

# COLLINGHAM *Parish Council*

## MINUTES OF THE COLLINGHAM PARISH COUNCIL MEETING held at 7:15pm on 22 NOVEMBER 2018 at the Youth & Community Centre, Low Street, Collingham

Present: Councillors: C Allen, J Barrie, J Davies, M Davies (Chair), J Guest, R Hatton,  
T Musson and R Scott  
County & District Councillor Dobson

Parish Clerk: C Ballantyne

In Attendance: 0 members of the public in attendance

**Action by:**

### 178 Public Forum

- No public present

### 179 To receive apologies for absence

Apologies from Councillors Marshall and Wright accepted.

### 180 To receive any declarations of interest

Cllrs M Davies and R Scott declared an interest in 183c as both have expenses on the list.

### 181 To receive and approve the Minutes: of the Parish Council Meeting of 25 October 2018, previously circulated to members. These were agreed unanimously as a true record and signed by the Chair.

### 182 To receive reports from County and District Councillors

High Street surface dressing is in the programme  
Double yellow lines currently being consulted on for the High Street at the junction with Dykes End, Swinderby Road and Woodhill Road, will be in primrose yellow as all are within the conservation area  
Low Street resurfacing is in the programme  
Planning applications are being progressed and the Parish Councils views are supported  
William Bailey House have installed planters which look very attractive with winter pansies

### 183 Finance

#### a) To Formally Note Items of Receipt for the Month:

Receipts			VAT	Total
Donations from	Collingham in the Great	£44.16	Nil	£44.16
Talks	War			
Burial Ground	Cemetery Fees	£235.00	Nil	£235.00

Noted

b) **To Formally Approve expenditure since last meeting:**

<b>Payments</b>			<b>VAT</b>	<b>Total</b>
Pearson's Nursery Ltd	Station Adoption Activities	£96.06	£19.21	£115.27
Dr R Edlin-White	Collingham in the Great War Grant	£60.00	Nil	£60.00
Woodland Trust	Collingham in the Great War Grant	£44.16	Nil	£44.16

All expenditure approved unanimously

c) **To approve Items for Payment for the Month to be paid by BACS**

<b>Payments</b>			<b>VAT</b>	<b>Total</b>
AEB Landscapes	Community Park - Inspections	£390.00	Nil	£390.00
AEB Landscapes	Community Park - Maintenance	£37.50	Nil	£37.50
Collingham Memorial Hall	Collingham in the Great War Grant	£24.00	Nil	£24.00
Continental Landscapes	Capital Expenditure - Wildflower Meadow Creation	£810.00	£162.00	£972.00
The Royal British Legion	Collingham in the Great War Grant	£160.00	Nil	£160.00
Michael Davies	Collingham in the Great War Grant	£100.00	Nil	£100.00
Nottinghamshire Archives - Inspire	Collingham in the Great War Grant	£75.00	£15.00	£90.00
Willsons Group Services	Collingham in the Great War Grant	£1,288.00	Nil	£1,288.00
Prime Print	Collingham in the Great War Grant	£7.50	£1.50	£9.00
Prime Print	Collingham in the Great War Grant	£565.00	Nil	£565.00
AEB Landscapes	Community Park - Inspections	£280.00	Nil	£280.00
AEB Landscapes	Capital Expenditure - Wildflower Meadow Creation	£27.00	Nil	£27.00
Sue Fleet/U3A	Collingham in the Great War Grant	£62.00	Nil	£62.00
Newark Designer Print	Collingham in the Great War Grant	£397.60	Nil	£397.60
Rosie Scott	Collingham in the Great War Grant	£141.89	Nil	£141.89
Y&CC	Collingham in the Great War Grant	£106.50	Nil	£106.50

All expenditure approved unanimously, by those voting

d) **Bank Reconciliation for the year to date** – signed by Cllrs V Wright and C Allen, circulated previously, noted

- e) To consider membership of the Bumblebee Conservation Trust, this is a useful source of advice to be brought forward to the next meeting. Cllr Hatton to undertake additional research in to the organisation

**Cllr  
Hatton**

**184 Planning**

a) **Applications for consideration**

18/02115/OUT	High Street (124), Billericay	Outline Planning Application for Three Barn Style Chalet Bungalows – NOT SUPPORTED unanimously Traffic/access Design – holiday homes Open space – planning precedence Planning history – pre planning has always rejected development in this area as it is designated green open space Visible from the Public Right of Way and is visible from the conservation area Back land development
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b) **Applications Determined**

