

**SUBJECT TO RATIFICATION AT THE 14<sup>th</sup> DECEMBER 2020 PARISH COUNCIL MEETING**

**Minutes of the North Muskham Parish Council virtual meeting held on Monday, 9<sup>th</sup> November 2020**

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

**Together with Councillor Mrs Saddington, County Councillor Laughton and a member of the public**

**NM238-20 Apologies for absence**

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

**NM239-20 Declarations of interest**

Councillor Hutchings declared a personal and prejudicial interest in agenda item 3, minute number NM230-20, and would withdraw from the discussions during consideration of that minute.

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

**NM240-20 Minutes**

The minutes of the Parish Council Meeting held on Monday, 12<sup>th</sup> October 2020 were accepted as a true and correct record.

**NM230-20 – Planning – 7 Eastfield**

The Clerk confirmed that comments had been submitted to Newark & Sherwood District Council following the site meetings made by Members. While it was agreed that the application be supported Members had asked the planning authority to mitigate the concerns of neighbouring residents and seek a reduction in the ridge height.

It was also requested that the concerns expressed regarding the potential lack of privacy from the rear balcony be considered, and that the visual impact of the garage to the front be assessed.

The Planning Officer had forwarded a revised application which had been circulated to Members prior to the meeting, together with the link to the previous application. However, it was recognised that Members would not have had time to consider the new proposals.

After discussion it was AGREED that, in order to give Members due time to consider the alterations received prior to the meeting, a separate meeting be held on Wednesday, 11<sup>th</sup> November at 6.30pm to determine the Parish Council's response to the amendments. Councillor Hutchings would not be present at this meeting.

**NM241-20 Update on Issues**

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

The Chair asked that the request for a mirror on Crab's Lane be added to the issues document. The Clerk would progress the position of a sign on private land with the owner. The installation of these mirrors were not supported on the Highways.

**NM242-20 Public 10 Minute Session**

A question was asked regarding the process for applying for allotments once the site was ready for occupation. The Chair advised this would be covered under agenda item 6(a).

**NM243-20 District Councillor Session**

Councillor Mrs Saddington advised that there was very little to report, other than confirmation that she had now been appointed to the District Council's Planning Committee.

The Chair asked whether the current lockdown had affected the bin collections. Councillor Mrs Saddington confirmed that collections were being made in accordance with the schedule. There was no change.

(a) Outcome of Application to Parish and Town Council Initiative Fund – North Muskham Allotments & Green Hub

The Clerk confirmed that she had received verbal confirmation from the District Council that bid submitted by the Parish Council had been fully supported. Written confirmation was awaited which would be circulated to Members once received.

The bid would provide 50% of the costs for doing the works, minus electricity which was too expensive, and would allow the project to move forward. The Chair confirmed that a further grant of around £900 from Viola had been received which would provide the shed.

The Clerk was progressing the transfer of the community land with the council's solicitor and the current owners. There was no indication yet of when the transfer might be complete. Members asked that the Clerk seek a time estimate for completion given that early occupancy would be required to suitable allow preparation time for occupancy in early spring.

In terms of when plots would be available, the Chair advised that until the land was transferred and the outcome of the bid was formally confirmed it was difficult to advise a timescale. The land should allow for up to 20 plots.

The Clerk confirmed that the transfer would include the right of way over the track and wayleave agreements for the utilities.

Confirmation to also be sought from the owner to clarify whether a right of use can be applied to any of the adjacent land.

The Chair confirmed that advice had been sought from Newark Town Council regarding terms and conditions for allotment agreements. It was anticipated that an annual rent of £40 would be charged, but not yet confirmed. Expressions of interest had already been received from a number of residents, although there had been no formal advertisement, neither would there be until the transfer of the land was complete.

The Chair asked for advice on when the land needed to be ready if people wanted to have a crop on their allotment in 2021. The latest for it to be ready would be early Spring as that's when cultivation would need to start. The owner had confirmed he would prepare the land.

After discussion it was AGREED that a further site meeting, to include the owner, be arranged once transfer had been completed.

#### **NM244-20 County Councillor Session**

County Councillor Laughton advised that the pandemic was having a big impact on the County Council, with in the region of £56m being spent on COVID already. Going forward it was likely that there would be changes to service delivery due to the impact of COVID-19.

