

South Muskham/Little Carlton Parish Council

Minutes of the Parish Council Meeting held on Tuesday 24th July 2018 at 7.30pm in the Village Hall, South Muskham

Membership: Councillor Mrs K Carr (Chairman)

Councillors: H Clack, R Gill, Mrs S Gannon, Mrs G Gilroy, Mrs K Walsh, D Catanach

Also present for part of the meeting: County Cllr B Laughton

Members of Public: 1

37.18/19	<p>Apologies for Absence Apologies were received and accepted from Cllr. D Catanach and District Cllr. Mrs S Saddington</p>	
38.18/19	<p>Declarations of Interest None declared</p>	
39.18/19	<p>Report from the Chairman Parish Clerk and RFO The Chairman welcomed Ms Sandra Akerman as the new Clerk and stated she was looking forward to working together. Both signed the Contract of Employment.</p> <p>The Chairman also thanked Mrs Christine Slim for all her hard work and professionalism working with the Council over the last seven years and on behalf of the Council presented her with a gift, card and flowers.</p> <p>Christine said she had enjoyed working with the Council, it had been a very rewarding job and everyone has been very kind and helpful. Thanks went especially to Cllr. Clack, Cllr. Mrs Carr and Cllr. Gill for their support and friendship.</p> <p>A handover between Clerks has taken place with some final financial items to be covered. Christine has kindly offered to be available for this and also to answer any queries that may arise over the next few weeks.</p> <p>The Chairman also gave thanks to Cllr. Clack for his twelve years as Chairman of the Council and for his commitment to both the Council and Community. Cllr. Clack expressed his thanks for the kind words and gift.</p> <p>The Chairman formally reported on the very sad and sudden death of Brenda Francis, wife of former Cllr. Les Francis. Personal condolences had been sent by all members of the Council.</p> <p>Best wishes are also sent to Mrs Hazel Hall.</p> <p>Finally, the Chairman noted that the date for the next meeting in September has been changed to Wednesday 26th. The Vice Chairman, Cllr. Mrs S Gannon has agreed to chair the meeting.</p>	SG
	<p>Public Session Report from County Councillor Bruce Laughton Consultation launched for 50mph speed limit on the A616 between Wellow and South Muskham. The section of the A616 between Old Ollerton and Wellow is proposed for a 40mph limit with an interactive speed sign at Kneesall. The Chairman confirmed a response has been lodged. NCC are currently considering the purchase of two Scania Dragon lorries which will make pothole repairs more sustainable and cost effective.</p>	
40.18/19	<p>MINUTES All Agreed that the Minutes of the meeting held on 16th May 2018 be approved as a correct record and were duly signed by the Chairman.</p>	
41.18/19	<p>Matters arising from the Minutes not elsewhere on the agenda</p>	

	<p>Wifi at the Village Hall Confirmation required if this is now installed and any of access codes.</p>	KW
42.18/19	<p>Financial Issues Invoices for Payment Payments made between meetings to the following were ratified: HMRC for 1st qtr payment for Clerk payroll costs @ £211.60 (chq 100313) Waterplus for charges at Beckitt Field 09.02.18 to 16.05.18 @ £19.32 (chq 100314)</p> <p>The following were approved for payment: Barker Maule for audit services @ £216 (chq 100315) G Buswell for hedge trimming at Beckitt Field @ £40 (chq 100316) TCC.Com for annual service of Council laptop @ £80 (chq 100317) VHMC for financial aid for WiFi costs at the village hall @ £400 (chq 100318). To be reviewed annually.</p>	SA RG SA SA
43.18/19	<p>Bank Mandate A revised mandate was required to reflect the change in respect of the post of Parish Clerk. Sandra to complete and provide relevant identification for the bank.</p>	SA
44.18/19	<p>Financial Out turn Statement The bank account has been reconciled with a final financial handover to be completed.</p>	SA/ CS
45.18/19	<p>Planning Issues 18/000997/FUL Lynroe, Little Carlton Documents lodged with N&SDC have also been provided to SMLC by the applicant. SMLC has already responded to the application objecting on the grounds of Highways issues. A further discussion followed and it was agreed that the Chairman should write to acknowledge receipt of the documents commenting on safety, adherence to terms of the 'O' Licence and to encourage a co-operative community environment for all.</p>	KC
46.18/19	<p>NCC F/3855 British Sugar Proposed change of use of soil conditioning extension. SMLC has responded with no objections referencing previous problems with odour from the settling ponds and lagoons.</p> <p>Post Minute Note: Confirmation received from NCC on 25th July the application is approved reflecting comments made regarding odour.</p> <p>Mrs Gannon commented on the increased odour problem over the last few weeks. It was felt this was possibly coming from animal feed being used by a local farmer.</p>	
47.18/19	<p>18/00602/FUL The Grange, Great North Road, South Muskham Application approved by N&SDC</p>	
48.18/19	<p>18/00805/FUL Garage House, Great North Road, South Muskham Application approved by N&SDC</p>	
49.18/19	<p>Notts ALC 'Nuts and Bolts' Planning Training Attended by Cllrs. Mrs Carr and Mrs Gannon. A very productive session with useful information provided. The Chairman of Fiskerton PC has shared a template it uses for assessing planning applications. Cllr. Mrs Carr to circulate.</p>	KC
50.18/19	<p>LNER Church Lane Level Crossing The Council discussed an incident on 4th July involving two parish residents and expressed its concern for them. A letter has been sent to LNER and received a standard acknowledgment which will be followed up. Letter to be re-sent to Network Rail and copied to Robert Jenrick. The matter has also been raised at the Safer Neighbourhood Group by Cllr. Mrs Gilroy.</p>	SA
51.18/19	<p>Flooding and Drainage Maintenance Work to Drains & Culverts</p>	

52.18/19	<p>Works were completed at Bathley Lane w/c 16th July and at South Muskham on 23rd July (latter item to be confirmed). Discussion regarding who is responsible for rain water disbursement – Via EM or IDB. Cllr. Gill has spoken with Matt Everett, IDB who will clarify who should be clearing the dyke at the corner of Beckett Field.</p> <p>Update on outstanding issues required from NCC Flood Risk Management Team.</p>	KC/ SA
53.18/19	<p>Emergency Plan Flash Flood 2nd June Cllr. Mrs Carr has written to NCC regarding sandbags and who should provide these. It was noted that waterproof bags are required. Local builder's merchants to be contacted for a price on sand to fill 50 to 60 bags, some to be stored at the village hall and the rest distributed to residents as requested.</p> <p>Minutes of the Flood Review Meeting have been circulated.</p> <p>Flood Wardens to be provided with a 'grab bag' of essential equipment and contact numbers for councilors trained as Flood Wardens. It was noted that road closure signage must only be deployed having informed the Duty Emergency Planning Officer.</p> <p>Cllr. Mrs Gilroy discussed the inventory of emergency equipment and what additional purchases were required. Cllr. Clack proposed and Cllr. Mrs Gannon seconded proceeding with purchase of additional equipment as identified.</p> <p>Cllr. Mrs Carr suggested a meeting to walk the villages and identify manhole covers for the Emergency Plan. A date to be circulated.</p>	HC GG KC
54.18/19	<p>LIS Bid Awaiting receipt of funding. To be followed up.</p>	SA
55.18/19	<p>Highways and the Environment A616 Ollerton to South Muskham Refer to comments made by County Cllr. Laughton earlier in the meeting.</p> <p>Cllr. Clack raised concerns over traffic control from Debden Hill to the mini roundabout at South Muskham especially in view of proposed daytime closures at Kelham Bridge. It was suggested traffic levels and speed are monitored during the closure period (see below) and Cllr. Mrs Gannon agreed to do this.</p>	SG
56.18/19	<p>Church Lane Crossing A quantity of rubbish was left at the crossing following overnight works. Cllr. Mrs Carr contacted Via EM to complain and will follow up with Network Rail and Robert Jenrick if happens again. N&SDC also advised.</p>	
57.18/19	<p>Road Closures Church Lane Level Crossing from 22:45hrs Sat 28 July to 08:25hrs Sunday 29th July; and from 22:45hrs Sat 4 August to 08:25hrs on Sunday 5 August</p> <p>Revised dates for Kelham Bridge closure now 06:00 hrs Sunday 5 August to 16:30hrs Friday 24th August</p>	
58.18/19	<p>Poppies on Lamp Posts The parish has approximately 50 lamp posts and Cllr, Mrs Carr suggested a poppy on alternate ones. Order to be placed with Royal British Legion for 25 to 30 poppies at £3 each</p>	SA
59.18/19	<p>Grass maintenance on mini roundabout NCC have agreed to five cuts per year, one has been done, on request. Cllr. Mrs Walsh agreed to monitor the area and advise the Clerk when a cut is required.</p>	KW/ SA

