

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 18 May 2016 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>
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1. Apologies

2. Nomination for the Election of Chairman and Vice-Chairman

To note the dates of 2015-16 scheduled Meetings

20 July, 21 September, 16 November 2016

18 January, 16 March 2017. Annual Parish Meeting/Council Mtg 17 May 2017

3. Approval of the Annual Audit Return 2015-16.

(Governance Statement to be completed before consideration of 2015-16 Annual Accounts)

Future arrangements with regard to Internal Audit

4. Review of Standing Orders & Financial Regulations. Copies attached

5. Declarations of Interest

6. Public Session

7. To approve the Minutes of the meeting held on **16 March 2016**

8. Matters Arising from the Minutes not elsewhere on the Agenda

- a. Broadband
- b. STW Investigation into Bad Odour Smells
- c. Public Footpaths
- d. Play Area, Forge Close
- e. Deterrent re HGV use on roads within the Parish not protected by Weight Limit restrictions

9. Financial Matters, including

- a. **Bank Mandate Cheque Signatories**
- b. **Invoices for Payment**, including
 - i. £285.52 Came & Co. Renewal of Annual Insurance
 - ii. £57.48 (£47.90 + VAT) Tanvics 10 litres hydraulic oil (Mower)
 - iii. £77.00 SLCC Annual Membership 2016-17
 - iv. Re-imbursment Cllr L Francis (re. car parking & £4.98 torch batteries)
 - v. £216.00 (£180 + VAT) Barker Maule re. 2015-16 Accounts
 - vi. Re-imbursment Cllr R Gil £81.33 for replacement battery for the mower
- c. **Reimbursement to Councillors** towards printing cost of committee papers and formal notices, for consideration

10. Planning Issues

- a. **PLA16/00200/FUL Greenoaks, Kelham Lane, Little Carlton** householder application for render finish to external walls of existing house APPROVED
- b. **NSDC Plan Review Consultation Event**, 4 May 2016 report back from Cllr L Francis

11. Flooding & Drainage Issues, including

Update from the Parish Working Group including

- a. **Draft Emergency Plan**
- b. Call for a **formal meeting between STW/ENV and PC** on lack of progress on improvements proposed since 2007

12. Highways

- a. **Main Street Bathley** closure 09:00hrs until 18:00hrs Monday 23 May 2016
- b. **Farndon Rd Roundabout** 20:00hrs to 06:00hrs overnight on Weds 1st & Thurs 2nd June
- c. **Church Lane Crossing** closure 23:30hrs Saturday 25 June to 08:30hrs Sunday 26 June
- d. **Damaged Verges, A616**, as a result of inappropriate vehicle parking & turning. Letter of concern from local resident

13. Safety & Security

14. Environment Issues

15. Correspondence Received

- a. **NSDC Community Infrastructure Levy** consultation on proposed changes (to 27.05.16)
- b. **NSDC Strategic Priorities Consultation** (to 3.6.16)
- c. **NSDC Standards issues** now inc within remit of NSDC Policy & Finance Committee
- d. **Citizens Advice, Sherwood & Newark**. Round robin request for financial assistance 2016-17
- e. **Piscatorial Society** update on recently approved works to provide new bank. Possible sponsorship towards **Parish Defibrillator**

16. Matters Outstanding

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

Signed *Christine Slim*
Clerk to the Parish Council

13 May 2016

Draft South Muskham/Little Carlton Parish Council

Minutes of the Parish Council Meeting held on Wednesday 16 March 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 and Mrs K Walsh

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

62.15/16	<p>Apologies for Absence Apologies for absence were received from Councillors R Gill and Mrs K Walsh</p>	
63.15/16	<p>Declarations of Interest Subject to a declaration of pecuniary interest from Cllr Clack in respect of reimbursement of costs, see Minute 66, no other declarations of interest were received</p>	
	<p>Public Session Village Hall. Mrs H Hall reported that the triple event held on Saturday 12 March had raised a magnificent £664 (+£6, now pledged by HC). 50% of the cost for the 100 new upholstered chairs had been paid to ensure delivery in time for the special event to be held at the Village Hall on Saturday 11 June, between 3 and 5pm, to mark the Queen’s 90th Birthday, when a Strawberry Tea together with Special Cake and Wine would be available at a cost of £5 per ticket. There was a current shortfall against the cost of the chairs of £1145. See also Minute 73. 43 of the best ‘redundant’ chairs had been taken for use at the Cricket Pavilion, Little Carlton; and 30 other chairs had been donated to the Tractor Club.</p>	HC
64.15/16	<p>Minutes AGREED that the Minutes of the meeting held on 20 January 2016 be approved as a correct record and signed by the Chairman.</p>	
65.15/16	<p>Matters Arising from the Minutes not elsewhere on the Agenda</p> <p>Unused land opposite Forge Close: The Parish Council was pleased to note that the area of land had been cleared and generally tidied up.</p> <p>STW Investigation into Bad Odour Smells An update received 10 March had been circulated. This included an invitation for all local residents to attend a meeting on Wednesday 6 April at the South Muskham Village Hall. Refreshments (light buffet) would be served between 4.30 – 5.00pm, followed by a meeting setting out what STW had been doing and their future plans, together with an opportunity to ask questions. Anyone unable to attend but who would like further information should contact Simone Bridge by phone on 0778 532 0469 or by email to simone.bridge@severntrent.co.uk.</p> <p>Mini Roundabout – Deterioration Anti Slip Surface – NCC Highways reported “that the Engineer who supervised the Scheme and an officer from the Crash Reduction Team had now inspected the Surface. They reported that the residual remaining surface still provided a relatively high level of grip and was in reasonable condition. In addition Highways reported that, from a collision point of view, in the 2.8yrs before the surface was laid there were 4 collisions: 3 serious and all 4 were in wet conditions. In the 16 months since, there had been 2 slights, but both in dry conditions. Basically the same rate but the severity and wet pattern looked better.” The Parish Council remained concerned about this area – a number of near misses continued to occur – and it was AGREED, if not before, the matter be re-visited at the September meeting</p> <p>New Village Seat. The seat had been moved to Nottingham and the College students were now ready to complete the project. When available a meeting would be arranged with Highways to discuss the preferred site for the seat with a request that, as a minimum, large boulders be placed in front of the seat to maximize safety at the area.</p> <p>Rubbish Bin had been re-instated. Concerns raised at the height of the new bin to be addressed when the location of the new seat had been finally agreed.</p>	Sept meeting

