

## SUTTON-ON-TRENT PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at the Methodist Community Centre  
on Tuesday, 14<sup>th</sup> June 2022 at 7.30 pm.

**Present:** Councillor B Blanchard  
Councillor P Hibberd (Chair)  
Councillor I Hutchinson  
Councillor R Jones  
Councillor J Keeton  
Councillor B Kelly  
Councillor P Marshall  
Councillor S Sloan  
Councillor Mrs K Walker

**In Attendance** 7 members of the public together with District Councillor Mrs Michael

**22/019 To receive and approve apologies for absence.**

Apologies were received and accepted from Councillors P Curtis and S Hadley, together with County Councillor Laughton.

**22/020 To receive and note any declarations of interest**

There were none made.

**22/021 Public 10 Minute Forum**

The Chair suspended the meeting at 7.31pm to allow for the public session.

No questions were raised so the Chair reconvened the meeting.

**22/022 To receive and approve the Minutes from the meeting held on 10<sup>th</sup> May 2022**

The Minutes of the Annual Parish Council Meeting held on 10<sup>th</sup> May 2022 were approved as a true record and signed by the Chairman.

**22/023 Question and Answer Session with Inspector Ward, Newark & Sherwood District Commander**

The Chair suspended the meeting at 7.32pm and welcomed Inspector Ward and PCSO Dunn for a Question and Answer session with Members and public present.

Inspector Ward outlined that the Police were good at covering short term demand on its services, but planning forward was more challenging. As part of a forward plan, it was intended to work with schools. There were Early Intervention Officers who worked with Secondary Schools, but did not get involved with Primary Schools. An invitation to the Primary School at Sutton had been extended, but not taken up. The Chair advised, as School Governor, he would raise this direct with the Head.

The Neighbouring Policing team comprised three teams, two of which were based at Newark and one at Ollerton.

There had been 26 reports over the last ....., 14 of these related to the A1. Of the remaining incidents two related to anti-social behaviour reports which included the incidents with a catapult. PC Bakin and PCSO Dunn had spoken to 5 children and their parents over this incident.

The Chair asked what would be the most appropriate way to report incidents. Inspector Ward advised that if there was anti-social behaviour that resulted in damage and there were persons at the scene, 999 should be used. If damage had already occurred the advice would be to use the 101 system, either by phone or through the Notts Police website. There was also the option to contact PC Bakin and PCSO Dunn direct but this would lead to a delay in incidents being reviewed should Officers be on rest days or annual leave.

Inspector Ward outlined how important it was for incidents to be reported whenever they were experienced in the village. If they were not reported then the team would assume that there were no issues.

In terms of anti-social behaviour, the District Council's Community Protection Team had powers they could use for this including issuing fines and engaging with Social Services and Schools. Contact could be made through Newark & Sherwood District Council and requests made for intervention where there were ongoing issues.

Councillor Kelly advised that there had been a number of reports of anti-social behaviour in the village recently on High Street, with groups of young people gathering outside the Co-Op. There had also been incidents at the play park on Strawberry Fields.

PCSO Dunn advised that the neighbourhood team were aware of the groups at the Co-Op and had attended previously.

Councillor Hutchinson asked if Inspector Ward considered that there was an adequate Police presence and service given current resources.

Inspector Ward responded that an effective service was provided in Newark & Sherwood. More resources would always be welcome, but given those currently available service is good and better than adequate. There was a committed team of staff, with a further 3 PCs scheduled to join over the next couple of months.

It was noted that Sutton was situated within a rural farming area and Inspector Ward was asked to clarify if there were any specific rural crimes that were currently affecting the community. Diesel thefts were a concern along the A1 corridor; there had been metal thefts but nothing particular over the last 2 months. ANPR monitoring had been increased to support the road crime team.

The Chair thanked Inspector Ward and PCSO Dunn for their time and reconvened the meeting at 8pm.