69.18/19	Footpaths Cllr. Mrs Walsh is working on producing an A4 map of the parish footpaths.	KW
61.18/19	Bad Odour Cllr. Mrs Carr has written to Severn Trent who advised that this is most likely due to the long spell of warm weather. To be monitored.	
62.18/19	Additional 30mph Signage B6325 Cllr. D Catanach has requested improved signage for the 30mph section of the road from the mini roundabout to the A1, suggesting an additional sign be located immediately after the roundabout. Via EM (Mike Keeling) to be contacted.	SA
63.18/19	Newark Traffic Emails from Cllr. Mrs S Saddington to Network Rail and others were circulated. The Council noted it is in support of her comments.	
64.18/19	Overhanging Vegetation Concerns raised by two residents regarding overhanging trees on the Ollerton Road which have been logged with Via EM. The Council supports the concerns of residents and will follow up with Via. Cllr. Clack raised the overgrown verge obstructing the view turning right on Trent Lane (formerly Rookery Lane) from Kelham towards Little Carlton. To be logged with Via EM. Concerns over ragwort in the verge on the Ollerton Road on left from the mini roundabout. To be logged with Via EM. Concerns were raised over the area immediately opposite Forge Close. Cllr. Walsh commented that last year she had requested the land owner to clear the area with no success. The Chairman agreed to make a personal approach to the landowners on the matter.	SA SA SA KC
65.18/19	GDPR Councillor email addresses Cllr. Mrs Gannon has investigated costs to acquire an SMLC email for all councillors and has purchased the domain smlc.org.uk. Costs for up to 10 email addresses including web hosting for one year is approx. £350. Cllr. Clack proposed and Cllr. Mrs Gilroy seconded this go ahead.	SG
66.18/19	Compliance Declaration Copies were provided to all councillors with a request for completion and return at the next meeting.	All
67.18/19	Beckett Field The Cougars Youth Football Team have requested to make the pitch larger and have permanent goal posts as the team are now all aged twelve. Cllr. Gill had spoken to local residents, he proposed the request it was unanimously agreed.	
68.18/19	Safety and Security Issues Cllr. Mrs Gilroy reported back from the latest Safer Neighbourhood Group meeting and advised the Council of a number of incidents within the area but not directly affecting SMLC. PCSO Crowhurst has offered to attend a council meeting and also to provide training on Speed Watch. Cllr. Mrs Gilroy to liaise and collate details of potential trainees.	GG
69.18/19	Defibrillator for Little Carlton Cllr. Mrs Walsh presented a cheque for £200 raised at her annual garden open day towards the fund for the second defibrillator. The current budget has an amount of £1,000 set aside for a purchase but there still remains a funding gap. Cllr. Clack proposed the Council cover the gap and proceed with a purchase. All Agreed.	

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Membership: Councillor Mrs K Carr (Chairman)

Councillors: H Clack, R Gill, Mrs S Gannon, Mrs G Gilroy, Mrs K Walsh, D Catanach

Also present for part of the meeting: Cty. Cllr. Bruce Laughton, Dist. Cllr. Sue Saddington

Members of Public: 2

73.18/19	<p>Apologies for Absence Apologies were received and accepted from Cllr. Mrs Carr.</p>	
74.18/19	<p>Declarations of Interest Received and accepted from Cllr. Clack in respect of agenda point 95.18/19</p>	
75.18/19	<p>Report from the Chairman In the absence of Cllr. Mrs Carr, the meeting was chaired by Cllr. Mrs Gannon (Vice-Chair)</p> <p>A Service of Remembrance will be held at the North Muskham Rural Community Centre on Sunday 11th November 2018 at 10.30am. Cllrs. Mrs Carr and Mrs Gilroy will represent the parish. A Roll of Honour for the fallen of the parish will be read out by Cllr. Mrs Carr. As part of the National Beacon Lighting, a beacon will be lit at The Ferry, North Muskham at 7pm to coincide with HM The Queen lighting the first one.</p>	
	<p>Public Session Southwell Ploughing Match Mr John Jackson and Mr Richard Thomas from the Southwell Agricultural Society joined the meeting to discuss the road closure arrangements for the Ploughing Match and Agricultural Show on Saturday 29th September. This is an annual event, the largest one day agricultural show in the county and its location moves every year. Proceeds from the event go to charity, approx. £30,000 each year. The traffic arrangements are managed by TMS and agreed by the County Council in advance of the event. Mr Jackson gave details of the proposed closures and advise that all residents had received a letter with the details and road signs had been posted along the route. Cllr. Gill asked if there would be traffic lights on the junction of Bathley Lane and the A616 for exiting (this was confirmed) and whether traffic cones would be in place on Bathley Lane (to be clarified). The organising committee commit to a full litter pick of the site (approx. 200 acres) the day after the event with all marquees removed within a couple of days. Any issues or queries on the day can be relayed to Mr Jackson via the Clerk. The Council thanked Mr Jackson and Mr Thomas for attending and for their liaison with the Clerk and the generosity of the organising committee and wished them a successful event. Post meeting update: traffic lights will not be in place at the A616 junction with Bathley Lane as 90% of public vehicles will be directed to exit from Crow Lane where there will be traffic lights at the junction with the B6325. In addition traffic cones will not be in place along Bathley Lane as the traffic will be one way.</p> <p>Report from County Councillor Bruce Laughton</p> <ul style="list-style-type: none"> • The footfall at Castle House for the last six months has increased by 80% with an additional 16,000 people using the facilities. • The development at Bowmand Cross (the Robin Hood Hotel) has been approved for a hotel and shops. Cllr. Walsh asked what will happen to the Job Centre and was told it is likely to be converted to flats as the HMRC building has been. • A renovation project on the castle is underway. • There have been recent reports of concrete and bricks being thrown from the bridges over the A1 at night. Police have increased patrols. • The consultation on making the A616 a 50mph speed limit along its length has closed and will be referred to committee within the next two sessions. Cllr. Gannon asked if the data logging strip that has been positioned on the B6325 would lead to a speed camera being installed and was advised that it would not. Cllr. Catanach commented that it was encouraging to see a speed detector van in the area. 	

	Report from District Councillor Sue Saddington Nothing specific to report.	
76.18/19	MINUTES All Agreed that the Minutes of the meeting held on 24 th July 2018 be approved as a correct record and were duly signed by the Chairman.	
77.18/19	Matters arising from the Minutes not elsewhere on the agenda Wifi at the Village Hall The WiFi connection is now installed and available for users of the hall. The Council thanks the Village Hall Management Committee for acknowledging its connections when setting the password. Merchant Navy Day – 3rd September The Council thanks the Village Hall Management Committee for ageing to fly the Red Ensign to commemorate Merchant Navy Day. Thanks were extended to Cllr. Mrs Walsh and to Mr Dudley Wollnough for obtaining and raising the flag on the day. A donation to the charity Seafarers UK was suggested at £50 and all agreed . Network Rail – near miss incident 4th July Correspondence between the Chairman and Network Rail has been circulated. An invitation to attend the November meeting of the Council has been extended to representatives of Network Rail. Clerk to follow up.	SA
78.18/19	Financial Issues Invoices for Payment Payments made between meetings to the following were ratified : <ul style="list-style-type: none"> • Cllr. Mrs Carr for leaving and thank you gifts @ £158.79 (chq 319) • Mrs C Slim for final salary and expenses @ £134.03 (chq 320) • Cllr. Mrs S Gannon for the purchase of email addresses @ £297.28 (chq 322-cancelled and re-issued on chq 328) • HMRC for quarterly PAYE @ £156 (chq 323) • Water Plus @ £23.25 (chq 324) <p>The following were approved for payment:</p> <ul style="list-style-type: none"> • Royal British Legion for initial delivery of 20 poppies @ £60 (chq 325) • S Akerman for salary @ £430.66 (July & Aug) and external hard drive @ £42.98 (chq 326) • Seafarers UK donation @ £50 (chq 327) • Cllr. Mrs G Gilroy for the purchase of Flood Warden supplies @ £24 (chq 329) 	
79.18/19	Receipts <ul style="list-style-type: none"> • Muskham Cougars @ £120 • N&SDC Precept (2nd tranche) @ £5,037.50 • LIS Fund @ £3,400 for an emergency generator. Clerk advised Whate Electrical had been approached to source and provide the equipment as quoted. Cllr. Catanach queried where it was to be located securely and who would insure it. Clerk to follow up. 	SA
80.18/19	Bank Mandate The revised mandate has been returned to HSBC along with a change of contact address and a new standing order to reflect the change in payroll.	
81.18/19	Highways Footpaths Cllr. Mrs Walsh has a hard copy of the parish map in large format which requires printing in A3 or A4 size. Cllr. Catanach to look into possible printing.	KW/DC
82.18/19	Poppies on lamp posts Twenty poppies have been received and should be displayed between 1 st and 11 th November and must be taken down on 12 th November. Cllr. Mrs Gilroy and Cllr. Mrs Gannon agreed to install in South Muskham and Cllrs. Gill and Clack in Little Carlton.	SG/GG RG/HC

