

South Muskham/Little Carlton Parish Council

Minutes of the Parish Council Meeting held on Wednesday, 16th June 2021 at 7.30pm in the Main Hall, South Muskham Village Hall

A link to join by Zoom had been provided for members of the public.

Membership: D Catanach, C Brightmore, K Brown, R Gill, P Jarvis, G Shearing
Members of Public: 1 plus Mr M Tubbs, Newark & Sherwood District Council

Also Present: Councillor B Laughton and Councillor Mrs Saddington (via Zoom)

17.21/22 **Apologies for Absence and Declarations of Interest**

Apologies – There were none given.

Declarations of Interest – There were none made.

18.21/22 **Chair's Report**

The Chair asked for Members' approval to send a bouquet of flowers to Gill Gilroy following her resignation from the Parish Council, as a thank you and acknowledgement of her service to the communities. This was AGREED. The Clerk to progress.

Open Session

The Chair suspended the meeting to allow Councillor Mrs Saddington to present her report.

Councillor Mrs Saddington had nothing to report from a District Council perspective. From a waste perspective, Tetra Pak's were now being accepted by recycling centres throughout the County.

19.21/22 **To receive a presentation from Matthew Tubbs, Senior Planner (Planning Policy) regarding a Neighbourhood Plan.**

The Chair welcomed Matthew Tubbs to the meeting and suspended the meeting to allow him to make his presentation.

Mr Tubbs referred to the Government proposals to fundamentally reform the planning system, if the white paper was fully adopted. Neighbourhood Plans weren't mentioned so it was not known where they would fit within the legislation.

Alongside this, Newark & Sherwood District Council were currently in the process of reviewing their Development Plan. It was important for Members to be aware that there were lots of potential changes ahead, which made it difficult to provide guidance.

Newark & Sherwood District Council provided some support for communities establishing a Neighbourhood Plan, and there were examples of adopted ones that could be accessed on the District Council's website.

In brief, the Parish Council would need to undertake some form of consultation with the local community to determine what they felt was important as the Plan needed

to be a reflection of community views. As an example, a Plan could include a localised design assessment to retain the character of the village.

Once consultation had been completed, this would enable the Parish Council to put together a draft Plan.

The District Council would take over at the end of this stage and do further consultation. A dedicated Officer would be provided at the District Council to assist the Parish Council at key points throughout the process.

The Plan would also be reviewed by an independent examiner, and it had to be in line with the national planning policy framework.

A referendum would then be held, organised and paid for by the District Council, and to be accepted it had to receive over 50% of the votes. If adopted, the Plan would become a full part of the District Council's Development Plan. From a financial perspective, a community with an adopted Neighbourhood Plan received 25% in CIL funding, compared to 15% for those without.

Up to £10,000 in funding was available through locality.org.uk.

The Chair thanked Mr Tubbs for his presentation and reconvened the meeting at 7.55pm.

Open Session

With the arrival of Councillor Laughton, the Chair suspended the meeting at 8pm to allow him to present his report.

- Highways maintenance review had just started, with the team to report back towards the middle of September. A Transport and Highways Committee had been established.
- In the process of doing a forward plan for the next 4 years. The County Council were looking to establish community hubs to capture the voluntary organisations that had been set up during the pandemic.
- There was a slight delay in the 40mph delay going ahead.

The Chair thanked Councillor Laughton for his report and reconvened the meeting at 8.03pm.

20.21/22 Village Fete

With Members approval, the Chair brought forward agenda item 9.2 and suspended the meeting to allow a member of the public to speak.

Mr Watts advised that he had been involved with arranging the Southwell Ploughing Match, including liaison with the SAG at Newark & Sherwood District Council, that ensured events in the District were safely organised. He had the expertise to do a risk assessment for the Parish Council in advance of the event.

The Chair observed that the Fete was a local event, organised by Councillor Brightmore and others, but would be held on Beckitt Field, land owned by the Parish Council. If the event were to proceed, there had to be clear evidence that all risks had been covered.

Email: clerk@smlcpc.org Tel: 07946 601364

Mr Watts explained that there would be a requirement for insurance (public liability), first aid cover, and potentially a road closure given the narrowness of the road through the village.

Councillor Brightmore explained that an offer of a field had been made for car parking, and with a road closure in place (with residential access) it would mean cars wouldn't be parking in front of houses.

The Chair thanked Mr Watts for attending and for his input and reconvened the meeting at 8.30pm.

21.21/22 To approve the Minutes of the meeting held on 19th May 2021

The minutes of the Annual Meeting of the Parish Council held on 19th May 2021 were accepted as a true record and signed by the Chair.

22.21/22 Matters arising from the Minutes not covered elsewhere on the Agenda

There were none.

23.21/22 Financial Issues

23.1 To record Receipts – There were none. The Clerk confirmed that a VAT claim had
23.2 been submitted for the financial year 2020-21 in the sum of £1,112.95 should be received in due course.

23.3 To approve invoices for payment:

Accounts requiring and accepted for payment were:

- Clerk's Wages - tba
- HMRC Payment - tba
- Mowing of Beckitt's Field - £105 (May)
- Came & Company Insurance Renewal - £595.78
- NSDC - Supply & Installation of New Dog Bin (Little Carlton) - £348
- Safelincs – Fire Extinguisher – £171.94
- WEL Medical – Defib pads - £42
- Muskham Magazine – Donation - £200
- Charitable Contribution – Memory of Sandra Akerman - £25
- EDF – Beckitt Field -£31.12

Councillor Jarvis requested a copy of the Public Liability Certificate so it could be displayed in the pavilion at Beckitt Field.

23.4 To note the Internal Auditor's Report

The internal audit had now been completed, following a few amendments requested the accounts now balanced.