**22/024**

**To receive feedback on the commemorations arranged to celebrate HM The Queen's Platinum Jubilee and ratify expenditure**

The Chair suspended the meeting at 8.01pm to allow Mrs Butt to speak.

Mrs Butt thanked the Parish Council for the way it had supported parishioners in allowing them to decide how the Jubilee should be commemorated. Special thanks to Cllr Hutchinson and staff for making the beacon and managing the event on the evening, which had got the celebrations off to a good start. It was a joy to see the village come together and the aim of creating something that the community, especially children, would remember had been achieved.

Thanks were also expressed to Councillor Walker for the celebration cakes and for the members of the Festival Committee for supporting the Street Party on the Sunday. Thanks also extended to the Clerk for her help and support in pulling events together.

On behalf of the Parish Council, the Chair echoed the thanks expressed by Mrs Butt, especially to the village organisations that had formed part of the Working Group to bring commemorations together.

The Clerk referred to the expenditure spend of £907.58, against a budget of £1,491. After discussion it was proposed by Councillor Hutchinson, seconded by Councillor Kelly that the balance of £583.42 be split between the Church, Methodist Community Centre and Sports Club. This was unanimously AGREED.

**22/025**

**District Councillor Report**

The Chair suspended the meeting at 8.10pm to allow Councillor Mrs Michael to present her report.

Cllr Mrs Michael referred to the Safer Neighbourhood Group, an active group that met on a quarterly basis to discuss crime in the rural villages. Cllr Hadley represented the Parish Council on the group and fed back on any problems in the village.

With nothing further to report, the Chair thanked Cllr Mrs Michael for her report and reconvened the meeting at 8.12pm.

(a) The Tour of Britain 2022 – State 5 – Nottinghamshire Thursday 8<sup>th</sup> September 2022

The route had now been released. Details had been circulated to Members for information and would be shared on Social Media.

(b) Green Champions Volunteering Scheme

Members noted the further information issued regarding the Green Champions Volunteering Scheme.

**22/025**

**County Councillor Report**

No report was presented as Cllr Laughton had given his apologies.

**22/026**

**To receive an update report from the Village Hall Working Group in relation to instructing consultants to take the scheme forward and from the Clerk regarding VAT**

Councillor Jones spoke to the report and the backing documents from Inform Surveying. These documents outlined the cost of the tendering process and were based on the cost before the recent increase in inflation. The anticipated cost to tender the scheme was £32,000.

The Working Group were of the view that the risks of proceeding to tender to assess costs at this time were too great, and Inform Surveying should be asked to produce another detailed cost estimate based on the new, reduced scheme. This would then take into account the recent increase in inflation to 9% and would allow Council to consider how to proceed. Inform Surveying would be asked to credit the cost for producing a detailed cost estimate against the tender process should the Council proceed to that step.

It was noted that the revised scheme would have to be submitted to planning as a new application.

After discussion, it was proposed by Councillor Jones, seconded by Councillor Keeton that Inform Surveying be asked to produce a further detailed cost estimate for the reduced scheme given the rise in inflation to 9%. This would then allow the Parish Council to make an informed decision on whether or not it would be financially viable to proceed with the scheme, before proceeding to the tendering process.

This was unanimously AGREED.

Members noted the Clerk's report regarding VAT following specialist advice received. It was proposed by Councillor Hibberd, seconded by Councillor Jones, that the Parish Council should opt to register for VAT at an appropriate time.

**22/027**

**Planning**

**Applications**

**22/00841/HOUSE – Malt Kiln Cottage, 9 Station Road, Sutton-on-Trent - Proposed conversion of existing double garage abutting the dwelling into a domestic lounge and erecting a new double garage as an extension of the existing property**

After consideration, it was AGREED that no objection be raised to the application.

**Decision Notices**

**22/00696/HOUSE – Ellmor House, 40 Great North Road, Sutton-on-Trent - Alteration to roof of garage. Reinstatement of render to rear of dwelling**

Members noted the decision notice granting permission for the application as outlined.

