

**SUBJECT TO RATIFICATION AT THE 8<sup>th</sup> FEBRUARY 2021 PARISH COUNCIL MEETING**

**Minutes of the North Muskhams Parish Council virtual meeting held on Monday, 11<sup>th</sup> January 2021**

**Present:** Councillor I Harrison, in the Chair  
Councillor S Dolby  
Councillor Mrs Fletcher  
Councillor N Hutchings  
Councillor D Saxton  
Councillor M Talbot

**Together with Councillor Mrs Saddington and two members of the public**

**NM271-20 Apologies for absence**

An apology for absence was received and accepted from Councillor Beddoe.

**NM272-20 Declarations of interest**

It was AGREED that any declarations of interest would be stated by Members as required during the meeting.

**NM273-20 Minutes**

The minutes of the Parish Council Meeting held on Monday, 14<sup>th</sup> December 2020 were accepted as a true and correct record.

**NM274-20 Update on Issues**

Members received and noted the updated issues document, attached to the minutes as Appendix 1.

It was agreed that items 4, 5 & 6 be removed. Item 7 was on the agenda for consideration later.

**NM275-20 Public 10 Minute Session**

No questions were raised.

One resident was present specifically to discuss the allotments and green-hub item. It was AGREED that the resident contribute to the meeting during that item.

**NM276-20 District Councillor Session**

Councillor Mrs Saddington again reminded Members that the brown bin collection service was now monthly. Residents would need to consult the website to determine their collection date.

The Chair expressed his concern at the lack of information being received regarding the rollout of the COVID-19 vaccinations. It was understood that the Newark Showground was to be used but no information had been issued on when that would be opening.

The Chair considered that the District Council, Nottinghamshire County Council and Nottinghamshire Health Trust should work together to get one message out on when the vaccinations would be available to the community. It was noted that some people had received a vaccination at Kings Mill Hospital, but the Government had stated that no-one should have to travel more than 10 miles to receive the vaccine.

Councillor Mrs Saddington was asked to raise the issue urgently and report back to the Parish Council.

The Chair referred to the number of potholes between South Muskham and the A1 roundabout, there were currently 32, some of which were large. Drivers were veering into the opposite carriageway to avoid them. They had been reported on the portal but Councillor Mrs Saddington advised that Councillor Laughton should also be contacted direct to raise the issue with Via.

There was a concern about recent bonfires at The Willows, Main Street, which had generated a lot of smoke in the village. Complaints had been received from residents on Mackleys Lane who had been impacted by the nuisance. Councillor Mrs Saddington to contact Environmental Health for an Inspector to visit.

**NM277-20 County Councillor Session**

No report was presented as Councillor Laughton was not in attendance.

**NM278-20 COVID 19 Pandemic**

The Chair reported that the Buddy Scheme has been busy delivering unused meals from the school to people who were shielding and unable to get out.

Newark & Sherwood District Council were co-ordinating a Winter Grant Scheme, rolling out money received from Nottinghamshire County Council which was intended to support individuals and couples who required support. The Chair had been invited to attend due to the support scheme currently in place, and was now looking for Members to ratify his decision to participate in this scheme. Food boxes would be provided through Newark Market, to a value of £30 per box. Individuals and couples could be supported three times up to the end of March 2021.

It was proposed by Councillor Dolby, seconded by Councillor Mrs Fletcher that the decision taken by the Chair to support the Winter Grant Scheme be ratified. This was unanimously AGREED.

(a) Launch of Age UK Pilot Volunteer Project - HelpMyStreet

The site was now live ([www.helpmystreet.org/northmuskham](http://www.helpmystreet.org/northmuskham))

and some volunteers had registered to provide support. The Clerk was the gatekeeper

for the initiative and confirmed that support had been given via the telephone, but none had been received through the website. The site to again be promoted via the Muskham Messenger.

**NM279-20** Planning

(a) **Decision Notice – 20/01730/FUL – 7 Eastfield, North Muskham - Single storey and first floor extensions to garage including first floor balcony to the rear, new porch and new rear garden room**

Members received and noted the decision notice granting planning permission as outlined.

