

Sutton-on-Trent Parish Council
Minutes of the meeting held on Tuesday 9th October 2018
at the Methodist Community Centre at 7.30pm

Present: M. Jordan (Chairman), B. Blanchard (Vice Chairman), P. Hibberd,
I. Hutchinson, J. Mear, P. Crosby, C. Scholefield K. Walker

Also present: District Cllr. Sylvia Michael

Clerk: David Landon
Sandra Akerman (new Clerk)

Members of the Public: 10

181001 Apologies for absence and welcome to new Clerk

The Chairman welcomed Sandra Akerman as the new Clerk.

Apologies were received and accepted from Cllr. Marshall and Cllr. Jones. County Cllr. Laughton also sent apologies. Cllr. Keeton was not present at the meeting, however sent apologies afterwards.

181002 Open Forum

A resident queried the inclusion of the Best Kept Village judge comments regarding the WI garden in last month's *Unity*, as the area had always been well looked after and tended by the members. David Landon responded saying the comments had been included because of the reference to the notice board. Cllr. Jordan commented that the report from the judges was disappointing whilst Cllr. Scholefield proposed the WI be commended for their work on the garden area. **All agreed** the Clerk to include this in this month's report in *Unity*.

A resident queried who would be responsible for the installation, maintenance and insurance of the proposed gateway signs and would this be at a cost to the Council. The Clerk responded saying that installation is included in the price of the signs and that they would become an asset of the Council and its responsibility going forward. The Clerk will contact Came & Co to enquire about any increased insurance premiums.

181003 Declarations of Interest

None recorded

181004 Approval of minutes of the meeting held on 11th September 2018

Cllr. Blanchard objected to the accuracy of the wording of point 5a in the minutes stating it was not a true reflection of what had been said. Following a brief discussion the Chairman asked for a vote as to whether the minutes should be signed. The remaining members present approved the minutes and they were duly signed by the Chairman.

181005 Matters referred from previous meetings not covered elsewhere on the agenda

a) Village Gateway Signs

The school has been approached to provide a design for the signs and it was agreed that a style should be chosen first. It was suggested details be circulated during the meeting and this point returned to at the end. All agreed.

181006 Reports from County and District Councillors

District Cllr. Michael read a report from the Internal Drainage Board following the flood event on 2nd June which included medium and long term actions. The Clerk was provided with a copy which will be circulated to councillors.

181007 Planning

- a) 18/01482/FUL** Retrospective application for tractor workshop & storage at 43A Great North Road – refused by Newark & Sherwood under Policy DM8 Development in the Countryside.
- b) 18/01739/FUL** Application for removal of existing garage and erection of new garage and storage building (Resub of 18/00843/FUL refused on size). Revised plan of smaller size discussed. **All agreed** no objections.
- c) 18/01626/FUL** Application for proposed porch to side of dwelling at 10 High Street. **All agreed** no objections to this application.

181008 New Clerk

a) Contract of Employment

Contract based on the NALC Model Contract had been reviewed prior to the meeting and was duly signed by the Chairman and Sandra Akerman.

b) Registration as an Employer for PAYE

The Council is an employer and as such should be registered with HMRC as such. Clerk to complete.

c) Laptop

NALC advice under the May 2018 GDPR regulations is that Council documents and business should not be retained on personal computers. The Clerk provided an indicative quote for a laptop, software and external hard drive at approx. £500. A discussion was had and **all agreed** for the Clerk to acquire a suitable laptop and peripheries.

d) Archives

David Landon raised the issue of the Council's archive, in particular minutes books and accounts prior to 2003 which are in hard copy. A member of the public advised the meeting that another local parish council reported that *Inspire* provide a free archive service at Nottingham library. Cllr. Hutchinson offered secure storage for a fire proof safe. The Clerk will report back at the next meeting on the amount of archive and available options for secure storage.

181009 General Data Protection Regulations

The Clerk advised the meeting that the required policies under the May 2018 regulations have been drafted and will be presented to the Council for adoption at the November meeting.

181010 Accounts and Audit

a) Completion of external audit

The audit has been returned with a clean report.

b) The Council noted the following receipts:

Newark & Sherwood – precept (second tranche) @ £11,528.50

c) The Council agreed the following payments:

PKF Littlejohn – audit fee @ £240.00

F Allen – grass cutting @ £780.00

D Landon – expenses @ £24.21

181011 Reports from village organisations

a) Playing Field

Safety Inspection report from Wicksteed Leisure was presented to the meeting. Cllr.

Hibberd expressed concerns that some equipment was not commented on in the report as the manufacturer could not be identified.

Cllr. Scholefield asked if there were other companies that could carry out any required work and agreed to look at alternatives.

Cllr. Jordan agreed to look at the one item highlighted as a Med/High risk to assess what action should be taken.

Cllr Scholefield advised the meeting of a desire to improve the playground expressed within the village and agreed to find out more and whether individuals would be willing to set up a working committee and report back at the next meeting.

b) Cemetery

Cllr. Mears to arrange for the mole issue to be looked at.

The Clerk has been asked to take over the administration of the cemetery and has arranged a meeting with Mr John Marshall to understand what is involved. Report back at the next meeting.

c) Highways – nothing to report

d) Public Footpaths

Overgrown verges on footpath along the Great North Road (between Palmer Road and Grassthorpe Road). Clerk to log a report to Via East Midlands and include details in Unity notes to encourage residents to also report.

Overgrown hedge on Great North Road at the railway bridge. Clerk to log with Via EM

e) Churchyard - nothing to report

f) Nurseries Hall

Report from Cllr. Jones was circulated prior to the meeting. It was agreed to defer any discussion on this to the next meeting when Cllr, Jones would be present.

g) Sports and Community Centre - nothing to report in addition to the above comment

h) Library Support Group – nothing to report

i) Youth Club

Chairman requested this be removed as an agenda item in future as the village does not have a Youth Club.

j) Website

Cllr. Scholefield and the Clerk to discuss further with the view to using Hugo Fox as host.
Cllr. Hibberd advised that a domain name has been secured.

k) **Any other reports** – nothing to report

181012 Correspondence

Cllr. Walker passed on thanks from a resident for the recent purchase of the bench.

181013 Open Forum

- A resident asked if the Council had a policy to send flowers to residents celebrating their centenary and provided the details of one such resident celebrating in November. This is not a Council policy, **all agreed** it is a nice gesture and Cllr. Jordan to arrange.
- A resident asked if there was an update on the Nurseries development. Cllr. Michael advised that the applications was now passed and it is understood the developer is keen to break ground.
- A resident reported the footpath off Wytch Lane is unpassable and the gate has broken. Cllr. Mear to follow up.

181005 Village Gateway Signs

After reviewing the styles of sign available, **all agreed** on the Cropwell style with a 'welcome' strap line (wording to be agreed). Clerk to contact Malcom Lane to refresh initial quote.

All agreed the school be approached to design the central theme for the sign with the final decision resting with the Council. Cllrs. Scholefield and Hibberd to liaise with the aim designs being presented at the December meeting.

Cllr. Walker asked if the village should be asked for input and was advised notes had been previously put in *Unity* and a suggestion to include a reference to bee keeping and William Herrod-Hempsall.

181014 Next meeting to be held on Tuesday 13th November 2018

There being no further business the Chairman declared the meeting closed at 8.55pm

Sutton-on-Trent Parish Council
Minutes of the meeting held on Tuesday 13th November 2018
at the Methodist Community Centre at 7.30pm

Present: M. Jordan (Chairman), B. Blanchard (Vice Chairman), P. Hibberd, I. Hutchinson, J. Mear, P. Crosby, K. Walker, J. Keeton, R. Jones, P. Marshall

Also present: District Cllr. Sylvia Michael
County Cllr. Bruce Laughton

Clerk: Sandra Akerman

Members of the Public: 9

Prior to the start of the meeting, the Chair thanked David Landon (the retiring Clerk) for attending and presented Mrs Landon with a bouquet of flowers with thanks from the Council. David was presented with a gift and warmly thanked for his nineteen years of service to the Council. In response, David said that he only joined the Council on a temporary basis in 1999 and in thanking councillors past and present for their support over the years said he had enjoyed working with them.

