

COLLINGHAM *Parish Council*

MINUTES OF THE COLLINGHAM PARISH COUNCIL MEETING held at 7:15pm on 13 DECEMBER 2018 at the Youth & Community Centre, Low Street, Collingham

Present: Councillors: C Allen, J Davies, M Davies (Chair), J Guest, R Hatton, T Musson and
R Scott
County & District Councillor Dobson

Parish Clerk: C Ballantyne

In Attendance: 0 members of the public in attendance

Action by:

193 Public Forum

- No public present

194 To receive apologies for absence

Apologies from Councillors Barrie, Marshall and Wright accepted.

195 To receive any declarations of interest

Councillor M Davies declared an interest in item 198c as has expenses on the list

Councillor T Musson declared an interest in item 199a planning application for Moor Road

The Clerk declared an interest in item 205

196 To receive and approve the Minutes: of the Parish Council Meeting of 22 November 2018, previously circulated to members. These were agreed unanimously as a true record and signed by the Chair.

197 To receive reports from County and District Councillors

Cllr Dobson has been walking the streets this week with the NCC highways Engineer – works will be undertaken in February / March 2019 to address the issues identified.

The resident on Swinderby Road who raised speeding concerns last meeting, has had a visit and a Police Officer has also called on the resident to discuss this matter.

The planning committee met and discussed Carlton Ferry Lane, but the application on for 112 High Street was deferred.

The IDB will be contacted to enquire when work will be undertaken to the Fleet to clear fallen branches and blockages as they are not responding to requests from the Parish Council.

The County Council leader withdrew the agenda item on the day of the meeting with regard to the Local Government reorganisation

198 Finance
a) To Formally Note Items of Receipt for the Month:

Receipts			VAT	Total
Burial Ground	Cemetery Fees	£380.00	Nil	£380.00

Noted

b) To Formally Approve expenditure since last meeting:

Payments			VAT	Total
Pearson's Nursery Ltd	Station Adoption Activities	£42.78	£8.56	£51.34

Expenditure approved unanimously

c) To approve Items for Payment for the Month to be paid by BACS

Payments			VAT	Total
Collingham WI	Collingham in the Great War Grant	£100.00	Nil	£100.00
Helena Pielichaty	Collingham in the Great War Grant	£22.13	Nil	£22.13
Helena Pielichaty	Collingham in the Great War Grant	£350.00	Nil	£350.00
Street Master	Capital Expenditure - Community Park	£3,267.00	£653.40	£3,920.40
Tapastuff	Collingham in the Great War Grant	£180.00	£36.00	£216.00
Collingham and District Local History Society	Collingham in the Great War Grant	£227.03	Nil	£227.03
AEB Landscapes	Community Park - Inspections	£150.00	Nil	£150.00
Michael Davies	Collingham in the Great War Grant	£82.46	£16.49	£98.95

All expenditure approved unanimously, by those voting

d) Bank Reconciliation for the year to date – signed by C Allen and J Barrie, to be circulated, noted **Clerk**
e) To consider membership of the Bumblebee Conservation Trust, brought forward. Resolved unanimously to become members for a year. Clerk
f) To consider additional bin capacity for litter picking and Community Park in 2019/20. Resolved unanimously that the existing bin is collected weekly at the Jubilee Room Clerk

199 Planning

a) **Applications for consideration**

18/02119/LDC	Moor Road (19), Land Adjacent	Use of land as part of the residential curtilage of 19 Moor Road (Use Class 3) – resolved unanimously, by those voting – legal advice to be sought from the Parish Council Solicitors as there is a query over the ownership. There is an agreement with property owners on The Lawns as they have an agreement to access over the land
18/02210/ADV	Station Road (47), Collingham Vets	1. Collingham Vets - Main LED lit fascia above the surgery entrance. 2. Car Park Sign - LED lit at entrance to car park 3. Collingham Vets - LED lit fascia facing towards the road, indicating location of the surgery. – NOT SUPPORTED unanimously, design and visual impact in a residential area and cumulative impact of all the signs. Resolved unanimously that the Chair go and speak to the owner to discuss the proposals
18/02228/LBC	Church Street (17), Shaws Cottage	Repair of windows and door to front of property and replacement of windows and doors to sides and rear – SUPPORTED unanimously

b) **Applications Determined**

18/01884/FUL	Low Street (173)	Granted
18/01688/FUL	Carlton Ferry Lane, Wharf Cottage	Refused
18/02024/TWCA	Swinderby Road (10), Pipers Dell	No objections
18/02043/TWCA	Queen Street (4)	No objections

All decisions noted

200 Parish Council Land – Possible Work

- a) To consider the purchase of wildflower turf for the cross site –brought forward. Resolved by majority that subject to the advice from NSDC conservation that this is appropriate soil for this proposal, this was agreed

201 Community Partnership Library

- a) To consider legal response on the Draft Service Level Agreement – Resolved unanimously that County Councillor Dobson will pursue this with NCC and Inspire

CC Dobson

202 Correspondence

- a) Station Road/Station Car Park issues – Resolved unanimously to write to the Managing Director of East Midlands Trains – with regard to the overcrowding of carpark and CCTV provision. As the Parish Council has adopted the Station there is an assumption that they are now responsible for the maintenance of the station – Item to be posted on Website as to what “Station Adoption” means **Clerk Clerk**
- b) Nottinghamshire County Council (Snowden Road and Windsor Close, Collingham), noted
- c) Nottinghamshire’s consultation on a revised Fair Access Protocol, noted – individual Councillors may wish to respond