**NM280-20** Parish Council Matters

(a) **Local Improvement Scheme – Progress Update**

The Clerk advised that the designer had confirmed the aluminium cast plaques were now back from the foundry. The next stage would be to etch prime and fit the cast into the fabricated framework. It was anticipated that the framework and posts would be finished by the end of January. Once that stage was complete the designer would move into the final stage of painting the signs in full colour.

(b) **Parish Council Website**

The Clerk advised that a landing page had been added for the Helpmystreet initiative, with a link to the website for volunteers/requests. Once that work was complete there would be no reason why the site couldn't go live.

Members agreed that the site go live as soon as possible.

The Clerk was asked to confirm the costs for ongoing maintenance and input of the website, for inclusion in the budget.

The Chair confirmed that advertising would be considered at some point in the future, as it was not intended that the site should impact negatively on the Muskham Magazine.

Councillor Saxton referred to a meeting held with the Capturing Memories team. A new idea was proposed to capture the photographs taken during lockdown, i.e, the empty A1, Church services with the congregation wearing masks, etc. A booklet could be produced which could be sold with proceeds going to charity or to support future work of the project. A volunteer would be sought who could take on the project for a few months, perhaps someone between their A levels and degree. A link to the Capturing Memories project was included on the website.

(c) **Transfer of Community Land**

The Chair referred to recent developments in the transfer of the community land from the Transferor to the Parish Council. The original transfer was dated 4<sup>th</sup> March 2019 and appeared to include land allocated for the allotment access. However, the access track had subsequently been transferred back from NCHA to the Transferor. Verbal

enquiries of NCHA had revealed that the access track had been erroneously transferred initially, so was then transferred back. The date of this transfer was unknown.

The Council's solicitors had confirmed title of the access track sat with the original Transferor and a right of way, with agreements for services, was currently being built into the legal documentation. The Clerk to request a draft of the transfer documentation for circulation to Members.

Advice had been sought from the Planning Officer regarding the plan considered by Planning Committee which had been summarised in an email circulated to the Chair and Councillor Hutchings for information.

Detailed discussion took place on how best to proceed from this point, given that there were anomalies on the plan submitted as part of the planning process to Newark & Sherwood District Council in terms of area and also reference to the installation of a post and rail fence along the boundary.

It was AGREED that the Chair would draft a letter for submission to NCHA and Newark & Sherwood District Council to seek a written explanation of the anomalies. This would be circulated to Members and agreed at the Allotment & Green Hub Sub-Committee on Thursday, 15<sup>th</sup> January 2021.

(d) **Allotments/Green Hub**

The Allotments & Green Hub Sub-Committee had met twice and made good progress in determining the layout of the site, plot sizes and the tenancy agreement. Councillor Hutchings had prepared a sliding scale pro-rata to size of the plots, based on 49p per square metre. A maximum rent of £50 had been agreed, with a deposit of £50 per plot. This was comparable to rent charged by Newark Town Council. Norwell charged between £25-£30 but plot sizes were smaller.

A pre-application advice would be submitted to Newark & Sherwood District Council to seek clarification on whether or not permission was required.

An R&R fund of £1,250 was proposed as part of the budget process, with expected income from the plots of between £700-£800.

At this stage the Chair invited the interested resident, Mrs Jackson, to share her experience of having an allotment and whether there were any matters the Parish Council had not yet considered for the site.

Mrs Jackson referred to the benefits of having an allotment in terms of fresh produce and the community experience that builds on the site. The North Muskham site is a blank canvas and it had been quite daunting to see the size of it. It was important to get the walkways right between the plots, and to ensure they are not reduced in size over time. If trees were planted, fruit trees would be best so they were of benefit to members.

Water was a problem at Norwell as it had to be fetched from the dyke, so good that water was being provided. Produce couldn't be grown for sale, but could be swapped between members.

Composting was done on individual plots at Norwell but as the North Muskham site was starting out a communal compost area could be provided which, if run properly, shouldn't smell at all so wouldn't be a nuisance to the adjoining properties.

