

**PLEASE NOTE THESE ARE DRAFT MINUTES ONLY. THEY WILL NOT BE RATIFIED UNTIL THE 24<sup>TH</sup> JULY MEETING OF THE PARISH COUNCIL.**

**Draft Minutes of North Muskhams Parish Council held on Monday, 12<sup>th</sup> June 2017 at the Muskhams Rural Community Centre**

**Present:** Councillor I Harrison in the Chair  
Councillor P Beddoe  
Councillor S Dolby  
Councillor N Hutchings  
Councillor D Saxton

**Also in attendance: County Councillor B Laughton, District Councillor Mrs Saddington and 5 members of the public**

**1. Apologies for absence**

Apologies for absence were received and accepted from Councillors Mrs J Hurry and P Morris.

**2. Declarations of interest**

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

**3. Minutes**

The minutes of the meeting held on Monday, 8<sup>th</sup> May 2017, were accepted as a true and correct record and signed by the Chairman.

**4. Public 10 minute session**

The Chairman suspended the meeting at 7.02pm to allow members of the public present to raise any questions.

None were raised and the meeting was reconvened at 7.03pm.

**5. District Councillor Session – Cllr Mrs S Saddington**

Cllr Mrs Saddington advised there was not a lot to report from the District Council. She had been contacted regarding a matter on Mackleys Lane and asked if the Clerk was aware. It was confirmed that the Clerk had been in contact with the resident.

**6. County Councillor Session – Cllr B Laughton**

This item was covered under item no 7(c).

**7. Planning**

- (a) Decision Notice – 17/00572/FUL – The Rockery, Main Street, North Muskhams – Variation of Condition 3 to attached planning permission 16/00926/FUL to allow a different external material to be used

Members received and noted the decision notice granting permission to the variation of

condition 3 under application 16/00926/FUL.

- (b) Decision Notice - 17/00634/FUL – 6 Meadow Close, North Muskham – Householder application for proposed side extension to include front extension to garage and first floor bedroom to create hipped elevation and conversion of existing first floor to full height with new first floor balcony to rear (resubmission of 16/02051/FUL)  
Members received and noted the decision notice granting planning permission.
- (c) Notts Minerals Local Plan  
The Chair invited Councillor Laughton to comment on the present position with the Notts Minerals Local Plan and suspended the meeting at 7.06pm.

Councillor Laughton commented that he had recently met with PAGE and commended the parishes on how it had represented its communities.

With the change of establishment at the County Council, a decision had been taken to reconsult on the Notts Minerals Local Plan. While this would put the plan back 12-18 months, efforts would be taken to ensure that the plan reflected the needs of the County and provided a more realistic and accurate aggregate demand estimate which was not the case in the previous plan.

A lot of aggregate was now obtained from the recycling of waste from brown field sites which reduced the need for quarrying.

The Chair thanked Councillor Laughton for the update and reconvened the meeting at 7.20pm.

The Chair referred to a discussion recently held at a PAGE meeting regarding historic monies due back to South Muskham Parish Council. The following minute suggested to be included in the PAGE minutes:

‘At its meeting on 7<sup>th</sup> June 2017, PAGE considered a request from South Muskham & Little Carlton Parish Council (SMLC) with regard to the current financial position of the joint PAGE account, managed by North Muskham Parish Council, and in particular the balances available following the 2004 campaign, which in the case of SMLC were understood to be approximately £500.

The Chairman stated, and it was unanimously ACCEPTED, that at this date the overall balance held over from 2004 in the PAGE account for SMLC was, after administrative support and related expenses of £200 in respect of PAGE meetings held over the past 5-6 years, was an amount of £300 which will be reimbursed back to South Muskham & Little Carlton Parish Council’

was read by the Chair and Members AGREED that £300 should be returned to South Muskham & Little Carlton Parish Council.

