

**SUBJECT TO RATIFICATION AT THE 13<sup>th</sup> MAY 2019 PARISH COUNCIL MEETING**

**Minutes of the North Muskham Parish Council held on Monday, 8<sup>th</sup> April 2019 at 7pm in the Muskham Rural Community Centre**

**Present:** Councillor I Harrison, in the Chair  
Councillor P Beddoe  
Councillor S Dolby  
Councillor D Jones  
Councillor P Morris  
Councillor D Saxton

**Also in attendance:** County Cllr B Laughton, District Cllr Mrs Saddington, and 3 members of the public

**NM133-19 Apologies for absence**

None were given.

**NM134-19 Declarations of interest**

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

**NM135-19 Minutes**

Subject to an amendment to minute number NM114-19 (c) PAGE Update to read '2019' and not '2020' the minutes of the meeting held on Monday, 11<sup>th</sup> March 2019 were accepted as a true and correct record and signed by the Chairman.

**NM136-19 Update on Issues**

Members received and noted the updated issues document, attached to the minutes as Appendix 1.

The Chair confirmed that a review of the documents in the container had been started, only documents required would be retained. Following a request from the Chair, Members gave approval for any relevant documents for the Capturing Memories project to be loaned to Dr & Mrs Readman. It was noted that there may be documents held by a former member of the Parish Council. The Clerk was requested to liaise with them to establish what, if any, documents were held and to seek their return as appropriate.

**NM137-19 Public 10 Minute Session**

The Chair suspended the meeting at 7.03pm to allow members of the public present to raise any questions.

Whilst no members of the public asked any questions, the Chair referred to the theft of lead from the Church roof again. It was understood that one quotation had been received in the sum of £40,000 which was to replace with steel, not lead.

After discussion it was AGREED that, if the Parochial Church Council were supportive, the Parish Council make an approach to GEDA Construction to establish if they would be able to assist with replacement material or use of site plant.

Councillor Laughton pledged £500 from his allowance and would also liaise with the Strategic Housing Department at the District Council. Councillor Saxton was asked to liaise with the Parochial Church Council.

The Chair referred to the loss of two substantial members of the community over the last two to three weeks. It was understood that at least one wake was not permissible in the community centre as it was occupied by another hirer. It was suggested that one of the founder principles was that the centre would be made available for community events, such as wakes.

After discussion, it was AGREED that the Clerk write to the MRCC to seek to re-establish that principle, and to offer to meet with the Committee to discuss further if required.

No further questions were raised and the meeting was reconvened at 7.14pm.

#### **NM138-19 District Councillor session – Cllr S Saddington**

The Chair suspended the meeting at 7.15pm to allow Cllr Mrs Saddington to present her report.

Cllr Mrs Saddington advised that the only item for discussion was the affordable housing development.

As that was the case, the Chair agreed to bring forward agenda item 8(e) Affordable Housing Development – Commencement of Works.

#### **NM139-19 Affordable Housing Development – Commencement of Works**

The Chair outlined that works had commenced and the hedge had been removed on 1<sup>st</sup> April. Residents were concerned that, although work had been undertaken on the 1<sup>st</sup>, the discharge of conditions was not listed on the portal until 4<sup>th</sup> April. An Ecologist had been present during the removal which had included an inspection for badgers. It was understood that the Planning Officer had given permission for the work to start.

There was also a concern that condition 5(b) regarding the increased risk of flooding was not on the portal, although it was understood documents referencing this were showing on 8<sup>th</sup> April but it was not clear if they were approved or not. A number of documents had appeared on the portal at the same time.

The Chair considered that, given the sensitivity of the site, the commencement of work could have been handled with more care. It was understood that damage had been caused to a tree in the Church yard by the contractor due to a lack of care.

The Chair asked Cllr Mrs Saddington to establish the current position with the Planning Officer as some conditions do not appear to have been met. Any response would be shared with the Parish Council and residents.

The Chair confirmed that he had the contact details of the Contract Manager. Residents were asked to channel all complaints through the Chair who would pass to the Clerk for monitoring and forwarding to the contractor as appropriate.

