

## Draft South Muskham/Little Carlton Parish Council

### Minutes of the Annual Parish Council Meeting held on Wednesday 18 May 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

Also present 2 members of the public together with Cllr Mrs S Saddington for part of the meeting

1.16/17	<p><b>Election of Chairman &amp; Declaration of Acceptance</b> Cllr Clack stood down and invited proposals for a new Chairman. No other names having been put forward, Cllr Gill proposed and it was unanimously <b>AGREED</b> that, if willing, Cllr Howard 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
2.16/17	<p><b>Election of Vice-Chairman</b> No other nominations having been received for the role of Vice-Chairman, Cllr Clack proposed and it was unanimously <b>AGREED</b> that Cllr Francis be asked to continue as Vice-Chairman. Cllr Francis reported that he had now sold his current home and would be moving and likely to leave the Parish within the next few months; in the meantime he would be pleased to continue with the role of Vice-Chairman. His acceptance on these terms was unanimously supported</p>	
3.16/17	<p><b>Apologies for Absence</b> None</p>	
4.16/17	<p><b>Dates of Meetings</b> 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 2016-17 were scheduled as follows</p> <p><b>2016</b>            20 July, 21 September, 16 November <b>2017</b>            18 January, 16 March</p> <p>The next Annual Parish Meeting, 7pm start, followed by the Annual Parish Council Meeting was likely to take place on 17 May 2017</p>	ALL
5.16/17	<p><b>Approval of the Annual Audit Return 2015-16</b> <b>Annual Accounts 2015-16</b> The Council having received and considered the draft audit of accounts for the financial year 1 April 2015 to 31 March 2016 unanimously <b>AGREED</b> that the financial statement for the year ended 31 March 2016 be approved and signed by the Chairman and Responsible Finance Officer. A copy of the Accounts to be filed in the Minute Book.</p> <p><b>Annual Audit Return</b> Members noted the satisfactory completion of the Statement with regard to Internal Audit, completed by the Council auditors Barker Maule.</p> <p>Members then considered the information set out in the Annual Audit Return in respect of</p> <p>the <b>Annual Governance Statement 2015-16</b>; and</p> <p>the <b>Accounting Statements 2015-16</b>, together with additional information required in respect of the Bank Reconciliation Statement and the notes on any significant variation between 2014-15 and 2015-16 costs</p>	MBook

	<p>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> <p><b>Future arrangements with regard to Internal Audit</b> Annual Audit arrangements have been amended by the Government and with effect from the year 2016-17 the Council's own auditors, currently Barker Maule, would not be able to carry out the preparation of the Final Accounts and undertake the role of Internal Auditor. It was <b>AGREED</b> that the Parish Council would investigate the possibility that the role of Internal Auditor might be undertaken on a voluntary basis by someone within the Parish with the necessary experience of such work.</p> <p>Post Minute Note: <b>Period of Inspection of Accounts</b> Copies of the above the approved Audit Return correspondence would be posted on the Parish Noticeboards, the Parish website managed by Newark and Sherwood District Council, and circulated to those on the Parish List, together with details of the <b>Period of Inspection</b> during which residents have the opportunity to inspect and make copies of the Council's financial records for the year 2015-16. This period was likely to cover the 4 weeks: Friday 3 June to Thursday 14 July 2016.</p>	<p>Clerk</p> <p>RG</p> <p>Clerk</p>
6.16/17	<p><b>Review of Standing Orders and Financial Regulations</b> Members having considered the current papers, unanimously <b>AGREED</b> that, subject to the following amendments:</p> <p><b>Standing Orders:</b> paragraph 8. Delete the word 'Every' and replace with 'Any'</p> <p><b>Financial Regulations:</b> paragraph 6. New entry '6.2 Re-imburement of Expenses incurred by Parish Councillors' – as considered and agreed under Minute 10 below</p> <p>no other changes were required.</p>	<p>Clerk</p> <p>Clerk</p>
7.16/17	<p><b>Declarations of Interest</b> Subject to the following declarations of pecuniary interest under Minute 10. in respect of</p> <ul style="list-style-type: none"> <li>• re-imburement of approved expenses: Cllrs L Francis, R Gill &amp; Mrs G Gilroy; and</li> <li>• payment of the Chairman's Allowance, Cllr H Clack;</li> </ul> <p>no other declarations of interest were received</p>	
	<p><b>Public Session</b> Cllr Mrs Sue Saddington apologised that, owing to another Parish Meeting at the same time, she had not been able to present her Annual Report earlier. A copy of her Report had been attached to the draft Parish Meeting Note, which would be circulated and posted on the notice boards at the same time as these Minutes.</p> <p>Cllr Mrs Saddington asked if anyone present was making the trip to London to meet with the local MP, Robert Jenrick, and have the opportunity to visit Houses of Parliament. No one was aware of this event and Cllr Saddington explained that because of the overall numbers in the MP's ward, a rolling programme of names from residents in the Ward were 'drawn from a hat'. There would be future opportunities, but again these would be picked at random.</p> <p>Cllr Saddington asked about progress with the recently reported vandalism and damage to an area of verge along the A616. The Chairman advised that further action against the perpetrators could only progress if a written statement was made and, not surprisingly, local residents were concerned at possible retaliation. Cllr Clack used this incident to express his disappointment at the non-response he had received when contacting the local PSCOs regarding another ongoing contravention of the law by HGV drivers. Cllr Saddington apologised if Howard had not had a copy of an email she had received from PSCO Keith Crowhurst on this matter stating that the area in question would be subject to additional monitoring.</p>	

