

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 17 May 2017 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.parcouncil@gmail.com</p>
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1. Apologies
2. Nomination for the Election of Chairman and Vice-Chairman
3. To note the dates of 2017-15 scheduled Meetings, being
 - 2017 : 19 July, 20 September, 15 November 2017
 - 2018 : 17 January, 21 March 2018. Annual Parish Meeting/Council Mtg 16 May
4. Approval of the Statement of Accounts 2016-17
5. Approval of Governance Statement, Annual Audit Return 2016-17
6. Approval of the remainder of the Annual Audit Return 2016-17, including Bank Reconciliation Statement and required explanatory notes. And to note period of Public Inspection of the Accounts: 5 June to 14 July 2017,
7. Review of Standing Orders & Financial Regulations.
8. Declarations of Interest
9. County Council Representative. Welcome to Cllr Bruce Laughton
10. PUBLIC SESSION
11. To approve the Minutes of the meeting held on 15 March 2017
12. Matters Arising from the Minutes not elsewhere on the Agenda
13. Financial Matters, including
 - A. Invoices Payments outside Committee cycle
To ratify cheque payments made on 31 March 2017 which related to 2016-17 agreed expenditure:
 - Chq 100261, £180 (£150 + vat) to VIA in respect of addn Grit Bin, situated at VHall

- Chq 100262, £255.00 to The Computer Chap in respect of purchase, set up, transfer of info to new laptop, and service of Clerk's personal laptop (£240.50 charged against Computer Grant received plus £14.50 to general admin. costs)
- 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 set against Grant received for new Computer

And to ratify payment of the following payment in respect of 2017-18 expenditure

- Chq 100263, £100 grant aid cheque to Sherwood & Newark Citizens Advice Bureau in respect of 2017-18 expenditure agreed under Minute 73. To note a letter of thanks for this grant has been received from the CAB.

B. Bank Mandate Cheque Signatories

To note the current list of cheque signatories: Cllrs H Clack, L Francis, R Gill, Mrs G Gilroy.

C. Invoices now received for Payment, including

- Chq 100265, £297.88 annual Insurance premium to Came & Co. for the year from 1 June 2017. Cover subject to a check re. ownership/resp. of defibrillator
- Chq 100266, £78.00 annual subscription Society of Local Council Clerks 17-18
- Chq 100267, £155.35 to Cllr Francis timber and paint to refurbish village bench, previously at the roundabout, to be re-sited at the Cricket Pavilion
- Chq 100268, £9.32 Trent Valley Internal Drainage Board fixed charges for 17-18
- Chq 100269, £35.00 to Mrs C Slim re-imburement for additional charge from the Computer Chap in respect of problems encountered re. transfer of computer archives to the new Parish laptop
- Chq 100270, £25.00, to M Cooper re. fixing the refurbished bench
- Chq 100271, £55.00, to H Clack re. 2016-17 Chairman's Allowance
- Chq 100272, £216.00 (£180 + vat) to Barker Maule re 2016-17 Accounts

D. Direct debit payment Beckitt Field : Electricity Charges

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 the three year period from 20 May 2017.

Payments will continue to be via Direct Debit.

- E. Payments to NSDC.** The District Council has advised that postal payments will no longer be accepted and customers are encouraged to pay online, by direct debit or over the telephone. Clerk to confirm that payments will be accepted via The Post Office.

14. Planning Issues

PLA17/00452/FUL Hawthorn House, Main Street, South Muskham. 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.

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

15. Environment Issues

- **Flooding & Drainage Issues**, including
- STW Bad Odour Update
- Environment Agency update on outstanding concerns

16. Emergency Plan: Independent Electricity Supply, Village Hall, for electricity supply to Generator

17. Car Parking concerns: Forge Close

18. Highways

- **Church Lane Crossing** closure 23:35hrs Saturday 20 May to 08:30hrs Sunday 21 May 2017.
- **Weight Limit Trent Lane.** Update on enforcement issues including online contact details to report any assumed breaches to NCC Highways.
- **Inappropriate Parking Gt North Road**
- **Overhanging Trees, Main Street**

