

SUBJECT TO RATIFICATION AT THE 12th OCTOBER 2020 PARISH COUNCIL MEETING

Minutes of the North Muskham Parish Council virtual meeting held on Monday, 14th September 2020

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

Together with Councillor Mrs Saddington and Jane Bennett (Age UK)

NM206-20 Apologies for absence

Apologies for absence were received and accepted from Councillor Beddoe, Hutchings and Jones.

NM207-20 Declarations of interest

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

NM208-20 Minutes

The minutes of the Parish Council Meeting held on Monday, 13th July 2020 were accepted as a true and correct record.

NM209-20 Update on Issues

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

The Clerk advised that the response from Network Rail would be circulated to Members for information.

NM210-20 Public 10 Minute Session

There were no members of the public present.

NM211-20 District Councillor Session

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

NM212-20 County Councillor Session

No report was presented.

(a) Stakeholder Letter – Devolution & LGR

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

NM213-20 COVID 19 Pandemic

The Chair advised that Newark was off the Government watch list but infections were continuing to rise. Support packages had continued during the school holidays but had now been discontinued. The grant had also provided for notices to the playground, sanitiser and

dispensers for the Church and Community Centre. If there was another lockdown the Parish Council would ask for the buddy scheme to be resurrected and this would potentially use up the remainder of the grant.

The Clerk to enquire with the County Council to see what the position was with another grant if there was a second wave and further support was needed.

It was noted that, while an official lockdown may be unlikely, vulnerable members of the community might be asked to shield. At that point the scheme would be invaluable.

With Schools now having gone back it would not be a surprise if there were an increase in cases in the community.

(a) Age UK Pilot Volunteer Project

The Chair welcomed Jane Bennett, Volunteer Project Co-ordinator, Age UK Nottingham and Nottinghamshire to the meeting.

An overview of the project was outlined to Members. After discussion it was AGREED that further information and a template of helpmystreet be forwarded to the Clerk for onward transmission to Members.

An approach would be made to two residents in the village who may potentially be willing to act as co-ordinators for the project in the village.

The Chair thanked Jane for her time and presentation.

NM214-20 Planning

- (a) **20/01549/LDC – St Wilfrid Church, Marsh Lane, North Muskham - Certificate of Lawfulness for proposed works to replace the nave, porch and north aisle roof with terne coated stainless steel.**

Members noted the application for a Certificate of Lawfulness.

- (b) **20/01369/FUL – Dairy House, Great North Road, North Muskham - Erection of a building to house public milk vending machine**

Members noted that permission had been granted for the milk vending machine. A copy of the decision notice had been circulated for information.

- (c) **20/01325/TPO – Georges Cottage, Main Street, North Muskham - Tree 1 Sycamore- fell to ground level. Tree is in decline and has extensive dead wood. Tree 2 Holly- Crown reduce and formative prune. To maintain the tree to a manageable size Tree 3 Sycamore- Pollard. The tree is growing close to an out building and customer is worried about damage to building from branches and root damage. To allow more light into the garden Tree 4 Hornbeam- Crown Lift. To allow access under the tree and for aesthetics of the area Tree 5 Oak- Crown Lift and remove dead wood. To maintain the tree in a healthy manor. Prevent dead wood from causing damage or injury to anything under the tree, increase the aesthetics of the tree. Tree 6 and 7 Sycamore- Crown lift 2.5 m allow ease of maintenance to the grass and prevent the trees from taking over the area. Tree 8 Horse Chestnut- Fell to ground level. the tree is in severe decline and will become dangerous in near future.**

Members noted the work to be undertaken to trees at Georges Cottage, Main Street.

(d) **20/01709/LDC – Land at Main Street, North Muskham - Certificate of Lawfulness for existing use or operation for Plots 1, 2 and 14, 15 to be allowed to be utilised for Affordable Housing Units in lieu of approved Market Housing Units**

Members noted the application for a Certificate of Lawfulness to change the approved Market Housing Units to Affordable Housing Units.

NM215-20 Parish Council Matters

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

The Clerk had circulated the most recent images of the design in production to Members. The designer was aiming to have the pattern complete and ready for foundry approval by the October meeting.

The Chair noted that the old sign on Nelson Lane would need to be removed once the installation date for the new signs was confirmed.

Councillor Talbot queried where the new signs would be installed. It was AGREED that the clerk circulate the agreed locations to Councillor Talbot.

(b) **Parish Council Website**

It was noted that drone footage commissioned by the Chair for the website had now been completed and forwarded to the developer.

The Clerk confirmed that some organisations had now responded to the request for information to be included on the site, but some was outstanding. A further reminder would be sent.

