

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

**Minutes of the North Muskhams Parish Council virtual meeting held on Monday, 13<sup>th</sup> July 2020**

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

**And 3 members of the public**

Prior to the commencement of the meeting the Chair held a minutes silence to recognise the loss of Emma Laughton and Trevor Reid. Condolences would be sent to both families.

**NM191-20 Apologies for absence**

Apologies for absence were received and accepted from Councillor Talbot, District Councillor Mrs Saddington and County Councillor Laughton

**NM192-20 Declarations of interest**

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

**NM193-20 Minutes**

The minutes of the Parish Council Meeting held on Monday, 8<sup>th</sup> June 2020 were accepted as a true and correct record.

The Chair queried the response from the Playgroup regarding financial support. The Clerk confirmed that a response had been received thanking the Parish Council for considering them for support but it was not required at this time. The response had been circulated to Members for information.

**NM194-20 Update on Issues**

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

The Chair queried when a draft version of the website would be available. The Clerk confirmed that the designer was transferring details across from the old site, confirmation had been received from the Methodist Church on their preference for inclusion and other organisations had been contacted. The Clerk would establish what the present position was and keep Members updated on progress.

The A1 land to be transferred on to the issues document as the Parish Council had not been advised of any response from Highways England on ownership.

The Chair advised that with the COVID-19 pandemic lockdown no easing a meeting would be arranged within the next two weeks of those that had expressed an interest in being involved when the survey was completed.

The Clerk was again asked to chase a response from Network Rail on the notes circulated from the meeting held on 19<sup>th</sup> February 2020. .

**NM195-20 Public 10 Minute Session**

The Chair suspended the meeting at 7.05pm for the public session.

There were no issues raised, but a resident offered their support with the Community Shop. The Chair confirmed that an invitation would be extended when any meeting was arranged.

There was nothing further raised by the public so the meeting was reconvened at 7.07pm.

**NM196-20 District Councillor Session**

No report was presented as Councillor Mrs Saddington had given her apologies.

**NM197-20 County Councillor Session**

No report was presented.

**NM198-20 COVID 19 Pandemic**

The Chair confirmed that the buddy scheme had formally been suspended but, with the agreements of the volunteers, their details had been retained in case the scheme needed to be re-activated if there were to be a second wave.

The community food support had now also been stopped. A letter had been received from one recipient who had expressed their thanks for the support, the excellent quality of the food and the efficient and friendly delivery service.

The COVID-19 grant had also been used to purchase stocks of hand sanitiser for the Churches and the MRCC and for signage and cleaning for the opening of the play area.

The Chair noted that the pubs were now open, and the MRCC were considering some activities coming back to the centre, but not sport. This would be discussed further at the MRCC meeting being held later this week.

(a) **Prescription Collection Volunteers**

A suggestion had been put forward for a prescription collection service from the Sutton-on-Trent surgery to support a core group of residents. Advice had been sought from the Parish Council's insurers regarding cover, but the surgery had confirmed that they would not want to participate due to issues with control drugs and maintaining the cold chain of some medication.

**NM199-20** Planning

(a) **Planning Enforcement Plan**

The letter outlining the consultation period had been forwarded to Members. It was noted that the Planning Enforcement Team had assisted with issues in the village on a number of occasions, most recently with the land at the A1 roundabout. The Clerk had found them to be a very proactive team, always willing to help. It was noted that there were no formal questions, just a document to review. The consultation period was open until 31<sup>st</sup> July 2020.

After discussion it was AGREED that Members review the documentation and feedback any comments to the Clerk for submission.

(b) **20/00920/TPO – 8B and 8C Willow Drive, North Muskham – works to trees protected by TPO N291 identified as T6 Oak; Oak Tb – Crown lift to 6m above ground level lower limbs overhanging garden (see annotated photograph). 2.5m crown reduction due to excessive shading of adjacent small gardens.**

Members noted the application for works to the tree protected by a TPO.

**NM200-20** Parish Council Matters

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

The Clerk confirmed that, as agreed at the last meeting, the deposit funds had been sent to the designer. The LIS grant had now been received so it had not been necessary to use Parish Council funds.

The designer had been asked to confirm a timescale for completion of the sign and the Clerk would update Members when received.