Councillor Hutchings confirmed that six garden refuse bins and a communal compound for compost had been included in the plans. Plus space for skips to be used at the end of season.

The Chair advised that advice was being sought from Newark & Sherwood District Council regarding sustainability and ecology to make the site as sustainable as possible.

Water would be supplied in clusters for easy accessibility from plots, but pushdown compression taps would be installed which would not allow hosepipe attachments.

Councillor Talbot asked if specifications for garden sheds would be included within the tenancy agreement. Councillor Mrs Fletcher responded that there were very specific obligations included in terms of height, size and materials. The tenancy agreement and guidance notes would be circulated to Members once agreed by the sub-committee.

The Chair thanked Mrs Jackson for her comments and extended an invitation to her to attend the next Sub-Committee meeting on Thursday, 15<sup>th</sup> January 2021.

The Chair referred to the funding for the site. Set up costs were just under £12,296, 50% of which met by a grant from the Parish and Town Council Initiative Fund. The Chair proposed that the balance be met from the balance of CIL funds (£4,089), the gravel defence account (£1,538) as the Nottinghamshire Minerals Local Plan was now in place for 20 years, balance of the transparency fund (£515) and £6 from reserves.

Councillor Hutchings proposed the Chair's proposals be accepted, seconded by Councillor Talbot. This was AGREED unanimously.

Prior to consideration of this next item, Councillor Talbot declared a pecuniary interest and withdrew himself from the meeting.

The Chair referred to the need to instruct a contractor to install services and the post and rail fencing (area to be determined). Electricity supply had been removed due to the cost of installation.

Two quotations had been received, one in the sum of £10,509 from Drakehouse Properties, the other from Talbot Builders in the sum of £9,489. Councillor Hutchings proposed that the cheaper quotation received from Talbot Builders, in the sum of £9,489 be accepted, seconded by Councillor Dolby. This was unanimously agreed.

An Allotment Sub-Committee was agreed for 7pm on Thursday, 12<sup>th</sup> January to finalise the tenancy agreement.

## **NM281-20** Environmental & Community Issues

### (a) **Skatepark and Play Area Update**

There was little to report on these two areas. When looking at the budget the Chair referred to including an ongoing R&R fund which would be added to on an annual basis.

### (b) **Play Area Extension Quotations**

The Clerk had circulated two of the expected three quotations; one from Kompan, the other from Proludic. The third from HAG SMP was expected later in the week and would be circulated to Members on receipt.

Following receipt of the third quotation, it was AGREED that the Clerk liaise virtually with the fundraising committee and Jude Andrews and process a grant application.

## **NM282-20** Highways

### (a) **Highways Log**

Members received and noted the highways log.

The Clerk confirmed that the pothole outside the Church on Main Street had been reported.

Councillor Hutchings confirmed that the potholes on Waltons Lane and Great North road had opened up again. The Clerk to check the portal to ensure they are reported.

### (b) **A46 Dualling Response**

The Chair noted that it was important for residents to ensure their comments and preferences were submitted to Highways England. The closing date for responses was 2<sup>nd</sup> February 2021. The Clerk to post on the Muskham Messenger again to remind residents.

It was agreed that a specific response should be submitted from the Parish Council which the Chair would formulate for circulation to Members prior to submission. It was agreed that Option 2 appeared to be the best option for the village, as Option 1 would cause further issues.

(c) **Road Closures:**

- **Norwell Level Crossing, Vicarage Lane – 22<sup>nd</sup> to 23<sup>rd</sup> January 2021**
- **Bathley Lane Level Crossing – 29<sup>th</sup> to 30<sup>th</sup> January 2021**

Members received and noted information regarding the level crossing closures in January.

(d) **Mirror for Crab Lane Corner**

The Chair advised he had not had opportunity to speak to the landowner as yet.

