

## Draft South Muskham/Little Carlton Parish Council

### Minutes of the Parish Council Meeting held on Wednesday 17 January 2018 at 7.30pm in the Village Hall, South Muskham

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

Also present 5 members of the public, together with Cllrs Mrs S Saddington and B Laughton for part of the meeting

71.17/18	<b>Apology for Absence. None</b>	
72.16/17	<b>Declarations of Interest</b> No declarations of interest were received	
	<p><b>OPEN SESSION</b></p> <p>Mrs Hazel Hall advised on recent work carried out to the street lights in the Village and reported that the overall level of <b>lighting at night</b> was now poor and, in her opinion, unsafe – particularly for those living in Forge Close and especially the route between the bus stop and the Close. She asked the Parish Council to contact VIA with a view to having the former lights replaced.</p> <p><b>Village Hall update.</b></p> <p>Mrs Hall reported that remedial work had been carried out to reduce the ‘overhanging’ hedge.</p> <p>A grant bid for around £10000 had been submitted under the Awards for All Scheme to provide LED lighting to both meeting rooms; extend the acoustic boards into the small room; and provide a covered walkway to the main entrance.</p> <p>It was reported that as a result of poor health Judith Turner was currently not able to look after the <b>Muskham Messenger</b>. Andy Willey had kindly agreed to produce the magazine for the next few months and any items for inclusion in this useful publication should, for the time being, be sent to the following email address <a href="mailto:muskhammagazine@yahoo.com">muskhammagazine@yahoo.com</a>.</p> <p><b>Planning Issues</b></p> <p>Following recent personal involvement with the NSDC planning process, a local resident asked whether it was correct that whilst members of the NSDC Planning Committee visited sites to view properties under consideration on the agenda, there appeared to be no opportunity to take account of any views formally expressed by an objector to the application, ie. in this particular case, a neighbour. There followed considerable discussion on the overall planning process; in particular from Cllrs Mrs S Saddington and B Laughton, who had just joined the meeting. Overall, the answer to the original question posed was that only the proposed work was viewed and that objections raised by, for example, neighbours, were not sought during site visits.</p> <p><b>Local Minerals Plan.</b> Cllr Laughton gave a brief update on the current NCC position. See also Minute 82.</p>	Clerk
73.16/17	<b>MINUTES</b> <b>AGREED</b> that the Minutes of the meeting held on 15 November 2017 be approved as a correct record and signed by the Chairman.	
74.16/17	<b>MATTERS ARISING not included elsewhere in the Minutes</b> <b>Newark Healthcare Consultative Group.</b> Following Les Francis’ departure from the Council it was <b>AGREED</b> that Cllrs Mrs G Gilroy and K Walsh would represent the Parish Council on this Group.	Clerk