The Chair asked if Members wanted to hold over consideration of the final pattern to the next meeting or proceed. The Clerk confirmed that the pattern for the sign and the location had been agreed.

Members confirmed that there was no reason for the matter to wait until September, as long as the Clerk kept them updated.

A small formal unveiling would be arranged and shared on social media with the rest of the village when the signs were in place. A decision would then need to be made on what to do with the existing sign.

(b) **Parish Council Website**

This item had been considered under minute number NM194-20.

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

The Clerk confirmed that the counter-signed agreement had not yet been received. The Rights of Way team had been chased and advised that the counter-signatory had not been at County Hall since March due to the COVID-19 pandemic, but was aware that it needed actioning. Advice was also received that correspondence had been received from the new owners of one of the properties regarding the riverside and the Legal Team was in correspondence with them.

The Clerk had queried what this correspondence was regarding and had been advised that the new owners wanted to do their own maintenance. The Clerk had responded presuming that, as there was no legal claim to the land and a licence was already in place between the County Council and the Parish Council, the request would be rebutted.

The Chair noted that it had been a long and arduous process to get to the licence stage with the County Council. It was noted that residents had initially been asked if they wanted to enter into a maintenance licence but none had accepted that offer hence the licence with the Parish Council. The land would have to be maintained to a given standard and if that didn't happen Members questioned what action the County Council would take to ensure the resident met the standard.

The Chair opened up the item for discussion by Members. Councillor Saxton expressed the opinion that when the new owners purchased the property, the land was already nothing to do with them as it had been confirmed in law that it was not legally attached to the house. There was a principle involved as it may set a precedent for the future.

The Chair reminded Members that the County Council had initially offered maintenance licences out to residents, but at the time none of them wanted to enter into an agreement. The Parish Council had agreed that they would enter into a licence with the County Council to maintain the land.

After discussion, it was proposed by Councillor Jones, seconded by Councillor Saxton, that the County Council be asked to follow through with the licence to the Parish Council as previously agreed.

## **NM201-20** Environmental & Community Issues

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

#### Skatepark

The Chair thanked Councillors Beddoe, Hutchings and Talbot, assisted by residents, for volunteering their time to carry out repairs on the skatepark so it could re-open. It was noted that there were still a few minor repairs to be completed, but it was now back to a safe and useable level.

Councillor Beddoe reflected the Chair's thanks and noted that it was fantastic what had been achieved in a short period of time at minimal cost. If repairs could now be done as soon as damage appeared it would elongate the life expectancy of the park.

The issue of ventilation still needed to be addressed, with ideas being formulated on how this could be achieved.

The Clerk confirmed that the District Council were currently in the process of arranging the annual inspections, which should be within the next three months. It was agreed that there was no requirement for an inspection before the annual one.

The Clerk was asked to liaise with the Handyman to ensure that litter was now being removed on a regular basis.

The Chair referred to youths parking up at the end of the MRCC car park and the amount of littering on a daily basis. With the COVID-19 virus still being prevalent it was not fair to expect other people to pick up this litter. There had also been some anti-social behaviour noted in the car park.

Signs had been put up about littering but if it continued then the Parish Council would need to liaise with the MRCC to establish a way of putting the barriers down on a daily basis. The Chair would raise this at the MRCC meeting scheduled to be held on 14<sup>th</sup> July.

### Play Area

The Chair and Clerk had carried out various works to enable the play area to open from Saturday, 11<sup>th</sup> July 2020. It had been deep cleaned, sprayed, signage had been put up and some pieces of equipment had been removed to ensure safe distancing. It was noted that it was being used with some respect and care which was good to see.

Members were reminded of the clarity being sought on funds raised through the play area fundraising committee. Confirmation had been received that £4,96.02 had now been transferred to the MRCC who were holding it in a separate account, pending sufficient monies to act as a third party funding base.

The quotations had been sent to Jude Andrews, who would assist with the funding application. Given the amount of the quotations it was not considered that a WREN grant could be achieved.

After discussion it was AGREED that the Clerk liaise with Jude Andrews to establish what level of quote should be looked at. Following that, the Clerk to liaise with the fundraising committee to establish what were the most important pieces to keep in any bid which should be contained within the space around the existing equipment rather than enlarge it any more to prevent impact on neighbouring residential properties.