83.18/19	<p>Speed signage on Great North Road and road safety at the mini roundabout Cllr. Mrs Carr and the Clerk met with Jo Horton of Via EM on 24th August. The request to move or add 30mph signs nearer the roundabout is not possible due to the level of street furniture already in situ and restrictions on signs in a 30mph area. The mini roundabout has a good safety record and signage was improved a few years ago. Nothing more can be done at the junction at this time. Correspondence has been received regarding wheelie bin stickers reminding drivers of the speed limit. Clerk to clarify costs and legality of distributing them.</p>	SA
84.18/19	<p>Grit Bin, Forge Close The blue bin is damaged and can be replaced by NCC with an initial fill for £155. Clerk to confirm that damaged bin and contents would be removed at the time of delivery.</p>	SA
85.18/19	<p>Problem Reporting Various issues with overgrown vegetation across the parish have been reported.</p>	
86.18/19	<p>Church Lane signage A replacement sign for the junction with the Great North Road has been requested and agreed by N&SDC. Delivery 8-10 weeks from 16th August.</p>	
87.18/19	<p>Village Hall Sign A request for information as to how to apply for a sign on the mini roundabout was received and considered. Not practical to erect at the roundabout due to existing street furniture and costs of approx. £3,000 deemed excessive for an alternative at Church Lane and Main Street.</p>	
88.18/19	<p>Roadworks and Closure Bulletins 3rd September – 2 way traffic lights at Great North Road 1st October – overnight closure of A1 at North Muskham for approx. 12 weeks 19th October – Church Lane closure for level crossing testing</p>	
89.18/19	<p>Flooding and Drainage Sandbags supplied by Via EM Cllr. Mrs Carr has written to thank NCC for supplying 50 sandbags.</p>	
90.18/19	<p>Flood Warden Training in October Cllr. Clack to attend</p>	
91.18/19	<p>Hazard mapping Mapping and recording of potential road and pavement flood hazards has been carried out on Church Lane and Main Street, South Muskham and Bathley Lane & Brammersack Close, Little Carlton. To be included in the Emergency Plan and laminated copies to be circulated to all Flood Wardens and available at the Village Hall.</p>	
92.18/19	<p>Update on outstanding issues Church Lane – flood photos sent to ViaEM Beckett Field – Clerk and Cllr. Gill met with Via EM on Tuesday 25th to discuss the work required to clear the dyke which is the responsibility of the Council. Clerk to contact IDB to enquire if they can carry out the work and at what cost. Cllr. Clack also offered to obtain a quote. Request for a non-return valve re-issued to NCC and awaiting a response. Clerk to follow up.</p>	SA / HC SA
93.18/19	<p>Equipment for Flood Wardens Agreed at the last meeting for essential equipment to be obtained for 'grab bags'. Cllr Gilroy updated the meeting and advised waterproof pads have been acquired, pens and torches yet to be sourced.</p>	GG
94.18/19	<p>Planning Issues Application 18/01690/FUL and 18/01691/LBC 1 Manor Farm Cottages, Ollerton lane, Little Carlton</p>	

95.18/19	<p>Householder application for erection of a link to join the house and garage with single storey building and replace the PVC windows with timber as existing. Includes Listed Building Consent. Details were circulated prior to the meeting and after a short discussion, all agreed to support the application.</p> <p>Application 18/01748/FUL The Paddocks, Ollerton road, Little Carlton Householder application for proposed detached garage extension to front elevation. . Details were circulated prior to the meeting and after a short discussion, all agreed to support the application.</p>	
96.18/19	<p>Planning Appeal of application 17/02016/FUL Garage House, Great North Road Notice of appeal lodged with Planning Inspectorate. Application refused by N&SDC 18th Jan 2018. All agreed that existing supportive comments applied and no further comment required.</p>	
97.18/19	<p>Application 18/01267/FUL South View Farm, Bathley Lane, Little Carlton Response submitted supporting the application. Approved by N&SDC.</p>	
98.18/19	<p>Application 18/00997.FUL Lynroe, Little Carlton Application approved. Cllr. Mrs Carr has written to applicant as discussed at the last meeting.</p>	
99.18/19	<p>Planning Committee Agenda for 4th September Circulated prior to the meeting. All agreed future agenda to be circulated only if an application within the parish was included.</p>	
100.18/19	<p>Draft Nottinghamshire Minerals Local Plan Consultation Cllr. Mrs Carr and the Clerk attended a meeting of PAGE on 15th August where it was agreed that formal consultation with outside agencies (SSA) would be reserved until the public enquiry stage. PAGE response to consultation circulated and all agreed to accept. The draft consultation papers included the following information regarding the parish: <i>South Muskham parish contains one of the densest areas of known archaeological remains in the Trent Valley, reflecting a long history of settlement and landscape development. Whilst this area is of major local and regional archaeological importance it is not fully understood. A field walking programme has been undertaken but further studies are still required to ascertain the effect of losing individual sites or features in this area. As such there will be a presumption against mineral extraction within the South Muskham area for the duration of the Plan period.</i></p>	
101.18/19	<p>Defibrillator for Little Carlton Letter has been written to British Sugar requesting financial aid to acquire the equipment. Clerk to follow up. Cllr. Gill voiced concern over the amount of electricity required for the defibrillator and whether there was an alternative to the cricket pavilion. All agreed to be considered further when the equipment has been acquired.</p>	SA
102.18/19	<p>Telephone Kiosk Adoption Cllr. Mrs Walsh advised that BT have still not removed the telephone equipment and until that is done the kiosk is not officially adopted. Concerns were raised over the adjacent property boundary and legality of adoption. Cllr. Mrs Walsh to obtain a copy of a letter of consent from the property owner to BT.</p>	KW
103.18/19	<p>GDPR Councillor email addresses Councillors are all now using the smlcpc.org addresses with Cllr. Mrs Gannon to provide assistance to Cllr. Gill. Cllr. Mrs Gannon explained the Calendar feature which can be used to set dates for meetings and other events. Clerk asked how best to manage emails that require a response or vote. All agreed these should be marked high priority going forward.</p>	SG/RG /KW

104.18/19	<p>Compliance Declaration Received from five councilors. Cllr. Mrs Walsh and Cllr. Gill to complete once using new email address.</p>	KW/RG
105.18/19	<p>Beckett Field Water Plus have taken over the supply from Severn Trent remaining on a deemed contract based on default charged for the area. Direct Debit Mandate has been signed for future bills.</p>	
106.18/19	<p>Correspondence Received</p> <ul style="list-style-type: none"> • Great War Commemoration Service at Southwell Minster on Tuesday 6th November – Cllr. Carr and Cllr. Gilroy to attend • Newark Healthcare Consultative Group meeting 10th August - Agenda noted & minutes circulated. Cllr. Mrs Walsh and Cllr. Mrs Gilroy commented the public is being encouraged to use the 111 number rather than visit Newark Hospital and there are plans to close the facility from midnight to 8am. Consultations are ongoing, and it was agreed to monitor the situation. • NHS Newark & Sherwood CCG Annual Public Meeting 5th September - noted • Parish Council Conference on Saturday 13th October at North Muskham – Cllr. Carr and Cllr. Gannon attending • Natural England Consultation on bye laws on sites of special scientific interest - noted Dementia Information Programmes – noted • Consultation on Core Strategy Amendments - circulated and noted • Notts ALC AGM on Wed 14th November at Epperstone Village Hall – Cllr. Carr to attend N&SDC Economic Growth Business Unit - events programme noted • Correspondence regarding speed limit on B6325 - unknown correspondent, no further contact received following response by C Slim • Seasonal Decorations - guidelines for hanging lights near the highway noted • Newark Urgent Treatment Centre Event 16th Oct – Cllr. Carr and Cllr. Gilroy attending • Consultation on adult social care & well-being - noted • NALC Community-led Housing Funding Initiative - noted • Alzheimers Society Carers Information Support Programme commencing 2nd October • Resident correspondence – query received why the meeting minutes are not included in the Muskham Magazine. It was commented that the minutes would have to be reduced considerably and the cost of £20/month for one page is prohibitive. Minutes are displayed on notice boards, N&SDC website and via the Parish Distribution List. Clerk advised a parish website is being worked on and when that is live all council documents will appear there. • Smartwheelie – speed and community awareness bin stickers. Refer to point 83.18/19 • Mayor of Newark ‘Swing into Christmas’ Charity Event Sat 24th Nov – details circulated • Royal Mail campaign against scam mail – detail circulated • Robert Jenrick Cyber Safety & Scam Event on 19th October – noted • NCC Winter Service – order form for salt bags. All agreed not required as sufficient in store • N&SDC Physical Activity & Sport Plan 2018-2021 – noted • Games of Remembrance – to be held on Thursday 8th November. Two football matches between male and female British Army personnel and the German Armed Forces. More details are available from www.gamesofremembrance.com • Inter-village quiz – details available from North Muskham Clerk 	
107.18/19	<p>Other matters arising not on the agenda Cllr. Mrs Gilroy mentioned St. Wilfred’s Christmas Fayre will be held at the village hall on Saturday 25th November.</p>	
<p>There being no further business, the meeting was closed at 10.05pm Next Meeting - Wednesday 21st November at 7.30pm in the Village Hall, South Muskham.</p>		

Approved and signed as a true record on Wednesday 21st November

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Also present for part of the meeting: Cty. Cllr. Bruce Laughton, Dist. Cllr. Sue Saddington

Members of Public: Two

108.18/19 **Apologies for Absence**

Apologies were received and accepted from Cllr. Mrs Walsh. Cllr. Mrs Gannon also sent apologies by email.

109.18/19 **Declarations of Interest**

None

Open Session

The Council welcomed Mrs Hazel Hall to the meeting. Mrs Hall gave an update on the current status of a funding application to the National Lottery to include an upgrade to the heating, install cavity wall insulation, resurface the car park and install improved outside lighting, provide a new garage store and a ride-on mower. A decision on projects making a shortlist is expected on 14th December. Quotes for solar panels have also been obtained and Mrs Hall asked if the Council would consider applying on behalf of the hall to the LIS Fund. The Council agreed to discuss at the January meeting.

