

# South Muskham and Little Carlton Parish Council

|   |  |   |
|---|--|---|
| <p><b>Chairman:</b><br/>Howard Clack<br/>The Paddocks, Ollerton Road<br/>Little Carlton, Newark<br/>NG23 6BP<br/>Tel: 01636 701520<br/><a href="mailto:howard.clack@btinternet.com">howard.clack@btinternet.com</a></p> | <p><b>AGENDA</b><br/><b>For the Meeting of the Parish<br/>Council to be held in<br/>South Muskham Village Hall on<br/>Wednesday 19 July 2017</b></p> | <p><b>Clerk:</b><br/>Christine Slim<br/>4 Hatton Gardens<br/>Newark, NG24 4BX<br/><br/>Tel. 01636 650667<br/><a href="mailto:smlc.parcouncil@gmail.com">smlc.parcouncil@gmail.com</a></p> |
|---|--|---|

## 1. Apologies

## 2. Declarations of Interest

## 3. Open Session

## 4. To approve the Minutes of the meeting held on 15 May 2017

## 5. Matters Arising from the Minutes not elsewhere on the Agenda

## 6. Forge Close Parking - update

## 7. Financial Matters

### 7.1 Invoices now received for payment

Chq 100274, £1345.98 (£1121.65 + VAT) VIA relating to the benches/roundabout

Chq 100275, £185.20 HMRC 1<sup>st</sup> quarter PAYE payment

Chq 100276, £ STW

Chq 100277 £232.08 (£193.40 + VAT) Watco Group Ltd. Roof sealant B Field toilet block

Chq 100278, £200 Mark Cooper, jet wash/seal B Field toilet block roof

Chq 100279, £69.27 Cllr Francis, re-imburement mortar/sealant/paint B Field toilet block

Chq 100280, £4.00 Notts ALC Good Council's Guide to Finance & Transparency

### 7.2 Standing Order: amendment re. Clerk's monthly payment

### 7.3 Bank Mandate

## 8 Planning Issues

To note comments made in respect of the following planning applications, received and considered by Parish Council members since the last Council meeting

### 8.1. PLA/00953/FUL Mayfield, Bathley Lane, Little Carlton

Householder application for erection of a single storey rear and side extension, alterations to porch canopy and windows. **No objections raised**

### 8.2. PLA17/00967/FUL Holly House, Gt North Road, South Muskham

Alterations to Garage Block to form Annexe to Dwelling, including the formation of a new bay window. **By a majority response, No objections raised.** NSDC formal approval now received.

### 8.3. PLA 17/00933/FUL Plum Tree Cottage, Bathley Lane, Little Carlton

Householder application for proposed extension and alterations to existing cottage, demolition of existing detached garage and erection of new detached garage/office/gym/hobby room. New vehicular access location.

**By a majority response, the Parish Council objected to this application, having concerns in respect of**

8.3.1. The continued development of the site. The original one bedroom single storey country cottage has been lost following a series of add-on extensions and the proposal was now to approve further alterations to create a large four bedroom property.

8.3.2 Whilst raising the height to two storey may not impact on neighbours, to build 2, two-storey, buildings on such a small site is a concern.

8.3.3 The change to the front of the property whilst nice, may not be in keeping with other properties nearby.

8.3.4 The size of the gym, hobby room, etc is a large and ambitious extension to the property. Concerns regarding possible future use: will it become a separate dwelling at some stage/granny flat, or is it earmarked for business activities? This would raise concerns re. access and parking.

**8.4 PLA16/01761/OUT Ashleigh, Gt North Road, S Muskham proposed erection of up to five dwellings.** To receive any update from NSDC

**8.5 Planning Applications** Guidance received from Local Planning Authority on the role of Parish Councils in the Consultation process, including information on the factors taken into account by NSDC – material information – and on Officer Delegation/report to the Planning Committee.