An update had been requested from the developer, which the Clerk would circulate to Members once received.

The Chair asked Members to review the site of Alnmouth Parish Council as a further example of a good, informative site.

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

The Clerk advised that the County Council had reiterated to residents that the licence agreement was now in place with the Parish Council. The counter-signed agreement was awaited.

With bird nesting season now finished, the Clerk was asked to liaise with the contractor to cut the hedges, and to remove the bracken between the compounds.

(d) **Transfer of Community Land**

The Clerk referred to correspondence circulated to Members from Larken & Co confirming the terms and conditions of their instruction. Members were happy to confirm the instruction and it was AGREED that the Clerk return all relevant documentation. It was noted that the Parish Council were also liable for the legal costs of the transferor up to a limit of £750. The Transferor had confirmed that once the current crop had been harvested then they would be

looking for exchange.

A discussion took place regarding a water supply to the land. Councillor Talbot was asked to investigate costs and report back to the October meeting.

The Clerk confirmed that consideration would also need to be given to fencing the land as this was not included in the transfer.

The Clerk was asked to arrange a site meeting with Members to review the land and get a feel of the area.

Discussion took place on if a decision was taken to use the land for allotments. Any tenancy agreement would need to include a clause to make it clear that, should there be a need to use the land for burial space in the future, notice to quit would have to be given.

NM216-20 Environmental & Community Issues

(a) Skatepark and Play Area Update

The Clerk understood that all monies raised by the fundraising committee for the play area had now been transferred to the Muskhams Rural Community Centre account. The Clerk had asked for feedback from the MRCC regarding their thoughts on the extent of the play area after the Trustee Meeting on 1st September.

Councillor Mrs Saddington joined the meeting at 7.55pm.

The Chair suggested that, once feedback had been received from the MRCC, then a site meeting be arranged to view the play area and what could be included within it. This to be on the same day as the site visit to the community land.

The Clerk advised that the next stage of the WREN fundraising opens on 16th September, with a closing date of 2nd December.

The Chair referred to concerns at the number of people congregating on the play area, especially after school. When the play area re-opened in July the Parish Council worked with the school and ensured that signage was displayed outlining the need for social distancing and restricting the number of people on each piece of equipment. A lot of that signage had now been removed or vandalised.

It was AGREED that the Clerk would put up more signage and would also put a further message out on Facebook and on the Muskhams Messenger. The school had also been contacted and the Head was sending a message out to all pupils.

After further discussion, Members considered that if the situation did not improve then the Parish Council would look to close certain pieces of equipment. It was hoped that a full closure could be avoided. The Clerk would maintain dialogue with Members on usage and any further concerns raised by the school.

**NM211-20 District Councillor Session
(cont)**

The Chair welcomed Councillor Mrs Saddington to the meeting.

Councillor Mrs Saddington confirmed that a message had been put on Messenger advising of the new hours for Recycling Centres starting in October for the Autumn season.

The other issue that Councillor Mrs Saddington wished to raise were the problems at the Castle Station level crossing.

The Clerk confirmed that a response had now been received to the questions raised following the meeting held on 19th February. Councillor Mrs Saddington had been copied into that response.

Councillor Mrs Saddington confirmed that she had managed to contact Senior Managers in Network Rail regarding the barriers and problems experienced down the line. Network Rail had acknowledged that there were too many people working independently on the issues, rather than a cohesive response to managing problems. Councillor Mrs Saddington asked if the Parish Council were content for her to continue to liaise with Network Rail and report back through the Clerk. This was confirmed.

The Chair reminded Councillor Mrs Saddington that an Officer from the County Council regularly attended meetings with Network Rail and could be a useful conduit for information.

**NM211-20 Nottinghamshire County Council – Stakeholder Letter – Devolution & LGR
(cont)**

The Chair referred to correspondence received from Anthony May, Chief Executive at Nottinghamshire County Council, regarding a report and letter going to Policy Committee on 16th September 2020 where Councillor Kay Cutts, Leader of the County Council, was seeking authority to write to the Secretary of State for a single unitary council.

The report and letter, in addition to the correspondence received from Anthony May, had been circulated to Members for information.

Councillor Mrs Saddington acknowledged that the County Council had significant savings to make in the next financial year.

The Chair expressed concern that notification of the County Council's intentions had only been received a week prior to the report going to Committee. Further, engagement and consultation had not been done prior to the report being presented. It would only take place if the Committee voted in favour of the proposals put forward in the report.

After discussion, the Chair sought delegated authority to work with the Clerk to submit a letter to Councillor Cutts and Anthony May prior to the Policy Committee meeting. The concerns were:

- that there had been no consultation

- it appeared to be a fait accompli seeking a one council unitary state
- there had been no consultation with parishes on the impact of that and whether parishes would have the sufficient resource to deal with that.

