

**SUBJECT TO RATIFICATION AT THE 10<sup>th</sup> OCTOBER 2022 MEETING**

**Minutes of the North Muskham Parish Council held on Wednesday, 28<sup>th</sup> September 2022 at the MRCC commencing at 7pm.**

**Present:** Councillor I Harrison  
Councillor B Bearpark  
Councillor N Hutchings  
Councillor P Beddoe  
Councillor D Saxton

**Also in attendance:** Mrs Fletcher (Allotments Sub-Committee)

Prior to the commencement of the meeting the Chair called for a minute's silence in remembrance of the late HM Queen Elizabeth II .

**NM049-23 Apologies for absence**

Apologies for absence were received and accepted from Councillors Dolby and Talbot.

**NM050-23 Declarations of Interest**

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

**NM051-23 Minutes**

The minutes of the Parish Council Meeting held on Monday, 11<sup>th</sup> July 2022 were accepted as a true and correct record and signed by the Chairman

**NM052-23 Public 10 Minute Session**

There were no questions raised.

**NM053-23 District Councillor update – Cllr S Saddington**

- (a) To note the invitation to the Chairman's Civic Service  
Members noted that the Chairman's Civic Service would be held on Sunday, 9<sup>th</sup> October. Councillor Talbot was scheduled to attend.

**NM054-23 County Councillor update – Cllr Laughton**

- (a) To note information received on the Devolution Deal.  
Members noted the information received on the Devolution Deal.

**NM055-23 Planning**

- (a) 22/01515/HOUSE – Zimaru, Trent Close, North Muskham - Demolish existing garage and conservatory. Single storey extension to north and west elevations. Increase roof height for accommodation in roof space  
After discussion, it was AGREED that consideration of this item be deferred to the 10<sup>th</sup> October meeting so that Members could further view the application given the objections from neighbouring properties.

- (b) Decision Notice – 22/01251/OUTM – Land off Main Street, North Muskham – Residential development for 18 entry level affordable dwellings with all matters reserved except access

Members received and noted the decision notice outlining that planning permission had not been granted for the development.

- (c) Decision Notice – 22/01388/LDC – 4 Mackleys Lane, North Muskham – Proposed single storey extension as shown on plan 481 P 05 A

Members received and noted the decision notice issuing the Lawful Development Certificate.

- (d) Decision Notice – 22/01334/HOUSE – Ashlea, Crab Lane, North Muskham - Demolish front porch, rear utility room and garage. Single storey rear and two storey front extension

Members received and noted the decision notice granting planning permission for the development as outlined.

- (e) To note proposals by Cemex to apply for planning permission to extend the quarry at Cromwell

The Chair referred to the decision previously taken by PAGE (Parishes Against Gravel Extraction) during consideration of the Nottinghamshire Minerals Plan to support extensions at existing facilities and not new sites. The proposals by Cemex at Cromwell would see the facility come closer to North Muskham. Bunds will be put in place north of the elevation so the proposals should not significantly impact on the village. A reclamation scheme will be put in place.

The policy will be reviewed if and when further extensions move closer to the village.

No objection was raised to the proposals put forward.

The Clerk advised that an invitation had been extended to Members to visit the Cromwell site should they wish to do so.

- (f) To note details regarding the Amended Planning Scheme of Delegation and Training Date on 26<sup>th</sup> October 2022

Members noted the changes to the Amended Planning Scheme of Delegation. A request had been made for training to also be held in the evening, as the 26<sup>th</sup> October training was in an afternoon which precluded many Members for attending.

A request had been made for evening training to be considered.

- (g) Neighbourhood Plan

The Chair advised that two individuals had come forward who were keen to investigate the possibility of leading a small team to put together a Neighbourhood Plan for the village. The Clerk and Chairman would meet with them shortly and report back to a future meeting.

## **NM056-23 Parish Council Matters**

### **(a) Allotments/Green Hub Sub-Committee Report**

The Chair welcomed Mary Fletcher from the Allotment Sub-Committee to the meeting. In response to a number of questions posed prior to the meeting, the Chair had circulated a paper summarising those and outlining a number of recommendations.

