

# **Kirklington Annual Parish Council Meeting & Ordinary Parish Council Meeting (combined) – minutes**

*Agenda for the meetings on Tuesday 4<sup>th</sup> May 2021 at 7.30pm (following on from the Annual Parish Meeting).*

Present: Bob Radford (RSR)(Chair), Martin Smith (MS)(Vice-Chair), Ian Woolridge (IW)(Treasurer/RFO), Patrick Mitchell (PM), Andrew Twidale (AT), Sarah Sturgeon (SS), Helen Cowlan (HC)(Clerk).

Public: None.

## **Annual Meeting formalities**

1. **Declarations of Interest** (to cover the annual & ordinary meetings)  
None.
2. **Election of new Chair**  
There was unanimous agreement for RSR to continue, and be re-elected as Chairman of KPC.  
Proposed IW, seconded SS.
3. **Election of new Vice-Chair**  
There was unanimous agreement for MS to extend the temporary position, and be elected as Vice-Chairman of KPC. Proposed RSR, seconded IW.
4. **Election of new Treasurer**  
There was unanimous agreement for IW to be re-elected as Treasurer/RFO of KPC. Proposed RSR, seconded MS.
5. **Minutes of last Annual Parish Council Meeting**  
The minutes from the last Annual Meeting held on 26<sup>th</sup> May 2020 were signed off at the following meeting on 9<sup>th</sup> July 2020, so no further action is required.
6. **Minutes of last ordinary Parish Council Meeting**  
The minutes from the last ordinary Parish Council meeting, held on 12<sup>th</sup> April 2021, were agreed and signed as a true record. Proposed MS, seconded SS. RSR advised the Clerk should sign on his behalf, and formally thanked the Clerk for a comprehensive record of the discussion held with WINGS.
7. **Roles for the forthcoming year (2021-22)**  
RSR – Chair, Highways, Health & Safety, Church Contact (inc Christmas tree), bank signatory.  
AT – Planning, VHMC liaison, bank signatory.  
IW – Treasurer, accident reporting, WINGS liaison, bank signatory.  
PM – Verges, street lighting, footpaths.  
MS – Vice-Chair, Flooding and drains.  
SS – Safer Neighbourhood Group (SNG) liaison, WINGS liaison.  
Roles were unanimously agreed, however, in reality any Parish Councillor is happy to take ownership of any issues as required in order for actions to be completed in a timely manner. It was also noted that once lockdown measures have eased, an assessment can be made about how residents GW and TB can be included / supported under the PC for work with flooding.
8. **Adoption of the Chairman's Annual Report**  
The Chairman's Annual report was unanimously agreed and adopted. Proposed MS, seconded SS.
9. **Treasurer's Annual Report / adoption**  
Income – In 2020/21, KPC increased the annual precept by £100 to £6,200 in line with our stated policy to achieve overall reserves at the recommended levels of 1 1/2 our annual precept. A grant of £300 was received from NSDC re Covid-19 was received in 2020/21. The income we received in May 2016 year for the CIL (Community Infrastructure Levy, £15,218) currently still remains unspent, but KPC have committed £14,500 towards the NCC proposal, to assist the parking situation at Kirklington Primary school.  
Costs – Overall, the Council spent £5,596, just £100 less than last year. As KPC has done for a number of years, we continued our regular practice of helping towards the major village assets, we donated £1,200 towards the Village Church upkeep, allowed under S137 Local Gvt Act, and a further £1,200 towards the upkeep of the Village Hall. Again, this is permitted within national guideline Section 19.3 of the Local Gvt Act.

KPC spent an additional £300 for keeping the Village War memorial clocks on the Church tower running. Our other costs, were again, broadly in line with our budget for items such as the Church Christmas tree, GPDR licence, NALC membership, training etc. We also purchased the large 'Thank-you NHS & Key workers' banner for the Village Hall.

In conclusion, KPC achieved a surplus of £910 for 2020/21, above the budget surplus objective of £500, but building up KPC overall reserves to near the recommended levels.

RSR gave formal thanks for IW's work in managing the finances. The Finance report was unanimously agreed and adopted. Proposed RSR, seconded MS.

