

MINUTES OF THE COLLINGHAM PARISH COUNCIL MEETING held at 7.30 pm on 25 JUNE 2015 in the CHAPEL, FOSSE ROAD, BROUGH

Public forum: 2 members of the Newark Art Group spoke about their 70th birthday celebrations, as they are donating art work to local community groups. They left a portfolio of art work for the Parish Council to consider for the new office at 71 High Street.

Two letters were received from residents of Brough about the problems of speeding, overnight parking and rubbish that they experience. The Parish Council noted the concerns and stated that some items are already under review.

Present: Councillors: C Allen, M Davies, S Dove, R Hatton, L Marshall, T Musson,
M Parkin, R Scott (Chair), V Wright

Clerk: Caron Ballantyne

In Attendance: 4 members of the public

1. **Apologies for absence:**

Apologies noted from Councillor Barrie and accepted.

NCC and NSDC Councillor Mrs Dobson, NSDC Councillor Clarke also gave their apologies. The Parish Council asked that their sympathies were sent to Mrs Dobson following her recent bereavement.

2. **Declaration of interest:**

A Personal interest was declared by Cllr Hatton with regards to the payment to Barnard Construction.

3. **Minutes: to consider**

Minutes of the meeting of 28 May 2015 were agreed. Proposed by Cllr Scott, seconded by Cllr Allen and supported unanimously. Minutes were signed by the Chair.

4. **Progress reports**

- a) Notices at Dykes End PRoW – The PRoW officer has been informed and made a site visit. When he attended the sign was no longer there. He will write to the landowner and make sure there is no confusion about access over the PRoW
- b) Base Station Installation – Station Yard. An email has been received that this work is no longer to be pursued. On the planning portal there is a planning application which has been granted within “Permitted development”. It is therefore unclear if this is going ahead or not, but the company no longer require the Parish Council to comment.
- c) Village Centre – Removal of two recycling containers – this has been agreed and the companies have said they will remove in the next 10 days. If this is not done **Cllr Scott** will follow this up.
- d) Speedwatch – volunteers and speed stickers. Chris has followed up the leads for volunteers. **Cllr Marshall** is going to arrange some sessions with Cllr Allen, prior to the

school holidays. Cllr Musson has another possible volunteer and will pass the details on to Cllr Allen. The Clerk wrote to the company selling stickers, as yet there has been no response to the proposal.

- e) Flood Wardens Workshop. The Cllr Scott to ask all flood wardens if they would like to visit the depot at Gainsborough, to meet the team with whom we would liaise in the event of a flood. The workshop being provided by NCC would still be appropriate for a refresher and any news on developments on this subject since the initial training.

5. Report from County and District Councillors

Notes from Cllr Mrs Dobson:

Nottinghamshire County Council are proposing to put speed tubes down to measure the traffic volumes and speeds in Brough in September. This will then inform any future decisions on the speed limit through the village.

6. Finance:

Income			VAT	Total
Influence Environmental Ltd	Donation to Community Park	£250.00	Nil	£250.00
NSDC	Section 106 Monies	£9,973.91	Nil	£9,973.91
Expenditure				
Mike Elliot to be paid by Cheque	Internal Audit	£144.00	Nil	£144.00
Street Master Products to be paid by BACS	Tables and Chairs for the Community Park	£2,079.00	£415.80	£2,494.80
AEB Landscapes to be paid by BACS	Invoice 1709 waste at cross site Invoice 1795 installation of Lakeland picnic bench	£488.20	Nil	£488.20
Hill Holt Wood to be paid by BACS	2 benches for the Community Park	£570.00	£114.00	£684.00
Barnard Construction to be paid by BACS	Final Stage Payment	£11,065.00	£2,213.00	£13,278.00
HMRC – to be paid by Direct Debit	PAYE (Direct Debit) – Includes 10.5 additional hours for website	£241.96	Nil	£241.96

- **Income - Transfer of Section 106 monies to the reserve account, proposed by Cllr Musson, seconded by Cllr Scott and agreed unanimously**
- **Expenditure – following some clarification around the contract details for 71 High Street and items agreed in February (Item 12b) proposed by Cllr Musson, seconded by Cllr Wright and support by majority**

- **Bank Reconciliation for the year to date** – signed by the Chair of Finance and circulated prior to the meeting
- **Release of retention to HAGS – SMP for the Community Park.** HAGS – SMP have not as yet completed the work. There is an outstanding item on the ROSPA report and the zip wire is still not back in use. The retention is **not** to be released, proposed by Cllr Scott, seconded by Cllr Musson and supported unanimously.
- **Increase in grass cutting contract** – A meeting has been arranged for next week when the contractor is in the village.
- **Training for new councillors – 29 July 2015 - £25 each.** Cllr Musson and Cllr Marshall would like to attend. Those that have attended recently found it useful especially as a networking event with other Councillors. This was agreed, **Clerk** to book.

