

Minutes of Dunham-on-Trent, with Ragnall, Darlton and Fledborough Parish Council (Dunham & District Parish Council)



Meeting of **Dunham & District Parish Council** held on the **9th Mar 2021** virtually via Zoom, as per the regulations enacted under the Coronavirus Act 2020, the meeting commenced at **7:00pm**.

Members Virtually Present

Via Remote Attendance

Cllr Madeline Barden
Cllr Kathryn Watkinson
Cllr Lucy Atkinson
Cllr Emma Thorpe
Cllr Adrian Stapleton
Current Vacancies

Chairman

Vice-Chair

Cllr Vera Ballinger

Cllr Rachel Bean

Cllr Carole Booth

Darlton: 1, Dunham on Trent: 2

Clerk/Responsible Financial Officer

Also, Virtually Present

Via Remote Attendance

Ed Knox

0 Members of the Public

➤ Public Forum

None Present.

18/21 To Elect a Chairman of the Council

Cllr Watkinson **Proposed**, Cllr Booth **Seconded** that Cllr Barden be Chairman. Therefore, the Council **resolved** that Cllr Barden be elected Chairman. Cllr Barden together with the Proper Officer, signed the Declaration of Acceptance of Office of Chairman form.

19/21 To Elect a Vice-Chair of the Council

Cllr Booth **Proposed**, Cllr Bean **Seconded** that Cllr Watkinson be Vice-Chair. Therefore, the Council **resolved** that Cllr Watkinson be elected Vice-Chair.

20/21 To receive apologies for absence

None.

21/21 To receive declarations of interest

None.

22/21 To Approve Minutes of the Previous Meeting

After discussion, the council **resolved** to accept the minutes. The chairman signed the minutes of the previous meeting as a true and accurate record.

23/21 To receive reports from County and District Councillors

Dist Cllr Isard – Did not attend.

County Cllr Ogle – Did not attend.

24/21 To Approve Annual Governance Statement (Section 1 Annual Return) for Year Ending 2020/21

The Clerk reported the findings of the internal auditor and Cllr Barden **Proposed**, Cllr Watkinson **Seconded** that the Council unanimously **approved** the Annual Governance Statement. The Clerk and the Chairman signed the Annual Governance Statement.

25/21 To Approve Accounting Statements (Section 2 Annual Return) for Year Ending 2020/21

The Clerk circulated by email prior to the meeting the Annual Return Section 2 Accounting Statements. Cllr Barden **Proposed**, Cllr Watkinson **Seconded** that the Council unanimously **approved** the Accounts and the Clerk and the Chairman signed the Accounting Statements. **Action**, the Clerk will submit the Annual Return Exemption Certificate (because turnover is below £25,000) to the External Auditor along with any required supporting documents and upload copies to the webpage.

26/21 To Review & Re-adopt all formal documentation (Policies & Procedures)

Prior to the meeting the Clerk circulated all the latest policies and procedures. After Discussion Cllr Barden **Proposed**, Cllr Watkinson **Seconded** that the Council unanimously **approved** the re-adoption of:

- Standing Orders
- Financial Regulations
- Complaints Procedure
- Expenses Policy
- Disciplinary and Grievance Procedure
- Health & Safety Policy
- Risk Management Policy
- Section 137 Grant Policy
- Sickness Absence Procedure
- Social Media Policy
- Training & Development Policy
- Annual Leave HR Policy
- Whistleblowing Policy
- Antibullying and Harassment Policy
- Equality and Diversity Policy
- Flexible Working Policy
- Maternity Leave & Pay Policy
- Paternity Leave & Pay Policy
- Homeworking Policy
- Performance Improvement Policy & Procedure
- Emergency, Dependents & Bereavement Leave Policy
- Sickness Absence Policy
- GDPR Data Breach Policy
- GDPR Privacy Notice
- GDPR Records Retention Policy
- GDPR Security Compliance Checklist
- GDPR Subject Access Request Procedure
- Code of Conduct

The Clerk advised that he will let the Council know once any new or updated policies or policy changes come through from NALC. After further discussion, the Council agreed to look at potentially adopting a Public Participation Policy and a Petitions Policy at the next meeting.

27/21 To Appoint Internal Auditor for 2021/22

After discussion, the Council unanimously **resolved** to appoint KG Enterprises again as the internal auditor.

