

SUBJECT TO RATIFICATION AT THE 8TH JUNE 2020 PARISH COUNCIL MEETING

Minutes of the North Muskhams Parish Council virtual meeting held on Monday, 11th May 2020

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

And 2 members of the public

NM160-20 Apologies for absence

There were none.

NM161-20 Declarations of interest

Councillors Hutchings and Saxton declared a personal interest in agenda item number 10(c). It was AGREED that any other declarations of interest would be stated by Members as required during the meeting.

NM162-20 Minutes

The Clerk asked for an amendment to be made to minute number NM155-20 Environmental & Community Issues – Affordable Housing Development & Community Land. The second paragraph to be amended to read:

‘Members had been to look at the Community Land behind the development. The Transferor had six months from the Parish Council giving notice that it requires the transfer of the Community Benefit Land to complete the transfer.’

Subject to this amendment, the minutes of the Parish Council Meeting held on Monday, 6th April 2020 were accepted as a true and correct record.

NM163-20 Update on Issues

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

The Clerk had added the correspondence relating to Footpath No 1 between a resident and the Rights of Way Team (circulated to Members), and also the meeting with Network Rail.

NM164-20 Public 10 Minute Session

There had been one issue submitted to the Parish Council from a member of the public for consideration.

A resident had asked if an extension to the 20mph zone on Main Street could be considered and, if possible, the advisory be changed to an enforced 20mph zone, especially where pedestrians had no other option to be in the road.

Signs were currently located near Mackleys Lane and near the Old Hall on Main Street.

After discussion it was AGREED that the Clerk liaise with County Highways (Via) to establish if it would be appropriate to extend the 20mph zone further down Main Street towards South Muskham especially now the new housing development was complete.

It was noted that the 20mph sign at Mackleys Lane was currently on the floor. It was AGREED that this be logged through the County Council's portal.

NM165-20 District Councillor Session

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

NM166-20 County Councillor Session

No report was presented.

The Clerk confirmed that Councillor Laughton had been made aware of the response from Via regarding the poor condition of the road surface on Main Street and had advised he would inspect.

NM167-20 COVID 19 Pandemic

Information had been circulated to Members regarding the changes to lockdown that would be in place from Wednesday, 12th May. Fishing will be permitted from Wednesday so residents may see people from outside the village coming in to do that.

The buddy scheme was continuing to function well. Grant funding had been received from Nottinghamshire County Council in the sum of £5,000 and a £500 donation had also been received from Cllr Mrs Saddington. Some of this funding had been allocated to families in the village that were facing challenges. An invoice was awaited from Newark Town Council for the first food parcels that had been provided. This would be shared with Members once received.

Members were asked to consider if they were aware of any other residents that may need support and to identify to the Chair, or buddy scheme, as appropriate.

The Clerk to feedback to the County Council on the level of support being provided in the village.

NM168-20 Planning

(a) Decision Notice – 20/00141/FUL – George Cottage, Main Street, North Muskham – Householder application for single storey extension.

Members received and noted the decision notice granting planning permission.

NM169-20 Parish Council Matters

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

The Clerk confirmed that all relevant paperwork had been submitted to the LIS Team to allow the release of funding. It was noted that the team could not give a timescale for when funds

would be released due to the current workload dealing with the COVID-19 situation. Members were content to wait for funds to be released to progress the scheme.

(b) **Parish Council Website**

The Chair explained the background to seeking to establish a bigger village website. The Clerk would continue as the Gatekeeper for the Parish Council, but other organisations would be encouraged to join, together with local businesses, so that there was an effective 'one stop shop' for all information.

A quotation had been circulated to Members for consideration, in the sum of £350. This included the transfer of the domain name at an increased cost to that paid currently. It was suggested that the designer be retained for 2 hours per week, at a rate of £20 per hour, for the first 6 weeks, reducing to an hour a week for a minimum period of 6 months thereafter. Costs would decrease after the first year as the website became established.

Members recognised the importance of having an updated and live facility to ensure critical information was shared with the community. It was noted that it would be important to ensure it was maintained after completion.

It was AGREED that the quotation and retainer quotation received from Keyhole IT Solutions be accepted, subject to the removal of the transfer of the domain renewal which would remain with 1&1 IONOS at a cost of £11.99 per annum.

The Clerk had asked about having separate email addresses for Parish Council members but it was AGREED not to pursue at this time.

(c) **Casual Vacancy**

Prior to consideration of this item, Councillors Hutchings and Saxton removed themselves from the discussion due to a personal interest and took no part in the process.

The Clerk confirmed that three applications had been received for the current casual vacancy, following the resignation of Councillor Morris. These were from Susan Smith, Mary Fletcher and Martin Talbot. These had been circulated to Members for consideration in advance of the meeting.

Two of the applicants, Martin Talbot and Mary Fletcher, were in attendance at the meeting.

The Chair thanked the applicants for attending and following a vote, Martin Talbot was subsequently appointed to the vacancy and co-opted on to the Parish Council.

The Chair thanked all applicants for taking the time to submit an application to join the Parish Council, and extended a warm welcome to Mr Talbot. The Clerk would liaise directly with Mr Talbot to complete the relevant paperwork.

A discussion took place on whether, given the increase in residents with the completion of the affordable housing development and other properties built over the last 5 years, and the increased duties during the COVID-19 pandemic, the number of Councillors could be reviewed.

It was AGREED that the Clerk liaise with the Democratic Services team at Newark & Sherwood District Council to ascertain if this would be possible.

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

The Clerk confirmed that the signed licence had been sent to Nottinghamshire County Council for counter-signature and return.