### Ordinary Meeting formalities

#### 10. Action points review (all)

Number	PC member	Subject	Date Raised	Status
16-45	HC	<p><u>Ivy Farm</u></p> <p>No further information has been received about proposals. It is understood that there should be consultation with Severn Trent as drainage should be connected to / with the main system (although currently blocked).</p> <p><b>Action: no further action at this time - awaiting next steps.</b></p>	Nov-16	ongoing
17-53	HC	<p><u>School - Parking issues/ related CIL</u></p> <p>HC has emailed Highways and NCC (JH and DH) to enquire what happened to the pilot scheme, if there will be a new one, how we progress solutions for parking.</p> <p><b>Action: No response received about pilot scheme - continue to follow up; HC to submit response to resubmitted planning proposals as per minutes (item 14).</b></p>	Oct-17	ongoing
19-57	HC	<p><u>School Playing Field</u></p> <p>No update from NCC. School have advised recent issues with access to field have been resolved, and requested a reminder be made about areas that can be used.</p> <p><b>Action: HC to chase NCC for update on draft usage agreement, and email residents to confirm access.</b></p>	Nov-19	ongoing
20-01	HC	<p><u>Footpath hardcore</u></p> <p>Additional stone has been added to improve the corner section - very much improved and appreciated. Formal thanks proposed / given.</p> <p><b>Action: HC to send formal thanks once works have been completed.</b></p>	Jan-20	closed
20-25	HC/IW	<p><u>Flooding / drainage projects</u></p> <p>It is understood that known planned works have been completed, although NCC would be able to confirm - there has been some flooding on the main road recently. There are still issues with drain outside IW's house, and there has been no confirmation that the rubble has been cleared from the drain near Ivy Farm. Concerns were raised about whether or not works for the new build could clash with proposals for resurfacing.</p>	Oct-20	ongoing

		<p><b>Action: HC to contact resident SC to enquire about the state of the drain; HC to contact NCC (MD) to check progress with points raised at site visit including ownership / maintenance of the dyke at the back of Ivy Farm - liaising with IW if needed; HC to speak to NCC / Planning to establish if/how they liaise to avoid a clash of works.</b></p>		
20-26	HC/PR	<p><u>Potholes</u></p> <p>Over the last 3-4 weeks the area near the Church hedge / kerbing has worsened - no hole but very noisy - unlikely to meet requirements for a repair so will monitor until needs reporting / in case will be incorporated in resurfacing plans.</p> <p><b>Action – review at next meeting.</b></p>	Oct-20	ongoing
21-01	HC	<p><u>Bridge repairs</u></p> <p>The bridge on footpath 7 (behind the stable block) is cracking and rotting. The one near the old Police house near Greet Farm is also in need of attention. HC advised the rotten/damaged stile at the bottom of footpath 1 has been reported and may be replaced with new stile / kissing gate - awaiting confirmation.</p> <p><b>Action: HC to chase repair.</b></p>	Jan-21	ongoing
21-02	BL	<p><u>Robin Hood Road Signs</u></p> <p>There are two signs for Robin Hood Caravan Park on Lockwell Hill (near the Go-Kart track).</p> <p><b>Action: HC to chase removal, and of those for self-storage (if not permitted).</b></p>	Jan-21	ongoing
21-05	HC	<p><u>Speeding lorries</u></p> <p>Local PC has advised that it can be difficult to patrol A617 as there isn't anywhere to pull someone over to issue a penalty notice, however, he will request the speed check team visit as they have done previously (speed checks have already been conducted via usual position on Corkhill Lane).</p> <p><b>Action – HC to enquire if any information is provided by the interactive speed signs; HC to write to Squires to enquire if routes have changed / if alternative routes are possible, due to an increase in the number of vehicles using Southwell Rd.</b></p>	Jan-21	ongoing
21-10	HC	<p><u>Festival</u></p> <p>No formal updates have been received from NSDC although HC is aware that the alcohol licence has been granted. Music event to take place at the Church on the Friday.</p> <p><b>Action – HC to consider how best to contact residents which may be most affected (unless being done by NSDC/organisers); HC to chase NSDC for deadlines and GTSF to enquire if discounted tickets are available for residents.</b></p>	Feb-21	ongoing
21-11	HC/SS	<p><u>Rubbish / littering</u></p> <p>SS has reported issues to PC (awaiting response). AT advised there are issues with litter along the whole stretch of Eakring Lane.</p> <p><b>Action – HC to request litter pick.</b></p>	Feb-21	ongoing
21-12	HC	<p><u>Local Policing Team</u></p> <p>Contact has been made with local PC who will organise speed checks (one done), and is very aware of issues with WINGS as he deals with them and has been liaising with them. HC will include on agendas and minutes.</p>	Feb-21	closed

