

# COLLINGHAM *Parish Council*

## MINUTES OF THE COLLINGHAM PARISH COUNCIL MEETING held at 7:15pm on 22 MARCH 2018 at the Youth & Community Centre, Low Street, Collingham

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

Clerk: C Ballantyne

In Attendance: 3 Members of the public

**Action by:**

### 36 Public Forum

Linda Dales, Chair of the Collingham PPG came to introduce herself. 6 meetings have now been held and a team established of 16 patients. There is some self-help information which needs to start being circulated which will help and make patients aware of some of the important information about the medical centre. Some of the steps taken already, include putting articles in the local magazines, putting posters on the noticeboards (approx. 6 weekly), use of the screen, promoting the medical centre newsletters. This will also facilitate information into the surgery and how this can be done. There are some feedback forms which it would be helpful in determining an action plan, if these are filled in and returned. Seeking ideas from the Parish Council how communication could be improved with all 7000 patients, several ideas were suggested.

### 37 To receive apologies for absence

Apologies from Councillors Guest and Wright accepted  
No apology from Councillor Barrie has been received

### 38 To receive any declarations of interest

None

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

### 40 To receive reports from County and District Councillors

#### ***Cllr Mrs Dobson***

A1133 weight limit is now enforceable and enforcement is currently being determined when this may be done, the hours of enforcement etc.

Quarry liaison meetings yesterday, there are concerns about the productivity being cut, but this is being moved forward with NCC.

County Council meeting today, where there was a cross party motion: Nottinghamshire County Council, as a waste disposal authority:-

- supports the growing national campaign led by, amongst others, the Prime Minister Theresa May, to highlight the dangers of single-use plastics to our environment, especially our oceans;
- commits to continue our work with waste management partners, Veolia, to maximise the amount of plastic and other materials which can be recycled;
- commits to review and reduce our reliance on single-use plastics throughout the Council's services and facilities as far as possible, wherever alternative

materials or measures can be shown not to increase, and ideally to reduce costs to the council taxpayer;

- agrees that a report should be brought to Communities & Place Committee every six months to update Members on progress towards this objective.

This motion was passed and members will now start to lead by example, to make this happen

#### 41 Finance

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

Receipts			VAT	Total
Burial Ground	Cemetery Fees	£220.00	Nil	£220.00
Donations	Skate Park	£185.00	Nil	£185.00

All income noted

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

Payments			VAT	Total
Malcolm Lane & Son	Capital Expenditure - Signs	£2,915.00	£583.00	£3,498.00
AEB Landscapes	Community Park - Inspections	£140.00	Nil	£140.00
British Legion	Lamp post Poppies	£102.00	Nil	£102.00
Y&CC	Hall Hire (Aug – March)	£135.00	Nil	£135.00
NSDC	Dog poo bins for 2017/18	£481.00	£96.20	£577.20
Malcolm Lane & Sons	Capital Expenditure – Noticeboards	£199.50	£39.90	£239.40

All expenditure approved unanimously

##### c) To formally note items paid since last meeting

Payments			VAT	Total
Burton Contractors Ltd	Capital Expenditure - Community Park (Material Disposal)	£600.00	£120.00	£720.00
A Plant	Capital Expenditure - Community Park (Fence Hire)	£239.90	£47.98	£287.88
AEB Landscapes	Capital Expenditure - Community Park (New Path)	£3,150.00	Nil	£3,150.00
Fasthosts	Subscription - Domain Name (10 years)	£99.90	£19.98	£119.88

All capital expenditure noted – within approved budget agreed

##### d) Bank Reconciliation for the year to date – signed by Cllrs Barrie and J Davies and circulated previously, noted

##### e) Budget monitoring, resolved unanimously that the changes were agreed

##### f) Best Kept Village Competition, resolved unanimously to take part again this year. Notices to be put on notice boards and information starting to be circulated to encourage participation. Excluded areas, Breamar Farm and Village Centre

Clerk

##### g) Trade waste agreements for 2018/19 – Community Park and Jubilee Room, resolved unanimously that these should continue

Clerk

- h) Dog Poo bins agreement for 2018/19, resolved unanimously that the current locations and number were sufficient and collections should continue on the current frequencies
- i) SLCC membership for Clerk, resolved unanimously to pay the subscription, pro rata with other parishes employed by