Confirmation that the adjacent residents, who had opted not to enter in to a licence for the land, had been advised of the area now being the responsibility of the Parish Council was awaited.

(e) **Community Shop**

The Chair advised that the Community Shop project had not been discarded but had been put on hold due to the COVID-19 situation. There was still a lot of interest in the project, so as soon as the current crisis allowed it would be reactivated.

NM170-20 Environmental & Community Issues

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

The Chair confirmed that both the play area and skatepark would remain closed, as outlined in Government guidance just received.

The Clerk continued to liaise with the play area fundraising committee. A final quotation was awaited and, once received, all three quotations would be forwarded to the Parish Council for review. All monies raised would be transferred to the MRCC by the end of May.

In terms of the skatepark, the situation remained the same as nothing had been able to be progressed because of the lockdown.

Councillor Beddoe queried what the process would be with inspection and our insurers if repairs were undertaken. The Chair advised that any repairs would have to meet the required specification BS EN 14974.

After discussion it was AGREED that:

- the Clerk obtain a copy of BS EN 14974 and circulate to the Chair and Cllr Beddoe
- Cllr Beddoe identify the immediate repairs to allow the facility to re-open and forward to the Clerk
- a quotation for the repairs to be sought from Nottingham Grounds Maintenance

It was noted that, with the new financial year, there was now a £1,000 available for repairs.

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

It was understood that all the properties built for rent had been allocated, but the shared ownership and market properties were available. Councillor Saxton had delivered a welcome pack to all the properties.

It was AGREED that the Clerk contact GEDA for a utility site plan and to also ascertain if it would be possible for a water and electricity supply to be installed at the community land.

(c) **Capturing Memories**

The Chair noted that the project was continuing, even in lockdown, with memories and images of the VE day remembrances and recent poetry being captured.

It was noted that the lamp post poppies had added weight to the VE Day commemorations but were now looking tired. It was AGREED that new poppies would need to be purchased before Remembrance Sunday.

NM171-20 Highways

(a) **Highways Log**

Members received and noted the highways log.

It was AGREED that the potholes on Main Street and Great North Road continue to be logged.

(b) **Advance Roadworks Bulletin – Vicarage Lane, North Muskham – 12 to 14th May 2020**

Members received and noted the bulletin relating to lining refresh works scheduled to take place between 0900 hours and 1530 hours from Tuesday, 12th May to Thursday, 14th May 2020. Traffic would be controlled by 'Stop & Go' boards.

(c) **Resurfacing – Main Street**

Correspondence from Via relating to the resurfacing of Main Street had been circulated to Members for information. A copy had also been forwarded to County Councillor Laughton. The Chair and Clerk would liaise with County Councillor Laughton to push for the urgent resurfacing of this area.

(d) **Hedgerow – Mackleys Lane**

The Chair referred to an issue that had recently resurfaced regarding the hedgerow on Mackleys Lane. The Chair and Clerk had sought to identify ownership back in 2015, and had again sought to do so without success. The issue between neighbours had been resolved for now but may recur so efforts would continue to try and identify ownership.

NM172-20 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 – April- £248.88
- Payment to HMRC for Clerks wages – April - £62.22
- Norris & Fisher – Insurance Renewal – £865.32
- Notts Association of Local Councils – 2020/21 Subscription – £184.58
- Simon Dolby – Cable Ties for Poppies - £12.97
- Jayne Saunders – Postage Stamps - £4.56

The Clerk advised that the Village Handyman was keen to return to work. After discussion it was confirmed that Members had no objection provided social distancing was maintained from residents. As a resident had been maintaining the grassed areas on a volunteer basis, the handyman to be asked to concentrate on refurbishing the seats and noticeboards throughout the village.

In terms of additional areas, Members noted that Footpath No 2 along the riverside towards Crab Lane, and Footpath No 4, by the side of the old Crown, were becoming overgrown. The Clerk to report to the Rights of Way team.

The Chair referred to a tree on the Riverside, adjacent to the dog bin off Mackleys Lane, required a crown lift. The Clerk was asked to obtain two quotations for the work and report back to Members.

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

- 1st Half Precept - £8,635
- COVID-19 LIS Grant - £5,000
- Community Infrastructure Levy - £5,088.67
- Cllr Mrs Saddington – COVID 19 Support Grant - £500
- HMRC – VAT Refund - £2,628.43

(c) **Financial Report to 30th April 2020**

Members received and noted the financial report as at 30th April 2020.

The Clerk had circulated a revised budget to Members to reflect the income received under the Community Infrastructure Levy and COVID-19 LIS Grant.

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

The Clerk advised that the final balance for the Council's Nottingham Building Society was awaited, before the accounts could be submitted for internal audit.

Given the expenditure over the year, the Clerk confirmed that the accounts would have to be submitted to PKF Littlejohn for review.

NM173-20 Nottinghamshire Association of Local Councils

(a) **CN/County APPG – Rural Bus Inquiry Response**

The comprehensive response compiled on behalf of the Parish Council by John Gray had been submitted in line with the deadline. A copy had been circulated to Members for information.

It was noted that Marshalls had re-started a limited bus service through the village, with two buses out and two back during the day. Capacity was significantly reduced to ensure social distancing.

(b) **Suspicious Email Reporting Service**

Information had been circulated to Members regarding the new reporting service for suspicious emails established by the National Cyber Security Centre.

NM174-20 Correspondence

There was nothing to consider.

NM175-20 Date of Next Meeting

Monday, 8th June 2020

The meeting closed at 8.25pm