

## **SUTTON-ON-TRENT PARISH COUNCIL**

**Minutes of the Parish Council Meeting held at the Methodist Community Centre  
on Tuesday, 9<sup>th</sup> November 2021 at 7.30 pm.**

**Present:** Councillor P Hibberd (Chair)  
Councillor B Blanchard  
Councillor S Hadley  
Councillor I Hutchinson  
Councillor R Jones  
Councillor J Keeton  
Councillor P Marshall  
Councillor S Sloan

**In Attendance** District Councillor Mrs Michael, County Councillor B Laughton and 7 members of the public

**21/088 To receive and approve apologies for absence.**  
Apologies were received and accepted from Councillor J Mear and Councillor Mrs Walker.

**21/089 To receive and note any declarations of interest**  
There were no Declarations of Interest

**21/090 Public 10 Minute Forum**  
The Chair suspended the meeting at 7.31pm to allow for the public session.

A resident extended their thanks for putting the lamp post poppies up in the village. The Chair noted these had been put up by Councillor Hadley, and extended his thanks. The Clerk to investigate purchasing more prior to November 2022.

A resident questioned whether the bottle banks on Great North Road could be amended, to allow for two clear bins and only one green, as the clear one was very often full, yet the green ones empty. The Chair advised that, as part of the induction process, a tour of the village would be undertaken with the new Clerk. This area would be visited during that tour. In the meantime, contact details would be provided to the Clerk.

It was noted that the public 10 minute forum at the end of the meeting was no longer present on the agenda. The Clerk confirmed that there was no requirement to have this at both ends of the meeting, but the Chair could suspend Standing Orders to allow public participation on an item on the agenda, if considered appropriate.

A question was raised regarding the footpaths within the village. The Clerk confirmed that the issues raised at the previous meeting had been forwarded direct to the Rights of Way Officer, who had acknowledged receipt. These areas would be inspected as part of the Clerk's induction tour with the Chair.

A resident queried the figures in the Parish Council's accounts to 31<sup>st</sup> March 2021, in particular the total other receipts of £65,798. The Chair advised that this would be covered under agenda item 8.4.

A resident raised the amount of rubbish in and around Snell Close-Sternthorpe Road, and the jitty which was bordered by a wire fence where litter collected. It was noted that there was a dog waste bin, but no general litter bin. This area would also be included within the Clerk's Induction tour. In the meantime, the Clerk would report to Newark & Sherwood District Council.

The Clerk confirmed that the problems with regard to the guttering and the garden area raised at the October meeting had been passed on to the District Council and acknowledged.

The Chair noted that litter and the size and placement of bins was an item regularly raised. The Clerk to complete an audit of litter and dog waste bins in the village to be carried out and brought back to a future meeting.

A resident expressed concern that signage for the footpath at Bulham Lane was no longer there. The Clerk to report to the Rights of Way Officer.

There were no other questions so the Chair reconvened the meeting at 7.39pm.

**21/091 To receive and approve the Minutes from the meeting held on 12th October 2021.**

The Minutes were approved as a true record and signed by the Chairman.

**21/092 To receive and note matters arising from the minutes not covered elsewhere on the Agenda.**

Councillor Jones referred Minute no 21/084(e) Public Footpaths regarding the hedge overgrowing onto the pavement. He had received another complaint from a resident. The Clerk confirmed this had been logged on the County Council's portal, and would be logged again.

**21/093 To receive reports from County and District Councillors:**

The Chair suspended the meeting at 7.46pm to allow District Councillor Mrs Michael to present her report.

It was reported that the region was the first to reach 1 million booster vaccinations for COVID-19. Tribute was paid to the volunteers who had helped to achieve this. There were three walk in centres available to book, none of which were in Newark. Boosters were available to people over 50 who had received their second vaccination.

Councillor Marshall queried why there was no centre in Newark, given the size of the population, just a small area in Boots, Middlegate. After discussion, it was understood that they were now available through certain pharmacies, as well as through GP surgeries.

A pilot scheme using a private firm providing Community Protection Officers was currently being trialled. The team would be looking at tackling litter, fly tipping and anti-social behaviour, with the idea being to get a quick response into areas that were experiencing problems. The Clerk was asked to enquire how to engage with the team given the concerns expressed by residents regarding litter and dog fouling.

The Southern Relief Road, connection the A46 by Farndon with the A1 at Balderton, had been granted funding in the recent budget.

Councillor Mrs Michael confirmed that the next meeting of the IDB was on the 19th November.

