

# COLLINGHAM *Parish Council*

## MINUTES OF THE COLLINGHAM PARISH COUNCIL MEETING

held at 7:15pm on 28 January 2021

by video conference during Corona Virus National Emergency

Present: Councillors: C Allen, J Barrie, J Davies, M Davies, R Fabian, A Haberton, R Hatton,  
M Lloyd, T Musson (Chair), D Mackenzie

District and County Councillor Dobson (Part)

Clerk: C Ballantyne

Assistant Clerk: Sarah Markall

In Attendance: 1 member of the public in attendance (part)

Action by:

- 9 Declaration of intent to record, film or photograph the meeting by members, members of the public or the press**  
None
- 10 Public Forum**  
Concerns raised about the A46 consultation process and the possible delay that may be caused to the scheme, as a result of the concerns raised
- 11 To receive apologies for absence**  
No apologies were received, all Councillors were in attendance  
Apologies received from District Councillor Dales, noted
- 12 To receive any declarations of interest**  
Michael Davies declared an interest in Agenda Item 19a
- 13 To receive and approve the Minutes:** of the Parish Council Meeting of 7 January 2021, previously circulated to members. These were agreed unanimously, by those in attendance at the meeting as a true record and will be signed by the Chair as soon as possible. **Chair**
- 14 To receive reports from County and District Councillors**
- County & District Councillor Mrs Dobson***  
There has been a lot of flooding recently, but this affected no properties on Low Street. Carlton Ferry Lane has been damaged, which will be temporarily repaired when the water has receded. There has been damage on Westfield Lane.
- Damage to a tree has been caused by Severn Trent during the works on Low Street/Lunn Lane area. This has now been removed by Highways.
- Some surface water flooding occurs on Cottage Lane/South End, which is being investigated, along with other areas in the village.
- District Councillor Mrs Dales***  
Nothing to report this month

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**Finance**

a) **To Formally Note Items of Receipt for the Month:**

**Receipts**

Burial Ground	Cemetery Fees	£80.00
Abellio	East Midlands Rail Grant	£2,694.37
NSDC	Community Infrastructure Levy (CIL)	£6,603.45
CDLHS	Jubilee Room Rent	£1.00
Burial Fees	Cemetery Fees	£840.00

Resolved unanimously that Community Infrastructure Levy monies should be placed into the Community Infrastructure Levy reserve

b) **To Formally Approve Items paid since last meeting by BACS**

**Expenditure**

		<b>VAT</b>		<b>Total</b>
Caron Ballantyne	Capital Expenditure - Printer	£207.00	£41.40	£245.00
Hall Farm Christmas Shop	Advent Lights Reserve	£70.00	£14.00	£84.00
Wel Medical	Defib Replacement Items (pads)	£139.11	£27.82	£166.93
Royal British Legion	Individual Items	£69.50	NIL	£69.50

Payments approved unanimously

c) **To Approve Items for Payment for the Month to be paid by BACS**

**Expenditure**

		<b>VAT</b>		<b>Total</b>
AEB Landscapes	Park - Inspections	£150.00	NIL	£150.00
National ALC	Training – Course	£32.44	£6.49	£38.93
National ALC	Training - Course	£32.44	£6.49	£38.93
Wel Medical	Defib Replacement Items (batteries)	£608.00	£121.60	£729.60
Sarah Markall	Expenses (Lump sum Quarterly)	£26.00	NIL	£26.00
Caron Ballantyne	Expenses (Lump sum Quarterly)	£65.00	NIL	£65.00
Caron Ballantyne	Individual Items (Watering Cans)	£7.82	£1.53	£9.15

All payments approved unanimously

d) **Bank Reconciliation for the year to date** –signed by Cllrs Mackenzie and Musson, noted

e) **NALC e-learning:**

- **Freedom of Information Essentials**, no one wished to attend
- **Introduction to Planning**, Resolved unanimously that Councillors Haberton and Lloyd could attend

**Clerk**

f) **SLCC Cyber Awareness E-Learning Course**, resolved unanimously that the Clerk and Assistant Clerk could attend

**Clerk**

- g) **To consider Community Rail Network Membership for 2021**, resolved unanimously to renew **Clerk**
- h) **Budget Monitoring and virements**, resolved unanimously that all changes should be made. Additional expenditure incurred this year will be covered by the use of the Covid grant received. **Clerk**

**16 Planning**

a) **Applications for consideration**

None		
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b) **Applications Determined**

20/01612/FUL	Carlton Ferry Lane, Wharf Cottage	Refuse
20/02143/FUL	Station Road, Station Yard	Grant
20/02257/HOUSE	High Street (137), Kent Cottage	Grant
20/02330/TWCA	Queen Street (1), The Corner House	No objections
20/02352/TWCA	Queen Street (15), Primrose Cottage	No objections
20/02076/HOUSE	Church Street (4), Ivy Cottage	Grant
20/02397/TWCA	High Street (121), Vine Farm	No objections
20/02115/FUL	The Hedgerows, land at	Grant
20/02263/S73	Swinderby Road, The Mill House	Grant
20/02369/HOUSE	Swinderby Road (22)	Grant
ES/4058	Besthorpe Quarry	Granted

Noted

- c) **Assets of Community Value – Kings Head.** This has been added to the Newark & Sherwood District Council register for another 5 years.
- d) **Newark & Sherwood District Council Consultation on the Draft Residential Cycle and Car Parking Standards and Design Guide Supplementary Planning document.** Resolved unanimously that there were no additional comments to be made **Clerk**
- e) **To Consider an Information Video for Neighbourhood Planning Process.** Resolved unanimously that an initial video would be produced using Chloe Gelsthorpe. Michael Davies to liaise **Assistant Clerk & Cllr M Davies**

