

NORTH MUSKHAM PARISH COUNCIL

Minutes of the Parish Meeting held on Thursday 31st May 2018 at 7.30pm in the Meeting Room of Muskham Rural Community Centre (MRCC)

Present: **Councillor I Harrison – Chairman**
 Councillor P Morris – Vice Chairman
 Councillor D Saxton
 Councillor E Catanach
 Councillor P Beddoe

Also in attendance: 4 members of the public

1. **Apologies for absence**
 Received and accepted from Cllr S Dolby and Cllr J Hurry
2. **Election of Chairman and Vice Chairman for the Civic year May 2018 to May 2019**
 The Vice Chairman Cllr Morris chaired the meeting pending election of Officers.
 Cllr Harrison was elected to continue to stand as Chairman. Proposed Cllr Catanach, seconded Cllr Morris.
 Cllr Beddoe was elected as Vice Chairman. Proposed Cllr Harrison, seconded Cllr Catanach.
 Cllr Morris elected to stand down as Vice Chairman.
3. **Declarations of Acceptance of Office** were signed by the Chairman and Vice Chairman. Cllr Harrison chaired the meeting from hereon.
4. **Declaration of Interest**
 It was AGREED that any declarations of interest would be stated by Members as required during the meeting.
5. **Approval of Previous minutes.** The minutes of the meeting of 16th April 2018 were accepted as a true record. Proposed Cllr Saxton, seconded Cllr Catanach
6. **Public Questions**
 None raised.
7. **District Councillor session** – Cllr Saddington
 Report presented at Annual Meeting. See previous minutes.
8. **County Councillor session** – Cllr Laughton
 Report presented at Annual Meeting. See previous minutes.
9. **Planning**
 (a) 18/00821/FUL – Elm Tree House, Crab Lane – householder application for proposed cart shed. No formal objections were raised but there was a concern regarding displacement of flood water. The Environment Agency has responded that, as the

building is open and floodable, it has no objection to the proposal. It recommends forming an evacuation plan for any equipment left in the building in the event of a flood. Cllrs request that the acceptance should be on the proviso that the building cannot be enclosed in the future. All in favour with the above proviso. Proposed Cllr Morris, seconded Cllr Saxton

- (b) Planning Enforcement – It was noted that The Ferry has erected a sign which clearly states that no overnight parking of vehicles is allowed in the car park. Clerk has informed Criterion Asset Management that the PC is satisfied that the Landlord has complied with their request. Clerk will inform the Landlord and Enforcement Team at NSDC.

10. **Parish Council Matters**

- (a) It was AGREED that meetings will continue to be on Mondays. Dates have been confirmed.
- (b) Update on play area project. WREN has stated that the lack of consultation let the bid down. They need overwhelming evidence from the local community that new equipment is needed and advised the PC to look at a new lottery scheme for extra funding.
- (c) Capturing Memories Project. A proposal has been gratefully received from Geoff and Anne Readman for them to take on this worthwhile project. Their start time would not be until January 2019 but there is plenty of preparation that can be done beforehand. Mr Wishart already has all the protocols in place, recording equipment and interview forms from the Muskham Vale Heritage Group which he is kindly willing to put towards this project. The finer details will be discussed shortly.
It was AGREED that Mr and Mrs Readman would manage the project. Proposed Cllr Beddoe, seconded Cllr Morris
- (d) Funding in the sum of £1788 has been awarded in principle from LIS for the Village Gateway Sign. Cllr will write to the WI regarding siting.
- (e) The Parish council has received an invitation to the Civic Service for the Chairmanship of Nottinghamshire County Council for Cllr Saddington. The service is on 24th June 2018 at 3pm (seated by 2.45) at Southwell Minster. All Councillors and their partners are invited, as are residents of North Muskham. There will be music and light refreshments after the service and it will be a memorable and enjoyable occasion. Numbers are requested. Cllr Dolby, Cllr Harrison and Mrs Harrison have accepted the invitation.
- (f) It has been noted that Mr J Dodson, the Handyman, has attended the Playground Inspection Training.
- (g) Safer Neighbourhood Group Notes – 11th January 2018. Cllr Saxton attended the meeting. Issues noted were fly tipping, deer hunting by travellers, oil theft and speeding issues. Cllr Saxton will attend the next meeting.