The Council welcomed Mrs Val Donnelly to the meeting. Mrs Donnelly commented on the maintenance work that has been carried out on the play area at Forge Close with everything having been jet-washed and in excellent condition. Cllr. Carr asked the Clerk to forward the comments onto Newark and Sherwood DC as this falls under the *Cleaner, Safer, Greener* initiative.

SA

Report from District Councillor Sue Saddington

Very little to report from the District Council at present. As the Council does not meet in December, Cllr. Saddington wished everyone a Happy Christmas

Report from County Councillor Bruce Laughton

Cllr. Laughton commented that the Southwell Ploughing Match in September had been very successful and feedback from all residents on how the day had been managed had been positive. Cllr. Gill advised he had contacted the committee to pass on his congratulations and the Clerk was asked to do the same on behalf of the Council.

Cllr. Laughton advised the meeting that £6,800,000 has been awarded in the recent Budget to repair potholes and also that Via East Midlands was being taken back under the control of the County Council. Finally, Cllr. Laughton mentioned the proposals for a Unitary Authority.

110.18/19 **Report from the Chairman**

The Chair advised the meeting that Cllr. Mrs Walsh has tendered her resignation from the Council with immediate effect. The Chair and members expressed their thanks to Cllr. Walsh for her work and support as a councillor over the years. The Clerk provided detail on the process that is now followed to fill a Casual Vacancy bearing in mind there is an election in May 2019 and would approach previous applicants for an interest in co-option. Clerk to advise Newark & Sherwood DC.

SA

The Chair provided brief details of the events attended since the last meeting:

- Parish Council Conference on Saturday on 13th October – with the Clerk and a very informative morning with a presentation from David Lloyd, Leader N&SDC; Paul Newton, NCC Emergency Planning Team and Inspector Louise Clark. SMLC was highlighted as a model example with its emergency plan and Cllr. Carr was asked to share the experience with conference. Also an interesting presentation on research into Ageing Rural

Communities which showed the SMLC parish as the 7th highest in the district with 37% of the population over 60.

- Newark Urgent Treatment Centre Event on Tuesday 16th October with Cllr. Gilroy. Discussion around the closure of Newark Hospital overnight.
- Town & Parish Council Event on Tuesday 23rd October with the Clerk. Presentation on the proposal to abolish the county and district councils and replace with one Unitary Authority (possibly two). Little indication as given as to the impact this would have on parish councils except for possibly managing more services and budgets. A decision is due mid-December as to whether to enter a formal public consultation in the New Year.
- Meeting with British Sugar on Monday 5th November with the Clerk. A good meeting with the Agricultural Business Manager and the Agricultural Operations Manager as an introductory meeting and to further the existing relationship. Whilst British Sugar does not own a transport fleet, it can impose sanctions for poorly loaded lorries etc. and we are encouraged to report these as well as sugar beet on the road. They have a strict procedure for dealing with queuing lorries, however this takes approx. 30 minutes to put into operation.
- Great War Commemoration Service at Southwell Minster on Tuesday 6th November with Cllr. Gilroy, it was a lovely service of commemoration.
- Remembrance Service at North Muskham on Sunday 11th November with Cllr. Gilroy. Cllr. Carr read the names of the fallen and laid a wreath. Cllr. Carr also attended the Beacon Lighting in the evening.
- WWI Centenary Memorial Turf Cutting Ceremony on Wed 14th November. Relates to the donation made towards the memorial. Unfortunately, no one was able to attend.
- Notts ALC AGM on Wednesday 14th November with the Clerk. An excellent presentation from Gary Wood, NCC Head of Highways and Transport which has been circulated to Councillors.

Other matters to report:

- Network Rail Representatives were unable to attend, but are being invited to the January meeting.
- Thanks are recorded to Janice and David Hunt who litter picked Main Street and Church lane recently.

The Christmas Fair in aid of the church will be held at the Village Hall on Saturday 24th November. Cllr. Gilroy asked if the Council would support the event by providing funds for prizes. Cllr. Clack suggested a donation towards the event of £25 and Cllr. Gill seconded. Cllr. Gilroy thanked the meeting.

111.18/19 **MINUTES**

All Agreed that the Minutes of the meeting held on 26th September 2018 be approved as a correct record and were duly signed by the Chairman.

112.18/19 **Matters arising from the Minutes not covered elsewhere on the agenda**

- LIS Fund for generator
Installed on 21st November and will be included on the Council's insurance. The Council thanked Matthew Whate for his assistance on this project.
- Poppies on lampposts - the Chair thanked Cllrs. Gilroy, Gannon and Gill for being responsible for the putting up and taking down of the poppies. Feedback from residents was very positive. Cllr. Gill commented that more were need for next year and **all agreed** to purchase a further 20 if possible. Clerk to contact Royal British Legion
- Forge Close Grit Bin – **all agreed** that this can be replaced once the contents have been used.
- Wheelie Bin Stickers – funds are available under s137, however it was queried how beneficial and effective these would be. **All agreed** not to proceed.

SA

113.18/19 **Financial Issues**

i) **Invoices for Payment approved:**

The following were **approved for payment:**

Whate Electrical – Generator installation @ £3,414.42 (chq 332)

Water Plus @ £15.69 (chq 330)

SCIS UK Limited – Clerk laptop maintenance @ £120 plus VAT (chq 331)

Cllr. Gilroy – donation to Christmas fair @ £25 (chq 333)

ii) **Receipts**

N&SDC – second tranche of precept at £5,037.50

iii) **Financial Update**

Clerk circulated a year to date position in advance of setting the budget and precept at the next meeting. It was agreed that a letter be sent to NIS to amend the contact details on the account in the New Year.

SA/HC

iv) **LIS Fund 2019/20**

The Chair suggested a discussion be had at the next meeting whether to apply for funds for gateway signs and **all agreed** to consider the options available. Clerk to provide detail and confirm that an application can be made in consecutive years.

SA

117.18/19 **Highways**

- Footpaths map

Cllr. Catanach to arrange for a proof and then 25 A4 laminated maps to be produced for the next meeting

DC

- Church Lane Resurfacing

Work due to commence on 26th November. Email has been sent regarding concerns over drainage.

- Church Lane sign replacement

Completed

- Grass at the mini roundabout

Third cut was requested and completed at the end of October

- Problem reporting

Footpath potholes on Great North Road: filled

Overhanging trees south of mini roundabout: cut back by landowner

Ash tree on Main Street growing into the street light has been reported.

- Roadworks & Closure Bulletins

Church Lane and Crow Lane between 26th and 30th November for resurfacing work

Church Lane Level Crossing between 24th & 25th November and Wed 5th December

118.18/19 **Flooding and Drainage**

- Beckett Field

Clerk advised IDB had identified what work is required and recommended a contractor.

Following a meeting on Monday 19th a quote has been received for £336 plus Vat (£536 plus Vat with material removal, detail to be confirmed) to clear the drainage channel to the Brammersack. It was queried whether the drainage pipe under the entrance to the car park requires lowering and **all agreed** to request a further site meeting to discuss with the contractor. Clerk and Cllr. Gill to attend.

SA/RG

- Request for non-return valve

Still awaiting response from NCC. Clerk to escalate for assistance in resolving the query.

SA

- Flood Warden Training

To be rearranged for Cllr. Clack

- Flood Warden Equipment

Cllr. Gilroy handed out head torches and waterproof pads for warden grab bags. Clerk handed out laminated road closure instructions and maps and contact numbers. The Chair advised the Emergency plan was being updated and would be completed for the January meeting. Final versions will be distributed then with an equipment checklist for all wardens to sign.

KC/SA

- Severn Trent Update

No reports of bad odour received and monitoring will continue. In response to a query from Cllr. Carr on the status and condition of the pumping station in Little Carlton, Severn Trent advised that it was in good condition, is tested annually and that there is no work planned. The site is attended weekly and has a remotely monitored alarm. The next update from Severn Trent will be in April 2019.