**17 To consider tenders for Grounds Maintenance Contract.** Resolved unanimously that the tender would be awarded to AEB Landscapes for 3 years. **Clerk**

**18 Fleet Article for March – Cllrs Mackenzie and Musson to write, several topics were suggested**

**19 Correspondence**

- a) Funding Request from Citizens Advice – Newark and Sherwood, resolved unanimously by those voting that any funding for citizens advice would be considered for CRARC as the local service for this community, rather than a district wide service **Clerk**
- b) Concern raised over Severn Trent Reporting system, resolved by majority that a letter be written that the reporting system is very difficult and not usable by anyone without an internet connection **Assistant Clerk**

- c) LGA Model Code of Conduct, noted
- d) Request for larger post box in the village, letter to be sent to Royal Mail raising the issue and also to raise the issue about the removal of the post box at the Green

Assistant  
Clerk

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<b>Parish Clerks Report</b>	<b>Agenda Item</b>
➤ Public Space Protection Orders for Pitomy Farm Play area – NSDC have the order for Pitomy Farm to be progressed when the relevant committee next meets to discuss such items.	<b>17/167f</b>
➤ Request for improvements/alterations to the High Street. Holding letter sent advising the Parish Council is awaiting an official response from NCC Highways	<b>19/130f</b>
➤ Colour laser printer, ordered – the supplier has now cancelled the order due to issues with stock. New printer has arrived is being used as appropriate	<b>20/133f</b>
➤ Wildflower turf for the Pinfold has been ordered and will be installed during the Winter	<b>20/136a</b>
➤ 12 <sup>th</sup> Edition of “Arnold-Baker” has been delivered	<b>20/161e</b>
➤ Standards Matter consultation – deadline revised and response sent	<b>20/164a</b>
➤ Y&CC work to resolve damp, instruction given to contractor Woodhill Road, old Tector Site. The potential new developer has been contacted and advised of the Parish Councils aspirations for the site	<b>20/172e</b>
➤ Nottinghamshire Local Minerals Plan –brought forward to 7 January Meeting	<b>20/173d</b>
➤ Cemetery Fees notified to local funeral directors and posted to the website	<b>20/173e</b>
➤ Annual Park Inspections – Items for attention will be raised with the Park Inspector	<b>20/174</b>
➤ Adopted Risk Register and Action Plan to be posted to the website	<b>20/175</b>
➤ Reshaping Health Services in Nottinghamshire – to be brought forward to a future meeting when the additional information is available	<b>20/176a&amp;b</b>
➤ Clerks Appraisal – additional hours paid, increment included in precept calculations, leave arranged	<b>20/179b</b>
➤ A46 Widening Consultation – response sent to Highways England requesting a meeting and raising concerns with regard to the proposals currently tabled	<b>20/182</b>
➤ Nottinghamshire Local Minerals Plan – Meeting requested in order to obtain a clearer explanation, unfortunately the consultation has now closed	<b>6c</b>
➤ Precept Request made to Newark & Sherwood District Council	<b>6d</b>
➤ Reshaping Health Services in Nottinghamshire – to be	<b>7</b>
	<b>8a</b>

brought forward - still awaiting further information

Other items

- All planning consultations responded to
- Tree/hedge issues being raised with householder/landowner to discuss resolution
- Whitemoor Lane post box, a hard standing has been provided by NCC Highways
- Gigabit Broadband Voucher Scheme is being progressed, awaiting information from BT
- Flood wardens monitoring water levels and have deployed the flood signage scheme as required
- Working with Village Care to ensure all over 80s have received the information about vaccinations as some letters appear to have gone astray in the post

**Reports to NCC**

FS289695217	Pothole	Station Road - signal loops
FS289696993	Pothole	Station Road - near stop line
FS299075238	Trees/Hedges	Damaged limb on Low Street from the Manor

**Reports to NSDC**

ESB 1393214	Fly tipping	North Scaffold Lane/Green Lane
ESB 1405458	Tree Collection	Christmas tree collection for recycling
ESB 1416846	Tetra Pack Collection	Village Centre facility is full
ESB 1423806	Road Sweep	Carlton Ferry Lane, following flooding

**Assistant Clerks Report**

Majority of Parish Council Assets, e.g. street furniture plotted on Mapping software, covered annual leave of Clerk, social media engagement increased. First of five sections of ILCA completed.

**All Councillors**

**6c – A46 widening consultation**

Individual responses sent

**Assistant Clerk, Councillors Jean Davie, Michael Davies, Rick Hatton and District Councillor Dales**

**20/173f – Information Video about Neighbourhood Planning**

Meeting held to discuss the scope of the brief

**Councillor T Musson**

**20/18h – Dog poo bag holders**

To be woven from Willow. Positions have been identified for these to be erected on existing street furniture.

**Councillor Fabian**

Working with CVC on refurbishment of their benches

Working on Station Adoption plans and possible community garden

**20/177** – Interpretation Plaque at the Pinfold, Woodhill Road, being progressed  
**5** – Minutes signed

The meeting closed at 20:35pm

**Abbreviations:**

**NCC** – Nottinghamshire County Council/Councillor

**NSDC** – Newark & Sherwood District Council/Councillor

**LCS** – Lincolnshire Cooperative Society

**EMR** – East Midlands Railway

**PRoW** – Public Right of Way

**Y&CC** – Youth & Community Centre

**CDHS** – Collingham & District History Society

**PPG** – Patient Participation Group

**CVC** – Collingham & District Village Care