

South Muskham/Little Carlton Parish Council

Draft Minutes of the Annual Parish Council Meeting held on Wednesday, 19th May 2021 at 7pm in the Main Hall, South Muskham Village Hall

A link to join by Zoom had been provided for members of the public.

Membership: D Catanach, C Brightmore, K Brown, R Gill, G Gilroy, P Jarvis, G Shearing (via Zoom)
Members of Public: 2 (via Zoom)

Also Present: Councillor B Laughton and Councillor Mrs Saddington

01.21/22 **Apologies for Absence and Declarations of Interest**

Apologies – There were none given.

Declarations of Interest – Councillor Catanach declared a personal interest in Agenda item 10.3.

02.21/22 **To Elect a Chairman for the Civic Year 2021/22**

The Clerk called for nominations to the position of Chairman for the Civic Year 2021/22. 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 was duly signed.

Councillor Catanach thanked Members for their continued faith in him. He advised he would be taking retirement from work on 30th June and looked forward to being able to spend more time in the role.

The Chair informed Council that a resignation had been received from Councillor Gilroy. Initially, Councillor Gilroy was going to resign at the last election but agreed to remain and help new Members, for which the Chair was thankful. The Parish Council would be sorry to lose her expertise, but understood the reasons behind her resignation.

Councillor Gilroy would continue to monitor the South Muskham defibrillator and remain a member of the speedwatch team. Councillor Shearing AGREED he would take over duties as Flood Warden. Councillor Gilroy would provide a handover.

The Chair noted that the Parish Council would need to advertise that there was a casual vacancy.

03.21/22 **To Elect a Vice-Chairman for the Civic Year 2021/22**

The Chair called for nominations to the position of Vice-Chairman for the Civic Year 2021/22. Councillor Gill proposed Councillor Shearing, seconded by Councillor Brightmore.

This was unanimously AGREED and the Chair declared Councillor Shearing the Vice-Chairman. The Declaration of Acceptance of Office would be forwarded to Councillor Shearing for signature.

Open Session

The Chair suspended the meeting to allow Councillor Laughton and Councillor Mrs Saddington to present their reports.

Councillor Laughton thanked everyone who had voted for him in the recent County Council elections. The support of all the villages represented over the years was much appreciated.

Councillor Laughton confirmed he had been appointed Deputy Leader, with the Leader Ben Bradley (MP for Mansfield). However, he assured Members that he would continue to support the smaller villages across Nottinghamshire, and would attend as many Parish Council meetings as possible. Councillor Mrs Saddington had also been given a Chairmanship.

The 40mph experimental speed limit trial had been delayed due to technical issues.

Councillor Brightmore raised a couple of issues:

- Junction of Kelham Lane and Ollerton Road – the road surface had deteriorated quite badly. It was noted that there were approximately 250 lorry movements a year to the chicken sheds.
- Road Crossing South Muskham – an approach had been made by residents asking for a safer crossing on the B6325. It was noted that there was a bollard there, but it was further down than the shop. –

Regarding the degraded junction, the Clerk to log this on the County Council's portal. In terms of a crossing, there was a set of criteria that Via has to adhere to and, while Councillor Laughton would raise the issue, he did not consider it would be supported.

Councillor Brightmore advised that a petition with 128 signatures had been gathered for the bridlepath alongside the A616. It was AGREED that Councillor Laughton liaise with Councillor Brightmore to hand over the petition so it could be submitted to Full Council.

Councillor Gilroy referred to the footpath on the bend of the Old Great North Road, behind the barrier, which had deteriorated, was overgrown and very dangerous. Pedestrians had to walk in single file. It had been previously reported through the portal. Given the speed of the traffic, the whole area needed to be cleared back.

It was noted that the overhead speed cameras sat with the MPs office. Councillor Laughton to liaise.

Councillor Laughton referred to the gates that had been installed adjacent to the village gateway signs. Councillor Laughton noted that the item was on the agenda for discussion later on the agenda and asked to be kept updated on any decisions taken by Council. In his opinion they looked good but understood clarification and permission was required from Via.

The Chair thanked Councillor Laughton for his report and congratulated him on his election.

Councillor Mrs Saddington noted it had been a difficult year, but dependent on the Indian variant, she was looking forward to face to face meetings.

Councillor Mrs Saddington referred to the planning application at Garage House and the correspondence with the Planning Officer which centred around the lack of a sequential test being submitted with the application. Given the lack of any flood information Councillor Mrs Saddington was unable to support it, and the Planning Officer had indicated that it would be refused. The applicant would be able to appeal should they wish to do so.