119.18/19 **Planning Issues**

None to report

120.18/19	<p>Village Hall The Council discussed the recent Budget announcement of a fund to enable village halls to reclaim VAT on capital projects via their Parish Council. All agreed that a claim would be submitted once full details of the scheme have been provided by government. Clerk to advise when information is released.</p>	SA
121.18/19	<p>Future Meetings Schedule The Chair commented on the lengthy agenda and suggested moving to monthly meetings to enable the Council to work more effectively and more efficiently when making decisions at meetings. Following a brief discussion, all agreed to move to monthly meetings for a trial period between January and April 2019 with additional meetings on February 20th and April 17th. Clerk to write to Village Hall Committee requesting additional dates.</p>	SA
122.18/19	<p>SMLC Website The Chair showed a snapshot of the website and a discussion was had on the content so far. Requests for photographs will be made and Clerk will contact village clubs and organisations for information to be included. Cllr. Gilroy to provide information for St Wilfrid's Church and Cllr. Gill for Beckitt Field. Cllr. Catanach requested a footpath map be included in the content and suggested an Events page be renamed Activities and Events. Clerk to speak with Hugh Fox on this. Further update and possible launch for the January meeting.</p>	SA GG RG SA
123.18/19	<p>Safer Neighbourhood Group Meeting Cllr Gilroy was unable to attend the last meeting. Clerk commented on the recent incidents of debris being thrown from bridges over the A1. The Chair advised PCSO Keith Crowhurst has been invited to a future meeting and it was agreed for this to happen in February. Clerk to contact.</p>	SA
124.18/19	<p>Defibrillator for Little Carlton The Chair advised that British Sugar have completed an internal funding request to provide a defibrillator and expect a response.</p>	
125.18/19	<p>Telephone Kiosk Adoption Clerk to contact Mrs Kim Walsh for an update and to work on completing this project.</p>	SA
126.18/19	<p>GDPR</p> <ul style="list-style-type: none"> • Compliance Declaration All signed • SMLC Councillor Emails All councilors now using the SMLCPC email. Cllr. Gill to contact Cllr. Gannon for assistance with sending error. 	RG/SG
127.18/19	<p>Beckitt Field The Chair raised the point of maintenance of the hedge that runs parallel with the Brammersack Dyke. All agreed to speak with the contractor on site for a quote to cut back.</p>	RG/SA
128.19/19	<p>Newark & Sherwood Cleaner, Safer, Greener Campaign All residents have received a questionnaire on the community as has the Council. A discussion followed on salient points with agreement on a response. Clerk to complete and submit to N&SDC.</p>	SA
129.18/19	<p>Correspondence received</p> <ul style="list-style-type: none"> • Resident correspondence – the Clerk has an introductory meeting at Manor Farm scheduled for Monday 26th November. • Notices relating to safety at home were posted following a recent report of a distraction burglary. • Extended GP Appointments - evening & weekend opening circulated & posted on notice boards • <i>The Beat</i> (Issue 5 Autumn 2018) – the latest update from Police & Crime Commissioner 	

- Becoming a Councillor – events held in October as part of Local Democracy week
- Seafarers UK – letter of thanks received for the donation made for Merchant Navy Day
- Robert Jenrick Policing & Crime Survey - circulated
- Cllr. Saddington – delays at Fiskerton level crossing 12th October (email circulated)
- EMAS News – circulated to councilors
- ICS Funding Service for Parish Councils
- Rural Communities Action – ‘Fit for the Future’ Village Hall Conference 23rd Nov
- Perennial Landscapes – information on maintenance work provided
- Inspire Mobile Library – details of visiting schedule for parish to be posted. Also an opportunity to store archive material such a minute books to be looked into next year.
- Notts CC – notice of Via East Midlands returning to County Council control from April 2019
- Planning Decision – 18.01748.FUL - approved

SA

130.18/19 **Other Matters arising not on the agenda**

Cllr. Clack raised a suggestion of a cycle path between Little Carlton and South Muskham and the overgrown verge on the footpath. Clerk to arrange a site meeting with Via EM.

SA/HC

Next Meeting - Wednesday 16th January 2019 at 7.30pm in the Village Hall, South Muskham.

Business for next meeting – Agree the budget and precept for 2019/20

There being no further business, the meeting was closed at 10pm.

Signed as a true and accurate record by the Chair on Wednesday 16th January 2019

South Muskham/Little Carlton Parish Council

Minutes of the Parish Council Meeting held on Wednesday 16th January 2019 at 7.30pm in the Village Hall, South Muskham

Membership: Councillor Mrs K Carr (Chairman)

Councillors: H Clack, R Gill, Mrs S Gannon, Mrs G Gilroy, D Catanach

Also present for part of the meeting: Cty. Cllr. Bruce Laughton

Members of Public: Two

131.18/19 **Apologies for Absence**

Apologies were received and accepted from Cllr. Gill, Cllr. Gannon and District Cllr. Saddington.

132.18/19 **Declarations of Interest**

None

Open Session

Report from County Councillor Bruce Laughton

Approval has been gained for a 50mph speed limit on the A616 from Ollerton to South Muskham but not beyond to Newark.

A number of complaints have been received about the build quality of Castle House. Also some anti-social behavior has been reported in the building which now houses seven groups.

Newark Police Force is to be increased by three officers.

Newark & Sherwood Homes are looking at vehicle parking as a priority.

Cllr. Laughton took the opportunity to thank Network Rail for the new boundary fence at North Muskham which had made a significant improvement in the quality of life.

Cllr. Clack advised the meeting that a resident had a fall on Appletongate on Wednesday due to a defective pavement. Cllr. Laughton to follow up.

Cllr. Laughton left the meeting at 7.40pm to attend another parish council meeting.

The Chairman welcomed Lee Jones, Senior Asset Engineer (Signaling) and Melanie Kitching, Route Level Crossing Safety Specialist from Network Rail and thanked them for their time.

Cllr. Carr outlined the reasons for the concerns regarding safety at the level crossing referring to the 'near miss' incident last July. A question was asked about the procedure for lowering the barriers and safety precautions taken, as public perception is that there is little or no monitoring of the crossing.

Lee Jones (LJ) responded saying that everyone was aware this is an extremely busy line and that the method and procedure for managing the crossing is safe. He also stated that with the older systems, which this is, there is no requirement to record crossings and that the cameras available only provide a view of the track between the barriers and not outside of the barriers, i.e. on the road either side.

Operation and monitoring is done from Doncaster by a signaller responsible for six crossings. Once the signaller sets the amber lights flashing, activating the camera. Having seen that the crossing is clear, the signaller turns away to monitor other crossings. The signaller will then return to the CCTV to ensure there are no pedestrians or obstructions on the crossing. If clear, the second button is pressed and a red light shows, plus the barriers are then lowered. This then automatically changes the train's signal so that it can advance. It is possible for anyone falling on the crossing not to be seen after the amber light is triggered. Pedestrians must be reassured that on return to the CCTV the signaller would have seen anyone in difficulty on the crossing and the second stage of the procedure would have been suspended. It is therefore assumed that in July the pedestrians were able to vacate the crossing ahead of stage two. Cllr. Carr stated that cars had been seen crossing the lines when the amber lights are flashing. Melanie Kitchen (MK) responded agreeing that it does happen regularly.

Cllr. Clack asked how many incidents occurred on the East Coast Main Line and was advised there are very few across the 2,000 crossings between Kings Cross and Edinburgh. Pedestrian incidents are very rare, generally incidents involve vehicles crossing on a red light.

Cllr. Carr asked if it was possible to post notices to inform pedestrians about the process and timings involved. LJ responded saying this was not practical as timings were variable at different crossings and it would be irresponsible to 'encourage' people to run a red light. In addition the lights sequence is tied to the Highway Code and it is deemed that pedestrians should know this.

MK also advised that sometimes the barriers appear to be closed very quickly after being opened and this is often as a result of the signaller trying to control traffic and reduce waiting times.

Cllr. Carr asked about standardised notices at crossings and referred to photos taken of the three crossings local to the parish. MK advised that all signage at level crossings is determined by legislation. Additional signage such as posters for the Samaritans would be seen at potential suicide hazard spots. LJ also commented that excessive signage can be confusing for pedestrians and motorists and isn't guaranteed to be read.

MK suggested should further detail be required, the Network Rail Community Safety Manager can give a talk regarding level crossing safety.

Cllr. Carr commented on when work is conducted overnight and the volume of rubbish that is often left behind. MK will feed this back to the relevant department and said that this is not tolerated asking that if this is noted in the future for it to be reported at the time using the Network Rail Helpline.

The Chairman closed the discussion by thanking both Lee and Melanie for attending and giving their time to speak with the Council. They duly left the meeting.

Mrs Hazel Hall updated the meeting on recent activities on behalf of the Village Hall Committee. The cause of draughts at the windows has been investigated and rectified. The People's Lottery application was not shortlisted at the second stage and so will go no further. Anticipating this, the committee had already decided to fund some of the more urgent projects including:

- Upgrading the outside lighting on the car park side of the building including adding a new sensor to ensure movement is detected in that area.
- Existing heating system to be replaced within the next two weeks. At the same time an electric supply will be provided to the existing garage.
- An estimate for Cavity Wall insulation has been accepted and will be installed as soon as possible
- A re-conditioned ride on mower has been purchased and delivered.

In addition a planning application has been submitted for a new garage to provide additional storage. This was part of the People's Lottery application and may well not proceed straight away.

The Chair commended Mrs Hall and the Village Hall Committee for their work and commitment to the hall.

133.18/19 **Report from the Chairman**

The Chair advised the meeting that Cllr. Mrs Gannon has tendered her resignation from the Council with immediate effect. The Chair and members expressed their thanks to Cllr. Gannon for her contribution and work on GDPR and the new email system which had taken the Council to another level of compliance. The Clerk was asked to follow the required procedure to advertise the vacancy with a view to filling it by co-option.

SA

The Chair also advised the meeting of a letter of condolence sent to the Chair of Collingham Parish Council following the tragic event in December when three members of a family lost their lives in a house fire. The letter has been acknowledged.

134.18/19 **MINUTES**

Proposed by Cllr. Clack and seconded by Cllr. Gilroy, **all agreed** that the Minutes of the meeting held on 21st November 2018 be approved as a correct record and were duly signed by the Chairman.

