and on the website.

NM017-25 Planning

(a) 24/00304/FULM – Burridge Farm, Crab Lane - Change of use from agricultural to dog walking field. Erection of fencing

Members noted that the application was within the boundary of South Muskham & Little Carlton Parish Council.

After discussion, Members AGREED that this application be strongly supported, in light of the modifications suggested by Environmental Health to alleviate noise nuisance being implemented.

(b) FOR NOTING - 24/00568/LDC – 7 Manor House Drive, North Muskham - Application for lawful development for demolition of existing conservatory and erection of single storey rear extension

Members noted the details of the application as outlined.

(c) FOR NOTING - 24/00714/DISCON – Elm Tree House, Crab Lane, North Muskham - Request to discharge Condition 5 attached to planning permission 16/00746/FUL - Demolition of existing house and outbuildings and construction of new house and detached outbuilding to replace existing. New front boundary wall

Members noted the details of the application as outlined. The Clerk was asked to find details of Condition 5 and circulate to Members.

(d) Neighbourhood Planning

The Clerk advised that a meeting of the Steering Group would be arranged for Thursday, 30th May 2024.

It was noted that grant funding from Locality should be open for applications during May.

NM018-25 Parish Council Matters

(a) Allotments/Green Hub Report

Councillor Talbot confirmed that the water had now been switched back on.

Discussion took place regarding the condition of plot 13, especially a number of tyres that had been left following the tenant giving notice. It was AGREED that the deposit be retained to cover the cost of removal. The Clerk was asked to check the guidance to establish if any reference was made to tyres in them.

Councillor Preston advised that there was a vacancy on the Allotment Sub-Committee that the plotholders will look to fill.

Councillor Talbot asked if arrangements could be made to treat the shed with preservative. The Clerk would discuss with the handyman.

The Clerk advised that the Council would be observing 'No Mow May' in the allotment.

(b) To receive details on events arranged for the 80th Anniversary of D-Day – June 2024

The Chair advised that arrangements for the D-Day Anniversary would be as follows:

7pm	The Ferry would be serving Fish & Chips
9pm	Short Service
9.15pm	Beacon to be lit

It was AGREED that, while the event was open to everyone, a specific invitation be extended to all serving and non-serving military personnel in the village to attend.

The Clerk was asked to order a new Union Jack flag to use on the day. The Chair would provide details.

Councillor Talbot referred to the Afternoon Tea that had been arranged at St Wilfrid's Church on Saturday, 1st June 2024, as part of the commemorations.

(c) To receive the GNR Solar Park Survey Analysis and plan a way forward for further consultation, including an update on the Joint Parishes Group

Members received and noted the results of the GNR Solar Park Survey. It was AGREED that the results be placed on the Parish Council's website, and shared on the Muskham Messenger.

Members AGREED that there needed to be more opportunity to engage with parishioners. It was suggested by the Chair that a public meeting be held prior to the summer holidays to look at the pros and cons of the development, and to further obtain views from parishioners. After discussion, a date of 11th July was AGREED.

The Chair referred to a meeting of JPAG scheduled to be held on Thursday, 16th May 2024. It would be made clear that North Muskham had not yet determined a response as yet.

(d) Safer Neighbourhood Group Minutes – 18th April 2024

Members received and noted the minutes as circulated.

(e) To note the Parish Council's attendance at the Village Fete on 13th July 2024, to decide content and allocation of volunteers to the BBQ

It was AGREED that Neighbourhood Planning and the GNR Solar Park be included in the content.

NM019-25 Environmental & Community Issues

(a) Update on the Bid for North Marsh

The Chair advised that the final bid had been submitted to the agent. Members would be advised once a response was received.

(b) Proposals for a potential Community Hub (including cafe and shop) at the Muskham Rural Community Centre at MRCC

The Chair referred to a recent meeting held with representatives of the MRCC and the Methodist Church. The Church are investigating selling the Methodist Church and investing in a partnership with the MRCC. Consideration was also being given to submitting an application to Government for the last window of the Community Fund. Further investigation was being undertaken into the project.

NM020-25 Highways

(a) Highways Log

The Clerk updated Members on the latest update from Via regarding the road surface on Waltons Lane and Great North Road.

(b) Roadworks Bulletin – Main Street (Meadow Close to Mill Lane), North Muskham – 14th May to 21st May 2024

Members noted the work that would be undertaken on Main Street.

The Chair referred to an accident that had recently occurred on Mill Lane involving a pothole.

(c) To progress the installation of a Demountable Bollard at Ferry Lane

It was AGREED that the installation of the bollards be progressed in line with the map provided by Via.

In light of the access required by a resident who had a right of way, it was AGREED that a key safe be installed at The Ferry.

(d) To note concerns logged with Rights of Way – Riverside Bridlepath and Mackleys Lane

The clerk advised that the concerns relating to the rights of way had been reported to the Rights of Way Team.

The Chair referred to the bollards on Mackleys Lane that needed to be repaired.

NM021-25 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 - £299.60
- Payment to HMRC for Clerks wages – April - £74.80
- Village Handyman – £
- MRCC – March 50% Car Park Electricity – £34.99
- NALC Subscription Renewal – £243.96
- MRCC – April Meeting - £12.50
- MRCC – Donation - £2,000

- Clear Councils (formerly BHIB) – Insurance Renewal - £614.47
- WaterPlus - £23.78
- NALC – Biodiversity Training - £45 (shared cost)

(b) To note any Receipts

The following receipts were noted:

- First half of annual precept - £11,445
- Allotment Rents - £91.21
- NSDC Community Lottery - £120

(c) Financial Report – to 30th April 2024

Members noted the financial report to 30th April 2024.

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.

(e) To consider the Annual Government Statement 2023/24

Members received and approved the Annual Governance Statement as at 31st March 2024 and AGREED that it should be signed by the Chairman.

(f) To consider the Accounting Statements 2023/24

Members received, noted and agreed the Accounting Statement as at 31st March 2024 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. The removal of the skatepark had reduced the premium significantly.

(h) To consider a review of the Parish Council's Banking Mandate

It was AGREED that the Clerk progress a review of the Parish Council's Banking Mandate.

NM022-25 Notts Association of Local Councils

(a) May Newsletter

Members received and noted the May Newsletter.

NM023-25 Correspondence

(a) There was none to receive.

NM024-25 Date of Next Meeting
Monday, 10th June 2024

The meeting closed at 9pm.