

MINUTES OF THE COLLINGHAM PARISH COUNCIL MEETING held at 7.30 pm on 26 NOVEMBER 2015 in the Youth & Community Centre, Low Street, Collingham

Public Forum: *Liz Norton thanked the Parish Council for the support with the Facebook page, which now has a link on the Parish web site. There are now 280 people who are friends, which has resulted in all the events which have used this means of communication to have been sold out and/or been better attended. She urged the Parish Council to continue to communicate with people using as many different types of social media as possible*
Liz also gave thanks to Cllr Scott for the work done in assisting to make the village more dementia friendly

Present: Councillors: C Allen, J Barrie, M Davies, R Hatton, T Musson, R Scott (Chair),
Cllr Wright

County & District Councillor Dobson

Clerk: Caron Ballantyne

In Attendance: 2 members of the public

1) Apologies for absence:

- Apologies from Cllr Marshall and Cllr Parkin accepted
- Apologies from District Councillor Clarke noted

2) Declaration of interest:

Clerk declared a prejudicial interest in item 11

3) Minutes:

Minutes of the meeting of 22 October 2015 were agreed. Proposed by Cllr Allen, seconded by Cllr Musson and agreed unanimously by those present. Minutes were signed by the Chair.

4) Progress reports

- a) Defibrillators – the 4th defibrillator is now installed in the village of Collingham. A celebration is to take place on Saturday 28 November at William Bailey House with a fundraising for Beaumont House. The LCS is planning to have a defibrillator available, along with the Football Club (restricted hours).
- b) Methodist Church Christmas Tree Festival – trees are going up from December 1 to 4, and the festival starts December 5.
- c) Newark Municipal Charity – Cllr Parkin is absent and therefore unable to report on this, to be discussed next meeting

5) Report from County and District Councillors

Cllr Clark

- Westbrook Lane fly grazing seems to be better, but he is keeping an eye on the situation
- Next SNG is on Tuesday 5th January at Harby at 7pm

Cllr Dobson

County Council Report

- Information for the 20mph limit near schools throughout Nottinghamshire
- NALC AGM, Chief Exec of NCC spoke about devolution. He is prepared to speak to Parish Councils, if a venue can be arranged for all Parish Councils along the A1133. A statement

for all the Parish Magazines will be made and put in the notice boards. There was also a leaflet about ARENA, which is considered as something which will never get off the ground

- Cllr Mrs Dobson would like to put something on the Parish Council Christmas Tree, near the lorries – a taster of things to come next year
- Issue with trees at the property adjacent to John Blow School, the school have done the trees, anything else must be done by the resident
- Email has been received with regard to the state of the verge near the Football Club access from a resident. Cllr Mrs Dobson is trying to contact him to discuss. The Parish Council have already put him in touch with the Football Club as the area concerned is in their ownership
- A46 fatal accident last week. Cllr Mrs Dobson suggests that the Parish Council contact Highways England, Network Rail and copy to Tim Gregory at NCC
- Boundary change has gone through, with no changes for Collingham

District Council Report

- Not happy with building of the new premises for the District Council, which has now been approved by planning. Cllr Mrs Dobson voted against this
- Newark and Sherwood Economic Regeneration Committee met last night and now they have realized that they are 60 parking spaces short for the proposed offices, which will probably be provided on the existing lorry park. There are concerns therefore that this may result in more lorry parking issues in the layby at Brough as well as on the bypass.
- Parking previously discussed with Cllr Wright is still in hand

6) Finance:

Income

Nottinghamshire County Council	Grass Cutting Grant for 2015/2016	£1221.00	Nil	£1221.00
Cemetery	Burial Fees	£545.00	Nil	£545.00
HMRC	VAT refund	£1,714.41	Nil	£1,714.41