## **9 Environment Issues**

**10 Flooding & Drainage Issues**, including Environment Agency update on outstanding concerns

## **11 Emergency Plan**

Independent Electricity Supply, Village Hall, for electricity supply to Generator  
Training with regard to Risk Assessments

## **12 Highways**

## **13 Safety & Security**

Inspection Log : PC Land and Buildings & Other Assets

## **14 Notts Minerals Local Plan Public Examination : Update and financial implications**

## **15 Correspondence Received**

NSDC Review of Dog Control Orders

Tour of Britain (Stage 4 Nottinghamshire) Wednesday 6 September 2017

## **16 Matters Outstanding**

**17 Date of Next Meeting:** Wednesday 20 September 2017 at 7:30hrs South Muskham Village Hall

Signed *Christine Slim*  
Clerk to the Parish Council

11 July 2017

**Minutes of the Annual Parish Council Meeting held on Wednesday 17 May 2017 at 7.45pm in the Village Hall, South Muskhams**

**Membership:** Councillor H Clack(Chairman)  
Councillors: Mrs K Carr, D Catanach, L Francis, R Gill, Mrs G Gilroy, Mrs K Walsh

Also present 4 members of the public

|         |  |       |
|---------|--|-------|
| 1.17/18 | <p><b>Election of Chairman &amp; Declaration of Acceptance</b><br/>Cllr Clack stood down and invited proposals for a new Chairman. No other names having been put forward, Cllr Mrs G Gilroy proposed and it was unanimously <b>AGREED</b> that, if willing, Cllr Clack continue as Chairman for the following year. This was unanimously supported and Cllr Clack accepted and formally signed the Acceptance of Office as Chairman (to be filed in the Minute Book).</p>   | MBook |
| 2.17/18 | <p><b>Election of Vice-Chairman</b><br/>No other nominations having been received for the role of Vice-Chairman, the Chairman proposed and it was unanimously <b>AGREED</b> that Cllr Francis be asked to continue as Vice-Chairman. Cllr Francis formally accepted this position.</p>   |       |
| 3.17/18 | <p><b>An Apology for Absence</b> was received and accepted from Cllr Mrs K Carr</p>  |       |
| 4.17/18 | <p><b>Dates of Meetings</b><br/>It was <b>AGREED</b> that meetings would continue to be held bi-monthly on the third Wednesday at 7.30pm in the Village Hall and confirmed that the dates for 2017-18 were scheduled as follows</p> <p><b>2017</b>            19 July, 20 September, 15 November<br/><b>2018</b>            17 January, 21 March</p> <p>The next Annual Parish Meeting, 7pm start, followed by the Annual Parish Council Meeting was likely to take place on 16 May 2018</p>   | ALL   |
| 5.17/18 | <p><b>Approval of the Statement of Accounts 2016-17</b><br/><b>Annual Accounts 2016-17</b><br/>The Council having received and considered the draft audit of accounts for the financial year 1 April 2016 to 31 March 2017, prepared by Barker Maule, unanimously <b>AGREED</b> that the summary Income &amp; Expenditure Account presented and signed by the Responsible Finance Officer (Mrs Slim), and dated 8 May 2017, be approved and signed by the Chairman (Cllr Clack) A copy of the Accounts to be filed in the Minute Book.</p> | MBook |
| 6.17/18 | <p><b>Annual Audit Return 2016-17</b><br/><b>Governance Statement</b><br/>In accordance with the requirements of External Audit, the Parish Council considered Section 1. of the Annual Audit Return – the Annual Governance Statement 2016-17 - and unanimously <b>AGREED</b> that the Chairman and Responsible Finance Officer be authorised to complete and sign the documentation as circulated, for onward transmission to the External Auditors.</p>   | Clerk |
| 7.17/18 | <p><b>Annual Audit Return 2016-17</b><br/><b>Accounting Statements</b><br/>Members then considered the information set out in the Annual Audit Return in respect of Section 2. Accounting Statements, signed by the Responsible Finance Officer (9 May 2017)</p>   |       |

