

South Muskham and Little Carlton Parish Council

Chairman:
Howard Clack
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AGENDA **Parish Council meeting** **South Muskham Village Hall on** **Wednesday 16 March 2016** **at 7.30pm**

Clerk:
Christine Slim
4 Hatton Gardens
Newark, NG24 4BX
Tel. 01636 650667
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1 **Apologies for absence**

2 **Declarations of Interest**

Public Session

3 **To approve the Minutes of the meeting held on 20 January 2016**

4 **Matters Arising from the Minutes not elsewhere on the Agenda**

- Unused land opposite Forge Close: Update on discussions with owners
- STW Investigation into Bad Odour Smells
- Seat near the roundabout
- Public Footpath, Little Carlton
- Mini roundabout: Rubbish Bin & Safety concerns re. road surface

5 **Financial Matters**

Payments for Signature inc

- £35.00 Information Commissioners annual renewal Data Protection (wef 21.3.16)
- £100 Cllr Clack re-imburement £30 mower fuel & other costs; £70 rubbish clearance along hedge at Beckitt Field
- £28.26 Severn Trent Water half year charges Beckitt Field
- £113.10 Clerk's expenses for the period April 2015 – March 2016
- £ 31.99 Petty Cash. Renewal of £50 float
- £ HMRC 4th quarter PAYE
- £ Village Hall charges for the year (£39.00 + charge for 16/3/16)
- £ NSDC annual Dog Bin Maintenance charges (£84.00 plus VAT, invoice awaited)
- £ outstanding invoice from Barker Maule

Notts Association of Local Councils annual subscription from 1 April 2016 £102.03. To consider approval of payment for cheque to be issued after 1 April 2016 but before the May meeting.

Printing : agenda, minutes and notices. To consider a request for a contribution towards printing costs incurred by Councillors

New Audit Regime – proposed arrangements from 2017-18

6 **Planning Issues**

PLA16/00200/FUL Greenoaks, Kelham Lane, Little Carlton. To consider householder application for proposed render finish to external walls of existing house

7 **Draft Minerals Plan**

Response to NCC by Tuesday 29 March 2016. Also NSDC has invited local councils to send a representative to the specially arranged meeting of NSDC Economic Development Committee to be held on Wednesday 23 March 2016, 6pm Kelham Hall.

8 **Flooding & Drainage Issues**

9 **Highways Issues**

10 **Safety & Security inc**
Updates re Speedwatch; Parish Emergency Plan & replacement out-of-date equipment

11 **Environmental Issues**

12 **Correspondence Received:**

- **Commemorative Medal : HM Queen Elizabeth II 90th Birthday**
- **Email received from Mr C Daybell**
- **Chairman NSDC Civic Service invite Sunday 17 April, 10.30am, All Saints Church, Elston**

14 **Matters Outstanding**

15 **Next Scheduled Meeting : Annual Parish Council meeting Wednesday 18 May 2016, South Muskham Village Hall**

This will follow on at 7.30pm or at the end (whichever is the later) of the Annual Parish Meeting which will commence at 7 pm

Signed *Christine Slim*
Clerk to the Parish Council

10 March 2016

Draft South Muskham/Little Carlton Parish Council

Minutes of the Parish Council Meeting held on Wednesday 20 January 2016 at 7.30p.m. in the Village Hall, South Muskham