181101 Apologies for absence

Apologies were received and accepted from Cllr. Scholefield. The Chair then read out a letter of resignation from Cllr. Scholefield, said resignation to be effective immediately. On behalf of the Council, the Chair thanked Cllr. Scholefield for her work and support for the Council over the last three years. The Clerk advised the meeting of the process for filling a Casual Vacancy and will contact The Returning Officer at N&SDC accordingly.

181102 Open Forum

- A resident commended the very successful and well organised Armistice Day celebrations and exhibition. It was also noted that the Parish Council was not involved in any of the arrangements or on the day. A suggestion was made to plant trees as a memorial to the 24 fallen remembered in All Saints Church along with a further 4 who died in WWI. The Clerk was asked to include this on the agenda for the next meeting and to write to Mrs K Pike thanking her for all her efforts in arranging the celebrations.
- Another resident commented on the lack of lamppost poppies in the village and the fact that surrounding villages all seemed to have them. Attention was drawn to the minutes of the April meeting when the subject was discussed, however no poppies were ordered from the Royal British Legion. The Clerk was asked to include an apology in the *Unity* report and to contact the RBL ahead of time for 2019.

181103 Declarations of Interest

None recorded

18104 Approval of minutes of the meeting held on 9th October 2018

The minutes were approved as a true record of the meeting and duly signed by the Chairman.

181105 Matters referred from previous meetings not covered elsewhere on the agenda

a) Village Gateway Signs

In response to a resident query at the last meeting, the Clerk advised the increased insurance premium would be minimal at £26.01 incl IPT however Came & Co have said this would be waived until renewal in October 2019.

b) Council Archive

Clerk advised minute books and financial information are held by D Landon and cemetery records are with the Clerk. Nottinghamshire Archives will provide free storage in environmentally controlled conditions for certain documents – **all agreed** to pursue this option for the archives. Cllr. Jordan agreed to collect the archives currently held by D Landon and the Clerk agreed to put together what documents and books could be archived. Cllr. Keeton offered to deliver to Nottingham when ready.

181106 Reports from County and District Councillors

District Cllr. Michael read a report from the Trent Valley IDB detailing completed and ongoing actions and planned key dates for work and completion.

Cllr. Michael advised that due to Cllr. Scholefield resigning from the Council, a replacement representative to the Safer Neighbourhood Group is required for the future. Cllr. Michael went on to advise the meeting of the Police concerns over the recent spate of debris being

thrown from bridges over the A1 at night and asked everyone to be vigilant and report anything suspicious.

County Cllr. Laughton advised the meeting that funding is available via the LIS Fund for 2019 for war memorials. Clerk to investigate.

Cllr. Laughton advised the meeting that Via East Midlands has been brought back under the control of Notts County Council (effective April 2019) but will continue to be run as an independent company. Cllr. Laughton went on to advise that an additional £6.1 million was allocated to highways in the recent budget.

181107 Planning

- a) **18/01502/FUL** Hutchinson Engineering Services – Approved by N&SDC
- b) **18/01607/FUL** 16A High Street – Approved by N&SDC
- c) **18/01934/FUL** 64 Crow Park Avenue - application for the change of use of domestic shed to dog grooming business (sole owner/user) and domestic storage. Details circulated prior to the meeting and following a discussion **all agreed** to support the application.
- d) **18/01998/FUL** Cuckstool House, High Street – application for proposed extension and conversion of outbuildings. Details circulated prior to the meeting and following a discussion **all agreed** to support the application.

181108 Financial

- a) **To record receipts:**
 - E Gill - £25 for memorial stone
 - Resident payment - £520 for Exclusive Rights on two burial plots
- b) **The following payments were approved:**
 - All Pests – mole catching at playing field, churchyard & cemetery @ £750 (Chq 761)
 - Information Commissioner – registration @ £40 (Chq 760)
 - F Allen Landscapes – grass cutting @ £1,068 incl VAT (Chq 763)
 - Methodist Community Centre – hall hire Sept 2017-July 2018 @ £192.50 (Chq 764)
 - S Akerman – salary for October @ £266.90 (Chq 762)
- c) **Bank Mandates**
 - A Nat West online access request and a mandate for the Clerk's monthly salary to be paid by standing order from November were duly signed.
 - Scottish Widows change of contact and signatories – more detail to be obtained as to who the current signatories are. Clerk to report back at next meeting.

181109 General Data Protection Regulations

- a) **Policies for Adoption**
 - Data Protection Policy and ancillary policies were circulated prior to the meeting and were accepted - **all agreed**.
- b) **Councillor emails**
 - Data retention, security and the use of personal emails for Council business was discussed. Cllr. Hibberd advised that one option would be to take a Microsoft 365 subscription which would provide Cloud based email and Office software for the Council laptop. Cllr. Hibberd to provide details of options available and costs for the next meeting.

181110 To receive feedback from the Parish Council Conference and Local Government Event

Cllr. Blanchard and the Clerk attended the Parish Council Conference at North Muskham on 13th October and both agreed the presentations were very informative, in particular the one by David Lloyd the Leader of Newark & Sherwood District Council the focus being on the *Cleaner, Safer, Greener* initiative. All residents have received a questionnaire from the District Council and the Parish Council has received a similar one requesting detail on where it sees the community in the next 5 to 15 years. The Clerk was asked to circulate to councillors and **all agreed** to provide feedback to help with completion of the survey prior to the next meeting (return deadline 7th December).

The Clerk attended the Local Government Reorganisation Event on 23rd October and reported that it was an informative and interesting evening. The event provided details of the *Future Nottingham* proposal under consideration by the County Council which would see the County Council and all seven district and borough councils abolished and replaced with one Unitary Authority (or possibly two). Small informative events and focus groups have been held and a decision will be made mid-December as to whether to proceed with a full public consultation in January prior to a further decision to refer the proposal to the

Secretary of State. The Clerk had circulated the engagement document prior to the meeting and will keep the Council updated on progress.

181111 **Reports from village organisations**

a) **Playing Field**

Cllr. Jordan had reviewed the equipment following the annual report presented at the last meeting and commented that the back panel of the football netting needs attention. Cllr. Hutchinson offered to look at this.

Cllr. Walker and the Clerk reported comments from a resident regarding the fencing in need of repair. Cllr. Mear to look at this.

Clerk has received a resident request for larger litter bins and is speaking with Newark & Sherwood on this point.

A concern was raised regarding the recent inspection report and work that was identified as being required. Cllr. Hutchinson asked the Clerk to forward a copy of the report.

It was also queried what alternatives to using Wicksteed Leisure for repairs and inspections are available. Clerk to contact Newark & Sherwood and report back at the next meeting.

b) **Cemetery**

Clerk reported having met with John Marshall who has now stepped back from all involvement with the cemetery but has kindly offered to be on hand should the Clerk need assistance. Cllr. Marshall offered to convey the Council's sincere thanks to John for all his work on the cemetery over the years and the Clerk's thanks for the offer of assistance going forward.

The Chair pointed out that responsibility for the cemetery and a parish website was not in the Clerk's Job Description when she was employed and all agreed to review the situation once the 12-week probation period is completed in January.

c) **Highways**

Footpath along Great North Road between Palmer Road and Grassthorpe Road is disappearing and requires siding up. Cllr. Marshall to follow up with Gary Woods at NCC for next meeting.

Roadworks bulletin circulated to notice boards, library and Hounsfeld Surgery for Great North Road/Hemplands Lane 26th Nov to 6th Dec for a 3-way traffic lights for Western Power work

d) **Public Footpaths**

Footpath off Wytch Lane is unpassable and the gate has broken – reported by Cllr. Mear after the last meeting but not resolved. Cllr. Mear to follow up.

e) **Churchyard** - nothing to report

f) **Nurseries Hall**

Report from Cllr. Jones deferred from the last meeting was discussed with input from Mr Garth Robertshaw (Chair) and Mr Graham Ladds (Treasurer) from the Sports and Community Centre. Following a lengthy discussion, **all agreed** that the monies identified in both organisations accounts as reserves should be offset with no further commitments due. Clerk was asked to confirm the decision in writing to the charity.

g) **Sports and Community Centre**

The youth football team has folded and there are questions over the management of the adult team. Other teams are playing at the centre, thus meeting the condition of the lease that sport must be played at the site. Mr Graham Ladds agreed to check the documentation.