19. Safety & Security

Inc Local Safer Neighbourhood Meeting 6 April 2017

20. Notts Minerals Local Plan Public Examination : Update and financial implications

21. Correspondence Received

- **Rural Crime Partnership Forum**
- **Letter from MP re dangerous slip roads onto the A1 around Newark**

22. Matters Outstanding

23. Date of Next Meeting: Wednesday 19 July at 7:30hrs South Muskham Village Hall

Signed *Christine Slim*
Clerk to the Parish Council

11 May 2017

Draft South Muskham/Little Carlton Parish Council

Minutes of the Parish Council Meeting held on Wednesday 15 March 2017 at 7.30pm 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

One member of the public was present, and Cllr Mrs S Saddington and Cllr B Laughton attended for part of the meeting

69.16-17	There were no Apologies for Absence . Cllr Francis was not present	
70.16-17	Declarations of Interest No declarations of interest were received.	
71.16-17	Minutes AGREED that the Minutes of the meeting held on 18 January 2017 be approved as a correct record and signed by the Chairman.	
72.16-17	<p>Matters Arising from the Minutes</p> <p>Telephone Kiosk. Cllr Mrs Kim Walsh advised that information was still awaited from British Telecom.</p> <p>Beckett Field Maintenance Cllr Gill reported that a draft agreement had been received from NSDC to cover grass cutting maintenance for twelve months from 1 April 2017. NSDC had proposed cuts during the period from April to October, but the Parish Council had requested that the number of cuts (£45 per cut) should be as necessary to maintain the grass should throughout the year to a suitable standard for use as a football pitch.</p> <p>Parish Defibrillator Cllr Mrs G Gilroy provided an update. 25 residents attended the meeting held on 25 February. It was hoped that mannequins might be available in the near future to assist with CPR training; it was, however, made clear that anyone could undertake the role. There remained concerns with the problem of quickly locating houses within the Parish and also distances to reach the whole of the Parish, and with regard to the latter it was hoped that a second machine might be sought which could be housed at the Cricket Pavilion on Bathley Lane. If any local resident in Little Carlton would like to pursue this, Cllr Gilroy would be glad to discuss the matter with them. Cllr Gilroy had received a request for consideration of a donation towards the work of the British Heart Foundation in providing the machine, without charge, and the Parish Council AGREED that a donation of £100 should be made. Cllr Gilroy would like to acknowledge the support of Matt Whate, who installed the electrical connections at no cost, the Village Hall Management Committee members, Val Donnelly and Hazel Hall, who provided the refreshments and to Cllrs Mrs Carr and Walsh for their support on the day. ** 137 expenditure</p>	Clerk to write to M Whate
	<p>Public Session Cllr Mrs Sue Saddington reported on the Ashleigh Planning Development (see Minute 74. below) and the Local Minerals Plan (see Minute 75).</p> <p>Gt North Road Briggs Price Scrap Yard. In response to continued concerns regarding inappropriate parking by scrap lorries opposite the entrance to the Yard, and the apparent spread of the Scrap Yard on either side of the original Site, Cllr Mrs Saddington suggested that the Parish Council should contact Notts County Council Planning Enforcement Officers to advise of those concerns.</p> <p>County Council Elections. With the County elections in May, and as a result of Boundary Commission recommendations, the County Council Ward which included SMLC would be contested by Cllr Bruce Laughton. Cllr Mrs S Saddington would retain some of her current (County) parishes but not the Muskhams. She would however still be involved with this Parish in her role as District Councillor.</p>	Clerk to write

