

# **SUTTON-ON-TRENT PARISH COUNCIL**

## **Minutes of the Annual Meeting of the Parish Council held at the Methodist Community Centre on Tuesday, 13<sup>th</sup> June 2023 at 7.30 pm.**

**Present:** Councillor B Blanchard  
Councillor P Hibberd (Chair)  
Councillor J Keeton  
Councillor M Moody  
Councillor P Marshall  
Councillor S Sloan  
Councillor K Walker

**In Attendance** 14 members of the public

**23/019 Apologies for Absence**

Received and accepted from Cllr Hadley and County Councillor Laughton

**23/020 To receive and note any declarations of interest**

There were none.

**23/021 To consider applications received for co-option on to the Parish Council**

With permission of Members, the Chair brought forward consideration of two applications that had been received for co-option onto the Council. The Clerk explained that, due to spaces being available following the Uncontested Election, the Council was able to co-opt without the usual notice period.

Applications had been received from Matthew Allen and Arron Smith.

Each candidate met the criteria required for co-option and Members unanimously AGREED to co-opt both onto the Parish Council.

At this point, both candidates joined Members and signed their Declarations of Acceptance of Office and completed their Register of Members Interests.

**23/022 Public 10 Minute Forum**

The Chair suspended the meeting at 7.34pm to allow for the public session.

No questions were raised so the meeting was immediately reconvened.

**23/023 To receive and approve the Minutes from the meeting held on 16<sup>th</sup> May 2023**

Subject to an amendment to the attendance register to note the attendance of Cllr Moody, and the incorrect spelling of Cllr Hibberd, the Minutes of the Annual Parish Council Meeting held on 16<sup>th</sup> May 2023 were approved as a true record and signed by the Chairman.

**23/024 District Councillor Report**

The Chair suspended the meeting at 7.35pm to allow Cllr Mrs Michael to present her report.

Cllr Mrs Michael advised that a new Chairman had been elected at Newark & Sherwood. The Council was now led by an Administration comprised of Labour, Liberal Democrats and Independents for Newark.

A letter would be issued to residents shortly regarding the glass recycling scheme that would be introduced in September, with a 140L bin provided emptied on a 4 weekly cycle. It was expected that glass recycling banks would be removed.

Cllr Mrs Michael had been reappointed to the Internal Drainage Board. The next meeting of the Board was scheduled to take place in July.

23/025

### **County Councillor Report**

No report was presented as County Councillor Laughton had given his apologies.

23/026

### **Planning**

(a)

#### **Applications**

23/00856/HOUSE – Rowan Cottage, 7-9 High Street, Sutton-on-Trent – Two storey front extension, entrance porch and detached garage/garden store

The Chair suspended the meeting at 7.35pm to allow residents to speak to the application.

Residents advised that there were concerns regarding the loss of privacy, materials used in a Conservation Area and overbearing, particularly around the height of the roof line.

The Chair thanked residents for their input and reconvened the meeting at 7.45pm.

After discussion, it was unanimously AGREED that objection be raised to the application on the grounds of scale, loss of privacy, overbearing and the use of inappropriate materials in a Conservation Area.

23/00809/OUTM – Land Off Carlton Lane, Sutton-on-Trent – Construction of up to 21 No. Eco entry-level affordable dwelling (re-submission of 21/02565/OUTM)

The Chair suspended the meeting at 7.49pm to allow residents to speak to the application.

A resident commented that there had been an increase in traffic on Carlton Lane with vehicles accessing The Rhymes. Traffic problems were exacerbated and made more dangerous by vehicles parking contrary to the Highways Code on the corner junction outside The Grange. Representatives from the Camping and Caravan Club had also been surveying the field behind the proposed development, which was a concern.

The Chair thanked residents for their input and reconvened the meeting at 7.55pm.

The Clerk drew the attention of Members to the comments received from the Planning Officer regarding the application, outlining that the description of the development for 21 dwellings would take pre-eminence over the illustrative plan that showed 9 dwellings. No appeal had been submitted in relation to the previous refused application.

The Chair referred to the objections previously submitted on 21/02565/OUTM. It was considered that these objections remained valid and it was unanimously AGREED that they be resubmitted to Newark & Sherwood District Council.

#### **Decision Notice**

There were none to report.

#### **Tree Works**

Members noted the following tree works.

- 23/00864/TWCA – 9 Main Street, Sutton-on-Trent – T1 – Fell 1 No. Cherry Tree; T2 – Weeping Willow re-pollard
- 23/00620/TWCA – All Saints Parish Church, Church Street, Sutton-on-Trent – Various tree works

The Clerk confirmed that permission had been granted for the works applied for in the Church yard.