	<p>The Chairman reported that a number of other matters remained a nuisance to the local community: damage to verges elsewhere in the Parish, flooding in several areas and the like, and it was difficult to pin down the authority specifically responsible for such work. Cllr Saddington offered any assistance she could provide in her role as District/County Councillor.</p> <p>As reported above, Cllr Francis, having now sold his property, was likely to leave the area in the foreseeable future. He reported that he would not want the Parish Council's involvement in the work of the Newark Healthcare Consultative Group to suffer and it was <b>AGREED</b> that, in addition to representation from Cllr Clack and, currently, Cllr Francis, Cllr Mrs K Walsh be appointed to replace him in that role.</p>	<p>LF to notify Sec of the Group</p>
<p>8.05.16</p>	<p><b>Minutes</b>  <b>AGREED</b> that the Minutes of the meeting held on 16 March 2016 be approved as a correct record and signed by the Chairman.</p>	
<p>9.05.16</p>	<p><b>Matters Arising (not on the Agenda)</b></p> <ul style="list-style-type: none"> <li>a. <b>Broadband.</b> Cllr Francis reported that, along with Mr Daybell, he had attended a meeting with Mr T Dring, Manager of the NCC Better Broadband campaign. It was confirmed that Little Carlton was included in Phase 2., just starting and covering the period to June 2018. They were advised that there would always be around 2% 'black spots' in any rural setting, but other possible solutions would continue to be considered.</li> <li>b. <b>STW Investigation into Bad Odour Smells.</b> Cllr Mrs Carr reported that the signs were hopeful that this problem might finally be resolved. STW continued to monitor the position closely. A further public meeting would be arranged by STW during June 2016.</li> <li>c. <b>Public Footpaths.</b> The Parish Council had been informed that the previous vacancy of a District Footpaths Officer had now been filled and Rachael Rickill had recently be recruited. Hopefully this would enable better progress to be made within the Parish and throughout the Local Area. NCC was currently consulting with the owners of land along both FP1 (around Manor Farm) and FP2 (Bathley Lane to the A6161) to enable the footpaths to be fully open and properly signposted. FP6 , in the northwest of the Parish, was now sadly overgrown but NCC Officers had reported that the matter would receive attention as soon as possible.</li> <li>d. <b>Play Area, Forge Close.</b> Replacement signage and improved gate openings now in place</li> <li>e. <b>Deterrent re HGV use on roads within the Parish not protected by Weight Limit restrictions.</b> NCC Highways had been in touch direct with regard to the concerns raised by Mr Daybell. As reported during the Public Session, the Parish Council continued to be frustrated at the blatant misuse of restricted roadways by HGV drivers; and the lack of response from the authorities when incidents were reported.</li> </ul>	
<p>10.05.16</p>	<p><b>Financial Matters</b>  <b>Bank Mandate</b>  The Parish Council currently banked with HSBC; over a period of time it has been increasingly difficult to make arrangements to change the names of agreed cheque signatories and at present the approved list held by the Bank comprised:</p> <p style="padding-left: 40px;">Cllrs H Clack, L Francis, R Gill,  And the Parish Clerk for the purposes of liaising with regards to the Account.</p> <p>It was understood that the process of 'laundering' and 'controls' now imposed by HSBC, existed at most major banks and, whilst the reasons were understood, it was creating significant difficulties for small organisations, such as parish councils, to manage their finances. The Chairman offered to talk to Santander to see what they might be able to offer this Council, and the matter would be further discussed at the next meeting.</p> <p><b>Invoices for Payment</b>  The Council unanimously <b>AGREED</b> to the following payments</p>	<p>HC  Next mtg</p>

