

COLLINGHAM *Parish Council*

MINUTES OF THE COLLINGHAM PARISH COUNCIL MEETING held at 7.15 pm on 25 MAY 2017 at the Youth & Community Centre, Low Street, Collingham

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

Clerk: Caron Ballantyne

In Attendance: 0 members of the public

Action by

- 91 Public forum**
No members of the public present
- 92 To receive apologies for absence**
Apologies from Councillors Barrie and Wright accepted
Apologies from District Councillor Clarke noted
- 93 To receive any declarations of interest**
Cllr Scott declared an interest in Agenda Item 97a – Planning Applications Received, specifically the application in relation to Linby House
- 94 To receive and approve the Minutes:** of the Annual Parish Council Meeting and the Extraordinary Meeting of 11 May 2017, circulated to members prior to this meeting. There were a number of initials which were added for Cllrs Davies for clarification, these were then agreed as a true record and signed by the chair.
- 95 To receive reports from County and District Councillors**
Cllr Mrs Dobson
- Cllr Mrs Dobson retained the County Council position, following the election on 4th May
 - Cllr Mrs Dobson congratulated Michael Davies in being elected as Parish Council Chair for the coming year and looks forward to working together
- Nottinghamshire County Council**
- The recent surface dressing has today (Thursday) started to melt in the very hot weather – this has been reported to NCC Highways. The whole of High Street was walked with the officers on Wednesday and identified a number of manhole covers which have been missed and need to be dealt with. The manholes which have been raised have been done using new materials and method and should last longer as a result. The work undertaken is very impressive. There are still some kerbs which need to be lifted. A number of complaints have been received about the workmanship and that this is a waste of money, but the work carried out should now give the road a much longer life
 - There is to be a meeting with highways officers on the 1st June with regard to the overnight ban on the A1133 to discuss the traffic monitoring figures which have been captured since the start of the experimental overnight ban. It is possible that enforcement action will follow
 - A new chair of the County Council has been inducted today. He is very keen to visit every district in the next year. Could the Parish Council

consider who/which groups it would be of interest for him to meet when he comes to this district

Newark and Sherwood District Council

- No news on some of the planning applications, which have had issues raised with the planning department. Noted that the application for the land at the rear of the Paddocks has been amended and sent out for re-consultation
- It would be good to see the speed gun deployed during the nice weather. It was noted that the recent closure of the High Street resulted in slower traffic speeds on Low Street
- Concerns raised about the new grass cutting contract – Clerk is aware and is continuing to monitor the situation as a number of complaints have been raised and some areas have been missed. A contract of this size/type always takes a little time to settle down, especially as the first cut had to wait until the contract had commenced in April

96 a) To Formally Note Items of Income for the Month:

Income			VAT	Total
Burial Ground	Cemetery Fees	£180.00	Nil	£180.00

Noted

b) To Approve Items of Expenditure for the Month to be paid by BACS:

Expenditure			VAT	Total
AEB Landscapes	Community Park - Inspections	£280.00	Nil	£280.00
AEB Landscapes	Community Park - Maintenance	£15.00	Nil	£15.00
Belina Boyer	Internal Audit	£100.00	Nil	£100.00

Resolved that all expenditure was approved

- c) **Bank Reconciliation for the year to date** – signed by Cllrs Barrie and J Davies and circulated prior to the meeting, noted
- d) To receive the internal audit report and agree any actions required – the minor items raised in the audit report were noted and practices would be amended accordingly for the current financial year namely:
- Additional planning applications received after the agenda has been published would be held over until the next meeting if NSDC authorise this or an additional meeting will be arranged.
 - Financial information is available on request at any time, including bank balances, these would not be included in the minutes as Capital and Revenue needs to be explained to most members of the public
 - The purchase of poppy wreaths would be from the Chairs allowance
- It was resolved that to avoid future confusion it should be noted that the Library offers the Parish Council Clerk a permanent mailing address as well as the opportunity to meet with members of the public at a designated time each week and a space in which to store archive documents, by the kind permission of Inspire (NCC Library Service)– this is not, nor is it intended to be an office space, this will remain at the clerks address to allow the Parish Council to offer the Clerk flexible working hours as required of the position
- e) To approve and sign the annual governance statement - Resolved that the annual governance statements, including the detailed explanations for each, reflected the practices of the Parish Council for the financial year to 31 March 2017. The Annual Return was duly signed by the Chair
- f) To approve and sign the Accounting Statements – Resolved that the accounting statements reflected the financial position at the end of the year to 31 March 2017 and agreed with the end of year bank reconciliation. The Annual Return was duly signed by the Chair

- g) Budget monitoring and virements – Resolved that the changes proposed to the budgets were approved

97 Planning

a) Applications for Consideration

17/00706/FUL	Station Road, The Tennis Court	Householder application to erect additional bay to existing garage – amended site layout plan – SUPPORTED unanimously
17/00791/FUL	South End (26)	Householder application for a single storey rear extension to bungalow – SUPPORTED unanimously
17/00701/FUL	Braemar Farm	Construction of an electricity sub-station – SUPPORTED by majority

Cllr Scott left the meeting

17/00826/ADV	High Street (60), Linby House	Add lighting to existing wall sign (Signs A) and fix new illuminated wall sign (Sign B) – NOT SUPPORTED unanimously
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Cllr Scott returned to the meeting

b) Applications Determined

NCC V3196	Besthorpe Quarry, Collingham Road	Granted
17/00541/TWCA	Low Street (51)	No Objections
17/00752/TWCA	Vicarage Close (20)	No Objections
17/00440/FUL	Lunn Lane (6)	Refused
17/00445/FUL	Newark Road (5)	Permitted
16/02171/FUL	Garage Site Snowdon Road	Permitted
17/00151/FUL	Wheatley Lane, Wheatley Grange Farm	Permitted

noted

- c) Central Lincolnshire Local Plan – adopted. Noted. Resolved that the Parish Council wish to receive future information on this