	<p><b>Payment of Members' Expenses</b>  This matter was raised at the end of the November meeting. Consideration was now given to a briefing note from the Clerk on the agreed legality and operation of such payments, and by a majority vote (Cllr Gill having abstained) it was <b>AGREED</b> that re-imbusement of expenses incurred by Parish Councillors, such as printing parish notices and other related parish correspondence, up to a maximum amount of £25 per annum, would be considered at the March meeting annually. A provision towards such claims would be included in the Council Budget and Financial Regulations to be amended accordingly.</p>	<p>All  Clerk</p>
75.16/17	<p><b>PARISH COUNCIL : CASUAL VACANCY</b>  As reported at the last meeting, Les Francis had resigned from the role of Parish Councillor. Information regarding the vacancy having been circulated in the Parish, the Chairman reported that two local residents had expressed an interest and were in attendance at the meeting. Both candidates provided a short presentation on their backgrounds and their interest in the role of Parish Councillor. A required ballot was undertaken, Mrs Suzanne Whitehorn received a majority vote (4:2) and it was unanimously <b>AGREED</b> to co-opt Mrs Whitehorn to South Muskham/Little Carlton Parish Council. The Clerk handed her a Declaration of Acceptance form to complete and return, together with a copy of the Council's Code of Conduct. Cllr Whitehorn would be required to complete a Member's Register of Interest form for return to NSDC. (Standing Orders &amp; Financial Regulations to follow by email.). Cllr Mrs Whitehorn's contact details are as follows: home address: Holmesdale, Gt North Road, South Muskham, NG23 6DY email address: <a href="mailto:Suzanne@Smylle.co.uk">Suzanne@Smylle.co.uk</a> and telephone contact no. Newark 923692</p> <p>On behalf of the Council, the Chairman thanked the second candidate for his interest in the position and hoped that he would pursue any further vacancy which might occur, noting that formal Local Elections would be held in May 2019. In the meantime it was very much hoped that he would be able to attend and participate during the Public Session of future Parish Council meetings. Cllr Mrs Carr added that further involvement from residents living in Little Carlton was required in respect of the Parish Emergency Plan and he agreed to be contacted in connection with forthcoming Flood Warden/Road Closure training</p>	<p>Notify NSDC  Email S/Os &amp; Fin Regs  Update Cllrs details  KC</p>
76.16/17	<p><b>FINANCIAL MATTERS</b></p> <p><b>1 Invoices for payment.</b>  The Council ratified payment of chq. 100288 in the sum of £19.97 to Waterplus in respect of est.charges Beckitt Field 03.08.17 to 01.11.17.  The following invoices were then considered, approved and cheques made out:  Chq 100289 £46.48 Mrs C Slim re. HP Products (£38.73+£7.75 vat) 1 black/1 colour ink cartridges  Chq 100290 £280.20 HMRC re 3<sup>rd</sup> quarter tax return  Chq 100291 £864 (£720+VAT) NSDC for 16 cuts to the grass at Beckitt Field  Chq 100292 £25.00 to M Cooper to supply/fit flashing to LC Noticeboard</p> <p><b>2 Bank Standing Order</b> An amended mandate was approved to take account of the changes in the terms and conditions of appointment of the Parish Clerk. (Minute 61(4) refers)</p> <p><b>3 Bank Mandate</b>  It was <b>AGREED</b> that a new Bank Mandate should now be arranged, to include all seven Parish Councillors together with the Parish Clerk.</p> <p><b>4 Probable Out turn 2017-18 &amp; Budget 2018-19</b>  A draft outline of the probable position at 31 March 2018 and likely Budget for the following year had been circulated for Members' consideration.</p> <p><b>Probable Out turn 2017-18.</b> The overall likely out-turn, suggesting a net 'profit' of £1740, was very much in line with the Budget approved in January 2017.</p>	<p>Clerk       Clerk</p>

	<p><b>Budget 18-19.</b> Many of the Council's general overheads remained the same, or were subject to an estimated 3% inflation increase. Over and above inflation, contingencies were again provided in respect of professional fees (£1000) and a general provision (£1500). Next year's Budget also included £750 towards a defibrillator to be sited in Little Carlton, and £1500 electrical supply costs for generator use at the Village Hall in the event of an emergency. The latter expenditure is currently the subject of a bid against the LIS fund (Minute 79(2) refers).</p> <p>In approving the 2018-19 Budget the Council had assessed any significant risks to achieve its objectives during the forthcoming year and was confident that it had adequate measures in place to manage any risks. A copy of the approved Budget to be attached to the Minutes.</p> <p><b>Precept 18-19 &amp; Parish Rate</b> The agreed Budget included a Precept of £10075 which would result in an increase to the annual Parish Rate for a Band D property of £1.41p per household (from £49.91 to £51.32).</p>	Clerk to advise nsdc
77.16/17	<p><b>PLANNING ISSUES</b></p> <ol style="list-style-type: none"> <li>1 <b>PLA17/01989/FUL Domanci Cottage, Bathley Lane</b> Householder application for proposed first floor extension over existing ground floor with single storey rear extension. Reconsidered by NSDC December Planning Committee and APPROVED.</li> <li>2 <b>PLA17/02187/FUL South View Farm, Little Carlton</b> householder application for erection of single storey, two storey &amp; first floor extensions to create more usable living space &amp; a first floor sun terrace, inc an internal link to the existing annexe. The application was received outside of the Committee cycle. All Members were consulted on the plans and no objections raised. NSDC were advised of such decision.</li> <li>3 <b>PLA17/01751/FUL The Byre, Bathley Lane</b> householder application for extension to existing bungalow, to comprise new master bedroom, ensuite and study. The Parish Council unanimously <b>AGREED</b> to <b>OBJECT</b> to this application on the grounds that the proposed extension was too large for the available land; it was too close (within one metre) to both neighbouring boundaries and too tall with regard to design and visual impact.  These objections were not upheld by the Planning Authority and the application was considered and APPROVED at the NSDC Planning Committee meeting 16.01.18.</li> <li>4 <b>PLA17/02007/FUL Plum Tree Cottage, Bathley Lane, Little Carlton.</b> Householder application for proposed extension to existing garage to form first floor office/hobby room and gym on ground floor. SMLC (Minute 62) supported this re-application but it was again REFUSED at the December Planning Meeting on the grounds that the dwelling was located in a rural area; and the scale, form and appearance of the development would be harmful to the character and appearance of the host dwelling and its rural surroundings; in particular, height of proposed outbuilding would be larger than that of the host dwelling.</li> <li>5 <b>PLA17/020116/FUL Garage House, Gt North Road, S Muskham,</b> Proposed Bespoke Dwelling. SMLC unanimously <b>AGREED</b> to <b>SUPPORT</b> this application, but objections were raised by the District Planning Authority. The application was therefore considered by NSDC Planning Committee (16.01.18) who endorsed the Planners objections and the application was REFUSED.</li> <li>6 <b>Consultation on Planning Applications</b> NSDC had now confirmed in writing that the status of comments made on behalf of a parish council which had not been the subject of consideration at a public parish council meeting would generally not carry the full weight of any decision made at a formal (public) meeting of the council. <b>NOTED</b></li> </ol>	