18/01453/FUL	High Street (44), Royal Oak	Permitted
18/01541/FUL	Newark Road, Lodge Farmhouse	Permitted
18/01669/FUL	Oaklands (4)	Granted
18/01720/LBC	Newark Road, Lodge Farmhouse	Permitted
18/01728/FUL	Swinderby Road (7)	Granted
18/01736/FUL	South Scarle Road (5)	Permitted
18/01740/FUL	Peterborough Road (28)	Permitted
18/01803/TWCA	High Street (28), The Gables	No objections
18/01957/TWCA	Cottage Lane (9), Cottage Lane Farm	No objections
18/01274/FUL	High Street (148)	Permitted
18/01275/LBC	High Street (148)	Granted

All decisions noted

**185 Parish Council Land – Possible Work**

- a) To consider the purchase of wildflower turf for the cross site – to be brought forward to the next meeting, additional information to be obtained including installation costs
- b) To consider donation of additional trees for Moor Road area – resolved unanimously to accept the offer

**Clerk**

**Clerk**

**186 To review policies and procedures**

- a) To review Play Area Inspection procedure to incorporate Pitomy Farm – resolved unanimously to accept the proposed inspection regime
- b) Quarterly review of Action Plan – all updates agreed
- c) Quarterly review of Risk Register – change to the financial line as over the FSCA threshold with one financial institution. Future paper to be prepared with options as to how to address this.

**Clerk**

**Clerk**

**Clerk  
and T  
Musson**

- 187 To review Ground Maintenance contract and consider extension** – resolved unanimously to extend the contract to 3 years **Clerk**
- 188 To review Cemetery fees** – resolved unanimously to accept the proposed increases from 1<sup>st</sup> April 2019 **Clerk**
- 189 Proposed Parking Restrictions – High Street junctions with Dykes End, Swinderby Road and Woodhill Road**  
 To consider proposal from Nottinghamshire County Council – resolved unanimously that this proposal is supported as this will assist with the current problems **Clerk**
- 190 Collingham in the Great War**  
 To review events and consider thank yous – Thanks were extended to the Clerk and Councillor Scott for all the work undertaken to co-ordinate events. This really was a Parish event and everyone contributed to the success of the event – a thank you should be extended to everyone who played a part, too many to mention individually. All the published information is being put on the website and will be maintained for a minimum of 5 years. Certificates have been issued to all the groups who have contributed.
- 191 Correspondence**
- a) Making Newark and Sherwood Cleaner, Safer and Greener – agreed to complete the survey and the open space survey to be updated **Clerk**
  - b) Speeding Vehicles Swinderby Road – resolved that this be passed to Councillor Dobson and response sent to advise of this **Clerk**
  - c) Top four reasons to choose market towns for this year’s festive shopping trip, noted
  - d) Friends of the Trent Vale Trail – Thank you, noted
  - e) NALC – Tree Charter Day, noted
  - f) Lobbying for Carer's Allowance for Councillors, resolved that all councillors would respond individually **All**
  - g) Capital Fund applications - The Local Improvement Scheme, noted as currently no projects under consideration, which may be eligible
  - h) New Neighbourhood Police Inspector at Newark and Sherwood, noted. Councillor Dobson is meeting with her soon, a couple of issues to be raised with her on behalf of the Parish Council
- 192 Parish Clerks Report** **Agenda**
- Item**
- Public Space Protection Orders for Dog Control for Cemeteries and Pitomy Farm Play area (once adopted) – still to be progressed **17/167f**
  - East Midlands Train “Adopt a Station” application – safety briefing held. Councillors who were unable to attend, will need to obtain a briefing in the future. **18/8**

