

# Sutton-on-Trent Parish Council

## Minutes of the meeting held on Tuesday 12<sup>th</sup> May 2020 at 7.30pm

This was a virtual meeting conducted via Zoom. Prior to the meeting starting, the Chair advised everyone to place themselves on mute to minimise background noise and to speak one at a time. The Clerk advised the meeting would be recorded to aid in producing draft minutes and the recording would be destroyed once the draft minutes were completed.

Present: M. Jordan (Chair), B. Blanchard (Vice Chair), R. Jones, K. Walker, S. Pike, P. Marshall, P. Hibberd, J. Keeton, J. Mears  
Also present: County Councillor Bruce Laughton  
Clerk: Sandra Akerman  
Members of the Public: 1  
200501 Apologies for absence  
Apologies received and accepted from Cllr. Hutchinson and District Cllr. Michael

Open Forum (10 minutes maximum)

Members of the public were included in the meeting by requesting an invitation from the Clerk.

Nothing raised

200502 Declarations of Interest – None

200503 Approval of minutes from the meeting held on Tuesday 10<sup>th</sup> March 2020  
The minutes were approved and signed by the Chair.

200504 Matters arising from the minutes not covered elsewhere on the agenda

- a) Ratification of decisions taken during the Coronavirus (Covid-19) Period - authorisation for the Sutton on Trent Buddy Scheme to be managed on behalf of the Council by a team of four with volunteers as required – the Clerk advised that two amounts of £1,000 each have been received from County Cllr. Laughton's Discretionary Fund and the NCC Community Fund. Both amounts are ring fenced in the council's account. The Clerk confirmed that no requests for funding have been received to date.
- b) Doctors car park – the land transfer between the Council and Persimmon is completed and the documents are with the solicitor for lodging with the Land Registry. An agreement between the council and Hounsfield Surgery has been drafted and will be forwarded for comment. The Clerk thanked Cllr. Keeton for his help on this.
- c) Allotments – a complaint has been received that some allotment tenants have not been adhering to the government social distancing guidelines. A letter has been issued to all tenants reminding them of the requirements. Tenancy Agreements will be issued for the year 2020/21 during May. Cllr. Blanchard queried the number of vehicles at the allotments and who has a key for the gate lock. Cllr. Marshall advised that Freddie Allen has been given a key by the allotment holders.
- d) Gateway signs – Morris Cast Signs are to request permission from Via East Midlands to install the signs at the agreed locations. Balance of the project cost will be paid at £3,702.50 plus Vat. Once installation is completed the balance of the grant will be requested from NCC.
- e) Lamppost Poppies – installed for V E Day and thanks go to Cllr. Marshall for putting them up. Cllr. Pike asked when the poppies should be taken down or asked whether they should be left in situ. **All agreed** they should be left up for the time being.

200505 To receive reports from County and District Councillor

County Councillor Laughton advised that a series of leadership meetings have been held at NCC planning the way forward. It is hoped that schools will re-open on 1<sup>st</sup> June with a limited intake. Some Recycling Centres are opening from Monday 18<sup>th</sup> May with limited access and the large item collections have recommenced with the cost per item reduced to £5. There remains the issue of garden waste not being collected and there is no update from NSDC when this collection will be reinstated. (Post meeting it has been noted that the collection calendar on the NSDC website has not been updated to reflect the suspended service.)

Highways are expected to be fully operational by Monday 18<sup>th</sup> May.

There are concerns that when the work force in residential homes are tested an estimated 10-15% may test positive for Coronavirus so temporary staff are being trained to cover the potential staffing gap.

The NCC Community Fund has now been extended to village halls that are suffering from loss of earnings during the lockdown period.

The Clerk has contacted District Cllr. Michael to raise the issue of the Cuckstool Dyke on Bulham Lane which has not been cleared from the bridge to Grassthorpe Road by the IDB as advised by a resident. The IDB are due back to in this area in two weeks' time and will address the issue.

200506 Planning

- a) Ratification of decisions taken during the Coronavirus (Covid-19) Period
  - i) 20/00445/FUL – application for a new village hall at Strawberry Fields: Supported
  - ii) 20/00460/FUL – single storey extension at 26 Main Street: Supported
- b) New applications: None
- c) Decisions from Newark & Sherwood (for information only):
  - 20/00178/TWCA – permission granted for tree work at 8 Grassthorpe Road
  - 20/00207/TWCA – permission granted for tree work at 7 Palmer Road
  - 20/00196/FUL – application for new front porch at 19A Main Street : Approved

200507 Financial

- a) To record receipts received since 23rd March (Coronavirus (Covid-19) Lockdown commenced)
    - i) Pygott & Crone for gaiters rental through 2020 at £138.59
    - ii) NCC County Councillor Divisional Fund for Sutton Buddy Scheme at £1,000
    - iii) M A Mills Funeral Director for cemetery memorial at £67
    - iv) NSDC for CIL payments at £47,201.64
    - v) NCC Community Fund for Sutton Buddy Scheme at £1,000
    - vi) NSDC first precept payment for 2020/21 at £12,710.50
  - b) To ratify payments made since 23rd March (Coronavirus (Covid-19) Lockdown commenced)
    - i) EON for electricity to the defibrillator on Main Street at £55.07 incl Vat
    - ii) F Allen Landscape for March grass cutting at £1,224 incl Vat
    - iii) Community Heartbeat Trust for 2017 invoice not paid at £45.60 incl Vat
  - c) To agree payments:
    - i) Chairman Allowance at £360 (budgeted)
    - ii) F Allen Landscapes – April grass cutting at £1,080 plus Vat
    - iii) Cllr Blanchard – paint for cemetery benches at £35
  - d) To accept Year End Accounts and Annual Return 2019/20
- An extract of accounts was circulated prior to the meeting. The internal Audit has been completed with no comment or issues raised. **All agreed** to accept the accounts as presented. Thanks go to Mr Mike Harness for carrying out the audit again this year. The Annual Governance Statement was considered and **all accepted**.

