

**SUBJECT TO RATIFICATION AT THE 11TH MAY 2020 PARISH COUNCIL MEETING**

**Minutes of the North Muskham Parish Council virtual meeting held on Monday, 6<sup>th</sup> April 2020**

**Present:**        **Councillor I Harrison, in the Chair**  
                      **Councillor P Beddoe**  
                      **Councillor S Dolby**  
                      **Councillor N Hutchings**  
                      **Councillor D Jones**  
                      **Councillor D Saxton**

**NM145-20 Apologies for absence**

There were none.

**NM146-20 Declarations of interest**

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

**NM147-20 Minutes**

The minutes of the Parish Council Meeting held on Monday, 9<sup>th</sup> March 2020 were accepted as a true and correct record.

The Clerk confirmed that all the free trees received from Newark & Sherwood District Council had been collected by residents for planting.

The drains on the A1 roundabout had again been logged with highways, with all previous reference numbers provided so a trace on work could be made. Confirmation of what works had undertaken had been requested.

**NM148-20 Update on Issues**

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

It was AGREED that, subject to a small amendment, the Clerk advertise the Casual Vacancy to be filled by co-option.

**NM149-20 Public 10 Minute Session**

There had been two issues submitted to the Parish Council from members of the public for consideration.

The Capturing Memories co-ordinators had provided an update on the position with the project. A copy had been circulated to Members for information.

An email trail from a resident regarding North Muskham Footpath 1 and Network Rail had been circulated to Members for noting. The Clerk confirmed that the Rights of Way team at Nottinghamshire County Council were aware of the situation and were liaising direct with the

resident, with the Clerk copied in for information.

**NM150-20 District Councillor Session**

No report was presented. Cllr Mrs Saddington had been updating the village on a regular basis during the lockdown.

**NM151-20 County Councillor Session**

No report was presented.

**NM152-20 COVID 19 Pandemic**

(a) MRCC Financial Impact

The financial impact on the MRCC would be significant, as there was currently no income. The Chair understood that, with reserves, the centre could continue for six months.

The Clerk was asked to keep an open dialogue with the trustees on the financial situation.

The Chair queried when the invoice to the MRCC was issued for the contribution towards the Public Works Loan Board loan (PWLB). The Clerk advised it was around July, but could be issued at a time during the year. The PWLB Loan was paid in two halves, April and October.

(b) Village Impact

The Chair reported that the buddy scheme, co-ordinated by Andy Willey, had been running in the village for 3 weeks. There were 57 buddies, with 41 clients being supported (approximately).

Newark & Sherwood District Council and Nottinghamshire County Council were distributing essential foods to those with health conditions and who were unable to look after themselves. The scheme were aware of some residents in the village who were on their own. The Chair asked if Members were aware of any residents in this position, who may not have come forward, to let the co-ordinator know. A delivery of community food had been received from Waitrose, which had been divided in to 4 individual parcels and distributed. The Clerk advised it was not clear if this was a one-off or if further donations would be received.

The Chair confirmed that a £7,000 grant had been applied for from the COVID 19 Community Fund established by Nottinghamshire County Council. A hardship fund of £100 had been included in the calculations, and some travel reimbursement for the buddies.

The closures of the play area and skatepark had been respected, with no damage to the signage or barrier tape reported.

An effective prescription delivery scheme had been introduced with the help of a resident.

It was noted that, unfortunately, fly tipping appeared to be increasing with tipping recorded in North Muskham and Bathley. Any tipping to be registered on the District Council's website as soon as it is noted.

The Clerk confirmed that the Village Handyman was in the self-isolation category so not at work. Contact was being maintained with him for support.

Councillor Saxton confirmed that, in line with direction received from the Church of England, the church was closed and would remain so until further instructions were received.

#### **NM153-20 Planning**

- (a) Decision Notice – 20/00285/TPO – 22 The Grange, North Muskham – Undertake works to Tree protected by TPO 96 W1 Under 5 day exemption – work to reduce the branch back to relieve the weight on 1 No. Oak tree

Members received and noted the decision notice.

- (b) Determination of Asset of Community Value

Confirmation had been received that the application to continue the registration of the Muskham Ferry Inn as an Asset of Community Value had been determined. The asset met the test set out in Section 88 (1) of the Localism Act and would continue to be on the register for a period of 5 years.

#### **NM154-20 Parish Council Matters**

- (a) **Local Improvement Scheme – Application Outcome – Village Gateway Signs**

An amended design, where the diamond had been removed from around the barrel, had been circulated to Members for information. Members AGREED to this design, which the Clerk would now progress to the next stage with the designer.

The permission document had been received from Via for the two positions previously agreed with Members on the placement of the signs. The Clerk would progress this with Via.