	<p>Chq 100227 £285.52 Came &amp; Co. Insurance cover for the year from 1 June 2016  Chq 100228 £57.48 (£47.90 + vat) Tanvic Tyre, hydraulic oil for the Mower  Chq 100229 £77.00 Society Local Council Clerks , 2016-17 subscription  Chq 100230 £10.98 (9.15 + vat) Cllr L Francis in respect of batteries and car parking costs  Chq 100231 £216 (£180 + vat) Barker Maule, Audit of 2015-16 Accounts  Chq 100232 £83.33 (£69.44 + vat) Cllr R Gill, new battery for Mower from Motorparts  Chq 100233 £9.15, Trent Valley IDB Annual charge  Chq 100234 £58.86 (£49.05 + vat) Cllr Mrs Gilroy materials Resilience Store from Screwfix  Chq 100235 £55.00 Cllr Clack in respect of Chairman Expenses for the year 2015-16</p> <p><b>Re-imburement to Councillors</b>  Further consideration was given to a request at the last meeting regarding a method of re-imburement of printing costs incurred by Councillors in respect of, production of noticeboard copies and also the now considerable amount of correspondence circulated by email. It was <b>AGREED</b> that re-imburement of such authorised expenditure should be considered at the March meeting annually, when more detailed information of the printing work undertaken and the likely cost of ink and paper would be available.</p> <p>In this regard it was further <b>AGREED</b> that the Financial Regulations should be amended with the inclusion of a new entry paragraph</p> <p>“6.2. <b>Re-imburement of Expenses incurred by Parish Councillors</b> such as, printing parish notices and other-related parish correspondence, will be considered at the March meeting annually in respect of the previous civic year.”</p>	<p>March mtg</p> <p>Clerk to amend</p>
<p>11.16-17</p>	<p><b>Planning matters</b>  <b>PLA16/00200/FUL Greenoaks, Kelham Lane, Little Carlton</b> householder application for render finish to external walls of existing house <b>APPROVED</b>  <b>NSDC Plan Review Consultation Event</b>, Cllr L Francis reported back on his attendance at this event on 4 May 2016. The Planning Authority advised that land available , particularly for housing development, was currently considerably short of Government targets. Further consultation between NSDC and parishes within the District would take place later in the summer and Cllr Francis suggested that it might be necessary to arrange a special meeting of the Parish Council to consider the Parish view on such proposals.</p>	
<p>12.16-17</p>	<p><b>Flooding &amp; Drainage Issues</b>  <b>Emergency Plan</b>  Cllr Mrs Carr advised that the Emergency Plan was now complete; input from the Village Hall Committee had been incorporated. The Plan would be circulated to neighbouring Parishes to share our thinking and approach and to welcome any input. The Group felt that it would be helpful to arrange a public meeting, possibly early September, so that residents could not only be made aware of the Plan but also, importantly, be informed on what individuals should be thinking about to protect themselves and their property in the event of a major flooding incident. A flyer addressed to every resident in the Parish was being suggested – setting out a basic tools list for individuals to adopt and at the same time inviting everyone to attend a presentation to be held in the Village Hall.</p> <p><b>Meeting with the Appropriate Agencies with regard to Flood Risk in and around the Parish.</b>  Cllr Gill reminded those present that a number of important issues with regard to flood risk, which had been agreed with the agencies following the 2007 floods, still remained outstanding. He mentioned in particular: the height of the flood bank, the affect of the work which had now been carried out at Attenborough; the non-return of stop boards; work to upgrade the Pumping Station at Little Carlton; and work to be carried out to improve the passage of excess water by using land between Little Carlton and Bathley.</p> <p>It was <b>AGREED</b> that a meeting to progress this lack of progress should be requested to include the Environment Agency, Severn Trent Water, the Internal Drainage Board, and possibly Highways. A number of more recent concerns could also be raised: including the long standing problem of flooding along Church Lane. Cllr Mrs K Carr suggested that it might also be useful to include Mr Clive Wood, NCC Flood Risk Manager, in the discussions.</p>	<p>RG to draft</p>