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

1 member of the public was present, together with Cllr Mrs S Saddington

49.15/16	<p>Apologies for Absence None</p>	
50.15/16	<p>Declarations of Interest Subject to a declaration of pecuniary interest from Cllr Clack & Cllr Francis in respect of reimbursement of costs, see Minute 53, no other declarations of interest were received</p>	
	<p>Public Session The Chairman reported that a letter of thanks had been received from the Village Hall Management Committee in respect of the grant of funding to purchase a new oven. The letter also offered the spare plastic chairs from the Hall for use at Beckitt Field.</p> <p>Speeding Petition Cllr Saddington formally reported back on the current position with regard to concerns set out in the Village Petition regarding speeding issues in the Village (information circulated by email and on notice boards 5.12.15)</p> <p>Minerals Plan Cllr Saddington reported NCC had agreed for Flash Farm to be included as one of the proposed sites in the draft County Plan, but had accepted that the figures relating to available stock levels were too high and required updating. A consultation period of six weeks would follow, with responses subject to Public Inspection. Cllr Saddington had spoken out in opposition to Averham site, specifically in respect to the traffic issues, and in particular Kelham Bridge.</p> <p>Celebrations for the Queen's 90th Birthday. Cllr Saddington hoped to support parishes in her area with a small contribution from the NCC Divisional Fund towards organised Village events. Hazel Hall reported that the Village Hall Committee were expecting to celebrate the occasion, probably in June, and would be very grateful to receive any financial aid towards the event.</p> <p>Planning Issues. Cllr Saddington reported on Muskham Lakes Excavation of two stock ponds, & construction of a central bank. NCC Planning Committee had agreed the application at its meeting on 19 January 2016, subject to work being undertaken between March and August to avoid, as far as possible, the period of the Sugar Beet Campaign. Sainsbury Superstore & Wind Turbine at Sugar Beet Factory. No further information; still subject to consideration by NSDC Planning Authority.</p>	RG to contact Chairman VHMC
51.15/16	<p>Minutes AGREED that the Minutes of the meeting held on 18 November 2015 be approved as a correct record and signed by the Chairman.</p>	
52.15/16	<p>Matters Arising from the Minutes not elsewhere on the Agenda Unused land opposite Forge Close: Cllr Walsh to pursue this matter with the owners.</p> <p>STW Investigation into Bad Odour Smells Fewer incidents reported, but the problem persisted in some areas. AGREED that residents continue to be encouraged to report any new occurrences to Simone Bridge by email at simone.bridge@severntrent.co.uk or by phone on 0778 532 0469.</p> <p>Play Area, off Forge Close, South Muskham. Cllr Francis reported that N & S Homes had dealt with the matters reported and had also reported that a new gate would be fitted. Cllr Francis had received no response to his request for information on usage of the Park and the</p>	KW ALL

deadline had now passed in respect of the two potential grant awarding bodies who might have assisted with the purchase of new equipment.

New Village Seat. Cllr Gill provided an update received from Mr S Paske on the cost of powder coating: approx £120. There would also be transport expenses. The Council **AGREED** that the work should be progressed (funding already available from NCC grant aid) and Cllr Gill offered to provide the necessary transport. Subject to final approval from NCC it was hoped to site the seat close to the mini roundabout. The current seat, if still serviceable, could be placed elsewhere in South Muskham, perhaps near the Church or, hopefully, at the site on Main Street, opposite the notice board (see above).

RG

Rubbish Bin, Mini Roundabout. This 'disappeared' when the road works had been carried out. Rubbish was now a problem and it was **AGREED** to request a replacement bin. In response to a query about the traffic signage remaining at the site it was understood that further work was to be carried out to the electricity supply for the Keep Left signs.

Clerk

Parish Council website. No interest having been received from the Parish regarding training with a view to setting up and maintaining a dedicated Parish website, it was **AGREED** that the Parish Council continue to post information on the web by way of the Newark & Sherwood District Council website.

Public Footpath, Little Carlton. No response having been received, a reminder has been sent. It was understood that considerable cutbacks had been made at County Hall to the section dealing with Public Footpath issues but the Parish Council would pursue the required enforcement in respect of the two public footpaths in Little Carlton, FP3 around Manor Farm and FP2, Bathley Lane corner to the A616.

Next Mtg

53.15/16

Financial Matters

Invoices for Payment

The Council unanimously **AGREED** the following payments

- (To ratify payment of) chq 100210 £133.80 to HMRC being 3rd quarter PAYE charge Clerk's Payroll costs
- Chq 100211 £279.93 (£233.27 + VAT) reimbursement to H Clack re replacement cooker, Village Hall (Min 48 refers)
- Chq 100212 £284.00 (£244 + £40) Larken & Co. Land Registry work (Min 55 refers)
- Chq 100213 £70.50 NSDC Local Elections 2015 expenses
- Chq 100214 £33.96 reimbursement to Cllr Francis (£26.21 + £5.25 VAT Beckitt Field; & £2.50 car parking)
- Chq 100215 £136.60 reimbursement to the Clerk in respect of required work to update the storage capacity and effectiveness of her office computer (£100) and (£30.50 + £6.10 VAT) for replacement printer cartridge from Toner Giant

National Investment & Savings Account. The Clerk reported that an annual statement had finally been received and interest earned on 31 December 2014 & 2015 amounted to a total of £195.27, giving a current balance of £13164.73.

Probable Out turn 2015-16 & Budget 2016-17

The probable out turn for 2015-16 was expected to show that expenditure and income were similar, set against an anticipated net loss of £3030 in the Budget as approved last January (Minute 61.). This 'saving' was mainly the non-use of funding provided against professional fees (£2900); such contingencies have been transferred to the 2016-17 Budget.

Subject to minor changes, the 2016-17 draft Budget as circulated to Members was considered and **APPROVED**. The Budget would include a further contribution of £2000 towards future replacement of the Mower (providing a total reserve at 1 April 2016 of £4000). As previously resolved, consideration was given to the inclusion of an amount to cover possible future requests for financial aid. It was agreed not to include any specific amount but, if required, such funding would be seen against possible savings or use of general reserves.