	<p>Public Footpath, Little Carlton. NCC had reported that a re-dedication of Footpath FP3 to re-route the path around the Manor Farm site would now be undertaken. Inspectors confirmed that Footpath FP2, which crossed Little Carlton from Bathley Lane Corner to the A616 (and across to the S Muskham Bridge) had been blocked and they would be contacting the owners of the land. The Parish Council noted the concerns raised by Mr C Daybell at the lack of maintenance in respect of all public footpaths within the Parish. The Chairman stated how important it was to keep pressure on the responsible authority, Notts County Council, to ensure that the footpaths were open and accessible to the public. It was AGREED that</p> <ul style="list-style-type: none"> members of the Parish Council would carry out their own survey of the current condition of all public footpaths within the Parish and forward photographic evidence of problem areas to Notts County Council. The public were also encouraged to inform the Parish Clerk (email smlc.parishcouncil@gmail.com or telephone 01636650667) of any problem areas, and again photographic evidence would be helpful; detailed maps, setting out the rights of way, would be obtained from NCC, printed and on display in the Parish <p>Play Area, Forge Close. Cllr Francis had been advised by N & S Homes that repairs would shortly take place to provide a self closing gate from the Play Area on to the B6325; and the outstanding work to repair the problems with the swings would also be undertaken shortly. Mrs V Donnelly reported that football continued to be played within the Play Area. It was understood that signage was in place, so further notices were likely to go unheeded and it was suggested that, in the first instance, a personal approach be made to any children playing football within the Play Area, highlighting that such activity was not allowed. If the problem persisted N & S Homes be asked about what further deterrents might be possible.</p> <p>Broadband A letter of concern had been received from Mr C Daybell requesting information on what the Parish Council was doing to secure the best broadband service for its residents. Whilst the current scheme being rolled out by NCC for Better Broadband in the County had provided benefits to the majority of users, there appeared to be little or no pressure to ensure that every effort was being made to improve coverage in the minority black spots, several of which were situated in our Parish. Cllr Francis, who had himself been trying to improve the service to his own property AGREED as a first step try to ascertain how many households were affected; and the Parish Council would then contact NCC for more information and assistance regarding other options available to improve the current service provision.</p> <p>Deterrent re HGV use on those roads in the Parish not protected by the recent ban A request from Mr C Daybell to try and deter inappropriate use by HGV lorries above 7.5 tons using narrow country lanes within the Parish had been addressed to NCC Highways. Whilst it was reluctantly accepted that the cost of extending the ban would be uneconomic, Mr Daybell was requesting that better signage be provided in attempt to reduce traffic and help to protect roadside verges. It was AGREED that the problem was exacerbated at times when neighbouring major highways were congested, or closed, but it was also recognised that these lanes were regularly used by HGV drivers, including local drivers, not for access but as a shortcut. The Chairman again re-iterated that it was important to report such offences online at http://www.nottinghamshire.gov.uk/transport/lorries providing details where possible of the vehicle registration number/company details/date and time. Or alternatively trying to contact PCSO Keith Crowhurst (07889702823), who if nearby could try and have a word with the driver or contact the vehicle owner.</p>	<p>ALL Clerk</p> <p>LF</p> <p>LF</p>
66.15/16	<p>Financial Matters</p> <p>Invoices for Payment The Council unanimously AGREED the following payments</p> <ul style="list-style-type: none"> Chq 100216 £35.00 Information Commissioners annual renewal Data Protection wef 21.3.2016 Chq 100217 £100 Cllr Clack re-imburement £30 mower fuel and £20 other mower expenditure plus £50 contribution towards rubbish clearance along hedge at Beckitt Field Chq 100218 £28.26 Severn Trent Water charges Beckitt Field 5.8.15 - 4.2.16 	