|          |  |                    |
|----------|--|--------------------|
|          | and unanimously <b>AGREED</b> that the Chairman be authorised to complete and sign the documentation as circulated, for onward transmission to the External Auditors   | Clerk              |
| 8.17/18  | <p><b>Annual Audit Return 2016-17 Additional Reports</b><br/> <b>Annual Internal Audit Report 2016-17</b></p> <p>Members noted the completion of the Annual Internal Audit Report 2016-17, signed by Mr F Lacey, for onward transmission to the External Auditors. Members wished to acknowledge the work carried out in this regard by South Muskhams resident Mr Lacey; and they were very pleased to note that he had agreed to undertake this voluntary role for the current financial year 2017-18.</p> <p><b>Bank Reconciliation &amp; Statement of Variances</b></p> <p>The Parish Council also approved the following additional information, required by External Audit, relating to the Annual Audit Return 2016-17, namely</p> <ul style="list-style-type: none"> <li>• the <b>Bank Reconciliation Statement</b> for the year 2016-17; and the</li> <li>• <b>Schedule setting out any significant Variances</b> in respect of income and receipts last year and the previous year (2016-17). Noted 'none' to be reported</li> </ul> | Clerk              |
| 9.17/18  | <p><b>Inspection of Accounts</b></p> <p>Copies of the all the approved statements, required by External Audit, and set out under Minutes 5,6,7,&amp; 8 above, would also be posted on the Parish Noticeboards, the Parish website managed by Newark and Sherwood District Council, and circulated to those on the Parish List.</p> <p><b>Formal Notice of the Period of Inspection</b> setting out the period during which residents would have the opportunity to inspect and make copies of the Council's financial records for the year 2016-17 would also be publically advertised. The period being the <b>4 weeks: Monday 5 June to Friday 14 July 2017.</b></p>   | Clerk<br><br>Clerk |
| 10.17/18 | <p><b>Review of Standing Orders and Financial Regulations</b></p> <p>Members having considered the current papers, unanimously <b>AGREED</b> that, subject to the following amendments:</p> <p><b>Standing Orders:</b> paragraph 15. <b>General Order of Business at the Annual Parish Council Meeting</b> now to read:<br/> Nomination of Chair/Vice-Chairman; Apologies for Absence; Declarations of Interest; Public Session, approval of Minutes, Matters Arising, Approval of Accounts and Annual Audit, Review Policies and Procedures, followed by current items for consideration</p> <p><b>Financial Regulations:</b> paragraph 6. Delete entry '6.2 Re-imbusement of Expenses incurred by Parish Councillors'</p> <p>no other changes were required.</p>   | Clerk<br><br>Clerk |
| 11.16/17 | <p><b>Declarations of Interest</b></p> <p>Subject to the following declarations of pecuniary interest under Minute 14. in respect of re-imbusement of approved expenses for Cllrs H Clack, Cllr L Francis and the Parish Clerk, no other declarations of interest were received</p>  |                    |
|          | <p><b>Public Session</b></p> <p><b>Village Hall.</b> Mrs Hazel Hall reported that the matter of <b>insurance</b> in respect of the <b>Parish Defibrillator</b> had been considered and it had been agreed that this item would be included within the VHM insurance policy.</p> <p>She was pleased to report on <b>further improvement work</b>, including new doors: the internal entrance door to the Main Hall and also to the Kitchen. This upgraded work, to comply fully with the requirements of the Disability Act, had been possible with the use of the recent grant received from STW for the inconvenience caused to Parish residents by the long term</p>   |                    |

