

COLLINGHAM *Parish Council*

MINUTES OF THE COLLINGHAM PARISH COUNCIL MEETING held at 7.30 pm on 23 APRIL 2015 in the YOUTH & COMMUNITY CENTRE, LOW STREET, COLLINGHAM

Public forum – no one wished to speak

Present:

Mr C Allen Mrs C Moody Mr Tim Musson Mrs M Parkin
Mrs R Scott (Chair) Mrs V Wright Cllr Mel Shaw NSDC Cllr Richard Shillito NSDC
Caron Ballantyne(Clerk)

1. **Apologies for absence:** apologies accepted from Cllr Mrs M Dobson NCC, Mr M Dowell and Mr S Dove. No apologies received from Mr T Ozbourne or Mr G Norcott.
2. **Declarations of interest:**
Prejudicial interest declared in:
 - Item 6 for Mrs R Scott
 - Item 12 for Mrs M Parkin
3. **Minutes:**
Minutes of the meeting of 26 March 2015 were agreed. Proposed by Mrs V Wright, seconded by Mrs C Moody and agreed unanimously by those present.
4. **Progress reports (for information)**
 - a) Flags – The new Nottinghamshire flags have been received and are being strengthened on the edges before use
 - b) Best Kept Village Competition – application has been received by the organisers and they have sent posters to be displayed. Mrs M Parkin to prepare a more eye catching poster to be displayed on notice boards. Emails to be sent out by the Parish Clerk to co-ordinate tidy up etc.
 - c) Defibrillators – All defibrillators and cases have now been received. N&S homes are to charge us for the electricity used for the defibrillators fixed to William Bailey House, the agreement needs to be signed. Y&CC to be installed, Mrs R Scott will follow up with the electrician.
5. **Report from County and District Councillors**

Cllr M Shaw

- Best wishes were given to the Parish Council as Cllr M Shaw retires from his role at NSDC

Cllr R Shillito

- Cllr R Shillito has also been a Parish Councillor in the past and is now retiring from the District Council.
- He attended the planning appeal for Cottage Lane last week will await to see the outcome of this
- There have been some successes in the past, but a few have been lost - most notably Breamar Farm.

Thanks were given from the Parish Council to both for all they have done during their term of office.

6. Finance:

Mrs R Scott left the meeting

Income			VAT	Total
Collingham Tennis Club	Donation for Defibrillators	£109.00	Nil	£109.00
Newark & Sherwood District Council	Initial ½ of Precept	£12,247	Nil	£12,247

Expenditure

Timberplay	Windpipes for Community Park	£4,354.00	£870.00	£5,224.80
Heras UK Fencing Systems	Gates for Community Park from FiT Grant – pending installation and inspection	£2,197.09	£439.42	£2,636.51
Wel Medical	2 x Defibrillator Cases (defibs paid previously)	£1,080.00	£216.00	£1,296.00
NALC	4 Places on New Councillors training course	£100.00	Nil	£100.00
Best 4 Pests	Moles at the Cemetery	£90.00	Nil	£90.00
E-on (Direct Debit)	Jubilee Room Electricity	£9.23	£0.46	£9.69
NSDC	Jubilee Room – 360L Waste Collection and Disposal	£165.10	Nil	£165.10
NSDC	Community Park – 240L Waste Collection and Disposal	£121.68	Nil	£121.68
Chairs Expenses	Items for the Community Park including padlocks for gates	£39.98	£7.99	£47.97
Clerks Expenses	Expenses for April to June	£149.48	£2.60	£152.08
HMRC	PAYE (Direct Debit)	£192.56	Nil	£192.56

All expenditure approved proposed by Mrs M Parkin, seconded by Mr C Allen & unanimously supported.

Mrs R Scott returned to the meeting

- **Bank Reconciliation for the year to date** – signed by the Chair of Finance at year end for Audit purposes
- **Trade Waste Agreements – Community Park and Jubilee Room** – all agreed these should be signed and returned to NSDC
- **DD now in place for Cemetery, South End** – initial payment by cheque, 1 payment of £14 and 10 payments of £13
- **Budget** – The budget for 2015/16 was tabled for information

- **Annual Return**
 - To agree and sign Annual Return including Section 2 - Annual Governance Statement. Evidence summary appended at the end of these minutes – all agreed with the evidence summary which has been produced and Mrs V Wright can sign the Annual Return.
- **To receive and agree Financial Risk Register** – Proposed by Mrs R Scott, seconded by Mrs V Wright and supported unanimously. This will be taken to the new Council in May.