The Chair thanked Councillor Mrs Michael for her report and reconvened the meeting at 7.53pm.

**21/094 Planning**

There were no planning applications to consider.

Members noted the following decision notices, granting tree works:

21/02098/TWCA – Cuckstool House, 3A High Street, Sutton-on-Trent – T1 Cherry – Fell due to poor condition and overhanging footpath. Replacement Tree proposed.

21/02044/TWCA – Ashleigh House, 15 Far Holme Lane, Sutton-on-Trent - T1. Mature Bramley Apple Tree - Reduce by 1 metre of extension growth. T2. Semi-Mature Purple Acer (Maple) Tree - Reduce by 1-1.5 metres of extension growth

**To note the NCC Planning Application Validation Consultation**

Members noted the consultation currently being conducted by Nottinghamshire County Council into

Planning Application Validation.

After discussion, it was AGREED that the Clerk respond with specific support on the changes to Flood Alleviation and the retention of mature trees.

**21/095**

**Financials**

a) To record receipts: - E Gill & Sons - Cemetery Fees - £235

b) The following accounts were approved for payment:

- Freddie Allen Gardens & Landscapes - £1,296 – Parish grass cuts 1<sup>st</sup>, 15<sup>th</sup> & 29<sup>th</sup>
- NALC Chair Training - £40
- Community Heartbeat - £58.80 – Defib Pads
- Work at Cemetery - £100 – Preparation for Water Butt (not yet spent)

The balance of the current account as at 31<sup>st</sup> October 2021 was £96,426.68

**21/096**

**County Councillor Session**

With the arrival of Councillor Laughton, the Chair suspended the meeting at 7.57pm to allow Councillor Laughton to present his report.

Councillor Laughton confirmed that the Highways Review had been completed, the major recommendations from which would be rolled out over the next 18 months. A copy of the report would be circulated to Parish Councils for information. Key points were moving the capital programme from a one year to a three year plan, and the strengthening of communications by having one centre rather than multiple ones. The Lengthsman Scheme would also be reintroduced/extended.

The County Council were going to be part of a pilot scheme for devolution, which would see it gain control of major road contracts, such as the Southern Relief Road. It was also looking positive that HS2 would come into Toton, which would feed into the tram system and the Robin Hood Line.

Councillor Hutchinson questioned the efficiency of highways, when Councillor Laughton referred to a budget of £20m to spend over an asset worth £3b. Councillor Laughton understood the concern, and in discussion with the Chief Executive had tasked him to reduce the number of children coming into care to ensure help was available before the MASH, with the highways the second priority.

In terms of items for Councillor Laughton, Councillor Keeton referred to the condition of the road surface on the corner of Main Street (check with Chair), and the footpath alongside the Great North Road to Weston. The Clerk confirmed that the footpath had been logged on the portal following the October meeting.

The Chair thanked Councillor Laughton for his report and reconvened the meeting at 8.10pm.

**21/095 (cont) Financials**

c) To consider the Annual Governance Statement for the financial year ended 31<sup>st</sup> March 2021  
The Clerk referred to correspondence and discussions with PKF Littlejohn regarding the annual external review. It had been advised that, while the internal audit stood, the process with regard to the approval process and exercise of public rights was incorrect, which had led to an elector objecting to the accounts.

The Clerk advised that there was a clear process that was required to be followed in terms of the Annual Governance and Accountability Return.

Members were asked to consider the Annual Governance Statement for the financial year ended 31<sup>st</sup> March 2021. The statement was considered and it was AGREED that this was approved and should be signed by the Chairman and Clerk .

- d) To consider the Accounting Statements for the financial year ended 31<sup>st</sup> March 2021  
The Accounting Statements for the year ended 31<sup>st</sup> March 2021 as presented and signed by the Responsible Financial Officer were considered and it was AGREED that these be approved and signed by the Chairman.

These documents would now be published on the Parish Council's website, together with the Notice of Public Rights, and explanation of variances. A copy would also be included in the Parish Council's noticeboards.

- e) To consider changes to the Parish Council's Banking Mandate  
The Clerk referred to changes required to the Parish Council's Banking Mandate. It was AGREED that a meeting be arranged at the bank with two signatories to progress.

**21/096**

**Parish Council Matters**

- a) To note the letter submitted to the Internal Drainage Board  
The Chair thanked Councillor Keeton for pulling together the very succinct letter to the Internal Drainage Board. The letter would be made available to the public and published on the Parish Council website.

A meeting would be arranged with the IDB, with information fed back to residents through the Parish Council. Residents with particular expertise and knowledge of the village may be invited to attend.