Expenditure

E-On – Direct Debit	Jubilee Room – Electricity for September	£9.97	£0.50	£10.47
British Gas - Cheque	71 High Street - Electricity	£187.22	£9.36	£196.58
AEB Landscapes – BACS (Park Grant)	Installation of tables, benches and cycle racks in community park	£681.36	Nil	£681.36
AEB Landscapes – BACS	Community Park Inspection	£70.00	Nil	£70.00
Y&CC - BACS	Room hire for meetings March to October	£144.36	Nil	£144.36
Newark and Sherwood Homes - Cheque	Electricity Supply for Defibrillator	£16.00	Nil	£16.00
Robert Townsend – BACS	Fitting of defibrillator at William Bailey House	£168.86	£33.77	£202.63

Robert Townsend – BACS (Capital expenditure)	Electrical work at the Y&CC required in relation to the replacement of the flat roof	£797.91	£159.58	£957.49
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All expenditure to be agreed was proposed by Cllr Wright, seconded by Cllr Allen and agreed unanimously

- **Bank Reconciliation for the year to date** – signed by the Chair of Finance and circulated previously
- **Membership for Rural Community Action Nottinghamshire (RCAN)** – proposed by Cllr Scott, seconded by Cllr Wright and supported unanimously
- **Sector Led Body for Audit** – further clarification to be sought before a decision is made
- **Transfer of VAT to Park for Park expenditure items (£71) & Transfer of previous Net Capital Expenditure to main account (£1,106.67)** – Proposed by Cllr Musson, seconded by Cllr Allen and supported unanimously

7) Planning:

Applications

15/01882/FUL	Low Street (22), Ivydene	Householder application for alterations and erection of single storey rear extension and erection of new boundary walls – The extension was SUPPORTED, however the proposal of removing the hedge and erecting a wall was NOT SUPPORTED reasons for this are Policy C4 of the Collingham Conservation Area Appraisal for the retention of the hedge. Safety for cyclists, light show through the hedge Sustrans NCN 64 (Highway safety) and appearance.
15/01887/FUL	Low Street (44), Southdene	Householder application for the erection of a single storey extension – SUPPORTED unanimously
15/01888/FUL	Church Street (6), South Church House	Householder application to demolish existing concrete garage and replace with brick and pantile garage – SUPPORTED unanimously
15/01905/FUL	Crew Road (20)	Householder application for a proposed porch extension to the front – SUPPORTED unanimously
15/01906/FUL	Dykes End (52)	Erection of 1 & 1/2 storey dwelling with garage (Amendments to approved scheme) – SUPPORTED unanimously

Decisions

15/01546/ADV	High Street, Co-Op	Two Totem Signs	Refused
15/01574/FUL	Cottage Lane (25)	Demolition of Single Storey Side Extension to House and Detached garage and erection of two storey side extension to house and detached double garage	Refused

15/01651/FUL	Dykes End (28)	Application for single storey utility room and WC extension to existing dwelling	Permitted
15/01607/FUL	Low Street (8-10), Rose Cottage	Application for replacement of window including the removal of two existing windows and bricking up opening	Permitted
15/01778/TPO	Oaklands Close (1A)	Works to Trees Protected by TPO No. N113 - Remove horse chestnut which is dying, and remove lower secondary branches from Lime tree, trim Ivy on panel fence (left hand side of garden), and trim hedge at bottom of garden.	No objections
15/01707/FUL	The Green (22), Office Cottage	Application for Wooden Summer house in rear garden	Permitted
15/01794/FUL	Woodhill Road (42)	Proposed new entrance porch and new timber cladding over existing brick work	Permitted

- *All decisions noted*
 - **Fracking in North Nottinghamshire** – This does not affect this area, but was noted
 - Langford Quarry Consultation – The quarry liaison meeting was held last week. They are online for the tonnage this year. The nature reserve is a flagship reserve for the RSPB with more volunteers signing up. They are seeking a further extension and are holding a public consultation event in December. All information is on the website if people would like to see the consultation information about this proposal.
- **Premise licence variation application** - Collingham Football Club – SUPPORTED unanimously
- **Lincolnshire Minerals and Waste Local Plan** – Consultation on proposed modifications to the core strategy and development management policies – noted. Will consult with Swinderby Parish Council when the consultation is released