Clerk

- d) NSDC – Notification of CIL Submission. Noted

98 Community Park

Annual Play Park Inspection – Resolved unanimously to have the inspection undertaken through NSDC

Clerk

99 Local Council Award Scheme

Discuss the possibility of the Parish Council applying for the award scheme – Resolved unanimously that the Parish Council should apply initially for the foundation level of this scheme. Most criteria are currently fulfilled, but a little work is required for the remaining items

Clerk

100 Consider Code of Conduct for Adoption

Following anomalies identified at the last meeting – these have now been resolved and it was resolved unanimously that this be adopted, with no further amendments required

Clerk

101 Correspondence

- a) OVO Tour of Britain, coming through Collingham Wednesday 6 September 2017. Andy Hardy (NSDC) to be invited to the next Parish Council meeting to share information. Interest in this event to be confirmed to NSDC. This event will be publicised as widely as possible

Clerk

- b) Letter of response from the Post Office with regard to Post Box in village centre – very disappointing response from the Post Office. Resolved a further letter should be written. Copy of all correspondence to be sent to Cllr Mrs Dobson

Clerk

- c) NALC Survey on 'What next for Localism?'. Noted

- d) Cubs – “Million Hands Project” – request for a plot of land to be allocated for use. The piece of land suggested by the Cubs is maintained by the co-op and may therefore cause issues with the legal agreement. Other areas of land suggested were the Pinfold on Woodhill Road and the Station, both are areas that would require minimal road crossing and are easily accessible to all. Resolved that the clerk would suggest this to the Cubs.

Clerk

- 102 Fleet Article for July/August** – Resolved that Cllr Marshall would do this edition; several topics were suggested

Cllr
Marshall

103 Clerks Report

- | | Agenda Item |
|---|--------------------|
| ➤ Additional waste bin in village centre in progress. NSDC to confirm process before proceeding further | 47b |
| ➤ Offer of free dog poo bags – has been accepted although currently no supplies available. Clerk still to contact Collingham vets about locating a supply there | 52b |
| ➤ Letter written to Ursula Lidbetter of Lincolnshire co-op and circulated to all members for comment before being sent | 63a |
| ➤ Land at Dykes End – Evidence summaries being gathered for submission to Notts CC. Notice still to be served on owner of land | 63c |
| ➤ Battle’s over – A nation’s tribute and WWI Beacons of light – interest has been registered | 64a |
| ➤ Financial Regulations – typo in 6.4 resolved | 80 |
| ➤ Change of Bank Signatories underway with all three financial institutions | 81 |
| ➤ Risk Register additional amendment made | 82 |
| ➤ Code of Conduct – issue with table to be resolved and brought to future meeting. Included on the May 25 agenda | 84 |
| ➤ Appoint Internal Auditor for the year 2017/18 – Belina Boyer advised of the appointment | 86 |
| ➤ Asset of Community Value (ACV) application drafted | 90 |

Other items

- All documents adopted at the Annual Parish Meeting have been uploaded to the website
- Ground Maintenance Contract has had a number of teething troubles. These are mainly verges and/or areas with daffodil bulbs in. The contractor has mown round areas of bulbs but will be cutting them by the end May along with the grass, this ensures that the bulbs re-flower next year. Verges which have been missed due to unfamiliarity with the village have been notified and picked up on the next cut. One area inadvertently omitted from the original contract documents for which an extra over item has now been agreed is the Burial Ground at St Johns. Feedback from contractor has been requested, whilst they acknowledge “There's inevitably going to be the odd teething problem when a new contractor takes over so I would just say thanks for being understanding and working with us, which is the kind of relationship we like to have with our clients”
- Felled tree over the Fleet, followed up with the Internal Drainage Board

Reports to NCC

FS51528616	Gullies	High Street Outside Nicholsons
FS52011884	Signs	Single Yellow lines signs - High Street

FS52015391	Signs	Temporary "no road markings" signs still in place
FS52655257	Gullies	High Street near lights heading North
FS52655504	Gullies	Low Street near Cleave Cottage
FS52655811	Gullies	Low Street near Church

Reports to NSDC

Enforcement	Tree felled within the conservation area
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Cllr Scott

Email sent to existing library volunteers by Inspire. In relation to our Community Partnership Library (CPL) news, you will have seen in The Fleet the article asking for CPL volunteers and I am really pleased to say that we have had some interest from the wonderful people in Collingham, which means that Liz and I will very shortly be organising CPL training for the new volunteers who will eventually be helping alongside yourselves in the library. We are also working closely with Rosie Scott and the Parish Council and will shortly have a first draft of a Service Level Agreement between Inspire and Collingham Parish Council which will enable a formal partnership agreement for the day to day delivery of the library to transition to Collingham Parish Council, albeit the overall management of library books, computers etc. will remain with Inspire. Practically I would think that this won't happen until late summer/early autumn, but we will do our best to work as fast as we can.

Cllrs J & M Davies and Barrie

61e - Neighbourhood planning stand at the May Fair well attended with interest shown in this and other projects.
 item published to the website on Neighbourhood planning as more volunteers would be required to take this forward

Cllr Guest

62a – Community Park Facebook administrator rights set up for Councillor Marshall

Cllr Allen

63b – Meeting arranged with the owner and extraordinary meeting held on 11 May

Cllr Marshall

64e – Best Kept Village is being progressed

The meeting closed at 20:25pm

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