

SUBJECT TO RATIFICATION AT THE 11th JULY 2022 MEETING

Minutes of the North Muskham Parish Council held on Wednesday, 29th June 2022 at the MRCC commencing at 7pm.

Present: Councillor I Harrison
Councillor B Bearpark
Councillor S Dolby
Councillor N Hutchings
Councillor P Beddoe
Councillor M Talbot

Also in attendance: Councillor Mrs Saddington, two members of the Allotment Sub-Committee and one member of the public

NM024-23 Apologies for absence

Apologies for absence were received and accepted from Councillor Saxton.

NM025-23 Declarations of Interest

Councillor Hutchings declared a pecuniary interest in Agenda Item 8(a).

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

NM026-23 Minutes

The minutes of the Annual Meeting of the Parish Council Meeting held on Monday, 9th May were accepted as a true and correct record.

NM027-23 Update on Issues

The Clerk advised that updates on issues were included within the agenda.

NM028-23 Public 10 Minute Session

The Chairman suspended the meeting at 7.01pm for the public session.

A resident referred to the condition of the landscaping at the front of the Gilbert's Field housing development and asked whether the Parish Council would consider adopting responsibility for it.

The Chairman advised that the Parish Council had been involved with NCHA previously in seeking improvements, especially regarding the trees. NCHA had advised that the area was being left 'wild'.

Given that the area formed part of the planning permission in terms of landscaping, the Clerk had referred the matter to the Planning Officer who had passed it on to Planning Enforcement.

Councillor Mrs Saddington asked that correspondence to the Planning Department be forwarded to her so that she could also pursue the matter.

The Chair reconvened the meeting at 7.05pm.

NM029-23 District Councillor Session

The Chair suspended the meeting at 7.06pm for Cllr Mrs Saddington's report.

Cllr Mrs Saddington advised that there was very little to report, other than matters that were included on the agenda.

(a) Tour of Britain Route

Members noted correspondence outlining the route of the Tour of Britain on Thursday, 8th September. The closest point to the village was Caunton. Details of the link will be shared on the Muskham Messenger and village Facebook.

(b) Green Champions Volunteering Scheme

Members noted that the District Council had set aside £15,000 for the scheme which would support residents who litter picked in their communities. Further information would be shared once the IT infrastructure was in place.

(c) To note the date of the Chairman's Civic Service – 9th October 2022

Councillor Mrs Saddington, as Chairman of Newark & Sherwood District Council, would be hosting a Civic Service in St Mary's Church, Newark, on 9th October 2022. An official invitation will be sent in due course.

(d) Request for assistance in promoting RealHome Service

The District Council had requested assistance in promoting their RealHome Service for those landlords who have private rental properties within the district, which saw the District Council working with private sector landlords to provide good quality, safe and secure accommodation for those in housing need.

Members were happy to promote the service when updated leaflets were available.

NM030-23 County Councillor Session

This item was not taken as Cllr Laughton was not present.

NM031-23 Planning

(a) 22/00876/HOUSE – Bye View, Waltons Lane, North Muskham – Replace existing single garage with single storey double garage

An interest had been declared by Cllr Hutchings who withdrew himself from any consideration of the application.

After discussion, it was proposed by Cllr Talbot, seconded by Cllr Dolby, that the application be supported. This was AGREED.

- (b) Decision Notice - 22/00453/HOUSE – The Nook, Marsh Lane, North Muskham – Raise garage roof to form office over
Members noted the decision notice granting permission for the development as outlined.
- (c) Decision Notice - 22/00668/HPRIOR – 21 Trent Close, North Muskham – Householder prior approval for conservatory
Members noted the decision notice outlining there was no requirement for prior approval.
- (d) Decision Notice – 22/00576/HOUSE – Red Maples, Trent Close – Proposed removal of existing conservatory and garage and erection of new side and rear extension
Members noted the decision notice granting permission for the development as outlined.
- (e) Decision Notice – 22/00811/FUL – Overdene, Main Street – Demolition of 1 no. existing single storey dwelling & attached outbuildings. Erection of 2 no. two storey detached dwellings and 2 no detached single storey outbuildings.
Members noted the decision notice granting permission for the development as outlined.
- (f) Decision Notice – 22/00541/FUL – Sandy Lodge, Bathley Lane – Retrospective application for driveway and car park in alternative position to that agreed under application 18/00990/FUL including access and egress signage details
Members noted the decision notice granting retrospective permission for the development as outlined.
- (g) Neighbourhood Plan
The Clerk advised that an approach had been made to a resident to establish if they would be interested in leading on this matter. A response was awaited.