PAGE would wait for the new assessment of aggregate need to come through, possibly

in August 2017, before arranging a further meeting of the group.  
It was AGREED that an item on PAGE would be included on the agenda for the July meeting.

The Chair asked Councillor Laughton if he would seek clarification from Officers at Nottinghamshire County Council on what timescale 'temporary' meant in relation to the use of land adjacent to the A1 roundabout.

#### **8. Affordable Housing Scheme**

The Clerk advised that an updated had been requested prior to the meeting but none had yet been received. It was understood that a revised planning application would be submitted for consultation.

#### **9. Parish Council Matters**

##### **(a) Schedule of Meetings to May 2018**

In May, a discussion had been held about moving meetings from a Monday to a Thursday to assist the MRCC with a booking enquiry.

It was AGREED that meetings should remain on a Monday for the present time but the Chair would speak to absent Members about the potential move to a Thursday and report back.

In the meantime, the Clerk would circulate the dates to Members for information.

##### **(b) Update on Play Area Project**

Members received and noted the update from the Clerk on the play area project. It was AGREED that this should now be progressed, but with a replacement seat included rather than the 'Giant Fixed Bubble' piece.

##### **(c) Update on Capturing Memories Project**

The Chair referred to correspondence received which gave an update on the Capturing Memories Project.

It was noted that the project was moving forward and the co-ordinators would soon be looking for names of people from whom to gather memories.

##### **(d) Muskham Messenger**

A discussion took place on the best way for residents to raise issues with the Parish Council which were often initially arose on the Messenger.

It was agreed that the MM, whilst offering a useful means of village communication, is not appropriate for residents to lodge issues or requests to be determined by the PC and that the Clerk should inform Muskham messenger members that other Options available were to either contact individual Councillors, the Clerk by telephone, email or letter, or by attending the monthly meetings and use of the ten minute public session. There was also the option to send a request through the Council website.

## **10. Environmental & Community Issues**

### (a) Date for Annual Footpath Inspection – Thursday, 15<sup>th</sup> June 2017

This was scheduled to be held on Thursday, 15<sup>th</sup> June, with Members meeting at 6.30pm at the MRCC.

### (b) Footpath Update including Section 130A Submission

The Clerk confirmed that the notice had been submitted to Nottinghamshire County Council.

It was AGREED that if a response was received prior to the July meeting the Clerk would circulate it to Members.

### (c) Skatepark Update including potential fundraising event

Councillor Beddoe updated Members on the current position with the skatepark, which had seen all ramps being replaced. Work was ongoing and was scheduled to be complete by the end of the week. When the skatepark had originally been installed, the Parish Council were led to believe that the ramps had a lifespan of 10 years.

After discussion, it was AGREED that the Clerk should take up with the County Council a number of issues which had been revealed during the current repair work. Appropriate wording would be agreed between Councillor Beddoe and the Clerk prior to submission.

In terms of a fundraising event, there was a need to sustain the skatepark as an ongoing facility for the village.

It was AGREED that, when the facility was complete and handed back to the Parish Council, the Clerk would arrange for the removal of the Heras fencing. An invitation would be extended to the organisations that had kindly provided grant funding to allow the repairs to be made to a re-opening event. An update would be placed on the Messenger to explain the investment that had been put in to the facility and thanks expressed to the benefactors.

## **11. Highways**

### (a) Highway Repair Log

Members received and noted the highways repair log. Items to be added to the log were overhanging vegetation on to the pavement on Waltons Lane and the poor pavement along the wall by the Church.

### (b) Waste Deposits – land adjacent A1 Roundabout

This item had been included under agenda item 7(c).

### (c) Dropped kerb and replacement seat – Main Street

The Chair referred to correspondence received from County Highways. It was noted that the dropped kerb was now repaired. In terms of the seat, if the Parish Council effected a repair it would not accept liability for any future repair. The Clerk to confirm

this to County and to instruct the village handyman to replace the one defective part.