**NM283-20** Financial Matters

(a) **Accounts for payment:**

The Chair referred to the accounts for payment. It was AGREED unanimously that the following accounts be agreed for payment:

- Clerks wages – December - £255.70
- Payment to HMRC for Clerks wages – December - £63.80
- Village Handyman – December - £153.89
- N Hutchings Architect – Play Area Extension Plan - £35.84
- GMS Marketing – Ultra AX Spray - £19.80

(b) **To note any Receipts:**

There were none.

(c) **Financial Report to 31<sup>st</sup> December 2020**

Members received and noted the financial reports as at 31<sup>st</sup> December 2020.

The Chair noted there was an underspend on a number of budget lines, especially the Village Handyman. The Clerk confirmed that this was due to the handyman not working during the first three months of the financial year due to COVID-19.

(d) **To consider the 2021-22 Budget and determine the Precept**

The Clerk referred to version 2 of the draft budget circulated after discussion with the Chair. A 1.5% increase had been applied across some of the budgetheads, and a separate R&R budgethead had been created. The Clerk noted there had been some savings during 2020-21 as all meetings had been held remotely, and there had been no additional charge for waste disposal at the MRCC.

Alternative quotations were being sought for insurance as the Parish Council were now out of the three year tie in previously agreed with Norris & Fisher.

After discussion the following amendments were agreed:

- Increase Dog Waste Collection to £580
- Reduce Village Handyman budgethead by £300 and move to Skatepark R&R
- Remove £600 Miscellaneous Expenditure under Miscellaneous Community Expenditure and move £300 to Play Area R&R and add £300 to Mower Repairs and renewal Fund

- Remove £300 from Section 137 and put to a R and R fund for Asset Management

The Precept for 2020-21 was set at £17,270, an increase of £1,000 on 2019-20. If a 1.5% increase were applied, the Precept would rise to £17,529. Additional receipts would be the £1,500 annual donation from the MRCC towards the PWLB loan, and in 2021-22 there would also be receipts from the allotment tenancies, expected to be £800. If a 1.5% increase were applied, the Band D tax rate would be £43.53.

The Clerk had circulated a breakdown of the balances in all other accounts held by the Parish Council, outlining the amounts held in reserves. During the financial year the account held at the Nottingham Building Society had been closed, with funds deposited into the Community Reserve Account. In terms of unallocated reserves, a sum of £12,297 was currently available, which was quite low. The advice of audit was that reserves held should amount to one years expenditure.

It was noted that an amount of £1,365 was held in allocated reserves for the defib, and the balance of the COVID-19 grant of £2,106 was currently not shown within the budget.

The Chair recommended that the COVID-19 grant balance be included within reserves and the defib fund be moved to uncommitted reserves. This was AGREED by Members.

One further item to include would be to set aside funds for a community event once the pandemic was over to thank people who had come together to support the village. A sum of £1,500 was proposed

It was proposed by Councillor Saxton, seconded by Councillor Talbot, that the recommendations by the Chair to:

- make the amendments to provide ongoing R&R funds for the 4 areas agreed
- move the items outlined in the draft budget version 2 from allocated reserves to be the Council's contribution to the Parish & Town Council Initiative Fund for the Allotments/Green Hub
- remove the defib fund in the sum of £1,365 to unallocated reserves
- include the COVID-19 fund balance of £2,106 within the budget as unallocated reserves

be AGREED.

This was unanimously supported.

#### **NM284-20** Correspondence

- (a) **Decision Notice - 20/02320/HOUSE – 8 Eastfield, North Muskham – Rear extension to attached garage; Creation of ensuite over garage by extending roof of dwelling and insertion of two velux roof lights**

Members received and noted the decision notice granting planning permission as outlined

(b) **Decision Notice - 20/02413/HOUSE – Cromwell Lodge, Ferry Lane, North Muskham – Erect front porch**

Members received and noted the decision notice granting planning permission as outlined.

**NM285-20** Date of Next Meeting

Next scheduled meeting will be Monday, 8<sup>th</sup> February 2021

**NM286-20** Exclusion of the Press & Public

It was AGREED to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) during the consideration of the following item of business as publicity would be prejudicial for the public interest because of the confidential nature of the business to be transacted

**NM287-20** • Financial Interest

The meeting closed at 9pm.