The Chair understood the requirement for a sequential test, and did not understand why one had not been submitted to support the application. However, it was considered dangerous to have a blanket District wide area which made it difficult for communities to understand where development would or would not be allowed. Councillor Mrs Saddington was asked if she would have supported the application if a sequential test had been provided. Councillor Mrs Saddington responded that it would depend what the results of the sequential test were, and how the application fed into policy.

Councillor Mrs Saddington suggested that it may be beneficial for the Parish Council to consider adopting a Neighbourhood Plan. Once in place a plan would allow greater control on planning applications within the parish, and it also increased the amount of CIL contribution payable. It was AGREED that Councillor Mrs Saddington approach the relevant officer at Newark & Sherwood District Council to invite them to attend the June meeting of the Parish Council.

Councillor Laughton reflected that it would also be helpful to have in place for when the District Council put out a call for sites as part of the Local Development Framework/SHLAA in 2026.

Councillor Mrs Saddington referred to the sad loss of the previous Clerk, Sandra Akerman. She was a very good Clerk to the Council and would be sadly missed. A welcome to Jayne Saunders, who had taken over the role.

Thanks were extended to the Chair, Parish Councillors and volunteers who had helped support the community during the pandemic, especially elder residents in the community. At the County Council, Councillor Mrs Saddington had been appointed Chair of the Health Scrutiny Committee and would be looking at various issues.

Councillor Laughton commented that 268 volunteer groups had been working in communities during the pandemic. As these groups had captured so much information, the County Council were going to investigate establishing local area forums.

Councillor asked whether the application at Southwell Racecourse had been approved. Councillor Mrs Saddington advised it had been granted, although she abstained on the vote. The traffic plan adopted was via Kelham Bridge and the A617.

The Chair thanked both Members for the support over the last 12 months and reconvened the meeting at 7.45pm.

04.21/22 **Chair's Report**

The Chair extended his congratulations to County Councillor Laughton on his re-election and his appointment as Deputy Leader. Congratulations were also

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extended to Councillor Mrs Saddington on her appointment as Committee Chairman.

The initiatives of Members has been good to see and has been noticed by members of the public

Councillor Gilroy will be greatly missed, and thanks were extended to her for all her hard work and dedication to the Parish Council.

A casual vacancy will be advertised accordingly.

05.21/22 **To approve the Minutes of the meeting held on 21st April 2021**

The minutes of the meeting held on 21st April 2021 were accepted as a true record and signed by the Chair.

06.21/22 **Matters arising from the Minutes not covered elsewhere on the Agenda**

There were none.

07.21/22 **Financial Issues**

07.1 To record Receipts – 1st Half Precept - £6, 532

07.2 To approve invoices for payment:

The Clerk advised that online banking had now been resolved. Accounts requiring and accepted for payment were:

- EDF Energy - £31.12
- Severn Trent Water - £58.10 & £25.12
- C Brightmore Transport Ltd – Beckett Field Mow - £70

The Clerk asked if any Member could read the electricity and water meters as bills were currently estimated. Councillor Brightmore AGREED to do this.

07.3 Renewal of Council Insurance Policy

The Clerk advised that the renewal quotation through Came and Co had been received in the sum of £595.78 (including £50 admin fee), with PEN Underwriting Ltd. There was an increase in the value of assets which had led to the increase in premium.

It was AGREED that the quotation be accepted and the Clerk look to a review prior to the 2022 renewal.

07.4 Accounts and Annual Return for year-end 31st March 2021 & Arrangements for Internal Audit

The Clerk advised that, due to the level of income and expenditure, there would be no requirement for an external review. An internal audit will be required and it was AGREED that the Clerk progress this.

The accounts showed an amount of £38,617 to be carried forward, however, there was an anomaly of £20 which the internal auditor would be advised of.

A Certificate of Exemption would be submitted to PKF Littlejohn, following presentation of the accounts to the Parish Council at the June meeting.

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08.21/22 **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 to review and identify if they needed to be amended due to the adoption of online banking. A report would be brought to a future meeting of the Parish Council.

08.3 Model Publication Scheme

The Model Publication Scheme remained as previously adopted.

09.21/22 **Planning**

09.1 Amended Planning Scheme of Delegation

The Chair referred to circulated documents from Newark & Sherwood District Council regarding the adopted scheme. The flow chart included clearly explained the process and was much easier to follow than the documentation. In terms of planning, Members noted the importance of engaging with the District Councillor on applications.