Cllr. Walker agreed to arrange for the pitch to be rolled and the Clerk to advise F Allen of this.

h) **Library Support Group**

Cllr. Walker advised the meeting that the building that houses the library is to be put on the market and the group is looking for alternative locations. The library lease has recently been renewed and has a 6-month notice clause. Cllr. Walker is to arrange a meeting with Inspire to discuss the options available and the Clerk agreed to attend also.

i) **Website**

Clerk has drafted the main body of the site which will be hosted Hugo Fox. A domain name is to be acquired and village organisations are to be approached for content. A request will be included in the *Unity* report for photographs and permission to use them. An update will be given at the next meeting with the aim for the site to be live during December.

j) Any other reports

Cllr. Walker reported that the flood stone needs cleaning. Cllr. Hutchinson offered to arrange for it to be pressure washed.

181112 Correspondence

LIS Fund 2019 document package received

The Beat October 2018 – available to circulate via email on request

Perennial Landscapes – ground maintenance company that also does playground inspections

N&SDC Planning Decision 18/01973/TWCA (Trees) at 16 Hounsfield Way

NCC purchase of Via East Midlands

181113 Open Forum

A resident commented that a neighbouring village had made a donation to the Royal British Legion this year in lieu of buying poppies having reused those bought last year and asked if the Council had any plans to do the same. It was agreed to take this under consideration and include it on the agenda for the next meeting.

A resident commented on the recent N&SDC survey looking at the community over the next fifteen years and asked whether the Council was aware of any indication of a by-pass for Fledborough in view of the plans for the 70-vehicle lorry park at Marnham. The Chair advised that the Council is not aware of any plans.

181114 Next meeting to be held on Tuesday 11th December 2018

Business: Agree Budget for 2019/20

There being no further business the Chairman declared the meeting closed at 9.25pm

Sutton-on-Trent Parish Council
Minutes of the meeting held on Tuesday 11th December 2018
at the Methodist Community Centre at 7.30pm

Present: M. Jordan (Chairman), B. Blanchard (Vice Chairman), P. Hibberd,
I. Hutchinson, J. Mear, P. Crosby, K. Walker, R. Jones, P. Marshall

Clerk: Sandra Akerman

Members of the Public: 4

181201 Apologies for absence

Apologies were received and accepted from Cllr. Keeton.

181202 Open Forum

A resident raised the issue of the untidiness of the cemetery due in particular to plastic flowers being caught in the wind and asked if the Council has a policy in regard to the use of them on graves. There is no specific policy and after a short discussion the Clerk was asked to raise a polite notice for the cemetery fence requesting dead foliage and disintegrating plastic flowers be removed to keep the cemetery tidy.

181203 Declarations of Interest

None recorded

181204 Approval of minutes of the meeting held on 13th November 2018

The minutes were approved as a true record of the meeting and duly signed by the Chairman.

181205 Matters referred from previous meetings not covered elsewhere on the agenda

a) Casual Vacancy

Clerk advised the meeting there is no requirement for an election and the position can be filled through co-option. Notices to be posted on the boards.

b) Village Gateway Signs

Cllr. Hibberd updated the meeting on the competition run for the school children and a number of designs had been received, all with similar themes of farming, river etc. Cllr. Hibberd suggested pieces from all the designs be provided to Malcolm Lane for a central scene to be put together. It is unlikely that any design will be provided before February due to the work load already in place with the designer. **All agreed** to move ahead with this with the Clerk to liaise with Colleen Scholefield. **All agreed** to give £20 to the school for prizes for the children that entered the competition.

The Clerk clarified preferred locations on Great North Road and Grassthorpe Road to complete Highways Permission request and **all agreed**.

c) Council Archive

Cllr. Jordan has collected the filing cabinet and advised it contains 7 bound minute books dating from 1897 and other typed minute folders. In addition, a CBE medal awarded to Lord Snell and other local history information was recovered. A discussion followed on where the CBE should be kept and displayed. Suggestions of the church, the new village hall when built were made along with Newark Museum. The Clerk to look into a possible loan arrangement with the museum which would allow the medal to be on display at village events.

Clerk to review remaining documents to making a decision on what will be sent to Nottingham for storage.

d) Donation to Royal British Legion and Lamppost Poppies

A brief discussion was followed by Cllr. Hibberd proposing a donation of £100 to the Royal British Legion, seconded by Cllr. Marshall and **all agreed**. The Clerk advised an initial request for 50 poppies (number can be confirmed at a later date) for next year has been sent to RBL and will be followed up in the Spring.

e) War Memorial

Cllr. Hibberd is looking further into the type of memorial, it was suggested a tree for each of the fallen but this would be a difficult installation, location and funding options and will report back at the February meeting.

181206 Reports from County and District Councillors

Both Cllr. Laughton and Cllr. Michael were unable to attend the meeting due to a previous engagement at the District Council.

Cllr. Michael did submit the latest IDB Report which the Clerk read out and which will be circulated to councillors and made available to view on the village website. Members were

also advised that the next NCC/IDB coordination meeting will be held prior to a meeting of the Council in either January or February. More details will be made available when dates have been confirmed.

The Clerk to ask for information on what action has been taken on the bridges at Dawn Lakes and also at Carlton-on-Trent prior to the next meeting. In addition, the Clerk is to request a copy of the survey on the culverts and circulate to councillors.

181207 Planning

- a) **18/01739/FUL** 29 Station Road – Approved by N&SDC
- b) **18/01626/FUL** 10 High Street – Approved by N&SDC
- c) **18/021554/FUL** 6 Nursery Lane – revision of earlier approved application for single-storey extension. Details circulated prior to the meeting and following a discussion **all agreed** to support the application.

181208 Financial

a) **To record receipts:**

None to record

The following payments were approved:

- b) Cllr. Jordan – Clerk leaving present and resident centenary birthday flowers @ £134.95 (approved at the last meeting and to be paid via online transfer)
S Akerman – salary for November @ £266.90 (Chq 766)
Turton Building Control – building reg plan examination at Sports Centre @ £240 (Chq 767)
CPRE Annual Membership @ £36 (Chq 768)
Royal British Legion – donation @ £100 (Chq 769)
Colleen Scholefield – prizes for school children @ £20 (Chq 770)

c) **Scottish Widows Account**

Mandate signed by Cllr. Jordan and Cllr. Jones to include change of signatories and contact address

d) **Standing Order Mandate**

To be signed again for Clerk salary from December as previous one incorrectly signed

e) **To discuss and agree the Budget for 2019/20**

Draft figures were circulated prior to the meeting. A discussion followed and **all agreed** the figures proposed with the following to be included:

- i) an amount for ongoing website costs
- ii) an amount for GDPR compliance for emails
- iii) budget for Clerk's laptop and ongoing support

The level of reserves was discussed and it was noted that the Council has budgeted £94,000 towards the building of the new village hall, comprised of CIL monies and reserves. In advance of discuss the 2019/20 precept at the next meeting and a likely increase, Cllr. Jones proposed that the available reserves be reduced by ring-fencing £50,000 for the new hall. **All agreed.**

It was also confirmed that a further £3,058 is ring-fenced as funds for a potential future Youth Club.

181209 General Data Protection Regulations

a) **Councillor emails**

Cllr. Hibberd recommended Microsoft Office 365 to aid GDPR compliance giving Cloud based email and 1TB storage along with Microsoft applications required and email linked to the domain name purchased for the website. An annual subscription for all members to have council emails would be £456/year and was deemed prohibitively expensive. **All agreed** to acquire an annual subscription for the Clerk at £113.

