

## South Muskham/Little Carlton Parish Council

### Minutes of the Parish Council Meeting held on Wednesday 21<sup>st</sup> November 2018 at 7.30pm in the Village Hall, South Muskham

#### **Membership:** Councillor Mrs K Carr (Chairman)

Councillors: H Clack, R Gill, Mrs S Gannon, Mrs G Gilroy, Mrs K Walsh, D Catanach

Also present for part of the meeting: Cty. Cllr. Bruce Laughton, Dist. Cllr. Sue Saddington

Members of Public: Two

#### 108.18/19 **Apologies for Absence**

Apologies were received and accepted from Cllr. Mrs Walsh. Cllr. Mrs Gannon also sent apologies by email.

#### 109.18/19 **Declarations of Interest**

None

#### **Open Session**

The Council welcomed Mrs Hazel Hall to the meeting. Mrs Hall gave an update on the current status of a funding application to the National Lottery to include an upgrade to the heating, install cavity wall insulation, resurface the car park and install improved outside lighting, provide a new garage store and a ride-on mower. A decision on projects making a shortlist is expected on 14<sup>th</sup> December. Quotes for solar panels have also been obtained and Mrs Hall asked if the Council would consider applying on behalf of the hall to the LIS Fund. The Council agreed to discuss at the January meeting.

The Council welcomed Mrs Val Donnelly to the meeting. Mrs Donnelly commented on the maintenance work that has been carried out on the play area at Forge Close with everything having been jet-washed and in excellent condition. Cllr. Carr asked the Clerk to forward the comments onto Newark and Sherwood DC as this falls under the *Cleaner, Safer, Greener* initiative.

SA

#### **Report from District Councillor Sue Saddington**

Very little to report from the District Council at present. As the Council does not meet in December, Cllr. Saddington wished everyone a Happy Christmas

#### **Report from County Councillor Bruce Laughton**

Cllr. Laughton commented that the Southwell Ploughing Match in September had been very successful and feedback from all residents on how the day had been managed had been positive. Cllr. Gill advised he had contacted the committee to pass on his congratulations and the Clerk was asked to do the same on behalf of the Council.

Cllr. Laughton advised the meeting that £6,800,000 has been awarded in the recent Budget to repair potholes and also that Via East Midlands was being taken back under the control of the County Council. Finally, Cllr. Laughton mentioned the proposals for a Unitary Authority.

#### 110.18/19 **Report from the Chairman**

The Chair advised the meeting that Cllr. Mrs Walsh has tendered her resignation from the Council with immediate effect. The Chair and members expressed their thanks to Cllr. Walsh for her work and support as a councillor over the years. The Clerk provided detail on the process that is now followed to fill a Casual Vacancy bearing in mind there is an election in May 2019 and would approach previous applicants for an interest in co-option. Clerk to advise Newark & Sherwood DC.

SA

The Chair provided brief details of the events attended since the last meeting:

- Parish Council Conference on Saturday on 13<sup>th</sup> October – with the Clerk and a very informative morning with a presentation from David Lloyd, Leader N&SDC; Paul Newton, NCC Emergency Planning Team and Inspector Louise Clark. SMLC was highlighted as a model example with its emergency plan and Cllr. Carr was asked to share the experience with conference. Also an interesting presentation on research into Ageing Rural

Communities which showed the SMLC parish as the 7<sup>th</sup> highest in the district with 37% of the population over 60.

- Newark Urgent Treatment Centre Event on Tuesday 16<sup>th</sup> October with Cllr. Gilroy. Discussion around the closure of Newark Hospital overnight.
- Town & Parish Council Event on Tuesday 23<sup>rd</sup> October with the Clerk. Presentation on the proposal to abolish the county and district councils and replace with one Unitary Authority (possibly two). Little indication as given as to the impact this would have on parish councils except for possibly managing more services and budgets. A decision is due mid-December as to whether to enter a formal public consultation in the New Year.
- Meeting with British Sugar on Monday 5<sup>th</sup> November with the Clerk. A good meeting with the Agricultural Business Manager and the Agricultural Operations Manager as an introductory meeting and to further the existing relationship. Whilst British Sugar does not own a transport fleet, it can impose sanctions for poorly loaded lorries etc. and we are encouraged to report these as well as sugar beet on the road. They have a strict procedure for dealing with queuing lorries, however this takes approx. 30 minutes to put into operation.
- Great War Commemoration Service at Southwell Minster on Tuesday 6<sup>th</sup> November with Cllr. Gilroy, it was a lovely service of commemoration.
- Remembrance Service at North Muskham on Sunday 11<sup>th</sup> November with Cllr. Gilroy. Cllr. Carr read the names of the fallen and laid a wreath. Cllr. Carr also attended the Beacon Lighting in the evening.
- WWI Centenary Memorial Turf Cutting Ceremony on Wed 14<sup>th</sup> November. Relates to the donation made towards the memorial. Unfortunately, no one was able to attend.
- Notts ALC AGM on Wednesday 14<sup>th</sup> November with the Clerk. An excellent presentation from Gary Wood, NCC Head of Highways and Transport which has been circulated to Councillors.

