

**SUBJECT TO RATIFICATION AT THE 9<sup>th</sup> JUNE 2025 MEETING**

**Minutes of the Annual Meeting of the Parish Council held on Monday, 12<sup>th</sup> May 2025 at the MRCC following the Annual Parish Meeting which commenced at 7pm.**

**Present:** Councillor I Harrison  
Councillor G Hobbs  
Councillor N Hutchings  
Councillor A Luke  
Councillor S Preston  
Councillor M Talbot

**Also in attendance:** 1 member of the public, Councillor Laughton and District Councillor Mrs Saddington

**NM001-26 Apologies for absence**

Apologies for absence were received and accepted from Councillor Dolby.

**NM002-26 To Elect a Chairman of the Council – Civic Year 2025/26**

The Clerk requested nominations for the position of Chairman of the Parish Council for the Civic Year 2025/26.

Councillor Hutchings proposed Councillor Harrison, seconded by Councillor Talbot. This was carried UNANIMOUSLY.

There were no other nominations.

Councillor Harrison was duly elected as Chairman of the Parish Council and signed The Declaration of Acceptance of Office.

**NM003-26 To Elect a Vice-Chairman of the Council – Civic Year 2025/26**

The Chairman called for nominations to the position of Vice-Chairman of the Parish Council for the Civic Year 2025/26.

Councillor Talbot proposed Councillor Hobbs, seconded by Councillor Hutchings. This was carried UNANIMOUSLY.

The Chairman declared that Councillor Hobbs was duly elected as Vice-Chairman of the Parish Council and signed the Declaration of Acceptance of Office.

**NM004-26 Declarations of Interest**

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

**NM005-26 Minutes**

The minutes of the Parish Council Meeting held on Monday, 14<sup>th</sup> April 2025 were accepted as a true and correct record.

**NM006-26 Public 10 Minute Session**

The Chair suspended the meeting at 7.08pm for the public session.

No questions were raised so the meeting was immediately reconvened.

**NM007-26 District Councillor session – Cllr Mrs S Saddington**

This item would be taken if and when Cllr Mrs Saddington arrived.

**NM008-26 Newark & Sherwood District Council**

**Strategic Housing and Employment Land Availability Assessment - Draft Methodology Consultation**

The Clerk outlined a number of contradictions within the Site Assessment Forms. After discussion, it was AGREED that Members review the documentation and advise the Clerk if they had any comments on the methodology used, prior to the deadline of 19<sup>th</sup> May.

**NM009-26 County Councillor session – Cllr B Laughton**

This item would be taken if and when Cllr Laughton arrived.

**NM010-26 Nottinghamshire County Council**

(a) **To note the results of the Nottinghamshire County Council elections held on 1<sup>st</sup> May 2025**

Members noted that Councillor Laughton had been successfully re-elected to the County Council from the elections held on 1<sup>st</sup> May 2025.

(b) **To receive any decision notices in relation to the applications submitted in relation to Cromwell Quarry**

Members noted that the last entry on the portal was March 2025. The Clerk was asked to seek a timeframe from Nottinghamshire County Council on when a decision notice will be issued.

**NM011-26 To appoint any Sub-Committee for the 2024/25 Civic Year**

- **Allotment Sub-Committee**

Councillor Preston to continue as the Parish Council's representative, with Elaine Wareing and Marion Jackson as ploholders.

- **Personnel Sub-Committee**

Membership to comprise of Councillors Harrison, Hobbs and Luke.

**NM009-26 County Councillor session – Cllr B Laughton**

(cont) With the arrival of Councillor Laughton, the Chair suspended the meeting at 7.15pm for his report.

Congratulations were extended to Councillor Laughton for his re-election to the County Council.

Councillor Laughton advised that Reform were now in complete control of the County Council. A Leader, Councillor Burton, had recently been appointed as Leader.

The Chair asked what the changes might mean for the GNR Solar Park application. Councillor Laughton advised a question would be asked at the next Full Council for confirmation of the new administration's position.

Councillor Laughton understood that all current Via schemes proposed for the area will proceed, but a request would be made for certainty on all issues affecting his Ward.

The Chair referred to the Parliamentary Debate on 15<sup>th</sup> May 2025 on solar farms and asked Councillor Laughton to seek confirmation from Robert Jenrick MP if he would be participating.

The Chair thanked Councillor Laughton for his report and reconvened the meeting at 7.25pm.

**NM012-26** To review and determine representation on outside bodies

Representation was determined as:

- Muskham Rural Community Centre  
Councillors Harrison & Hutchings
- Safer Neighbourhood Group  
Rotated between Councillors Luke, Preston & Talbot
- Hospital Liaison Group  
Councillor Luke
- Mary Woolhouse Trust  
Councillor Hobbs
- Neighbourhood Plan Steering Group  
Councillors Harrison, Hobbs, Hutchings, Luke & Preston

**NM013-26** To consider the Council's Risk Register

In considering the Council's Risk Register, the Clerk was asked to liaise with Councillor Hobbs to establish if any of the risks identified within the Emergency Plan needed to be incorporated.