8) Community Park

- a) Phil Beard of NSDC has been consulted on the zip wire mound, and is of the same opinion as the Parish Council. Write to HAGS with these comments. Proposed by Cllr Scott, seconded by Cllr Wright and supported unanimously. Thanks to Clerk for the suggestion of the retention percentage, which has helped to concentrate their minds
- b) HAGs-SMP contractors are programmed to attend on Monday and undertake the snagging, with the exception of the zip-wire mound

9) Capital Expenditure Projects

- a) Construction (Design and Management) Regulations 2015 (CDM 2015) – this has been raised as a concern. The regulations allow us to take on the roles, with the expertise that is available within the Parish Council and the risks involved. Cllr Musson has undertaken a risk assessment and suggests that a contract limit is set for future projects. Cllr Scott suggests that if structural work is required this would also need a specialist input. Technical advice has been sought with regard to the specialist work required at the Y&CC. Agreed
- b) Jubilee Room – This has been handed over to the builder and he aims to get the work complete before Christmas. The outside will be completed as weather permits in the new year.

- c) Youth & Community Centre – 3 quotations have now been received from the necessary specialist contractors for the repointing. The Awards for All grant form is currently being competed. Quotations for restoration of the fascia boards will be obtained. Other works as a result of the flat roof work is the redecoration of the toilet block. Suggested contractors to be asked to provide a quote Gerry Williams, Oliver Fabian, Tony Cook for both internal and external decoration.
- d) Sign for Brough – This is to be in the same style as the Collingham signs, quotation to be sought and design to be pursued with local residents.

10) Collingham Parish Council By-Election

More than 10 people requested an election, so we will now be having an election in late January / early February

Costs for this will be borne by the Parish Council.

The Parish Council must decide if Polling Cards are to be issued. Evidence suggests that a better turn out will be seen. It was therefore proposed that election cards should be sent out by Cllr Scott, seconded by Cllr Allen and supported unanimously

Clerk left the meeting

11) Clerks Annual Appraisal & Salary Review

Proposed to purchase a feeder scanner printer to assist with time constraints

Proposed to increase Clerks hours by 2 hours per week to 20 hours, effective for next salary payment while Clerk is studying for CiLCA qualification

Proposed to increase Clerks salary from 1st April 2016 to SCP 22. This will now be included within the precept calculations

Clerk returned to the meeting

12) Correspondence:

- a) CPRE Valerie Gillespie Award 2016 – nothing in the Parish would be eligible
- b) NSDC - The determination of the nomination of an Asset of Community Value in Collingham – This relates to the Kings Head - noted
- c) Treasure Hunt – All agreed that this was a good idea and that this will be progressed with the friends of John Blow School to possibly be ready for Easter 2016
- d) Fields in Trust – Award Nomination – Our nomination didn't make the shortlist on this occasion
- e) All Saints Church, Footpaths – The church has suggested that the old tarmac paths which are in a poor condition are replaced with grass. As the War Memorial is in the churchyard, they are seeking agreement from the Parish Council before proceeding. The Parish Council consider that only minor paths which are in the open are suitable for this treatment. Paths which are in the shade (grass will not grow) and the main paths would be better in gravel. If this is an option that the church would like to pursue, the Parish Council to contact the quarry to see if any gravel could be sourced directly from Tarmac
- f) Litter and Dog bins/Dog Fouling – The emptying of and provision of bins is the responsibility of NSDC. Notices will be put up in suitable locations and the dog warden informed if possible if dog fouling is observed
- g) Nottinghamshire County Council Inspire – Culture, Learning and Libraries - noted
- h) Garden Waste Collection Scheme – Starts 1st April, residents to be encouraged to participate in this scheme
- i) Electoral Review : Final Recommendations - noted
- j) John Blow Primary School - 20mph School Speed Limit – no comments

