

COLLINGHAM *Parish Council*

MINUTES OF THE COLLINGHAM PARISH COUNCIL MEETING held at 7:15pm on 26 MARCH 2020 by video conference during Corona Virus National Emergency

Present: Councillors: C Allen, J Barrie, J Davies, M Davies (Chair), R Fabian, G French (Part),
R Hatton, M Lloyd, D Mackenzie and T Musson
County and District Councillor Dobson (Part)

Clerk: C Ballantyne

In Attendance: 0 members of the public in attendance

Action by:

27 Public Forum

The Chair of the Bomber County Gateway Trust submitted a full written report of the project stages and the current funding position. It was suggested that this may be posted to the website for information

Clerk

It was suggested that the meeting was paused at 8 pm for the show of appreciation to the NHS by joining with the national applause – everyone agreed and this was done

28 To receive apologies for absence

No apologies received, all Councillors in attendance
Apologies received from District Councillor Dales, noted

29 To receive any declarations of interest

None

30 To receive and approve the Minutes: of the Parish Council Meeting of 27 February 2020, previously circulated to members. These were agreed unanimously as a true record and will be signed by the Chair as soon as possible.

Chair

31 To receive reports from County and District Councillors *District & County Councillor Mrs Dobson* **County Council**

Currently all activities are on hold other than ensuring that the elderly, vulnerable and those in care are receiving the appropriate support at this difficult time.

Highways will only be dealing with issues such as large potholes on main roads – all other matters are on hold

All household waste sites have been closed, due to the public abuse of the staff

The waste collection service has seen a 30% increase in waste over the last couple of weeks. All residents to be encouraged to minimise waste, wherever possible

District Council

Thank you to the waste team for clearing the piles of debris from Low Street (including residents gardens) and Carlton Ferry Lane.

All future planning matters for this parish should be referred to Councillor Dales

District Councillor Mrs Dales

'Time To Change' – Mental Health Campaign

NSDC have signed the T2C pledge, which is a commitment to work to change

the way we think and act about mental health. I am one of the four Member Champions signed up to this. Whilst COVID 19 has temporarily stalled training and plans on this, once we are back to normal, we will be rolling out Health And Well-Being community events and pop-up stalls in Collingham and surrounding villages. I will forward more information as soon as it is available
CRARC continues to function, albeit not on a face-to-face basis. Support is still being offered by phone, and we have posted information on the necessary phone numbers on the gate outside the Hall, noticeboards and village Facebook pages

Armed Forces Covenant – we have a willing ‘Ambassador’ who is in the RAF and is willing to take on the role. I will liaise via the Chairman re next steps.

Planning

I have called the planning application for ‘9 Fisher Close’ into Planning Committee which is scheduled to be held ‘virtually’ on Tuesday 31st March
Scheme of Delegation: Both the Chairman of the Planning Committee and the Planning Business Manager have offered to come to your Parish Council meeting to answer any questions or discuss any matters relating to the Scheme of Delegation and how you feel it is working, or to address any concerns. If you would like to take them up on this offer, please do let me know.

As always, I am happy to pick up any actions that arise this evening, or to help with anything else.

32 Finance

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

Receipts

None		
Noted		

b) To Formally Approve Items paid during the Month by BACS

Payments

VAT

Total

None				
Noted				

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

Payments

VAT

Total

AEB Landscapes	Community Park - Maintenance	£67.50	NIL	£67.50
AEB Landscapes	Burial Grounds	331.00	NIL	£31.00
AEB Landscapes	Park - Inspections	£150.00	NIL	£150.00
NSDC	Trade Waste – Dog poo bins	£247.00	£49.40	£296.40

All payments approved unanimously

Resolved unanimously that all existing dog poo bins were required for 2020/21 and the agreement should be returned to NSDC for this

Clerk

d) Bank Reconciliation for the year to date – signed by Cllrs D Mackenzie and T Musson circulated previously, noted

e) RCAN membership 2020 – Resolved unanimously that membership should be taken up, they have in the past provided invaluable support to the Parish Council

Clerk

f) FREE Training Event for Notts ALC and SLCC members, this event has now been cancelled