203 Parish Clerks Report Item

Agenda

- Public Space Protection Orders for Dog Control for Cemeteries and Pitomy Farm Play area (once adopted) – still to be progressed **17/167f**
- East Midlands Train “Adopt a Station” application – safety briefing held. Councillors who were unable to attend, will need to obtain a briefing in the future. **18/8**
- Community Orchard – licenses for private accesses have been issued. Following a meeting with the householders one licence has been signed and the other is being referred to the householders solicitors **29f**
- Local Council Award Scheme – Quality, application submitted, awaiting feedback **107b**
- Station Adoption – Parish Council logo to be added to planters – these have now been ordered **138**
- Community Partnership Library draft agreement sent to the solicitors and is being reviewed **139b**
- Title of Parish Council Clerk & Responsible Financial Officer has been amended on all email signatures/letterheaded templates etc. The article for the fleet on the roles & responsibilities of the Clerk is currently being worked on **164**
- Purchase of Marquee for events – order still to be placed **170f**
- Magnetic noticeboard for Station – order placed **170h**
- Low Street/Trent Lane Land – Letter still to be drafted to landowner to try and open discussion on the possible purchase of the land for public use **172**
- Election Planning – Portfolios (still awaited from some Councillors) to be prepared and put into library and medical centre.
- Information also to be sent to voluntary groups, when available **174**
- Prices for laying of turf have been sought – Item brought forward to December Meeting **185a**
- Moor Road, offer of additional trees has been accepted from donors **185b**
- Play Area Inspection Procedure – notified to Play Area Inspector and published to website **186a**
- Amended Action Plan published to website **186b**

- Ground Maintenance, following performance review extended to the full 3 year contract length **187**
- Cemetery fees – Proposed increases notified to funeral directors and updated on the website **188**
- NCC proposed Parking Restriction along the High Street and 3 junctions off – notified the Councils support for the proposal **189**
- Making Newark Cleaner, Safer and Greener survey completed and returned **191a**
- Speeding vehicles on Swinderby Road – Information passed to Cllr Mrs Dobson and author advised of this **191b**

Other items

- All planning consultations responded to
- Community Park gate repair still awaited, this is regularly being chased – was on hold during skate park work, now being chased again. An additional £40 has been quoted for the additional work required to rectify the problem, Purchase Order raised for this.
- New legislation with regard to accessibility of websites and Apps is now in force – the website developer has confirmed that they have already implemented the changes required for the Parish Council to be Compliant
- Information about CPRE litter action has been circulated to all clerks recently – is this something the Parish Council would like to consider at a future meeting? Agreed Clerk to Speak to Winthorpe Parish Clerk
- Advent window has been created in liaison with Cllr Guest for the library and was lit at the start of advent

Reports to NCC

FS98263888	Dropped Crossing	Swinderby Road
FS98878821	Reactive Sign	Low Street on LC outside 56
FS98878975	Street Lighting	Windsor Close - no 6

Reports to NSDC

None		
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R Scott

157 – Festive lights – A tree has been sourced by Collingham Community Trust and has been delivered and installed – the lights were lit at the beginning of December

COLLINGHAM IN THE GREAT WAR PROJECT: Certificates of thanks have been given to every group or person who helped with the project. Thank-you notices were posted on the Village Centre noticeboard, the Parish website, the Parish Facebook and Collingham Village Notts page.

Certificates of participation in the national tribute the ‘Battle’s Over’ were given to Andrew Wheeldon, who played the Last Post at the Beacon Lighting, Collingham Firefighters and Collingham Church Towers for the peal of bells have been distributed. These certificates were printed from the Battle’s Over website.

Thanks and compliments have been received from residents and groups for the opportunities to participate in the Project, the Trail, the Collingham in the Great War booklet and the information attached to lamp-posts throughout the Parish.

Badges with the CGW logo were distributed to the Guiding movement at a Brownie meeting on November 29.

Some claims against the various grants are still outstanding and are being chased. A spreadsheet of expenditure is being kept in liaison with the Parish Clerk. The final publication of the Fleet articles by Helena Pielichaty will not take place until Spring 2019, with expenditure set against the Heritage Lottery Fund Grant, which must be finalised by August 2019.

The poppy banners are being offered to the three churches in Collingham for future use.

STAKEHOLDER COMMITTEE OF THE CASTLE LINE: No meeting has been called for December.

R Hatton

183e – Bumble Bee Conservation Trust – additional research into organisation has been undertaken

Skate Park

Work to the skate park complete by contractor – puddles on the path following the works are being pursued – landscaping and new bins/tables/seats to be installed, depending on budget

Election Planning

Information for Portfolios to be sent to the clerk as soon as possible

- 204** To consider resolving that, under **Section 100A (4) of the Local Government Act 1972, the public and members of the press be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 Schedule 12A of the Act** – Resolved unanimously

The Clerk and County/District Councillor Mrs Dobson left the meeting

205 **Parish Clerks Appraisal**

Resolved unanimously that:

- ❖ the Clerks contracted hours be increased to 21 hours per week from 1st January 2019
- ❖ The Clerks salary be increased from 1st April 2019 to SCP 25 (new 17)
- ❖ The Clerks additional hours worked to date be paid in a single lump sum in Januarys salary. Any additional hours worked will continue to be monitored and reported to the staffing panel should they reach more than 12 hours

The meeting closed at 20:55pm

Abbreviations:

- NCC – Nottinghamshire County Council/Councillor**
- NSDC – Newark & Sherwood District Council/Councillor**
- LCS – Lincolnshire Cooperative Society**
- PRoW – Public Right of Way**
- Y&CC – Youth & Community Centre**
- CDLHS – Collingham & District History Society**
- PPG – Patient Participation Group**
- SNG – Safer Neighbourhood Group**