## **12. Financial Matters**

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

AGREED unanimously that the following accounts be agreed for payment.

- Clerks wages – May - £231.90
- Payment to HMRC for Clerks wages – May - £tbc
- Village Handyman – May - £192.08
- MRCC – April Hire & Refuse - £31.75
- MRCC – May Hire & Refuse - £31.75
- A Plant – Hire of Heras Fencing - £197.76
- A Plant – Deposit for Hire of Heras Fencing - £150
- NALC – Fee for CILCA Training - £125

The Clerk was asked to submit a completed mileage expenses claim form to the July meeting for transparency.

### **(b) Receipts:**

£2,000 – Mary Woolhouse Charity (Skatepark Contribution)

### **(c) Financial Report – to 31st May 2017**

Members received and noted the financial position as at 31<sup>st</sup> May 2017. The Clerk confirmed that future reports would include sub headings that would show expenditure against budget.

### **(d) Insurance Renewal**

The Clerk confirmed that a recent comparison of the Council's insurance had resulted in significant net savings by combining all liability within one policy and committing to a three year deal.

### **(e) Completion of Internal Audit**

The Clerk confirmed that the internal audit of the Council's accounts was now complete. On review an error had been identified on the amount carried forward from 2016. The figure should have been £18,142 and not £18,145. This was down to the way the monthly voucher statement fee had been accounted for at year end. This would be reported to the External Auditor.

### **(f) External Audit – Annual Governance Statement as at 31st March 2017**

Members received and approved the Annual Governance Statement as at 31<sup>st</sup> March 2017 and AGREED that it should be signed by the Chairman. To provide the Audit required internal controls a mechanism would be put in place for monthly payments, receipts and balances to be reviewed by Councillor Dolby prior to each meeting

### **(g) External Audit - Accounting Statement as at 31st March 2017**

Members received, noted and agreed the Accounting Statement as at 31<sup>st</sup> March 2017 and AGREED that it should be signed by the Chairman.

### **13. Newark & Sherwood District Council**

(a) Introduction of Public Space Protection Orders for Dog Control

Members received and noted information from Newark & Sherwood District Council regarding the introduction of Public Space Protection Orders for Dog Control.

It was noted that no such orders existed in the village so no response was required.

(b) Advance Notification: Tour of Britain (Stage 4) Nottinghamshire – Wednesday, 6th September 2017

It was noted that this event could draw in up to 30,000 people to the area and would impact on the town and infrastructure.

### **14. Notts Association of Local Councils**

(a) Plant a Tree Charter – Legacy Tree

It was AGREED that the Parish Council should register for the Tree Charter. Details would be circulated on the Messenger and discussed with the MRCC.

(b) Reform of Data Protection Legislation and Introduction of the General Data Protection Regulation

The Clerk advised that the reform would come into effect in March 2018. The regulations and potential impact on the Parish Council would be reviewed by the Clerk and a report brought to a future meeting.

### **15. Correspondence**

(a) Invitation to County Council Civic Service – 25th June 2017

Members received and noted the invitation to the County Council Civic Service on Sunday, 25<sup>th</sup> June 2017.

(b) Launch of Newark & Sherwood Homes Community Fund

Members received and noted information on the launch of Newark & Sherwood Homes Community Fund. Details would be circulated by the Clerk to local organisations.

(c) Invitation to Lancaster Grange Care Home Open Day – Friday, 16th June 2017

Members received and noted the invitation to the Lancaster Grange Care Home Open Day on Friday, 16<sup>th</sup> June 2017.

(d) Use of Playing Field

The Chair referred to correspondence received from a resident regarding the use of the playing field. It was AGREED that the Chair would formally report the contents of the letter to the MRCC Committee and respond personally to the correspondent.

The Parish Council were aware that there were complaints in the village regarding excessive use of the playing field for caravan rallies. The Chair would also raise this issue with the MRCC Committee.

The meeting closed at 8.30pm