

South Muskham/Little Carlton Parish Council

Minutes of the Annual Parish Council Meeting held on Wednesday, 18th May 2022 at 7pm in the Main Hall, South Muskham Village Hall

Membership: K Brown, R Gill, P Jarvis, G Shearing

Also Present: Councillor B Laughton and 1 member of the public

01.22/23 **Apologies for Absence and Declarations of Interest**

Apologies – Received and accepted from Councillor Catanach and District Councillor Mrs Saddington.

02.22/23 **To Elect a Chairman for the Civic Year 2022/23**

The Clerk called for nominations to the position of Chairman for the Civic Year 2022/23. Councillor Gill proposed Councillor Catanach, seconded by Councillor Jarvis.

This was unanimously AGREED and the Clerk declared Councillor Catanach the Chairman. The Declaration of Acceptance of Office would be signed in due course.

03.22/23 **To Elect a Vice-Chairman for the Civic Year 2022/23**

The Chair called for nominations to the position of Vice-Chairman for the Civic Year 2022/23. Councillor Jarvis proposed Councillor Shearing, seconded by Councillor Gill This was unanimously AGREED and the Chair declared Councillor Shearing the Vice-Chairman.

The Declaration of Acceptance of Office was signed by Councillor Shearing.

Open Session

This would be taken if and when Councillor Laughton arrived.

04.22/23 **Chair's Report**

There were no matters to report other than outlined in the Annual Parish Meeting.

05.22/23 **To approve the Minutes of the meeting held on 20th April 2022**

The minutes of the meeting held on 20th April 2022 were accepted as a true record and signed by the Chair.

06.22/23 **Matters arising from the Minutes not covered elsewhere on the Agenda**

There were none.

07.21/22 **Financial Issues**

07.1 To record Receipts

The following receipts were recorded:

NSDC - 1st Half Precept: £6,858.50

2021-22 VAT Reclaim - £309.23

Contribution from Cllr Laughton's Division Fund - £166

- 07.2 **To approve invoices for payment:**
The following invoices were approved for payment:
- EDF Energy - £5.08 & £13.74
 - WaterPlus - £68,38
 - Clerk's Wages (April) - £283.40
 - HMRC PAYE (April) - £70.80
 - Insignia Ltd – Jubilee Commemoration Mugs - £807.41
- 07.3 **Accounts and Annual Return for year-end 31st March 2022 & Arrangements for Internal Audit**
The Clerk advised that the accounts were currently with the Internal Auditor for review. The balance of cash as at 31st March 2022 was £43,883.
- 07.4 **Renewal of Council Insurance Policy**
The renewal quotation through Gallagher had been received in the sum of £711.61(including £50 admin fee), with Hiscox Insurance Co Ltd. The Clerk advised there was an option to tie in to a 3 year binding Long Term Arrangement at that premium. After discussion, it was AGREED that the Clerk be given authority to enter into that arrangement.
- 08.22/23 **Review and adoption of updated policies**
- 08.1 **Standing Orders**
The Clerk advised that the Standing Orders previously adopted by Council were in order and did not require any changes.
- 08.2 **Financial Regulations**
The Clerk referred to changes made to the Financial Regulations to better reflect the way the Council dealt with payments of invoices. Inclusion of access to the Council's bank account by the Chairman and Vice-Chairman to aid Governance and Accountability had also been included.
- 08.3 **Model Publication Scheme**
The Model Publication Scheme remained as previously adopted.
- 09.22/23 **Planning**
- 09.1 **Decision Notice – 22/00554/S73 – Westview, Great North Road - Variation of condition 2 attached to planning permission 21/01368/HOUSE to amend the approved plans**
Members noted the decision notice granting variation of condition 2.
- 10.22/23 **Parish Council Matters**
- 10.1 **Invitation to Summer Garden Party Reception for Voluntary Sector Organisations in Nottinghamshire - Saturday 25 June 2022, 2.30pm – 4.30pm**
Members noted the invitation for up to three representatives to attend a Summer Garden Party at the Lord Lieutenant's home on Saturday, 25th June 2022. Members to advise the Clerk should they wish to attend.