#### **NM140-19 County Councillor session – Cllr B Laughton**

The Chair suspended the meeting at 7.25pm to allow Cllr Laughton to present his report.

Cllr Laughton confirmed that the Local Minerals Plan was proceeding as expected.

The purchase of VIA had been finalised so it was now owned wholly in-house. It will remain as an arms length management organisation.

The District Council had now decided that Newark & Sherwood Homes will be taken back in house. There were expected annual savings of £950,000.

The Chair thanked Cllr Laughton for his report and re-convened the meeting at 7.26pm.

#### **NM141-19 Planning**

- (a) 19/00508/FUL – The Old Stables, Crab Lane, North Muskham – Application for variation of condition 10 of planning permission 18/01450/FUL to allow the windows of the flank elevation of The Old Stables to be retained and a new fence to be constructed on the line of the chimney as drawn

After consideration it was proposed by Councillor Beddoe, seconded by Councillor Jones, that the application be supported.

- (b) 19/00322/FUL – Tresco, 5 Main Street, North Muskham – Householder application for single storey side extension, porch and a loft conversion with rear dormer, and render to all elevations

Members noted that the description had been updated to include the addition of render to all elevations. After consideration it was proposed by Councillor Morris, seconded by Councillor Dolby that the render would be out of character in the residential area.

Further, the objections previously submitted continued to be valid and are repeated below:

Members noted that, apart from a lowering of the roofline, there had been little change from the plans submitted under application number 18/00124/FUL.

The dormer window was still considered overbearing and would overlook the adjacent property.

- (c) 19/00599/FUL – Old Hall Farm, Main Street, North Muskham – Householder application for reinstatement of fire damaged areas, erect Sun Room extension and lean to Plant room extension and internal alterations to dwelling  
After consideration it was proposed by Councillor Jones, seconded by Councillor Morris, that the application be supported.
- (d) Decision Notice – Burger King, Great North Road – Ground floor extension along with minor external alterations (retrospective)  
Members received and noted the decision notice granting retrospective planning Permission and were pleased to note that a condition had been included regarding litter as the Parish Council had requested.
- (e) Affordable Housing Development – Commencement of Works  
This item had been considered under minute number NM139-19.
- (f) Adoption of the Amended Core Strategy Development Plan Document  
Members noted the adoption of the Amended Core Strategy Development Plan by Newark & Sherwood District Council.
- The link to be circulated to Members for information.
- (g) Draft Bulcote Neighbourhood Plan  
Members noted receipt of the draft Bulcote Neighbourhood plan. This may be something that the village should consider at some point in the future. There was an increase in Community Infrastructure Levy receipt if a neighbourhood plan was in position.
- It was AGREED that the Clerk should investigate further and report back to a future meeting.
- (h) PAGE Update  
That item had been covered under minute number NM139-19.

#### **NM142-19 Parish Council Matters**

- (a) Statement of Persons Nominated  
The Chair referred to the Statement of Persons nominated for the Parish Council. All existing members were included, plus a nomination from Nick Hutchings. As there were no more persons nominated than the number of seats available on the Council no election would be held.
- There were two persons nominated to stand against Cllr Mrs Saddington in the District Council elections.

(b) Play Area Update

The Clerk updated Members on the meeting held with an Officer from Nottinghamshire County Council, at which Cllr Saxton was present. Quotations were awaited for an alternative surface to replace the grass matting and for the swing legs.

The Chair noted that there were parents who had expressed an interest in fundraising for the play area.

(c) Transfer of Community Land & Usage

The Clerk confirmed that Nottingham Community Housing Association had been advised that at no time had the Parish Council agreed that the community land would be used for allotments as there may not be the demand within the village for that use. A response was awaited.

A discussion took place on the burial capacity of the Church yard. Councillor Saxton was asked to liaise with the Parochial Church Council on capacity, with confirmation to be sent through to the Parish Clerk.

(d) Skatepark Update

The Clerk was asked to progress the actions outlined in the previous minutes, to include pointing out the costs of repair and to seek an indication if there was any interest in fundraising to help support ongoing repairs.