7. Planning: Applications

15/00429/FUL	Norwell Lane, Brough (Land at)	Erection of Agricultural Workers Dwelling – as this is a temporary dwelling this was SUPPORTED unanimously
15/00540/FUL	Cottage Lane (25)	Householder application for the demolition of single storey side extension to house and detached garage and erection of two storey side extension to house and detached double garage – as this does not increase the footprint of the property this was SUPPORTED unanimously
15/00551/FUL	The Lawns (21)	Application for single storey side kitchen extension and infilling of existing car port – this was SUPPORTED unanimously
15/00565/FUL	Carlton Ferry Lane, Cottage Wharf	Change of use of stable block to office – this was SUPPORTED unanimously
15/00572/FUL	Woodhill Road (48)	New Render finish over existing facing bricks – this was SUPPORTED by majority

Decisions

15/00368	High Street (102)	3 No Leylandii to be reduced by 40% in height and the sides by 5% to reduce wind sail and remove overhang.	No objections
15/00162/FUL	Lunn Lane (2)	Householder application for proposed single storey side sun room extension, side utility room extension and glazed roof over existing covered way/porch	Permitted
15/00346/FUL	Low Street (105), Fig Tree Cottage	Householder Application for Erection of Proposed porch and the demolition of the existing Bothy and replaced with a single storey Annex to provide home office and storage.	Permitted
15/00447/TPO	Low Street (7), Manor Farm	TPO N140 T1 Reduce limbs of 1 No. Horse Chestnut Tree which are overhanging No. 5 Low Street, by no more than 2m to suitable replacement unions	No objections
15/00560/TWCA	Low Street, Church Of All Saints	Removal of dangerous tree leaning at 45 degrees resting on boundary fence and neighbouring property carport	No objections

15/00591/TWCA	Low Street (161), Millfield	Fell - 3 No Coniferous (Leylandi) - due to close to the property and neighbouring property and restricting of light.	No objections
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All decisions noted

8. LCS Development at Village Centre

- a) To agree proposals for Car Park Entrance signage - 2.4m high x 0.8m wide – this is exactly the same size as the existing sign, this would also include the Parish Council logo – Parish Clerk to send the logo to LCS. Proposed by Mrs R Scott, seconded by Mrs V Wright and supported unanimously.
- b) To examine and comment on license application for new LCS store – there are concerns about the Sunday licensing times and subsequently the opening hours. This matter will be followed up. Agreed pending the clarification, proposed by Mrs R Scott, seconded by Mrs C Moody and supported unanimously.

9. 71 High Street

- a) Update on work and meetings with Library Service – there are some minor additional works but still within the original estimate. There are some queries with the electrics to be resolved. There is potentially a delay due to BT requiring 90 days to fit the data cabling.
- b) To agree budget for furniture for Parish Clerk in office space – NCC has possibly some spare furniture, Clerk to investigate, before new furniture ordered.
- c) To examine and agree draft terms from Nottinghamshire County Council for occupation of 71 High Street by Library Service – Rent of £1 per annum to be added. There is no mention of the use of the office by the Clerk and the storage of Parish archives. The signage needs to be in keeping as it is within the village conservation area. Clerk to send blank specification (no prices) to NCC. Copy of information from NSDC about not needing planning permission for community use to be sent along with information about the external painting. This was proposed by Mrs R Scott, seconded by Mrs M Parkin and supported unanimously.

10. Community Park

- a) Play equipment - to agree proposal to keep 10% retention from Hags-SMP invoice until all work is completed – there are snagging works outstanding and this was therefore proposed by Mrs R Scott, seconded by Mrs V Wright and supported unanimously.
- b) Fencing and gates - up date on work – most of the fencing is up and the gates are in. The gates have been delivered without slam plates, this has been registered with the company as a complaint the additional work which is required to rectify this issue will be paid for by the company. An additional post is required, which had not been noticed before and which will result in an additional £58.88 being incurred, but this will make the Park perimeter completely secure.
- c) Health and safety signage - to agree design and signage budget for health and safety signs. Temporary signs have been erected. A4 Samples of proposed signs were circulated, which will actually be A1 size. Sign writers are difficult to find nowadays – County Signs and Starlite Signs of Balderton (used by Cricket Club and Swinderby Paly Park) are the only 2 which have been found locally, so quotes will be sought from these two. Proposed by Mrs C Moody, seconded by Mrs V Wright and supported unanimously.
- d) Tables and benches - update on tables and benches purchased with grants and donations – these have not been put in, as the sight lines could not be established before. Now the site is available for this, a site meeting to discuss locations has been arranged.