NM032-23 Environmental & Community Issues

- (a) Skatepark Update
With the agreement of Members, the Chair brought forward agenda item 10(a) to discuss an update on the Skatepark.

The Chair referred to the current condition of the skatepark and the additional deterioration since part of the structure was removed in April. A quotation had now been received to reconstruct the ramp and also effect repairs to the central structure. However, the Chair considered that the central structure that had now been damaged should be removed, leaving the two ramps either side.

A report had been compiled by the Clerk and circulated to Members with three recommendations for consideration:

1. To proceed with the repairs as outlined in the quotation received in the sum of £3,160 to enable a bid for funding to be made for a new structure by a led volunteer group; or
2. To close the skatepark completely and dismantle it down to the concrete pad and use the budget to employ a professional fundraiser to put together a bid for funding for a new structure; or

3. To adapt the repair plan, removing the whole of the central section, only replacing the ramp to leave two structures.

Discussion took place on the course of action to take. If the central structure were to be removed, the contractor would need to be asked to provide an additional quotation for that removal. Alternatively, the Parish Council could undertake that removal with a Working Party as previously.

Councillor Dolby proposed that recommendation 1. be accepted but amended to remove the central structure, either by the contractor or a Working Group, with repairs to be complete no later than 31st July 2022. This was seconded by Councillor Bearpark.

An alternative proposal was put forward by Councillor Talbot, to remove the structure completely with the Parish Council absorbing the cost for that removal. This was seconded by Councillor Harrison.

On a vote, the proposal put forward by Councillor Dolby was carried with three votes for, two against and one abstention.

The Clerk was asked to liaise with the contractor to discuss the removal of the central structure and to determine any additional costs for that work, feeding back to Members as appropriate.

NM033-23 Parish & Council Matters

(a) Allotments/Green Hub Sub-Committee Report

The report of the Allotment Sub-Committee had been circulated to Members for information. Mary Fletcher and Elaine Wareing were present at the meeting.

The community hub shed had been delivered and a quotation of £600 had been received from the Council's contractor to put it up. After discussion, it was AGREED that this be accepted, all work would be covered by the contractor's insurance. The shed would need to meet flood alleviation measures as outlined in the Planning Conditions. Guttering would be put up to allow for rainwater harvesting, using one of the containers on site.

The Clerk advised that there was an annual budget of £1,250 for the allotment, which would need to meet the cost of the water supply to the allotments, in addition to the erection of the shed. Expenditure would also be required to paint the container, with the cost of paint expected to be around £100.

Discussion took place on what items allotment holders could store in the container, and also the intended use of the community hub shed.

It was recommended that only low cost items be stored in the container. The Parish Council would be looking to store some of its own items in it at some point.

The shed was intended as a community space where allotment holders could meet and could also be used for workshops.

Discussion took place on the insurance obligations for the Parish Council and also the allotment holders. The Clerk to liaise with Mary Fletcher to progress outside of the meeting.

It was proposed that the Allotment Sub-Committee meet on a monthly basis, with a Quarterly meeting held with the Parish Council Allotment Sub-Committee Members.

- (b) Review of Platinum Jubilee Events, ratification of spend and to consider legacy seating
The Chair thanked everyone involved who had helped to bring the events together over the Bank Holiday. There had been lots of good feedback from residents who had engaged with the events. The Clerk was in the process of putting together a budget to reflect income and expenditure to show any balance remaining.

There was a recommendation from the organising group that any excess funds should be put towards a seat to be positioned at the Marsh Lane end against the Church wall overlooking the River.

- (c) To consider River Safety relating to Open Water Swimming (Case No 889858)
Members noted the action taken by the Clerk in reporting Open Water Swimming to both the Canal & River Trust and Nottinghamshire Police.

The Canal & River Trust would look to review signage to warn of the dangers.

The Beat Team had asked that any incidences be reported direct to them.

- (d) East Midlands Airport – Airspace Modernisation Programme, Stage 2 – Invitation to Online Discussion Session
Members noted that the invitation received from East Midlands Airport to their online discussion session for their Airspace Modernisation Programme. The Clerk would continue to circulate details to Members as and when received.

- (e) The Mary Woolhouse Foundation – Year End Report
Members noted the year-end report for the Mary Woolhouse Foundation as at 31st December 2021. The foundation were to be commended on the number of young people that had been supported during the course of the year.

- (f) To consider updating the Council's policies
The Clerk would update policies relevant to the Council and bring back to a future meeting of the Parish Council.

