

South Muskham and Little Carlton Parish Council

<p>Chairman: Howard Clack The Paddocks, Ollerton Road Little Carlton, Newark NG23 6BP Tel: 01636 701520 howard.clack@btinternet.com</p>	<p>AGENDA For the Annual Meeting of the Parish Council to be held in South Muskham Village Hall on Wednesday 20 May 2015 at 7.30pm or at the close of the Parish Meeting</p>	<p>Clerk: Christine Slim 4 Hatton Gardens Newark, NG24 4BX Tel. 01636 650667 smlc.parishcouncil@gmail.com</p>
---	--	--

- 1. Parish Elections 2015.** With 7 nominations only received, no Poll was required, and the following have been elected Parish Councillors for South Muskham/Little Carlton

Councillors: David Catanach
Howard Clack
Les Francis
Ron Gill
Gill Gilroy
Roy Pollard
Kim Walsh

- 2. Acceptance of Office forms**

To receive signed Acceptance of Office forms from the above named, and make reference to the requirement to complete the Member's Register of Interest forms

- 3. Nomination for the Election of Chairman and Vice-Chairman**

- 4. Dates of 2015-16 Meetings**

- 5. Apologies for Absence**

- 6. Declarations of Interest**

- 7. Public Session**

- 8. To approve the Minutes** of the meeting held on **18 March 2015** and also to sign Minutes dated 21 January & 18 February 2015, amended at the last meeting, as agreed under Minute 70

- 9. Matters Arising from the Minutes** not elsewhere on the Agenda

- 10. Review of Standing Orders & Financial Regulations.** Copies attached

- 11. Financial Matters, including**

- a. Draft Statement of Accounts for the year ended 31 March 2015 for approval**
- b. Annual Audit Letter, for approval**
- c. Insurance Review**
- d. Invoices for Payment**
- e. Amend Standing Order, Parish Clerk's salary**
- f. Bank Mandate for completion**

- 12. Planning Issues, including**

PLA 14/014786/FUL Thornholme, Church Lane, South Muskham

Application for erection of a detached double garage was considered and approved 15.10.14 but revised drawings now received (see NSDC website) further consultation required

PLA/15/00195/FUL The Paddocks, Ollerton Road, Little Carlton. Proposed Extension to Detached Garage Approved. To note

13. **Beckitt Field** including
 - a. **Land Registry application**
 - b. **Usage of the Field & Cricket Pavilion**

14. **Environmental & Highways Issues, including**
 - a. **Church Lane road surface**
 - b. **Temporary Road Closures**
 - c. **Rubbish outside Church Yard**
 - d. **Public Footpath Little Carlton**
 - e. **Manor Farm road improvements**
 - f. **Ongoing Roadworks May-June 2015**

15. **Village Amenities, including**
 - a. **Village Hall Extension : Official Opening Monday 25 May 2015**

16. **Correspondence received**
 - a. **Training for New Councillors**
 - b. **NCC Community Commemoration Fund**

17. **Next Scheduled Meeting : Wednesday 16 July 2014**

Signed

Christine Slim

Christine Slim
Clerk to the Parish Council

11 May 2015

Draft South Muskham/Little Carlton Parish Council

Minutes of the Parish Council Meeting held on Wednesday 18 March 2015 at 7.30 pm in the Village Hall, South Muskham

Membership: Councillor H Clack (Chairman)
Councillors: D Catanach, L Francis, R Gill, Mrs G Gilroy, R Pollard

In attendance 25 members of the public

68.14/15	Resignation & Apologies for Absence Resignation : Carol Hibbert As mentioned at the last meeting, Min. 62, Mrs Carol Hibbert has resigned from her role as Parish Councillor because of the health demands of family members. Carol had been a Parish Councillor for almost 20 years and her support and experience will be very much missed. It was unanimously AGREED that her service and efforts on behalf of the Parish Council should be recognised in a formal letter of thanks. Councillor Mrs Sue Saddington had sent her apologies.	Clerk
69.14/15	Declarations of Interest None	
	Public Session Newark Hospital The Chairman introduced Mr Francis Towndrow and Mr Paul Baggaley from the Save Newark Hospital Campaign, who had asked for an opportunity to speak on the current position with regard to Newark Hospital and the East Midlands Ambulance Service. There was support at the meeting for the work being done by the Group to encourage more emergency care at Newark Hospital and the Chairman agreed to circulate information, to be forwarded by the Campaign organisers, on how best to lobby for improved local services. Traffic Nuisance Concerns were raised at the recent additional overnight traffic through the Village It was understood that this had been as a result of poor/incorrect diversionary signage during road maintenance work on the A1. Sewage Smells Reported by a resident in South Muskham. The Chairman advised that this nuisance should be reported to STWA, who were very aware that such problems were being experienced in the local area. He would be very happy to provide contact details to anyone affected and enforced the need to repeatedly complain until work was carried out to remove the problem. .	
70.14/15	Minutes of the meetings held on 21 January and 18 February 2015. The following amendments to the above Minutes were proposed by Cllr Catanach, seconded by Cllr Clack with all in favour. Amendments to minutes 21/1/15 Minute 58. Remove the words 'possibly for the first time' from the second paragraph. Reason: It was referred to in a meeting in October 2014 and therefore leaving this phrase in makes the minutes factually incorrect. Amendments to minutes 18/2/15	Mins to be amended Clerk to ack email from TY