PCSO Crowhurst to also be contacted to establish if there had been any more anti-social behaviour. It was noted that there had been an increase in graffiti.

**NM143-19 Environmental & Community Issues**

(a) Monitoring of development on land adjacent railway line off Great North Road

There were no new issues to note and it was AGREED this could now be removed from the agenda.

(b) Capturing Memories Project

Members noted the update from the Capturing Memories Project and that two volunteers were being sought to assist with photography and the editing of biographies for the website.

(c) Newark & Sherwood District Council Resident Survey and Community Plan

The Clerk had circulated information to Members on the Resident Survey and Community Plan. The biggest concerns were maintenance of roads and pavements and congestion.

After discussion it was AGREED that the Clerk would put together a draft response for approval by the Chair and Cllr Morris to include concerns regarding the lack of electric charging points and lack of reference to CO2 reduction and mitigation.

It was noted that there was reference to supporting parish councils. It was agreed that the Clerk write to the District welcoming this statement and suggesting, given the worth of the Parish Council Conference that tangible resource support be given to assisting us or any other PC that hosts future conferences to organise such.

The Chair referred to the correspondence Cllr Mrs Saddington had sent to Network Rail seeking to arrange a joint meeting with all Parish Council's north of the level crossing. Members were happy for this to proceed and asked the Clerk to progress.

(d) Update from Annual Spring Clean – Saturday, 23<sup>rd</sup> March 2019

The Chair extended thanks to all Members and residents who had given their time to help collect litter from around the village. It was noted that a substantial amount was abandoned signage from Highways Agency, County Highways or A1 Plus and that the clerk writes to NSDC to highlight this issue and, given their cleaner, greener strategy, as them to lobby VIA and Highways England to prevent this littering.

(e) Placement of Community Defibrillator

The Clerk advised that EMAS required the model number of the defib before being able to advise on the appropriate box. Details had been requested and, once provided, would be progressed.

#### **NM144-19 Highways**

(a) Highways Repair Log

Members received and noted the highways repair log.

Email correspondence from 2014 relating to the dyke alongside the playing field had been forwarded by the Clerk to the Chair who would discuss with the MRCC.

(b) Roadworks bulletin – Norwell Level Crossing, Vicarage Lane – 13<sup>th</sup> April 2019 from 2200 hours to 0800 hours on 14<sup>th</sup> April 2019

Members received and noted the roadworks bulletin advising of the closure of the Norwell Level Crossing, Vicarage Lane.

#### **NM145-19 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:

- Clerk's Wages – March - £242.40
- HMRC – PAYE – March - £60.60
- MRCC – March Hire & Refuse - £39.25
- Village Handyman - March - £145.64
- Village Handyman – part April - £45
- Tuxford Lawnmower Centre - £391.80
- PWLB Repayment Notice - £1,697.24

(b) To note any receipts

There were none.

(c) Financial Report as at 29th March 2019

Members noted the financial report as at 29<sup>th</sup> March 2019.

It was AGREED that arrangements would be put in place for the Clerk to review with the Chair and Cllr Dolby how income and expenditure was recorded and reconciled for presentation to Members and that a meeting would be arranged by the clerk with the Chair and Councillor Dolby.

(d) To appoint an Internal Auditor for the 2018/19 Accounts

It was AGREED that Mr Shaw be appointed as the Parish Council's Internal Auditor for the 2018/19 audit.

(e) Arrangements for 2018/19 External Audit

The Clerk advised that notification had been received from PKF Littlejohn regarding arrangements for the 2018/19 audit.

Given the reduction in expenditure the Clerk considered that the Parish Council could certify itself as exempt from a limited assurance review.

**NM146-19 Nottinghamshire Association of Local Councils**

(a) Best Kept Village Competition

Members noted information received on the best kept village competition but did not wish to pursue an entry.

(b) Governance & Accountability 2019

It was AGREED that information received from the Association on Governance & Accountability be forwarded to Members.

**NM147-19 Correspondence**

There was nothing to report.

**NM148-19 Date of Next Meeting**

Monday, 13<sup>th</sup> May 2019

The meeting closed at 8.34pm