Other matters to report:

- Network Rail Representatives were unable to attend, but are being invited to the January meeting.
- Thanks are recorded to Janice and David Hunt who litter picked Main Street and Church lane recently.

The Christmas Fair in aid of the church will be held at the Village Hall on Saturday 24<sup>th</sup> November. Cllr. Gilroy asked if the Council would support the event by providing funds for prizes. Cllr. Clack suggested a donation towards the event of £25 and Cllr. Gill seconded. Cllr. Gilroy thanked the meeting.

#### 111.18/19 **MINUTES**

**All Agreed** that the Minutes of the meeting held on 26<sup>th</sup> September 2018 be approved as a correct record and were duly signed by the Chairman.

#### 112.18/19 **Matters arising from the Minutes not covered elsewhere on the agenda**

- LIS Fund for generator  
Installed on 21<sup>st</sup> November and will be included on the Council's insurance. The Council thanked Matthew Whate for his assistance on this project.
- Poppies on lampposts - the Chair thanked Cllrs. Gilroy, Gannon and Gill for being responsible for the putting up and taking down of the poppies. Feedback from residents was very positive. Cllr. Gill commented that more were need for next year and **all agreed** to purchase a further 20 if possible. Clerk to contact Royal British Legion
- Forge Close Grit Bin – **all agreed** that this can be replaced once the contents have been used.
- Wheelie Bin Stickers – funds are available under s137, however it was queried how beneficial and effective these would be. **All agreed** not to proceed.

SA

#### 113.18/19 **Financial Issues**

##### i) **Invoices for Payment approved:**

The following were **approved for payment:**

Whate Electrical – Generator installation @ £3,414.42 (chq 332)

Water Plus @ £15.69 (chq 330)

SCIS UK Limited – Clerk laptop maintenance @ £120 plus VAT (chq 331)

Cllr. Gilroy – donation to Christmas fair @ £25 (chq 333)

ii) **Receipts**

N&SDC – second tranche of precept at £5,037.50

iii) **Financial Update**

Clerk circulated a year to date position in advance of setting the budget and precept at the next meeting. It was agreed that a letter be sent to NIS to amend the contact details on the account in the New Year.

SA/HC

iv) **LIS Fund 2019/20**

The Chair suggested a discussion be had at the next meeting whether to apply for funds for gateway signs and **all agreed** to consider the options available. Clerk to provide detail and confirm that an application can be made in consecutive years.

SA

117.18/19 **Highways**

- Footpaths map

Cllr. Catanach to arrange for a proof and then 25 A4 laminated maps to be produced for the next meeting

DC

- Church Lane Resurfacing

Work due to commence on 26<sup>th</sup> November. Email has been sent regarding concerns over drainage.

- Church Lane sign replacement

Completed

- Grass at the mini roundabout

Third cut was requested and completed at the end of October

- Problem reporting

Footpath potholes on Great North Road: filled

Overhanging trees south of mini roundabout: cut back by landowner

Ash tree on Main Street growing into the street light has been reported.

- Roadworks & Closure Bulletins

Church Lane and Crow Lane between 26<sup>th</sup> and 30<sup>th</sup> November for resurfacing work

Church Lane Level Crossing between 24<sup>th</sup> & 25<sup>th</sup> November and Wed 5<sup>th</sup> December

118.18/19 **Flooding and Drainage**

- Beckett Field

Clerk advised IDB had identified what work is required and recommended a contractor.

Following a meeting on Monday 19<sup>th</sup> a quote has been received for £336 plus Vat (£536 plus Vat with material removal, detail to be confirmed) to clear the drainage channel to the Brammersack. It was queried whether the drainage pipe under the entrance to the car park requires lowering and **all agreed** to request a further site meeting to discuss with the contractor. Clerk and Cllr. Gill to attend.

SA/RG

- Request for non-return valve

Still awaiting response from NCC. Clerk to escalate for assistance in resolving the query.

SA

- Flood Warden Training

To be rearranged for Cllr. Clack

- Flood Warden Equipment

Cllr. Gilroy handed out head torches and waterproof pads for warden grab bags. Clerk handed out laminated road closure instructions and maps and contact numbers. The Chair advised the Emergency plan was being updated and would be completed for the January meeting. Final versions will be distributed then with an equipment checklist for all wardens to sign.

KC/SA

- Severn Trent Update

No reports of bad odour received and monitoring will continue. In response to a query from Cllr. Carr on the status and condition of the pumping station in Little Carlton, Severn Trent advised that it was in good condition, is tested annually and that there is no work planned. The site is attended weekly and has a remotely monitored alarm. The next update from Severn Trent will be in April 2019.