	County Councillor Bruce Laughton attended for part of the meeting and was welcomed by the Parish Council.	
73.16-17	<p>Financial Matters</p> <p>Invoices for Payment The Council unanimously AGREED to the payment of</p> <ul style="list-style-type: none"> • Chq 100251 £37.76 STW Beckitt Field 18.8.16 to 6.2.17 • Chq 100252 £35.00 ICO Annual Renewal Data Protection Registration • Chq 100253 £75.00 Whate Electrical Services 5 yr Electrical Check Cricket Pavilion • Chq 100254 £191.00 HMRC 4th quarter PAYE return, Clerk's payroll • Chq 100255 £101.95 (£84.96 + VAT) NSDC 2016-17 dog bin emptying service • Chq 100256 £28.24 Petty Cash (to re-instate £50 float at 31.3.17) • Chq 100257 £298.04 C Slim (£106.80 travel/other exps 2016-17 plus £191.24 addn net pay in respect of 20 excess hrs already worked in 2016-17, agreed under Budget considerations 18.1.17) • Chq 100258 £68.75 VHMC hire of Village Hall for meetings 2016-17. • Chq 100260 £100 British Heart Foundation a donation of thanks for the Defibrillator (this is deemed Section 137 Expenditure (being of direct benefit to its community either as a whole or in part) <p>2017-18 payments</p> <p>Payment in respect of the financial year 2017-18 was APPROVED in respect of</p> <ul style="list-style-type: none"> • £103.15 to Notts ALC in respect of annual subscription 2017-18 • £100 grant aid to Citizens Advice Sherwood & Newark, Section 137 Expenditure <p>Printing Costs incurred by Parish Councillors</p> <p>This matter was discussed at the Annual Parish Council meeting, Minute 10. refers. Advice had been sought from the Notts Assn of Local Councils who suggested that there was very limited provision for any re-imbursement of general administrative costs incurred by parish councilors. It was therefore AGREED that the matter should not be further pursued. The Chairman thanked Members for their commitment to work for the benefit of the Parish – not only in attendance at meetings, and the considerable improvements achieved over many years, but also for their time carrying out routine tasks, such as printing and posting the notice board copies.</p> <p>Grants Received</p> <p>£200 from NCC Divisional Fund towards refurbishment costs for the Telephone Kiosk (reported and acknowledged under Public Session : 18.1.17)</p> <p>£627.96 from Notts ALC for use towards purchase of a Parish Council owned computer, related software, and associated costs with transferring information across from the Clerk's personal computer</p> <p>External Auditors</p> <p>Reference the Smaller Authorities Audit Appointments for Nottinghamshire, the appointment of PKF Littlejohn for the five year period commencing 1 April 2017.</p>	Chqs for issue post 1.4.17
74.16-17	<p>Planning Matters</p> <p>PLA16/01761/OUT Ashleigh, Gt North Road, S Muskham proposed erection of up to five dwellings.</p> <p>During the Public Session Cllr Mrs S Saddington advised that she had received no further update from NSDC Planning beyond an email from the Planning Officer concerned on 16 January 2017 which reported that following discussions with the Highway Authority regarding their concerns the agent has requested an extension of time pending discussions with their client.</p> <p>The Parish Council has also spoken with the NSDC Planning Officer on their specific concerns, set out in their formal response dated 23 December 2016, It was AGREED that in view of the extension now provided to the applicant, the Parish Council send a note to those residents on the Email Distribution List, setting out the Council's particular concerns and requesting that if residents supported the views expressed they should take the opportunity of the requested extension to write to NSDC at http://www.newark-sherwooddc.gov.uk/planningapplications/</p> <p>PLA16/01832/FUL Field House, Bathley Lane, Little Carlton Householder application to replace existing roof of garage with tiles to match house. Increase overall roof height of garage by 1.9m, creating</p>	