7. Planning: Applications

15/00851/FUL	Station Road (40)	Householder Application for Porch to Front, Two Storey Extension to Side and Single Storey Extension to Rear – SUPPORTED unanimously
15/00911/LBC	South End (23), High House	Removal of Runners and Clay Pantiles to Roof of Two Storey Element, installation of Felt Roofing, installation of new runners and replacement of Clay Pantiles – SUPPORTED unanimously
15/00959/FUL	Cottage Lane, Tennis Club	Erection new club house, car parking, metal fencing, mini courts and practice wall – SUPPORTED unanimously

Decisions

15/00551/FUL	The Lawns (21)	Application for single storey side kitchen extension and infilling of existing car port	Permitted
15/00572/FUL	Woodhill Road (48)	New Render finish over existing facing bricks	Permitted

15/00754/TWCA	Low Street (131), Rutland House	Removal of 1 No Ash tree (identified as T1 on plan submitted) due to poor condition and lean towards new play area; Cut back branches of 1 No Beech tree (identified as T2 on plan submitted) to boundary of 131 Low Street as branches are currently overhanging footpath and encroaching on to side elevation of plot 23; Remove 1 No Holly tree to the south of T2. This tree is in poor condition and currently leans towards the garage block of plots 23 and 24; and Remove 1 No unidentified tree to the north of T1. This tree is in poor condition and leans towards the play area	No objections
15/00894/TWCA	Low Street (38), Westholme	Request to fell pine tree at the rear of property due to: 1. Excessive shading to neighbours property (no 36 Low St). Please see photos submitted. 2. The tree is inhibiting the lawn underneath the tree and shading is causing moss on the lawn. 3. Shedding needles on both neighbouring properties	No objections

- Consultation on Nottinghamshire and Nottingham Replacement Waste Local Plan. It was agreed that this does not affect this parish and therefore no comment will be made

8. Internal Audit Report

To consider the comments made by the internal auditor and propose actions for rectification/comment. A verbal comment was given by the Auditor about the accounts, when the documents were returned, that they were clear and well kept. The new spreadsheet being used was superb

1. Signing the minutes have been done, but not minuted, this is now rectified. The copies sent to the auditor did not have signatures, also now rectified. All minutes were in date order. Apologies only need to be noted for Councillors and these need to be accepted, this is now rectified. There is a separate book for non-attendance but this was not handed over with the audit documents (as it was needed for meetings). In future this needs to be shown to the auditor, but will not leave the possession of the Clerk
2. The style of minutes to be changed to clearly show Members, Clerk and others.
3. Asset register problems have been resolved, this was as a result of the work at the park been substantially completed at the end of the financial year.

All comments have been noted and all issues will be addressed or have already been addressed.

9. Community Infrastructure Levy (CIL) Policy

Consider the proposed policy document – a policy document has been drafted, however following the receipt of the S106 monies it has become clear that the 2 policies could be combined, but the different conditions need to be clearly identified. This will therefore be deferred to the next meeting and will cover both funding streams. Clerk and Cllr Scott to meet and resolve outstanding issues to facilitate this.

10. 71 High Street

a) Approve variations to the Contract, agreed under Financial Regulation 4.5 with the contractor. All prices quoted are excluding VAT

- (i) £185 for replacement of rotten timber in the side gate and the gables
- (ii) £140 to carry out the tanking of the inside wall to the rear of the building
- (iii) £65 Electrical – replace toilet heater
- (iv) £217.50 Electrical – Works to main lights – ballasts and bulbs
- (v) £50 Re-stocking charge for data unit
- (vi) £103 Timer switches for heaters
- (vii) £65 Digi lock for office door
- (viii) £80 Tiling upstand at back of work surface
- (ix) £40 Double socket to office area
- (x) Following the laying of flooring - Baby changing bench and Workstation/Desk for Office - £450.00

Items (i) to (ix) Total of £945.50 + £189.10 VAT to be approved for payment with that above – Proposed by Cllr Musson, seconded by Cllr Parkin and supported by majority

Item (x) to be presented for payment when work complete

b) Agree work for fencing replacement – this is as a result of clearing the vegetation next to the building. Two quotes have been received from Barnard Construction and Fleet Fencing. A third company was approached but declined to quote. It was proposed that Cllr Allen accept the quote from Fleet Fencing by Cllr Scott, seconded by Cllr Parkin and supported unanimously

c) Agree purchase of notice boards for Office – Nottinghamshire County Council have offered free ones

d) Agree community notice board in the entrance lobby –again this will be provided by Nottinghamshire County Council free of charge

e) Agree quotes for shutters to front window - Two quotes have been received from Thomas Sanderson and Hillarys. A third company was approached and was unable to meet the timescales required. It was proposed that the blinds were ordered, subject to negotiation on the price with Hillarys by Cllr Scott, seconded by Cllr Musson and supported by majority

f) New Name for the building: A new Co-ordinator for Community Libraries has been appointed and wishes to be involved in the choice of name. It is proposed that this will go

to a public vote and a list of names has been devised by Nottinghamshire County Council. They will pursue this and produce graphics for assistance.