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

The Clerk had continued to liaise with GEDA to gain some clarity regarding the transfer of the land and clearance of the site and to enquire if a water supply could be installed. Copies of the utilities maps had also been requested.

Confirmation had today been received that the land was now clear and formally completed, however, GEDA had advised that the completion was the date of the formal completion of the houses. This was not accepted as the land was not cleared until after the lifting of lockdown.

Copies of the utility plans had now been received, but as the job was now complete and the builders had left site it would not be possible to provide a water supply.

After discussion it was proposed by the Chair, seconded by Councillor Hutchings, that the Clerk now progress the transfer of the community land with Mr Gibson. Members noted that there were legal fees incurred as part of the transfer.

In terms of the boundary fencing of the land, GEDA had confirmed they had completed the boundary fencing of the development, but there was nothing planned for the community land. The Clerk had queried this and asked for clarity from GEDA.

NCHA had been asked to look at making the 4 empty market value properties as shared ownership. An email has been received to advise that NCHA is looking to proceed with the tenure conversion proposal of all 4 bungalows from outright sale to shared ownership subject to internal NCHA Board approvals – one on the 15<sup>th</sup> July and the other date TBC.

The Parish Council were thanked for their suggestion and support in this regard.

Members noted that the landscaping to the development was still looking very poor and neglected. Photographs had previously been sent to NCHA expressing concern. The Clerk would report again.

(c) **Capturing Memories**

The Clerk reported that the project team had published a couple of articles on the Muskham Messenger, one regarding the village pubs and the other containing the memories of Tony Jepps. In addition, an update email had been circulated to Members for information.

All articles would be available on the capturing memories website for residents to read.

(d) **Work to Tree – Mackleys Lane**

Members ratified the quotation in the sum of £350 from Specialist Forestry Services to raise the Ash tree crown by 4m to give adequate clearance over the footpath. Confirmation had been received that the tree was not covered by a TPO and, with no nests in the canopy, the work could be scheduled. The Clerk had asked to be notified when the work is to be undertaken.

(e) **River Bank North Muskham**

Following the report of fishermen parking on the river bank after the start of the fishing season the Environment Agency were contacted for advice. A response had been received advising that the parking of vehicles on river banks was not within the remit of the Environment Agency and it was down to the land owner to allow it and enforce any breaches of rules.

The Chair had circulated this information to residents via the Muskham Messenger.

The Clerk was asked to contact the Environment Agency to request an inspection of the butterfly valves to the two drainage channels to the River Trent downstream from the Ferry to ensure they are fully operational.

**NM202-20** Highways

(a) **Highways Log**

Members received and noted the highways log.

A request for a meeting to discuss the surface of Main Street has been sent through to Via, to include Councillor Laughton. A further email has been sent to advise that the Parish Council would not be pressing for a meeting to include Councillor Laughton, but has asked for a visit with an Inspector. Confirmation had been received that the Network Inspector would be contacting

the Clerk to arrange a convenient appointment as soon as practicably possible. Given the deteriorating condition of Great North Road, this to also be included in the meeting. All Members to be invited to the meeting when arranged.

Councillor Saxton referred to the meeting held with Via some considerable time ago regarding the surface of Main Street and suggested that the Network Inspector be reminded of this meeting.

#### **NM203-20 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 – June - £248.88
- Payment to HMRC for Clerks wages – June - £62.22
- Village Handyman – June - £279.58
- Newark Town Council – COVID-19 Support - £1,247.05
- James Latham Leicester – Ply for Skatepark - £491.40
- Screwfix – COVID-19 Cleaning - £19.32
- Sealants & Tools Direct – C60 Sealant - £29.95

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

The Local Improvement Scheme Grant in the sum of £4,887 had been received.

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

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

The Clerk confirmed that the budget had been amended to reflect the receipt of the COVID-19 grant, the LIS money and the CIL Funds.

#### **NM204-20 Correspondence**

An email had been received regarding a national commemoration the 75<sup>th</sup> Anniversary of VJ Day on 15<sup>th</sup> August 2020. The Chair had asked for it to be forwarded to Councillors Saxton and Talbot as it was more relevant to the Church.

#### **NM2-2050 Date of Next Meeting**

Members agreed that virtual meetings would continue for the time being. The next meeting would be held virtually on Monday, 14<sup>th</sup> September 2020.

The meeting closed at 8.23pm