28/21 Finance:

1. To Approve Payments:

The Council **approved** the following: -

<u>Payee</u>	<u>Item</u>	<u>Amount</u>
C.Gaisford	Lengthsman Services Mar	£92.30
The Sign Shed Ltd	Allotment Fence Sign	£27.84
C.Gaisford	Lengthsman Services Feb	£78.00
KG Enterprises	Internal Auditors Fee 2020/21	£75.00
Holmes Ground Care	Dunham Play Area Grass Cutting March	£45.00
E Knox Post Office Ltd	Postage of Minutes to Binding Company	£11.15
Total Payments		<u>£329.29</u>

Receipts:

<u>From</u>	<u>Item</u>	<u>Amount</u>
Coopers (Dunham) Ltd	Rent 2021 Reptile Gardens Field	£250.00
Member of Public	Rent 2021 Allotments	£8.00
Bassetlaw District Council	1 st Half Precept	£6,731
Bassetlaw District Council	1 st Half Concurrent Grant	£17.00
Bassetlaw District Council	1 st Half Street Cleaning Grant	£244.00

Total Receipts

£7,250.00

Bank Balance

£29,514.20

Bank Reconciliation for the year to date to be approved. Council **Resolved** unanimously that figures were correct. Reconciliation to be signed by when practical. Direct Debits and Standing Orders for staff salaries including PAYE and Pension, all **approved** unanimously.

29/21 To Approve Lengthsman Services Contract for 2021/22

After Discussion, the Parish Council agreed to re-appoint Colin Gaisford as Lengthsman for 2021/22 and expressed gratitude for the work he does to improve the parishes. The contract agreed included a 2.75% rise per hour in line with the NALC NJC Government pay scale rises nationwide. Action, Clerk to issue updated contract.

30/21 To Receive Update on a community partnership bid for financial help with improving Broadband

Unfortunately, the voucher scheme has changed from 1st Apr 2021, the Notts Digital Engagement Officer (NDEO) has advised *"at present there is now no top-up support available, as we have required DCMS to change an element of the eligibility criteria. They could not accommodate this change to coincide with the launch of the new voucher scheme on April 8th. In order to ensure that our top-up targets the premises within the county with the poorest internet, we have added an additional eligibility criterion, which must be met in order for top-up support. **The Notts top-up will now only be made available to homes and businesses that are unable to receive a minimum of 30Mbps download.**"*

It was hoped that there was an opportunity to amalgamate schemes on the same telephone exchange to deliver connectivity to those who need it. However, the manager at Openreach has called the Clerk to advise that this is not possible for the properties in the area due to the geographical layout and distance between properties and properties on the same exchange but in different villages.

The Clerk has submitted costing enquiries for the following areas:

- **Rampton & Woodbeck Parish** 388 properties on Rampton Exchange Submitted Ref 55470, £856 per property and would be covered by Govt Voucher Scheme alone. Openreach are moving forward to progress a community portal. 70% sign up is needed to make the project viable and move forward.
- **Laneham Parish** 106 Properties submitted on Dunham On Trent Exchange ref 52622, £951.18 per property and would be covered by Govt Voucher Scheme alone. Openreach are moving forward to progress a community portal. 70% sign up is needed to make the project viable and move forward.
- **South Leverton Parish** 221 Addresses on Sturton Le Steeple Exchange Ref 55486, unfortunately, the total cost for this scheme is £1,857 per property, £1500 of which is covered by the Central Govt Voucher Scheme. Unfortunately, the changes to the Notts CC Top Up Scheme from 1st Apr 2021 means that the £1,500 additional top up, which previously would have been enough to bring superfast broadband to all 221 homes, is now only available to those with a broadband speed of 0 to 30mbps. Openreach have advised that there are 64 properties out of the 221 which would qualify for the top up, we would need 72% take up for the scheme to be viable. Openreach are now looking at finding out a list of the 64 properties so that these can be approached to see if the majority of them will sign up to the scheme.
- **Dunham, Darlton, Ragnall & Fledborough Parish** 22 properties registered on Tuxford exchange ref 55846. Unfortunately, the 22 properties on the Tuxford Exchange:
 - High Brecks Cottage, Lincoln Road, East Markham, Newark, NG22 0SN
 - High Brecks Farmhouse, Lincoln Road, East Markham, Newark, NG22 0SN
 - Melbourne House, Lincoln Road, East Markham, Newark, NG22 0SN
 - The Pheasantry Brewery & Visit, Lincoln Road, East Markham, Newark, NG22 0SN
 - 1, Kingshaugh Farm Cottage, Lincoln Road, East Markham, Newark, NG22 0SR
 - Kingshaugh Farm Cottages, Lincoln Road, East Markham, Newark, NG22 0SR
 - Kingshaugh, Lincoln Road, East Markham, Newark, NG22 0SR
 - Markham Clinton Wrw, Lincoln Road, East Markham, Newark, NG22 0SR
 - Darlton Gliding Club, Tuxford Road, Darlton, Newark, NG22 0TQ
 - HIGHFIELDS FARM, TUXFORD ROAD, DARLTON, NEWARK, NOTTS NG22 0TQ
 - LODGE FARM, TUXFORD ROAD, DARLTON, NEWARK, NOTTS NG22 0TQ
 - Goodhouse Farm, Lincoln Road, Tuxford, Newark, NG22 0JP
 - Woodview, Lincoln Road, Tuxford, Newark, NG22 0JP
 - Oakwood, Lincoln Road, East Markham, Newark, NG22 0SW
 - Merryfield Barn, Marnham Road, Tuxford, NG22 0PY
 - Merryfield Farm Bungalow, Marnham Road, Tuxford, NG22 0PY