	7	<b>NSDC Planning. Training Session</b> to be held at Castle House on Monday 22 January 2018 at 2pm. <b>NOTED</b> that Cllrs Mrs K Carr, R Gill, Mrs G Gilroy and the Clerk had requested to attend. Cllr Mrs Walsh now also expressed an interest to attend.	Clerk to advise nsdc
78.17/18		<p><b>SEVERN TRENT UPDATE re BAD ODOURS &amp; FLOODING AND DRAINAGE ISSUES</b> Cllr Mrs K Carr reported on the six month progress update from STWA. Telemetry had now been discounted because of cost so site visits to check the loggers would continue for the time being. Consideration was being given to upgrading the pumping station pending appropriate validation and time.</p> <p>Cllr Mrs Carr reported that she continued to pursue a number of long outstanding issues with the Internal Drainage Board, namely</p> <p><b>Maintenance of Dykes and Drainage Channels.</b> The IDB confirmed that annual maintenance continued to be carried out. They were investigating improved IDB access off the A616 by installing a gate; any access onto private land would be subject to liaison with landowners.</p> <p><b>Bathley Hills</b> Cllr Gill had contacted the Operations Manager (again) in respect of the long held view that the creation of a restriction north of Little Carlton would allow any flood water to be contained on farm land, rather than potentially flooding homes.</p> <p><b>Stop Boards</b> Having still received no satisfactory response to concerns about the procedures in place between the IDB and ENV to deploy stop boards to alleviate potential flooding problems in South Muskham in the event of flash flooding via Bathley Hills, it was hoped that consideration could now be given to the installation of a non-return valve.</p> <p><b>Environment Agency work in Church Lane, maintenance procedures, flood embankment behind Orchard View.</b> Cllr Mrs Carr reported that SMLC were still awaiting a response from ENV on the results of clearance work, which suggested a possible collapse of infrastructure in the pipework under the embankment.</p>	KC
79.17/18		<b>EMERGENCY PLAN</b>	
	1	<b>NCC Emergency Planning and VIA Meeting</b> Cllr Mrs Carr reported that Jo Longmire had now completed the necessary training both as Flood Warden and in respect of Road Closure controls. However to be fully operational at least five more trained volunteers were required. Training was for 2-3 hours and could be carried out during the day/evening or weekends. A number of parish councillors put their names forward at the meeting together with the names of one or two local residents who had expressed an interest in such work. Cllr Mrs Carr thanked everyone for their interest; she was also pleased to report that 40 volunteers had now registered to help in the event of a flood, but it would be helpful to have a few more residents living in Little Carlton.	KC KC to contact volunteer re trng date
	2	<b>NCC Local Improvements Scheme (LIS).</b> An application, prepared by Cllr Mrs Carr, in respect of both the purchase of a Parish Generator and installation of dedicated electricity supply at Village Hall was considered and unanimously <b>AGREED</b> . Estimates had been sought with likely costs of £2077 and £1500 respectively. As agreed under Minute 76, in the event of the bid being unsuccessful the 2018-19 Budget held provision of £1500 to enable, as a minimum, the necessary electrical supply work to be carried out. A generator would then be hired in the event of an emergency. At the Public Meeting Cllr Bruce Laughton had given the necessary NCC endorsement to this bid.	Clerk to forward bid to NCC
80.17/18		<b>HIGHWAYS AND THE ENVIRONMENT</b>	
	1	<b>Footpaths</b> Update received from NCC to say that the repair work of the 3 damaged waymarker posts had been commissioned and should be carried out in the next couple of months. The formal paperwork relating to the change of route of the footpath around Manor Farm was still outstanding.	Clerk to monitor