- g) Contribution from Pitomy Farm development to Library – The value of this contribution for Pitomy Farm is £6,063.12 and could be paid directly to the Parish Council. It was suggested that some of this money could be used to reimburse running costs and business rates, as well as providing a maintenance reserve. It was proposed that the Clerk ask NSDC to pay the S106 monies to the Parish Council by Cllr Scott, seconded by Cllr Parkin and supported unanimously. It was proposed that some of this money is spent on the capital cost of the proposed shutters by Cllr Scott, seconded by Cllr Musson and supported unanimously. It was proposed that the revenue spend so far is repaid and the remainder is ring-fenced for future library maintenance by Cllr Wright, seconded by Cllr Parkin and supported unanimously

11. Community Park

- a) Quotations for notices – Two quotes have been received for the notices agreed. It was proposed that the quote from County Signs be accepted by Cllr Scott, seconded by Cllr Allen and supported unanimously.
- b) Reported problem with misuse of shelter – Small children have been getting their legs stuck in the bars when trying to climb the shelter, which is misuse of equipment. Temporary notices have been put up and children have ripped them down. A statement has been posted on Facebook to ask parents to ensure that small children don't climb on the shelter. A permanent sign will be erected and is included in (a) above
- c) John Blow pupil's artwork for display – the John Blow children have done some artwork "rules for the park". A grant may be available from NSDC for these to be turned into signs to be displayed. Cllr Scott to pursue this. Cllr Scott to speak to the Head teacher to see if the children would do some signage for no climbing on the shelter and the basketball frames as this may have more impact than those provided by adults.
- d) Annual Inspection by NSDC – the ROSPA inspection done on completion of the works should be sufficient this year. Copy of this inspection to be sent with the reply to NSDC by the Clerk, notifying them that the Parish Council do not intend to have an inspection this year for the reason stated.

12. Capital Expenditure Proposals

- a) Roadside sign for Brough – the proposal would be to investigate options for the design of this. Maureen Dobson has offered a seed grant for this. The residents of Brough would be involved in the choice of design. A letter will be drafted by Cllr Scott and distributed to everyone. This would include "in the Parish of Collingham". Proposed by Cllr Scott, seconded by Cllr Wright and supported unanimously

b) Refurbishment project of Parish Council Properties

- Jubilee Room
- Youth & Community Centre

Exterior decoration of both buildings is required. It was discussed that possible replacement of the fascias with UPVC at the Jubilee rooms should be considered. Quotes to be sought by Cllrs Scott and Allen from Gerry Williams, Oliver Fabian & Nigel Cook for the exterior decoration. Also quotes to be sought by Cllrs Scott and Allen from Sunrise for replacement windows and fascias at the Jubilee Room. A specification needs to be written for refurbishment of the Jubilee room in the Autumn by Cllrs Scott and Allen. The Y&CC needs a flat roof replacement, quotations to be sought by Cllr Scott. The repointing needs to be done in lime mortar and finding appropriate companies to do this has been difficult, Cllr Scott to continue to pursue this along with possible grant funding.

13. Defibrillators

The defib at the Y&CC is now operational and just needs to be registered by the Clerk

The defib at the Cricket Club is hopefully being installed this weekend

NSDC proposed agreement – This agreement is for the proposed defib at William Bailey House and is unacceptable to the Parish Council. Alternative locations were discussed but it was agreed that NSDC councillors, and NSDC Chief Executive to be contacted by the Clerk and the feelings of the Parish Councils expressed. Proposed by Cllr Scott, seconded by Cllr Parkin. Cllr Wright to write on behalf of the TRA, with their agreement, to state the views of the community who had donated to the defib.

14. Request from Newark Rotary

Request from Newark Rotary to use South End Cemetery parking area on Sunday 19 July during the daytime for the annual Collingham lunch. A donation will be made to a project of the Parish Council's choice. Proposed that this was agreeable by Cllr Scott, seconded by Cllr Parkin and supported unanimously. The Parish Council suggested that the donation was made to Village Care was proposed by Cllr Parkin, seconded by Cllr Allen and supported unanimously.