	<p>Minute 63. Add sentence at end of paragraph ‘both declarations by Cllr Gilroy and Cllr Catanach were given on the advice of the Democratic Services Officer, Newark and Sherwood D.C.’ Reason: This was explained to Councillors at the meeting but was omitted from the draft minutes.</p> <p>Public Session 18.2.15 After first three paragraphs, inc. Options 1. & 2. to ‘The deadline for all responses to the above options (should read) Friday 13 March 2015. Add the following sentence ‘The Chairman then closed the Parish Council meeting to allow the Public Session to be opened. Contemporary notes from the Public Session are attached to these minutes for reference, see Appendix B. Reason: There is no requirement for Parish Council minutes to include what was said in open session as the open session is not a part of the closed Parish Council meeting.</p> <p>Thus from ‘Cllr Catanach set out the background.....’ through to the start of minute item 64., it was agreed to remove all text and attach this text to the back of the minutes as ‘Appendix B - Contemporary notes from the open session’.</p> <p>Within these contemporary notes, it was agreed for the following changes to be made:</p> <p>Remove sentence ‘The Chairman having then opened up the meeting to the public, the following points were raised’. Reason: This sentence was spoken at the start of Cllr Catanach’s background résumé.</p> <p>In the next paragraph starting ‘The feeling of the majority present....’ After the words ‘76 residents of South Muskham were presented’ add ‘and received by the Parish Council’ Reason: This was to confirm that the Parish Council received the petition in the open session.</p> <p>In the paragraph starting ‘It was understood.....’ insert ‘by Network Rail’. Reason: So as to confirm who it was understood by.</p> <p>In the paragraph commencing ‘The overall view was that the initial.....’ replace the word ‘bamboozled’ with ‘concerned’ Reason: It is felt that the word ‘concerned’ was more descriptive.</p> <p>Minute 64. final paragraph. Replace the words ‘at the beginning’ with ‘in the open session’ Reason: To acknowledge that the petition referred to in Cllr Francis’ comments was received by the Parish Council in the Public Session.</p>	<p>Mins to be amended, as now set out</p>
71.14/15	<p>Correspondence received regarding the draft Minutes 21 January & 18 February 2015 Minutes 21 January 2015 Communication from Tom Yardley dated 26.01.15 The Parish Councillors unanimously agreed that this report from Mr Yardley was correct and the Minutes have been amended accordingly. Cllrs agreed for the Clerk to respond to Mr Yardley’s communication thanking him for pointing this out and advising that the minutes have been amended.</p>	<p>Clerk</p>

	<p>Minutes 18 February 2015 Communication from Messrs Yardley, Kerry, Longmire received by email 01.03.15</p> <p>The Parish Councillors acknowledged the questions raised in the communication and agreed to reply by letter to each point in order to respond accordingly. Cllr Catanach was invited by the Chairman to lead the response on the basis that if there was unanimous agreement to Cllr Catanach's suggestions, that they would form the response to the questions raised. The Chairman asked all Councillors that if they had any reservations or different suggestions, then upon a unanimous agreement, the response would be amended accordingly. The Councillors then deliberated the reply and asked that these be communicated to the respondents by the Clerk. A copy of the correspondence to be filed with the Minute Book copy.</p>	<p>Clerk Clerk</p>
72.14/15	<p>Matters Arising from the Minutes Minute 59. Village Bench. Cllr Gill reported that two designs had now been received from Mr S Pask in respect of a proposed seat, to be made by students at the Construction and Engineering Department, Lincoln College. The Council were unanimous in respect of one design and it was AGREED that the work should go ahead at a likely cost to the Parish Council of approximately £50 in respect of materials.</p>	<p>RG</p>
73.14/15	<p>Local Elections 7 May 2015</p> <p>The Clerk reported that information was now being circulated, and available on the NSDC website, with regard to the forthcoming Elections. In this regard please find below a link to the elections page on the Newark & Sherwood District Council website: - http://www.newark-sherwooddc.gov.uk/mayelection2015/</p> <p>Below is the link in respect of nomination papers for prospective candidates http://www.newark-sherwooddc.gov.uk/mayelection2015/informationforcandidatesandagents/</p> <p>Completed nomination papers must only be delivered, by hand, from Tuesday 24 March 2015 but no later than 4pm on Thursday 9 April 2015, as shown on the Notice of Election.</p> <p>Further details including the Notice of Election can be found on the following link http://www.newark-sherwooddc.gov.uk/mayelection2015/noticesfortheelections2015/</p> <p>Any member of the Parish who would like paper copies of the website linked information set out above should contact the Parish Clerk (Newark 650667) or the Chairman (Newark 701520).</p>	
74.14/15	<p>Finance Payment of Invoices</p> <p>The Council unanimously APPROVED the following payments</p> <p>Chq 000182 £36.00 + VAT to NSDC in respect of Dog Signage Chq 000183 £53.36 + VAT in respect of Petty Cash Chq 000184 £43.50 in respect of the hire of the Village Hall 2014-15 Chq 000185 £98.01 in respect of annual subscription Notts ALC 2015-16 Chq 000186 £465.55 in respect of Clerk's payroll (£334.80) expenses (£110.75) & admin Admin costs (£20) Chq 000187 HMRC in respect of the Clerk's 4th quarter Tax return</p> <p>Also NOTED Npower d/d charge of £29.95 + VAT in respect of electricity costs, Cricket Pavilion 17.10.14 – 07.01.15</p>	