The Clerk was also asked to liaise with the Chair to include risk to the Parish Council around governance of the MRCC.

**NM014-26** To note the Council's asset register

In noting the Council's asset register, the Clerk advised that all new items purchased during the year for the emergency plan were included.

In terms of the line relating to the MRCC, the Clerk was asked to liaise with the MRCC Treasurer to establish the amount included within their insurance policy.

**NM015-26** To confirm the dates and times of ordinary meetings of the Parish Council for the Civic Year 2025/26

It was confirmed that meetings remain as the second Monday of every month apart from August, which was recess.

**NM016-26** **Planning**

(a) 25/00395/FUL – Ashiana Restaurant and Hotel, Great North Road, North Muskham - New hotel room block, replacement and additional car parking. Relocation of flood lighting

Members ratified the comments submitted to the District Council following a site visit and noted below:

‘Parish Councillors have carried out a site visit, following concerns expressed by a neighbour regarding parking at busy restaurant times when customers are prone to blocking his access to his properties on "North Road"’.

The Parish Council is generally supportive of the Ashiana and its value it brings to the North Muskham community, and recognises the potential need of the Ashiana to maximise its commercial viability with the addition of additional rooms to the site. It also recognises that on busy occasions at weekends, car parking is at a premium and some customers block the adjacent highway access to two properties.

It also suggests that this development will not allow for any additional car parking provision to the site, in the future, as it will be using the space previously available for such, other than the additional nett 8 spaces from this application which may not be sufficient at busy periods. However, it accepts that the application should be considered on its own merits and that an additional 8 spaces will be provided.

To mitigate further parking issues affecting the neighbour the PC will request that the Highways Authority considers the additional TRO provision for and enforcement of double yellow lines to the area where the highway ends at the gates of the effected neighbour. The PC also requests that the Planning Authority requests in an advisory note to the applicant, for them to seek to manage inappropriate parking at busy times and the PC will also write direct to the applicant requesting such.’

(b) Neighbourhood Plan Update

Councillor Hobbs referred to the updated circulated to Members in advance of the meeting.

No response had yet been received from the Planning Officer in relation to the request from the Parish Council. With the next meeting being on Thursday, 15<sup>th</sup> May, the Clerk was asked to chase a response as grant funding could not be applied for until confirmation had been received from the District Council.

A stand would be held at the Village Fayre on 21<sup>st</sup> June to highlight the project and seek comments/views from residents.

Councillor Hobbs advised that two people had recently left the Group, one of which was Dave Saxton, a former Member of the Parish Council, as he was relocating. The Chair asked that a letter of thanks be sent acknowledging the significant contribution Mr Saxton had made to the village, both as a resident and a Councillor.

**NM017-26 Parish Council Matters**

(a) Allotments/Green Hub Report

Councillor Preston advised that work was required to make the water butts safe to use. After discussion it was AGREED that the water butts be emptied and Councillor Talbot would provide a quotation to undertake any work required.

Councillor Hobbs advised that a box had now been provided for communal tools, with a padlock provided by the Parish Council. Quotations for repairs to the fencing were being sought.

The Clerk reminded Members that there was delegated authority with the Clerk and Chair for £1,200 spend to paint the container and return plot 13 to grass.

(b) To receive feedback on the Basic Life Support Training

Councillor Luke advised that there had been good feedback from the training, with 36 people now having been trained. A further training session would be arranged shortly.

Arrangements were currently ongoing to move the defibrillator previously located at Pina's Hair Studio to its new location.

(c) Safer Neighbourhood Group Minutes – 24<sup>th</sup> April 2025

The minutes from the meeting held on 24<sup>th</sup> April 2025 had been circulated to Members for information.

(d) Emergency Plan Update

Councillor Hobbs referred to the update circulated to Members in advance of the meeting.

Work was still ongoing to identify any vulnerable people that may need to be included in case of an emergency. This would be included as part of the exhibition at the Summer Fayre on 21<sup>st</sup> June.

Discussion took place regarding posts to delineate where the dyke behind the Church was. Councillor Talbot was asked to provide a quotation for the work.

(e) V E Day Commemoration

The Chair extended thanks to everyone involved in the recent commemoration for V E Day, especially Councillor Talbot and his work in erecting the beacon.

Some excellent feedback had been received with £150 collected on the night for the Royal British Legion.

The Chair referred to the Commonwealth War Grave of G H Jackson located within North Muskham Churchyard. After discussion, it was AGREED that the Clerk liaise with the Commonwealth War Graves for signage to denote a war grave was contained within the churchyard, and to submit a request for the stone to be cleaned.

**NM018-26 Environmental & Community Issues**

(a) To receive an update on the resurfacing works at the play area

Members noted that the balance of the resurfacing works at the play area had now been completed.

The Clerk confirmed that the grant from the Local Communities Fund had now been received.

The Clerk was asked to liaise with the Village Handyman to arrange for the remaining swings to be returned and a duplicate installation key to be purchased.