Funds would also be requested from the Local Improvement Scheme as 50% of the cost was now due to the designer.

- (b) **Arrangements for Annual Parish Meeting and Annual Meeting of the Parish Council**

The Clerk referred to information circulated by the National Association of Local Councils regarding ongoing dialogue with the Government on the draft Local Authorities (Coronavirus) Flexibility of Local Authority Meetings) (England) 2020.

The Clerk would keep Members updated on the situation, particularly with regard to the arrangements for the Annual Parish Meeting and Annual Meeting of the Parish Council.

- (c) **Parish Council Website**

The Clerk was asked to pursue a firm price to develop a combined village website and ongoing maintenance from Nick Noot-Davies. It was envisaged that it would include all organisations and local businesses, with a small fee for a listing on the site, but with responsibility for their own content. The Clerk confirmed that the Parish Council owned the domain name [www.northmuskhamvillage.co.uk](http://www.northmuskhamvillage.co.uk).

## **NM155-20** Environmental & Community Issues

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

The Clerk advised that the Play Area Fundraising Committee were unable to progress at the moment as quotations from two companies had been put on hold because of the COVID 19 lockdown. They were looking to apply to the FCC Community Action Fund but may be unable to meet the deadline of 3<sup>rd</sup> June. In terms of amounts raised, it had been confirmed that there was approximately £5,130 held, with potential for a further £1,000.

The Clerk was asked to liaise with the MRCC regarding the area of land included and also on assisting with the funding application. The committee to be advised that the Parish Council would need to see any quotations, to include detail of the equipment proposed, prior to any funding application being submitted.

Councillor Beddoe spoke to the email that had been circulated to Members for information, which included three proposals put forward by Boardroom Skateparks Ltd. Unfortunately, a further visit to further review the remedial work required had not been achieved before the lockdown. The skatepark continued to be closed until such time as a way forward could be achieved.

A meeting had been held on site with a Newark based charity who would like to assist. Councillor Beddoe had also had offers of fundraising to support the repairs which could not be progressed due to the lockdown.

The Chair confirmed that there was now £1,000 in the skatepark budget as the Parish Council entered the new financial year. It was suggested that an application to the WREN Community Fund might be supported and the Clerk was asked to liaise with Jude Andrews to establish if she would be prepared to work with Councillor Beddoe to progress any application.

### **(b) Affordable Housing Development & Community Land**

The Clerk had sought an update from NCHA on the situation with the development, in terms of its completion and when houses would be occupied. A response was awaited and would be circulated to Members once received, however, the District Council had confirmed that the scheme had been completed and handed over before lockdown would have closed work. It was understood that lettings were presently on hold. The Chair confirmed that a welcome pack had been delivered to each house for when they were occupied.

Members had been to look at the Community Land behind the development. The Parish Council had six months to confirm if it wished to pursue the transfer.

The Chair had liaised with the Parochial Church Council regarding the requirement for future grave space. While not considered necessary for up to 20 years, there may come a time when there would be a need. Members discussed using the land for allotments, but with tenants being asked to sign up to an agreement, which could be terminated on notice of six months, should grave space be required. All Members would be happy with that approach.

It was AGREED that the Clerk progress the transfer of the land to the Parish Council.

**NM156-20** Highways

(a) **Highways Log**

Members received and noted the highways log. Councillor Hutchings asked for the potholes on Great North Road to be added to the log.

The Clerk advised that confirmation had been requested, but was still awaited, regarding the resurfacing of Main Street once the development was complete.

**NM157-20** 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 – March- £248.88
- Payment to HMRC for Clerks wages – March- £62.22
- Village Handyman – March – £96.99
- NSDC – Dog Bin Emptying - £325.44
- J Saunders - Canes & Tree Cones - £24
- Ian Harrison – ESET Security - £59.93

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

There were no receipts to note.

(c) **Financial Report to 30<sup>th</sup> March 2020**

Members received and noted the financial report as at 30<sup>th</sup> March 2020.

(d) **Arrangements for the Annual Governance and Accountability Return 2019/20 Financial Year**

The Clerk advised that, at the moment, the dates for approval of the accounts by full council remained at no later than 29 June, published before 1 July to comply with the public rights period, and published by 30<sup>th</sup> September.

However, the National Association of Local Councils was currently engaging with the Ministry of Housing, Communities and Local Government on whether these deadlines could be extended given the additional workload during the COVID 19 pandemic.

(e) **To Appoint an Internal Auditor**

The Clerk advised that confirmation was awaited from the Council's Internal Auditor on whether they could undertake the inspection for the 2019/20 financial year.

**NM158-20** Correspondence

There was nothing to consider.

**NM159-20** Date of Next Meeting

11<sup>th</sup> May 2020

The meeting closed at 7.44pm