- g) NALC Training Events – Chairmanship & planning, resolved unanimously that Cllrs J & M Davies would attend **Clerk**
- h) To consider purchase of litter picking equipment – to be brought forward to next meeting **Clerk**

33 Planning

a) Applications for consideration

20/00243/S73M	Braemer Farm, Land Adjoining	Removal of condition 7 attached to reserved matters approval 17/01092/RMAM to omit the proposed pond – SUPPORTED unanimously, this area should continue to provide green space and would it be possible for this to become a tiny forest?
20/00380/FUL	Cottage Lane (36)	Householder application for proposed extensions and alterations to dwelling – SUPPORTED unanimously
20/00427/FUL	Carlton Ferry Lane, Wharf Cottage	Householder application for proposed Extension to dwelling to form additional living accommodation and garage – SUPPORTED unanimously

b) Applications Determined

20/00018/FUL	Drummond Grove (1)	Permitted
20/00187/TPO	South End, Cemetery	Granted
20/00276/TWCA	South End (12)	No Objections
20/00279/TPO	Rio Drive (23)	Granted

Noted

- c) Nottinghamshire and Nottingham Joint Waste Local Plan, resolved unanimously that this would be brought forward **Clerk**
- d) Housing Needs Survey Stakeholder consultation, resolved unanimously a video conference meeting should be arranged for this to be discussed and completed **Clerk**
- e) Planning applications during Covid-19, resolved unanimously that should NSDC be unable to send paper plans as normal, the parish council would have these printed locally if at all possible

34 Correspondence

- a) NALC / BTA Toilet Tax Survey, resolved unanimously that individual Councillors would respond to this **All**
- b) Prepare for Tree Charter Day 2020, resolved unanimously that this information would be passed to Gusto to see if there are any opportunities on the Braemar Farm Development **Clerk**
- c) Help NALC in its ground-breaking research on dementia, resolved that individual Councillors would respond to this and also sent to Collingham Village Care **All**
- d) So you want to save the planet?, this event has been cancelled
- e) Request from U3A for Stand on Village Centre, resolved unanimously that this was acceptable **Clerk**

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| f) Request from Collingham Preschool for Fundraising activities on the Community Park, resolved unanimously that this was acceptable | Clerk |
| g) CCN/County APPG - Rural bus inquiry, resolved unanimously that Mr Pointer be asked to complete this on behalf of the Parish | Clerk |
| h) Health & Wellbeing Tool From LGA, noted | |
| i) HCLG Select Committee Devolution Inquiry, resolved unanimously that the Clerk would respond to this | Clerk |
| j) Dormant Assets – resolved unanimously that Cllrs Lloyd and Musson would look at this and respond as required. Post meeting Note: This does not directly affect us and therefore a response is not required | Cllrs
Lloyd &
Musson |

35 Asset Maintenance

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|--|------------------------|
| a) To consider future bench maintenance, resolved unanimously: | |
| <ul style="list-style-type: none"> All metal end benches would be surveyed and the one most in need would be refurbished using recycled plastic planks and if necessary, the metal ends stripped and repainted. Once this work was complete, this would be reviewed for further consideration All wooden benches would be replaced as necessary with same style as recently installed at St Johns cemetery | Cllr
Fabian |
| | Clerk |

36 Station Adoption

- | | |
|---|----------------------------------|
| a) To consider choice of planters for the station platforms, resolved unanimously that planters should be traditional in style, but using recycled plastic. This will now be discussed with East Midlands Trains for their approval | Cllr
Fabian
Clerk |
|---|----------------------------------|