- Merryfield Farmhouse, Marnham Road, Tuxford, NG22 0PY
- ORCHARD PARK CARAVAN AND CAMPING, Merryfield Farm, Marnham Road, Tuxford, NG22 0PY
- Park Cottage, Marnham Road, Tuxford, NG22 0PY

Would cost in excess of £10,000 per property and therefore is not economically viable to proceed with and the costs far exceed what the Govt Voucher & Notts CC Top Up scheme can cover.

- **Dunham, Darlton, Ragnall & Fledborough Parishes** 277 Properties registered on Dunham On Trent Exchange Ref 55487, unfortunately, the total cost for this scheme is £2600 per property, £1500 of which is covered by the Central Govt Voucher Scheme. Unfortunately, the changes to the Notts CC Top Up Scheme from 1st Apr 2021 means that the £1,500 additional top up, which previously would have been enough to bring superfast broadband to all 277 homes, is now only available to those with a broadband speed of 0 to 30mbs. Openreach have advised that there are 93 properties out of the 277 which would qualify for the top up, we would need 72% take up for the scheme to be viable. Openreach are now looking at finding out a list of the 93 properties so that these can be approached to see if the majority of them will sign up to the scheme.

If any residents have further questions, they can also contact the Notts County Council Broadband Engagement Officer and his Better Broadband for team using enquiries.broadband@nottsccl.gov.uk or by phoning 0115 977 2532.

After discussion, the Council unanimously **agreed** that it was very unfair of the County Council to change the grant funding, the Parish Council had been promised that all of Fledborough would have been upgraded to superfast broadband more than 2 years ago, the Clerk submitted the application to Openreach for the quotation for the whole district in December 2020. Due to illness no one was getting back to the Council from Openreach, which isn't the Parish Council's fault, it took until April for this quotation to come through from Openreach (and this only came through after repeatedly chasing Openreach, complaining and escalating it via the NDEO and County Cllr). At present, Openreach still haven't put the quotation in writing nor set up the promised Community Sign Up Portal, the quotation was made verbally to the Clerk by the replacement manager at Openreach, who said that the portal would go live and 'Wendy' would be in touch in the next two weeks with regards to taking the scheme forward.

The Parish Council requests that the County Council honour the original grant scheme so that all 277 homes can be 'top-up' funded and not just the 93 properties identified as 0 to 30mbs. The Clerk & Cllr Atkinson are to draft a suitable response to request this via the County Cllr after the elections.