11. **GDPR**

- (a) Clerk has template from NALC and will report further at next meeting.
- (b) It was AGREED to adopt the Data Map.
- (c) It was AGREED to adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy, Records Retention Policy.
- (d) It was AGREED to adopt the Privacy Notice
- (e) Security Compliance Checklist will be circulated to all Councillors

- (f) Jayne Saunders has registered with ICO as the Data Protection Officer for North Muskham Parish Council.

It was noted that planning applications need to be kept for 6 years so older ones can be destroyed. Also noted that sandbags are degrading so can be got rid of.

12. **Environmental & Community Issues**

- (a) Section 130A Update. The Chairman will meet with Mr Lewis ahead of his meeting with residents to discuss some of the individual vegetation. The PC's disappointment that nothing can be done until August due to bird nesting season has been noted. Cllr Laughton has been in contact with the legal team.
- (b) Lamp Post Poppy Appeal & WW1 Commemorations. There has been a fantastic response to the Poppy Appeal with 82 requests so far. It was AGREED to put a note in the Parish Magazine with price and how to buy the poppies. PC discussed how many lamp posts there were and to try to get one for each. The MRCC has granted £250 towards the project. Further ideas and discussion of grant of £300 available will be brought to the next meeting.
- (c) Skatepark update. The County Council will be commencing work to put 26 vent holes in each panel with a metal cover over each. The work will start on 4th June and will be free of charge. Cllr Beddoe says the surface is looking good.
- (d) Woodland Trust. A tree has been donated and the siting of it will be discussed at the next meeting.

13. **Highways**

- (a) Log discussed. Pot hole repairs are ongoing. A further pothole near the bus shelter near The Grange needs to be reported. The Clerk will chase up on the parking restrictions near the school that have not been done and the road surface on Vicarage Lane.

14. **NALC**

- (a) The Harry Johnson Award 2018. This is an award to reward the restoration of buildings. Councillors will let Clerk know if they think of any deserving buildings.

15. **Financial Matters**

- (a) Accounts for payment were read out and it was AGREED to pay the accounts. Proposed Cllr Beddoe, seconded Cllr Saxton
- (b) Receipts were noted.
- (c) Financial Report was discussed. Clerk is now reporting monthly on payments and receipts. £3000 queried and Clerk will clarify when she is back. It was requested that Clerk show where balances are held each month and that checks on bank reconciliations are done on a monthly basis.
- (d) The Internal Audit has been completed and noted.
- (e) The Annual Governance Statement was received and approved.
- (f) The Accounting Statement for the Financial Year ending 31st March 2018 was received and approved.
- (g) The dates of the period for the exercise of public rights were noted.
- (h) The Revised Circulated Budget for 2018/19 was discussed. A 3.1% increase has been applied across the board. Cllr Morris raised points regarding training and Clerks fees. The Chairman reported that it is in line with NALC guidelines. The budget will be

amended following a meeting with the Clerk. It was AGREED to pay £255 to MRCC for playing field mowing. The draft budget was accepted with above proviso. Proposed Cllr Morris, seconded Cllr Harrison.

- (i) It was AGREED that the Clerks salary should increase to £10.10 per hour. Proposed Cllr Morris, seconded Cllr Beddoe.
- (j) It was noted that the council has agreed that the Handyman should be classed as self-employed for tax purposes.
- (k) The Insurance Policy premium has been renewed. Premium is £855.94.

16. **Correspondence**

- (a) Cllr Hurry's letter of resignation was noted and accepted. Cllr Hurry was thanked in her absence for her support. An advert for a new parish member will be circulated.
- (b) Planning application 18/00890/LDC will be discussed at next meeting.

17. **Items for June Agenda**

Attendance by Michael Peacock, Head of People & Wildlife – Nottinghamshire Wildlife Trust. Cllrs discussed what plans there are for the nature reserve and would they help to maintain the path. Clerk will ask if he can attend the next meeting.

The Chairman closed the meeting at 8.55pm