

SUTTON-ON-TRENT PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at the Methodist Community Centre
on Tuesday, 16th May 2023 at 7.30 pm.

Present: Councillor B Blanchard
Councillor S Hadley
Councillor P Hubbard (Chair)
Councillor J Keeton
Councillor S Sloan
Councillor K Walker

In Attendance 5 members of the public, District Councillor Mrs Michael and County Councillor Laughton

23/001 Apologies for Absence
Received and accepted from Cllr Marshall.

23/002 To note the results from the Uncontested Election held on 4th May 2023
The Clerk referred to the Uncontested Election held on 4th May 2023. Eight Members had been appointed, to the 11 seats available. These were Brian Blanchard, Stephen Hadley, Paul Hubbard, James Keeton, Paul Marshall, Mark Moody, Steve Sloan and Karen Walker, who would serve a 4 year term to 2027.

The Council could immediately co-opt into the three vacant seats, and the Clerk would progress this.

23/003 Declarations of Acceptance of Office & Register of Members Interests
Members signed their Declarations of Acceptance of Officer and completed their Register of Members Interests.

23/004 To Elect a Chairman of the Council – Civic Year 2023/24
The Clerk requested nominations for the position of Chairman of the Parish Council for the Civic Year 2023/24.

Councillor Keeton proposed Councillor Hubbard, seconded by Councillor Walker.
This was carried UNANIMOUSLY.

There were no other nominations.

Councillor Hubbard was duly elected as Chairman of the Parish Council and signed the Declaration of Acceptance of Office.

23/005 To Elect a Vice-Chairman of the Council – Civic Year 2023/24
The Chairman called for nominations to the position of Vice-Chairman of the Parish Council for the Civic Year 2023/24.

Councillor Hadley proposed Councillor Keeton, seconded by Councillor Walker.

This was carried UNANIMOUSLY.

The Chairman declared that Councillor Keeton was duly elected as Vice-Chairman of the Parish Council and signed the Declaration of Acceptance of Office.

23/006 To Nominate Representatives for the Village – Civic Year 2023/24
The following representatives were nominated to look after the areas below:

- Playing Fields – Clerk to the Council
- Cemetery – Councillors Marshall & Sloan
- Highways – Councillor Moody
- Community Speed Watch – Councillor Hadley

- Public Footpaths – Councillor Keeton
- Churchyard – Councillor Blanchard
- Village Hall – Councillor Hubbard
- Sports Club – Arron Smith
- Library – Councillor Walker
- War Memorial – Councillor Hubbard
- Defibrillators – Councillor Hadley

23/007 To review and adopt standing orders and financial regulations

The Standing Orders as circulated were adopted by Members.

The Clerk advised that the Financial Regulations were in the process of being reviewed at a national level. Until that review was complete, Members adopted the financial regulations as circulated.

23/008 To receive and note any declarations of interest

There were none.

23/009 Public 10 Minute Forum

The Chair suspended the meeting at 7.37pm to allow for the public session.

A resident extended their thanks to the Clerk for all their help with the Coronation event held on Sunday, 7th May 2023.

A resident referred to the February minutes, and a query over a payment. Councillor Keeton explained this related to a payment for the Sports Club.

A resident referred to the condition of the fence at Sternthorpe Close. The Chair explained that the Parish Council were aware that the fence had come to the end of its life. The Clerk was in contact with the relevant department at Newark & Sherwood District Council to establish if any financial support was available.

The Chair thanked residents for their participation and reconvened the meeting.

23/010 To receive and approve the Minutes from the meeting held on 18th April 2023

Subject to an amendment to Minute Number 22/138 (b) to reflect that the base benches were in place at the Cemetery, and not the benches themselves, the Minutes of the Parish Council Meeting held on 18th April 2023 were approved as a true record and signed by the Chairman.

23/011 County Councillor Report

This item would be taken if and when County Councillor Laughton arrived.

23/012 District Councillor Report

This item would be taken when District Councillor Mrs Michael arrived.

23/013 Planning

(a) **Applications**

23/00584/FUL - The Rhymes, Carlton Lane, Sutton On Trent - Rebuilding and replacement of existing barns, sheds and out buildings following demolition, (Retrospective)

The Chair suspended the meeting at 7.45pm to allow a member of the public to speak on the application. The Chair thanked them for their observations and reconvened the meeting at 7.49pm for Members to consider a response.

After discussion, it was AGREED that objection be raised to this application on the grounds of the increase in footprint by 32%, which was much larger than the original building.

Concern was also raised around the stated use of the buildings as agricultural. In the event that planning permission was granted, the Parish Council would wish to see a condition included that the buildings only be used for agricultural purposes.