12.16-17	<p><b>Highways</b></p> <ul style="list-style-type: none"> <li>a. <b>Main Street Bathley</b> closure 09:00hrs until 18:00hrs Monday 23 May 2016</li> <li>b. <b>Farndon Rd Roundabout</b> 20:00hrs to 06:00hrs overnight on Weds 1<sup>st</sup> &amp; Thurs 2<sup>nd</sup> June</li> <li>c. <b>Church Lane Crossing</b> closure 23:30hrs Saturday 25 June to 08:30hrs Sunday 26 June</li> <li>d. <b>Damaged Verges, A616</b>, as a result of inappropriate vehicle parking &amp; turning. Letter of concern from local resident raised under the Public Session</li> </ul>	
13.16-17	<p><b>Correspondence Received</b></p> <ul style="list-style-type: none"> <li>a. <b>NSDC Community Infrastructure Levy</b> consultation on proposed changes (to 27.05.16) NOTED</li> <li>b. <b>NSDC Strategic Priorities Consultation</b> (to 3.6.16) NOTED</li> <li>c. <b>NSDC Standards issues</b> now inc within remit of NSDC Policy &amp; Finance Committee. NOTED</li> <li>d. <b>Citizens Advice, Sherwood &amp; Newark.</b> Round robin request for financial assistance 2016-17. As previously, the Council felt that the Parish Budget was specifically to meet local needs. It was to be hoped that the overheads for this worthy organisation would be somewhat reduced with proposed space now to be made available within the new NSDC Offices</li> <li>e. <b>Piscatorial Society</b> update on recently approved works to provide new bank. The Chairman would keep in touch with the Society with regard to possible financial funding towards, eg a Parish Defibrillator.</li> </ul>	
14.16-17	<p><b>Matters Outstanding</b></p> <p>Cllr Gill reported that he had received an offer from a local farmer to undertake weed clearance along the boundary of Beckitt Field at a cost of approximately £30 (this work had previously been carried out ex gratis by Roy Pollard). It was <b>AGREED</b> that the offer should be gratefully accepted.</p> <p>Cllr Mrs Gilroy reported that the <b>Village Hall</b> Management Committee had kindly offered <b>cupboard space</b> to store some of the materials previously held in the Resilience Store. This was appreciated.</p> <p><b>Verge corner Main Street/Church Lane.</b> The Parish Council had no powers to deal with a complaint received from a local resident that the verge was being damaged by large vehicles using the road, particularly when the road was restricted by parked vehicles.</p>	
15.16-17	<p><b>Date of Next Meeting:</b> Wednesday 20 July at 7:30hrs South Muskham Village Hall</p> <p>Meeting closed at 21:55 hours</p>	