- k) Defra Flood Resilience Community Pathfinders – Collingham is not mentioned
- l) Citizens Advice Sherwood & Newark – AGM – Councillors to let Clerk know if they wish to attend
- m)Vote now for the UK's Best Park - noted
- n) Meeting Notts SLCC – Speaker on Broadband Service in Nottinghamshire

13) Councillor's & Clerk's reports and items for future agendas:

Cllr Allen, Cllr Davies, Cllr Wright, Cllr Hatton, Cllr Musson

- Nothing to report

Cllr Barrie

- New signs have been put up where required and produced and updated list
- Update on the Hospital to be on the agenda in January

Cllr Scott

- **Large planters:** planted up for winter, plant cost £18.00 for December agenda, only part bag of compost needed, so that is donation.
 - Thanks to Margaret Bruce for all her help with previous plantings, only house move prevented her assisting in November.
- **Fly tipping around parish:** request for sign at Northcroft Lane, stating fine and other information. (Most regularly fly tipped site).
- **Advent lights:** Sunday December 6 See Notices
- **Cross Lane main dyke (from Woodhill Road to Swinderby Road):** the dyke on the field side hasn't been cleared this year. Is this usually done by the IDB or a farmer? Clerk to ascertain.
- **Non business rates:** Meeting with NSDC Finance re business rates for Parish including change to Village Centre car park. Jubilee Room will be changed to charity status from 01.01.16.

Small business levy will apply to Burial Ground when Library taken over. No business rates for car park in future plus refund to be given.
- **NALC AGM:** Devolution for Notts and Derbyshire by NCC CEO Antony May. Offer of explanation for piece in Fleet and visit to Parish Council (s), to discuss devolution.
- **Community Park:** Jean Wright's paintings as per Newark Advertiser - possibility of using them on fence of park - paid for by grant. Jean would donate paintings. Cllr Scott to find out more.
- **Library service:** request for preliminary meeting in Dec with 2 Cllrs for outline in principle. To be put on agenda in January.
- Reminder that it was minuted in August that Collingham Parish Council would not put finance into Kings Head.
- **Business Club:** following invitation, 3 Cllrs and Clerk attended 100th meeting of Collingham Business Club.
- **Collingham Station:** Request from several residents that appearance of Collingham Station is improved and it is clearly signposted. Also map at station, with grid, as at Village Centre. Support from East Midland Trains to be requested by Keith Burd at next stakeholders meeting in January 2016.

Clerk

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| a) | National Savings & Investments
Money has been transferred (Cheque has been cashed) | 22/10 6 |
| b) | Newark and Sherwood Local Development Framework Plan Review
Cllr Scott provided the comments and Clerk sent to Newark and Sherwood on behalf of the Parish Council | 22/10 7 |
| c) | Lincolnshire Local Plan Consultation
Response sent on behalf of the Parish Council | 22/10 7 |
| d) | Community Park – Snagging Works
Agenda item has provided update on actions | 22/10 8 |
| e) | Community Park – Retention
Still outstanding and discussed on agenda | 22/10 8 |
| f) | Jubilee Room – Refurbishment Contract
Contract awarded to Jamie Warrington. Commence work on 23 November and internal works will be complete prior to Christmas | 22/10 9 |
| g) | Newark Municipal Charity
On agenda for update from Cllr Parkin | 22/10 14 |
| h) | Facebook
Link added to the website, member of the parish who set this up has been informed | 22/10 15 |
| i) | Twitter
Paper to be prepared by Cllr Hatton and will be on the agenda for December | 22/10 15 |
| j) | Churches Together in Collingham – Remembrance Service
5 Councillors attended (RS, CA, JB, VW, MP) some with partners/guests | 22/10 16c |
| k) | Balderton Parish Council - Remembrance Service
Cllr and D Scott attended | 22/10 16d |
| l) | Dog bins
Further issues – discussed on agenda under correspondence | 22/10 16e |
| m) | Public Right of Way / Landscaped areas near the new LCS store/Station Road
Football club are now in contact with the resident who raised the issue | 22/10 16f |
| n) | Chip Shop Air Conditioning Unit
Letter as agreed has been hand delivered | 22/10 17 |

Training

Both CiLCA and Minutes & Agendas training highlighted a number of issues with current practices.

