

SUBJECT TO RATIFICATION AT THE 9th NOVEMBER 2020 PARISH COUNCIL MEETING

Minutes of the North Muskhams Parish Council virtual meeting held on Monday, 12th October 2020

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

Together with Councillor Mrs Saddington and a member of the public

NM222-20 Apologies for absence

There were none.

NM223-20 Declarations of interest

Councillor Hutchings declared a personal and prejudicial interest in agenda item 9(a) and would withdraw from the discussions during consideration of that item.

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

NM224-20 Minutes

The minutes of the Parish Council Meeting held on Monday, 14th September 2020 were accepted as a true and correct record.

NM225-20 Update on Issues

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

The Clerk advised that the format of the issues document would be changed going forward to an Access database.

It was agreed that the Network Rail item could be removed.

NM226-20 Public 10 Minute Session

The member of the public was interested in the Allotment and Green Hub proposal and would be invited to participate during consideration of that agenda item.

NM227-20 District Councillor Session

This item would be taken when Councillor Mrs Saddington joined the meeting.

(a) Virtual Parish Council Conference – 14th October 2020

The Clerk reminded Members that the Parish Council Conference was being held virtually this year. If any Members wished to register they could still do so. The Clerk would be

attending in any event.

The Chair asked for his apologies to be sent, he would be attending the LGR Focus Group organised by the County Council which, unfortunately, had been arranged for the same day.

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

The Chair outlined that a bid for approximately 50% of the costs identified after the site meeting had been put together for submission to Newark & Sherwood District Council. The amount requested would be £6,769. The closing date was 23rd October and it was understood that successful applicants would be contacted during November.

The bid comprised of a water supply to the site and the plot areas themselves, post fencing to the surround of the site, base for a community green hub shed, and other infrastructure. A cost was sought from Western Power for electricity, but at £3,500 for connection and a further £2,500 to get supply to the site this was considered prohibitive. Western Power had to treat the Parish Council as a commercial enterprise, as it didn't meet their domestic criteria. This could be reviewed at a later date.

The Chair advised that there was also a grant scheme available through Severn Trent which the Parish Council could also submit a bid too.

Councillor Talbot asked if other Members were aware that the roadway was not included in the transfer to the Parish Council. A quotation for a post fencing had been included in the bid.

The Clerk confirmed that the boundary was that shown in red on the plan circulated at the site meeting. The right of way, and also any wayleave agreements required for services to the site, would be care other members covered in the legal transfer.

The Chair asked that a copy of the submitted bid be circulated to Members.

On behalf of Members, the Clerk commended the Chair for the quality of the application and speed with which it had been put together.

NM227-20 District Councillor Session

(cont)

Councillor Mrs Saddington advised that she had been asked to return to serve on the Planning Committee at the District Council. There was nothing further to report on District Council matters.

In the absence of County Councillor Laughton, the Chair asked if Councillor Mrs Saddington could assist the Parish Council in highways issues relating to the surface of Main Street. Councillor Mrs Saddington suggested escalating the matter to Highways Managers, in the meantime she would speak to Councillor Laughton.

The Chair referred to correspondence received from Councillor Kay Cutts in response to the Parish Council's letter on devolution. Councillor Mrs Saddington understood that the request was not being considered in the first tranche for a unitary authority.

NM228-20 County Councillor Session

No report was presented.

- (a) Nottinghamshire County Council – Response to Correspondence on Devolution and LGR
A response received from Cllr Kay Cutts MBE following the submission of the Parish Council's concerns regarding the request for a unitary authority for Nottinghamshire had been circulated to Members for information.
- (b) Town and Parish Councils LGR Focus Groups
The County Council had organised two Focus Groups for Town and Parish Councils on Tuesday, 13th and Wednesday, 14th October between 6pm and 8.30pm. There was space for one individual from each council to attend. The Clerk had registered to attend on the 13th, and the Chair on the 14th.

The Clerk referred to a letter sent to parishes from the Leaders of all the District and Borough Councils regarding the County Council's position. A copy had been circulated to all Members for information.

NM229-20 COVID 19 Pandemic

- (a) It was noted that there were a number of cases within the village and a number also self-isolating through contact. The Chair had spoken to the co-ordinator of the Buddy Scheme to establish if he was happy to resurrect the scheme if required. This would become particularly relevant if shielding was introduced.