This was AGREED.

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

The Clerk advised that confirmation requested on whether a new grounds maintenance contract had been awarded by NCHA.

Discussion took place on the current condition of the landscaping, which detracted from the development itself. Members considered that they would not be happy to see the area just left.

It was AGREED that the Clerk would update Members when confirmation was received of who had been appointed as the new contractor and would seek to establish how the area was going to be managed.

(c) **Capturing Memories**

Members noted the update received outlining progress on the project.

(d) **Speedwatch Training**

The Clerk confirmed that five residents had undertaken training on how to operate the speedwatch equipment on Wednesday, 26th August. A What's App group had been established, including the officer at the District Council who co-ordinated the equipment. The group were looking to arrange their first session soon.

NM217-20 Highways

(a) **Highways Log**

Members received and noted the highways log.

Councillor Talbot noted that there was a really bad hole that had developed on Main Street, near the junction with Meadow Close. The Clerk to log on the portal.

The Clerk referred to the request for funding for spring bulbs and wildflowers in the sum of £300. Funding was AGREED but the Chair would liaise with the resident on suppliers as they could be purchased through Newark Market at less cost.

(b) **Meeting with Via re Roads**

It was noted that some road repairs had been undertaken on Main Street, outside of the church but the quality of repair was questionable.

The Clerk advised that following on from the meeting on 11th August an email had been sent to Via asking for an update on any plans for the areas going forward. As requested by the Inspector, the blocked gullies and drains had been logged on the portal, but nothing further had been heard.

(c) **Footpath No 2**

The Chair advised that Councillor Beddoe had requested this item be placed on the agenda following concerns expressed by residents, as follows:

- a missing sign which meant horses had been riding on the footpath at the end of Crab Lane
- destruction of the grass behind the Church

The Chair asked the Clerk to liaise with Rights of Way regarding the lack of signage and also to confirm where horses could ride in that area as it was understood it was a restricted bridleway.

In terms of the grass, Members were aware that it had been cut by a resident for community based reasons. Members supported this grass cutting given that it improves the ease of walking but also importantly widen the path to allow for safe social distancing during the Pandemic

NM218-20 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 – July - £248.88
- Clerks wages – August - £248.88
- Payment to HMRC for Clerks wages – July- £62.22
- Payment to HMRC for Clerks wages – August - £62.22
- Village Handyman – July - £187.31
- Village Handyman – August – £277.67
- Martin Talbot Builders – Skatepark - £345.90
- Newark Town Council – COVID 19 support - £150.52
- GMS Marketing – Ultra AX - £19.80

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

There were none.

(c) **Financial Report to 31st July and 31st August 2020**

Members received and noted the financial reports as at 31st July and 31st August 2020.

A comparison of spend against budget head had been circulated to Members for information.

The Chair referred to the Parish Council Conference, which this year would be facilitated virtually by the District Council. An approach had been made to the Chair regarding content that would be of interest to parishes. It had been suggested that the devolution and LGR issue needed to be included, but also information cascaded regarding the potential impact an increase in council tax benefits could have on the Precept.

The Chair considered that setting of the 2021-22 budget would need to be put back to January, or as late as possible, to have a clear picture of any impact from council tax benefits claims.

NM219-20 Nottinghamshire Association of Local Councils

(a) **20-21 National Salary Award**

Members noted correspondence from the National Joint Council for Local Government Services (NJC) of the agreed new pay scales to be implemented from 1 April 2020.

NM220-20 Correspondence

(a) **Letter from Robert Jenrick MP**

Members noted correspondence received from the MP thanking the Parish Council, through the Chair, for the hard work and crucial role played in response to the Coronavirus.

(b) **Mackleys Lane**

The Chair asked the Clerk to again follow up with Via on the suggestion that they were taking over responsibility for the verge on Mackleys Lane,

(c) **Tankers on Main Street**

Councillor Saxton raised the issue of the tankers working at the north end of the village on Main Street, opposite Woolhouse Hall.

The Chair advised that it was understood there had been a collapse between Muskham and Cromwell and the tankers were having to empty them on a 24/7 basis. It was not understood why the tankers were travelling through the village, rather than using the A1 slip road directly next to the site, to empty at Newark.

The Clerk advised that a reference number had now been obtained from Severn Trent and an update call from an inspector was expected. Any response received would be circulated to Members.

Councillor Saxton also raised a concern that contractors were sleeping in their lorries overnight and appeared to have no access to toilet facilities.

NM221-20 Date of Next Meeting

Monday, 12th October 2020

The meeting closed at 8.23pm