|          |   |    |
|----------|---|----|
|          | <p>problem of bad odour smells. Improvements had also been made to the entrance through the main gate and more efficient lighting had been installed at the Hall.</p> <p>Mrs Hall wished to advertise a Murder Mystery event to be held at the Village Hall on Friday, 9 June at 7.30 pm. Also available on the night was a Fish and Chip Supper. Tickets could be obtained from Geoff Wilkinson or herself, at £5 each for the main event, plus an additional £5 per ticket for those wishing to enjoy the Fish and Chips.</p> <p>Cllr Clack reported that a meeting between Geoff Wilkinson and himself, with the M Whate, Electrician, would take place to discuss the implications and costs relating to an <b>independent electrical supply</b> to the Hall for use in an emergency situation.</p>   | HC |
| 12.17/18 | <p><b>Minutes</b><br/> <b>AGREED</b> that the Minutes of the meeting held on 15 March 2017 be approved as a correct record and signed by the Chairman.</p>  |    |
| 13.17/18 | <p><b>Matters Arising (not on the Agenda)</b><br/> <b>Telephone Kiosk</b><br/> Cllr Francis asked what progress had been made. Cllr Mrs Walsh confirmed the position that British Telecom had advised they would be in touch as soon as they got round to the Kiosk in South Muskham. She would remind them that a response was awaited.</p>  | KW |
| 14.17/18 | <p><b>Financial Matters</b></p> <p><b>A. Bank Mandate Cheque Signatories</b><br/> To note the current list of cheque signatories: Cllrs H Clack, L Francis, R Gill, Mrs G Gilroy and the Parish Clerk. Cllr Mrs K Walsh was also nominated and she would advise when she had completed the necessary procedures with the Bank.</p> <p><b>B. Invoices for Payment outside the Committee cycle</b><br/> The Parish Council ratified the following payments made on 31 March 2017 which related to 2016-17 agreed expenditure</p> <ul style="list-style-type: none"> <li>• Chq 100261, £180 (£150 + vat) to VIA in respect of Grit Bin, situated at VHall</li> <li>• Chq 100262, £255 to The Computer Chap in respect of purchase, set up, transfer of info to new laptop, and service/maint of Clerk's personal laptop (£240.50 charged against Computer Grant received plus £14.50 to general admin. costs)</li> <li>• Chq 100264, £464.94 re-imburse C Slim in respect of Curry's new Council laptop (£333.33 + vat) and Zoom4You software (£54.13 + vat). All costs to be meet from the Grant already received towards a Parish-owned Computer</li> </ul> <p>And to ratify payment of the following payment in respect of 2017-18 expenditure</p> <ul style="list-style-type: none"> <li>• Chq 100263, £100 grant aid cheque to Sherwood &amp; Newark Citizens Advice Bureau in respect of 2017-18 expenditure previous agreed (Minute 73.16-17 refers). To note a letter of thanks for this grant has been received from the CAB.</li> </ul> <p><b>C. Invoices now received for Payment</b></p> <ul style="list-style-type: none"> <li>• Chq 100265, £297.88 annual Insurance premium to Came &amp; Co. for the year from 1 June 2017.</li> <li>• Chq 100266, £78.00 annual subscription Society of Local Council Clerks 17-18</li> <li>• Chq 100267, £10.00 annual subscription Assn of Local Council Clerks 17-18</li> <li>• Chq 100268, cancelled</li> <li>• Chq 100269, £9.32 Trent Valley I.D.B. fixed charges for 17-18</li> <li>• Chq 100270, £112.72 to Mrs C Slim re-imburement for additional charge of £35 from the Computer Chap in respect of problems encountered re. transfer of computer archives to the new Parish laptop and £77.72 (£64.77 + vat) for stock of high yield ink cartridges for use on the Council printer (2 black and 1 colour)</li> <li>• Chq 100271, £80.00 to H Clack being £55.00 2016-17 Chairman's Allowance &amp; £25.00 re-imburement to M Cooper re. fixing the refurbished bench</li> <li>• Chq 100272, £216.00 (£180 + vat) to Barker Maule re 2016-17 Accounts</li> </ul> | KW |