119.18/19 **Planning Issues**

**None to report**

120.18/19	<p><b>Village Hall</b>  The Council discussed the recent Budget announcement of a fund to enable village halls to reclaim VAT on capital projects via their Parish Council. <b>All agreed</b> that a claim would be submitted once full details of the scheme have been provided by government. Clerk to advise when information is released.</p>	SA
121.18/19	<p><b>Future Meetings Schedule</b>  The Chair commented on the lengthy agenda and suggested moving to monthly meetings to enable the Council to work more effectively and more efficiently when making decisions at meetings. Following a brief discussion, <b>all agreed</b> to move to monthly meetings for a trial period between January and April 2019 with additional meetings on February 20<sup>th</sup> and April 17<sup>th</sup>. Clerk to write to Village Hall Committee requesting additional dates.</p>	SA
122.18/19	<p><b>SMLC Website</b>  The Chair showed a snapshot of the website and a discussion was had on the content so far. Requests for photographs will be made and Clerk will contact village clubs and organisations for information to be included. Cllr. Gilroy to provide information for St Wilfrid's Church and Cllr. Gill for Beckitt Field.  Cllr. Catanach requested a footpath map be included in the content and suggested an Events page be renamed Activities and Events. Clerk to speak with Hugh Fox on this. Further update and possible launch for the January meeting.</p>	SA GG RG  SA
123.18/19	<p><b>Safer Neighbourhood Group Meeting</b>  Cllr Gilroy was unable to attend the last meeting. Clerk commented on the recent incidents of debris being thrown from bridges over the A1. The Chair advised PCSO Keith Crowhurst has been invited to a future meeting and it was agreed for this to happen in February. Clerk to contact.</p>	SA
124.18/19	<p><b>Defibrillator for Little Carlton</b>  The Chair advised that British Sugar have completed an internal funding request to provide a defibrillator and expect a response.</p>	
125.18/19	<p><b>Telephone Kiosk Adoption</b>  Clerk to contact Mrs Kim Walsh for an update and to work on completing this project.</p>	SA
126.18/19	<p><b>GDPR</b></p> <ul style="list-style-type: none"> <li>• Compliance Declaration All signed</li> <li>• SMLC Councillor Emails All councilors now using the SMLCPC email. Cllr. Gill to contact Cllr. Gannon for assistance with sending error.</li> </ul>	RG/SG
127.18/19	<p><b>Beckitt Field</b>  The Chair raised the point of maintenance of the hedge that runs parallel with the Brammersack Dyke. <b>All agreed</b> to speak with the contractor on site for a quote to cut back.</p>	RG/SA
128.19/19	<p><b>Newark &amp; Sherwood Cleaner, Safer, Greener Campaign</b>  All residents have received a questionnaire on the community as has the Council. A discussion followed on salient points with agreement on a response. Clerk to complete and submit to N&amp;SDC.</p>	SA
129.18/19	<p><b>Correspondence received</b></p> <ul style="list-style-type: none"> <li>• Resident correspondence – the Clerk has an introductory meeting at Manor Farm scheduled for Monday 26<sup>th</sup> November.</li> <li>• Notices relating to safety at home were posted following a recent report of a distraction burglary.</li> <li>• Extended GP Appointments - evening &amp; weekend opening circulated &amp; posted on notice boards</li> <li>• <i>The Beat</i> (Issue 5 Autumn 2018) – the latest update from Police &amp; Crime Commissioner</li> </ul>	

- Becoming a Councillor – events held in October as part of Local Democracy week
- Seafarers UK – letter of thanks received for the donation made for Merchant Navy Day
- Robert Jenrick Policing & Crime Survey - circulated
- Cllr. Saddington – delays at Fiskerton level crossing 12<sup>th</sup> October (email circulated)
- EMAS News – circulated to councilors
- ICS Funding Service for Parish Councils
- Rural Communities Action – ‘Fit for the Future’ Village Hall Conference 23<sup>rd</sup> Nov
- Perennial Landscapes – information on maintenance work provided
- Inspire Mobile Library – details of visiting schedule for parish to be posted. Also an opportunity to store archive material such a minute books to be looked into next year.
- Notts CC – notice of Via East Midlands returning to County Council control from April 2019
- Planning Decision – 18.01748.FUL - approved

SA

130.18/19 **Other Matters arising not on the agenda**

Cllr. Clack raised a suggestion of a cycle path between Little Carlton and South Muskham and the overgrown verge on the footpath. Clerk to arrange a site meeting with Via EM.

SA/HC

**Next Meeting** - Wednesday 16<sup>th</sup> January 2019 at 7.30pm in the Village Hall, South Muskham.

**Business for next meeting** – Agree the budget and precept for 2019/20

There being no further business, the meeting was closed at 10pm.

Signed as a true and accurate record by the Chair on Wednesday 16<sup>th</sup> January 2019