- 135.18/19 **Matters arising from the Minutes not covered elsewhere on the agenda**
- i) Casual Vacancy
The meeting welcomed Mr Paul Jarvis and his application to join the Council. Mr Jarvis has lived for three and half years in Little Carlton and found the village very welcoming leading him to want to be a part of the community and help where he could. He said he thought the Council was a group he would like to join. Mr Jarvis was asked to leave the room and following a brief discussion **all agreed** he would be an asset to the Council. Mr Jarvis returned to the room and was invited to join the meeting. The Acceptance of Office was duly signed and the Chair welcomed Cllr. Jarvis.
- 136.18/19 **Financial Issues**
- i) Invoices for Payment:
Electricity at Beckitt Field - nPower 3rd quarter payment of £29.33 taken by Direct Debit on 20th December
- ii) Receipts
None to report
- iii) NS&I Account
Cllr. Clack signed a letter to amend contact details on the account.
- iv) Agree the Budget and Precept for 2019/20
Draft figures were circulated prior to the meeting. Clerk provided additional information on the grass cutting contract at Beckitt Field. A discussion followed on various points within the budget including website and IT costs and the impact of these new costs on the precept whilst benefiting the community. It was also agreed to make provisions for election expenses in future years to build a fund for potential costs in contested elections. **All agreed** the figures as discussed. There followed a discussion regarding the precept for 2019/20 and **all agreed** that whilst an increase equivalent to an annual increase of £7.09 per household would still leave the Council making a loss on the year, reserves held were of a sufficient level to cover additional expenditure in line with the Council's work and plans. Clerk to submit the precept request as agreed to N&SDC and draft a notice to communicate to residents. SA
- v) VAT Refund Scheme for Village Halls
Clerk advised that details of the scheme are still pending from government.
- 137.18/19 **Planning**
- i) 18/02307/FUL South Muskhams Village Hall – erection of a garage for storage use. Details circulated prior to the meeting. A concern was raised that light from the second window into the small hall may be blocked by the garage. **All agreed to support** the application.
- ii) 18/02363/FUL Sunningdale, Bathley Lane – self-build dwelling and garage. Details circulated prior to the meeting. A brief discussion was had and **all agreed to support** the application.
- iii) 18/02349/FUL Ashleigh, Great North Road – erection of 5 dwellings. Details circulated prior to the meeting. A discussion was had regarding previous applications and objections on the grounds of increased traffic and unsustainability. **All agreed to object** to the application stipulating previously raised concerns. Clerk requested to copy Cllr. Saddington on the response and request the decision be put to Planning Committee. SA
- iv) 18/02219/FUL Caunton Road, Bathley – email sent to N&SDC supporting Bathley PC and Highways objections. Acknowledged and thanks received.
- 138.18/19 **Beckitt Field**
- i) Drainage channel clearance and hedge cutting – work to commence at the end of January, weather permitting. Clerk to advise the Cougars of pending work. SA
- ii) Pavilion repair/refurbishment – Clerk to follow up with Cllr. Gill as to what work is required and report back at next meeting. SA
- 139.18/19 **Flooding, Drainage & Resilience Planning**
- i) Request for non-return valve on Great North Road
Clerk advised an email has been sent to Trent Valley IDB requesting a response to this long standing request. Copy to be sent to Cllr. Laughton SA
- ii) The Emergency Plan telephone cascade updated by Cllr. Carr. Clerk requested to circulate updated sheets of the plan to Flood Wardens. There is a requirement for a plan SA

- iii) for contacting vulnerable people in South Muskham. Cllr. Gilroy and Cllr. Carr to look at areas to be allocated to wardens. SA
Flood Warden Equipment Checklist to be circulated for signature.
- 140.18/19 **Highways**
- i) Footpaths map
Cllr. Catanach to provide a proof of the A4 map before 25 copies being run off. DC
Via EM meeting 18th December
- ii) Cllr. Clack and Clerk met with Mike Keeling to discuss the drainage on the A616. This issue has been logged and is being looked into. Clerk to chase for an update. SA
Also raised was the possibility of a cycle path along the A616 between Little Carlton and South Muskham. NCC have advised it is unlikely that a high requirement to cycle along this route would be identified and as such it would not be deemed as a priority request and unlikely to proceed further.
Temporary Road Closure Notices
- iii) Overnight on Great North Road on various dates through January for A46 roundabout junction improvements. Circulated via Parish Distribution List and notice boards.
Other Highways Issues Logged
- iv) Concrete blocks at Bathley Lane and mini roundabout reported to Via EM on 2nd January
Fly tipping of green waste on Rookery Lane reported to N&SDC on 3rd January - removed on 7th January.
- 141.18/19 **Safety and Security**
- i) Safer Neighbourhood Group Meeting on 9th January – Clerk attended and advised the major issue for Police at present is the level of diesel theft from lorries parked on the A1 and subsequent damage to land. It was also reported that burglaries in the quarter Oct-Dec increased and that Egmonton church had lead stolen from its roof in November.
- ii) Inspector Heather Sutton Stakeholder Updates – received weekly and will be circulated to councillors. Links to monthly blog posts will be included on the website. SA
- iii) PCSO Crowhurst – invited and attending the February meeting to provide an update on the area.
- 142.18/19 **LIS Fund 2019/20**
- i) To consider the village hall request to applying for funding for solar panels – withdrawn by village hall committee
- ii) To consider options available for gateway signs – a discussion was had and **all agreed** for an application to be submitted for five signs covering the two villages in a dark oak wooden slat design. Clerk and Cllr. Carr to submit the application before the deadline of 28th February. SA/KC
- 143.18/19 **SMLC Website**
The website is now live at www.smlcpc.org It is a work in progress and still requires photos of Little Carlton. Cllr. Carr thanked the Clerk for her work on building the site and said it gave an excellent representation of the parish.
- 144.18/19 **Defibrillator for Little Carlton**
The Chair advised that British Sugar have confirmed a donation of £350 towards the purchase of a defibrillator. Clerk to investigate purchase options and report back at the next meeting. SA
- 145.18/19 **Telephone Kiosk Adoption**
Mrs Walsh has advised the telephone has been removed and is following up with BT for confirmation that the adoption process is complete. The kiosk needs refurbishment and then a decision is needed as to what it will be used for, e.g. book exchange, plant swap, information point. Clerk to investigate local person to do the refurbishment. SA
- 146.18/19 **Elections in May 2019**
Clerk advised the timetable with key dates to be aware of. Guidelines and nomination papers to be circulated when made available by N&SDC. In the meantime details of the election and what being a councillor means will be publicized to encourage nominations. SA

147.18/19 **Correspondence received and circulated**

- i) Robert Jenrick Newsletter
 - ii) Inspector Heather Sutton Blog
 - iii) RCAN/Western Power winter resilience
- Correspondence received in addition to that detailed above**
- i) Crime Stats for October detail the burglary in Little Carlton. A link to the Crime Map can be provided to those councillors who request it.
 - ii) Newark Community First Aiders – details regarding free first aid training on resuscitation for adults and children. To be shared with the Village Hall Committee. SA
 - iii) Resident email with photo of standing water following resurfacing of Church Lane. Sent to Via EM resulting in a site visit and temporary road closure w/c Monday 14th Jan for kerb and gully work. The meeting was advised that it did not appear that any additional work has been done. Clerk to contact the Scheme Manager to clarify. SA
 - iv) Notice of Newark Town Mayor’s Charity Quiz Night on Monday 18th February
 - v) Notice of Western Power Distributions Stakeholder Workshop at Nottingham Trent Cricket Ground on Wednesday 13th February - noted
 - vi) Inspire – details of mobile library visits – to be posted on notice boards
 - vii) Patient & Public Engagement in CCG Event – 14th February. To be forwarded to Cllr. Gilroy SA
 - viii) NCC – notice that permission granted for extension of deadline for completion of work at Muskham Lakes. Work to be completed, excluding landscaping, by 30 June 2019.

148.18/19 **Other Matters arising not on the agenda**

- i) Request for road cleaning on Great North Road sent to British Sugar and acted upon. Cllr. Clack stated the road was dirty again with sugar beet along the kerb. Clerk to contact Highways regarding road sweeping. SA
- ii) Maintenance of notice board area by Forge Cottages – Cllr. Clack to speak with a local resident regarding the possibility of looking after the area. Quote to be requested. HC
- iii) Field edging and weeds opposite Forge Close – Clerk to contact Manor Farm regarding cutting back and also for possible inclusion as an emergency contact in the plan. SA
- iv) Village Hall Committee have advised there is space to store diesel for the generator in the garage. Clerk to purchase two 10-15litre jerry cans and fill with diesel for storage. SA
- v) Notice board at village hall – the Council was unaware this was a council board. Clerk to investigate what needs to be done to rectify the ‘misting’ of the panes to enable it to be used going forward. SA
- v) Request for an additional dog bin in Little Carlton at the end of the public footpath going out of the village on Bathley Lane. Clerk to gain permissions, update schedule with N&SDC and acquire a bin from Glasdon UK. SA

Next Meeting - Wednesday 20th February 2019 at 7.30pm in the Village Hall, South Muskham.

