

# South Muskham and Little Carlton Parish Council

<p><b>Chairman:</b> Howard Clack The Paddocks, Ollerton Road Little Carlton, Newark NG23 6BP Tel: 01636 701520 <a href="mailto:howard.clack@btinternet.com">howard.clack@btinternet.com</a></p>	<p><b>AGENDA</b> <b>For the Meeting of the Parish Council to be held at 7.30pm in South Muskham Village Hall on Wednesday 20 September 2017</b></p>	<p><b>Clerk:</b> Christine Slim 4 Hatton Gardens Newark, NG24 4BX Tel. 01636 650667 <a href="mailto:smlc.parishcouncil@gmail.com">smlc.parishcouncil@gmail.com</a></p>
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1. **Apologies**
2. **Declarations of Interest**
3. **Open Session**
4. **To approve the Minutes of the meeting held on 19 July 2017**
5. **Matters Arising from the Minutes not elsewhere on the Agenda**
6. **Forge Close Parking issues – update**
7. **Financial Issues**
  - 7.1 **Invoices now received for payment**

Chq 100279 £120.00 (£100 + vat) Grant Thornton 2016-17 External Audit  
Chq 100280 £39.86 Waterplus water charges Beckitt Field 7.2.17 to 2.8.17  
Chq 100281 £30.00 Notts ALC, training revised Data Protection Legislation  
Chq 100282 £149.40 HMRC second quarter PAYE payment re Clerk's salary  
Chq 100283 £55.20 C Slim, office expenses to 10.09.17  
Chq 100284 £110.00 M Cooper B Field toilet block repairs  
Chq 100285 £20.00 H Clack reimbursement of costs Mower/B Field maintenance  
D/D NPower electricity charges Beckitt Field £22.47 (£21.40 + vat) 19.4.17 – 7.7.17
  - 7.2 **Financial Out-turn Statement** : Position to Date and review of Clerk's hours
  - 7.3 **Bank Mandate** completion of agreed Mandate for HSBC
  - 7.4 **2016-17 External Audit successfully completed**
  - 7.5 **Pensions** – completed a declaration of compliance with the Pensions Regulator under Pensions Act 2008
  - 7.6 **NSDC Ways to Pay** – chq payments possible through the Post Office
8. **Planning Issues**
  - 8.1 **PLA/00953/FUL Mayfield, Bathley Lane, Little Carlton**

Householder application for erection of a single storey rear and side extension, alterations to porch canopy and windows. **Approved NSDC**
  - 8.2 **PLA 17/00933/FUL Plum Tree Cottage, Bathley Lane, Little Carlton**

Householder application for proposed extension and alterations to existing cottage, demolition of existing detached garage and erection of new detached garage/office/gym/hobby room. New vehicular access location.  
SMLC Min 30. set out the PC objections to the application. NSDC advised 31.7.17 that application had been refused on the grounds of visual impact and highway safety through limited visibility from revised access.
  - 8.3 **PLA17/01405/FUL Domanci Cottage, Bathley Lane**

Householder application for proposed first floor extension over existing ground floor with single storey rear extension.
  - 8.4 **PLA16/01761/OUT Ashleigh, Gt North Road, S Muskham Revised application for the erection of up to three dwellings (previously five)** to include endorsement of agreement to engage Aspbury Planning