75.14/15	<p>Environmental Issues</p> <p>Litter Trent Lane</p> <p>The Chairman reported that rubbish was repeatedly being dumped along Trent Lane. Some of this rubbish included asbestos material. NSDC have been informed but the public are asked to be vigilant and to report any sighting of rubbish being illegally left in the local area.</p> <p>Dog Bins</p> <p>Cllr Mrs G Gillroy asked if a dog litter bin could be sited near the Church. The Clerk was asked to check the siting of current bins and consideration would be given at the next meeting to any additional provision of dog litter bins.</p>	Clerk
76.14/15	<p>Network Rail Proposals for Closure of Level Crossings</p> <p>The Parish Council reported the receipt of the following communications:</p> <p>a) 9 March 2015 Consultants (J Stott on behalf of Hamer Associates) acknowledgement to the Parish Response of 9 March 2015. NOTED Copy of both the Parish Council formal response and the acknowledgement from the Consultants to be filed in the Minute Book.</p> <p>b) Letter signed by a number of residents and forwarded by Tom Yardley on 27.2.15</p> <p>The Parish Councillors acknowledged the questions raised in the communication from a number of residents and agreed to reply by letter to each point raised. Cllr Catanach was invited by the Chairman to lead the response on the basis that if there was unanimous agreement to Cllr Catanach's suggestions, that they would form the response to the question raised. The Chairman asked all Councillors that if they had any reservations or different suggestions, then upon a unanimous agreement, the response would be amended accordingly. The Councillors then deliberated the replies and asked that these be communicated to the correspondents by the Clerk, and that a copy of the correspondence be filed in the Minute Book.</p> <p>c) Letter dated 9 March 2015 from St Wilfrid's Church. A copy of the correspondence to be filed in the Minute Book.</p>	Clerk Clerk Clerk Clerk Clerk
77.14/15	<p>Beckett Field : Registration with Land Registry</p> <p>Cllr Gill reported on current action to ensure that all land owned by the Parish Council was recorded with Land Registry. Whilst the Deeds record the gift of the Field to the Parish Council by the Beckett Family, this information has not been recorded with the Land Registry. Subject to any further comment from either NSDC and/or the Boundary Commission with regard to the correct formal title of the Parish Council, the legal work necessary will be processed at a likely charge to the Parish Council of some £300.</p>	Budget note Clerk
78.14/15	<p>Parish Council Website</p> <p>Under the provisions of the Department of Communities and Local Government recently approved Transparency Code for Smaller Authorities, all parish councils have to ensure that certain financial information, and also formal agenda and draft minutes, are published on individual Council websites or via the local district council website. The Clerk had been in touch with NSDC who has agreed to display this Council's information</p>	Clerk

	<p>on their website. Initially this would be at no charge, but the matter was currently under review at NSDC.</p>	
<p>79.14/15</p>	<p>Correspondence Received</p> <ul style="list-style-type: none"> • Complaints Procedure: A response had been issued to a request from a local resident for information on the complaints process • NSDC Consultation on the Gypsy Traveller DPD Preferred Strategy document was noted • Ordnance Survey Data : availability under public sector mapping agreement It was AGREED that this might be a useful tool for the Parish Council and Cllr L Francis agreed to register the Parish Council's interest . • Newark Community First Aid : Training in Resuscitation Skills It was AGREED that the information received should be circulated within the Parish; any expressions of interest to be forwarded to Newark Community First Aid: email address newarkcommunityfirstaiders@hotmail.com or by telephone to Newark 683202/07973 904808. • Best Kept Garden Competition. Noted 	<p>LF Clerk</p>
	<p>Next Meetings. Wednesday 20 May 2015 in the Village Hall:</p> <p style="text-align: center;">7.00 pm Annual Parish Meeting 7.30 pm Annual Parish Council Meeting</p> <p>Meeting closed at 22.15 hrs</p>	