There being no further business, the meeting was closed at 10.10pm

Signed as a true and accurate record by the Chair on Wednesday 20th February 2019

South Muskham/Little Carlton Parish Council

Minutes of the Parish Council Meeting held on Wednesday 20th March 2019 at 7.30pm in the Village Hall, South Muskham

Membership: Councillor Mrs K Carr (Chairman)

Councillors: D Catanach, H Clack, R Gill, Mrs G Gilroy, P Jarvis

Also present for part of the meeting: District Councillor Sue Saddington

Members of Public: None

167.18/19 **Apologies for Absence**

Apologies were received and accepted from Cllr. Clack and County Councillor Laughton.

168.18/19 **Declarations of Interest**

Nothing to declare

Open Session

Report from District Councillor Saddington

Cllr. Saddington provided an update on two recent planning applications. Cllr. Saddington's role as Chairman of Nottinghamshire County Council comes to an end in May. Cllr. Carr commented on the work that has been done over the past year and wished Cllr. Saddington a successful hand over.

Cllr. Saddington agreed to follow up with County Councillor Laughton regarding the procedure for cleaning the Great North Road in front of the sugar beet factory. It was suggested a letter be sent commenting on the successful campaign and requesting the footpath be cleaned once the campaign has ended.

SA

Village Hall Update

The Clerk reported that an application to the Calor Community Fund for £5,000 towards the resurfacing of the car park has been accepted. Voting opens in May, details to follow.

169.18/19 **Report from the Chairman**

Thanks extended to Cllr. Clack and landowners for prompt action taken to cleaning slurry from Main Street earlier in the month.

Thanks also to David and Janice Hunt for their work on the flowerbed opposite the village hall.

170.18/19 **Minutes**

Proposed by Cllr. Gill and seconded by Cllr. Gilroy, **all agreed** that the Minutes of the meeting held on 20th February 2019 be approved as a correct record and were duly signed by the Chairman.

171.18/19 **Matters arising from the Minutes not covered elsewhere on the agenda**

i) Casual Vacancy

The Clerk advised that no applications had been received for the current vacancy. In view of the election in May it was agreed to continue without filling the vacancy at this time.

ii) Notice board at village hall and telephone kiosk refurbishment – quotes received

A discussion was had regarding the telephone kiosk and what it may be used for going forward. **It was agreed** to proceed with cleaning and repainting the outside as quoted but to hold back on painting the inside until a future use was decided. Funds available for the majority of the cost in the budget.

SA

A brief discussion was had to confirm ownership of the notice board lies with the council following which **it was agreed** to proceed with the quote for replacing the Perspex.

SA

iii) Additional dog bin for Bathley Lane, Little Carlton

The landowner has been contacted with a request for permission to install a dog bin on Footpath 2A. Cllr. Clack to follow up.

HC

172.18/19 **Financial Issues**

i) Receipts – none to report

- ii) Invoices paid between meetings and ratified:
Royal British Legion for 20 additional lamp post poppies @ £60 (chq 341)
The Defib Pad for defibrillator cabinet @ £389 plus Vat (Chq 342)
- iii) Invoices for Payment:
Petty Cash to be reimbursed to balance of £100 @ £95.42 (chq 343)
D G Chester for work carried out at Beckett Field @ £1,071 plus Vat (chq 344)
N&SDC for emptying dog waste bins 2018/19 @ £91.20 plus Vat (chq 346)
H Clack for purchase of diesel for emergency generator @ £21.55 (chq 347)
Clerk additional hours and expenses (Aug to March) @ £638.50 (chq 348)
HMRC for payroll charges @ £12.80 (chq 349)
- iv) Dog Waste Bin Contract 2019/20 - signed for the coming year at £1.90 per bin/month (charges as for 2018/19), emptied monthly
- v) VAT Claim for 2018/19 – submitted for £563.12
- vi) Online banking – in view of a possible amendment to the bank signature mandate, it was agreed to discuss this further after the election in May.

173.18/19 **Planning**

Decisions from N&SDC:

18/01690/FUL and 18/01691/LBC at Manor Farm Cottages, Little Carlton: application for link to join house and garage with single storey building and replace windows – approved
18/02363/FUL at Sunningdale, Little Carlton: proposed self-build dwelling & garage – approved.

The following updates were also noted:

18/02349/FUL at Ashleigh, Great North Road – application withdrawn
18/02323/FUL at Elena, Ollerton Road – application refused by N&SDC

174.18/19 **Beckett Field**

- i) Replacement windows and doors at pavilion
Three quotes obtained for UPVC windows and doors with toughened glass. Following a discussion the Clerk was asked to clarify the specification of one quote and to obtain further quotes for repairs/replacement in timber. SA
- ii) Problem of moles
Clerk advised traps cannot be used in an area with public access, neither can gas with residences close by. Suggested Ultrasonic Detector and Repellent (approx. £20 from Amazon). Current evidence of moles not fresh. **All agreed** to monitor the situation to see if this is a persistent problem.

175.18/19 **Flooding, Drainage & Resilience Planning**

- i) Request for non-return valve on Great North Road
Trent Valley IDB to be on site Thursday 21st March for inspection and assessment. Cllr. Gill raised the previously discussed issue of engineering works in Little Carlton and agreed to meet with the IDB to discuss further. RG
- ii) The Emergency Plan
A house to house contact schedule for vulnerable residents in South Muskham added to the plan.

176.18/19 **Highways**

- i) Highways Issues Logged
Listing circulated prior to the meeting.
Cllr. Gilroy passed on a resident's thanks for the work on Church Lane. Clerk to forward to Via East Midlands. SA
- ii) Additional issues to log with Via EM:
Cllr. Catanach stated the drain outside The Old School House on Church lane is higher than the road causing standing water issues.
Standing water and drainage issue on Crow Lane outside the old Police house SA
Cllr. Gilroy raised the issue about raised ironworks and damaged road surface on the Great North Road near to Kingsway.
- iii) Community Litter Pick
Due to the lack of interest and volunteers **all agreed** this idea be abandoned.

- 177.18/19 **Safety and Security**
 i) Community Engagement Update from Chief Inspector Stapleford received and circulated
 ii) Details of recent incidents of lead theft from churches circulated
- 178.18/19 **Defibrillator for Little Carlton**
 Defibrillator, cabinet and BHF training materials received. Awaiting installation date from Whate Electrical. Clerk has contacted British Sugar re its donation pledge. **It was agreed** that a decision on training for residents will be made after May.
- 179.18/19 **Local Elections**
 Nomination papers have been circulated and notices posted around the villages and on the website. Nominations to be delivered to Castle House no later than 4pm on 3rd April. Confirmation of whether an election is required, i.e. more than 7 nominations, to be received no later than 24th April. No impact on May meeting date of Wednesday 15th (AGM).
- 180.18/19 **Operation London Bridge**
 Protocol laid down for procedure following the death of a senior member of the Royal Family and in particular the Queen. Consideration required for a statement on the website, Book of Condolence and an area to lay flowers. Clerk to liaise with Village Hall Committee and Cllr. Gilroy with St Wilfrid's Church. SA/GG
- 181.18/19 **Parish Distribution List**
 i) Clerk suggested refreshing contacts on the list and provide detail of how to obtain automatic updates of website postings. SA
 ii) Letter drop with details of how to contact councillors and keep up to date with events and news to be circulated after May
 iii) A parish council Facebook page was suggested. To be considered again after May.
- 182.18/19 **Correspondence received and circulated**
 i) Notts Police Inspector Heather Sutton Stakeholder Update – circulated
 ii) Seafarers UK Newsletter – Seafarers Awareness week 8-14 July to raise awareness of commercial fishing industry. Merchant Navy Day 3rd September.
 iii) Notts ALC New Councillor Training planned for May-July. Clerk to advise dates when available.
 iv) Communication and Directory of Services at Newark Hospital – circulated and on website
Other Correspondence Received
 i) Bathley Parish Council – email with thanks for recent support on a planning application
 ii) Age UK Nottinghamshire – thank you letter for considering a request for a donation
 iii) N&SDC have adopted the Amended Core Strategy Development Plan which impacts of the LDF and Spatial Policies for planning
 iv) CPRE Best Kept Village Competition for 2019 launched
 v) Via East Midlands have produced guidance on Rights of Way across farmed land
 vi) Waterplus quarterly invoice received for £23.75 and Direct Debit signed in September finally activated
 vii) External Auditor confirmed as PKF Littlejohn Until 2021/22
 viii) Came & Co response to insurance query regarding the telephone kiosk – public liability cover already provided and any increased premium for damage cover to be deferred until renewal on 1st June – and defibrillator – cover already provided for £5,000
- 183.18/19 **Other Matters arising not on the agenda**
 Nothing raised

Next Meeting - Wednesday 17th April 2019 at 7.30pm in the Village Hall, South Muskham.