- Community Orchard – licenses for private accesses have been issued. Following a meeting with the householders one licence has been signed and the other is being referred to the householders solicitors **29f**
- Local Council Award Scheme – Quality, application submitted, awaiting feedback **107b**
- Station Adoption – Parish Council logo to be added to planters – until planters installed, dimensions available for such are unknown **138**
- Community Partnership Library draft agreement sent to the solicitors and is being reviewed **139b**
- Binding of minutes – minutes withdrawn from NCC archives and collated into volumes. These have been delivered to the binders, binding completed and collected. Returned to the Archives along with other volumes **143**
- Donation of “Tommy” silhouette has been accepted. The donor has ordered this and will advise once delivered. Location has been agreed by all councillors as the village centre. The LCS are happy to maintain the plants around the new feature, which is to be installed by a local volunteer **156c**
- Festive Lights – the electrician has arranged the electrical supply and will put up the lights once the tree has been delivered **157**
- Title of Parish Council Clerk & Responsible Financial Officer has been amended on all email signatures/letterheaded templates etc. The article for the fleet on the roles & responsibilities of the Clerk is currently being worked on **164**
- Continental Landscapes draft invoice – formal invoice requested and added to the November agenda for approval **170e**
- Purchase of Marquee for events – order still to be placed **170f**
- Membership of ACoRP completed and welcome pack circulated to all Councillors **170g**
- Magnetic noticeboard for Station – order placed, but still awaiting colour confirmation from East Midlands Trains **170h**
- Old Co-Op store redevelopment – Items of note reported to LCS. LCS have confirmed at a site meeting that the existing Noticeboard will be relocated along with the Map Board and paving installed as appropriate when works are undertaken **171c**
- Low Street/Trent Lane Land – Letter still to be drafted to landowner to try and open discussion on the possible purchase of the land for public use **172**
- Election Planning – Portfolios (still awaited from some Councillors) to be prepared and put into library and medical centre. **174**  
Information also to be sent to voluntary groups, when available
- Tennis Club, Invitation to opening of new club house accepted **175a**
- Remembrance Service at Hill Holt, response sent **175b**
- Remembrance Service at the Air Museum, response sent **175c**
- NALC and PEAR Technology Partnership, response sent **175e**

**Other items**

- All planning consultations responded to
- Community Park Gate repair still awaited, this is regularly being chased – was on hold during skate park work, now being chased again
- Small self-set sapling on Moor Road open space has been removed following damage caused by person unknown
- Section 137 Grant application form printed and delivered to the Collingham Rural Advice Centre

### Reports to NCC

<b>FS96573960</b>	Obstruction	Brough Lane
<b>FS96574509</b>	Obstruction	Whitemoor Lane
<b>FS96574973</b>	Vegetation	Whitemoor Lane

### Reports to NSDC

<b>ESB654784</b>	Road Sweep	Stocks Hill/Low Street and the Green
<b>ESB654787</b>	Road Sweep	Low Street - Queen Street to Temperance Lane
<b>ESB654792</b>	Pavement Sweep	Low Street - Church Lane to Temperance Lane

### **R Scott**

**157** – Festive lights – A tree has been sourced and will be delivered at the end of November

### **L Marshall**

*Future agenda items – agenda papers to be prepared and sent to the Parish Clerk for inclusion on the next agenda:*

- To consider changing the number of Councillors required to form a quorum
- To consider Changes to the Model Contract

### **M Davies**

#### **144 – Lighting of the Beacon**

Gas cylinders purchased

Attended a short meeting of the **General Municipal Charity** on 29<sup>th</sup> October. There were not enough candidates for “winter giving” but more time available for members to try to find appropriate candidates.

Attended AGM for **Collingham Memorial Hall** on 29<sup>th</sup> October. Future projects discussed – decorations and maintenance. All present members re-elected with the possibility of co-opting new members during the year as still looking for “new blood”. There are between 5 and 8 meetings a year including 3 fundraisers, a quiz and a concert.

Attended **Business Club meeting** on 14<sup>th</sup> November. Gusto sponsored fireworks raised £2,000 to be shared between, Mary’s Meals, Sulawesi Tsunami, Collingham Rural Advice Centre, Collingham Village Care, Collingham History Society and Trent Vale Trail. Thanks were expressed to the large number of individuals and organisations who helped with the Remembrance Day Commemoration. No Business Club meeting in December – next meeting on 2<sup>nd</sup> January 2019.

Letter of thanks received from a member of the **Collingham in the Great War** facilitators, which has been circulated to all Councillors

**Skate Park**

Work to the skate park complete by contractors – landscaping and new bins/tables/seats to be installed, depending on budget

**Station Adoption**

4 planters have been delivered and fixed this week. These have now been filled with soil and planted up

**Election Planning**

Information for Portfolios to be sent to the clerk as soon as possible – Not received (to date) from: Jane, Jim, Lee, Rick, Tim, Jean, Michael

**Cllr M Dobson**

**142 – Maintenance of South Collingham Hall Bus Stop** – 27 August - this substantial repair has now been completed

The meeting closed at 20:40pm

**Abbreviations:**

**NCC – Nottinghamshire County Council/Councillor**

**NSDC – Newark & Sherwood District Council/Councillor**

**LCS – Lincolnshire Cooperative Society**

**PRoW – Public Right of Way**

**Y&CC – Youth & Community Centre**

**CDLHS – Collingham & District History Society**

**PPG – Patient Participation Group**

**SNG – Safer Neighbourhood Group**