23/00804/DISCON – Ivy Cottage, 41 Main Street, Sutton-on-Trent - Request for confirmation of discharge of condition 04 (Samples) attached to planning permission 22/01317/HOUSE; Proposed removal of existing single storey rear extension and erection of new part single and part two storey rear extension to include new roof mounted solar panels to the house and garage roof areas.
Members noted the request.

Decision Notices

23/00324/LDCP Chesterfield House, 77 High Street, Sutton-on-Trent – Proposed Extension to Garage
Members noted that the District Council had refused to issue a Certificate for the proposed extension.

23/00410/HPRIOR – 7 Floral Villas, Sutton-on-Trent - Householder prior approval for replacement conservatory
The length that the extension extends beyond the rear wall of the original house: 4.57 metres
Eaves height of the extension: 2.2 metres
Maximum height of the extension: 3.5 metres
Members noted that the District Council had determined that prior approval was not required for the development as outlined.

23/00202/LBC – The Old Barn, Holme View, Main Street, Sutton-on-Trent - Replacement of windows and external doors with like-for-like timber
Members noted the decision notice granting Listed Building Consent for the development as outlined.

Tree Works

Members noted the following tree works.

- 23/00600/TWCA – Sutton-on-Trent Primary School - 007 - Sycamore - reduce back from property to give 2-3m clearance T037 - Silver Birch - remove and replace tree
- 23/00514/TWCA – 60 High Street, Sutton-on-Trent - 1 No. Willow Tree - undertake a structural pollard, maximum cut sizes 100mm Work to be undertaken in accordance with BS 3998
- 23/00728/TWCA – Trebham Lodge, High Street, Sutton-on-Trent - Fell 1 No. dying conifer tree

23/014

Financials

a) To record receipts:

- NSDC First Half Precept - £13,479
- E Gill & Sons – Cemetery Fees - £916
- Newark & Sherwood District Council – Coronation Grant - £300

b) To approve invoices for payment:

The following invoices were approved for payment:

- Wordprint Ltd – Coronation Printing - £52
- Clerk's Wages – April 2023 - £284.25
- HMRC PAYE – April 2023 - £71
- Costco – Coronation Cakes - £61.96
- Waitrose – Gift Card (Coronation) - £100
- Waitrose – Prizes (Coronation) - £61.72
- Parking Shop – Speedwatch Signs - £307.20
- Ebay – Paint Bottles (Coronation) - £23.97

- Ministry of Colours – Paint for Coronation - £250
- Notts Association of Local Councils – New Cllr Training - £45
- Newark & Sherwood District Council – Cemetery Waste - £106.47 •
- Sherwood Hire Ltd – Balance of Coronation Toilets - £247.50
- Gary West – Children’s Entertainment (Coronation) - £130
- Retronauts – Performance at Coronation - £150
- Freddie Allen Gardens & Landscapes - £1,326
- Notts Association of Local Councils – Subscription 2023/24- £313.9

d) To receive a breakdown of costs on the Coronation event

The Clerk referred to a breakdown of costs showing the expenditure on the Coronation event which showed a spend of £1,000.03 from a budget of £1,800.

d) Financial Report as at 30th April 2023

Members received and noted the Council’s financial position as at 30th April 2023.

23/015

Parish Council Matters

a) To note the advertisement of the three vacancies available on the Parish Council for co-option

The Clerk advised that details of the three vacancies were on the noticeboards and included in the Unity article. Details would also be placed on social media and the website.

b) To consider drafting an Action Plan for the Parish Council

The Clerk asked Members to consider putting together an Action Plan for the next 4 years. Councillor Moody advised he would like to add installation of a footpath to connect the village with the Sports Club; and a revision of the 30mph speed limit boundary.

The Clerk to draw up a Plan for consideration at the June meeting.

c) To receive feedback on the events arranged for the Coronation of King Charles III

Members noted how successful the events over the weekend had been. Thanks were extended to everyone who had come together to deliver the events.

Members noted the underspend in the budget and considered that this could be vired to be used to support the meeting hire costs of the Falls Group, that had been outlined as £880. This was proposed by Councillor Hibberd, seconded by Councillor Keeton and unanimously AGREED.

d) To receive minutes from the Trentside Parishes Meeting held on 25th April 2023

The minutes of the meeting held on 25th April 2023 had been circulated to Members for information.

e) To receive details of the Grow Your Roots Initiative

Members noted the initiative being promoted by Nottinghamshire County Council, supported by the Greenwood Community Forest and Sherwood Forest Trust.

f) Update Report from Clerk

Members noted the update from the Clerk.