Clerk

## 42 Planning

### a) Applications for consideration

18/00385/FUL	Low Street (47)	Householder application for proposed 2 storey rear extension – SUPPORTED unanimously
17/01859/FUL	Fosse Road, Glebe Farm	Retention of two static caravans for use as residential accommodation for a permanent agricultural worker in connection with Glebe Farm (retrospective) – NOT SUPPORTED unanimously, previous comments to be re-submitted
18/00403/LDC	Coney Green, Paddock End	Continued use of Outbuilding for Residential Purposes, Namely: 1) for Use Incidental to the Enjoyment of the Dwelling house Known as Paddock End and 2) for Use as a Residential Annexe Tied to the Dwelling house Known as Paddock End – no decision by majority due to insufficient information - is the outbuilding suitable for residential use (building regulations)? Clerk to request additional information from planning
18/00514/FUL	Station Road (24), Lanresse	Householder application for proposed extensions and alterations to the dwelling, including the demolition of a single storey outbuilding and the erection of a western boundary fence – SUPPORTED unanimously

### b) Applications Determined

17/02168/FUL	Windsor Close, Garage Site off	Permitted
18/00066/FUL	Dykes End (21), Pinfold	Permitted
18/00201/TWCA	South End Cemetery	No objection
18/00416/TWCA	Brooklands Close (1), The Coach House	No objection
18/00109/FUL	Fosse Road, Holly House	Permitted
18/00525/TPO	South End Cemetery	No objection
18/00416/TWCA	Brooklands Close (1), The Coach House	No objection

All decisions noted

## 43 Maintenance

To consider proposed protocol for any work carried out to a potentially sensitive site – resolved unanimously that this should be retitled and extended to include all Parish Council Land and Property and adopted with the addition of “and risk assessment” after “Method Statement”,

Clerk

## 44 Municipal General Charity Trustee Appointment

Appointment of Trustee for a 4 year period. A closer link to the Parish Council will be useful and therefore resolved that Michael Davies will be nominated to the Charity as the representative by majority. A thank you to be sent to Marica for the work done in the past on behalf of the council

Clerk

#### 45 Correspondence

- a) Nottingham City Council WW1 Centenary Roll of Honour Project – Presentation given by NCC Councillor Girling and Nottingham City Council officer involved in the project. All the rolls of honours are very disparate and some have been lost over the years due to the record keeping of the time, which was not as good then as it is now. This will commemorate not only those that were killed in battle but those that were killed in zeppelin raids or factory disasters. This will have approx. 14,000 names which will be displayed Surname and initials, there will be a website in parallel with this which will have all the rank, battalion etc on it, so that family members can find their relatives. A whole range of options have been considered which has informed the project so far, including the design of the roll of honour. Detailed designs are now being worked up with the preferred tenderers and a formal announcement is hoped to be made in June. The unveiling of the monument is now likely to be May/June 2019. There is a public appeal for the final amount of funding required for the project and would like the Parish Council to spread information about the project. If additional funding is obtained through this process, this will form an endowment for the future maintenance of the memorial and possibly to maintaining the memorial gardens. The project team would like the Parish Councils support with:

- The roll of honour –are people recorded correctly
- The designs – which do you prefer
- Request for money

Resolved unanimously that communication of this project would be supported.

Link to the website to be added to the Parish Website

Clerk

- b) CPRE – Resolved unanimously not to become members
- c) Cancelled Neighbourhood Plan – this was noted
- d) Launch of the Veterans Together Network (Veterans Aged 65+) Project – resolved unanimously to circulate to Men in Sheds Clerk
- e) Notts Pollinators Grants – resolved unanimously to submit an application Clerk
- f) Rural Economy features in new National Planning Policy – resolved to bring forward to next month to allow members to consider comments that need to be made Clerk

46 **Fleet article for May** – Cllr Marshall to write this, several topics were suggested

#### 47 **Clerks Report – to be included in minutes** **Agenda Item**

- Public Space Protection Orders for Dog Control for Cemeteries and Pitomy Farm Play area (once adopted) – still to be progressed **17/167f**
- Permissive Rights of Way – meeting with NCC and Cllr Scott held 9th March. Way forward determined and letters sent to the two land owners **17/207a &b**
- East Midlands Trains “Adopt a Station” application – individual Councillors names put forward and signed forms submitted – still awaiting a few.

- The station team will be in touch shortly to try and arrange safety briefings and issuing of IDs **18/8**
- Business Social Media for Beginners Workshop booked **24e**
- Royal British Legion – Lamp post poppies ordered and received. Additional poppy ordered as this will provide 1 poppy for every “fallen” listed in the Parish **24f**
- Eastern Extension, Besthorpe Quarry – notified no further comments to make **25c**
- NCC asked to split legal fees with Parish Council – awaiting a response, before instructing the solicitors **26**
- Trent Vale Trail Grant application – notified of award **28a**
- Nottinghamshire Wildlife Trust – notified of award **28b**
- South End Phone Box – all those that responded have been notified of the decision to do nothing other than tidy up. Note: BT have advised that the Parish Council have never adopted this box due to an objection in 2009 to the removal of the telephony. Have therefore requested that they repaint, but residents can clean windows and make tidy. **29b**
- Malcolm Lane will be installing new notice board material on 16th March – they suggested magnetic - it is cheaper and more durable especially in sunlight **29c**
- “Collingham War Memorial” – Parishioner advised of actions required. Article has been requested by Parishioner to appear in the April Fleet seeking support **29d**
- New posters have been ordered and received. A Pair have been installed on the path alongside the Park (between Swinderby Road and Snowdon Road) after 5 offending items having been removed first. Other locations to be agreed. Too soon to know if this will make a difference but early indications are good **29e**
- Community Orchard – licenses for private accesses have been issued. No response from the residents to date **29f**
- Nottingham City Council WWI Centenary Roll of Honour project – invitation sent to attend the 22 March Meeting **33b**