A copy of the approved Budget to be attached to these Minutes.

	<p>Precept 2016-17 & Parish Rate The agreed Budget included a Precept of £9500 (an increase of £625), which would result in an increase to the Parish Rate for a Band D property of £3.02 per household (from £46.19 to £49.21).</p> <p>New Audit Regime – Details still being awaited in respect of the proposed arrangements for external audit from 2017-18, the matter was deferred to the next Council meeting.</p>	<p>Clerk report nsdc</p> <p>to</p> <p>Next mtg</p>
54.15/16	<p>Planning Matters No new applications (see also Public Session)</p>	
55.15/16	<p>Land Registry Update The Council NOTED that, as previously agreed, Larkens & Co had carried out a review of the three parcels of land held by the Parish Council and had now advised that</p> <ul style="list-style-type: none"> • Beckitt's Field, Bathley Lane, Little Carlton NT512803 : land now formally registered • Car Park Area, Beckitt's Field, Bathley Lane, Little Carlton NT340512 : details updated • Noticeboard Area, Main Street, S Muskham NT358357 : details updated <p>Formal documentation in this regard would be held by Larkens & Co. (free of charge); copies held on file with the Parish Clerk.</p> <p>To note: for legal/administrative purposes the information included on the Land Registry documentation had to include the names and contact details of the current Chairman and Parish Clerk. Any change of postholder and/or contact details must be registered (free of charge) with Land Registry</p>	
56.15/16	<p>NSDC Open Space Provision & Needs Assessment The District Council had requested all parishes to update information previously collated in a similar exercise undertaken in 2002; this included listing all available open space areas in the Parish, regardless of ownership, together with an assessment of usage; and reporting issues such as access, problems of rubbish etc. Cllrs Gill and Francis kindly agreed to complete the questionnaire now provided, if possible within the timescale requested of 29 January 2016.</p>	RG/LF
57.15/16	<p>Highways Issues</p> <p>Pot Hole : between the entrances to the Sugar Beet Factory; and also close to the 30mph sign coming into South Muskham from Newark.</p> <p>Anti-Speed Surface applied to the roads leading up to the mini roundabout had worn, probably because of speeding. The surface was now subject to skidding and therefore dangerous.</p> <p>Hazard from additional lighting installed by one or two owners along the A616 through Little Carlton had been reported</p>	<p>Clerk</p> <p>Clerk report</p> <p>to</p> <p>HC</p>
	<p>Safety Issues</p> <p>Speed Watch Cllr Mrs Gilroy reported (1) that training would take place for a second Speed Watch Group; and (2) the Police had advised of the facility of a Police Van, subject to availability.</p> <p>Parish Emergency Plan Cllr Gilroy reported that arrangements made before Christmas for a meeting to be held with an Officer from NSDC had been delayed but she was hopeful that such a meeting could take place before the next scheduled Parish Council meeting.</p> <p>Resilience Store. Cllrs Mrs Gilroy and Mrs Carr had undertaken an inventory check on the equipment held in the Store. Some replacement of stock was necessary and it was AGREED that this should be arranged as soon as possible.</p> <p>Flooding Issues. Discussion was held on the possibility of re-aligning the dyke and the footpath through Beckitt Field to improve the flow to and from the Brammasack Dyke.</p>	<p>GG</p> <p>GG/KC</p>