	<p>2 <b>Speeding Issues : A616 Neighbouring parish councils working group (Parishes Against Speeding Traffic (PAST))</b> Cllr Carr had attended a joint initiative (23.10.17) to secure reduced speed limits and thus improvements for the A616. She was disappointed not to receive any feedback from the meeting but noted Cllr Laughton's comments during the Public Meeting that VIA were now involved and looking at safety restrictions along the A616.</p> <p><b>2.2 Signage</b></p> <p><b>Back to Back 50mph Repeater Signs.</b> The Chairman reported that the back-to-back repeater signs were now installed along the A616 and were effective.</p> <p><b>30mph Sign, Bathley Road, Little Carlton</b> It was <b>AGREED</b> that a request to VIA, copied to both District and County Councillors, should now be made for formal consideration to be given to moving the 30mph sign at Bathley Road further away from Little Carlton. There was no path at this point, the road was used by walkers, children, farm machinery, horses and buses, and drivers should be warned to reduce their speed before actually entering the Village.</p> <p>3 <b>Dog Bin Provision</b> The Parish Council reviewed the provision and siting of dog bins in the Parish several months ago. Following extensive correspondence and a number of site visits by both NSDC and VIA, obstacles were still being raised: location of existing Statutory Undertakers Equipment (SUEs), the width of footpaths and other highway issues, and not least the likely overall costs for the work. The Chairman therefore proposed, and it was <b>AGREED</b>, that this initiative should no longer be pursued. Draft Budget proposals to be amended accordingly.</p> <p>4 <b>Church Lane Level Crossing Closure</b> Saturday 27 January from 23:30 hrs until 08:30 hrs on Sunday 28<sup>th</sup> January inc. and again Saturday 3 February from 23:30hrs until 08:30hrs Sunday 4 February 2017 inclusive</p> <p>5 <b>Sugar Beet Factory.</b> The Chairman reported that once again problems were encountered with lorries parking illegally on the Gt North Road, causing traffic disruption, pathways blocked and problems with muddy verges and pathways. While unexpected problems might from time to time occur, it was disappointing to note that the arrangements in place with NSDC to provide parking facilities at the Lorry Park during busy times were not being followed. Cllr Mrs Gilroy reported that she had spoken to PC Crowhurst to request Police monitoring of this area, particularly during the Christmas/New Year period. Pot holes were also reported to be a problem near the main Factory entrance.</p>	<p>Clerk to write to PAST for an update</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
81.17/18	<p><b>SAFETY &amp; SECURITY</b> Cllr Mrs Gilroy reported on the Local Safer Neighbourhood Group meeting held 11 January 2018, which included reports of a number of burglaries – particularly in respect of domestic oil. A speed detector van was still in operation in the area, and Cllr Gilroy reported that volunteer Speed Watch in South Muskham would resume shortly. In this regard she mentioned once again the benefit of having a Speed Watch team at Little Carlton; PC Crowhurst would be pleased to undertake the required training, a small group of around 5 volunteers would be helpful. She would be happy to provide any interested volunteers with more information on the Scheme – telephone no. Newark 705688.</p>	
82.17/18	<p><b>NOTTS LOCAL MINERAL PLAN</b></p>	
	<p>The Chairman reported back on the meeting of PAGE held on 29 November 2017, specifically the formal engagement of Steve Simms to act as Consultant in respect of the Group's response to the Issues and Options Consultation document. This Response had now been agreed and forwarded to NCC. The total cost of the professional work involved was expected to be £830, paid on a proportionate basis by the parishes included within the Group. The Parish Council were encouraged by Cllr Laughton's comments during the Public Meeting that he had read the PAGE response and reported it to be very robust.</p>	