**22/00723/S73 – 1 Barrel Hill Road, Sutton-on-Trent - Variation of condition 2 attached to planning permission 20/02132/FUL to amend the approved plans to enable the staff parking arrangements to operate in accordance with the Nottinghamshire County Council Highway requirements and enable the rear garden area to be retained**

Members noted the decision notice refusing permission for the application as outlined.

**22/00666/FUL - Land Off Old Great North Road, Sutton On Trent - Erection of 2(No.) Four Bedroom Dwellings and Associated Garage Block and Parking**

Members noted the decision notice refusing planning permission for the application as outlined.

**22/00503/LDC – 22 High Street, Sutton-on-Trent - Certificate of Lawfulness for proposed fitting of Solar PV panels to the side and rear roof**

Members noted the issuing of a Certificate of Lawfulness as outlined.

### Tree Works

Members noted the following applications submitted for tree works:

**22/00993/TWCA – 3 Middle Holme Lane, Sutton-on-Trent - T1 Silver Birch - Crown lift by 2m; target prune to clear BT lines; reduce lateral branches by 1.5m; reduce height by approximately 2.5m (from 15m to 12.25m) T2 Ash - Fell T3 Beech - Crown lift 2m; reduce crown by approximately 1.5m and target prune house side; reduce height by approximately 2m (from 15m to 13m) T4 Pine - Fell T5 Elder/Conifer - Fell**

**22/00870/TWCA – Shipnell Cottage, 6 Middle Holme Lane, Sutton-on-Trent - T1 Holly tree - reduce height by 2.5m (From 10m to 7.5m) and reduce side branches encroaching upon vehicular access to provide clearance T2 Fell 1 No. Conifer T3 Yew - crown reduce by 1m T4 Conifer - reduce height by 2.5m (From 10m to 7.5m) .**

### **22/028 Financials**

a) To record receipts:

- There were none.

b) To approve invoices for payment:

The following invoices were approved for payment:

- Celebration China Hire – Pump Flask Hire for Jubilee - £47.80
- Sutton-on-Trent Methodist Community Centre – Sept 21 to Apr 22 - £149.25
- Flat & Bunting Store – Bunting for Jubilee - £246
- Entertainment for Jubilee Street Party - £100
- Flowers for Residents 100<sup>th</sup> Birthday - £40
- Entertainment for Jubilee Street Party - £175
- E Bay – Die Cutters for Jubilee Lantern Workshop - £13.85
- Viking Direct – Napkins & Paper Cups for Jubilee Street Party - £46.72
- Mr Tongue – Polycarbonate Sheet for Noticeboard - £51.87
- Freddie Allen Landscaping – May 2022 - £994.50
- Parkinson Partnership – VAT Advice - £700
- Mr J Mears – Commemoration Plaque - £100

c) To receive an update on changes to the Parish Council's Banking Mandate

The Clerk updated Members on the present position with the Parish Council's Banking Mandate. Members would be notified if there was any progress prior to the next meeting.

d) To consider requesting an extension of time from PKF Littlejohn to submit the Annual Governance Accountability Return for the Financial Year 2021/22

Members noted that, given the problems with accessing the Council's financial accounts, it may not be possible to meet the target dates for the exercise of public rights for the

accounts year ending 31<sup>st</sup> March 2022. The Clerk advised that contact had been made with the external auditors, PKF Littlejohn, who had amended the submission deadline to 29<sup>th</sup> July 2022.

Should access to the accounts be achieved in time, the Clerk would endeavour to prepare the accounts for audit. A separate meeting, prior to that scheduled for Tuesday, 12<sup>th</sup> July, may be required if that were the case. The Clerk would keep Members updated.

- e) To note a request for financial support from the Methodist Community Centre  
Members noted a request for financial support from the Methodist Community Centre towards the restoration of the hall floor with a more permanent treatment. Two quotations had been received, with the third awaited, with costs in the region of £3,700. It was AGREED that the Clerk seek more information on the work required so that Members could better understand what was required and report back to the July meeting.