|          |  |       |
|----------|--|-------|
|          | <ul style="list-style-type: none"> <li>Chq 100273, £155.35 to Cllr Francis timber and paint to refurbish village bench, previously at the roundabout, now re-sited at the Cricket Pavilion</li> </ul> <p><b>D. Direct debit payment Beckitt Field : Electricity Charges</b><br/>An amount of £5.41 in respect of the period 9/1/17 to 19/4/17(adjusted account) to be collected by direct debit 5.5.17. To note renewal of the agreement with NPower for a further three year period from 7 May 2017. Payments to continue via Direct Debit.</p> <p><b>E. Payments to NSDC.</b><br/>NSDC had advised the PC that postal/cheque payments would no longer be accepted and customers would need to arrange an alternative payment method: online, by direct debit or over the telephone. It was understood that payments could be made via The Post Office. Whilst noting that this would be an inconvenience to many local Councils, such as ourselves without an online banking service, Members were particularly concerned at the impact this decision would have on residents within the Parish and throughout the District, and the Clerk was asked to write to both the District and County Council representatives regarding this detrimental step.</p> | Clerk |
| 15.17/18 | <p><b>Planning matters</b><br/><b>PLA17/00452/FUL Hawthorn House, Main Street, South Muskham.</b> Householder application for proposed two storey extension to east elevation of dwelling and porch to south elevation. Conversion of garages to games room and study. This application was circulated to Parish Council members who supported the application. Information was also distributed to nearby properties. The application has now been formally approved by NSDC.</p> <p><b>PLA16/01761/OUT Ashleigh, Gt North Road, S Muskham proposed erection of up to five dwellings.</b> NSDC advised that the application was being held in abeyance at present pending the possible submission of revised details.</p>   |       |
| 16.17/18 | <p><b>Flooding &amp; Drainage Issues</b><br/><b>Emergency Plan</b> Pleased to note that following a request from Cllr Mrs Carr, NCC had agreed to training with regard to the risk assessment review process and traffic management schemes during emergency periods.</p> <p><b>STW Bad Odour Problem.</b> STW April update had been circulated. Blocked drains were still a problem, and required regular maintenance to prevent flooding during heavy rain.</p> <p><b>Other Flooding &amp; Drainage Issues</b><br/>Whilst progress had been made with a number of long term issues, it was <b>AGREED</b> that the Parish Council should continue to pursue the remaining concerns and Cllr Mrs Carr's continued assistance and efforts to co-ordinate the outstanding work with the responsible authorities would be very much appreciated.</p>  | KC    |
| 17.17/18 | <p><b>Car Parking Concerns : Forge Close</b><br/>Several members of the public attended the Annual Parish Meeting, immediately preceding this meeting, to formally raise their concerns regarding the parking related problems on Forge Close.</p> <p>Cllr Mrs K Walsh had recently visited local residents and reported back on her findings; this confirmed a large number of privately owned cars and the particular problem of regular visits, specifically care assistant staff.</p> <p>It was <b>AGREED</b> that any possible changes would have to be agreed by Highways and Newark &amp; Sherwood Homes, and Cllr Laughton said he would contact both organisations to determine particular responsibilities and possible solutions. He advised that information could be supplied by NCC making everyone aware of the problems being experienced by some residents and requesting more co-operation and consideration by motorists. But with regard to parking on the pavement and obstructing access, this was a police matter and persistent reporting – by telephone on 101 – would log the area as a problem to which the Police would, eventually, have to be intervene. He also suggested that if the action of</p>                           | BL    |