31/22 To Receive Councillor's/Clerks' Reports including Road Traffic Accidents:

The following items were consolidated into one email to the Highways Authority Manager 9th November 2020, asking for a site visit with the chairman and other cllrs so that these matters can be investigated and finally resolved. Each month the Clerk chases the Highways Manager and the Parish Council adds to this list while awaiting a reply:

- **Noting of Accidents** – On 13.04.2021 a car drove down into the River Trent, and the occupant was rescued by two men.
- **Fledborough Potholes & Highway Markings** reported 13.04.21 reference HAMS 6204962 & 24/3/21 – Job no: 2768672 – Highways Manager visited and took notice of the potholes and agreed for these to be looked at. The Highways Markings, can we mark sides of the roads to identify the drainage divots, the Highways Manager couldn't see a suitable solution. Cllr Atkinson suggested that a membrane with a sufficient number of stones on top could be a potential solution. Cllr Booth **agreed** to contact the Lengthsman to ask if this is something he can assist with the installation of the membrane and stones. Road from Manor Cottage to Church Potholes: – Awaiting Inspection. Some potholes identified and repairs undertaken on Access Road to Fledborough
- **Car Accidents at Coronation Terrace** – Cllr Barden gave a copy of Cllr Booth's email detail the safety of this area to the Highways Manager at the site visit. Highways Manager advised a barrier could cause entrapment issues; however, slimmer bollards or raised curbs could potentially be installed, the Highways Manager will report back as to whether these slimmer bollards could be installed.
- **Signage on The Green** – The Highways Manager looked at the blind corner of The Green/Horne Lane and the cars parking near the junction increase the safety problem. The Highways Manager will arrange to repaint the road markings and write a double dotted line on the road. Cllr Ballinger advised regards the blind corner to Horne Lane, at present parking outside the semi-detached houses on the opposite corner is well away from the corner and giving good sight clearance for traffic and pedestrians coming from

Horne Lane. Only 2 cars are parking on the road, the third is parking further up the street. At the site meeting the Highways Manager noted this, but it doesn't impact on cars coming down The Green too fast, especially if they are likely to turn left. The Highways Manager noted down a meeting with the NCC design team.

- **Dunham The Green, Potholes – When Cllr Barden met the** The Highways Manager looked at the Potholes, took note of these to be repaired. It was clear to see that the east side of the carriageway running north/south of The Green was badly in need of repair. This side was particularly bad because traffic heading both north and south was forced to travel on the east side because of parked cars. Unfortunately, the problem of vehicles going onto the verge of the road on the south side of the Green couldn't be resolved. We know that it happens because residents park their cars outside their homes leaving insufficient room for other vehicles to pass, but putting dropped kerbs either end would mean that the verge would be regarded as road worthy and this would not be the case.
- **Highways items in ditches** – Highways Manager was informed of the locations of the various items in the ditches. Cllr Barden suggested the Lengthsman could go around the parishes and collect up all the broken reflector bollards, and any other highways items & signage, around the parishes to a neat pile in the V Hall Carpark near the clothing bins so that Highways can collect these if the Village Hall are happy.
- **Dunham A57 Dropped curb Crossing Signage:** The Highways Manager advised that there's a large amount of signage in Dunham. I have not had confirmation as to who agreed this signage or why it was not installed in 2011. The Highways Manager asked what was more important to the PC, keep the same number of existing signs or reduce one to gain this potential sign. **This item to be discussed at the July Meeting.**
- **Bus Shelter for Laneham Road, Dunham:** The Highways Manager has been informed there's 9 children soon going from this stop to school. The Highways Manager raised **Enquiry reference 6180034** – this request is currently with NCC Transport Facilities team for their consideration and response
- **Laneham Road, Dunham: Pavement poor condition and exposed drainage pipes (Ref 93719):** Cllr Barden showed the Highways Manager all of the problems and where the pavement is falling apart and there are drainage pipes exposed. The Highways Manager agreed to raise a job for these to be investigated and repaired. The Highways Manager agreed that the Lengthsman can weedkill from the Dunham/Ragnall Crossroads to the Laneham, Drayton Road junction.
- **4 Long Row Cottages Flooding** - The Drainage Manger and Principal Flood Risk Manager are working together to find a resolution to this issue. The resident has been contacted by a member of the Flood Risk team at NCC.
- **Yellow Salt Grit Bins in all 4 Parishes** – Reported to Highways Liaison Officer & Manager 19.04.21 – Parish Lengthsman advises all salt bins need topping up. Highways Manager raised this with Ruth Eyre bring this to the attention of the Winter Maintenance team.
- **Children Playing/Playground Signage** - the Parish Lengthsman advises that on Low Street near the Village Hall, there is no Children Playing/Playground Signage. Reported to Highways Manager 19.04.21. Highways Manager agreed no signage was there so this would be looked into for potential signage installation. The Highways Manager asked Ruth Eyre to provide the PC with an update.
- **Cocketts Hill** – Was discussed with the Highways Manager, Cocketts Hill is a narrow road leading into Low Street which links the Laneham Road to the A57 at the White Swan. For a number of years, we have been trying to a) make this stretch of road accessible to pedestrians and so far, failed, mainly due to cost and b) stopping cars travelling west 'queueing' at a blind bend on the A57 to turn right onto Low Street, using this as a short cut to the Laneham Road. We believe our proposal negates the need for excessive cost and resolves our two long term problems. If Cocketts Hill is made One Way (vehicles able to travel southerly, down Cocketts Hill) then there would be sufficient space for a pedestrian walkway to be 'lined' on the road. It would require a No Entry sign at the bottom of Cocketts Hill, immediately after the crossroads of Upper Row and Chequers Lane.
The PC have informally approached those houses affected by the change and they are in agreement. The Highways Manager agreed to look into this proposal and report back to the Parish Council.
- **Grass Verge Cutting Frequencies:** The Highways Manager advised The Highways verges are cut five times a year in urban areas and twice a year in rural areas. A few verges within the county are deemed conservation verges and a are usually cut once a year in September. Further information can be found on the NCC website at [Grass cutting | Nottinghamshire County Council](#). Some Parishes choose to