181210 Reports from village organisations

a) **Playing Field**

Cllr. Hutchinson advised the playground equipment has been reviewed and the required work will be completed in the next couple of weeks. Cllr. Mear advised the work required to repair the fencing is in hand. The Clerk has contacted N&SDC regarding replacing the litter bins and looking at alternative inspection options for next year.

b) **Cemetery** - nothing to report

c) **Highways**

Cllr. Marshall to follow up again with NCC for the required siding up along Great North

Road. Cllr. Marshall also raised an issue near the bus stop on High Street with a tree overhanging close to telephone lines on land belonging to Severn Trent. The Clerk to contact ST.

d) Public Footpaths

Cllr. Mear to follow up the issues with the footpath off Wytch Lane and Footpath No 6 with NCC Rights of Way.

e) Churchyard - nothing to report

f) Nurseries Hall – nothing to report

g) Sports and Community Centre

A report was circulated prior to the meeting regarding the refurbishment plans which it is hoped will be completed by February. A discussion followed regarding the invoicing for the work and as the building is owned by the Council, all agreed that invoices should be directed to the Clerk for payment. Funds for the work will be transferred to the Council.

h) Library Support Group

Cllr. Walker confirmed a meeting has been arranged with Inspire for 15th January to discuss options for an alternative location for the library.

i) Website

Clerk advised the meeting that the website is live at www.suttonontrent.org.uk and has been tested by a few people. It is a work in progress with information of some village organisations still needed. The Clerk thanked Liz and Tony McKendrick for kindly providing photos of the village and permission to use them.

j) Any other reports

Cllr. Marshall raised a query regarding the grass cutting contract for 2019 and whether it would be put out to tender. **All agreed** F Allen Landscapes had provided a good service this year and the Clerk to request figures for a similar service for 2019 in time for the January meeting.

Cllr. Marshall advised the meeting that the five bags of grit supplied by NCC had been delivered.

181211 Correspondence

- i) Notts Police – email to introduce new Neighbourhood Policing Inspector Heather Sutton who will issue regular updates and Blog postings (to be included on the website)
- ii) CPRE Newsletter
- iii) N&SDC Planning Decision on application for tree work at Hounsfield Surgery

181212 Open Forum

A resident advised the meeting of an issue with a rented property on Rose Farm Drive and that the Environment Agency had been contacted. Cllr. Hutchinson to speak with the EA and the Clerk to contact PCSO Crowhurst for information.

181213 Next meeting to be held on Tuesday 8th January 2019

Business: Agree Precept for 2019/20

There being no further business the Chairman declared the meeting closed at 8.55pm

Sutton-on-Trent Parish Council
Minutes of the meeting held on Tuesday 8th January 2019
at the Methodist Community Centre at 7.30pm

Present: M. Jordan (Chairman), B. Blanchard (Vice Chairman), P. Hibberd, I. Hutchinson, J. Mear, P. Crosby, K. Walker, R. Jones, J. Keeton

Also present: District Councillor Michael and County Councillor Laughton

Clerk: Sandra Akerman

Members of the Public: 5

The Chair opened the meeting by wishing everyone a happy and prosperous New Year.

190101 Apologies for absence

Apologies were received and accepted from Cllr. Marshall.

190102 Open Forum

A resident thanked the clerk for her work on the new parish website saying it was exactly what the village needed.

190103 Declarations of Interest

Cllr. Keeton declared an interest in planning application 18.02325.LBC

190104 Approval of minutes of the meeting held on 11th December 2018

The minutes were approved as a true record of the meeting and duly signed by the Chairman.

190105 Matters referred from previous meetings not covered elsewhere on the agenda

a) Casual Vacancy

Clerk advised there had been no applications for the role and it remains vacant. Notices have been posted and details will be included in this month's *Unity* notes.

b) Newark Museum Correspondence

The museum is not interested in storing or displaying the CBE as Lord Snell had no direct link to Newark. County Councillor Laughton offered to fund a locked cabinet for storage. Cllr. Blanchard to speak with All Saints Church and gain costs for a cabinet.

c) Laptop for Clerk

To be collected this week. Cllr. Hibberd to handover the Office 365 subscription and revised costs.

190106 Reports from County and District Councillors

District Cllr. Michael advised the meeting that following the opening of Gladstone House in Newark last year, the government has awarded £2,100,000 for a 44-bed extra care facility in Ollerton which will bring the total number of beds in Newark & Sherwood to 110.

Flooding – Trent Valley IDB additional modelling is being done with results expected by the end of January. A new Project Manager is in place and has offered to attend the February meeting to give an initial report to the Council. **All agreed** to accept the offer. A public meeting will be held with NCC at a later date.

County Cllr. Laughton advised that the N&SDC Asset Manager is working with NCC and tenants on the industrial estate to provide them with updates following the flooding last June. In addition, a full evaluation of road drains has been carried out; also blocked drains at the end of Bulham lane are to be cleared.

Via East Midlands will revert back to Notts CC from 31st March.

County Council are currently going through the budget process.

Cllr. Crosby requested a copy of the report on the gullies and drains. Cllr. Laughton to look into obtaining this.

Cllr. Jones raised the poor condition of Carlton Lane/Main Street with the road breaking up. Clerk to log with Via EM

County Cllr. Laughton left the meeting at 7.45pm

190107 Planning

a) 18/01943/FUL 64 Crow Park Avenue – Approved by N&SDC

b) 18/02292/FUL Sunny View, 2 Grassthorpe Road – erection of 3 bed dwelling, demolition of two outbuildings & realign front boundary. Details circulated prior to the meeting and following a discussion **all agreed** to support the application.

- c) **18/02325/LBC** 2 Main Street – replacement of defective windows and doors. Details circulated prior to the meeting and following a discussion **all agreed** to support the application. Cllr. Keeton did not vote having declared an interest.

190108 Financial

- a) **To record receipts:**

None to record

The following payments were approved:

- b) SCIS UK Limited – laptop and software @ £481.43 plus VAT (Chq 770)

Colleen Scholefield – prizes for school children @ £20 (Chq 771)

- c) **To discuss and agree the Precept for 2019/20**

Draft figures were circulated prior to the meeting. Following a discussion Cllr. Blanchard proposed and Cllr. Hibberd seconded a 5% increase. **All agreed.**

- d) **To finalise and adopt the Budget for 2019/20**

The Clerk had obtained a quote from F Allen Landscapes for the grass cutting contract for 2019/20 which reflects a slight increase and a possible 3-year commitment. **All agreed** to accept the figures and a contract to be raised for signature.

190109 Election May 2019

Clerk advised the meeting of key dates to be aware of. Guidelines and nomination papers to be circulated when made available.

190110 Reports from village organisations

- a) **Playing Field**

Cllr. Hutchinson advised work on the playground equipment has been completed and will provide details for the file.

Clerk advised N&SDC can replace the two small litter bins with larger ones complete with hoods at £125 plus Vat each. **All agreed** to go ahead with this.

- b) **Cemetery** – a report was received after Christmas of cattle in the cemetery. Cllr.

Blanchard and Clerk inspected and found no damage had been caused.

- c) **Highways**

Cllr. Hibberd raised the issue of a drain cover on Old Great North Road. Clerk to log with Via EM.

- d) **Public Footpaths**

Cllr. Mear requested details of which footpaths are open – Clerk to follow up with Rights of Way. A resident commented that the footpath off Wytch Lane and Footpath No 6 are both accessible now and the gate is repaired.

- e) **Churchyard** - nothing to report

- f) **Nurseries Hall**

Cllr. Jones is speaking with Persimmon to gain an update on the site acquisition issue first raised in August 2018. Cllr. Blanchard asked whether the District Council should be involved – the meeting was advised the issue is between the landowner and Persimmon.

- g) **Sports and Community Centre**

Cllr. Blanchard advised the refurbishment is underway.

- h) **Library Support Group**

Cllr. Walker confirmed a meeting has been arranged with Inspire for 15th January to discuss options for an alternative location for the library.

- i) **Website**

Feedback, event details and photographs are welcome.

- j) **Any other reports**

Parish Clock – Clerk has been advised the annual service visit was scheduled for 3rd January.

Village Signs – Cllr. Walker suggested the pictures from the school children be reviewed at the next meeting before any design requirements be sent to Malcolm Lane. It has also been noted that bees and basket weaving be included in the design if possible. Clerk to liaise with Mrs Scholefield to obtain the pictures.

190111 Correspondence

iv) Notts Police – Inspector Heather Sutton monthly blog link included on the website.

Weekly Stakeholder Update can be circulated to councillors on request.

v) Robert Jenrick monthly blog link included on the website

vi) Newark Community First Aiders – free resuscitation training available. Clerk to speak with Kate Pike about a possible evening being planned.

190112 Open Forum

Cllr. Mears queried the overspill of bags at the clothing bin near the bottle bins. Clerk to track a number to get the bin emptied and to include details of the bin at the Methodist Hall in this month's *Unity* notes.