**22/029**

**Parish Council Matters**

- a) Update report from Clerk  
The Clerk advised that all actions had been done from the previous meeting.

**22/030**

**To receive updates and agree actions:**

- a) Playing Field  
**(a) Play Area Work Required**  
The Clerk advised that a meeting had been held on site with the contractor. Following on from that a quotation had been received for repairs and repainting to items of equipment, and replacement of the boundary fencing, in the sum of £19,025. The boundary fencing made up £17,350 in that sum.

After discussion it was AGREED that the Clerk accept the following from the quotation:

Painting small swings and rebushing	£275
Painting large swings and rebushing	£300
Repainting multiplay toddler unit	£350
To clean and repaint main structure of MUGA	£750

Consideration of the fencing to be deferred to a future meeting.

Members noted that the play area at Strawberry Fields continued to be unfit for purpose. The Clerk to liaise with the Management Company for an update.

- b) Cemetery  
Cllr Sloan referred to the condition of benches in the Cemetery. After discussion it was AGREED that quotations for 3 benches be obtained for consideration at the July meeting.
- c) Highways  
Members expressed their concern at the standard of potholes repairs. The Clerk to raise this with Cllr Laughton.  
  
Cllr Walker advised that the interactive speed sign still had not been repaired. The Clerk to raise an enquiry on when the repair will be completed.
- d) Community Speed Watch  
No report was presented as Cllr Hadley had given his apologies.
- e) Public Footpaths  
Councillor Kelly reported that the footpath from the Hemplands Lane junction down

to the Great North Road, was in poor repair and it was struggle to get down past the farm, particularly with a wheelchair.

The Chair advised this had previously been raised, but would be logged again on the portal.

f) Churchyard

There were no issues to report.

g) Village Hall

This item had also been covered under Minute No 22/026 above.

A discussion took place around the land transfer, with Members noting that this may be impacted by the current application regarding the flood alleviation application. Cllr Keeton to liaise with Planning Enforcement for an update on this matter.

It was reported that at the public consultation prior to the Annual Council Meeting in May, a members of the public had commented that the hall was now too small. A review of the plan indicated that the size could be increased by 1m. If this was agreed revisions would need to be made prior to submission to the Planning Department.

It was AGREED that this be considered at the July meeting.

h) Sports Club

Thanks were extended to Cllr Hutchinson for providing the stage at the Jubilee Fund Day, and also to Cllr Hadley and the Chair for their hard work on the day.

The Club had been successful in obtaining funding from the Local Communities Fund through Nottinghamshire County Council in the sum of £26,000. An application was currently being prepared for funding from the Football Foundation.

i) Library Support Group

Cllr Walker reported that the school were committed to coming back to the library for the next half term.

A cheque in the sum of £745.74 was handed to the Clerk which would need to be placed in to earmarked reserves for the library.

j) Social Media & Website

The Clerk had been updating Social Media and the Website. It was noted that Social Media had been invaluable in promoting events arranged for the Jubilee commemorations and for raising engagement with the Parish Council.

k) War Memorial

Discussion took place regarding the Jubilee Beacon and potential places for it to be on a permanent basis, which could potentially be at this site. This item to be placed on the July agenda for further consideration.

l) Any Other Reports

None received.

The Chair thanked Members for their reports.

**22/031**

**Nottinghamshire Association of Local Councils**

Members noted the New Cllr Training that had been arranged. Cllrs Kelly and Curtis had been enrolled to attend.

**22/032**            **Correspondence**

**22/033**            **To receive items for notification**  
There were no matters raised.

**Close:** There being no further business the Chairman closed the meeting at 9.07pm

Next Meeting will be on Tuesday, 12<sup>th</sup> July 2022 at 7.30pm in the Methodist Community Centre.

**PLEASE NOTE THAT THIS IS A SUMMARY OF THE DRAFT MINUTES WHICH HAVE NOT YET BEEN APPROVED.**