37 Fleet Article for May – The Fleet is not being published at the current time

38 Parish Clerks Report

Agenda Item

- | | |
|--|----------------|
| ➤ Public Space Protection Orders for Dog Control for Cemeteries and Pitomy Farm Play area (once adopted) – NSDC have these in place for the cemeteries and the order for Pitomy Farm will be progressed when the relevant committee next meets to discuss such items. NSDC have requested that the play area be fenced to enable the order to be made. The contract for the erection of the fence has been awarded | 17/167f |
| ➤ East Midlands Railways advised that additional planters are required and that the cost of plants will be paid for and planted up by the Parish Council/Station Adopters. Due to the change in franchise this will need to be applied for through the East Midlands Railway Community Funds | 19/118i |
| ➤ Request for improvements/alterations to the High Street. Holding letter sent advising the Parish Council is awaiting an official response from NCC Highways | 19/130f |
| ➤ Extreme Wheels Road Show contacted – Application form received to be completed. Need to determine which activities are required etc to enable a quotation to be obtained | 19/155a |
| ➤ East Midlands Railway Community Funds – Previous application to be reviewed to determine which of the new funds may be applicable | 19/155e |

- Annual Park Inspections – Quotation for lifting and relaying of all grass mats requested in order to assist with precept decisions. All other items raised have been highlighted to the regular inspector to address. The majority of these items raised have been resolved and Councillors Allen and Fabian have inspected them. Outstanding issues being dealt with **19/156**
- Whitemoor Lane post box is inaccessible due to the condition of the verge. Royal Mail have closed the post box as a result. Clerk has contacted NCC to get the and verge reinstated for residents' use, once this has been done the Post Office will reopen the box **19/162**
- Budget monitoring and virements – changes made **20/18e**
- S106 Commuted Sum Agreement for Pitomy Farm – still to be signed **20/18f**
- Pitomy Farm Play Area Fence, quotation accepted, work to be undertaken **20/18g**
- Donation made to Bomber County Gateway Trust **20/18i**
- Housing Needs Survey, response sent supporting this work **20/19d**
- NSDC Open Space Strategy – Response sent with contact details for Allotments in the Parish **20/19e**
- VE Day 75, invitation declined **20/20a**
- Licence Change for the Royal Oak, response sent **20/20g**
- Community Facilities Grant for Collingham Rural Advice Centre made **20/21**
- Station Adoption, conversations have been started with East Midlands Railways on possible future improvements. Resource is not currently available for some projects, as soon as it is, these will be progressed. Proposed plan of planter locations and proposed design for the new ones to be sent for approval once decided by the Parish Council **20/22**
- Litter picking risk assessment published to the website **24**

Other items

- All planning consultations responded to
- Lighting problem on Pedestrian/Cycle bridge from the A46 over the A1 to Know How – Highways England have this repair in hand

Reports to NCC

FS179949347	Pothole	Swinderby Road near level crossing
FS184961654	Trees/Hedges	Dykes End 31

Reports to NSDC

ESB1135356	Road Sweep	Island on Low Street/Carlton Ferry Lar
ESB1140111	Road Sweep	Carlton Ferry Lane after the flood

All Councillors

18h – Dog poo bag holders

Cllrs Fabian and Mackenzie have identified locations. Cllr Musson to weave some from Willow which will be erected on existing street furniture

19g – Neighbourhood Plan Scoping Meeting

This meeting was held on 11th March – notes are being prepared and discussed with NSDC to ascertain if the issues and concerns raised are within the scope of a neighbourhood plan.

20d – Armed Forces Covenant

Nominations for an ambassador to be considered – Cllr Dales has identified a member of the services who would like to take on this role

22 – Station Adoption

Cllrs J Davies and Fabian have prepared a plan of suggested new/revised locations and investigated options for new planters – on the agenda to be discussed at the March meeting

National Emergency – Corona Virus (Covid-19) Pandemic

The Parish Council have been working closely with Collingham Village Care and Lincolnshire Co-op to ensure those isolated and in need are receiving the support needed at this difficult time. NSDC and NCC are aware of the activities being undertaken and are regularly updating on their actions in response to the emergency.

- 39 **To consider Parish Council Scheme of Delegation**, resolved unanimously that this be adopted **Clerk**
- 40 **To consider Parish Councils resilience**, resolved unanimously that an additional member of staff be investigated and the tasks that they might undertake. Job description and person specifications to be sought from other Local Councils – there has been an amount included in the budget for this **Clerk**

The meeting closed at 20:30pm

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
CDHS – Collingham & District History Society
PPG – Patient Participation Group