The Chair referred to the problem with the application at Garage House, South Muskham. Discussion took place regarding the local need for this development, and Members noted that a sequential test would have been beneficial. It would be up to the applicants if they decided to appeal against the decision.

Members considered it would be beneficial to discuss a Neighbourhood Plan. The Clerk to circulate documents from a presentation given recently on the issue at one of her parishes to Members.

New Applications:

Links to the applications on the District Council's planning portal had been circulated to Members for review in advance of the meeting.

09.2 21/01026/HOUSE – Old School House, Church Lane, South Muskham – Demolish existing flat roof side porch, erect extended new brick and slate roof lobby and porch

Councillor Catanach had declared a personal interest in this application and withdrew himself from the discussion.

After discussion, it was proposed by Councillor Brightmore, seconded by Councillor Gill, and unanimously AGREED to support.

09.3 Decision Notice – 21/00445/HOUSE – The Old Farmhouse, South Muskham – Alterations and conversion of existing garage to day room, new glazed link and garage

Members noted the decision notice granting permission for the development as outlined.

10.21/22 **Parish Council Matters**

10.1 Dog Bin – South Muskham

Councillor Brown advised that the additional bin had been installed at Little Carlton.

The Clerk had approached Via regarding placing the bin on the green at the junction of Main Street and Church Lane. Officers were reviewing the area and would feedback on whether it was suitable.

11.20/21 **Beckitt Field**

11.1 Fire Extinguishers

Councillor Brown had reviewed the quotations received from Safelinc.

After an explanation by Councillor Brown it was AGREED that the quotation in the sum of £171.94 be accepted. The Clerk was asked to progress as there was an obligation for extinguishers to be provided.

11.2 Potential Hire – 2021

The Clerk had been in contact with the potential hirers for 2021. A date had been agreed with the registrar, and the football club had been approached by the Clerk. The club were willing to be as flexible as possible to accommodate any hire. Councillor Brightmore advised that the hirer were not sure if they were going to proceed as yet. They were looking into associated costs.

11.3 Utility Aid Review

Information had been received from NALC about a free service available to Parish Council's for a review of utility bills. If any savings could be made, the Council would receive 100% of the refund back. The Clerk was asked to progress and place the item on the June agenda.

11.4 Entrance

Councillor Brightmore referred to previous discussions about making improvements to the entrance to the Field. An offer to donate tarmac had been received and Members were asked if they wanted to accept the offer. After discussion Members AGREED that the offer be accepted with thanks.

Councillor Brightmore would also install security posts at the same time. It was anticipated that the work would take a couple of days to complete. Members unanimously AGREED that the project be progressed.

11.5 Sports Grants

Councillor Brightmore asked if Members would be supportive to improve the pavilion on the Field, through grant funding.

After discussion it was AGREED that the item be placed on the June agenda for further consideration. Members noted that any changes to the pavilion had to be right for the village and not any outside bodies or organisations.

11.6 Noticeboard

The Clerk had asked Councillor Brightmore if he could review the noticeboard at the Field. The corkboard had deteriorated in one half.

After discussion the Clerk was asked to investigate designs and prices for a new, dual-door noticeboard.

12.20/21 **Flooding, Drainage & Emergency Planning**

- 12.1 As previously advised, the Clerk had contacted the Emergency Planning section at Nottinghamshire County Council about delivering training on signage, after 21st June 2021. No response had yet been received.

13.20/21 **Highways**

13.1 Highways Issues Logged

The Clerk referred to the issues that were currently outstanding relating to the overgrown pavement behind the barrier on Great North Road. This had been addressed when Councillor Laughton was present.

The Clerk was asked to log the potholes on the entrance to Kelham Lane, and the damage to the verge on the A616 which floods in heavy rain.

Councillor Brightmore referred to the overgrown verge on the pavement between Little Carlton and the mini-roundabout. The Clerk to ask Via if it could be cut back, alternatively could a volunteer group be put together to do the work.

13.2 40mph Speed Limit Update

This had been covered under the Open Session with Councillor Laughton.

13.3 Road Crossing Safety – South Muskham

This had been covered under the Open Session with Councillor Laughton.

13.4 Damage to Verge – Little Carlton

Councillor Brightmore was asked to forward the photographs of the damage to the verge to the Clerk for logging on the portal. Photographs previously provided had been forwarded to the Waste Department at Newark & Sherwood District Council.