There being no further business, the meeting was closed at 9.10pm

Signed as a true and correct record by the Chair on Wednesday 17th April 2019

South Muskham/Little Carlton Parish Council

Minutes of the Parish Council Meeting held on Wednesday 17th April 2019 at 7.30pm in the Village Hall, South Muskham

Membership: Councillor Mrs K Carr (Chairman)

Councillors: D Catanach, H Clack, R Gill, Mrs G Gilroy, P Jarvis

Also present for part of the meeting: County Councillor Bruce Laughton, District Councillor Sue Saddington

Members of Public: 11

184.18/19 **Apologies for Absence**

None

185.18/19 **Declarations of Interest**

Cllr. Carr declared an interest in agenda point 189.18/19 iii) – payment of Chair Allowance

Open Session

The Chair opened the meeting to members of the public who had gathered to speak on planning applications received. A resident spoke regarding 19/00469/OUT advising the Council of an existing tenancy on the land which had been in place for a number of years for agricultural purposes. Concerns were raised by other members of the public regarding road safety and poor visibility for access to the site on a bend, volume of traffic along Church Lane including large agricultural vehicles, and the existing issues of parking. A further general discussion followed which included Cllr. Saddington and Cllr. Laughton before the Chair thanked everyone for their comments. It was agreed at this point to discuss the application at this stage of the meeting rather than the appointed section of the agenda.

190.18/19 **Planning**

- i) 19000469/OUT Outline permission for a residential development for up to 5 houses on land off Church Lane, South Muskham, Details circulated prior to the meeting. Comments already made were accepted with focus on intensity and scale of the development, highway safety and concerns over the accuracy of information contained in the Supporting Statement. After a further discussion **all agreed unanimously** to object to the application. Clerk to respond accordingly detailing the points raised with a copy to Cllr.Saddington to request a referral to the Planning Committee. Cllr.Laughton agreed to speak with Highways regarding the visibility splay and highways issues. SA

- ii) 19/00623/FUL two storey extension at Eden, Great North Road, South Muskham. Details circulated prior to the meeting. At this point in the meeting the Chair invited comments from residents.

A neighbouring resident expressed concerns over the scale of the extension, its proximity to their property and the over intensity of development on the plot. Following a discussion amongst the members, 5 voted to object with 1 abstention. **All agreed** for the Clerk to submit an objection on the points discussed including overbearing scale, loss of amenity (daylight/privacy) and highways safety. Copy of response to be sent to Cllr. Saddington to request a referral to the Planning Committee. Cllr. Laughton agreed to speak with highways. SA

Open Session

- Cllr. Saddington thanked those members of the Council standing down in May for their hard work over the years. The Chair thanked Cllr. Saddington for her work on behalf of the parish over the last four years and wished her well in the upcoming election
- The Chair also thanked Cllr. Clack for his work with the Council over the years. Cllr. Carr thanked Cllr. Gilroy for all her support and effort representing the parish over the years and presented her with a bouquet of flowers.
- In the aftermath of the nearby fire, Cllr. Catanach asked if it was known if a scrap yard required a licence to hold 10,000 litres of diesel on the premises. It was not known if this was necessary. Cllr. Laughton to follow up

Cllrs. Saddington and Laughton left the meeting at approx. 8.30pm

Village Hall Update

Mrs Hazel Hall said that the committee was very disappointed following the launch of the government scheme to provide funding for village halls, The Budget announcement in October referred to halls being able to claim back VAT on completed projects, however

- details provided at the launch on 5th April stated claims could not be retrospective and the scheme was aimed at projects of £50,000 or more. Cllr. Carr proposed and Cllr. Gilroy seconded a letter be sent to Robert Jenrick expressing disappointment. **All agreed.** SA
- A further grant application for funds to complete the work on the car park at the hall has been submitted to the Calor Communities Fund which aims to support communities that do not have mains gas with grants of up to £5,000. Public voting opens on 2nd May until 17th June. More details and how to vote can be found at this link:
<https://www.calor.co.uk/shop/communityfund/resurface-the-village-hall-car-park>
 Details already posted on the website and to be circulated via the distribution list. SA
- 186.18/19 **Report from the Chairman**
 No further comments
- 187.18/19 **Minutes**
 Proposed by Cllr. Gill and seconded by Cllr. Catanach, **all agreed** that the Minutes of the meeting held on 20th March 2019 be approved as a correct record and were duly signed by the Chairman.
- 188.18/19 **Matters arising from the Minutes not covered elsewhere on the agenda**
- i) Additional dog bin for Bathley Lane, Little Carlton
 The landowner has given permission to install a dog bin on Footpath 2A. Clerk has spoken with MTC who will provide a post and complete the installation. Price to be confirmed. **All agreed** the Clerk to place an order on Glasdon for a Fido 25 Bin in green at £102.44 plus VAT and arrange installation. SA
- 189.18/19 **Financial Issues**
- i) Receipts
 Vat refund for 2018/19 @ £563.12 received since the last meeting
- ii) Invoices paid between meetings and ratified:
 Whate Electrical Services for installing the defibrillator at Beckett Field @ £120 (chq 350)
- iii) Invoices for Payment:
 Chairmans Allowance for 201/20 @ £55 (chq 351)
 Notts Alc for new councilor training (Cllr. Jarvis) @ £35 (chq 352)
- 190.18/19 **Planning**
 Update:
 18/02219/FUL application at Crossways, Bathley – declined and appeal lodged. No further details available.
- 191.18/19 **Beckett Field**
- i) Replacement windows and doors at pavilion
 Clerk to meet with Town and Country Joinery week commencing 22nd April for a quote.
 Cllr. Gill to attend if possible. SA
 Cllr. Clack provided an alternative contact to Clerk for follow up.
- 192.18/19 **Flooding, Drainage & Resilience Planning**
- i) The Chair thanked Cllr. Gill for meeting with the IDB and detailing the sites to be reviewed. It was noted that Locations B (B6325 north of Church Lane) and C (A616 Bathley Lane junction) were accepted as viable for upgrade subject to survey and a funding review. The suggested new location north of Little Carlton will require investigation and a feasibility study for costing any work agreed.
It was agreed the Clerk would follow up with IDB if no response has been received by the end of May. SA
 Further points raised:
- An IDB survey on the pipework running under land at Orchard View resulted in silt being cleared, but the pipe end is flat and is blocked where it emerges onto the flood bank. Clerk to ask IDB what action is being taken on this. SA
 - A query was raised regarding the flood bank behind the church where it joins to the railway. Clerk to review previous minutes and contact IDB for an update. SA

- 193.18/19 **Highways**
 i) Highways Issues Logged - listing circulated prior to the meeting.
 ii) Cameras on mini roundabout are for number plate recognition to aid crime detection
 iii) Grass mowing at the mini roundabout – first cut carried out on 17th April. Schedule to June published.
- 194.18/19 **Safety and Security**
 i) Speed Watch Equipment – Cllr. Gilroy will retain the equipment with a view to starting another group, if volunteers can be found. GG
- 195.18/19 **Defibrillator for Little Carlton**
 i) Defibrillator installed at Beckitt Field and registered with EMAS
 ii) Checks & recording – Cllr. Jarvis agreed to check weekly and keep a record.
 iii) Training – to be arranged for June/July. A local representative of the BHF is available to assist.
 Clerk to circulate the defibrillator location on website and distribution list. SA
- Cllr. Carr advised that contact has been made again with British Sugar regarding the donation of £350 which it is hoped this will be received soon.
- 196.18/19 **Council Archives**
 Clerk advised there is a quantity of the archive at Beckitt Field that is now obsolete and plans to review and destroy what is not required in line with the Council’s Document Retention Policy. **All agreed.** SA
- 197.18/19 **Correspondence received and circulated**
 i) Robert Jenrick’s March newsletter: noted and posted to website
 ii) Inspector Sutton’s latest update: noted and circulated
 iii) N&SDC: results of resident survey – noted, circulated & posted to website. The Chair gave a high level review of the results. Await ward level detail
Other Correspondence Received
 i) Via East Midlands – guidance on width of footpaths crossing arable land
 ii) Resident query regarding posting of meeting minutes in Muskham Magazine – it was agreed previously that now charges would be incurred and minutes would have to be abbreviated, this was not an option going forward. Minutes are posted on notice boards in both villages (soon to be in 3 locations), circulated via the distribution list and on the website and it is hoped to set up a Council Facebook page after May. The Council feels this is sufficient.
 iii) Survey on Ageing Populations in Villages
 iv) Seafarers UK – Merchant Navy day 3rd September. Clerk to contact Mr Dudley Wollnough if he would arrange to fly the Red Ensign again this year.
- 198.18/19 **Other Matters arising not on the agenda**
 • Cllr. Jarvis agreed to attend the Health Consultative Group meetings in place of Cllr. Gilroy. Clerk to advise of a change in contact SA
 • Cllr. Clack has received a complaint about vehicles using the pavement alongside the A616 in front of properties for deliveries and parking. Clerk to log with Via EM requesting a kerb or white line. SA
 • Cllr. Catanach expressed concerns over environmental issues resulting from the fire at Briggs Metals on 17th April. Clerk to contact EA for information. SA
 • Flytipping on Trent Lane – builders bag in field entrance. Clerk to report to N&SDC SA
 • Cllr. Clack is stepping down in May and thanked everyone for their support. The Chair reciprocated and thanked Cllr. Clack for all his work on behalf of the community SA

Next Meeting - Wednesday 15th May 2019 – the Annual Parish Meeting commences at 7pm immediately followed by the Annual Meeting of the Council at 7.30pm in the Village Hall, South Muskham.

There being no further business, the meeting was closed at 9.20pm

Signed as a true and correct record by the Chair on Wednesday 15th May 2019