The County Council, and Police & Crime Commissioner Elections were due to be held in May 2021, but this would depend on what happened over the next three months.

##### **(a) Main Street Surfacing**

County Councillor Laughton confirmed that Network Inspectors had inspected the surface of Main Street twice and provided an update prior to the meeting.

The priority system was still in place and Councillor Laughton had asked for Main Street to be placed on the list for a full resurface. It was too badly deteriorated for micro-asphalting. The pandemic continued to be a challenge for Officers who were working from home and not having regular contact with residents.

The Chair confirmed that Members would welcome Main Street being put down as a priority.

##### **(b) Footpath No 14**

The Clerk advised that a resident had expressed concern at the condition of FP14 which ran in front of the dairy farm. A photograph had been circulated to Members prior to the meeting.

An email had also been posted on the Muskham Messenger with the same concerns.

County Councillor Laughton advised that he would take the matter up with the Rights of Way team.

#### **NM245-20 COVID 19 Pandemic**

- (a) The Chair confirmed that, with the introduction of the second lockdown, the buddy scheme had been reactivated. All houses in the village had been leafleted, outlining the services

offered by the buddy scheme and also including the offer of assistance with food packages and signposting to other services, including mental health.

Funds were still available from the grants received earlier in the financial year so it was not considered necessary to apply for anything further.

The Chair noted that it was relatively good news about the vaccine but it would be 2021 before anything substantial was seen in the community. There was an increased rate of infection in the village.

The Clerk advised that gatherings in the play area had not been reported recently. The increased rate of infection had perhaps impacted on these, together with the change in weather and also the visible presence of the PCSO at the end of school time. No further concerns had been raised by the school.

#### Age UK Pilot Volunteer Project

The Chair referred to a Zoom meeting held with Age UK, a representative from Helpmystreet and a resident, John Gray, to discuss the pilot project in more detail. The meeting had been useful in identifying how the platform worked, and how identity was checked through the YOTI programme.

The Chairman had spoken to the co-ordinator of the buddy scheme and that it was agreed that it was possible for two schemes could run together initially, with the Age UK project taking over when the COVID-19 pandemic had passed and the buddy scheme disbanded. The advantage of the Age UK scheme was that anyone could access it and register for help or to volunteer. There would be a requirement, certainly initially for a co-ordinator, which could be undertaken by the Clerk. Mr Gray would be happy to provide data and information but would not want to undertake the co-ordinator role.

The Clerk advised that details of a webinar had been received, organised by the company behind Helpmystreet which may be beneficial for Members to understand how the scheme worked as it focused on that introduced in Ruddington. Details would be circulated to Members for information.

The Age UK pilot ran out at the end of March and the organiser wanted us to go live before Christmas.

#### **NM246-20** Planning

- (a) **Decision Notice - 20/01325/TPO – Georges Cottage – Various tree works**  
Members received and noted the decision notice outlining various tree works at Georges Cottage.

#### **NM247-20** Parish Council Matters

- (a) **Casual Vacancy**  
The Clerk confirmed that the Casual Vacancy had been advertised. If the Returning Officer doesn't receive a written request to fill the vacancy by election by Monday, 16<sup>th</sup> November,

the Parish Council can proceed with co-option.

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

The latest update from the designer had been circulated to Members for information. Members were happy with the design which would now be sent to the foundry. Members would be advised as soon as it was confirmed the new signs were complete and ready for installation.

(c) **Community Shop**

The Chair advised there was nothing to report on this project. It was noted that the Ferry Inn was closed, with the expectation that it would re-open on 3<sup>rd</sup> December.

(d) **Parish Council Website**

The Clerk advised that organisations had been given a deadline of 30<sup>th</sup> November 2020 to provide information for the website. After that date the designer would be asked to provide an updated link to the site which could be circulated to Members, and the site could go live.

The Chair referred to concerns raised by the organisers of the Muskham Magazine regarding the loss of income if advertisers moved away from the magazine to the village website. Councillor Talbot explained that the magazine was free to every household in North and South Muskham, Bathley and Little Carlton, and was self-funded from the advertising revenue. It had been suggested that if someone advertised in the magazine, free coverage would be given to them on the website. This would give added value to the magazine. If the website picked up any additional advertising a donation would be made to the magazine. It was not the intention to poach advertisers from the magazine.