190113 Next meeting to be held on Tuesday 12th February 2019

There being no further business the Chairman declared the meeting closed at 8.30pm

Sutton-on-Trent Parish Council

Minutes of the meeting held on Tuesday 12th February 2019
at the Methodist Community Centre at 7.30pm

Present: M. Jordan (Chairman), B. Blanchard (Vice Chairman), P. Hibberd,
I. Hutchinson, J. Mear, P. Crosby, J. Keeton, P. Marshall

Also present: County Councillor Laughton, District Councillor Michael

Clerk: Sandra Akerman

Members of the Public: 7

190201 Apologies for absence

Apologies were received and accepted from Cllr. Walker and Cllr. Jones

190202 Open Forum (10 minutes maximum)

i) A member of the public raised a concern regarding a long derelict property on Bulham Lane and its state of disrepair which was now becoming dangerous. District Cllr. Michael advised the issue has been raised with N&SDC a few years ago and would be raised again.

ii) A member of the public asked whether a request could be made for the Police speed camera van frequently seen in South Muskham could visit Sutton-on-Trent, in particular the Great North Road and Grassthorpe Road. District Cllr. Michael to follow up and the Clerk to invite Inspector Heather Sutton to a future meeting.

iii) A member of the public advised the meeting that Normanton-on-Trent are organising a community litter pick and whether one could be arranged for Sutton-on-Trent. The Great British Spring Clean is a national litter pick campaign scheduled for 22nd March-23rd April and it was agreed a date could be set within this period. N&SDC will provide the necessary equipment and collect refuse as part of their Cleaner, Safer Greener campaign.

190206 Trent Valley IDB

Neil Kemble has been with the IDB for approx. four months and attended to provide the Council with an update following the flood event in June 2018. The hydraulic model to replicate the events of June 2018, the agreed clearance work and additional survey work has been completed with the initial report containing a number of options for moving forward has been received from the consultants engaged. A meeting has been arranged to review the report early in March.

Cllr. Hibberd asked when the report would be published and was advised that the details for this have not yet been decided.

Cllr. Marshall raised the long-standing issue in Carlton-on-Trent regarding the flow of sewerage and localised flooding and was advised that the current focus was on Bulham Lane with other areas and issues being reviewed.

Cllr. Hibberd asked whether the Council could receive another update on progress and told that this would happen in the next 2 to 3 months. In the meantime, Cllr. Michael provides a monthly report.

Neil was thanked for his attendance and left the meeting at 8pm.

190203 Declarations of Interest

None

190204 Approval of minutes of the meeting held on 8th January 2019

The minutes were approved and duly signed by the Chair.

190205 Matters arising from the minutes not covered elsewhere on the agenda

a) Casual Vacancy

Three applicants had expressed an interest in the role with one having to withdraw prior to the meeting. Of the remaining two, one was unable to attend due to work commitments and the Chairman advised the meeting of the applicant's interest. The third applicant, Mr Steven Hadley, was present and was given an opportunity to address the Council following which he was asked to leave the meeting. A brief discussion was held during which a query whether councillors not present had the right to vote on the co-option, followed by a paper vote between the two applicants resulting in a 5 – 2 (1 abstention) agreement to co-opt Mr Hadley to the Council. The offer was duly accepted, an Acceptance of Office signed and Mr Hadley joined the meeting.

b) CBE Medal

Cllr. Blanchard advised the meeting that All Saints PCC are very happy to display the medal and thanked the Council for inviting them to do so. A display cabinet is being made

and wording for a plaque will be passed to the Council for approval. A faculty is required to permanently mount the medal and this will be applied for. A short letter from the Council supporting the proposal would be beneficial in this application.

c) War Memorial

Cllr. Hibberd has spoken with the Clerk to Ossington Parish Meeting regarding the recent refurbishment of their memorial. E Gill & Sons Ltd have been approached to give costs for a similar memorial to give an indication of what funding may be required.

A member of the public asked what style of memorial was being considered and where it would be sited and was advised that these decisions had not yet been made as the project is in the very early stages. Cllr. Hibberd to update the meeting over the next couple of months.

190207 To receive reports from County and District Councillor

i) District Cllr. Michael commented on the proposed community litter pick and also advised that a request has been made for the response to the N&SDC questionnaire completed at the end of 2018 to be made available by ward.

Cllr. Keeton asked if enquiries can be made as to when the S106 contributions will be made in view of the work on the new development having started. Cllr. Michael to follow up.

ii) County Cllr. Laughton advised the meeting of a planning application for gravel extraction north of the Cromwell site. A decision is likely to be delayed until the Local Mineral Plan has been ratified in Spring 2020.

The County Council has allocated £1,750,000 of the central government funding for pot hole repair to purchasing new equipment for this. In addition, Via East Midlands will revert to NCC ownership from March.

Cllr. Laughton also commented that a request to reduce the 50mph speed limit on the Great North Road to 40mph has been made; the NCC flood team are working closely with the IDB on the flood updates and double yellow lines along Hemplands Lane at the new development site were agreed once work has started.

Finally, Cllr. Laughton has agreed to provide £600 towards the renovation of the finger post on the Great North Road and was duly thanked by the Council.

Cty. Cllr. Laughton left the meeting at 8.20pm

190208 Planning

a) Decisions from Newark & Sherwood:

18/02185/FUL 2 Main Street – tree work approved

18/01998/FUL Cuckstool House – extension & converting outbuildings approved

18/02155/FUL 6 Nursery Lane – single storey extension revisions approved

New applications:

b) 19/00040/FUL Dunstall Lodge, Grassthorpe Road – change of use of barn to function/meeting room as part of farm diversification scheme. Details were circulated prior to the meeting and following a brief discussion **all agreed** unanimously to support the application.

c) Other:

18/02292/FUL Sunny View, 2 Grassthorpe Road – request from applicant for a member of the Council to speak at the Planning Committee on 5th March. Following a brief discussion **all agreed** that Councillors had not attended the committee before and to do so now would be to set a precedent. Clerk requested to decline the invitation to speak on behalf of the resident.

190209 Financial

a) To record receipts - None

b) The following payments were agreed

Notts ALC Subscription for 2019/20 @ £237.09 (no VAT)

Turton Building Control Limited for site examination fee at Sports Centre @ 575.00 plus VAT

Microsoft for Office 365 annual subscription @ £45.60 plus VAT (Payable to P Hibberd)

N&SDC annual rent for playing field @ £100 (no VAT)

c) Annual Gait Letting Auction 27th February

All agreed to put the two gaits into this year's auction.

190210 Village Gateway Signs

Pictures from the school children were circulated and a discussion followed. **All agreed** an item be included in *Unity* and on the website inviting designs and ideas for the signs from the rest of the village by the next meeting.

190211 Reports

a) Playing Field

Two new, larger litter bins have been installed. Invoice from N&SDC awaited.

b) Cemetery

Cllr. Marshall commented that a large branch was overhanging on the north side of the cemetery and likely to fall. Cllr. Hutchinson to follow up.

c) Highways

i) Siding up along Great North Road – Cllr. Laughton to follow up

ii) Overhanging tree on Main Street at the bus stop – Clerk following up with Severn Trent Water

iii) Overgrown tree stump – Cllr. Keeton to follow up

iv) Overgrown verges along Cuckstool Dyke – Clerk to report to Highways

v) Cllr. Mear raised the pot holes on Carlton Back Lane – Clerk to report

iv) Cllr. Mear raised the issue of dog fouling – Clerk to include comments in *Unity*

v) Cllr. Blanchard raised overhanging trees obscuring street light number 7 – Clerk to report

vi) Cllr. Marshall asked for Western Power to be approached regarding the overgrown bushes at the substation on Main Street. Clerk to follow up.

d) Public Footpaths

Rights of Way map posted to website.

e) Churchyard

Nothing to report

f) Nurseries Hall

It was noted that work has commenced at the site.

g) Sports and Community Centre

Mr Damien Ellis advised the meeting that refurbishment work was almost complete. Issues encountered include having to install a new boiler and a full re-wiring of the hall has meant that the budget has been exceeded but further funding has been secured to cover the additional expense. The centre is due to reopen in March. Funds have been received to cover the first invoice from Turton and approval on the work completed provided. **All agreed** the invoice for £30,000 plus Vat to be paid.

h) Library Support Group

Cllr. Walker and the Clerk attended a positive meeting on 15th January between representatives of Inspire and the Methodist Community Centre to discuss the options for relocating the library. The Methodist Council are keen for the move to take place, however Inspire have advised that a potential buyer of the property on Main Street is happy for the library to remain in situ subject to tenancy negotiations. Inspire would like to pursue this option. Further updates will be provided when available.

i) Website

Nothing to report

j) Any other reports

None

190212 Correspondence received in addition to that detailed below

i) Environment Agency Newsletter for J G Pears received and posted to the website

ii) Resident query regarding mail received promoting social media site Next Door

iii) Resident comment regarding posting minutes on notice boards etc for those without internet access. It was also commented that the board at Crow Park is 'misted' over making notices difficult to read.

iv) Latest Newsletter from Police & Crime Commissioner posted to the website

v) Email from Royal British Legion thanking the Council for its donation and advising that decisions have yet to be made as to whether lamp post poppies will be available this year.