Following discussion it was unanimously AGREED:

1. That allotment holders be advised that the Parish Council would obtain buildings only insurance for the container and shed, so any items allotment holders stored in either of those two areas would be at their own liability.
2. Allotment holders are recommended to ensure their own Public Liability insurance for their plots and to join the Allotment Association. This would be a requirement of the tenancy agreement for 2023. For the 2022-23 year the Parish Council will give a donation of a one-off payment of £3 to each of the allotment holders to pay for their insurance, given that this was an oversight of the Parish Council. It was noted that the Parish Council's insurers would not cover any of the communal areas from an insurance/liability perspective.
3. The Parish Council has an annual R&R budget of £1,250. There was currently a balance of £413.77 remaining from the 2021-22 and 2022-23 budgets, which included the Veolia grant for the shed. Anticipated expenditure to the end of the financial year would be on water, paint for the container and locks. The Parish Council will review the budget amount on an annual basis.
4. A site meeting to be arranged to discuss the condition of roads, what is needed and to get an idea of cost. Members noted that there were a number of undulations and tenants were concerned about damage to vehicles.
5. That allotment tenants could use the shed as a meeting/social area and could be used as a mentoring space in the future.
6. The spare water butt could be moved to the other side of the shed for water collection. If this required financial outlay on guttering, etc, then the move to be deferred to the new financial year.
7. That storage divides could be put in the container, but a 1.5m area at the back to be reserved for the Parish Council.
8. The Clerk would procure one suitable lock, 3 keys and a key safe. One key to be in the safe for use by tenants,, one to be held by the Clerk and the third by a Member in the village.
9. The Clerk to liaise with the local GP surgery to discuss the potential of prescribed gardening. If this was not viable then vacant plots to be advertised.
10. That small hedge plum trees could be used as hedging on the west side next to the fence.
11. That the Clerk liaise with the Allotment Sub-Committee to provide an up-to-date list of tenants.

Following a question regarding whether the insurance provided for the shed would cover visitors, it was further AGREED that this would be reviewed if community use picked up. For the moment it is just to be used for shelter.

(b) Report on Safer Neighbourhood Group – 28<sup>th</sup> July 2022  
Members noted the report from Cllr Saxton regarding the Safer Neighbourhood Group held on 28<sup>th</sup> July. It was noted that there had been a lot of anti-social behaviour around the River Trent in Carlton-on-Trent, with reports of groups of up to 70 young people gathering.

(c) To consider arrangements for the 2022 Remembrance Sunday Commemorations.  
Councillor Talbot had arranged with the Church for the service to be held at 10.45am on Sunday, 13<sup>th</sup> November 2022 at the MRCC. Councillor Saxton to liaise on availability of the PA system.

The Chair referred to the wreath that had recently been laid on behalf of the Parish Council at the Cromwell Weir Memorial on Sunday, 25<sup>th</sup> September. The 2023 memorial would be on Sunday, 24<sup>th</sup> September.

(d) To note revisions to the Queen Elizabeth Memorial Bench.  
The Clerk advised that E Gill & Sons were arranging for a revised wording on the plaque to be sent for approval, following the death of HM Queen Elizabeth II.

(e) To note arrangements that were put in place following the death of HM Queen Elizabeth II and to accept the Proclamation into the Parish Council's archives.  
Members noted that a Book of Condolence had been in St Wilfrid's Church during the period of mourning and would now be held as part of the Parish Council's archives, together with a copy of the Proclamation for King Charles III.

(f) To note a letter of condolence to be sent from the Parish to the Royal Family  
Members noted the letter of condolence to be sent from the Parish to the Royal Family.

(g) To note the intention to arrange defibrillator training in the community  
Members noted the discussions the Clerk had held regarding holding defibrillator training in the community, rather than at the MRCC. The suggestion was to hold training at the Church and The Ferry where it was considered there would be greater engagement and benefit. This would be progressed when the trainer had availability.

#### **NM057-23 Environmental & Community Issues**

(a) Skatepark and Play Area  
The Clerk advised that the invoice had now been received for the amendments to the skatepark.

The Chair advised that an area of the multi-gym had been taped off due to threads on the climbing ropes being exposed. The handyman had been tasked to remove the ropes until a replacement could be obtained.

