

Sutton-on-Trent Parish Council

Minutes of the Annual Meeting held on Tuesday 14th May 2019
at the Methodist Community Centre at 7.30pm

Present: M. Jordan (Chairman), B. Blanchard (Vice Chairman), P. Hibberd,
J. Mear, J. Keeton, K. Walker, S. Hadley, P. Marshall
Also present: District Councillor Michael, County Councillor Laughton
Clerk: Sandra Akerman
Members of the Public: 3

190501 To receive Declarations of Acceptance of Office and Disclosure of Interests

Acceptance of Office were duly completed and signed. Disclosure of Interests distributed for completion

190502 To elect Officers of the Council

- i) Chairman: Cllr. Maurice Jordan Proposed by Cllr. Mear, seconded by Cllr. Blanchard and **all agreed**
- ii) Vice-Chair: Cllr. Brian Blanchard Proposed by Cllr. Mear, seconded by Cllr. Marshall and **all agreed**
- iii) Representatives for Village: **all agreed** the following

Playing Field	Cllr. Mear and Cllr. Jordan
Cemetery and Churchyard	Cllr. Blanchard
Transport	Cllr. Marshall
Footpaths	Cllr. Mear
Library Support Group	Cllr. Walker
Nurseries Hall	Cllr. Jones
Sports & Community Centre	Cllr. Blanchard

190503 To Co-opt Parish Councillors

Two vacancies were to be filled via co-option. Mr Ian Hutchinson was invited to re-join the Council. Mrs Sarah Pike also expressed an interest in joining having lived in the village for approx. 6 years. Mrs Pike was welcomed to the Council. Acceptance of Office were signed by both.

190504 Apologies for absence

Apologies were received and accepted from Cllr. Jones

Open Forum (10 minutes maximum)

- a) A query regarding the Council employing someone to keep the streets tidy from litter, clean signs etc. Cllr. Laughton suggested the NCC Lengthsman Scheme may be suitable and the Clerk was asked to obtain more information.
- b) At the recent litter pick, 12 bags of rubbish were collected from the Old Great North Road and along by Mercia Garden Products. It was suggested the Council write to Mercia requesting the employees keep the area clean.
- c) It was asked how residents would be made aware of the application to this year's Best Kept Village competition. The Clerk advised it would be mentioned in the Council notes in *Unity* with a separate notice too and notices on the boards.
- d) Query whether the grass verges on Old Great North Road near the dyke can be added to the grass cutting schedule. The Clerk agreed to contact Via EM.

190505 Declarations of Interest

None recorded

190506 Approval of minutes of the meeting held on 9th April 2019

The minutes were approved and signed by the Chair.

190507 Matters arising from the minutes not covered elsewhere on the agenda

- a) Litter Pick on Saturday 13th April – the Chair thanked those members of the community who took part in the litter pick. Over 20 bags of rubbish were collected.
- b) New Councillor Training – Clerk to arrange for Cllr. Hadley and Cllr. Pike for chosen date. Cllr. Hibberd to advise which dates are suitable.
- c) Village Gateway Signs – the Clerk advised that three residents have been approached to design the central scene, of which one has submitted a design which was shared. It was agreed that the deadline for designs be extended to the June meeting when a final decision will be made.

190508 To receive reports from County and District Councillor

Cty. Cllr. Laughton commented on the following:

- The IDB to undertake a letter drop to houses along Crow Park Avenue backing onto The Bulham Lane Drain regarding fly-tipped rubbish in the drain which could cause a blockage.
- Cllr. Laughton along with Cllr. Jordan attended an update meeting on 30th April with the IDB, NCC Flood Team and NSDC to receive a report following the completion of the modelling following last years flood. Details are not yet available to be released to the public, but areas of concern have been identified.
- Highways have also been contacted regarding a scheme to divert the Crow Park drain (Bulham Lane Drain) over the Grassthorpe Road.
- Cllr. Marshall queried whether the dyke behind Shires Lane and Mill Close is being looked at.

District Cllr. Michael joined the meeting at 8.10pm

- The Highways / Via EM new management board will be in place in September and will include two elected positions.
- Clarity was provided around the change to bus timetables from Monday 20th May, in particular to the cancelling of the No. 39 service and replacement with the No. 339. Cllr. Marshall advised that cutting a service was unavoidable due to the lack of funding for more non-commercial routes and the No. 39 was the best to cut without affecting the entire route to Newark.
- Cllr. Keaton commented that the bus shelter on Main Street is being regularly vandalised. The Clerk to report this to Highways.

Cty. Cllr. Laughton left the meeting at 8.20pm

District Cllr. Michael commented that a number of new, young councillors have joined NSDC following the recent local elections.

190509 Planning

a) Decisions from Newark & Sherwood:

19/00559/TWCA application for tree works at 7 Palmer Road – approved
19/00424/FUL application to install 5 underground gas tanks at the Nurseries Site off Hemplands Lane - refused

b) New applications:

19/00796/FUL Erection of log cabin in rear garden for use as dog grooming salon, change of use from residential to mixed use at 4 High Street. Details circulated prior to the meeting. Following a discussion, **all agreed** to support the application.

