

**MINUTES OF COLLINGHAM PARISH COUNCIL MEETING HELD ON  
27 SEPTEMBER 2012 IN THE YOUTH & COMMUNITY CENTRE,  
LOW STREET, COLLINGHAM**

A resident asked about regular meetings between Nottinghamshire County Council (NCC) Highways Department and members of the Parish Council. Mrs Wright reported that she was meeting with Mr Keeling of NCC Highways on Tuesday 2 October 2012 to discuss various issues. The signs at the entrance to the village which are being obscured by trees and hedges would be raised at that meeting.

It was also reported that the road sign for Whitemoor Lane was incorrectly spelled and that many of the side roads from the A1133 were in a poor condition.

The Parish Council were thanked for bringing the website up to date with reference to the Parish Council agenda and minutes. It was queried why the meeting of 26 July 2012 minutes were not on the website. It was explained that minutes were approved at the next meeting, as there was no full council meeting in August, the July minutes were approved at the current meeting, 27 September 2012, agenda item 4.

A resident asked about the Code of Conduct and disclosable pecuniary interests. Mrs Scott explained that when such an interest was declared, a councillor was not allowed to discuss the matter with anyone on the Parish Council. The resident queried this interpretation of the Code of Conduct, and it was agreed that further clarification would be sought from the Monitoring Officer of Newark and Sherwood District Council (N&SDC).

<b>Present:</b>	R Scott (Ch)	C Allen	D Evans	C Moody
	G Norcott	T Ozbourne	V Wright	NCC Dobson
	N&SDC Shaw	Clerk J Guest		

**1.Apologies:** S Dove                      M Dowell              M Parkin

**2.Declarations of interest:** none declared.

**3.Local Improvement Scheme grant for signage:** Ms Jan Pauley of NCC Local Improvement Scheme and Mr Lane of Malcolm Lane Signage made their report on options to improve signage at the southern entrance to the village. Ms Pauley suggested taking down the large yellow speed limit signs and using more ornamental signs to replace them, so that road users realised they were entering a conservation village. Other information signs were needed for drivers entering the village. It was proposed by Mr Ozbourne and seconded by Mr Allen that the large yellow speed limit signs be removed when all new signage was ready. This was unanimously supported.

Ms Pauley and Mr Lane distributed ideas for decorative name signs for the village, it was agreed that consultation about these signs would take place and that a decision would be made by the end of December, so that new signage could be in place by March. The Parish Council was informed that insurance for the decorative signs would be their responsibility.

**4.Minutes:** the minutes of 26 July 2012 were approved, proposed by Mr Ozbourne, seconded By Mrs Wright and unanimously supported.

- 5. Progress reports:** (i) Station Car Park – Mr Imrie is attending a stakeholder’s meeting with Network Rail and East Midlands Trains on 4 October 2012. He will raise the issue of local outlets being able to sell discounted tickets for the car park.
- (ii) Speedwatch – 100 vehicles have been reported in the past month; mainly for speeding but some for the driver using a mobile phone. A meeting is to be arranged to sort out storage of the camera and recording its use. More volunteers are needed for Swinderby Road and Station Road.
- (iii) Community Emergency Scheme – St John Ambulance training was very disorganised. The Environment Agency is having a flood warning meeting on 11 October 2012 in Nottingham.

## 6. Planning decisions

12/0338/FUL 12/00339/LBC	Pitomy Farm, 121 Low Street: Conversion of threshing barn to dwelling	Application permitted full planning permission with conditions.
12/01032/FUL 12/1033/LBC	121 High Street: reinstatement of front railings to existing boundary wall	Application permitted full planning permission with conditions
12/01103/FUL	6 Temperance Lane: single storey dwelling	Application permitted full planning permission with conditions including passing place on Temperance Lane

## 7. Income and expenditure

D Lyne	Contract Aug 2012	£433.33	£86.67	£520.00
	Contract Sept 2012	£433.33	£86.67	£520.00
	Mowing Cross Site May 2012	£30.00	£6.00	£36.00
	Flail mow new orchard June 201	£15.00	£3.00	£18.00
D. Lyne	Contract work not paid in 2011 (Jan, March, May)	£1,299.99	£260.01	£1,560.00
YCC Assn.	Rental for meetings & interviews	£153.65	-----	£153.65
Elliott News Service	Professional services for audit ending 31 March 2012	£130.00	-----	£130.00
N&SDC	Annual Playground Inspection 2012 – Play Park	£39.50	£7.90	£47.40
PPSL	Repair to 7 steps with new timbers and firmed up 2 steps	£333.00	£66.60	£399.60
M. Dowell	Odd jobs around village carried out by Les Duffy	£50.00	-----	£50.00
E-on	Electricity supply for Jubilee Room paid by D/D	£21.93	£1.10	£23.03

Mr Evans queried the contract work not paid to D Lyne in 2011; Mrs Scott explained that there had been some months when the monthly contractual work had not been included in the minutes. This had now been cross checked with cheques and bank statements. The under payment had been noted in the end of year figures of 31 March 2012.

The payment to Mr Duffy was deferred to the next full council meeting as no authorising minute could be found. Mrs Scott would check on this for the meeting of 25 October 2012. It was proposed by Mr Allen, seconded by Mrs Moody, that payments, with the exception of the deferred amount, be paid. This was unanimously supported.

A report on income, including the second precept payment, was made by Mrs Wright.