21-13	HC	<u>Parish Council Vacancy</u> Legal notice of vacancy has been posted - HC has received one formal email of intent and one enquiry (interest tbc). <b>Action – HC to monitor interest and organise meetings and / or interviews if required - notice end date tbc.</b>	Feb-21	ongoing
21-15	HC	<u>Dog Warden</u> <b>All actions have been completed</b>	Mar-21	closed
21-16	WINGS staff / HC	<u>WINGS School</u> IW advised that the day after the last PC meeting (that WINGS joined) there were two incidents. The first was in the afternoon and involved a number of children congregating on a driveway. It was resolved quickly as the staff were on site. The second incident was later at 9pm that night - a student walked past a resident's windows and stared in which was terrifying. The student had climbed through the gap left after recent works. No action has been taken which has hugely reduced the resident's faith in words and actions agreed at the PC meeting the day before. <b>Action – HC to contact WINGS for updates / progress on actions. HC to draft a letter to WINGS outlining concerns and requesting proposals for how they will rectify the hole in the fence, prevent access to the roof, and repair holes in the outbuilding roof (damage caused in November) - KPC to review / agree draft before sending.</b>	Apr-21	ongoing
21-17	HC	<u>Belle Eau Park</u> <b>Action – HC to chase BL to offer support / request contact details to chase review of whether BEP should actually have a status of 'industrial estate'.</b>	Apr-21	ongoing
21-18	HC	<u>Litter Picking Trial</u> NSDC have confirmed that the trial would be reviewed from both parties' sides to see if it is successful or not - NSDC are currently awaiting the outcome of trials with other areas before deciding whether or not to roll this out further - at which point they will confirm KPC inclusion if possible. <b>Action – No further action needed yet - HC to email residents with updates if trial opened up.</b>	Apr-21	closed

#### 11. Traffic Report – Accident stats (IW)

No incidents recorded. There appears to have been an increase in the number of Squires vehicles (one of which is a Scania lorry) using Southwell Road. **ACTION – HC to write to Squires to enquire of planned routes have been changed / request they avoid Southwell Road wherever possible (21-05).**

#### 12. Financial matters (IW):

- i) Balances - current account £6405.09 (£20905.09 inc CIL), deposit account £5323.17.
- ii) Clerk payment – payment for April including expenses - proposed RSR, seconded PM.
- iii) Receipt of precept – confirmation that first instalment has been received.
- iv) Insurance renewal – annual insurance renewal (third year of a three-year deal) including an adjustment for inflation £338.40. Proposed MS, seconded AT.

#### 13. End of Year Finances Review 2020-21 (IW):

- i) Annual Approval of accounts for the year ended 31 March 2021. KPC members unanimously agreed, and adopted, the annual accounts. Proposed RSR, seconded MS.
- ii) Approval of Certificate of Exemption for the year ended 31 March 2021. Unanimous agreement with the Exemption Certificate. Proposed MS, seconded SS.

- iii) Approval of the Annual Governance Statement for the year ended 31 March 2021. Unanimous agreement and adoption of the Annual Government Statement. Proposed PM, seconded MS.
- iv) Approval of the Accounting Statements for the year ended 31 March 2021. Unanimous approval and adoption of the Accounting Statements. Proposed MS, seconded PM.

RSR re-iterated formal thanks to IW for finances. **ACTION – IW to send documentation to HC who will update the website accordingly (21-19).**

14. **Planning Matters** (HC) – *any planning requests/updates to review:*

- i) 21/00527/TWCA – Kirk Lodge, Main Street – removal, and height reduction, of a number of trees. Status – permission granted (info only).
- ii) 21/00931/FUL (resubmission of 20/01777/FUL) – Kirklington Primary School – convert area of unused ground to car-park to be utilised by staff. Decision required (deadline 15 May). KPC acknowledged that the new proposals were more comprehensive, although concern was shared that one photo had an arrow suggesting an alternative exit site being marked. Subject to plans only resulting in removal of 3m of hedgerow as originally stated, KPC members unanimously supported the proposals (6 votes in favours). **ACTION – HC to submit response stating it is on condition that only 3m is removed, and not any further stretches (as previously suggested as an alternative) (17-53).**
- iii) 21/00121/FUL – Land between Fallows End and Lynwood – proposed erection of dwelling and garage. Outcome – permission granted (info only).

15. **Annual Review of Policies** (HC/all)

KPC members reviewed and unanimously agreed that no further changes were required to GDPR, accessibility and Standing Order policies / processes (review dates amended to reflect reviews).

16. **Footpaths** (RSR)

The use of motorbikes, and mountain bikes, has been observed on footpaths in the Village which should not be the case without landowner permission. **ACTION – HC to review Countryside / Footpaths Codes and send gentle reminder to residents to try and minimise chance of damage being caused (21-20).**

17. **Face-to-face meetings** (HC)

HC provided an overview of legislative changes which means that future meetings will now need to be held face-to-face. RSR confirmed that the Village Hall has been deep-cleaned and is Covid compliant (in terms of cleaning routines and meeting requirements for being open). It was agreed that unless anything urgent requires one sooner, the next meeting will be delayed until after restrictions have been fully lifted – this will also ensure that requirements for meetings safely can be reviewed and met (including having to allow for public attendance). HC reminded members that there is a ‘call for evidence’ through which feedback can be given in relation to the importance of maintaining options for holding online meetings. **ACTION – HC to collate and submit views (21-21).**

18. **Correspondence** (HC):

All correspondence has been circulated – no further actions needed.

19. **Date of next meeting** – 5<sup>th</sup> July 2021 at 7.30pm at the Village Hall (subject to restrictions being lifted as planned).

The next AGM date will be agreed early in 2022.

*Meeting ended 20.50.*

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