190213 Open Forum (10 minutes maximum)

Cllr. Hutchinson requested clarification that there were no issues with the parish council settling invoices for the sports centre refurbishment and re-claiming the VAT. **All agreed** that as the Council owns the premises this can be done. Clerk did advise that an impact on

the Council may be that the external audit fees are higher this year due to an increased income. **All agreed** this would be a one-off increase and acceptable.

190213 Next meeting to be held on Tuesday 12th March 2019

There being no further business the Chairman declared the meeting closed at 8.55pm

Sutton-on-Trent Parish Council
Minutes of the meeting held on Tuesday 12th March 2019
at the Methodist Community Centre at 7.30pm

Present: M. Jordan (Chairman), B. Blanchard (Vice Chairman), P. Hibberd,
J. Mear, P. Crosby, J. Keeton, K. Walker, S. Hadley

Also present: County Councillor Laughton, District Councillor Michael

Clerk: Sandra Akerman

Members of the Public: 9

190301 Apologies for absence

Apologies were received and accepted from Cllr. Marshall, Cllr. Hutchinson and Cllr. Jones

190302 Open Forum (10 minutes maximum)

iv) The derelict property on Bulham Lane was raised, in particular the dangerous state of the chimney stack. District Cllr. Michael advised that Environmental Health are dealing with the matter following her contact after the last meeting and that she will follow this up.

v) A member of the public asked whether a committee had been formed for fund raising and to manage the village hall in view of work having started on the new development. Cllr. Jordan advised he is the Chair of the Committee, no planning application has been submitted as yet, but that a meeting of the committee would take place shortly and information fed back to residents.

vi) The issue of the recycling bins and the mess that is left around them when full was raised. Clerk asked to restate in *Unity* that there is a second clothing bin at the Methodist Community Centre.

vii) The speed limit of the Great North Road and the number of cars exceeding the 40mph was raised. It was suggested this be raised at the next Safer Neighbourhood Group meeting and also to representatives of Notts Police who will attend the next council meeting.

viii) A member of the public raised the issue of the overgrown footpath from the Great North Road to Carlton Lane. County Cllr. Laughton to arrange for the resident to meet with Rights of Way Officers to discuss on site.

ix) A resident asked if the Council was aware of a planning application for 5 x 4,000 litres underground gas tanks at the new development. The Clerk stated that the application details had been circulated after the meeting agenda was set and an extension to the response deadline was requested for the application to be discussed in full at the April meeting. Cllr. Michael advised the extension had been given.

190303 Declarations of Interest

None

190304 Approval of minutes of the meeting held on 12th February 2019

The minutes were approved and duly signed by the Chair.

190305 Matters arising from the minutes not covered elsewhere on the agenda

a) Community Litter Pick

Clerk advised no volunteers had come forward for a litter pick. A member of the public stated that some members of the WI were keen to join in. The date of Saturday 13th April has been chosen and the Clerk asked to advertise the fact in *Unity*.

b) Visit of Notts. Police Inspector Heather Sutton

Attendance confirmed for the April meeting. Clerk to invite PCSO Crowhurst as well.

c) Village Gateway Signs

A number of ideas for content have been received as well as a design. Clerk asked to speak with Malcolm Lane & Son Ltd for guidance on what can be included in the central scene.

190306 To receive reports from County and District Councillor

District Cllr. Michael advised:

i) the District Council met last week to set the budget for the coming year and announced that funding up to £250,000 would be made available for the Sutton-on-Trent flood scheme. The Council thanked Cllr. Michael for her work to achieve this.

ii) the latest update from Trent Valley IDB was given

- a weed cleaner will be installed during the summer months
- a temporary camera will be installed to monitor the pumping station

- the modelling report has been received from the consultants, reviewed and as a result additional tasks have been requested. These should be completed by the first week of April, but TVIDB are hoping to have them in time for its next full meeting on 28th March.
- iii) a copy of the S106 Agreement for the new development has been received and includes details of the triggers for the deliverance of village amenities.
- iv) the speed van has been agreed for Grassthorpe Road

County Cllr. Laughton advised

- i) the drainage reports have been requested
- ii) a bid has been lodged with the drainage fund to install a new pipe along Crow Park Avenue, across Grassthorpe Road to the Bulham Lane Dyke.
- iii) Council Tax increases for the coming year will be at 3.99% for the County Council, 1.94% for the District Council and 12% for Notts Police.
- iv) It is hoped a Community Fund can be set up by the District Council to provide capital funding for rural communities.

Cty. Cllr. Laughton left the meeting at 8.00pm

190307 Planning

a) Decisions from Newark & Sherwood:

18/02325/FUL Holme Farm, Main Street: replacement windows & doors - approved
19/00280/TWCA Severn Trent Water, First Holme Lane – approval for work on overhanging trees

b) New applications:

19/00273/FUL The Croft Main Street – householder application for proposed removal of existing conservatory and erection of new side extension. Details were circulated prior to the meeting and following a discussion **all agreed** to support the application.

190308 Financial

a) To record receipts

Sports & Community Centre in respect of refurbishment work @ £15,000 (see below)
VAT refund for 2018/19 (to February) @ £8,025.46

b) The following payments were agreed

N&SDC for cemetery waste collection through 2018/19 @ £88.79
N&SDC for dog bin emptying contract through 2018/19 @ £1,185.60 plus Vat
Royal British Legion donation for 50 lamp post poppies @ £150
Clerk additional hours and expenses @ £391.45
M S Nickless for refurbishment work @ £15,000 plus Vat

190309 LIS Fund 2019

Clerk advised an application has been submitted in respect of the replacement of the finger post sign at Great North Road/Hemplands Lane in the same design (“Kesteven”) as that at the junction of Grassthorpe Road/Station Road. Supplier: Malcom Lane & Son Limited. Total cost of £1,330. A grant towards the cost has been provided by County Cllr. Laughton at the amount of £500, with the balance being applied for to the LIS Fund. Decision on funding to be advised after May 2019. The Council will be responsible for ongoing maintenance. Clerk to look at insurance implications.

190310 Reports

a) Playing Field

F Allen Landscapes asked to remove a damaged and dangerous tree limb
Cllr. Jordan received a complaint regarding the children’s swing seat. To be investigated.

b) Cemetery

Nothing to report

c) Highways

- i) Outstanding issues log circulated prior to the meeting.
- ii) Clerk raised query from Via East Midlands over land at Bulham Lane/Ingram Lane and vegetation overhanging a road sign. Cllr. Blanchard offered to speak with the resident.
- iii) Overgrown vegetation on Main Street at the defibrillator. Reported to Via EM but as Herrods Close is not an adopted road, they cannot act. A resident has offered to cut it back.
- iv) Clerk has been advised of a traffic speed survey carried out on Main Street between Great North Road and Palmer Road for one week in January. Data shows on average 10 vehicles a day exceed the speed limit to a point that would attract Police action. Via EM have agreed to install a Temporary Interactive Speed Sign (date to be advised) and a scheme of ‘It’s 30 for a Reason’ signage.

iv) Sunken grate in the road on Hemplands Lane – Clerk to report

d) Public Footpaths

Nothing to report

e) Churchyard

Nothing to report

f) Nurseries Hall

Nothing to report

g) Sports and Community Centre

The next stage of the work has been completed. Funds have been received to cover the next payment instalment. **All agreed** the invoice for £15,000 plus Vat to be paid. Clerk asked to write to the committee commending their work on fund raising and the refurbishment.

h) Library Support Group

Cllr. Walker to speak with Inspire regarding the potential relocation to the Methodist Centre.

i) Website

Nothing to report

j) Any other reports

None

190311 Correspondence received in addition to that detailed below

i) Election nomination papers circulated to everyone. Posters to go on notice boards and the library

ii) Planning Application 18/02292/FUL Sunnyview, 2 Grassthorpe Road – refused at Planning Committee on 5th March

iii) Confirmation received from All Saints that the display case for Lord Snell's MBE has been completed. Faculty is to be requested.

iv) Environment Agency update on J G Pears Newsletter next to be issued in April

v) Resident letter regarding noise complaint at railway bridge has been lodged with Environmental Health Officer at Newark & Sherwood.

vi) Resident complaint regarding dog fouling. Clerk to put a comment in *Unity* and posters around the village.

