

South Muskham/Little Carlton Parish Council

Minutes of the Annual Parish Council Meeting held on Wednesday, 17th May 2023 following the conclusion of the Annual Parish Meeting that started at 7pm in the Main Hall, South Muskham Village Hall

Membership: C Briggs-Price, D Catanach, R Gill, P Jarvis, G Shearing and E Tilbury

Also Present: Councillor Mrs Saddington

01.23/24 **Apologies for Absence and Declarations of Interest**

Apologies – Received and accepted from Councillor Brown

02.23/24 **To note the results of the Uncontested Election held on 4th May 2023**

The Clerk confirmed the results of the Uncontested Election that had seen the following Elected onto the Parish Council:

Catherine Briggs-Price, Kelly Brown, Dave Catanach, Ron Gill, Paul Jarvis, Geoff Shearing and Emma Tilbury

All would serve a four year term to 2027.

03.23/24 **To sign Declarations of Acceptance of Office and Register of Members Interests**

All forms had been duly completed, with the Declarations counter-signed by the Proper Officer of the Council.

04.23/24 **To Elect a Chairman for the Civic Year 2023/24**

The Clerk called for nominations to the position of Chairman for the Civic Year 2023/24. Councillor Jarvis proposed Councillor Catanach, seconded by Councillor Shearing.

This was unanimously AGREED and the Clerk declared Councillor Catanach the Chairman. The Declaration of Acceptance of Office was duly signed.

05.23/24 **To Elect a Vice-Chairman for the Civic Year 2023/24**

The Chair called for nominations to the position of Vice-Chairman for the Civic Year 2022/24. Councillor Jarvis proposed Councillor Shearing, seconded by Councillor Catanach. This was unanimously AGREED and the Chair declared Councillor Shearing the Vice-Chairman.

The Declaration of Acceptance of Office was signed by Councillor Shearing.

06.23/24 **Declarations of Interest**

There were none to record.

Open Session

This would be taken when Councillor Mrs Saddington arrived.

07.23/24 **Chair's Report**

There were no matters to report other than outlined in the Annual Parish Meeting.

08.23/24 **To approve the Minutes of the meeting held on 19th April 2023**
The minutes of the meeting held on 19th April 2023 were accepted as a true record and signed by the Chair.

09.23/24 **Matters arising from the Minutes not covered elsewhere on the Agenda**
There were none.

10.23/24 **Financial Issues**

10.1 To record Receipts

The following receipts were recorded:

- Newark & Sherwood District Council – Grant - £200
- NSDC - 1st Half Precept: £6,858.50
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10.2 Invoices for payment:

- WaterPlus - £14.13
- Clerk's Wages (April) - £301
- HMRC PAYE (April) - £75.20
- Donation to Village Hall - £200
- WEL Medical Ltd – Defib Pads - £79.08
- Norwell Groundcare - £90
- Bank Charges - £8.00

After discussion, it was AGREED that Councillor Jarvis would take monthly meter readings of the water, in addition to the electricity readings.

10.3 Renewal of Council Insurance Policy

The Clerk advised that the Parish Council were in a 3 year deal with Gallagher from 2022. This meant the insurance would be automatically renewed. The Clerk was asked to check and confirm this was correct. A comparative quotation had been requested from BHIB in the meantime.

11.23/24 **Review and adoption of updated policies**

11.1 Standing Orders

The Clerk advised that an update to the Standing Orders had been issued by the National Association. These would be reviewed and incorporated to the existing Standing Orders adopted by the Parish Council. A copy would be circulated to Members for review and then brought back for adoption at a future meeting of the Parish Council. In the meantime, the current Standing Orders would stand.

11.2 Financial Regulations

The Clerk advised that the National Association had confirmed there would be a review of Financial Regulations during the current year. In the meantime, the Financial Regulations previously adopted would stand.

11.3 Model Publication Scheme

The Model Publication Scheme remained as previously adopted.

Copies of all the above documents to be circulated to Members.

12.23/24 **Planning**

There were no matters to consider

13.23/24 **Parish Council Matters**

Works requested to Walnut Tree, South Muskham Village Hall

Members noted information received from the South Muskham Village Hall Trustees regarding the Walnut Tree.

The Clerk updated Members on discussions with the Trees & Woodlands Officer who had suggested a second survey, and had also provided links to the management of Veteran Trees. A request had been made for a site visit.

It was noted that further communication had been received from the Village Hall Trustees to advise that the decision had been taken to fell the tree, and two quotations had been forwarded. A request for financial support had been made to the Parish Council.

After discussion the Clerk was asked to liaise with the Village Hall Trustees to:

- Hold a site visit with the District Council's Trees & Woodlands Officer
- Following his visit, to seek a further survey if considered necessary
- Should the decision still be made to fell, then a further quotation to be sought so that three were available.

At that point the Parish Council would consider contributing towards the cost, but not before, given the significance of the tree to the street scene of the village.

Open Session

With the arrival of Councillor Mrs Saddington, the Chair suspended Standing Orders at 7.51pm to allow her to present her report. The Chair extended his congratulations on her recent re-election to the District Council.

Cllr Mrs Saddington acknowledged those thanks and was grateful for those who had supported her in the Election. Given the changes at the District Council, it was not yet clear how the administration would work but more details should be available following the Annual Meeting on Tuesday, 23rd May.