allocate some of their Lengthsman scheme money to fund additional grass cutting within their Parish.

Item closed and will not feature on next minutes.

- **A57/Marsh Lane Bus Turning Area FS-Case-327191140** reported 19.04.21 – Weight Sign has come loose on pole. Matter raised by Parish Lengthsman. **Works Ordered – Job no: 3676901 – Clerk Received Notification from Highways that this was completed in May. Item closed and will not feature on next minutes.**
- **HGV Lorry Weight Limit for Ragnall & Fledborough:** The Highways Manager advised that a weight restriction wasn't possible, there is currently no proposal to introduce a weight restriction through Ragnall and Fledborough. When considering a weight restriction for any route or area, we must give careful consideration to those vehicles that will be re-routed. In certain instances, a route may seem inappropriate for HGV use but there may be no other realistic alternatives. If there are no alternative routes, introducing a weight restriction will only displace problems on to similarly inappropriate roads. Where alternative routes are available, we must ensure wherever possible to positively sign these routes, and give early warning of a weight restricted area, to help the restriction to be self-enforcing. **Item closed and will not feature on next minutes.**

Other matters:

- **Cllr Watkinson:** Recently attended the NALC training on Employee Relations and has a supporting video and information pack should anyone require a copy.
- **Cllr Watkinson:** asked who had cut the weeping willow back at the Dunham Playground, it is used as a play den for children. Cllr Thorpe **agreed** to ask the Grass Cutting Contractor if he knew anything.
- **Cllr Barden** asked for discussion of a potential local flood warden to be on the Agenda for the July meeting.
- **Cllr Watkinson:** advised that the school will have a new Executive Headteacher by September.
- **Cllr Barden:** Asked for the responsibilities list to be reviewed at the next meeting, currently the list from 2019 is as follows:
 - Dunham Millennium Hall – Two Positions Vacant (the Charity Governing Document requires the Parish Council to appoint two members to the Village Hall Committee)
 - Parish Website/Social Media – Clerk, Kathryn Watkinson
 - Nottinghamshire Police Rural East Bassetlaw Priority Setting Group – Carole Booth
 - EDF Power Station Liaison – Madeline Barden
 - Bassetlaw Rural Conference – Madeline Barden
 - Bassetlaw Parish Forum – Carole Booth
 - Bassetlaw Tenants Forum – Position Vacancy
 - Bassetlaw Local Plan – Madeline Barden
 - Bassetlaw Planning Applications – Kathryn Watkinson
 - NCC Policy– Madeline Barden
 - LCC Policy– Madeline Barden
 - Central Government Policy – Madeline Barden
 - School Governors – Kathryn Watkinson
 - Fledglings – Kathryn Watkinson
 - Lighting – Parish Clerk
 - Footpaths and Countryside – Lengthsman
 - Archives – Parish Clerk
 - Noticeboards – *(needs to be updated to Emma, Madeline, Kathryn and Lucy)*
 - Allotments – All Councillors
 - Finance – All Councillors

32/21 Closure of Meeting

There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 8:45. The next meeting will hopefully be in person and at Rampton Village Hall as a one-time venue due to Dunham V Hall being unavailable.