Members AGREED a mandate to resurrect the scheme if and when there was a need, with any expenses from the COVID-19 grant previously received.

The Chair referred to concerns around the play area and the number of people using the area. These concerns were also around health and safety, not just COVID-19 regulations. A decision had been taken to remove the bucket swing due to those concerns and it was now stored in the container.

Age UK Pilot Volunteer Project

The Clerk advised that the Age UK co-ordinator would be sending over a template of the website which it was hoped would give a better idea of how the scheme would function. A copy would be forwarded to Members once received.

Members AGREED that this was not seen as a replacement to the buddy scheme, but rather it would run alongside it.

NM230-20 Planning

- (a) **20/01730/HOUSE – 7 Eastfield, North Muskham – Single storey and first floor extensions to garage, new porch, new rear garden room, new front sun room, new roof light and construction of cat slide fully hipped oak framed carport/garage**

The link to the application on the District Council's website had been circulated to Members for information in advance of the meeting. Councillor Hutchings had declared an interest in this item and withdrew himself from the discussions.

Discussion took place around the proposals put forward for 7 Eastfield. Members noted that there were comments from the adjacent property owners on the planning portal and these concerns had been brought to their attention.

It was AGREED that the Clerk seek an extension to Friday, 16th October for comments to allow for further site visits by Members.

16.10.20 – Following site meetings made by Members, it was AGREED that the application be supported. However, Members would wish the planning authority to mitigate the concerns of neighbouring residents and seek a reduction in the ridge height.

They would also ask that the concerns expressed regarding the potential lack of privacy from the rear balcony be considered.

Finally, as this was a residential cul-de-sac it was considered that the height of the garage to the front could have a significant visual impact which should be assessed.

- (b) **Draft Residential Cycle and Car Parking Standards & Design Guide SPD Consultation**
Documentation to be circulated to Members for information and observations. The closing date for submissions was 11th November 2020.

NM231-20 Parish Council Matters

- (a) **Resignation of a Parish Councillor**

The Chair confirmed that Councillor Jones had resigned from his post as a Parish Councillor. The Clerk had extended thanks to Councillor Jones, on behalf of the Council, for the work he had done during his time in office.

This now left the Parish Council with a casual vacancy.

The Clerk had sought guidance from Newark & Sherwood District Council Democratic Services and a response was awaited. The Clerk would liaise with the Chair when a response was received.

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

Members noted the present position with the village gateway signs. The designer had confirmed that the pattern should be cast by the end of October, after which final photographs would be sent.

The Clerk was asked to enquire if the sign would be ready for Remembrance Sunday, so a formal opening could be combined with those commemorations.

The Chair noted that South Muskham had installed some planters made from tree trunks. It was AGREED that the Clerk liaise with their Clerk to source two for under each sign.

(c) **Parish Council Website**

A draft of the site had been circulated to Members. Content was now coming in from organisations, which had been forwarded to the developer.

The developer to be asked to include real time information from public transport providers and links to the local Doctors to book appointments etc. The site should be a one stop shop for local community information.

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

The Clerk confirmed that a site meeting had been held with the contractor. There were limitations on what could be done in the licence terms, with hedges to be no higher than 120cm, and certain vegetation that can be no more than 150cm. Bramble was also to be removed. A height of 1m had been agreed with the contractor.

It was expected that a price would be received by the end of the week. After discussion Members mandated a budget of up to £400 for the work.

(e) **Transfer of Community Land**

The Clerk was asked to establish how long the legal process for the transfer of the land would take. Costs for the legal fees had been included in the parish and town council initiative fund bid.

(f) **Remembrance Sunday**

Discussion took place around what Remembrance Sunday commemorations could take place with the current COVID-19 restrictions.

Councillor Talbot advised that a service will be held at 9.30am at South Muskham, where all churches would commemorate and read out the names of the fallen from their communities.

Reverend Hadley was happy to preside over a short memorial starting at 10.45am at the Muskham Rural Community Centre to include a reading, the laying of wreathes and last post.

The Clerk and Chair would liaise in terms of COVID-19 restrictions and how best to manage the event to ensure social distance compliance.