- 8.5 **Consultation on Planning Applications** Currently still awaiting a response from NSDC regarding the status of comments made by on behalf of SMLC which had not been the subject of consideration at a public Parish Council meeting.
- 8.6 **Amended Core Strategy Plan Document.** Response from NSDC
- 8.7 **Village Design Statement** – to receive proposals prepared by Cllrs Francis & Gill
- 9 **Beckett Field** Extension of one year agreement (to 31.7.18) for use by Cougars Youth Team on the same terms and conditions as 2016-17
- 10 **Flooding & Drainage Issues**, including Environment Agency update on outstanding concerns
- 11 **Emergency Plan**
- 11.1 Independent Electricity Supply, Village Hall, for electricity supply to Generator
- 11.2 Training with regard to Risk Assessments
- 12 **Highways & the Environment**
- 12.1 **Footpaths** update from NCC re damaged waymarkers and provision of Map awaited
- 12.2 **Briggs Scrapyard** update from NCC Planning Enforcement Office awaited
- 12.3 **STW Bad Odour** half yearly update
- 12.4 **Temporary Road Closures**
- A616 Gt North Rd, from its junction with A616 Ollerton Road Roundabout to entrance to Smeatons Lakes** : 08:00 hrs Monday 9 October to 18:00hrs Friday 3 November 2017 temporary 40mph speed restriction to facilitate bridge parapet repair works
- Trent Lane, Kelham and also Kelham Lane, South Muskham**, over the period 08:30hrs Monday 25th to 18:30hrs Friday 29th September 2017 to construct new car park access
- 12.5 **Dog Bin Provision** proposals to include two new bins at Bathley corner, Little Carlton, Junction Church/Main Street, & re-siting bin nr the Church
- 13 **Safety & Security Issues** including Awareness re. possible Burglary attempts
- 14 **Notts Minerals Local Plan**
- Tarmac : Ground water monitoring boreholes
- PAGE : Meeting & agreed Parish refund
- 15 **Church Gate**
- 16 **Correspondence Received**
- 16.1 **British Legion initiative ‘Lamp Post Poppy’ campaign**
- 16.2 **Newark Community First Aid Campaign** re Training
- 16.3 **Broadband** Consultation on design of Broadband Universal Service Obligation
- 16.4 **NSDC Parish Council Event** Monday 16 October 2017 at new Offices and including presentation from NHS Mansfield & Ashfield CCG
- 16.5 **Notts ALC AGM 15 November 2017** Guest Speaker Chief Constable Notts Police
- 16.6 **Greenwood Community Tree Planting Grants 2017-18**
- 16.7 **Public Space Protection Orders(Dog Exclusion) sites** Beckett Field & Forge Close
- 16.8 **Newark Police Station Custody Suite** correspondence from Robert Jenrick, MP.
- 17 **Matters Outstanding: Telephone Kiosk**
- 18 **Date of Next Meeting:** Wednesday 15 November 2017 at 7:30hrs South Muskham Village Hall

Signed *Christine Slim*  
Clerk to the Parish Council

15 September 2017

## Draft South Muskham/Little Carlton Parish Council

### Minutes of the Parish Council Meeting held on Wednesday 19 July 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

Also present 4 members of the public, together with Cllrs B Laughton and Mrs S Saddington for part of the meeting

24.17/18	<p><b>An Apology for Absence</b> was received and accepted from Cllr D Catanach. Cllr Mrs Walsh was also absent.</p>	
25.16/17	<p><b>Declarations of Interest</b> Subject to the following declaration of pecuniary interest under Minute 29. in respect of re-imburement of approved expenses for Cllr L Francis, no other declarations of interest were received</p>	
	<p><b>OPEN SESSION</b></p> <p><b>Manor Farm, Little Carlton.</b> Concerns had been raised at the loud demolition noise coming from Manor Farm. This had been reported to NSDC for urgent review by the Planning Enforcement Office by SMLC and also by District Councillor, Mrs Saddington. If local residents continued to suffer excessive noise, they should speak to a Parish Councillor or the Clerk (contact details are posted on noticeboards).</p> <p>Cllr Mrs Saddington reported that NSDC staff would be vacating Kelham Hall and moving into the new building – to be known as <b>Castle House</b> - at the beginning of September.</p> <p>She had met with <b>Network Rail</b> with regard to the barriers: problems caused by drivers, and pedestrians, ignoring the lights; and the traffic issues associated with delays in raising the barriers. Network Rail are reviewing the problems and would report back.</p> <p><b>Traffic Issues</b> The Chairman reported that <b>speeding along the A616 through Little Carlton</b> continued to be a problem, with little notice given to the 50mph limit. He again suggested that the siting and additional signs might help. Cllr Laughton agreed to speak to M Keeling (VIA).</p> <p><b>PLA Railway Bridge</b> County &amp; District Councillors reported on a current planning application regarding the use of land alongside the railway bridge along the B6325. The site was on land within North Muskham parish, and therefore SMLC had not been consulted, but if approved would increase the use of heavy traffic in the area.</p> <p><b>Briggs Price land along B6325.</b> Issues raised by SMLC at the March meeting regarding the apparent increased curtilage of the Scrapyard site had been raised with Highways but, to date, no response regarding the concerns raised had been received from the Authorities. Further the illegal parking of lorries opposite the entrance continued to be a daily problem, with again no perceived intervention by the authorities.</p> <p><b>Village Hall.</b> Hazel Hall wished to correct the Minutes of the last meeting with regard to the status of improved lighting in the Hall. The work had not yet been carried out, but was the next major project on the list of ongoing improvements. Replacement LED lighting was estimated to cost £2500, but long term savings in energy were anticipated. Outside financial support was being sought, including NSDC, and local funding would continue with ongoing social events being planned.</p> <p><b>Forge Close Car Parking.</b> Cllr B Laughton reported back on his discussions with the statutory authorities concerned. VIA (Highways) had set out the limits of their responsibility, including infrastructure issues: water and electricity. N&amp;S Homes had responded in particular to the suggestion to allow parking on the garage site with the news that the site was likely to be developed in the near future and it would therefore not be cost-effective for use on a short term basis. Cllr Laughton suggested that the Parish Council might wish to</p>	<p>BL</p> <p>Clerk</p>