The Clerk was asked to approach Cllr Loughton regarding the possibility of a grant towards the replacement of the rubber tiles under some of the equipment. An

approach to also be made to the Mary Woolhouse Charity. The Clerk was asked to review whether there was any funding available through Newark & Sherwood District Council.

(b) Play Area Extension Update – Handover and Inspection

Members noted that the extension had been completed and an inspection undertaken, a copy of which had been circulated to Members for information. An official handover was in the process of being arranged with the suppliers.

**NM058-23 Highways**

(a) Highways Log

Members received and noted the highways log. The Clerk was asked to liaise direct with Via on the fissures in the A1 roundabout and the continued deterioration of Great North Road.

It was noted that the hedging that had overgrown onto Great North Road had been cut back, but still impeded vision. The Clerk would liaise direct with Via for an inspection.

(b) To consider costs received from Via for changes to the Main Street/Nelson Lane Verge

Members noted the quotation in the sum of £13,000 received for the works outlined on the Main Street/Nelson Lane verge.

After discussion, it was AGREED that these matters not be progressed, but that a request be made for the Silver Birches to be cut back as highlighted at the site meeting.

(c) Roadworks Bulletin – Bathley Lane, North Muskham (20m either side of level crossing) – Thursday, 6<sup>th</sup> October – 0125 hrs to 0515 hrs.

Members noted the Roadworks Bulletin and the work as outlined.

**NM059-23 Financial Matters**

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

- Clerk's Wages – June, July & August - £780.40
- HMRC – PAYE – June, July & August - £195.20
- Bobby Haynes – Jubilee Performance - £200
- WaterPlus – Allotment Water - £49.31
- Martin Talbot Builders – Allotment Shed Construction - £600
- Muskham Ferry – Hire of Glasses for Jubilee - £24.72
- Ian Dobbs – Jubilee Performance - £300
- WaterPlus – Allotment Water - £18.20
- Lindum – Skip Hire for Skatepark - £300
- Village Handyman - £324.78
- WaterPlus – Allotment Water - £19.93

- PWLB Loan Repayment - £1,697.24
- Skatepark Repairs – £1,320
- Phil Beddoe - £14.90 – Jubilee BBQ Expenses
- Village Handyman - £252.17

(b) To note any receipts:

- Jubilee Receipts – Various - £71.68
- NSDC Community Lottery - £134.50
- NSDC Community Lottery - £130.00

Financial Report as at 31<sup>st</sup> July and 31<sup>st</sup> August 2022

Members received and noted the reports outlining the Council's financial position.

The Clerk advised that the grant for the CCTV and wi-fi for the Community Centre from the Parish & Town Council Fund would be received shortly. An invoice would be issued to the MRCC for the balance of the cost.

To consider information received regarding opting out of the External Audit Process.

Members noted the information received regarding opting out of the External Audit Process, but AGREED to remain within the central system.

To note completion of the 2021/22 External Audit

Members received the External Auditor's report concluding the audit for the 2021-22 financial year. The Clerk would now continue with the Notice of Conclusion of Audit process.

To receive a breakdown of income and expenditure on the Platinum Jubilee Celebrations

Members received and noted the breakdown of income and expenditure, which showed a balance of £3,812.55. A final spreadsheet would be produced to include the final income received from the Chair.

It was AGREED that the final balance would be transferred into earmarked reserves.

**NM060-23 Nottinghamshire Association of Local Councils**

(a) To consider information regarding the Civility & Respect Newsletter and to consider adopting a Dignity at Work Policy.

It was AGREED that Members would review the documentation and the matter would be considered at a future meeting.

(b) To receive information on the 77<sup>th</sup> Annual General Meeting – Thursday, 17<sup>th</sup> November 2022

Members received and noted information on the Association's 77<sup>th</sup> Annual General Meeting which would be held at Oxtou Village Hall on Thursday, 17<sup>th</sup> November 2022. The keynote speaker would be Councillor Ben Bradley, Leader of Nottinghamshire County Council.

**NM061-23 Correspondence**

There was none.

**NM062-23 Date of Next Meeting**

Monday, 10<sup>th</sup> October 2022

The meeting closed at 9pm