23/012 (cont) District Councillor Report

With the arrival of District Cllr Mrs Michael, the Chair suspended the meeting at 8.11pm for her report. Cllr Mrs Michael extended her congratulations to everyone who had stood for the Parish Council and would now serve to 2027. There were challenges at the District Council as the Administration was still not set, but would be determined on Tuesday, 23rd May 2023 at the Annual Meeting.

A walkabout had been arranged by District Council Officers on Tuesday, 23rd May of the Crow Park Avenue area. This presented an opportunity for the Parish Council to raise issues such as the condition of the roads, knee rails, etc.

The Chair advised Cllr Mrs Michael that objection had been raised to the retrospective application at The Rhymes. A copy of the reasons would be shared with Cllr Mrs Michael for information.

The Chair thanked Cllr Mrs Michael for her report and reconvened the meeting at 8.19pm.

23/011 (cont) County Councillor Report

With the arrival of County Councillor Laughton, the Chair suspended the meeting at 8.20pm for his report.

Cllr Laughton advised that he was looking into funding for the Falls Group and had also discussed the running of the group with the Director of Public Health. The Clerk would be kept updated on any progress.

A report would be presented to the June County Council meeting on the relocation of the County Council offices from County Hall to Top Wig Hay. Substantial savings would be made and a capital receipt would also be made from any sale of the building.

An adverse OFSTED report of the County Council's SEN provision had been received. The County Council were now looking to establish an Improvement Board to address the issues raised.

The Chair advised that a resurfacing team from Via had been observed reviewing parts of Main Street. It was hoped that this meant the resurfacing of areas previously highlighted by the Parish Council was imminent.

Cllr Laughton was thanked for his report and the Chair reconvened the meeting at 8.25pm.

23/015

To receive updates and agree actions:

- a) Playing Field
A further quotation was awaited for the resurfacing.
- b) Cemetery
Councillor Sloan referred to a concern that had been raised over the position of one of the plots. Investigations were being made to see if there was any scope to move a headstone slightly. The Clerk was liaising with the family.
- c) Highways
There was nothing to report.
- d) Community Speed Watch
There was nothing to report.
- e) Public Footpaths
There was nothing to report.
- f) Churchyard
On behalf of the Parochial Church Council, Cllr Blanchard expressed thanks to everyone who took part in the Coronation event.
 - (a) **Rewilding Project**
The Clerk advised that a resident had approached the Parish Council with a project to rewild part of the Churchyard. Members were supportive of the project. A request would be made for further details to be brought to the June meeting.

- g) Village Hall
There was nothing to report.
- h) Sports Club
It was hoped that work on the renovations would start within the next couple of months. Costs were being reviewed to ensure that the budget was sufficient.
- i) Library Support Group
There was nothing to report, other than covered in the report to the Parish Meeting.
- j) War Memorial
It was reported that problems were being experienced with obtaining more than one quotation. Quotations from E Gill & Sons had been received in the sum of £10,667 and £9,870. Two residents, who were also in the services, were helping with a design.
- k) Any Other Reports
The Chair referred to the resignation of Richard Jones, who had not stood for re-election at the 4th May 2023 elections. First appointed as a Councillor some 15 years ago in late 2007, Richard had previously held the role of Secretary for the Village Fund. He began his involvement with the village hall project while still secretary to the Sports Club charity, and has been the Parish Council's lead on the project for 12 years. During this time he has worked tirelessly on that project, as well as other Parish Council projects and initiatives.

His expertise and counsel in all areas has been highly regarded and appreciated. His retirement is a loss to the Parish Council and the residents it represents. Whilst it is reassuring to know that he remains available for consultation, and that he will continue to work as part of the Village Hall Working Group, his resignation was received with regret.

On behalf of the Parish Council, best wishes were extended and thanks for his time and contribution to the community.

It was proposed by the Chair, seconded by Councillor Hadley, that a sum of £100 be used from the Chairman's Allowance to buy a gift in recognition of his service.

The Chair noted the sad news that Michael Butts had passed away very recently. Cllr Blanchard was asked to pass on the condolences of all Members to the family. It was noted that Mr Butts had served on the Parish Council for over 20 years, and made a valuable contribution to the village over that time. It was proposed by the Chair, seconded by Cllr Walker that a donation of £100 be made to the family, by waiving any Cemetery fee.

The Chair thanked Members for their reports.

23/016

(a)

Nottinghamshire Association of Local Councils

Playground Safety Training Course – 6th June 2023

Members noted the details of the course. The Clerk advised that the Sternthorpe Close area was inspected annually by an independent company.

23/017

Correspondence

There was none to consider.

23/018

To receive items for notification

There were none.

Close: There being no further business the Chairman closed the meeting at 8.01pm

Next Meeting will be on Tuesday, 13th June 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.