190510 Financial

a) To record receipts

Precept first tranche @ £12,105
Burial fees @ £100

b) To agree payments

Fenland Leisure for replacement swing seats @ £168 incl Vat – paid between meetings
F Allen Landscapes for grass cutting @ £852 incl Vat
Chairman's Allowance @ £360 – **all agreed**

c) To approve the year-end accounts

The Internal Audit has been completed by Mr Mike Harness with no issues to report. A summary of the year-end accounts was circulated to councillors for review prior to the meeting and **all agreed** they be accepted as a true and accurate record. The Chair and Clerk duly signed the accounts.

d) To approve and complete the Annual Return

The Annual Governance and Accounting Statements were duly completed and signed by the Chair and Clerk

190511 To review and adopt council policies

- Standing Orders – adopted as proposed
- Financial Regulations – adopted as proposed

190512 Safer Neighbourhood Group

Cllr. Michael advised there have been 19 cases of fuel theft from the A1 since the last quarterly meeting. Criminals traveling in from outside the area are felt to be the main cause. Churches are advised to be vigilant for lead thieves are operating in the area with North Muskham being the latest victim.

190513 Reports

a) Playing Field

Replacement swing seats have been purchased. Cllr. Mear to install
Cllr. Mear commented on the missing stench pipe at the corner of Hemplands Lane & Sternthorpe Close. Clerk to report to Highways and Severn Trent.
Broken glass on the field has been cleared up

b) Cemetery

Clerk advised two residents have commented on the lack of water at the cemetery. Cllr. Hutchinson said there is a leak in the gateway of Woodbine Farm and the water has been turned off. Clerk to report to Severn Trent.
A resident has commented about the gate at the cemetery not latching properly. Cllr. Hutchinson to look at.

c) Highways

Clerk to follow up with Severn Trent regarding the work due on overhanging trees on Main Street

d) Public Footpaths

Cllr. Mear advised that a notice to repair has been served regarding FP6
Cllr. Marshall received a resident query regarding ownership of the hedge at the end of Rose Farm Drive and whether the existing gap will be used as access to the new development and hall. It was agreed that the hedge is the responsibility of homeowners backing onto it.

e) Churchyard – nothing to report

f) Nurseries Hall

Cllr. Keaton commented on the meeting with Clare Walker at NSDC regarding the S106 Agreement and mentioned the lack of clarity over the possible transfer of the land identified as parking for Hounsfield Surgery.
It was also commented that a management company has been set up to manage the public open space going forward at an annual cost to the new residents. The draft proposal provides an indication of annual costs should the Parish Council be interested in taking it over if possible.
A Planning Enforcement notice has been served due to the breaking of Condition 5 of the approval – working on a Bank Holiday. Cllr. Michael to obtain clarity over the terms of the enforcement.

g) Sports Club

The re-opening went well and everyone commented on what an improvement the refurbishment had made.
A query was raised regarding the lack of street lights between the village and the sports club. Clerk to speak with Cllr. Laughton and Highways on this.

h) Library Support Group

Plans are being put in place for the move at the end of July.
Cllr. Blanchard to provide the Clerk with contact details for Mrs Chandlers family for a letter of thanks to be sent.

i) Website – nothing to report and all agreed this could be removed from future agenda

j) Any other reports - None

190514 To consider correspondence received

- i) Noise complaints to the Clerk and also directly to NSDC in respect of a dog grooming and boarding business on the Great North Road. The business currently operates with an NSDC licence and a planning application has been requested by Planning Enforcement.
- ii) Resident complaint from Nursery Lane regarding rats coming from the nearby dyke possible disturbed by work on the new development. Complaint noted and residents to be advised to contact Environmental Health at NSDC if it persists.
- iii) Resident complaint regarding speeding along High Street and a request for a 20mph limit to be imposed. Clerk to speak with Highways regarding the possibility of this being looked at. Cllr. Marshall took away comments regarding coaches.
- iv) Latest Environment Agency JG Pears newsletter has been received and will be posted to the website.

Open Forum (10 minutes maximum)

Nothing raised

190515 **Next meeting** will be held on Tuesday 11th June at 7.30pm and will be preceded by a public consultation on the Village Hall plans at 6.30pm

The Chairman declared the public part of the meeting closed at 9.10pm

190516 **Closed Session**
Clerk Salary Review

Details of current salary bands were provided to the Chairman prior to the meeting.

The Chair commented that when the Clerk took up the position in October, a probationary period of 12 weeks was in place. Following the successful completion of that period, in January it was agreed that a salary review should be considered as the Clerk had taken extra duties developing the website and taking over the administration of the cemetery. A discussion followed and the Clerk was thanked for the additional work carried out.

All agreed that a salary increase should be awarded and the banding should be increased to SCP18 under the NJC Pay Scales for 2019/20 and the Clerk was asked to make the necessary adjustments with the bank.

The Clerk thanked the members.

There being no further business the Chairman declared the meeting closed at 9.20pm