Cllr. Jones asked if clarification on the CIL monies received had been obtained. The Clerk advised that with the help of District Cllr. Michael, the following has been confirmed:  
An amount of £42,949.49 has been received with a further amount of approximately £13,810 due in October. There is a 5-year time limit for spending CIL money and an 8-year limit for S106 monies. NSDC have agreed if the CIL money is committed to a project, i.e. the village hall, then the period can be extended to 8 years. **All agreed** a letter should be drafted to cover this.  
The £2,377 S106 monies due for the Community Library was paid in November and the Clerk has been given a contact at NCC to discuss this further.

The Clerk clarified that a second CIL amount of £4,252.15 has been received and will need to be spent for the benefit of the community within 5 years unless committed to the village hall project.

200508 Policies

To agree and adopt the following policies

- i) Financial Regulations and Standing Orders – revised to bring into line with NALC model regulations. Circulated prior to the meeting and **all agreed** to adopt as proposed
- ii) Communications & Social Media Policy - drafted and circulated prior to the meeting, **all agreed** to adopt as proposed. The Clerk thanked Cllr. Jones for his assistance on this.

200509 Reports

- a) Playing Field - It has been noted that the fence around the play area is in need of repair and Freddie Allen has offered to quote for the work. **All agreed** to wait until Cllr. Mears is able to do the work as previously agreed. The play area remains closed to the public.
- b) Cemetery - Cllr. Blanchard advised the benches are all due to be repainted. Draft regulations were circulated prior to the meeting and **all agreed** to adopt as proposed. The Clerk thanked Cllr. Jones for his assistance on this.
- c) Highways - The Clerk advised that STW have a works order in place for a fence at the Cuckstool Dyke near the Main Street bus stop.
- d) Public Footpaths – nothing to report
- e) Churchyard – Cllr. Blanchard is to paint the two benches

- f) Nurseries Hall - Cllr. Jones provided an update:
  - i) The planning application: flood risk queries have been raised by a resident and are being addressed by the consultant. A second issue regarding the number of car parking spaces provided is being looked at with a revised plan to increase the number from 16 to 21 submitted. NSDC have queried whether the doctor's car park could be used as an official overflow area at weekends however it is thought this would be unworkable.
  - ii) Future arrangements – once planning permission has been granted the project will enter a Project Management phase so some consideration will be needed as to how this will be carried out and to boost the skills of the Working Group accordingly.
- g) Sports Club – Cllr. Blanchard asked if all of the trees provided by NSDC had been planted as he would like six for the cemetery. Rebecca Jackson (Sports Club Treasurer) advised that they only received 19 and that they had all been planted. Cty. Cllr. Laughton offered to cover the cost of six trees for the cemetery and was thanked. Cllr. Blanchard to arrange and liaise with the Clerk. Cllr. Blanchard raised a concern over the cost of rolling the sports club pitch which was invoiced and paid for in April and whether consent should have been sought before it was carried out. The Clerk was asked to clarify if this was included in the current grass cutting contract which it was. **All agreed** this should not be included in any new contract next year.
- h) Library Support Group – Cllr. Walker commented that the library is currently closed.
- i) Any other reports – Cllr. Jordan commented that a number of bags had been dumped by the clothing bin at the top of Station Road and appeared to hold football kit (in bags and price tagged) bearing the name Yeovil Town. Cllr. Jordan to follow up.

200510 Correspondence received  
 Details of correspondence received since the March meeting has been circulated and shared with residents as received.  
 Additional correspondence received:  
 Notice from NSDC about the phased reopening of the recycling centre (posted to the website and Facebook)

200511 Other items not on the agenda

- i) Cllr. Marshall asked if Seven Trent could be requested to do an inspection of the work at the bus stop as the trees were not cut back properly. Cllr. Keeton offered to take a photo and the Clerk to follow up.
- ii) The Clerk has received a comment from the IDB regarding the dumping of waste in the dyke behind Crow Park Avenue. Cllr. Marshall also commented that rubbish has been dumped in the field behind. The Clerk was asked to put a notice in Unity and on Facebook.
- iii) Cllr. Keeton asked if a notice could be posted regarding increased dog fouling along the pavements and on the Holmes. Cllr. Pike offered to post this on Facebook and dog fouling is a danger to cattle on the Holmes. The Clerk to request a street clean from NSDC.
- iv) Cllr. Marshall asked for a notice to dog walkers on the Holmes that all dogs must be on leads as sheep will be grazing this season.

Open Forum (10 minutes maximum)  
 Nothing raised

Next Meeting will be held on Tuesday 9<sup>th</sup> June 2020 at 7.30pm and will be a virtual meeting via Zoom.

There being no further business, the Chairman thanked everyone for attending and declared the meeting closed at 8.30pm

Approved as a true record on Tuesday 9<sup>th</sup> June 2020.