11. Pitomy Farm Section 106

- a) To discuss and agree proposal from NSDC for S106 Community Facilities monies – Alteration to the wording is required to change “Caron Ballantyne” to “Caron Ballantyne (Parish Clerk)”. Proposed by Mrs R Scott, seconded by Mr C Allen and supported unanimously.
- b) To discuss and agree proposals for play equipment at Pitomy Farm development – as the Parish Council has done so many consultations on play equipment, they have asked for input on their proposals. Proposed to accept the design tabled by Mr C Allen, seconded by Mrs M Parkin and supported unanimously.

12. Parking restrictions Station Road: to consider reply from Nottinghamshire County Council Highways Department to our comments of March 26 and to agree if the Parish Council is supporting or objecting to the scheme presently proposed. It is considered that this is the best option that has been tabled and therefore it should be supported. Proposed by Mr C Allen, seconded by Mrs C Moody and supported by majority. The situation will be monitored once the restrictions have been implemented.

13. Parish Councillor’s information pack:

To agree content of portfolio of information to be given to all parish councillors following election results in May – list was agreed. Agreed that this should be sent out as links to the various websites. Agreed unanimously

14. Website Refresh – update on progress and matters arising. Parish Clerk has found a website host providing hosting, templates, support – all for free to Parish Councils, Community Groups and Charities. This has been used to start the rebuild work required. Sample pages were viewed by those present and everyone agreed that this was a very good step forward and work should be progressed on this. Other groups within the community may like this as an option – or they can have the access rights to their individual page on the Parish site.

15. Councillor’s and Clerk’s reports and items for future agendas:

Mrs R Scott

- There have been some vandalism issues at the community park – the police are aware and will be patrolling the area to try and deal with the problem
- A bin has been removed from the Community Park gates and is hoped to be relocated close by on Swinderby Road
- All Saints Churchyard War memorial has been Grade II listed – the information supporting the application is very detailed and includes information on the sculptor and date of unveiling. This information is to be passed to the History Society for the archives

Mrs V Wright

- Bus Stop post has not been installed on Windsor Road
- Potholes have been reported and repaired
- Grandchildren have used the park and thank everyone who has helped to make this a great place to play

Mr C Allen

- The strip of land between Dykes end and Station Road – Signs have been erected saying “this is private land keep off”. The land owner to be contacted to put information about the public footpath – also contact NCC PRoW officer to inspect and make sure that the public footpath remains accessible.

Mrs C Moody

- Will not be standing again, but thank you and good luck to everyone standing again – has been a really good experience
- May Fair – car parking has been changed and will be across the road on the same field as the Collingham show, with disabled parking on the Tennis Club car park area. Any vehicles on the Cricket Field will have to be removed by 11.30am or stay until 4.30pm

Mrs M Parkin

- Nothing to report

Mr Tim Musson

- Langford Liaison Meeting on 15th April – just completed a planting scheme on the south side and an inspection tour will take place at the next meeting a new bridge to the new area enough reserves to keep working to September, plans are in progress for the new sluice and papers for future meetings to be copied to the Parish Clerk. The site manager has left and they are looking to recruit a new manager. There is to be a takeover and everything will be badged up as Tarmac.

Clerk

- The issue on Breamar Road with yellow paint has been resolved
- Style on PRow footpath South Collingham 8A across the railway is being discussed with Network Rail as it is no longer usable by dog walkers – are there any other residents that are concerned about this but have not yet made any representations? Tim to walk the path and anyone who knows anyone who walks a dog to ask if they are having the same problems

Mrs Scott everyone for their hard work since 2012, much has been achieved in the parish. Mrs Moody was particularly thanked for her wonderful organisation of the Jubilee celebrations in 2012. This had brought the parish together in a remarkable manner and the benefits of this were still being felt throughout the community.

The meeting closed at 21:10pm

5 members of the public present

No members of the press present

Abbreviations

NCC – Nottinghamshire County Council/Councillor

NSDC – Newark and Sherwood District Council/Councillor

LCS - Lincolnshire Cooperative Society

PRow - Public Right of Way