**8. Purchase of administration equipment:** It was proposed that the Clerk purchase the following items – Dell Inspiron 15R laptop, Canon ink jet printer, Brother laser printer, Microsoft Word for Business, 2 drawer filing cabinet and small items of office equipment. All to be reimbursed at the next meeting. Consumable stationery items had been ordered at Collingham Post Office at a cost of £25.91. This was proposed by Mrs Wright, seconded by Mr Allen and unanimously agreed.

**9. Society of Local Council Clerks:** It was proposed by Mr Ozbourne that the Parish Council pay the subscription fee of £110 and joining fee of £10 for the Clerk to be a member of the Society. This was seconded by Mrs Wright and approved unanimously.

**10. Correspondence:** a letter to be sent to Mr & Mrs Payne, suggesting that they contact N&SDC for pre-planning advice.

N&SDC Citizen of the Year award, suggestions to be put forward by the deadline of November 2. This should be discussed at the next meeting.

Mr Boreham – an e-mail had been received for the Parish Council's information about occupation of a field on Westbrook Lane, without planning permission. This is being monitored by N&SDC Planning Enforcement and DC Shaw.

The Parish Council had received an invitation to the photo exhibition at the Methodist Church on October 13 and 14.

The Parish Council had received an invitation to the History Society's 'Shops, Map and Photo' project on Tuesday October 23.

N&SDC – comments requested for the review of the Gambling Act 2005.

Collingham came joint second in the Best Kept Village competition. It was considered we needed a good map of the village and weeds needed to be dealt with outside homes and shops.

NALC AGM – November 14<sup>th</sup>. Details to be circulated.

Minutes of the previous Lafarge meeting were placed in the circulation file.

**11. Burial Ground:** No report on this matter had been received from Mr Dowell. As serious allegations had been made at the last meeting it was considered that this should be placed on the agenda of October 11.

**12. Jubilee fund:** The profit of £1565.16 as detailed on the spread sheet, previously circulated, had been credited to the Parish Council's current account. At the post Jubilee meeting, the representatives of the village organisations had agreed that this money should be used for

white Christmas lights and a small Christmas event. Lincolnshire Co-operative Society had been asked if they could help with the electricity supply. Members of the Parish Council expressed their thanks to everyone who helped with the fund raising.

**13. Play Park:** (i) No dogs allowed notices – Mrs Wright suggested that notices to be put up to remind residents that the Play Park is a dog free area. On two occasions recently dog owners had taken dogs into the Play Park.

(ii) Mr Beard of N&SDC had promised suggested wording for notices about the Play Park. This item to be put on the agenda for the next meeting.

(iii) The terms of reference for the refurbishment of the Play Park, previously circulated were agreed. This was proposed by Mr Ozbourne, seconded by Mrs Moody and unanimously agreed.

It had been reported by the Parish Council's Solicitors that the Play Park had not been registered with the Land Registry. As this was a requirement for most grants it was proposed by Mrs Scott, seconded by Mrs Wright that a quotation be obtained for this. This was unanimously supported.

**14. Volunteers:** the cost of a letter from a GP if a volunteer had a health problem would be £58.50. The insurers agreed that neither a prospective volunteer nor the Parish Council should be expected to pay this, so they had suggested that a volunteer be asked to sign a statement stating they considered themselves fit to do the voluntary work. The Parish Council needed to review risk assessments, protective clothing and equipment annually. It was agreed this would be put on the agenda in February 2013.

**15. Code of Conduct:** Most councillors had now attended N&SDC training, and all had received the Guidelines on Disclosable Pecuniary Interests. A link from the Parish Council's website to the N&SDC Register would be made when the Register goes on line. It was confirmed that it was the responsibility of each Councillor to inform the Clerk of any change in their interests.

**16. Councillor's reports and items for future agendas:** Mr Evans reported two incidents of fly tipping, which had been reported. The hand rail of NC FP 7 needs attention. This is to be reported to NCC Rights of Way Officer.

Several residents had suggested that the Parish Council buy the land for sale on Low Street. Several pavements had overhanging branches. The Clerk would write to householders when names and addresses are reported.

A dedication ceremony for Robert Hunt's plaque, now in the Memorial Hall, was now being arranged.

The replacement cost of the bronze plaques on the War Memorial was £350 each. Mrs Scott would contact the Insurers with this information.

Mr Allen had reported three blocked rainwater gullies on Low Street.

Mrs Wright gave details of the RCAN AGM and will e-mail this information to all Councillors.

Mrs Wright and Mrs Scott were meeting Mr Keeling of NCC Highways Department on Tuesday, October 2, regarding parking near the school.

Mrs Scott gave details of the N&SDC Parish Conference on October 1. Mr Evans, the Clerk and Mrs Scott would attend.

Mr & Mrs Dobson had received a Liquidambar tree as an anniversary present and would like it to be planted in the Burial Ground. A letter of thanks would be sent to Mr & Mrs Dobson for their kind offer.

The Methodist Church is opening a café on Monday to Friday mornings. This does not require planning permission and the organisers had been given a contact name for N&SDC Environmental Health.

Mrs Scott had applied for grants for two interpretation boards and planters for the village, as agreed. A joint application had been made with the Football Club to refurbish the land alongside the Play Park. NCC Dobson was thanked for his support for these applications.

The meeting finished at 9.05 pm

4 members of the public present

No members of the press present