### **Other items**

- All planning consultations responded to
- Letter to new owner of Low Street/Trent Lane land sent – no response received
- Moor Road/Woodhill Road footpath (NC9) has been repaired by NCC
- Flashing light at the village centre car park reported to LCS
- Park gate (by the school) is no longer closing. The Councillors responsible for the park have given Clerk permission to follow this up with the supplier as call out fee is over authorised limit
- New material added to locked notice boards – This is magnetic and will therefore not deteriorate with time – recommended by the supplier and lower cost than rubber material
- CiLCA obtained. Increment included for obtaining this qualification within employment contract to be applied with immediate effect

### **Reports to NCC**

<b>FS69103181</b>	Pothole	Low Street, 2/3 m south of junction with Lunn Lane
<b>FS69971279</b>	Pavement	South End near church, broken surface
<b>FS69971319</b>	Gullies	Swinderby Road - near new development
<b>FS69971355</b>	Gullies	Swinderby Road - Manor Road
<b>FS69971385</b>	Pavement	Low Street near Manor Farm – Siding required
<b>FS71015009</b>	Pothole	Junction of Moor Road/Cross Lane
<b>FS71015577</b>	Sign	Newark Road - Level Crossing Warning
<b>FS71019453</b>	Pothole	Baptist Lane, outside F&R
<b>FS71021819</b>	Pothole	Low Street/Bell Lane

### Reports to NSDC

<b>ESB436960</b>	Dead Animal	High Street, opposite the green
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### ***C Allen & R Scott***

**191c – Condition assessment of the War Memorial** – Cllr Allen and Cllr Scott, with help, completed the War Memorial Trust survey of the All Saints' War Memorial. The War Memorial needs to be cleaned according to the War Memorial Trust's recommendations, and the area around the base tidied. Suggest that a test patch is done and Parish Councillors could carry out these small elements of work.

### ***C Allen & M Davies***

**7th March** - Paul Baggaley and his wife called a meeting to discuss their intentions with regard to purchasing the Chapel since the original purchasers had withdrawn.

Paul has been in touch with Historic England as the site is on an old burial ground and one has to have their consent before digging any holes. The issues surround the waste dispersal which he was hoping to use a cess pit in the neighbouring field. He has had a meeting with the owner of the field and it is assumed having had a conversation with the farmer after the meeting that he is not interested in helping due to legal issues if or when he sells his farm. Paul is still hopeful they will come to an agreement.

It's possible that any potential sale will have to resolve the issue of waste which will be an expensive task, therefore the Chapel may not be sold.

### ***R Scott***

**30a & 30b- Collingham in the Great War** – application to Heritage Lottery in progress

Memorial Hall provisionally booked for Sunday November 11 (12 noon to 2 pm)

All voluntary groups on website contacted to explain commemoration of Armistice in 1918, with offers to speak to group if necessary. Liaison meetings with CDLHS, U3A, John Blow School, Business Club and Tennis Club. Other groups contacting their members.

Churches Together, PCC, Rev Mandy Cartwright and Rev Peter Bates contacted with meeting arranged with Rev Mandy.

Collingham Fire Station and British Legion contacted.

Shops being contacted.

Logo for website being designed and it is hoped that website will be started in April.

Photos of all War Memorials taken by Michael Davies, who has offered them copyright free for website and hard copies.

Heritage Lottery Fund grant being completed.

Liaison meetings with Celia Finch, Helena Pielichaty for co-ordination of programme.

A programme is being prepared with planned activities from May 2018 to November 2018. which will be put on the website and updated as events are confirmed.

**33a – Nottinghamshire County Council Public Rights of Way Consultation – responded to**

Collingham Community Trust announced that May Fair will not take place this year as no-one has offered to replace those in key roles, despite requests at meetings, in the Fleet, on Facebook and by direct email to larger voluntary groups. It is hoped that volunteers will come forward for 2019 May Fair.

***R Hatton***

**30a - November 2018 commemoration – QR codes for war memorials**

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**