NM034-23 Environmental & Community Issues

- (a) Play Area Update
The Clerk referred to an amended plan that had now been received from HAG showing the new equipment incorporated into the existing layout. A meeting with the new

Project Officer would now be arranged. The project was on track to start in August.

The Clerk had not yet received the quotations for the surface around the springers and the slide.

NM035-23 Highways

(a) Highways Log

Members received and noted the highways log.

The Clerk updated Members on the situation with the overgrown hedges on Main Street and on Great North Road.

(b) Update on plans for Main Street/Nelson Lane verge

The Chair referred to a site meeting held with Officers from Via regarding the plans that had been drawn up for the area. Officers had explained that there were only certain changes that could be made to the area given its proximity to the highway.

While on site, discussion had taken place about moving the Victorian lantern to the opposite verge as infrastructure was already in place for the Christmas tree.

Officers were to arrange for the area to be assessed and would feedback to the Parish Council in due course.

NM036-23 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 – May - £260.16
- Payment to HMRC for Clerks wages – May - £65.04
- Clerks wages – June - £260.16
- Payment to HMRC for Clerks wages – June - £65.04
- Village Handyman – Insurance Renewal - £200.59
- Repairs to Mower – A Willey - £45.20
- Village Handyman – £335.66
- Jubilee Afternoon Tea Expenses (various) - £526.15
- BMB Financial Services – Internal Audit - £75
- Muskham Pinkies Jubilee Performance - £75
- Stella – Jubilee Performance - £200
- BHIB Councils Insurance – Renewal Premium - £730.68
- M Hancock – Reimbursement for Jubilee Bunting - £53.83
- Running Imp – Addn Jubilee Fun Run Medals - £31.49
- Gocableties Ltd – Jubilee Cable Ties - £4.99
- WaterPlus Ltd – Allotment Water - £121.81
- AJ Products Ltd – Dog Bin - £102
- Running Imp – Jubilee Fun Run Medals - £128.76

- Ultimate Print & Design – Jubilee Printing - £120
- Bounceabout Inflatables – Balance of Hire - £164
- Fast Banners Uk – Jubilee Banner - £63.99

(b) To note any Receipts

The following receipts were noted:

- HMRC VAT Repay - £1,902.90
- NSDC Community Lottery - £135 & £171.50
- Allotment Rent – Plot 16 - £39.38
- Allotment Deposit & Rent – Plot 11 - £89.38
- Allotment Rent – Plot 5 - £39.38
- Allotment Rent – Plot 6 - £39.38
- Allotment Deposit & Rent – Plot 13 - £89.38
- Jubilee Event – Fun Run, Ashiana & Sponsorship - £2,463.50
- Allotment Rent – Plot 15 - £35.15
- Eventbrite Operation - £72
- CIL Payment - £2,969.55

(c) Financial Report – to 31st May 2022

Members noted the financial report to 31st May 2022.

The report regarding the transfer of funds from the Current Account to be brought back to the July meeting.

(d) To note the completion of the Internal Audit

The Clerk confirmed that the Parish Council's accounts for the 2021-22 financial year had been reviewed by the Internal Auditor and signed off with no concerns raised.

(e) To consider the Annual Governance Statement 2021/22

Members received and approved the Annual Governance Statement as at 31st March 2022 and AGREED that it should be signed by the Chairman.

(f) To consider the Accounting Statements 2021/22

Members received, noted and agreed the Accounting Statement as at 31st March 2022 and AGREED that it should be signed by the Chairman.

(g) To note the Newark & Sherwood Community Infrastructure Levy (CIL) – Distribution of Funds to Town & Parish Councils

Members noted the receipt of £2,969.55 from Newark & Sherwood District Council through the Community Infrastructure Levy.

NM037-23 Notts Association of Local Councils

(a) New Councillor Training

The Clerk to establish if online training was still available for Cllr Bearpark to complete.

(b) Civility & Respect Project

Members noted information received through the Association on the Civility & Respect Project.

NM038-23 Correspondence

There was none.

NM039-23 Date of Next Meeting

Given that it had been necessary to move the June meeting from the scheduled date, this meant that the next meeting would be on Monday, 11th July 2022.

After discussion, it was AGREED that this date be retained and that it be specifically to discuss the planning application that had been received too late for consideration at this meeting.

The Clerk was asked to circulate details of the meeting, with the full details of the planning application to be considered and the link to the documents on the District Council's planning portal, as soon as possible.

The meeting closed at 9pm.