The Chair advised that the determination of the solar farms that had been put forward were of a concern to the Parish Council, and it would be watching closely the membership of the Planning Committee with a view to contacting them to ensure residents views were heard.

Cllr Mrs Saddington extended congratulations to those who had returned to serve on the Parish Council. There will be challenges to face, but we will all work together for the benefit of the villages

On May 23rd, the Chairmanship of Newark and Sherwood District Council will be handed over. It has been a busy year and a very special one. Events have occurred which could never have been imagined 12 months ago.

In early Summer 2022, we enjoyed the Celebration of HM the Queen's Platinum Jubilee. Residents held parties, happy to celebrate both the Jubilee and freedom following a 2 year lockdown.

Then, on September 8th, 2022, we received the sad news that HM the Queen had passed away. Flowers were laid at Newark Cemetery and in the Parish Church on behalf of Newark and Sherwood District Council and the Condolence book at Newark and Sherwood District Council was opened and signed. This date will forever be in our minds, as we will recall where we were on that sad day.

A few days later, Cllr Mrs Saddington had the honour of reading the Proclamation at Castle House proclaiming our new King, Charles III. A service followed at Southwell Minster.

As the Civic year draws to an end, a Service of Celebration was attended at Southwell Minster on May 7th, following the Coronation of King Charles III. Cllr Mrs Saddington advised that it has been an absolute honour and privilege to take part in these important events: A Royal Platinum Jubilee, a Royal Death, Proclamation of the new King Charles III and the Coronation Service.

A service in Newark Parish Church was also attended, prior to the two exiled Polish President's return journey to Poland for burial, following their safe keeping for many years in Newark Cemetery.

In summing up, Cllr Mrs Saddington reflected that it had been a very special Civic year.

Thanks were extended to Parish Councillors who have worked so hard to make the villages a better place, also those who volunteer to help with the Village Hall and the Community Speedwatch. You are not always recognised and your help is of so much value.

Finally, Cllr Mrs Saddington advised that she would not routinely be attending all Parish Council meetings going forward. However, if assistance was required on any specific matter, especially around planning applications, she would be happy to attend. Agendas and minutes should still be circulated and the Clerk was asked to ensure any matters requiring attention were advised.

The Chair thanked Cllr Mrs Saddington for her report and reconvened the meeting at 8.18pm.

13.22/24 **Parish Council Matters (cont)**

13.2 To consider an Action Plan for the Parish Council

After discussion, Members did not consider that an Action Plan was required, however, more engagement with the community was considered a priority.

The Clerk was asked to put together information on what the Parish Council does with a view to producing a flyer that could be circulated to all households. This should also include asking residents to consider signing up for the email distribution list. This to be circulated to and agreed by Members before production.

13.3 Trees for Climate Initiative

Members received and noted the initiative being promoted by Nottinghamshire County Council.

- 13.4 Works to Noticeboard – South Muskham
Permission was granted for the Clerk to arrange a site visit by Allen Signs to review the noticeboard at South Muskham, and also the one at Little Carlton.
- 14.23/24 **Beckett Field**
The Clerk referred to a request received from Muskham Cougars regarding improvements to the pitch and possible sources of funding to do that. However, there would be a need for the Parish Council to commit to a longer term with the club.

After discussion, the Clerk was asked to invite the Muskham Cougars to the 21st June meeting to present their proposals in more detail.
- 15.23/24 **Flooding, Drainage & Emergency Planning**
15.1 Nottinghamshire Flood Warden Workshop – Saturday, 10th June 10.00 – 13.00
- 16.23/24 **Highways**
16.1 Highways Issues Logged
The Clerk was asked to log the missing globe on a sign on Great North Road. The potholes on Crow Lane to also be logged.

Reference was made to the drainage problems previously experienced at the junction of Crow Lane and Great North Road. The Clerk was asked to investigate the current position as water continued to pool after heavy rainfall.
- 16.2 Great North Road
The Clerk updated Members on information received from Via regarding the resurfacing of the Great North Road. While it was hoped that this might be in the programme for the financial year 2024/25 there were a number of factors that might impact on this, particularly around Highways England and the British Sugar factory.
- 16.3 Advance Roadworks Bulletin – Church Lane, South Muskham – 7th to 8th July 2023
Members noted the bulletin advising of the advance roadworks.
- 17.23/24 **Nottinghamshire Association of Local Councils**
17.1 The Clerk advised that details of online training had been circulated to Cllrs Briggs-Price and Tilbury. It was AGREED that any training Members would like to undertake be progressed by the Clerk.
- 18.23/24 **Correspondence Received**
18.1 There was none to note.
- 19.23/24 **Other matters arising not on the agenda**
19.1 Councillors Jarvis and Tilbury referred to the interactive sign, and potential other signage, that it had been agreed Via would install following the changes to the speed limit along the A616. The Clerk to chase and feedback to Members.

Reference was made to the request submitted to the Speed Monitoring Vehicle to visit the villages. After discussion, it was AGREED that the Clerk liaise with Inspector Allardice to see if any support could be given to get the Vehicle to visit.

Next Meeting – Parish Council – 21st June 2023 at South Muskham & Little Carlton Village Hall

The meeting was closed at 8.56pm

Minutes approved as a true record –