If it was possible for the magazine to be produced as an online version, this could be linked into the website. The Clerk would liaise with the Editor to discuss in more detail and to offer reassurance regarding advertising revenue.

(e) **Section 130A Land – Licence to Parish Council**

The Clerk confirmed that the contractor would cut the hedge shortly. A price of £270 plus VAT had been agreed.

(f) **Transfer of Community Land**

This item had been covered under minute no NM243-20(a).

(g) **Remembrance Sunday Review**

The Chair extended thanks to everyone who had attended the limited commemorations for Remembrance Sunday. The Clerk was asked to extend the thanks of the Parish Council to Reverend Hadley and Mr Willey for organising the service, and Chris Lawrence for taking photographs.

(g) **Christmas Tree & Carol Service**

After discussion Members AGREED that there could be no community Carol Service this year, which was normally held when the Christmas Tree lights were switched on. The Christmas Tree would be put in place as normal, and the Parish Council would look to expand the Christmas decorations in the village by identifying strategically placed trees to light, with co-operation of the owners.

The Chair advised that an application for grant funding had been made to Western Power who were looking at supporting small communities in the run up to the Festive season. A sum of £1,500 had been applied for to support the provision of 150 community meals, which would be delivered by volunteers, and additional Christmas lights to extend them into the community.

The Chair agreed to contact Martin Whalley to ascertain if a tree was available, if not an alternative source would be required. It was noted that John Miller at Kelham could have trees available and that if required she would contact him.

An installation date of Saturday, 28<sup>th</sup> November was AGREED. This would still be during lockdown so the number of volunteers would need to be limited to 4 people with safe distancing in place.

The Clerk would arrange for the lights to be pat tested prior to installation.

An email had been forwarded to Members outlining an initiative the Methodist Church would be promoting for Christingle as a service couldn't be held. The Chair referred to a living advent calendar event that was being considered by St Wilfrid's Church. No further details were known but the Parish Council would support both initiatives wholeheartedly, as long as they were COVID-19 safe.

**NM248-20 Environmental & Community Issues**

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

The Clerk referred to a report made by the Village Handyman regarding a punch hole made on the roundabout side of the skatepark. Photographs had been circulated to Members in advance of the meeting.

It was AGREED that the Village Handyman be asked to replace the piece with materials from the container.

In terms of the play area, Councillor Hutchings confirmed that the extension of the area had been discussed at the MRCC Committee meeting and trustees were content with the plan.

The Clerk confirmed that the three companies who had provided a quotation previously had been contacted and advised of the new area. Site meetings had been held with two, with one revising remotely. One revised quotation and layout had been received, with the rest expected in the next couple of weeks.

When all quotations there would need to be community engagement before a bid could be submitted to WREN. Given the current situation engagement would need to be online.

The Clerk was asked to update the fundraising committee of the present situation.

(b) **Capturing Memories**

A post on the Muskhams Messenger had been forwarded to Members for information. A further, direct, update had been received, which would also be forwarded to Members.

**NM249-20** Highways

(a) **Highways Log**

Members received and noted the highways log as circulated.

The Clerk confirmed that a complaint had been received from a resident regarding a pile of blocks on Main Street. This had been logged on the portal, but also reported direct to the Network Inspector.

(b) **Footpath No 14**

This item had been covered under minute number NM244-20(b).

**NM250-20** 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 – October - £255.70
- Payment to HMRC for Clerks wages – October - £63.80
- Village Handyman – October - £192.82
- Newark Town Council – COVID-19 Copying - £54
- Mayor of Newark Earl Haig's Poppy Fund – Wreathes - £51
- MRCC – Contribution to Grass Cutting - £338.30

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

There were none.

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

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

**NM251-20** Nottinghamshire Association of Local Councils

(a) There was nothing to report.

**NM252-20** Correspondence

(a) There was none to report.

**NM253-20** Date of Next Meeting

Wednesday, 11<sup>th</sup> November 2020 to discuss planning.

Next scheduled meeting will be Monday, 14<sup>th</sup> December 2020

The meeting closed at 8.20pm