190312 Open Forum (10 minutes maximum)

i) It was queried if cameras can be placed around the village to combat the dog fouling issue. It was felt this would give issues on privacy.

ii) It was commented that the notice board at Crow Park is 'frosted' over due to sunlight on the Perspex. Replacing it with glass is not an option. Clerk to follow up with Cllr. Hutchinson.

iii) Overgrown vegetation obscuring a street light on the Old Great North Road was raised last meeting. The Clerk advised it had been logged and inspected and was awaiting action.

190313 Next meeting to be held on Tuesday 9th April 2019

There being no further business the Chairman declared the meeting closed at 8.30pm

Sutton-on-Trent Parish Council

Minutes of the meeting held on Tuesday 9th April 2019

at the Methodist Community Centre at 7.30pm

Present: M. Jordan (Chairman), B. Blanchard (Vice Chairman), P. Hibberd, J. Mear, J. Keeton, K. Walker, S. Hadley, I. Hutchinson, R. Jones
Also present: District Councillor Michael, Inspector Heather Sutton
Clerk: Sandra Akerman
Members of the Public: 7

190401 Apologies for absence

Apologies were received and accepted from Cllr. Crosby, Cllr. Marshall and County Councillor Laughton.

190402 Open Forum (10 minutes maximum)

x) A resident asked why the District Council is giving £1,000,000 to Strawsons in a loss-making venture at the Robin Hood Hotel site in Newark (as reported in the Newark Advertiser). District Cllr. Michael responded saying the partnership has been entered into to gain a revenue stream moving forward. Cllr. Michael went on to say she would provide the resident with the correct published figures for the scheme.

xi) A resident speaking on behalf of others living on Hemplands Lane urged the Council to consider the planning application at the new development carefully (see below) and to particularly take into account the grounds of safety. He went on to say that Health and Safety guidelines are not being adhered to in the application, that supporting detail is incorrect and also expressed concerns over the loss of open space should the installation go ahead.

xii) A resident who met with a Rights of Way Officer after the last meeting stated that work is required on the footpath from the Great North Road to Carlton Lane and budgets would be considered.

xiii) A resident commented that the trustees of the Youth Club Trust have donated a further £15,500 towards the refurbishment of the toilets at the Sports Club.

190403 Declarations of Interest

None

190404 Approval of minutes of the meeting held on 12th March 2019

The minutes were approved and duly signed by the Chair

190405 Police Inspector Heather Sutton

The Chair introduced Inspector Sutton to the meeting. Inspector Sutton thanked the Council for inviting her and commented that in terms of members of the public, it was the best attended parish council meeting she has been to so far.

Inspector Sutton is the District Commander based at Newark, responsible for an area of 250sq miles and has been in post since October 2018. Personnel covering our area are PCSO Keith Crowhurst, PC Debs Bacon (Beat Manager) and Sgt. Tony Hall (Ollerton).

When asked how many officers cover a particular area, Notts Police policy is not to respond as all other specialist teams in the county are available if needed, e.g. the Road Crime and Traffic Teams jointly working on A1 fuel thefts. Fuel theft and thefts from lorries is a major concern on the area at present. Burglary is also spiking although statistics for Sutton show a reduction of 7%. Despite some recent arrests, burglaries continue to occur it is thought mainly due to criminals travelling from outside the area.

Taking questions:

i) *Has the closure of the custody suite in Newark had any impact on the number of officers available to respond to crime and is the suite likely to be reopened?* There has been no formal review on the impact on numbers so far, but it can be said that there has been no detrimental impact on response times which are checked on a daily basis. As a result of the closure, approx. £400,000 has been put into front line officers, 2 single cell vehicles have been acquired which means one officer can escort a prisoner to Mansfield instead of two and a Prisoner Processing Team is based in Mansfield which also releases front line officers. The suite has been moth-balled and can be opened for specific times e.g. as it was at New Year, but there are no plans for the decision to be reversed at this time.

- ii) *Why is a new custody suite being built in Nottingham?* The Bridewell Suite is being rebuilt. Requirements have been assessed and it was decided that the resource was needed more in Nottingham than elsewhere.
- iii) *Has the consistent issues at the level crossing in Newark had an impact on response times?* Response times are reviewed daily and there is no significant impact being seen. Officers may start and end a shift at Newark but are fully operational whilst out with laptops/Blackberries etc and can complete most of their work from the patrol cars. The Beat Team for Sutton is based in Ollerton so direct impact has been limited.
- iv) *There was a significant increase in Council Tax this year allocated to the Police, how is this being justified?* The Police & Crime Commissioner has committed to 3 additional officers on the Neighbourhood Team for Newark & Sherwood. The details of these officers are not available as yet, so no decision has been made as to how the resource will be utilised. In addition, £20,000 has been spent recently on night vision goggles, training for drone pilots and dirt bikes to help tackle rural crime.
- v) *With your resources and manpower, do you consider you are delivering an adequate service and response?* Yes. Resources can be pulled in from other teams and areas over and above the Beat Team, e.g. working with the Road Crime Team and for example considering deploying wildlife cameras to tackle the A1 thefts.
- vi) *Speeding on Main Street and High Street, can the limit be reduced to 20mph?* That is a Highways and NCC matter. The Police can give Speed Watch training, carryout speed checks etc. It was suggested this point is followed up at the next Safer Neighbourhood Group meeting.
- vii) *A call was made in February to report a jogger regularly seen in the early hours of the morning with Hi-Viz clothing but still very difficult to see. The resident was not happy with the response received on the call and what could be done?* It was suggested this was not a Police matter and could best be dealt with through the community. Clerk to include a general comment regarding road safety in the Unity notes.

It was noted that the Clerk attends the quarterly Safer Neighbourhood Group meetings and any issues within the village should be reported to her to follow up.

Prior to leaving the meeting, Inspector Sutton was thanked by the Chairman for attending the meeting and for answering questions from the public.

1900406 Matters arising from the minutes not covered elsewhere on the agenda

a) Village Gateway Signs

The Clerk advised that Malcolm Lane are not able to provide assistance in design a central scene for the signs at this time. It was agreed to approach a graphic designer in the village to help with the final scene choice. Clerk to speak further with Cllrs. Keeton and Hibberd. The Clerk advised that locations for the signs had been identified in a meeting with the Chair and Via East Midlands.

b) Community Litter Pick

Confirmed for Saturday 13th April at 10am, assembling at Marshalls. The Clerk advised there had been some delay in confirming equipment to be supplied by the District Council, but was hoping to collect on Friday. Cllr. Michael offered to follow up the request. A member of the public commented that there were no signs displayed for the event. It has been noted in the minutes of the last meeting, Unity, Facebook and the website. Clerk agreed to post a notice.

190407 To receive reports from County and District Councillor

The Chairman confirmed that District Cllr. Michael has been re-elected unopposed and that there will be no elections in Sutton-on-Trent on 2nd May. The Chair congratulated Cllr. Michael.

Cllr. Michael commented that neither will there be an election for the Parish Council as only 9 nominations were submitted for a council of 11. The remaining seats will be filled after May 2nd either by co-option or by advertising a Casual Vacancy.