|          |   |                                     |
|----------|---|-------------------------------------|
|          | registered carers was exacerbating the problem it might help to contact the companies involve and ask for their co-operation.   |                                     |
| 18.17/18 | <p><b>Highways</b><br/> <b>Church Lane Crossing</b> closure 23:35hrs Saturday 20 May to 08:30hrs Sunday 21 May 2017.</p> <p><b>Weight Limit Trent Lane.</b> NCC have carried out spot checks, and have provided the following online reporting link for use by members of the public in respect of possible breaches: <a href="http://www.nottinghamshire.gov.uk/transport/lorries/report-the-misuse-of-weight-restricted-routes-by-lorries">http://www.nottinghamshire.gov.uk/transport/lorries/report-the-misuse-of-weight-restricted-routes-by-lorries</a></p> <p><b>Inappropriate Parking Gt North Road.</b> This matter was discussed at the last Parish Council meeting and NCC Enforcement Officers agreed to look at the concerns raised. Unfortunately the work has not to date been progressed.</p> <p><b>Overhanging Trees, Main Street.</b> It was reported that work to improve this problem had now been carried out.</p>   | BL                                  |
| 19.17/18 | <p><b>Safety &amp; Security :</b><br/> Cllr Mrs G Gilroy reported on her attendance at the Local Safer Neighbourhood Meeting, 6 April 2017. The recent spate of burglaries was mentioned and local residents were asked to remain vigilant. Traffic speeds throughout the area continued to be a concern.</p>   |                                     |
| 20.17/18 | <p><b>Notts Minerals Local Plan Public Examination : Update and financial implications</b><br/> Cllr Laughton reported at the Parish Meeting that, as an urgent step, the new Conservative Administration now in place at County Hall were reviewing previously held concerns with regard to the absolute need for further extraction at this time. The matter was now the subject of consideration with the intention to withdraw the current Plan, scheduled for review by an Independent Examiner starting next month. Meetings at County Hall were being arranged to consider a way forward to ensure that the all the necessary requirements were not at risk by looking at, e.g. the levels of gravel to be extracted for use outside of the County, and the use of existing and new but, as yet, unworked, sites, in order to minimize any further large areas of extraction within the County, and thus avoid the consequent detrimental effect on the quality of the lives of local residents.</p> <p>The above news was very much welcomed by the Parish Council - for environmental reasons primarily, but also the financial savings against Budget provision towards continued professional assistance to fight the Plan. With regard to finance, the Parish Clerk reported that the local PAGE Group had been asked to provide a financial summary of costs set against a SMLC reserve of £500 remaining in the PAGE accounts from the 2002 Plan. It was likely that this sum had now been exhausted following secretarial and clerical expenses relating to meetings of the Group, but formal notification by the Group Lead (North Muskham PC) was awaited before the sum could be removed from this Council's balance sheet.</p> | Clerk to confirm position with PAGE |
| 21.17/18 | <p><b>Correspondence Received and NOTED</b></p> <ul style="list-style-type: none"> <li>• <b>Rural Crime Partnership Forum initiative, reported by Notts ALC</b></li> <li>• <b>Letter from MP re dangerous slip roads onto the A1 around Newark</b></li> </ul>   |                                     |
| 22.17/18 | <p><b>Matters Outstanding and Other Matters Raised</b><br/> <b>Defibrillator.</b> Cllr Mrs Gilroy advised that she had obtained a training pack (mannequins and a CD) which was available to anyone interested in finding out more about the use of this equipment. A further training course and a refresher course were also being planned. Anyone interested could contact Cllr Gilroy on Newark 705688.</p> <p><b>Rubbish, Church Lane.</b> Cllr Mrs Walsh reported that rubbish being dumped by fishermen leaving the Lakes was again a problem. The Chairman advised that the Lakes were owned by the Burnett family, who had previously stated that they would be willing to take steps to help to deal with this problem.</p>   | KW to spk to owners                 |

|          |  |  |
|----------|--|--|
|          | <b>Dog Fouling.</b> Incidences of dog fouling at the Cricket Ground, Bathley Lane, Little Carlton, had been brought to the attention of the Parish Council. A notice, advising that a formal Dog Ban was in place, was displayed at the entrance to the site and if residents do see dog walkers at the grounds, perhaps they could draw attention to this notice. |  |
| 23.17/18 | <b>Date of Next Meeting:</b> Wednesday 19 July at 7:30hrs, South Muskham Village Hall.<br><br>Meeting Closed at 21:00hrs   |  |