Councillor Dolby advised that the stock of lamp post poppies had degraded and there would be insufficient for every lamp post this year. Members AGREED that it was not necessary for a poppy to be on each lamp post. Councillor Talbot asked if it were possible to still obtain a 'Silent Soldier'.

After discussion it was AGREED that the Clerk enquire with the Royal British Legion about the availability of lamp post poppies and the silent soldier silhouette. Members mandated a budget of up to £350.

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

Item to be included on the November agenda for consideration.

NM232-20 Environmental & Community Issues

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

The Chair noted that repairs had gone well on the skatepark and it was being well used. The Clerk advised that the handyman's inspection had noted slight damage. Members to inspect and report back.

Councillor Hutchings had produced a plan which outlined the area discussed at the site meeting. Members AGREED that this was the area they were content for the play area to be extended in to. This information to now be communicated to the MRCC and the play area fundraising committee.

(b) **Capturing Memories**

The Clerk advised that an update had been requested but none received prior to the meeting. If anything was received it would be circulated to Members.

NM233-20 Highways

(a) **Highways Log**

The surfacing of Main Street had already been discussed with Councillor Mrs Saddington. Councillor Laughton would be asked to take the matter further with officers.

The highways log was noted by Members. If there were any other matters to report Members were asked to advise the Clerk.

(b) **Trees on Mackleys Lane Verge**

Correspondence had been received from Via that highways had now been extended over the verge, but not the boundary hedge. The suggestion was that it belonged to adjacent land owners.

Via would not take responsibility for the trees that are in the hedge but will look after trees that are on the verge

The Clerk had advised residents who had previously raised concerns about the area. An additional email to be sent to advise that it was understood that the hedge was attached to adjacent land owners. As Mackleys Lane was the original development it was suggested that this referred to those properties and not the bungalows which were built at a later date.

- (c) **Footpath No 1**
Rights of Way had advised that an application was expected from Network Rail shortly to divert the path away from the East Coast Mainline.

NM234-20 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 – September - £248.88
- Payment to HMRC for Clerks wages – September - £62.22
- Backpay to Clerk - £40.32
- Additional Payments to HMRC - £10.08
- Village Handyman – September – £242.08
- Newark Town Council – COVID 19 support - £57
- David Nell – Plants – Mixed Bulbs - £40
- PKF Littlejohn – External Audit - £240

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

- Second Half Precept - £8,635
- MRCC contribution to PWLB – £1,500
- MRCC contribution to lawn mower repair - £84.47

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

Members received and noted the financial reports as at 30th September 2020.

The Clerk confirmed that the Nottingham Building Society had now closed the account, as previously advised. A cheque in the sum of £6,685.76 had been received and would be paid into the Parish Council's Community Reserve account.

The Chair queried the spend on Miscellaneous Community Facilities as it was over budget. The Clerk confirmed it included the spend for the work on the tree at Mackleys Lane.

(d) **Completion of External Audit**

The Clerk confirmed that PKF Littlejohn had concluded their external review and had raised no concerns.

The Notice of Completion of Audit would now be loaded on to the website, together with section 3 of the AGAR.

NM235-20 Nottinghamshire Association of Local Councils

(a) **Virtual 75th AGM – 19th November 2020**

Members noted that the AGM would be held via Zoom on 19th November 2020. Two members per council could attend, with registration in advance.

NM236-20 Correspondence

(a) **Dog Patrols**

The Clerk confirmed that the request for patrols in the area would be raised at the District

Council's Community Protection teams next tasking meeting.

The Clerk was asked to maximise the benefit and advise the community that there will be patrols.

(b) **Footpath at Crown**

A discussion took place around whether or not this was an adopted right of way on the definitive map.

There were some concerns that, while the complaints from a resident may be justified, Parish Councillors had never been aware of an undue amount of dog dirt, litter or anti-social behaviour.

The Clerk to investigate the status of the right of way further. Rights of way to be contacted to advise that the Parish Council were not aware of any issues associated with that path and to emphasise that there was significant support from residents to retain the path when the Crown was developed.

NM237-20 Date of Next Meeting
Monday, 9th November 2020

The meeting closed at 8.23pm