15. Succession Planning

One of the new councillors is concerned that if this is left, there may be problems filling the post of Chair and Vice Chair in the future. This will be put on the agenda again in September to see if this can be resolved. Cllr Parkin will mention this to NALC to see if there is any training proposed later in the year for Chair/Vice Chair, so that Councillors can fully understand the role.

16. Parish Council Meetings

- a) Consider changes to the style of the minutes, in accordance with the Transparency code – some of these changes are from the items highlighted in the Internal Audit Report and have been made.
- b) Consider changes to the Public forum – this used to be excluded from the meeting. It was proposed that the sentence about this is to be removed from future agendas by Cllr Scott, seconded by Cllr Allen and supported unanimously.

17. Community Communication

- a) Community Correspondence Policy – emails using MailChimp are to be continued. Emails from the Parish Clerk are well received in the community. Twitter was mentioned and will be investigated
- b) Email addresses for Councillors – Clerk to speak to NALC to see if there is any guidance on how this service may be procured as web hosting is not required
- c) Posting of messages on Facebook – the only Facebook for the Parish Council is for the Community Park, the administrator is blocking some “friends” to stop advertising occurring inappropriately. Any message from the Parish Council will clearly say “statement from the Parish Council ”
- d) SNG – there is a meeting proposed for 8th July 6pm at Besthorpe. Is there any way that the SNG could feed in to community communication on issues such as the recent spate of burglaries in Collingham village.

18. Disposal of assets

3 number filing Cabinets currently in the Jubilee Room – Proposed these are put initially on freecycle by Cllr Marshall seconded by Cllr Hatton and supported unanimously. Clerk to provide photos and sizes for this purpose.

19. Correspondence:

- a) Vandalism/unsocial behaviour at the Wildlife reserve – NCC & NSDC Cllr Mrs Dobson is to get the solar CCTV camera deployed temporarily to this location. The local PCSOs are aware of the issue
- b) Local councils award scheme - free workshop - 21 July 2015 at the Parish Rooms in Draycott, Derbyshire. Would anyone like to attend, please let the Clerk know
- c) Electoral review of Nottinghamshire: Draft recommendations – this does not affect Collingham and the information is for information only.
- d) Please Help - Parish & Town Councils - Voluntary & Community Sector (VCS) - State of the Sector Research Project – It was suggested that this should be filled out individually for each of the groups that any Parish Councillor may represent. This has also been circulated via the email system
- e) Proposed PCSO cuts – response to Parish Council concerns. The response from Paddy Tipping (Police Crime Commissioner) states that there will be a public consultation on these proposals in the future. Cllr Scott to research the KPIs for the local police force, to see if there is anything further we could write to him about
- f) Newark Healthcare Consultative Group Meeting – 10am Thursday 13 August, Newark Town Hall - Cllr Barrie is connected to the group and should be able to report back on the meeting. Clerk to check this.

20. Councillor's & Clerk's reports and items for future agendas:

Cllr Musson, Cllr Marshall, Cllr Dove

- Nothing to report

Cllr Allen

- Foster Road residents have contacted him as they are concerned about emissions from a dual purpose stove, which has been installed by one of the residents. The only restriction is about flue heights – Cllr Marshall to check with building control on the exact details
- IDB are to mow the bank on Monday – Cllr Allen will then contact the volunteers to pull the Himalayan balsam.

Cllr Wright

- Nothing to report
- Apologies for next meeting

Cllr Marshall

- Nothing to report

Cllr Dove

- Nothing to report

Cllr Parkin

- At the NALC meeting on the 12th June – 2 of the councillors stated that they are hoping to set up a unitary statutory authority for finance. Updates to be provided by Cllr Parkin as this progresses

Cllr Davies

- Has been contacted a couple of times about the horses on Westbrook Lane. The RSPCA have been contacted and advise that this is the traditional way in which horses were kept and this is not an issue. Cllr Allen knows the lady that goes and feeds and waters the horses on a regular basis

Cllr Hatton

- LIVES have been covering all the red 1s&2s in Collingham for a number of years and would like people in Collingham to join them and would like to bring something to the next meeting to discuss.

Clerk

- Buddleia in the village centre was reported and has been dealt with
- Footpath 14 will be dealt with shortly
- As cover for June absence Cllr Marshall to take "Urgent" emails

Cllr Scott

- Newark Health Watch would be sending an invitation for a representative of the Parish Council.
- Cricket Club have a proposal for new toilets and would be applying for planning permission in the name of the Parish Council as agreed before.

- The Code of Conduct training was very useful and the notes have been circulated to all councillors for information

The meeting closed at 9.55pm

Abbreviations

NCC – Nottinghamshire County Council/Councillor

NSDC – Newark and Sherwood District Council/Councillor

LCC - Lincolnshire County Council

LCS - Lincolnshire Cooperative Society

PRoW - Public Right of Way

SNG - Safer Neighbourhood Group