**Financials**a) To record receipts:

- Retford Memorials - £67
- HMRC Q4 VAT - £4,022.67

b) To approve invoices for payment:

The following invoices were approved for payment:

- Clerk's Wages – May 2023 - £284.25
- HMRC PAYE – May 2023 - £71
- Freddie Allen Gardens & Landscapes - £1,326 & £2,983.50
- Sage Accounts - £8.40
- 2023/24- £313.9

d) Financial Report as at 31<sup>st</sup> May 2023

Members received and noted the Council's financial position as at 31<sup>st</sup> May 2023, with a balance of

The Clerk advised that a report would be presented at the July meeting with a breakdown of balances to move out of the Current Account and into the Business Reserve Account.

e) To note the conclusion of the Internal Audit for the financial year ended 31<sup>st</sup> March 2023

Members noted that the accounts for the financial year ended 31<sup>st</sup> March 2023 had been subject to Internal Audit, with no matters raised.

f) To consider the Annual Governance Statement for the financial year ended 31<sup>st</sup> March 2023

Members were asked to consider the Annual Governance Statement for the financial year ended 31<sup>st</sup> March 2023. The Clerk advised that, as advised by the External Audit report 2021/22, 'No' had been answered to Assertion 4. The statement was considered and it was AGREED that this was approved and should be signed by the Chairman and Clerk.

g) To consider the Accounting Statements for the financial year ended 31<sup>st</sup> March 2023

The Accounting Statements for the year ended 31<sup>st</sup> March 2023 as presented and signed by the Responsible Financial Officer were considered and it was AGREED that these be approved and signed by the Chairman.

These documents would now be submitted for External Audit and be published on the Parish Council's website, together with the Notice of Public Rights, and explanation of variances. A copy would also be included in the Parish Council's noticeboards.

h) To consider the renewal of the Annual Subscription to the Rural Communities Action Network

After discussion, it was AGREED that the Council's subscription to the Rural Communities Action Network be renewed at a cost of £95 plus VAT.

**Parish Council Matters**a) To consider applications received for co-option on to the Parish Council

This item had been considered earlier on the agenda.

b) To receive and consider an Action Plan for the Parish Council

This item was deferred for consideration at the July meeting.

**To receive updates and agree actions:**

The Chair advised that he would look to put together a review on this part of the agenda to bring to a future meeting.

a) Playing Field**(a) Resurfacing of Play Area – Sternthorpe Close**

The Chair advised that he had recently joined a site meeting arranged by Newark & Sherwood District Council. Opportunity had been taken to raise the play area fencing and also the resurfacing work required. The knee rail had also been reported to Officers while on site.

The Clerk referred to quotations received for the resurfacing of the play area at Sternthorpe Close, which ranged from £13,599 to £18,551. Grant funding of £2000 had been secured from Newark & Sherwood District Council towards the cost. The Clerk to continue to obtain quotations for the resurfacing and to review different types of surfacing.

The Chair considered that the whole area needed to be reviewed.

b) Cemetery

Councillor Sloan extended thanks to a resident who had voluntarily tidied the Garden of Remembrance.

The Clerk advised that a site meeting was in the process of being arranged with a resident where there was a concern over the closeness of plots.

c) Highways

Councillor Moody advised that a meeting had been scheduled with Via on Friday, 23<sup>rd</sup> June 2023 to discuss a potential footpath link to the Sports Club from the village.

The Chair asked if an update could be requested on the resurfacing of Main Street, and attention drawn to the condition of Crow Park Avenue, especially at the junction with Station Road.

The use of MyNottsApp to report problems on the highway to again be highlighted to residents.

d) Community Speed Watch

There was nothing to report.

e) Public Footpaths

Cllr Moody referred to the condition of the footpath at Meadow Lane. The Clerk to liaise direct with a view to reporting to the Rights of Way Officer at the County Council.

f) Churchyard**(a) Rewilding Project**

The Clerk advised that no further details had yet been received from the team working on the project.

**(b) Tree Works**

With permission granted for the tree works in the Church yard, the Clerk confirmed that quotations for the work would be progressed.

g) Village Hall

The Chair asked Cllr Mrs Michael if enquiries could be made with Planning to establish the present position with the discharge of conditions on the Flood Risk Assessment. The Chair advised that a request would be made for a meeting with all interested parties to plan a way forward.

h) Sports Club

Cllr Smith reported that the Sports Club were looking at starting external works on the building in September.

i) Library Support Group

There was nothing to report.

j) War Memorial

(a) **To review quotations**

Three quotations received from E Gill & Sons (Memorials) Ltd, together with a design and dimensions had been circulated to Members for information. The Clerk confirmed that the design and dimensions had been forwarded to Via for a view on the three locations.

Further research would be undertaken to try and obtain alternative quotations for comparison.

k) Any Other Reports

On behalf of the Falls Group, Councillor Blanchard, extended thanks for the financial support provided by the Parish Council to enable it to continue its vital work. The Clerk advised that £400 had also been made available by Councillor Laughton from his Divisional Fund

The Chair thanked Members for their reports.

**23/030**

**Nottinghamshire Association of Local Councils**

(a)

To note the date of the 2023 Annual General Meeting

The Clerk advised that the date of the Annual General Meeting would be on 11<sup>th</sup> September 2023. The month had been changed following feedback received from a recent survey of members.

**23/031**

**Correspondence**

The Clerk advised that correspondence had been received from a resident expressing concern at the overgrown verge on the right hand side as traffic exits Bulham Lane. This had been reported to Via by the Clerk. Councillor Sloan that he would review and trim as necessary. Concern had also been expressed regarding a '30 for a reason' sign that was obscured by vegetation at Sternthorpe Close. The Clerk had asked the Council's contractor to cut this back when next on site. Finally, the Council's attention had been drawn to the fencing at Sternthorpe Close, which Members were already aware of.

**23/032**

**To receive items for notification**

Councillor Sloan referred to indiscriminate parking on the lane adjacent to the Greyhound Rescue Centre.

**Close:** There being no further business the Chairman closed the meeting at 8.45pm

Next Meeting will be on Tuesday, 11<sup>th</sup> July 2023 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.**