83.17/18	<p><b>Defibrillator</b></p> <p>Following a request raised at the last meeting, Cllrs Mrs Gilroy and Carr reported that a number of notices detailing the siting and use of the machine would be posted. Cllr Mrs Walsh agreed to be available as a back-up to inspect the machine and ensure that necessary materials were always available to use.</p> <p>The Chairman raised the possibility of another Defibrillator to be available, sited at Little Carlton. The costs were not known but understood to be in the region of £800 to £1000. Cllr Mrs Walsh offered 50% proceeds of the annual Horticultural event (last year this was over £400). The Chairman also offered his 2017-18 Allowance (£55) towards a machine. It was <b>AGREED</b> that the 2018-19 Budget be increased in this regard. Cllr Mrs Gilroy would speak to her contact about a suitable machine/supplier.</p>	<p>KC/GG KW  KW/HC Clerk GG</p>
84.17/18	<p><b>CORRESPONDENCE RECEIVED AND NOTED</b></p> <ol style="list-style-type: none"> <li>1 <b>NHS Urgent Treatment Centre for Newark</b> – drop-in event at Town Hall, Newark on Wednesday 17 January 2018 between 10am and 12 noon. Cllrs Mrs Carr and Gilroy attended this event and reported back. Information was circulated to Members and would be reported in the local Press. A number beneficial initiatives were mentioned at the session but everything depended on the necessary resources being available.</li> <li>2 <b>Review of NSDC Community Infrastructure Levy</b> revised Charging Schedule wef 1 January 2018. Information available on NSDC website at <a href="http://www.newark-sherwooddc.gov.uk/cil">http://www.newark-sherwooddc.gov.uk/cil</a> NOTED</li> <li>3 <b>NSDC Amended Core Strategy examination.</b> Independent Inspector to undertake Examination Hearings from 1 February 2018. More information available at <a href="http://www.newark-sherwooddc.gov.uk/planning/localdevelopmentframeworkldf/amendedcsdpd-examination">http://www.newark-sherwooddc.gov.uk/planning/localdevelopmentframeworkldf/amendedcsdpd-examination</a> NOTED</li> <li>4 <b>Notts ALC Training</b> proposed training sessions for Councillors and Clerks in 2018. Expressions of interest requested. If available to attend, Cllr Mrs K Carr would be interested in attending a training event on Planning and also Finance for Councillors.</li> <li>5 <b>Highways England’s Strategic Road Network Initial Report.</b> Information regarding this Report had only been received today. Cllr Mrs Carr had read the report which did highlight traffic issues along the A46/A1/A17 but was otherwise rather general in nature. The full report is available at <a href="#">Department for Transport’s public consultation on future funding on the SRN.</a></li> </ol>	<p>Clerk</p>
85.17/18	<p><b>MATTERS OUTSTANDING not otherwise reported at the Meeting</b></p> <p><b>Telephone Kiosk</b> Cllr Mrs Walsh reported that she was still waiting for BT to process the necessary paperwork.</p>	
86.17/18	<p><b>ANY OTHER MATTERS RAISED AT THE END OF THE MEETING</b></p> <p>Cllr Mrs Whitehorn was concerned at the persistent problem of rubbish being left in the lay by along the B6325, leading out of South Muskham. This had been a perennial problem with NSDC reluctant to provide bins, as any were immediately removed. However the District Council would attend to any reports of fly tipping. On this occasion Cllr Whitehorn reported that most of the rubbish had now blown away.</p>	
85.17/18	<p><b>DATE OF NEXT MEETING</b> : Wednesday 21 March 2018 at 7:30hrs South Muskham Village Hall</p> <p>Meeting closed at 10:05 pm</p>	

## Budget 2018-19 agreed 17 January 2018

	Actual 2016-17	Budget 2017-18	Likely costs	Budget 2018-19
<b>Administration</b>				
Clerk's Salary inc PAYE	3105	3140	4120	4230
Clerk's Related Costs inc Training	125	250	250	250
Chairman's Expenses	55	55	55	55
Admin Expenses General	200	185	225	400
Use of Village Hall	90	100	100	115
Subscriptions	180	190	185	200
Insurance	290	310	300	325
Audit	100	100	100	0
Accountancy Fees	180	180	180	200
Local Elections	0	0	0	0
<b>Maintenance</b>				
Beckett Field & Pavilion	650	2500	1650	2500
Income	-100	-100	-100	-100
Dog Bins Maintenance	85	90	90	100
Internal Drainage Board	10	10	10	10
Gen Improvements inc Kiosk/Bench	200	1500	1280	500
Less earmarked £1200		-1200	-1200	0
Kiosk				200
less earmarked £200				-200
<b>Other</b>				
Financial Aid	110	500	100	500
Safety Issues inc Debrib.	0	250	150	1000
Electricity Supply re Generator				1500
Mineral Extraction	0	1000	200	500
Prof Fees Contingency	625	1000	350	1000
General Contingency	0	1500	0	1500
<b>Expenditure</b>	<b>5905</b>	<b>11560</b>	<b>8045</b>	<b>14785</b>
<b>Precept</b>	<b>-9500</b>	<b>-9785</b>	<b>-9785</b>	<b>-10075</b>
<b>Adj paid changes Tax Base calc.</b>	<b>-160</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Loss/(-Profit)</b>	<b>-3755</b>	<b>1775</b>	<b>-1740</b>	<b>4710</b>