- b) To agree arrangements for the advertising of a Casual Vacancy  
The Clerk referred to the confirmation received from Newark & Sherwood District Council that there had been no request received for an election to fill the casual vacancy. It was AGREED that the vacancy be advertised, with a closing date of early January so that any applications could be considered at the January meeting. The Clerk would circulate the notice to all Members for information when complete.
- c) To consider a review of the Parish Noticeboards  
The Clerk referred to correspondence received from a resident highlighting some issues with the noticeboards around the village. These would be reviewed by the Clerk and Chair on their tour of the village, and a report brought back to Members for review. Any repairs/replacement/new boards could be included within the 2022-23 budget process.
- d) To consider arrangements for the Queen's Platinum Jubilee – June 2022  
After discussion, it was AGREED that any celebrations for the Platinum Jubilee be considered as part of the 2022-23 budget process.
- e) To consider the PC7-21 Environment Permitting Regulations and a response from the Parish Council  
Members noted the changes proposed by DEFRA and the concerns of NALC at the impact these could have on burial authorities. After discussion, it was AGREED that delegated authority be given to the Clerk to respond after consultation with Councillors Blanchard, Marshall and Sloan.

**21/097**

**To receive updates and agree actions:**

- a) Playing Field  
The Chair referred to information received from Persimmon regarding the new play area. It was considered that the bin wasn't fit for purpose, and the Clerk had gone back on that basis. No confirmation had been received that the work to secure the equipment reported as faulty had been undertaken. The Clerk to chase. In terms of

the existing play area, the Chair to check whether there was any remaining LIS fund to replace the seat and picnic bench.

b) Cemetery

Councillors Marshall and Sloan had met the Clerk at the Cemetery for a tour of the area. While there the store, which contained all the flood resilience equipment, was reviewed. It was considered that all the contents needed to be reviewed and an inventory made. The store would also benefit from racking, with equipment placed in storage boxes. Councillor Hutchinson indicated that he may be able to provide the racking.

The compost bin had been removed as it was not being used for the correct purpose.

Councillor Marshall referred to an issue raised by Councillor Mear regarding stillborn babies buried adjacent to the store, in unmarked graves. The area was currently used to store soil from burials. After discussion, it was AGREED that costs be obtained to landscape the area and make it into a form of memorial garden and brought back to a future meeting. Councillor Marshall confirmed that the soil could be moved across into the new extension.

c) Highways

Issues had been covered earlier in the agenda.

d) Community Speed Watch

There were no issues to report.

e) Public Footpaths

These had been covered earlier on the agenda, however, with permission of the Chair, a resident raised an issue with the footpath that connected Carlton Lane with the Great North Road, which has a lamp post in the middle of it. The Chair and Clerk would include this on their village tour.

f) Churchyard

There were no issues to report.

g) Nurseries Hall

There were no updates at the present time.

h) Sports Club

Football Foundation funding had been received to provide a defibrillator, which will be installed on the outside of the building.

i) Library Support Group

There was no update at the present time.

j) Social Media & Website

The Chair would discuss this further with the Clerk.

k) War Memorial

There was no update at the present time.

l) Any Other Reports

The Chair thanked Members for their reports and advised that areas of responsibilities may need to be reviewed.

**21/098**

**Nottinghamshire Association of Local Councils**

a) This had now been moved to an online event. Documents, and the link to join, had been circulated to Members for information.

b) New Councillor Training

Information regarding New Councillor training had been circulated to Members. Should anyone wish to undertake the training, which was now online, there was a cost of £30.

**21/099**

**Correspondence**

- a) 21/01672/TPO – Vine House, 6 Main Street – Undertake works to trees protected by N332. Noted that the pruning work to T1 Yew had been approved, but not the felling of T2 Yew and T3 Yew.
- b) 21/01995/TWCA – Stedman Cottage, High Street – 2 No Cherry – Fell as poor specimen in close proximity of road and encroachment into BT lines. Re-planting of smaller native trees is proposed. No objection by the District Council.
- c) Live & Local Information Pack – to be forwarded to the Sport Club for information.

**21/100**

**To receive items for notification**

No items were raised.

**There were no items for discussion.**

**Close:** There being no further business the Chairman closed the meeting at 8.53pm

Next Meeting will be on Tuesday, 14<sup>th</sup> December 2021 at 7.30pm in the Methodist Community Centre.

**PLEASE NOTE THAT THIS IS A SUMMARY OF THE DRAFT MINUTES WHICH HAVE NOT YET BEEN APPROVED.**