	<p>Cllr Gill reminded the Council that following the flooding in 2007 STW/ENV Agency had promised to carry out a number of works to reduce the risk of further flooding in the area. Such work had not been undertaken and it was AGREED that the agencies be approached in this regard and reference be made to the lack of dredging to ditches in and around the parish.</p>	Clerk
58.15/16	<p>Environment Issues</p> <p>None raised during the meeting, but at the close Cllr Gill mentioned the recent increase in dog fouling throughout the Parish. The Parish paid NSDC to maintain four dog bins: 3 in South Muskham and 1 in the centre of Little Carlton, and the Parish Council would like to encourage all dog owners to make use of those bins or remove the mess and dispose of it at home.</p>	
59.15/16	<p>Newark Healthcare Consultative Group</p> <p>Cllr Francis updated the Council on the work of the Newark Healthcare Consultative Group and the Parish Council unanimously AGREED to</p> <ol style="list-style-type: none"> 1. State its strong and ongoing support for Newark Hospital and all the staff who work there; 2. Support the aim of separating Newark Hospital from the Sherwood Forest Hospitals NHS Foundation Trust; 3. Support the aim of integrating Newark Hospital in with Nottingham University Hospitals HNC Trust 	Clerk to write
60.15/16	<p>Correspondence Received</p> <ol style="list-style-type: none"> 1. Veolia Environmental Trust : Grants re community-based projects. 2. HM Queen's 90th Birthday Celebrations. <p>A copy of both the above had been forwarded to the Village Hall Management Committee.</p>	
61.15/16	<p>Any Other Matters</p> <p>Long Service Certificate : Cllr R Gill</p> <p>The Nottinghamshire Association of Local Councils had reported at their November AGM on a number of long serving local councillors in the County and certificates had been drawn up to commemorate such achievements. Cllr R Gill was included on that list but was unable to attend – because it clashed with the November meeting of the Parish Council.</p> <p>It was appropriate to mark the occasion at this meeting of the Parish Council and the Chairman was pleased to be able to present Cllr R Gill with a framed certificate in respect of his long service as a councillor and, on behalf of the Parish, to formally thank him for all his hard work and efforts over the last 40 years; his continued commitment to work for the benefit of the Parish was very much appreciated.</p> <p>Commemorative Jubilee Mugs</p> <p>A stock of mugs still remained and it was AGREED that these be donated to the VHMC to make whatever use they may.</p>	RG/Hazel Hall
	<p>Next Scheduled Meeting : Wednesday 16 March 2016</p> <p>Meeting Closed: 9:25pm</p>	

	Actual 2014-15	Estimate 2015-16	Likely costs	Budget 2016-17	
Administration					
Clerk's Salary inc PAYE	2960	2910	3080	2840	Addn14/15 hrs (£400) paid June 15. 16/17 1% award + add 6hrs a/lv re 5yrs service
Clerk's Related Costs inc Training	215	240	240	250	Likely Clerk travel/tel and office exps
Chairman's Expenses	50	55	55	55	Paid in arrears in May annually
Admin Expenses General	158	140	150	150	Incs Trng x 2 new Cllrs (£50)
Use of Village Hall	44	75	65	75	Based on Sch mtgs only but increase in hrly rate from £3 - £5/hr
Subscriptions	184	90	55	160	Likely final cost. Notts ALC 15-16 paid in prev year
Insurance	292	325	275	285	Likely final cost.
Audit	0	0	100	200	£100 inc/exp + £10k + ?£100 re. new audit body
Accountancy Fees	175	195	195	200	Invoice not yet received. Likely to be in line with estimate
Local Elections	0	900	70	0	Agreed not to inc annual reserve towards 4 yr Local Elections &/or By Elections
Maintenance					
Cricket Pavilion Maint/Upkeep	361	750	520	1250	to date £415 + o/s utility costs. 16/17 replace doors/drainage improvements
Income	-200	-150	-155	-125	£75 Cougars + £30 private hire. Ano £50 Cougars re grass cutting
Dog Bins & Signage	240	100	85	90	Maint charges inv'd March. Est 2016/17 charge £90.
o/s NSDC costs Forge Close ban	0	185	0	0	o/s for at least 3 yrs. Suggest delete budget provision
Internal Drainage Board	9	10	10	10	Actual
Mower Running Costs	549	2500	2400	2500	£300 to date + £2k reserve twds replacement costs. Same in 2016/17
Other					
Village Hall	0	0	1800	0	Floor (£1565); Oven (233.27)
Grants received	-1000				£1k British Sugar Also held £300 (seat) + 200 (safety improvements)
Speedwatch/Safety	0		105	100	£200 grant rec'd. Speed gun £105. 16/17 £95 remaining + £100 further costs
Mineral Extraction	0	1000	0	1000	No information; carry over £1000 to 2016-17
War Memorial & Notice boards	1459	0	0	0	
Prof Fees Contingency	0	1400	245	1000	Contingency. Use £245 against Fees Land Registry + contingency for 16/17
General Contingency	0	1500	0	1500	Contingency only. 2015/16 cd be offset against Village Hall grant aid
Expenditure	5494	12225	9295	11540	
			-105		Speedwatch costs 2015/16
Precept	-7875	-8875	-8875	-9500	Parish Rate 15/16 = £46.19. 16/17 = £49.21 (6.5% increase)
Adj paid changes Tax Base calc.	-480	-320	-300	-160	
Net Loss/(-Profit)	-2861	3030	15	1880	Agreed Gen contingency &/or Reserves used to cover unknown costs 16/17

Actual at 1 April 2015 £7220 General Funds plus £1000 British Sugar (Parish Improvements) + £300 NCC towards Seat

Est. 1 April 2016 £7205 Gen Funds + £1000 BSugar + £300 NCC Seat + £295 NCC safety improvement. Projected Estimated Gen Funds 31.3.17 £5325