- 10.2 Community Lengthsman Scheme
The Clerk advised that interest in receiving further information as it became available had been registered, albeit that the Parish Council may be too small an entity for the scheme.
- 10.3 Casual Vacancy
The Clerk advised that no applications had been received for the casual vacancies for the two vacancy positions. The Clerk to continue to advertise and promote on noticeboards, through the website and the distribution list.
- 10.4 Safer Neighbourhood Group
Councillor Jarvis had recently attended the SNG. The main concern was speeding through the villages, and there had also been recent vehicle thefts. The incident on Crow Lane involving shotguns had been reported.
- The advice from the Police was to ring 101 with any issues, 999 in the event of an emergency.
- 11.22/23 **Beckett Field**
11.1 To note a review of the energy account
After discussion it was AGREED that the energy account remain with EDF. Members noted that the current fixed term agreement was in place until May 2023.
- 11.2 Maintenance
Councillor Jarvis advised that repairs had been undertaken to the floor in the pavilion. The cork in the noticeboard was in the process of being replaced. The Clerk advised Councillor Jarvis to forward any invoices for reimbursement.
- 11.3 Planters
Councillor Brown advised that the planters would be addressed over the weekend.
- 12.22/23 **Flooding, Drainage & Emergency Planning**
12.1 Training
The Clerk to try and secure signage training specific to the village.
- 13.22/23 **Highways**
13.1 Highways Issues Logged
Members noted that the potholes on Bathley Lane had been reported.
- 13.2 South Muskham Footpath 1A
The Clerk confirmed that, following a discussion with Rights of Way, the onus on making the diversion previously reported to Council, and putting in the infrastructure was on the landowner and they had requested the diversion. Until such time, the original footpath route should be used.
- 13.3 Advance Roadworks Bulletin – 25th May 2022 – Installation of New Signs
Members noted the bulletin advising of the installation of new signs on 25th May 2022. No information had been provided on what the new signs were.

- 14.22/23 **Nottinghamshire Association of Local Councils**
14.1 Planning 'Nuts & Bolts' Training
Members noted the information outlining the training organised by NALC.
- 15.22/23 **Correspondence Received**
15.1 There was none to note.
- 16.22/23 **Other matters arising not on the agenda**
16.1 No other matters were raised.
- 17.22/23 **County Councillor Report**
The Chair suspended the meeting at 7.35pm for Councillor Laughton to give his report.

Councillor Laughton referred to the recently completed work at the Castle Level crossing which had rectified the uneven surface.

At the 17th May 2022 Annual Meeting of Newark & Sherwood District Council, Councillor Mrs Saddington had been made Chairman for the Civic Year 2022/23.

The Secretary of State had confirmed that the County Council could progress a Mayoral district, and negotiations would start on that basis with the City of Nottingham, City of Derby and Derbyshire.

Details of the new Local Planning Bill would be released shortly.

The County Council were under significant pressure with the rising inflation, with an expected £15-18m increase in costs this financial year.

The Chief Executive of the County Council has been appointed as the CEO of Nottingham University Hospital Trust, so the County would be looking to appoint a new CEO in July.

The HS2 Scoping Report had been raised at the District Council Meeting on 17th May. The report was a discussion document and there was very little likelihood of it progressing.

On behalf of the Community Speedwatch Team, Councillor Jarvis extended his thanks to Councillor Laughton for his help in securing the 40mph speed limit along the A616 at Little Carlton.

The Chair thanked Cllr Laughton for his report and reconvened the meeting at 7.38pm.

Next Meeting – Parish Council – 15th June 2022 at South Muskham & Little Carlton Village Hall

The meeting was closed at 7.40pm

Minutes approved as a true record –