	<ul style="list-style-type: none"> • Chq 100219 £113.10 C Slim Clerk's expenses for the year 2015-16 • Chq 100220 £31.99 (£28.75+£3.24) Petty Cash, renewal of £50 float • Chq 100221 £134.00 HM Customs 4th quarter PAYE • Chq 100222 £50.25 VHMC Village Hall rental 2015-16 • Chq 100223 £100.80 (£84.00 + £16.80) NSDC 2015-15 Dog Bin Maint charges • Chq 100224 £210.00 (£175.00 + £35) Barker Maule 2014-15 Annual accounts <p>Following cheques signed in respect of 2016-17 Expenditure:</p> <ul style="list-style-type: none"> • Chq 100225 £102.03 Notts Assn for Local Councils 2016-17 (chq dated 1.4.2016) • Chq 100226 £128.40 (£107.00 + £21.40) Tower Mint Ltd in respect of 50 commemorative medals (HM Queen Elizabeth II 90th Birthday) to be handed to the VHMC for use re. fund raising activities. (chq dated 1.4.2016) <p>Contribution towards Councillor expenses in respect of personal printing costs of agenda/minutes including notice board copies was considered. It was AGREED that further information on the amount of printing involved should be available and the matter deferred to the next meeting.</p> <p>New Audit Regime Following the Government's removal of the Audit Commission from 31 March 2017, new arrangements to cover external audit have now to be considered. A lighter touch, and no fee, would apply to local councils with an annual turnover of less than £25k but arrangements for the appointment of an approved External Auditor would be a pre-requirement. Local councils had been advised that the National Association of Local Councils and the Society of Local Council Clerks had made arrangements, approved by Government, to set up a Sector Led Body to procure authority audit services and the Parish Council AGREED to opt in to this new arrangement. It was understood that the charge for such services would be in the region of a flat fee of around £100 in respect of the five years 2017 to 2022.</p>	ALL
67.15/16	<p>Planning Matters PLA16/00200/FUL Greenoaks, Kelham Lane, Little Carlton. The Parish Council raised NO OBJECTIONS to the householder application for proposed render finish to external walls of existing house.</p>	Clerk to advise NSDC
68.15/16	<p>Draft Minerals Plan The Parish Council had received notification that the draft Nottinghamshire Minerals Local Plan had been approved and was now out for public consultation over the period 15 February to 29 March 2016. This Draft Plan included Flash Farm, Averham. Cllr Mrs S Saddington reported during the Public Session that a challenge had been made to reduce the level of aggregates quoted in the Plan – specifically in view of the significant downturn over the last few years in the construction industry, aggravated by the increased re-use of building materials as a result of high recycling costs, and, not least, the large quantities of aggregates which remained untapped in many of the existing sites. However such challenge appeared to have gone unheeded.</p> <p>As a first step it was AGREED that the Chairman should contact the PAGE Group to seek advice from our professional consultant, Steve Simm, SAA Planning, appointed to act in the best interests of this and neighbouring councils. But it was clear that if the Averham site was developed there would be serious implications for the local area in respect of increased use by HGVs across Kelham Bridge and the catastrophic effect on traffic in the event of a need to actually close the Bridge.</p> <p>In addition NSDC had arranged a special meeting of the Economic Development Committee to be held on Wednesday 23 March at 6pm at Kelham Hall. Parish council representatives were welcome to attend the meeting and an opportunity would be provided for a representative from each parish to speak to the Committee outlining the community views. It was AGREED that it would be helpful for a member(s) of the Parish Council to attend the meeting to hear the debate but, subject to the advice from PAGE, the Parish Council would not be asking for the opportunity to speak.</p> <p>More information regarding the consultation process can be found on http://nottinghamshire.jdi-consult.net/ldf Information is also available at County libraries, including Southwell and Newark.</p>	HC ALL

73.15/16	<p>Correspondence Received</p> <p>Commemorative Medal: HM Queen Elizabeth II 90th Birthday. It was AGREED that the Parish Council purchase 50 medals to be handed over to the VHMC to assist with their funding raising activities (Min. 66 refers)</p> <p>Email received from Mr C Daybell setting out his concerns, in particular with regard to lack of signage to deter HGV drivers using unsuitable country lanes; Broadband blackspots within the Parish; and the general lack of routine maintenance by NCC with regard to public footpaths was considered under the Public Session</p> <p>Invitation receive NSDC Civic Service, Sunday 17 April at All Saints Church Elston. NOTED</p>	
	<p>Next Scheduled Meeting : Wednesday 18 May 2016</p> <p>Annual Parish Meeting to commence at 7pm, followed on at 7.30pm or at the end of the Parish Meeting (whichever is the later) by the Annual Parish Council Meeting</p> <p>Meeting Closed: 9.20pm</p>	