13.5 Gate adjacent to Village Gateway Signs

Members were aware of the concerns raised at the April meeting regarding the gates that had been put up adjacent to the village gateway signs.

The Clerk had been liaising with Via who had confirmed that there could potentially be some liability for those that had installed the gates. A licence would check the structure was safe and, once established, the Parish Council would be required to insure them. Via had advised that the village gateway signs were mounted on posts that were designed to flatten in an accident, and it was considered that they would cause substantially less damage if any vehicle hit them than if it hit a large, solid wooden post mounted in concrete. Planning permission may also be required and the Clerk was liaising with Newark & Sherwood District Council to establish if that was the case.

The Chair held a different opinion to Via regarding the Village Gateway Signs, and Councillor Laughton had indicated that the gates enhanced the area. However, it was noted that the Parish Council would have to satisfy Via to ensure there was no liability.

Chair suspended the meeting to allow a member of the public to speak on the following item.

40mph Speed Limit Update

It had been reported at the April meeting that papers were being prepared to go to the May committee cycle, but the Parish Council had been advised that there had been a delay on the legal side at the County Council. No date could yet be provided for when the trial will be held.

The Chair noted that the trial will take place first, and interactive signs would follow dependent on the results of the trial.

A resident was concerned at where any signage would be placed, and where the 40mph limit would start. It was considered that the signage needed to be visible and needed to be away from the mini-roundabout and on the A616, as drivers concentrating on the roundabout could miss the signs. The same consideration needed to be given at the Debdale Hill end of the village, with signage before the turning as drivers tended to pick up speed down the hill.

The Chair noted that it should be down to residents to influence where the 40mph zone started, however, the views of Via would take precedence as the highways authority. The Parish Council could lobby on behalf of residents, and engage Councillor Laughton in any discussions, but ultimately Via would make the final decision.

The resident also referred to the problems experienced with other drivers when turning into their drive and wondered if a 'vehicles turning' sign could be provided.

The Chair referred to the meeting held with Via in October. The highways authority tried to limit the amount of signage on the road as it could be distracting and drivers tended not to see it. The Parish Council continued to suggest that it is the architecture of the road that should be designed to force people to slow down.

The residents were thanked for attending and sharing their views and concerns. The meeting was reconvened at 8.40pm.

14.20/21 **Nottinghamshire Association of Local Councils**

14.1 Harry Johnson Award

The Nottinghamshire Building Preservation Trust normally held the awards every 2 years, but couldn't hold last year due to the pandemic. They were now seeking nominations of any worthy entries.

14.2 Rural Broadband Consultation

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Members noted the initiative to gain an understanding of rural broadband

It was noted that fibre broadband was now available throughout Little Carlton.

15.20/21 Correspondence Received

15.1 Press Release re Remote Meetings

Members noted the press release referring to the application that had been made to the High Court seeking the right to extend virtual meeting provision after 6th May 2021, which had been dismissed. There were ongoing efforts to enable the legislation to continue.

At the moment, all meetings had to be held face to face. Members noted that providing a remote link for residents to participate in meetings was a positive move.

16.20/21 Other matters arising not on the agenda

16.1 Legal Title

The Clerk was asked to establish where the Council's Title Deeds for Beckitt Field and the green at South Muskham were held. It was presumed they were on deposit with Larken & Co, but confirmation to be sought.

16.2 Community Service

Councillor Brightmore referred to litter picking undertaken by a young resident of Little Carlton for the community service part of their Duke of Edinburgh awards. The work had been undertaken since Christmas and was now complete. It was AGREED that a letter of thanks be sent on behalf of the Parish Council for all the work that had been completed and the benefit it had on the community and environment.

16.3 Emails

Councillor Brightmore noted that Sandra Akerman's name was still showing on Council emails. The Chair advised that this was being investigated and would hopefully be resolved shortly.

16.4 Green by Mini-Roundabout

Councillor Gilroy asked if thanks could be extended to the resident that mows the green where the seat is by the mini-roundabout. It would be good to recognise the volunteer work undertaken by the resident.

Finally, Councillor Brightmore called for a round of applause for Councillor Gilroy in recognition of her service to the Parish Council and communities.

Next Meeting – Parish Council – 16th June 2021 at South Muskham & Little Carlton Village Hall (with a remote link for residents).

The meeting was closed at 9pm

Minutes approved as a true record –