	storage room with access via external staircase at rear. Replace front hedge/timber panelled fence with 6ft brick wall, to include entrance to provide pedestrian access to front door. Approved by NSDC	
75.16-17	<p>Nottinghamshire Minerals Local Plan</p> <p>Cllr Mrs Sue Saddington reported that she had today received a communication from NCC Planning to advise that the Independent Examinations Hearing Sessions would commence on 27 June, and were scheduled to last until 5 July 2017. The sessions would take place at County Hall, West Bridgford and Elizabeth Hill has been appointed as the Independent Inspector.</p> <p>Cllr Gill provided the background history to PAGE (Parishes against Gravel Extraction) re-established in 2011 to represent parishes affected by the proposed (2014) NCC Minerals Local Plan.</p> <p>The Chairman reported on the outcome of recent meetings of the PAGE Group and, subject to the agreement of the Parish Councils involved, the proposed outline strategy to present to the public enquiry, see Appendix 1 attached. The cost of engaging professional support was estimated at a maximum of £2500; this cost would be spread across the parishes concerned and the likely cost to South Muskham/Little Carlton would be the region of £480. A provision of £1000 has been included in the 2017-18 Parish Budget. To minimise the professional costs it was expected that representatives from PAGE would provide cover during part of the Enquiry.</p> <p>It was unanimously AGREED that the Parish Council, in accordance with its powers under section 137 & 139 of the LGA 1972, should incur such expenditure as proposed above. (Section 137 provides that, in the opinion of the Council, such expenditure is in the interests of the Parish and its residents and will benefit them in a manner commensurate with such expenditure).</p>	Clerk to notify PAGE
76.16-17	<p>Highways – Bench</p> <p>The order for the current bench at Forge Close to be re-sited close to the mini roundabout and replaced by the bespoke bench in the sum of £1121.65 was ratified. This cost would be met from earmarked reserves received from British Sugar and the NCC Divisional Fund towards Village improvements. No date had yet been received for the work to be carried out. A request for the current bench at the mini roundabout to be salvaged, if at all possible, was noted.</p>	Clerk
77.16-17	<p>Safety & Security</p> <p>Continued vigilance against hoax callers, in person or by telephone, was again raised, with Cllr Mrs Kim Walsh reporting that she had recently been targeted as part of a scam which, if it had been successful, might have resulted in considerable financial loss. Councillor Mrs K Carr emphasised that there have been recent opportunistic burglaries and that we should all be as vigilant as possible.</p>	All
78.16-17	<p>Flooding & Drainage Issues</p> <p>The Parish Council were pleased to note that work was currently being carried out on the surface water drainage channels on the land around South Muskham on the Slake Lane/Railway direction and opposite the Gt North Road. Confirmation on exactly what work had been undertaken was awaited from the Internal Drainage Board.</p> <p>The Parish Council would continue to pursue other outstanding issues, reported at the last meeting under Minute 66.</p> <p>Emergency Plan</p> <p>Cllr Mrs Carr circulated information and reported progress with regard to completion of required risk assessments in respect of the role of Flood Warden; Jo Longmire having kindly agreed to undertake this role in respect of South Muskham. Residents of Little Carlton were encouraged to seek the appointment of a similar role.</p> <p>Cllr Mrs Carr reported that she was in touch with the authorities with regard to necessary training in relation to Road Closures.</p> <p>She advised that a meeting of the Emergency Committee would be scheduled in September to check that everything was now in place. The Plan and associated matters would then be reviewed as required and as a minimum on an annual basis.</p>	All

79.16-17	<p>Correspondence Received</p> <p>Citizens Advice (Sherwood & Newark) request for financial aid. It was unanimously AGREED that a one-off sum of £100 should be made to support this valuable service to residents of Newark and Sherwood District (see Minute 73. above). This was a 137 item of expenditure</p> <p>Local History Group The Parish Council welcomed the proposal from Jim Wishart to rename the local history group ‘Muskhams History Group’.</p> <p>NSDC Community Infrastructure Levy (CIL) second stage of the review relating to the Draft Charging Schedule (any comments to be received by 7 April 2017). NOTED</p> <p>CPRE Best Kept Village Competition. At this stage the Parish Council would not be in a position to progress involvement during 2017-18, inclusion in the future might be a possibility</p> <p>Newark Healthcare Consultative Group. SMLC representatives to note that the next meeting would be held on Friday 31 March at 10am at the Town Hall.</p>	<p>Chq for issue post 1.4.17</p> <p>Clerk to write</p> <p>LF & KW</p>
80.16-17	<p>Next Scheduled Meeting :</p> <p>The Annual Parish Meeting will be held at 7pm on Wednesday 17 May 2017, South Muskham Village Hall.</p> <p>The Annual Parish Council meeting will follow on at 7.30pm or at the end of the Annual Parish Meeting (whichever is the later)</p>	
	Meeting closed at 21:05 hrs	