	consider contacting VIA again to report that the PC was proposing to engage local contractors to arrange for the five bollards to be removed and for the space created to be used to alleviate the parking problem. Further, Cllr Laughton stated that he would fund such work from his Divisional Fund. (See Min 28. below)	
26.16/17	<b>MINUTES</b> <b>AGREED</b> that the Minutes of the meeting held on 17 May 2017 be approved, subject to amendment in respect of VHMC report, as a correct record and signed by the Chairman.	
27.16/17	<b>MATTERS ARISING FROM THE MINUTES</b> <b>Civic Service</b> Cllr Mrs Karen Carr reported that on behalf of the Parish Council she had attended, and enjoyed, the County Council Civic Service on 25 June 2017. <b>Grass Maintenance at the Roundabout entrance.</b> VIA had confirmed earlier in the year that it was responsible for such work, but no work had, as yet, been carried out. <b>NSDC Changes to the Payments System</b> The Clerk reported that despite three requests for more information on the changes (Min14.) no response had as yet been received.	Clerk Clerk
28.16/17	<b>FORGE CLOSE</b> The problem of car parking having been discussed under Open Session, the Parish Council now <b>AGREED</b> that <ul style="list-style-type: none"> <li>• Dropped kerbs – even if approved – would be too expensive and would not solve the problem;</li> <li>• Concern was noted that even more housing was anticipated within the Close; however no comment could be made at this stage as the planning process had not yet been initiated;</li> <li>• VIA be advised that the Parish Council was proposing to engage local contractors to arrange for the five bollards to be removed and thanked Cllr Laughton for his offer to meet such costs;</li> <li>• Notification to Forge Close residents of these proposals would take place before any work was carried out, making clear that any off-road parking was not to be at the detriment of users (especially wheel chair users)</li> </ul> <p>From the information collated to date it was clear that some of the parking problems could be alleviated with the co-operation of residents. An issue was raised by one resident regarding the regular inappropriate parking by visiting service carers, and it was agreed that a polite request should be sent to the care provider’s employers to explain the current issues.</p>	Clerk BL Clerk
29.16/17	<b>FINANCIAL MATTERS</b> <b>Invoices now received for payment.</b> The following invoices were approved and cheques made out: Chq 100274, £1345.98 (£1121.65 + VAT) VIA relating to the benches/roundabout Chq 100275, £185.20 HMRC 1 <sup>st</sup> quarter PAYE payment Chq 100276 cancelled Chq 100277 £301.35 reimbursement to Cllr L Francis, being £193.40 + VAT Whatco Group plus £57.73 + VAT Homebase in respect of materials for refurbishment work to Beckitt Field toilet block Chq 100278, £4.00 Notts ALC Good Council’s Guide to Finance & Transparency  <b>Standing Orders/Direct Debits</b> An amended standing order in respect of the monthly net payment to the Parish Clerk, in the regular sum of £199.39 per month, was approved and signed. Noted that a quarterly direct debit payment was also made to NPower in the sum of £5.41 for electricity use at Beckitt Field.  <b>Bank Mandate.</b> See Minute 14.17/18. This was reviewed in order to hopefully ease the inconvenience of the verification requirements now necessary, and a new Mandate was <b>AGREED</b> to include Cllrs Mrs K Carr, H Clack, L Francis, R Gill, and Mrs G Gilroy, together with the Parish Clerk.	Clerk to arrange
30.16/17	<b>Planning Issues</b> Since the last Parish Council meeting, the following applications had been received. In view of the time constraints, members made every effort to ensure that residents of neighbouring	

properties concerned were aware of the proposed work and forwarded the following comments for consideration by the District Planning Authority:

**PLA/00953/FUL Mayfield, Bathley Lane, Little Carlton**

Householder application for erection of a single storey rear and side extension, alterations to porch canopy and windows. **No objections raised**

**PLA17/00967/FUL Holly House, Gt North Road, South Muskham**

Alterations to Garage Block to form Annexe to Dwelling, including the formation of a new bay window. **By a majority response, No objections raised.** NSDC formal approval now received.

**PLA 17/00933/FUL Plum Tree Cottage, Bathley Lane, Little Carlton**

Householder application for proposed extension and alterations to existing cottage, demolition of existing detached garage and erection of new detached garage/office/gym/hobby room. New vehicular access location.

**By a majority response, the Parish Council objected to this application, having concerns in respect of**

- The continued development of the site. The original one bedroom single storey country cottage has been lost following a series of add-on extensions and the proposal was now to approve further alterations to create a large four bedroom property.
- Whilst raising the height to two storey may not impact on neighbours, to build 2, two-storey, buildings on such a small site is a concern.
- The change to the front of the property whilst nice, may not be in keeping with other properties nearby.
- The size of the gym, hobby room, etc is a large and ambitious extension to the property. Concerns regarding possible future use: will it become a separate dwelling at some stage/granny flat, or is it earmarked for business activities? This would raise concerns re. access and parking.

**Update on Outstanding Application PLA16/01761/OUT Ashleigh, Gt North Road, S Muskham proposed erection of up to five dwellings.** NSDC advised that any amendment to the application had not yet been received.

**Planning Applications** The Parish Council received and **NOTED** guidance received from the Local Planning Authority on the role of Parish Councils in the Consultation process. In particular this set out what information would be deemed 'material' or 'not material' by the LPA; and what applications could be delegated to Officers or otherwise for consideration by the Planning Committee. Any response from the Parish Council would in future have to include information on the make-up of the Council vote: setting out, where necessary, the numbers for/against/abstentions. In view of the tight turnaround now required for responding to applications, Cllr Gill requested that the Parish Council should again check with the Local Planning Authority the status of any comments forwarded which had not been the subject of consideration at a public Parish Council meeting.

**Amended Core Strategy Plan Document (DPD).** This document had been received after the formal PC agenda had been issued. It was **NOTED** that the document and supporting information could be viewed on the NSDC website <http://www.newark-sherwooddc.gov.uk/planreview/> however both Cllrs L Francis and Mrs K Carr had tried unsuccessfully to access the online link and the Clerk would check whether this fault was being corrected. Cllr Francis agreed to co-ordinate any comments received, and to circulate the proposed PC response for final comment and in time to be forwarded by the deadline of 5pm on 1 September 2017.

Clerk to  
chk  
progress

Clerk

Clerk  
LF

31.17/18

**FLOODING & DRAINAGE ISSUES**

**Training** regarding Road Closures had been requested, and chased by Cllr Mrs Carr.  
**Other.** Cllr Mrs Carr reported that she continued to pursue the responsible authorities with regard to outstanding issues.

KC  
KC



	<p>request for funding and in the meantime Cllr Mrs Gilroy would speak to the Church about the work and costs involved.</p> <p><b>Footpaths.</b> The Parish Council has for some considerable time been pursuing good access along all the footpaths within the Parish, with a view to making available printed maps of the paths to encourage local residents to enjoy walking along these routes. The Parish Council had been advised that problems of access on FP2 from the Bathley Lane corner along to the A616 had now been resolved. However, the post way marker at Bathley Lane needed replacing, and a similar problem had already been reported on FP1 at its access to the A616.</p>	<p>Clerk to report 2<sup>nd</sup> post &amp; chk map copyright</p>
<p>38.17/18</p>	<p><b>DATE OF NEXT MEETING</b> : Wednesday 20 September 2017 at 7:30hrs at South Muskham Village Hall.</p> <p>Meeting closed at 9.30pm</p>	