This month all Councillors have been issued with a summons as this is a legal requirement. Propose that from January all changes required are implemented. The major items are listed below: -

- District and County Councillors reports will be taken as part of the public forum, which then permits Councillors to ask questions if required
- The advertised meeting time includes the public forum - if no one wishes to speak the meeting will then commence – therefore suggest that meeting is advertised as 7.15 from January onwards. This in line with Standing Orders

- The agenda items are numbered sequentially so any actions can be recorded in future “clerks reports” – either complete or carried forward
- Clerks report, contains all actions and activities undertaken by Clerk and Councillors since the last meeting. Councillors to report these to Clerk prior to the meeting.
- “Proposals” don’t need to record the proposer, seconder or unan/majority – and should be “resolutions”
- Minutes and Agenda Training suggested that only resolutions should be recorded. However this would not provide the information to the Parish that people wish to see and this is therefore not to be implemented.
- Annual Parish Meeting minutes are not approved until the following Annual Parish Meeting by the residents – not Councillors

CiLCA – Precept and budget setting practices to be revised slightly to include: last year, this year and next year – previously only this year and next documented as part of this process
Our budget monitoring practice is good

Other items

Unity Trust account has been confirmed as being opened, awaiting stationery before using account. Account number and sort code has been advised, if required.

Other actions

The report from Keith Burd with regard to the East Midlands Trains stakeholder group has been posted to the [website](#) and is also included below.

Castle Line News – October 2015

Efforts continue – primarily by Network Rail, East Midlands Trains, and the County, City, and District Councils covering the area through which the line runs – to improve the speed, frequency, and connectivity of passenger services on the Nottingham-Lincoln line, but they remain constrained by scarce funds, shortage of rolling stock, old technology, and limited line capacity. Residential and economic development along the line will generate demand for more and faster services which in turn will underpin the infrastructure necessary for such development to be achieved and sustained. Better services however can be delivered only to the extent they can be paid for and it is the job of the Stakeholder Board to secure the investment required to turn the Castle Line into a 21st century railway. That will not be easy and it is not going to happen quickly. The resignalling of the Newark Castle (NCT)-Lowdham and NCT-Swinderby stretches is scheduled for late 2016 and 2018-2019 respectively and will be accompanied by the rationalisation and modernisation of ancillary level crossings. In 2016, Saturday Nottingham-NCT-Collingham-Lincoln services will be substantially improved to match the volume and frequency of Monday-Friday services. Some Lincoln-Newark Northgate (NNG) services will be re-timed to improve connections with East Coast Main Line (ECML) services to London, the North-East, and Scotland. More generally, however, the NNG-Collingham-Lincoln service needs more two carriage trains, especially during early mornings and at weekends, but the money and rolling stock required are not foreseeably available. Aspirations to introduce more direct Lincoln-King’s Cross services, and a weekday half-hourly Lincoln-Collingham-NCT-Nottingham service, are similarly constrained. The long-term objective to take the Castle Line over the ECML at Newark, thereby eliminating delays caused when NCT-Nottingham services cede the track to ECML trains, has reached the drawing board, but its deliverability and affordability remain uncertain.

The effect on passenger numbers of the new timetable will be analysed later this year. East Midlands Trains staff have already reported noticeable increases in passenger traffic especially on commuter trains to both Lincoln and Nottingham, and on services carrying shoppers to both cities at weekends. By the time you read this report, the roads around Collingham station should have been yellow-lined, but don’t believe it until you see it.

Keith Burd

The meeting closed at 21:45pm

Abbreviations

NCC – Nottinghamshire County Council/Councillor

NSDC – Newark and Sherwood District Council/Councillor

LCS - Lincolnshire Cooperative Society

PRoW - Public Right of Way

RCAN – Rural Communities Action Nottinghamshire

NCN – National Cycle Network