District Cllr. Michael advised:

v) Ashmount, Bulham Lane – an officer from the District Council has completed an inspection and declared the property safe. A recommendation to tidy the garden will be made.

vi) The results of the flood modelling have been received by the IDB and an internal review is being carried out with the results of that due after Easter. A meeting is scheduled with Notts County Council on 30th April and the Chair is attending.

vii) The District Council Policy Committee recommended last week to bring the housing management back in house which will result in the winding up of Newark and Sherwood Homes. The initiative is expected to save £1,000,000/year. A consultation will be held with tenants and leaseholders before a final decision is made.

viii) Results of the Residents Survey completed in December 2018 have been released. In total 11,224 residents completed a survey (1 in 10 adults), 2,400 signed up for the District Council email listing and 836 showed an interest in joining a resident's panel. The report will be shared with Highways England, NCC and Notts Healthcare NHS Trust. Sutton-on-Trent had the highest percentage of residents happy with recycling and waste management.

ix) The District Council have set up a fund of £200,000 to provide financial assistance for capital projects in rural areas.

x) The Safer Neighbourhood Group meets on 25th April, any issues should be reported to the Clerk.

190408 **Planning**

a) **Decisions from Newark & Sherwood:**

19/00273/FUL The Croft Main Street, new side extension – approved

19/00040/FUL Dunstall Lodge, barn conversion change of use - approved

b) **New applications:**

19/00424/FUL Persimmon Homes - installation of 5 underground gas tanks on land off Hemplands Lane. Details circulated prior to the meeting. The Chairman noted that this was a difficult application to comment on as there would be nothing tangible to see as in other applications for extensions, new builds etc. He acknowledged that this was also an emotive subject for residents and a question was raised as to whether the Council should be expected to comment on such an application. A resident asked why the Council cannot record an objection on the same grounds as already raised by residents and in response was advised that only material planning matters can be cited as an objection.

Cllr. Jones commented that a resident has submitted an objection to N&SDC detailing technical issues with the application. He went on to say that in his view the Council could not be expected to judge the application on technical grounds being unqualified to do so and should consider a more practical approach and the effect of the proposal on the community. All agreed and a discussion was had that focused on potential reasons for objection. Following this the Chairman asked for a vote: None in favour of supporting the application, 8 objected and 2 abstentions on the grounds of insufficient information to make a decision. **It was therefore resolved** for the Clerk to record an objection to the application highlighting resident concerns already raised over the safety of the proposed installation and on the grounds of:

i) loss of open space

ii) lack of dedicated off road parking for deliveries and subsequent potential for highway safety issues

iii) potential for restricted access to the surgery car park when deliveries take place

c) **Appeal:**

18/00046/ENFNOT 43A Great North Road – appeal against an enforcement notice following refusal of retrospective planning application for a tractor storage/repair unit.

The Clerk advised the meeting that this application did appear in the minutes of the September meeting but no decision was recorded and no response is listed on the planning website. **All agreed** the application had been supported and the Clerk was asked to respond in this manner to the Planning Inspectorate.

190409 **Financial**

a) **To record receipts since the last meeting**

Cemetery Fees at £1,600

HMRC – final VAT refund for 2018/19 of £3,237.12 giving a total VAT claim and refund for 2018/19 of £11,262.58 equally expenditure through the year

Pygott & Crane – gait letting income of £132.44

County Councillor Laughton donation towards the new finger post of £500. The Chair thanked Cllr. Laughton in his absence.

Sports Club refurbishment monies of £21,500

b) **The following payments were agreed**

F Allen for grass cutting and emergency tree work at the playing field at £836 plus Vat

EON – defibrillator electricity for 2018/19 at £46.37

M S Nickless for refurbishment work @ £21,500 plus Vat (see above)

190410 Operation London Bridge

The Clerk explained the protocol laid down for arrangements following the death of a senior Royal, in particular the Queen, such as provision of a Book of Condolence. Clerk to liaise with other village organisations to ensure arrangements are not duplicated.

190412 Meeting dates for 2019/20

It was confirmed that meetings for the next civic year would be held as before, monthly except for August on the second Tuesday of the month.

The Annual Parish Meeting will be held on Tuesday 14th May at 7pm and will be followed at 7.30pm by the Annual Meeting of the Council.

190413 Reports

a) Playing Field

Following concerns over the safety of the swing seat raised at the last meeting, **all agreed** to replace the two seats on the piece of equipment. Cllr. Hibberd identified possible options and Cllr. Hutchinson agreed their suitability. Clerk to purchase.

b) Cemetery

It was commented on how tidy the cemetery is. A comment was also made regarding the lack of water supply which has been identified as a possible leak further down the pipe. Cllr. Hutchinson agreed to look into this.

c) Highways

Outstanding issues log circulated prior to the meeting. Clerk gave an update regarding the overhang trees near the bus stop on Main Street.

d) Public Footpaths

i) Cllr. Mears asked if a white line can be painted on the road outside houses 1-11 on Grassthorpe Road to aid with parking and safety. Clerk to log with Via EM.

ii) Cllr. Keeton has received a resident comment regarding the general poor state of the pavements around the village, e.g. uneven. Clerk to discuss the possibility of a review with Via EM

iii) Cllr. Mears advised that the two 6-foot concrete plinths at FP6 have been removed and that NCC Rights of Way have instructed the footpath to be reinstated

e) Churchyard

Nothing to report

f) Nurseries Hall

Cllr. Jones provided an update following a meeting of the Working Group on Friday 5th April:

i) The plans previously drawn up are to be amended to reduce the height of the hall and make it more suitable for the environment around it

ii) Contact has been made with Persimmon for a consultation on the plans and the public open space at the eastern end of the site and how it will be managed. A day-to-day contact for the site will also be requested.

iii) It is 5 years since the last resident survey was taken, so there will be a public consultation in the next couple of months to reconfirm public support for the project. There will be an opportunity to view the plans at an open meeting on Tuesday 11th June at 6.30pm (before the Parish Council meeting) and to complete feedback forms. Forms will also be made available around the village and the consultation will continue until 1st July.

iv) The Working Group intends to submit a planning application following completion of the public consultation period. The fee for this, after Parish Council discounts, will be £1,155 and the Council needs to decide whether this will be funded from the project provision amount of £50,000 or from general funds.

Cllr. Jones concluded by saying that the Working Group would welcome volunteers to join the group, in particular anyone with a financial background. The Parish Council is committed to the scheme and will now start spending money on it, so councillor involvement would be welcome. Cllr. Hutchinson suggested that as new members may join the Council after May, that might give an opportunity for someone to join.

The Clerk thanked Cllr. Keeton for his work on reviewing the S106 Agreement following the last meeting and advised that a meeting with Clare Walker (Planning Officer) was to be arranged after Easter with Cllr. Keeton and Cllr. Michael to address the questions directly.

g) Sports and Community Centre

The newly refurbished Sports Club will have its Grand Opening on Saturday 13th April at 3pm. Cllr. Blanchard commended the committee and volunteers for all the hard work on the project.

h) Library Support Group

Cllr. Walker confirmed that a Notice to Quit the current premises has been received. The Methodist Centre is keen to have the library relocate with Mike and Jenny Everett taking on the co-ordination role for this. A further meeting with Inspire is scheduled for Friday 12th April at 2pm, Cllr. Walker and the Clerk to attend.

i) Website

The Clerk thanked Mr John Whittaker for provided around 80 photographs of the village over the years for use on the website.

A resident advised that the planning application for gas tanks on the new development does not appear on the Planning Tracker. The Clerk advised the tracker is managed by the web host Hugo Fox and this would be reported to them.

j) Any other reports

None

190414 Correspondence received in addition to that detailed below

i) Letter from Sports & Community Centre thanking the committee, volunteers and Council for the efforts and support during the refurbishment project was read out

ii) Via EM – letter detailing required width for footpaths over farmed land. Clerk to copy to Cllr. Mears

iii) Robert Jenrick March Newsletter – posted to website

iv) CPRE Notts – notice of 2019 Best Kept Village Competition – it was commented that an entry should be submitted again this year. Clerk to liaise with Cllr. Blanchard.

v) Resident email regarding planning application 19/00424/FUL (see above)

vi) N&SDC notice of approval for work on trees on far Holme Lane

vii) Nottinghamshire Wheeler Cycle Event on Saturday June 16th

viii) Notice from Seafarers UK about commemorating Merchant Navy Day on 3rd September

190415 Open Forum (10 minutes maximum)

iv) A resident with planning experience offered assistance if required for the Nurseries Hall project and was thanked.

190416 Next meeting to be held on Tuesday 14th May 2019

The Annual Parish Meeting will be held at 7pm and will be followed at 7.30pm by the Annual Meeting of the Council

There being no further business the Chairman declared the meeting closed at 9.20pm