**NM007-26 District Councillor session – Cllr Mrs S Saddington**

(cont) With the arrival of Cllr Mrs Saddington, the Chair suspended the meeting for her report.

Cllr Mrs Saddington referred to the planning application at the Ashiana and whether any input was required. The Chair advised that the Parish Council would work with the owner on the parking situation, and also liaise with Via to establish whether yellow lines could be installed.

As there was no other report to give, the Chair thanked Cllr Mrs Saddington and reconvened the meeting.

**NM018-26 Environmental & Community Issues**

(cont)

(b) To receive an update on proposals for a community cafe and hub at the MRCC in partnership with the Methodist Church

The Chair advised that the first meeting of the Steering Group had been held, which consisted of a diverse range of people. The proposal from the Methodist Chapel was yet to be received, and the Chair had emphasised to the Group that without that there could be no progress. Without financial viability, neither the Muskham Rural Community Centre or Parish Council could support the proposals.

## **NM019-26 Highways**

### **(a) Highways Log**

Members noted that there were a number of areas in the village where resurfacing works had been undertaken that were not breaking up. After discussion, it was AGREED that the Clerk request a site meeting with Officers from Via to review.

Discussion took place regarding a number of overgrown hedges, particularly on Main Street, that were impeding pedestrians. The Clerk advised that these could be reported on the MyNottsApp, or alternatively photos and locations forwarded to the Clerk to report direct.

The Chair referred to complaints received from residents regarding inconsiderate parking on the pavement outside the MRCC by hirers of the facility. The Chair would raise this at the next meeting of the MRCC.

Councillor Hobbs referred to the footpath to the rear of the Nottinghamshire Wildlife Reserve, which was a permissive path but not an adopted right of way. After discussion, it was AGREED that initial steps be taken to get the footpath as an adopted right of way.

The Chair confirmed that the Trust had advised that the work to the fencing would not require any closure of the adjacent footpath or bridleway. Repairs would be made, and strengthening works undertaken. Following a request for volunteers, the Chair was pleased to report that 12 residents had come forward and a meeting with the Trust would be arranged shortly.

The Chair referred to recent incursions of quad bikes along the bridleway towards The Ferry. A site meeting would be held on 17<sup>th</sup> May to consider the installation of bollards to protect residents.

## **NM020-26 Financial Matters**

### **(a) Accounts for payment**

The Chair referred to the accounts for payment. It was AGREED unanimously that the following accounts be agreed for payment:

- Clerks wages – April - £323.30
- Payment to HMRC for Clerks wages – April - £80.80
- Village Handyman – tbc
- PWLB Loan – First Instalment - £1,697.24
- NALC Subscription Renewal – £284.74
- WaterPlus - £10.19
- Allotment Deposit Refund - £50
- A J Products – Litter Bin - £113.94
- Amazon – Key Safe - £24.25
- Clear Councils – Insurance Renewal - £775.65
- Royal British Legion – V E Day Flag - £18.99

- Newark & Sherwood Locksmiths – Padlock & Transponders - £37.94

(b) To note any Receipts

The following receipts were noted:

- First half of annual precept - £9,441.50
- Allotment Rents - £92.38
- NSDC Community Lottery - £120
- South Muskham & Little Carlton PC – JPAG Full Donation - £1,537
- Carlton-on-Trent PC – JPAG Full Donation - £805
- Kneesall, Kersall & Ompton PC – JPAG Part Donation - £325.83
- NSDC – V E Day Grant - £300

(c) Financial Report – to 30<sup>th</sup> April 2025

Members noted the financial report as at 30<sup>th</sup> April 2025, with a balance of £64,103.48 across the Council's accounts.

(d) To receive the Internal Auditors report

The Clerk advised that the Internal Audit was not yet complete so documentation would be deferred for consideration at the next meeting.

(e) To consider the Annual Government Statement 2024/25

The Clerk confirmed these would be deferred for consideration to the next meeting as they were not yet back from Internal Audit

(f) To consider the Accounting Statements 2024/25

The Clerk confirmed these would be deferred for consideration to the next meeting as they were not yet back from Internal Audit.

(g) To note documentation regarding the renewal of the Council's Insurance Policy

Members noted the documentaton in relation to the Council's Insurance Policy and AGREED that it be renewed.

(h) To consider an application to the Certas Energy Community Bloom Fund

After consideration, it was decided not to progress an application to the Fund.

However, the Chair confirmed a discussion held with the previous lead for Newark In Bloom to discuss the potential to assist North Muskham with an entry in 2026.

The scheme competition allowed for various entry categories and it was AGREED that, in principle, the Parish Council would support this and that the Chair should undertake further liaison.

**NM021-26 Notts Association of Local Councils**

(a) April Newsletter

A copy of the newsletter had been circulated to Members for information.

**NM022-26 Correspondence**

(a) There was none to receive.

**NM023-26 Date of Next Meeting**

Monday, 9<sup>th</sup> June 2025

The meeting closed at 9pm.