There was a concern at the difference in the asset register from previous years, some of which was down to a revaluation of the pavilion on Beckitt Field. It was also identified that a number of assets had been added onto the register from 1st April 2020 when they had not been on previously. That variance had to be explained as part of the process.

The Chair referred to the inclusion of the Village Gateway Signs on the register, in the sum of £10,200. The Clerk to raise with the Council's insurers on renewal on depreciating value.

Members accepted the amended asset register as correct.

23.5 To consider the Annual Governance Statement for the 2020-21 Financial Year
Members received, noted and agreed the Accounting Statement as at 31st March 2021 and AGREED that it should be signed by the Chairman.

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As the Parish Council was under the £25,000 threshold a Certificate of Exemption would be submitted to PKF Littlejohn.

24.21/22 **Planning**

24.1 Decision Notice – 21/00690/FUL – Garage House, Great North Road, South Muskham

Members received and noted the decision notice refusing planning permission for the development.

25.21/22 **Parish Council Matters**

25.1 Casual Vacancy

Newark & Sherwood District Council had been notified that there had been a resignation. A casual vacancy notice had been advertised, and there was a 14 day period whereby 10 electors in the parish could request an election. The 14 day period expired on Thursday, 23rd June whereafter the Parish Council would be advised if an election had been requested or whether they could fill the vacancy by co-option.

The vacancy would be advertised in the Muskham Magazine, and in the village noticeboards, with a closing date of 20th July.

The Clerk explained the process that would apply if there was more than one application to fill the vacancy.

Members were happy with the process and AGREED that a separate meeting be held once the number of applications were known.

25.2 Update on Request for increase in Dog Bins – South Muskham

The Clerk advised that discussions were still ongoing with Via regarding permission to site a dog bin on the green at South Muskham.

26.21/22 **Beckett Field**

26.1 Investigation into Grant Funding for New Pavilion

The Clerk advised that a brief review had been undertaken on grant funding available for a new pavilion.

The general thread was that there should be an identified need within the community, and, for sport grants, there should be more than one activity involved.

The Chair did consider that it would be nice to give people in Little Carlton the opportunity to attend a Parish Council in their village at least every two months, which the pavilion could potentially be used for. It would need to be demonstrated that people would want to use it, and no conflict and with South Muskham Village Hall.

A discussion took place around the Public Space Protection Order that excluded dogs from being exercised on the field. As it was the only green space in the village, the Clerk was asked to explore if the order could be lifted or amended to one where dogs could go on, but on leads.

A new pavilion could not be warranted until there was an interest from the community in using it. Councillor Brightmore noted that Norwell had recently received funding to improve their pavilion inside, which may be more feasible for the pavilion on Beckitt Field than having a new one. The Clerk to investigate further with Norwell Parish Council.

After discussion, Members were asked to consider what was required of the pavilion so that a list of priorities could be put together and discussed at the July meeting.

26.2 Village Fete

Councillor Brightmore asked if the Parish Council were supporting the village fete. The Chair considered that it was supported by the Parish Council, but it was not a Parish Council event. However, permission had been given for Beckitt Field to be used.

The Council's insurance had now been renewed, and the Clerk had sought clarification on whether the event would be covered under the policy. A reply was awaited. All rides, stalls, etc, would need to have their own insurance a copies would need to be produced before the event.

Councillor Brightmore advised that any proceeds would be for the Lincs & Notts Air Ambulance, with a donation to the Parish Council.

26.3 Renewal of Contract with Muskham Cougars – 2021-22 season

The Clerk referred to the renewal of the contract with the Muskham Cougars which was due from 1st August. The previous contract had been updated by the Clerk and Members were asked if they were content for it to be issued for signature. This was AGREED.

27.21/22 **Flooding, Drainage & Emergency Planning**

27.1 After discussion with the Chair, the Clerk had asked for this to be put back to the Autumn.

28.21/22 **Highways**

28.1 Resurfacing of B6325 – Roadworks Bulletin

Confirmation had been received that the works on the B6325 would take place overnight from 9th August to 21st August, from the mini-roundabout to the Ashiana. Correspondence had been circulated to members for information.

Councillor Gill expressed concerns about the diversion and the potential for HGVs to try and cut through Little Carlton, and other villages, as a shortcut. The Clerk would highlight with Via.

Councillor Brightmore referred to the surface of Kelham Lane. Yellow paint had been sprayed around some of the potholes, but no work had been undertaken. The Clerk to re-log on the portal.

28.2 Gates beside Village Gateway Signs

The Clerk had made enquiries with the duty planner regarding the gates beside the Village Gateway signs. The opinion was that planning permission would be required for the gates and advised that an application be submitted for them to be retained.

The Clerk expressed concern that, at the moment, the gates have been installed without permission and would not, therefore, be covered by the Council's insurance, leaving the liability with the Parish Council if they were involved in an accident.

The Clerk was not clear on whether planning permission replaced the requirement for a licence, or whether there would be a requirement for both. Via to be asked for clarification. Details of construction and installation of the gates would be needed, which Councillor Brightmore could provide. Costs for the planning permission would have to be met by the Parish Council. It was noted that the planters had not been raised as an issue by Via.

Councillor Brightmore considered that the gates had made people realise that Little Carlton was a village.

The Clerk was asked to investigate whether the old village signs would be removed by Via as they were still in place.

29.21/22 **Correspondence Received**

There was none to report.

30.21/22 **Other matters arising not on the agenda**

Councillor Gill asked if planning permission was required to undertake work to trees. The Clerk confirmed that permission would be required if it was covered by a Tree Preservation Order or in a Conservation Area.

Next Meeting – Parish Council – 21st July 2021 at South Muskham & Little Carlton Village Hall
(with a remote link for residents).

The meeting was closed at 9.25pm

Minutes approved as a true record –